

Charles P. Allen High School
2026 – 2027
Student Handbook



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CHARLES P. ALLEN HIGH SCHOOL VISION STATEMENT

At CPA, we are committed to fostering an inclusive culture of respect, well-being, resilience, innovation, and accountability. Students are empowered to take responsibility for their actions, support one another with kindness and integrity, and embrace creative thinking to drive personal and academic excellence.

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Welcome Back!
The First Day of School is Thursday, September 3rd, 2026

Dear Students and Parents:

Welcome back! This school year 2026-2027 promises to be a great year in the long tradition of excellence that has become synonymous with C.P. Allen High School. This practice of doing our personal best extends into the areas of academics, athletics, and fine arts. Here, you will have the opportunity to develop and hone your skills, talents, and abilities to become a school and community leader. All this can happen when you take advantage of all that school can offer and if you apply yourself to becoming part of the C.P. Allen community.

The best high school memories are made when personal improvement and investing ourselves in others are of highest priority. This way of thinking requires that every individual student, teacher, staff member and parent see themselves as a necessary part of a larger community of learning.

For our new grade 10's, we welcome you and recognize high school is the next adventure in your life. It is perfectly normal to feel a little stress leading up to September. There will be many situations you will encounter during high school that requires you to push through. You will discover skills and strategies that will serve you well throughout your life.

This student handbook will be your lifeline when it comes to understanding the organizational structures and behaviors that are essential to the creation of a successful environment. Please read this handbook carefully, ask questions for clarification and be aware of your responsibility in accomplishing our educational mission together.

Have a great year as we continue to "Strive for Excellence together"!

*Yours truly,
Stephanie Bird
Principal, Charles P. Allen High School
sbird@hrce.ca*

There's an App for that: CPA website is better on the APP



CHARLES P. ALLEN HIGH SCHOOL

There's
an App
for
that!



Download
for Free
Today!



Download on the
App Store



GET IT ON
Google play

STAY INFORMED

Notifications from administrators and teachers make it easy to stay on top of what's going on at school and in the classroom.

QUICK AND EASY ACCESS TO GRADES, MENUS & MORE

Quick access to everything school-related including calendars, directions to events, important documents, menus, grade systems, sports scores, school resources and more!

EASY SCHOOL CONTACT

One click to call, email and submit important forms directly to us. Subscribe to receive important notifications from groups that are important to you.

EASY TEACHER CONTACT

One click to call, email and visit teacher websites and class resources. Subscribe to receive important notifications from teachers.

Please note: For the safety of our students and staff, Charles P. Allen High School is monitored by surveillance cameras at all times.



CONTACT INFORMATION FOR MAIN OFFICE STAFF:

Phone: 902-832-8964

Attendance Line - press 1

Main Office Phone - press 0

email: cpah@hrce.ca

CONTACT INFORMATION FOR SCHOOL ADMINISTRATION:

Stephanie Bird, Principal	ext. 7551002	sbird@hrce.ca
Richard Barry, Vice Principal (A-D)	ext. 7551004	rbarry@hrce.ca
Keri Butler, Vice Principal (E-La)	ext. 7551003	KButler@hrce.ca
Tara Arseneau, Vice Principal (Le-P)	ext. 7551011	tarseneau@hrce.ca
Scott Craig , Vice Principal (Q-Z)	ext. 7551005	scraig@hrce.ca

CONTACT INFORMATION FOR GUIDANCE COUNSELLORS:

Lori Dawn Swimm, Counsellor (A-D)	ext. 7551009
Riccardo Cordi, Counsellor (E-LA)	ext. 7551010
Amy Mahoney, Counsellor (LE-P)	ext. 7551007
Tara Aucoin, Counsellor (Q-Z)	ext. 7551006

www.cpa.hrce.ca

VISITORS TO SCHOOL:

Parents/guardians are encouraged to have a prescheduled appointment to access the school or be invited into the school by the principal or designate. Students from other schools or former CPA students are not permitted to visit unless prior permission from school administration has been granted.

We encourage parents to phone ahead and leave a message on the absentee line as quickly as possible if they need to sign out their student during the school day.

SCHOOL HOURS AND SCHEDULE:

CHARLES P. ALLEN HIGH SCHOOL OFFICE HOURS OF OPERATION: 9:00 AM – 4:00 PM. Students are not permitted in the building, modular or portables after 3:35 PM unless under the direct supervision of a teacher for extra-help or an extra-curricular activity.

CPA BELL:

Warning Bell	9:15 am
Period 1	9:20 – 10:35 AM
Period 2	10:45 – 12:00 PM
Lunch – 12:00 12:40 PM—Warning Bell 12:40 PM	
Period 3	12:45 – 2:00 PM
Period 4	2:10 – 3:25 PM

TIMETABLE

	Day Monday	Day Tuesday	Day Wednesday	Day Thursday	Day Friday*
1 st Class 9:20-10:35	A	B	C	D	ROTATION
2 nd Class 10:45-12:00	B	A	D	C	
	LUNCH				
3 rd Class 12:45-2:00	C	D	A	B	
4 th Class 2:10-3:25	D	C	B	A	

* See School Calendar on School Website or CPA App for Friday Rotation Schedule

SCHOOL ENTRANCE:

All students entering the main building are required to enter through the main doors of the school. After 9:20am students will have to enter the main building through the main office.

Students with classes in the Modular building are required to enter through the main entrance of that building.

Students who do not have a class in the Modular building are not permitted to be in that building during class time.

