



CHARLES P. ALLEN HIGH SCHOOL

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Phone: 902-832-8964 / cpah@hrce.ca

September 2, 2025

Good evening C.P. Allen Students and Families:

On behalf of our entire staff, we would like to welcome all our new and returning students to Charles P. Allen High School for the 2025-2026 school year. We are excited to see students on Thursday, September 4. We want to take this opportunity to provide some information and help alleviate any stress you may be experiencing at the start of the new year.

First Day

- Our first bell is at 9:15am. First class begins at 9:20am on Thursday, September 4. First day will be a 'Day Monday' following an A B C D Schedule. Students are to report to their first (A Block) class at this time. The list of first classes for all students will be posted by student last name in the main foyer and on the second floor just outside of guidance. Students first class (A Block) teacher will help them navigate their PowerSchool to access their schedule. Students may enter the building starting at 9am each day.

Student Fees

- Student fees are \$25 (cash only) and can be paid in the gym on Thursday, September 4 during school photos.

School Pictures

- Thursday is picture day for all students. You will be called by grade and last name to the gym to have your school picture taken. This is mandatory for all students.

PowerSchool

- We recommend that students and parents/guardians download the PowerSchool Mobile App on their phone. Information on how to set this up can be found [here](#). Student schedules will be available through this app on September 3 at 3:00pm.
- Students who need to reset their PowerSchool password can do so through the [PowerSchool login page](#) using their school email and student ID. It is preferred that students use a computer to do this as there can be issues trying to reset passwords on the phone app. If issues persist, students should speak with Ms. Lowe in the guidance office (room 242).

Lockers

- Lockers will be available to students who want one and will cost \$5 (cash only). Students can bring their own lock for their locker, or locks will be available for purchase for an additional \$5 (cash only). Note that in very exceptional circumstances, Administration may cut off your lock and a replacement will be provided.

Student Transportation

- Prior to the first day of school, we ask that parents look through 'My Bus Planner' to ensure your student knows their bus number for the return trip home at the end of the day. If you need assistance, please contact HRCE Student Transportation at 902-431-4723.

Cell Phone Policy

- There is now a Provincial directive on cell phones in school. This directive recognizes the importance of maintaining a learning environment that is free from unnecessary distractions so that students can focus, feel safe and be successful in school.
 1. During class/instructional time (Blocks A, B, C, & D), cell phones **must be turned off** and stored out of sight. Students are also encouraged to use their lockers to store cell phones. Instructional time occurs from bell to bell regardless of where you are in the building.
 2. Grade 11 and 12 students who are on a **study block** may use their cell phones in the cafeteria, library or outside. Grade 10 students do not have a study block and are not permitted on their phones during any instructional time, whether inside the classroom or not.
 3. During instructional time, **cell phones cannot be used in the hallways or stairwells** even for those on a study block.
 4. Students are permitted to use their cell phones during **non-instructional times** (before school, between classes, lunch, and after school in all areas of the school except washrooms and change rooms).
 5. At no time during the school day are cell phones permitted in washrooms and change rooms.
 6. **First Offense:** Meet with student, review expectations and home will be contacted.
Second Offense: Suspend from school
Repeated Offenses: Suspension, parent meeting and individual cell phone plan

For more details on the Cell Phone Policy, please refer to the Student Handbook located on our website.

Supplies

- For families new to the high school setting, we do not provide a school supply list. We recommend that students bring a binder with looseleaf, pens/pencils, and a calculator. Individual teachers will communicate any other supply needs.

