



COMMUNICATION BULLETIN

CHARLES P. ALLEN HIGH SCHOOL

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COMMUNICATION #1

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 2026-2027 school year. We are excited to see students on Thursday, September 3. 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 3. First day will be following 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 GNSPES accounts.

Students **need to take a Screenshot** of their schedule for quick reference throughout the day but only during non-instructional time – before classes, between classes, lunch time and after school. The room numbers are the most important piece of information. **Remember we are using Monday's schedule on Thursday so first period is A block.**

Students may enter the building starting at 9am each day.

Student Fees

Student fees are \$25 and can be paid online by 1pm on Wednesday, September 2. Cash purchases will be available on the first day of school. [Here is the link to pay student fees.](#)

Lockers

Lockers will be available to students who want one and will cost \$5. Online purchasing for lockers will be available until Wednesday September 2nd at 1 pm due to organizational purposes. Cash purchases will be available on the first day of school. [Here is the link for the online payment.](#)

Locker combinations will be made available on the first day of class. Please remind your child that the combination should not be shared with anyone else.

School Pictures

Thursday, September 3 is picture day for all students. Students will be called by math class to the gym to have your school picture taken. **This is mandatory for all students.** Information regarding school photos can be found at the end of this memo.

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 2nd 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).

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.

Bus Dismissal

Students will need to follow one of the Google Classrooms for Bus Departures. We send 9 buses at a time. There are 7 teachers on duty if your child has any questions. One teacher on duty has a clip board with all the buses that have arrived, and they can be found at the crosswalk in the bus loop. Also, all buses have great signage so students could stand on the right-hand side of the bus loop and watch for their bus number. All students must stay on the sidewalk when the buses are in the loop.

As busses arrive and board students at the end of the day, we will post the bus numbers in the Bus Dismissal Google Classroom so that they know their bus is now boarding. Students should join one of the following classrooms where the bus numbers will be posted:

- Bus Dismissal Code: pf2dvwjm
- Bus Dismissal Code: xhzs5rhe

Note: Students only need to join one of the above classrooms. Both are the same but only accommodate 1,000 users, which is why we have created two.

Cell Phone Policy

There is 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.

School 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 additional 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 3pm on September 2nd. Students will receive their schedule the first day of school on September 3.

Students must follow their current schedule regardless of if they requested a course change. Do not go to the school counsellors' office. Once they receive your Google course change request, they will be in touch within 3 business days.

Please note, that if considering a course change request, there is very limited available in courses and some courses may have no availability.

- **No course change requests will be fulfilled by email or by dropping in.** Students MUST request a course change [by filling out the Google Form](#) here or in their Graduating year Google Classroom (see further below for classroom codes). This form will be available starting on Tuesday, September 1, until Tuesday, 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 can 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 2029 Google Classroom is: 6zdlkmmj
- The code for grade 11s to join the graduating Class of 2028 Google Classroom is: h5m2cb2
- The code for grade 12s to join the graduating Class of 2027 Google Classroom is: vg7lute

Charles P. Allen High School App

Students and Parents can receive instant notifications and calendar reminders from Charles P. Allen High School by downloading the free app. Just go to the app store for your phone and search: **CPA High School Nova Scotia**. Make sure your notifications on the app are turned on.

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

But for now, here is what your ZMISC means:

Code	Course
ZMISC1	CNT10
ZMISC2	SCI10
ZMISC3	SCS10IM
ZMISC4	VISART10
ZMISC5	SCI10
ZMISC6	BTEC11
ZMISC7	SCI10
ZMISC8	FR10
ZMISC9	SCI10
ZMISC10	CD1910
ZMISC11	SCI10
ZMISC12	DRA10
ZMISC13	MTW11
ZMISC14	ENG11
ZMISC15	FR11IM
ZMISC16	EC11IM

ZMISC17	COCAS11
ZMISC18	MT11
ZMISC19	ENG11
ZMISC20	COCAS11
ZMISC21	MKS11
ZMISC22	BTEC11
ZMISC46	SCI10
ZMISC47	BIOL11
ZMISC48	MT11

Student Success at CPA

With the start of a new school year, we want to remind students of expected behaviours that leads to a successful year.

- Be in class and on time every day
- Listen to your teachers
- Stay in class unless you have permission from your teacher.
- Respect your classmates, staff, and yourselves
- Cell phones are to be turned off and put away during instructional class time
- Washrooms are not places to hang out. Please respect students who require the use of the washrooms throughout

the day

- No smoking or vaping on school property
- Drive safely in the parking lot and on Innovation Drive.
- Complete your schoolwork using your own mind. It's the only way you will learn.
- Practise what you are learning
- Assignments have deadlines. These are expected to be met unless you have requested an extension from your

teacher

- If you have a study block, you can be in the library or cafeteria.
- Students are not permitted to go to the cafeteria during their class time.

- Bring your textbooks, binders, supplies and Chromebooks to class every day.

If you are struggling, please reach out to your teacher, school counsellor or administration for support.

Cafeteria Services

Please review the email messages from HRCE regarding Cafeteria Services at CPA. I will send up updated information prior to the first day of service on September 8th. Please registrar and order by today for food service next week. There will be no cafeteria service on Thursday and Friday of this week. Students will need to bring their lunch or make plans to go out for lunch. We encourage all students to eat outside at our many benches and tables. As always, please place your garbage in the trash receptacles. Additionally, Only drinks are available from our fountains and vending machines. Starting in October, the cafeteria will be set up to offer breakfast. CPA will continue with our breakfast program.

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 attached to this email prior to the first day of school and bring it with you in order to have a Chromebook issued. If you can't print the contract, we will have ones available on Thursday and then Chromebooks will be available on Friday during your math class.

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.

Hallways

In the first few days, the hallways can be very busy during class changes. We are asking all students to use the stairwell closest to their classroom, especially those at the end of the halls, so not everyone uses the main stairwell.

CPA Student Handbook and Welcome Package

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 and our [CPA Welcome Package](#).

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

Stephanie Bird, Principal



In preparation for viewing your proofs online, please Pre-Register for your school's photo gallery on our website by following these steps:

Please visit: www.nssp.ca

1. Click the **School Photos Fall** button.
2. Log in, or create an account.
3. Click on the **2023-2024 School Portraits** button.
4. Find your school in the alphabetical listing and click on it.
5. Your name and email address should fill in automatically.
6. Click the **Submit** button.

When the students' images have been uploaded to the photo gallery, you will receive an email letting you know your images are ready to view.

To view and order your photos:

Please visit: www.nssp.ca

1. Click: **CLIENTS.**
2. Click: **FIND MY PHOTOS.**
3. Enter the **Access Code.**
4. Log in, or create an account.

We will gladly print traditional proof envelopes for families with limited internet access.

Payments may be made online using: PayPal, Credit, VISA debit, or eCheque.

If you choose to place your order online but wish to pay offline, you may call us and we can take the following payments over the phone: Credit, Debit, eTransfer.

If you have any questions, please do not call the school, unless you require personal information of a student. Our office is open **Monday to Friday from 10:00am to 4:30pm** for any inquiries. Our number is **(902) 423-8840**. Our email is studio@nssp.ca