SCHOOL CANCELLATIONS and DELAYED - LATE START TIMETABLE:

Due to inclement weather or other unforeseen circumstances, HRCE may announce a delayed start. The timetable below will be used if HRCE calls a late start. Busses will pick students up, two hours later than their scheduled time.

MID-DAY SCHOOL CANCELLATION PROTOCOL:

There may be circumstances when school is cancelled during the instructional day.

This decision will be communicated to all schools as close to 11:00 a.m. as possible. Any decision to cancel school or school busses will be available on:

- **HRCE Website** - www.hrce.ca (please sign up for notifications)
- **Communicated to local radio stations**

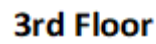
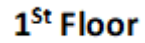
The following procedures apply to decisions about dismissal of students when school cancellation occurs during the day:

“When school is cancelled prior to the beginning of lunch, teachers are to continue instruction and hold students in class until the noon bell.”

Since C.P. Allen buses are serviced after the Elementary and Junior High schools, it can take 1-2 hours for buses to come to C.P. Allen after the communicated closure time. Therefore, unless communicated otherwise, all bussed students are to remain in class until the end of that instructional period.

If the buses have not arrived by 12:40pm, students must go to their first period after lunch.

SCHOOL FLOOR PLAN:



BUS AND STUDENT DROP OFF AND PICK UP INFORMATION:

Please check your student's transportation eligibility for the 2026/2027 School Year:

<https://hrce transportation.mybusplanner.ca/>

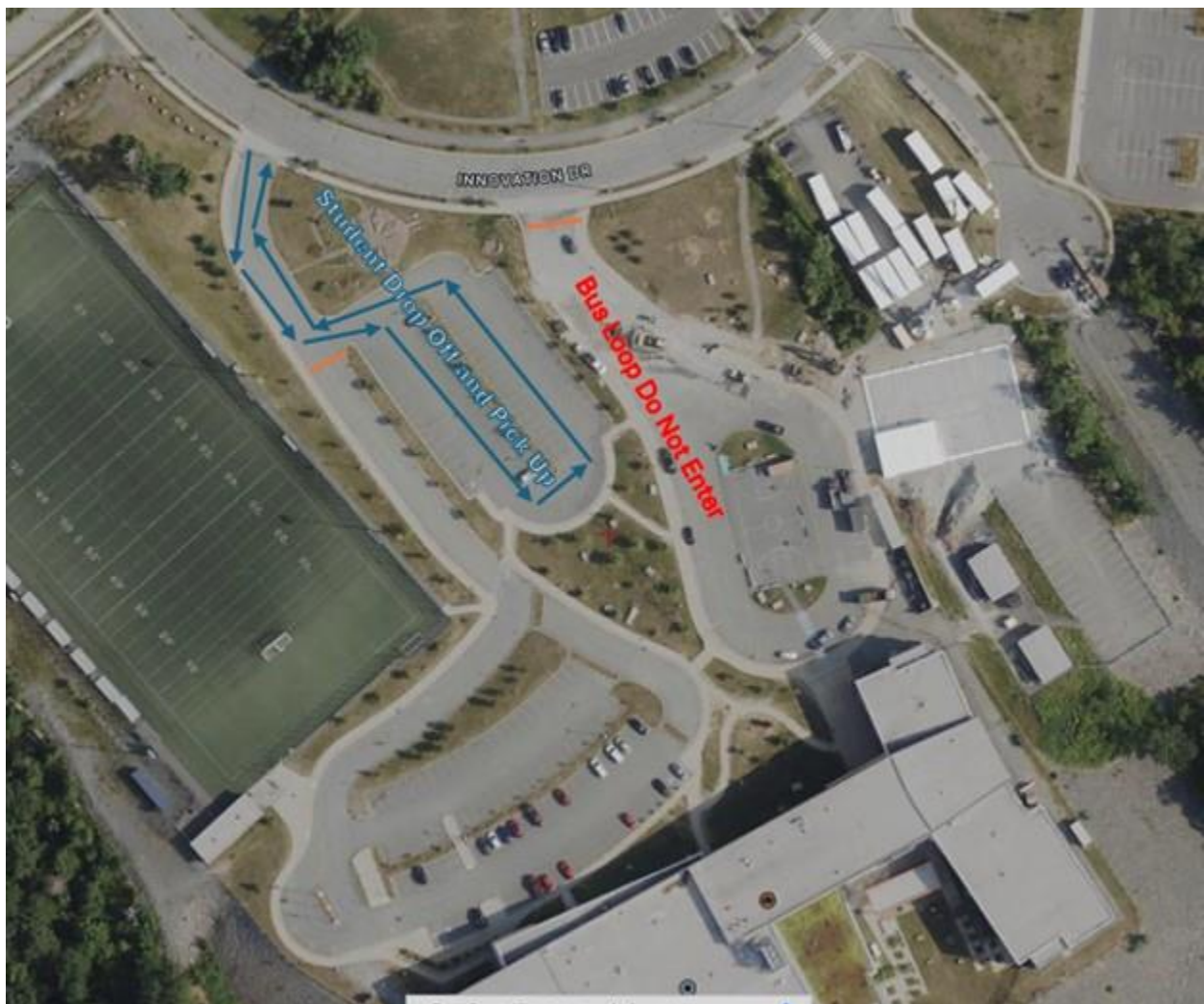
If you have any concerns regarding busing, please contact the HRCE Transportation Team as follows:

EMAIL: transportation@hrce.ca

TEL: 902-431-4723

Please make sure your address is correct in PowerSchool.