Schedules and Course Changes

- Please be advised that our school counselling team is working hard to provide students with schedules that best match their course selections. In the event that a course or alternate course cannot fit into a student's schedule, counsellors will make every effort to find a substitution that best fits the student's needs.
- Student schedules will not be finalized until the start of classes. Students will receive their schedule the first day of school on September 4.
- Students must follow their current schedule regardless of if they request a course change.
- **No course change requests will be fulfilled by email.** Students **MUST** request a course change by filling out the Google Form in their Graduating year Google Classroom (see further below for classroom codes). This form will be available starting on Tuesday, September 2, until Monday, September 8, at 3:30pm. Course change requests will only be considered from September 2 until September 8.
- **Teacher changes for the same course will not be accepted, nor will changes to match friend's schedules.**

- Once you submit a course change, please continue to go to your scheduled class. If the course change is able to be made, it will be updated in your PowerSchool within 3 business days. If the change is not possible, we will let you know via email.

GNSPES (Google Classroom) Accounts

- Once students have [created their GNSPES accounts](#), they can add themselves to their respective Google Classrooms. This classroom will follow you throughout your time at CPA and is where we will share important information with students.

The code for grade 10s to join the graduating Class of 2027 Google Classroom is: **h5m2cb2**

The code for grade 11s to join the graduating Class of 2026 Google Classroom is: **vg7lute**

The code for grade 12s to join the graduating Class of 2025 Google Classroom is: **dv4m7qb**

ZMISC and Your Child's Schedule

- If your child sees a ZMISC code in their schedule, please refer to the following:

ZMISC 1 - Math 11

ZMISC 2 - English 10

ZMISC 3 - Construction technology 10

ZMISC 4 - Drama 10

ZMISC 5 - Geography 10

ZMISC 6 - Science 10

ZMISC 7 - Arts Dramatiques 10 Immersion

ZMISC 8 - Sciences 10 Immersion

ZMISC 9 - Business Technology 11

ZMISC 10 - Science 10

ZMISC 11 - Business Technology 11

ZMISC 12 - English 10

ZMISC 13 - Career Development 10

ZMISC 14 - Visual Arts 10

ZMISC 15 - French 10

ZMISC 16 - Science 10

ZMISC 17 - History 10

ZMISC 18 - Science 10

ZMISC 20 - Science 10

ZMISC 21 - Visual Arts 10

ZMISC 22 - Science 10

ZMISC 23 - English 10

ZMISC 24 - Business Technology 11

ZMISC 25 - Business Technology 11

ZMISC 26 - Math 11

ZMISC 27 - Contemporary Canadian Studies 11 Imm

ZMISC 28 - Francais 11

ZMISC 29 - English 11

ZMISC 30 - Math 11

ZMISC 31 - English 11

ZMISC 32 - Accounting 11

ZMISC 33 - Contemporary Canadian Studies 11

ZMISC 34 - English 11

ZMISC 35 - Math at Work 12

ZMISC 36 - Biology 11

Chrome Books

- Grade 10 students will be issued their Chromebooks on Thursday in the gym during school photos. Please complete and print the Chromebook Contract prior to the first day of school and bring it with you in order to have a Chromebook issued.

Metro Transit Bus Passes

- One Metro Transit Bus Pass will be issued to each student for free. These passes will be distributed during school photos in the gym on Thursday.

Ways We Communicate

- Communication from the school to students and families is very important. Here are the various ways we communicate important news and events:
 1. Communication home via email from the principal.
 2. Our CPA School Website: www.cpa.hrce.ca
 3. Our CPA App. Download our app for free on your phone by searching **CPA High School Nova Scotia** in your App Store.
 4. Instagram: **@CPAHIGHSCHOOL**
 5. Google Classrooms for students. See **GNSPES (Google Classroom) Accounts** earlier in this document.

CPA Student Handbook

More detailed information about Charles P. Allen High School and our policies and procedures (including the Provincial Cell Phone Policy) can be found in our Student Handbook. Students and parents/guardians, please take time to go through this handbook for important information.

<https://cpa.hrce.ca/cpa/news/2025/student-handbook>

We are excited for the upcoming year at Charles P. Allen High School and look forward to seeing our students on Thursday.

Andrea Doucette, Principal (Acting)