



EMHS Parent Communication Cheat Sheet

Preface

Student learning and well-being are enhanced through collaborative engagement between students, staff, parents/guardians and the community. Fostering relationships with parents/guardians through engagement and communication opportunities is essential to student success.

Often speaking directly to those most closely involved in a situation is most effective and timely. Contact with parents, students, and community members is not only welcome but encouraged.

What do I do if ...

... I have concerns, questions or issues about my child's marks, assessment, assignments or course work?

- Please contact the student's teacher. Teachers work directly with students and are best able to discuss details of class learning activities, forms of assessment, practices and policies.
- Contact information can be found on the school's [Contact Us](#) webpage and/or the [Teacher Contacts](#) webpage.
- **Please note: drop-in visits and unscheduled appointments are not possible due to the nature of teacher work, school safety and security, as well as administration's practices regarding the importance of structured meeting times.**

... I have a question about my child's lates or absences?

- **Parents are asked to email absence/late notification to our school general inbox ernestmanning@cbe.ab.ca**
- Please view your child's attendance in [MyCBE parent account](#)
- Use this link to help set up a [MyCBE parent account](#)
- Please contact your child's Assistant Principal if there are significant issues that may impact your student's attendance

... I have concerns, questions or issues about my child's school team/extra-curricular, decisions, actions, playing time?

- Please contact the student's coach/teacher. Teachers/coaches work directly with students and are best able to discuss concerns, questions or issues.
- Please contact the Athletic Director / Learning Leader if concerns remain after speaking with the coach.
- Contact information can be found on the school's [Contact Us](#) webpage and/or the [Teacher Contacts](#) webpage.

... I am dissatisfied with my interactions(s) with a staff member?

- Please contact the department Learning Leader.
- Contact information can be found on the school's [Contact Us](#) webpage and/or the [Teacher Contacts](#) webpage.
- Should the concern involve a learning leader, please contact your child's assistant principal.

Student Surname	Assistant Principal	Email
A to G	Ms. Coles	e TRColes@cbe.ab.ca
H to M	Mr. Stevens	e GraStevens@cbe.ab.ca
N to Z	Ms. Waringer	e JoWaringer@cbe.ab.ca

...I have questions about fees, including how to pay or paying in installments, who do I talk to?

- Please contact Ms. Adams at our business office at agadams@cbe.ab.ca or call the business office at (403) 249-3131, ext. 1508 for your direct source of information regarding fees and money matters.

...I have a concern /question about post-secondary, summer school, online courses, scholarships, bursaries or other educational matters?

- Please contact student's advisor at email below.

...my child is experiencing significant personal, social, emotional or family issues, who should I speak to at Ernest Manning High School? Should I even contact the school?

- Please contact student's advisor at email below.

Student Surname	Student Advisor	Student Advisor
A to G	Mr. Slaght	e twslaght@cbe.ab.ca
H to M	Ms. Bajwa	e habajwa@cbe.ab.ca
N to Z	Ms. Anderson	e oanderson@cbe.ab.ca

...I have a concern /question about International and English Language Learning (ELL) student matters?

Please contact Ms. McGilvary at aemcgilvary@cbe.ab.ca

...I have a concern /question about Resource / IPP matters?

Please contact Ms. Harding at knharding@cbe.ab.ca

...I have a concern /question about Work Experience?

Please contact Mr. Klukas at miklukas@cbe.ab.ca

...I have a concern /question about Advanced Placement (AP)?

Please contact Mr. Rubin at jrrubin@cbe.ab.ca

NOTE | Issues related to bullying, drugs/alcohol, or other matters impacting safety and security should include the Assistant Principal and our School Resource Officer, Constable Bunes through our general ernestmanning@cbe.ab.ca email address.

Contact Information Chart

Attendance / Lates	Please email the school ernstmanning@cbe.ab.ca	Main Office	Teacher	Assistant Principal
Classroom Focus: Assignments / Marks / Assessment / Interactions / Daily Events	Teacher	Learning Leader	Student Advisor and/or Assistant Principal	Principal
Course or Subject Focus	Teacher	Learning Leader	Assistant Principal	Principal
Athletics	Coach/Teacher	Athletic Director/Learning Leader	Principal	
Financial Focus: Fees / Receipts / Refunds	Business Office ext 1508 or agadams@cbe.ab.ca	Principal		
Programming / Registration / Course Selection	Student Services	Assistant Principal	Principal	

Scholarships / Bursaries / Post-Secondary	Student Services		
Family/Personal Matters Impacting Learning	Student Services	Assistant Principal and/or School Resource Officer	
Work Experience / Registered Apprenticeship	Work Experience coordinator Mr. Klukas at miklukas@cbe.ab.ca		
International / English Language Learning	International/ English Language Learning coordinator Student Services Ms. McGilvary at aemcgilvary@cbe.ab.ca		
Resource / IPPs	Resource Learning Leader Ms. Harding at knharding@cbe.ab.ca		
Advanced Placement (AP)	AP Learning Leader Mr. Rubin at jrrubin@cbe.ab.ca		
School Philosophy / Organization	Principal at mfwilson@cbe.ab.ca		
Safety and Security Bullying / Drugs / Alcohol / Other	Assistant Principal and/or School Resource Officer	Principal at mfwilson@cbe.ab.ca	

Phone 403-249-3131

Website <https://school.cbe.ab.ca/school/ErnestManning/Pages/default.aspx>

My CBE <https://sis.cbe.ab.ca/public/home.html>

School Resource Officer ernestmanning@cbe.ab.ca