STUDENT DROP OFF IN THE LOWER PARKING LOT ONLY



School Dismissal Logistics

The number of students attending CPA dictates that their dismissal at the end of the school day be as organized as possible. School staff and administration are present on duty each day as busses load to take the student's home. Procedure:

- Students are asked to wait outside the school and watch for their bus as they arrive.
- Loading occurs past the blue crosswalk, towards the modular building.
- Busses will typically load in groups of 9. When the buses have completed loading, they are released, and 9 new busses enter the loading zone to begin the process again.
- This process is repeated until all the busses have arrived, loaded and students are gone.
- Utilize the Bus Planner App available through the HRCE website.

Note: Students will log onto the Google Classroom for bus dismissal . (Codes: pf2dvwmj or xhzs5rhe) Students are asked to follow along on their electronic devices. As buses are staging for loading, the bus number will appear on the document. It is important that students are outside to prepare for the loading process.

GOOGLE CLASSROOMS USE ARE MANDATORY:

SET UP YOUR GNSPES STUDENT EMAIL, CLOUD & CLASSROOM ACCOUNT TODAY!

Class of 2029 (grade 10s): 6zdlkmmj

Class of 2028 (grade 11s): h5m2cb2

Class of 2027 (grade 12s): vg7lute

EMAIL ACCOUNT SET-UP:

New student accounts will not be created by a school-based email administrator. Students will require their Student ID number and birthdate to create their own account via the self-service link below. If you need your student number, please email Ms. Lowe at lowea@hrce.ca

Self-service creation of new email account:

You'll need your Student ID (300xxxxxx number) and birthdate. Then go to <https://selfservice.gnspes.ca/cgi-bin/account.pl> Complete the presented pages.

Email Access

Once the account has been set up, students will access their email at <https://gnspes.ca> using their email username (see example below) and password created when they set up their account.

Example: Jeremy Lewis Matthews with student number 3000077002 will have email address: **mjl077002@gnspes.ca**

Password Reset

If a student needs to reset their password, they can do so via the self-service link at <https://selfservice.gnspes.ca/cgi-bin/account.pl>

Cloud Storage

All students have access to cloud storage for files. This storage is accessible from home, school, or any computer on the internet. It can be accessed at <https://ourcloud.gnspes.ca> using their complete @gnspes email address as the username and their new email password. Cloud access is restricted to Canada only. Access is not granted outside of Canada which includes the United States.

New Students

Students who are new to the Nova Scotia Education system will appear in the NSPES system within approximately 24 hours of being registered and assigned a NS Student ID.

Support

If you require support for your Email, Cloud and Moodle account, you must email: tilt@hrce.ca
Please monitor the school website and the CPA App for the most up-to-date practices.

Please monitor these communication vehicles often. All grade 10 students should view the online school video tour and any information updates prior to school start.

POWERSCHOOL:

The Halifax Regional Centre for Education uses the Student Information System called PowerSchool. The system allows students and parents to log on using their own private online account to see grades, track attendance, learn about upcoming assignments, and catch up on school events and announcements.

Information is made available about how to log onto a private account and access real-time information.

Why should PARENTS be regular PowerSchool users:

- As a reminder to call the attendance line for student absences from school (**902-832-8964 ext. 1**).
- To check on attendance and late records to make sure your child is attending their classes.
- To track grades so that you know where they stand.
- To view the Grade History section and click on grade percentage to see all the assignments and tests and the marks they have received for each that has brought them to that grade percentage to date.
- To see courses/credits they have completed to date so that you know what they need to graduate.
- To ensure that contact and demographic information is correct. If it is incorrect, please email Ms. Lowe at lowea@hrce.ca
- To read comments from teachers about areas of strengths and challenges in your child's learning.
- To help make decisions on their course selections for the following school year.
- To play an active role in their learning and attendance by keeping track and supporting their educational needs.
- Teachers often send messages via PowerSchool, so please check regularly.
- Rather than "Do you have any homework?" PowerSchool provides many conversation starters.
- Teachers will update PowerSchool every few weeks.

Why should STUDENTS be regular PowerSchool users:

- To track my grades so that I know where I stand and see if I have any outstanding assessments.
- To view the Grade History section, click on my grade percentage to see my assignments, tests and the marks I have received for each that has brought me to that grade percentage to date.
- To check on my class attendance statistics.
- To see courses/credits I have completed to date so that I know what I need to graduate.
- To directly email my teacher from PowerSchool if I have any questions.
- To read comments from my teachers about my areas of strengths and challenges in my learning
- To choose my course requests for the following school year from PowerSchool
- To be more in charge of my learning and attendance by looking at common patterns (e.g. Why am I always late for the first class in the morning?)

POWERSCHOOL QUICK REFERENCE CHART:

To get an account or reset a forgotten password, please email Ms. Lowe (lowea@hrce.ca)

Access the Parent/Student Portal here: sishrsb.ednet.ns.ca

A summary of the screens you will see:

- ✓ **Grades and Attendance:** shows a two-week window of attendance, current grades, and grades from last semester, and total number of missed/tardy classes.
- ✓ **Attendance History:** detailed attendance for the full year.
- ✓ **School Bulletin:** the school is not using this feature. See school website.
- ✓ **Class Registration:** will be available when we begin course selection for next year. Check the main webpage regularly for more info.
- ✓ **Account Preferences:** to change your password and other settings.

What do S1, F1, etc. mean?

- ✓ S1: term mark at the end of 1st semester.
- ✓ E1: exam mark from 1st semester.
- ✓ F1: final mark in course (comprised of S1 and E1).
- ✓ Q3: Current mark for 2nd semester courses. This mark will change until the mid-term report period, at which time it will be recorded as an interim mark.
- ✓ Y1: Will be shown after mid-terms. Y1 will be recorded at the end of 2nd semester as the term mark.

Remember, any blue colored text is a link to further information. Make sure to click on it for more info.

Clicking on a grade will show you the assessments that comprise the grade. The bigger the **denominator** (the “out of” mark), the more value toward final grades within each unit. For example, a mark out of 15 has 5 times the value as the mark out of 3.

PARENT TEACHER SESSIONS AND CURRICULUM NIGHTS:

There will be two curriculum nights (Sept. 9 & Feb. 3) for parents and two progress conferences (Dec. 4 & April 30) per year at CP Allen. The dates for the meetings are published in the calendar and on our school website.

2026 – 2027 SCHOOL CALENDAR:

Important Dates for 2026-2027 Semester One:

September 1	Staff Organizational Day (No Classes)
September 2	Staff Professional Learning Day (No Classes)
September 3	First Day of Classes for Students
September 9	Curriculum Night 6:00-7:00pm
September 9	Grade 10 Field Day
September 10	IB Gr. 11 and 12 Parent/Student Information Evening
September 23	Outdoor Movie Night (rain date October 2)
September 25	Professional Development Day (No Classes)
September 30	Truth & Reconciliation Day (No Classes)
October 1	Treaty Day
October 8	Post Secondary Expo—AARAO Tour 2:30PM
October 8	Gr. 12 Parent Information Session and AARAO Tour 6:00-8:00pm
October 12	Thanksgiving (No Classes)
October 23	Provincial Conference Day (No Classes)
October 28	Canadian University Fair: 6:00-7:30pm
October 29	Halloween Evening Event (alternate date Nov 4)
November 11	Remembrance Day (No Classes)
November 16-19	Mid-Term Report Cards Sent Home
November 19	Trivia Night (rain date Nov 26)
December 1	Fine Arts Night doors open 6:30pm
December 4	Staff PD Day (morning) Progress Conferences 1:00-3:00pm & 5:00-7:00pm (No Classes)
December 18	Last Day of Classes Before Holiday Break Holiday Break (December 21-January 1)
December 21	Staff PD Day (No Classes)
January 4	Classes Resume After Holiday Break

January 13	Study Night (Rain date Jan 14)
January 21	Gr. 9 Parent Course Selection Information Session 6:30-8:00pm
January 26-29	Exams
February 1	Assessment & Evaluation Day (No Classes)

Important Dates for 2026-2027 Semester Two:

February 2

Semester 2 Begins

February 3-12	Semester 1 Report Cards Sent Home
February 3	Curriculum Night 6:00-7:00pm
February 15	Heritage Day (No Classes)
February 18	Student Council Event
February 18	IB Parent Information Night
February 18	Gr. 10/11 Course Selection Parent Information Session 6:00-7:30pm
March 5	IB Gr. 12 Parent Information Evening
March 8-12	Spring Break
March 18	Dance (Rain date March 24)
March 26	Good Friday (No Classes)
March 29	Easter Monday (No Classes)
April 2	Staff Professional Learning Day (No Classes)
April 20-27	Report Card Week
April 30	Staff PD Day (morning) Progress Conferences 1:00-3:00pm & 5:00-7:00pm (No Classes)
May 14	Mi'kmaw Language Day
May 14	Black Excellence Day
May 24	Victoria Day (No Classes)
May 27	CPA Carnival
June 1	Fine Arts Night doors open 6:30pm
June 21	National Indigenous Peoples Day
June 22-25	Exams
June 28	Assessment & Evaluation Day (No Classes)
June 29	Graduation
June 29	Assessment & Evaluation Day (No Classes)

STUDENT COUNCIL MESSAGE

Hey Cheetahs!

We're super excited to see you all at school this year! We have high hopes for this school year and are ready to make it the best it can be! We have lots of plans to ensure everyone has the best possible experience this year and can't wait to share all of our ideas with you. If you want to see what we're up to, a great way to stay involved is by following @cpastudentscouncil on Instagram.

To all the grade 10s coming to CPA next year: don't be afraid to get involved! CPA is a big school so in the beginning it can feel overwhelming, but there are so many people to help you like our wonderful guidance counsellors, school nurse, and amazing teachers! There are many clubs and teams you can join at CPA, so get involved and try new things!

To all the grade 11s: you're almost halfway through high school and only have a little time left at CPA! Make sure to take it all in and enjoy every moment of it, because next thing you know you will be seniors.

To the seniors: senior year can be a little bit stressful but getting more involved in the school and the many events planned for you this year will hopefully make your school life a bit more fun before we all move on to different things. So, make sure you make the most of what this year has to offer!

We are beyond excited to see what next year holds and cannot wait to get started on returning CPA to normal. The Students' Council will work hard to ensure everyone has an amazing high school experience.

Hope to see you soon,

Your Student Council Co-Presidents

Connect with us on Instagram!

Clubs-Teams-Activities		
30 Hour Famine	Games Club	School Advisory Council
All Girls Running Club	GSA	Snowboarding
Amnesty International	Golf	School Musical
Asian Heritage Week	Girls/Boys Hockey	Ski Club
Badminton	Improv Team	Girls/Boys Soccer
Baseball	Interact Club	Girls/Boys Slow-pitch
Girls/Boys Basketball	Intramurals	Speaking Competition
Student Council	Track & Field	Girls/Boys Volleyball
Yearbook	Yoga	Youth Health Center
Book Club	Breakfast Club	Math Competition
Cheetahs for Change	Chess Club	Choir
Coffee House	Euclid	Computer Programming Club
Cross Country	Curling	Dance Team
Diversity Club	Debate Club	Field Hockey
Football	French Club	Jack.org
Karate Club	Me to We	Mindshift
Model UN	Multicultural Club	Musical Pit Band
NSSSA	Peer Tutors	Photography Club
Prom Committee	Relay for Life	Remembrance Day Service
Better With Bees	Coding Club	D&D
Robotics	Root Beer Festival	Girls/Boys Rugby

CPA STUDENT EXPECTATIONS:

The Nova Scotia Department of Education and Early Childhood Development has established a province wide **School Code of Conduct Policy**. This policy establishes standards of behavior for all schools. The Provincial School Code of Conduct Policy applies to all public schools and Regional Centers in the province of Nova Scotia. All students and school members in Nova Scotia are required to follow this policy, which is governed by the Education Act.

This policy came into effect on September 1, 2025. To view this policy:

<https://www.ednet.ns.ca/docs/provincialschoolcodeofconduct.pdf>.

1. All students must be in compliance with the **Nova Scotia Student Code of Conduct** (Acceptable Standards of Behavior are listed following our CPA expectations numbered below).
2. Attendance is mandatory under the Education Act. Attendance is monitored daily, and excessive

classes missed will be addressed by the school administration. Students who miss more than 20% of class time may be subject to loss of credits as explained in the ***Nova Scotia Student Attendance and Engagement Policy***. This may also include time missed due to arriving to class late or leaving class early.

3. Students are expected to arrive to class on time. Students who have an excessive number of lates, may be subject to school disciplinary measures, including, but not limited to, out of school suspensions, removal from co-curricular teams, clubs, and activities, etc.
4. Come to school prepared for the day, EVERYDAY!
5. Take care of the school issued textbooks and Chrome Books. You are financially responsible for them. Please return them in the same condition that you received them. If a Chrome Book is damaged, you will not be issued a new one until all damage fees are paid.
6. Be on time for your classes. You are expected to be in class before the bell rings.
7. Students are expected to remain in class and stay productive for the duration of the period. There will be no “hall walking” during class time. Students are expected to go to the bathroom closest to their learning studio.
8. Do not loiter in the washrooms. There is a capacity of FOUR (4) students in each washroom. Please note: There are over 1700 students in the building that need to use these facilities and loitering will not be tolerated at any time. Students who loiter may be subject to disciplinary actions such as, but not limited to, out of school suspensions.
9. Vaping – it is illegal! It is illegal to use electronic cigarettes in and on school property. Students will be suspended and may be referred to the Halifax Regional Police (HRP) for an offence ticket under the Smoke Free Act.
10. Respect yourself and others. CPA is an inclusive environment and any language, clothing, gestures, etc., demeaning in nature, will not be tolerated.
11. Parking in the student parking lot is a privilege, not a right. Students are not permitted to park in the upper and lower Staff Parking Lots. Please drive carefully and conduct yourself responsibly. Parking privileges may be revoked for irresponsible drivers.
12. CPA is an educational institution and as such language should be appropriate for a school setting.
13. We are all members of a community. As such, we are all expected to treat members of the school community with dignity and respect.

14. Stay on top of your schoolwork! It may not be easy at times, but time goes by fast in high school. Time management is your best tool for keeping yourself organized and receiving good grades.
15. Write your assessments on the day they are scheduled. It is not an option to write an assessment on another day without prior arrangement with the subject teacher.
16. Social media should be used responsibly. When using the school network, you must follow the online

EXCERPT FROM THE NOVA SCOTIA PROVINCIAL SCHOOL CODE OF CONDUCT:

Acceptable Behaviour:

5. 3 All members of the school community are expected to act in ways that promote a safe, caring, positive, and inclusive environment. This includes and is not limited to:

- following applicable laws, regulations, and policies
- following school policies and classroom routines
- demonstrating honesty, integrity, and respect for others
- treating everyone with dignity
- helping those in need and resolving conflicts peacefully and respectfully
- using positive language and supporting a productive learning environment

WASHROOMS:

Be Quick!

No loitering. This area is not a place to hang out, a TikTok, recording studio, or a place to enjoy the free Wi-Fi. Move it along, please.

Be Alone!

Only one in a stall at the time. What you're supposed to be doing, only needs one person. Multiple people in the stall will be met with consequences.

Be Screen Free!

School cell phone policy is in effect. No Cell Phones in the washrooms.

Be Considerate!

We all need to use the washroom during the day; please be respectful of the space.

Note: School washrooms are limited to 4 students at a time. These spaces are not to be used to hang out and vandalism of these spaces will not be tolerated. Students in violation of this will be addressed through the "School Code of Conduct" and may include out of school suspensions.

There are close to 1700 students here at CPA. Please do what you need to do and move on to keep our washrooms available. **Thank you for supporting all the Cheetahs!**

SCHOOL ENVIRONMENT: WASTE AND RECYCLING:

It is the responsibility of all staff and students to maintain a clean working environment. As we become more

aware of environmental issues, it is obvious that we must all work together to reduce, reuse, and recycle. The working environment includes learning studios, student exchange, corridors, study zones, cafeteria, washrooms, other internal areas of the building, and extends to the school grounds. Our Learning Centre operates a recycling program so please support this program by sorting your waste.

TOBACCO USE/VAPING (Electronic Cigarettes):

The *Smoke-Free Places Act* requires that all indoor workplaces and public places, select outdoor public spaces, outdoor licensed areas and patios of all restaurants, lounges, beverage rooms and cabarets be smoke-free.

The *Smoke-Free Places Act* applies to all combustibles, including tobacco, cannabis, e-cigarettes, and waterpipes. Municipalities may pass bylaws that put additional restrictions in place.

Tobacco use and vaping are forbidden on school property, inside or outside any school building, facility, or vehicle. This includes the use of tobacco, chew, vapor cigarettes or e-cigarettes, with or without nicotine filters. School property is defined as all property on 200/202 Innovation Drive, Bedford, Nova Scotia. Fines and Suspensions may be issued.

SCENT AWARE:

C.P. Allen is committed to the provision of a healthy and safe environment. Some staff and students are sensitive to perfumes and colognes and become quite ill when exposed to the slightest amount of these products. In consideration of these individuals, please refrain from wearing or spraying scented products. You may be asked to change your clothing or leave if wearing scents that cause discomfort to others. Violators may also be subject to out-of-school suspensions.

TEXTBOOKS:

All textbooks are barcoded and linked to a student number. Students are responsible for returning the texts they are issued. Textbooks will be issued from the school library.

Note: It is the students' responsibility to return all textbooks to the library at the end of each semester.

Textbooks outstanding from one semester to another or from one year to another will make a student ineligible to participate on all sports teams, clubs, participate on the student council or participate in student council events such as dances or coffee houses.

CHROMEBOOKS:

All Chromebooks are barcoded and linked to a student number. Students are responsible for returning the Chromebooks they are issued. Chromebooks will be issued from the school library.

Charles P Allen's aim is to make Chromebooks accessible to students who require a device, while also protecting the investment of the community in new technology for schools, so that equipment can remain available for future students. To achieve this goal each student will be assigned a Chromebook and charging device. Please ensure the device is returned in good working order. Any damages that occur to a

Chromebook that is issued to a student, is the responsibility of that student. Repairs required are the financial responsibility of the student and must be paid prior to a new one being issued.

CPA staff will be placing a strong emphasis on the safe, legal, and responsible use of information and technology, as per the ***Provincial School Network Access and Use Policy*** (a copy of this policy is available for your review through our school website under policies and procedures).

Chromebooks have a very specific educational purpose. Students will be able to access their Google account on their device. As HRCE property, staff members have the right to view the contents of Chromebooks at any time. If any content is deemed to be inappropriate or not for educational purposes, the student may lose the privilege of having access to a Chromebook.

Any loss or damage must be reported to the school immediately. In case of a lost or misplaced Chromebook, the device will be immediately deactivated, which means it will not be able to be used by anyone. If the device is located, it can be reactivated.

Note: As HRCE property, Chromebooks cannot be taken out of the country if you are going on vacation, etc. Student and parents will be issued and required to sign a Chromebook Contract to this effect.

LIBRARY:

The CPA library collection contains numerous books and non-print materials to aid students with research for their academic courses, as well as numerous classic and current fiction titles for students reading pleasure.

In addition, our library also provides students with online access to our school library catalogue, as well as other databases including EBSCO (an online journal database), World Book Online, The Canadian Encyclopedia, JStor and e-books. Students are welcome to use the library and are encouraged to seek support/help from our Library Support Specialist. A printer is available for students to use.

The library is a place for research and study; students may talk quietly if working together at tables in large groups. There will be no card playing. Vandalism of equipment, materials, furniture, or disregard of basic library rules may result in the loss of library privileges (please refer to discipline policy for further information).

Please return materials on time. The loan period for most materials is three weeks and materials may be renewed if still needed. Students will not be permitted to sign out library items if they have items already overdue. If books are not returned by the end of the semester, they must pay the replacement cost of the text(s).

Please seek assistance from Ms. Maurice for computer and /or printer issues. Do not try to fix the problem yourself.

Note: Students are expected to keep their work area clean. Like a learning studio, all learning studio rules also apply in the library.

CELL PHONE GUIDELINES

The Minister of Education and Early Childhood Development has announced 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.

As a school, we welcome this announcement as we know from experience that cell phones and other related devices are often a source of distraction. They are also known to contribute to feelings of anxiety, can be used to bully and negatively impact students' overall feelings of well-being.

What does this mean for students?

- During class/instructional time (Blocks A, B, C, & D), cell phones must be **turned off** and **stored**.
- Instructional time occurs from **bell to bell**.
9:20 am– 10:35 am
10:45 am – 12:00 pm
12:45 pm – 2:00 pm
2:10 pm – 3:25 pm
- 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.
- 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).
- **At no time during the school day are cell phones permitted in washrooms and change rooms.**

Response to Student Cell Phone Use

- Cell phone use will be addressed by a staff member, and the student is immediately referred to the office.
- Students are expected to go directly to the office and wait to see an administrator. **Cell phones must be turned off and stored while in the main office at all times. The main office will not be storing cell phones.**
- Discipline will be addressed in a progressive manner with consequences that align with the Provincial Code of Conduct.

First Incident: Meet with student, review expectations and home will be contacted.

Second Incident: Suspension from school

Communicating with your child during the school day

We understand that a quick text or call to your child's phone is an efficient and easy way to communicate during the school day. Given the cell phone directive, students are reminded that there is a dedicated phone for student use in the main office. With our school phone system, you can contact the main office at 902-832-8964 ext 0 and leave an **urgent or emergency** message for your child. **Every 75 minutes, your child will have access to their phones to receive messages from you.**

STUDY PERIODS:

Having a "Study Block" is considered a privilege in a student's schedule. Students are to be in the cafeteria, library or outside during a study block. The Student Exchange is closed during instructional time.

ASSEMBLIES:

Students are to attend their regularly scheduled class for attendance and await direction from the Main Office prior to assemblies. Teachers who are scheduled to teach during this time frame will accompany and stay with their students throughout the presentation. All cell phones should be either muted or turned off. Students are to be quiet and attentive during all presentations. **Attendance at assemblies is mandatory for students.**

ANNOUNCEMENTS:

The public address system will be used at 9:20am for O'Canada and land acknowledgements. Student announcements will occur at 12:45pm

The only other use of the system will be for emergencies or with the permission of Administration.

CAFETERIA:

Cafeteria will only be serving the Nova Scotia School Lunch Program to start the year.

STUDENT EXCHANGE AREA:

The Student Exchange Area (the seating area in front of the main office) is **off limits during class time**. If a student is on a study block, they can go to the library, the cafeteria, or leave the building.

ATTENDANCE

For a full explanation of the Provincial Student Attendance and Engagement Policy, please follow this link: <https://www.ednet.ns.ca/docs/provincialstudentattendanceengagementpolicy.pdf>

To earn a course credit in high school, students are expected to be present for at least 80 percent of class time. A teacher can recommend loss of credit when a student has missed 20 (approximately 18 classes) percent of class time due to any absences (including chronic lates), and strong efforts have been made to improve the student's attendance, but no improvement has been demonstrated by the student. Administration will inform students and families when a student is no longer eligible to receive their credit based on the circumstances listed above.

Attendance will be taken every period and teachers will enter it in PowerSchool throughout the day.

Research shows that there is a strong connection between students' academic success and the amount of instructional time they receive in a classroom setting. All students are expected to be in class, on time and remain in class for the duration of the instructional period. The codes that Nova Scotia uses to record students' attendance are as follows:

A	= unexcused absence
AWN	= absent with notification
ACT	= absent due to school-based activity
L	= late to class
LE	= leave early
ISS/ OSS	= In-school-suspension/ Out-of-school suspension
OI	= operational issue
R	=observance of a religious holiday or ceremony

ABSENCE CALLS:

If your child is going to be absent and/or must leave early for an appointment, a parent or guardian needs to call the school attendance line at **902-832-8964 extension 1**. **Please do not leave attendance messages for administrators or teachers. DO NOT SEND EMAILS OR LETTERS FOR ATTENDANCE PURPOSES.** **Do not call to update an absence just because your child says they were present. Please contact the teacher first to verify.**

The attendance line is used to enter attendance directly into the school's computer system to inform both subject teachers and administrators of students who will not be attending on a particular day. **The attendance line is available 24 hours a day, 7 days a week and is manually checked in the morning and again in the afternoon each school day for your convenience.**

There is an expectation to be in class for the entire period. If, on the rare occurrence, a student must leave early, they must sign out and a parent must leave a message on the absentee line (no later than 12:45 p.m.), indicating when the student needs to leave. Teachers will check PowerSchool for an attendance note but if there is no note, then students are required to report to the main office and office administration will contact home to verify the reason for leaving. Parents are to come into the office to sign students out.

At the end of the day, an automated call will be forwarded to your home telephone to notify of any unknown absences.

EXTENDED ABSENCES:

If a student will be away for more than **FIVE (5)** school days, an **Extended Absence Form** must be filled out and submitted to the main office for approval. You can obtain this form by visiting our website at <https://cpa.hrce.ca/> and selecting the “Our School” tab. The form is located under the “For Students” section. Students do not have access to their GNSPES accounts when outside of Canada and will need to fill out the form so that access can be requested from HRCE.

We understand that families may occasionally need to request an extended absence (more than five school days). Please note the following:

- Students are responsible for all missed learning.
- Students will complete assessments when they return. Assessments will not be administered in advance.
- Some learning opportunities (group work, class discussions, labs, etc.) cannot be replicated outside the classroom. In those cases, achievement of outcomes will be assessed through available summative tasks when the student returns.
- Provincial assessments and examinations must be written on the dates set by EECd.
- Students will not be exempt from an exam due to a planned absence.

ADMINISTRATION OF MEDICATION TO STUDENTS:

Form A - Administration of prescribed medication to students

Form B - Administration of prescribed Medication

Severe Medical Conditions

Diabetes Plan	Asthma	Catheterization Procedure Plan
Seizure Plan	General Plan	Medical Procedure Tracking Form
Heart Condition	Tube Feeding Procedure Plan	Anaphylaxis Emergency Plan

SCHOOL ADVISORY COUNCIL:

The School Advisory Council (SAC) is a committee of people who meet **FOUR (4)** times per year to discuss issues of importance at C.P. Allen High School. Equal representation from students, staff, parents, and community members provides the framework by which the council operates. We welcome your input and encourage you to rely on your parent, community, and student representatives as a vehicle to improve learning experiences at C.P. Allen High.

PEER TUTORING:

Charles P. Allen offers peer tutoring for any students who could use extra help. If you are a student in need of more help, please go to the library and sign up. If you are interested in becoming a peer tutor, we are always looking for students interested in volunteering.

HOMEWORK HUB:

Need help with Grade 10 - 12 Mathematics?

The Nova Scotia Homework Hub has free online resources and tutoring!

Parents and students can access this information by visiting the following link:

<https://nshh.ednet.ns.ca/info.php>

SCHOOL SECURITY:

Lockdowns and Hold and Secure

What is a Lockdown?

A lockdown may be conducted for a variety of reasons including, but not limited to:

- a violent or potentially violent incident inside the school
- an unauthorized visitor with unknown intent

Initiating a Lockdown: Announce the lockdown with simple, clear directions. (Repeat 3 times).

“Attention all staff, initiate lockdown now.”

“Attention all staff, initiate lockdown now”

“Attention all staff, initiate lockdown now”

Note: Initiate contact with 911 to request assistance as appropriate.

Terminating a Lockdown

Terminating a lockdown should be communicated to each learning studio individually by the person-in-charge and/or the police using a master key to enter the room. If a master key is not available or the entrance is otherwise secured, a means of identifying the person requesting entry should be used.

What is a “Hold and Secure?”

A “Hold-and-Secure” may be conducted for a variety of reasons including, but not limited to:

- a fight inside or outside the school

- an animal threat.
- a police action in the neighborhood
- a hazardous substance release outside the school.

During a Hold and Secure, students remain in seats away from windows and teachers will draw the blinds.

Initiating a Hold-and-Secure: If the person-in-charge decides to initiate a hold-and-secure, plain, clear language, with specific directions, should be used. The script used should be distinct from that used to initiate a lockdown. **(Repeat 3 times)** For example:

“Attention all staff. The school is now in hold-and-secure.”

“Attention all staff. The school is now in hold-and-secure.”

“Attention all staff. The school is now in hold-and-secure.”

Additional directions to staff and students may be added as appropriate, for example:

- in the event of a fire alarm, “evacuate to the outside.”
- in the school until otherwise advised.”
- “Movement is restricted, ignore class change bells.”
- “Close blinds” and/or “turn off lights.”

Terminating a Hold-and-Secure

- The person-in charge will consult with the lead emergency response agency prior to terminating the hold-and-secure if it was initiated in response to a call from police or fire.
- Terminating hold-and-secure may be done by the person-in-charge in consultation with emergency responders by means of a general announcement over the public address.

BUSING AND STUDENT PARKING:

Students are encouraged to use School Bus Transportation. Please register with mybusPlanner at HRCE.

PLEASE ENSURE YOUR ADDRESS IS CORRECT IN POWERSCHOOL.

<https://hrcetransportation.mybusplanner.ca/Login.aspx>

There is student parking located beside the school closest to the Metro Transit Parking lot. Anyone bringing a vehicle to school must park in the student parking lot or on the street if the student lot is full. CPA is not responsible for you or your car if you choose to drive. Students **ARE NOT PERMITTED** to park in the community center parking lot, staff parking lot, and the visitor parking lot. **VIOLATORS MAY BE SUBJECT TO VARIOUS DISCIPLINARY ACTIONS INCLUDING, BUT NOT LIMITED TO, TICKETING, TOWING AT OWN EXPENSE, SCHOOL SUSPENSIONS, ETC.** The **BUSES ONLY AREA** (commonly known as the **BUS LOOP**) is out of bounds. All non-parking zones, including the fire lane, must be respected, and remain free of vehicles, at all times.

School members driving vehicles to school are expected to follow safe driving practices and exhibit respect for others' vehicles. Please be reminded that loitering, smoking, and vaping are not permitted in vehicles while on school property. Excessive horn honking, speeding, and squealing of tires is strictly prohibited and will result in disciplinary action and/or loss of privileges. The staff parking lot is reserved for staff and visitors with parking passes. Those who are in violation will be ticketed. Designated accessible parking spaces must be respected. Violators will be ticketed or towed at owner's expense.

If you are dropping off your child, please use the **LOWER** parking lot (Student Drop Off—see map page 9). All drivers are to proceed slowly through the student drop-off/pick-up zone. Traffic should proceed in one direction only around this parking lot. **No one should enter the bus loop in a car between 8:30 am and 4:15 pm.; this designated loop is for buses only. PLEASE NOTE: WHEN EXITING STUDENT DROP OFF YOU CAN ONLY MAKE A RIGHT TURN ON INNOVATION DRIVE.**

STUDENT EMAIL ETIQUETTE TO TEACHERS:

What is email etiquette?

Think of it as the 'Code of Conduct' for email communications. It refers to the principles of behavior that individuals should use when writing and answering emails.

Why is email etiquette important?

- Emails are a form of communication. Just as you follow face to face communication norms in conversation, you should do the same in written communication.
- Larger class sizes, busy schedules, and online classes make it difficult to have in person discussions with teachers about questions and/or concerns.
- You want your message to be understood in a positive manner as well as taken seriously. The written word can be easily misinterpreted resulting in the recipient holding a negative opinion.
- Allow the proper amount of response time. Emails to your teacher should occur no later than 7:00 p.m. Teachers have 48 hours to respond.

Tone

- Don't email your teacher asking and/or complaining about grades. If you have inquiries, schedule an appointment to meet in person to review areas of improvement.
- Think about the impression your tone will make in the email. If you are emotionally charged, it is best to wait 24 hours before emailing or responding to emails.
- Do not write in all CAPITALS. This makes it seem that you are shouting at the receiver.
- Treat teachers (and other students) with respect. Refrain from bad mouthing or calling unnecessary attention to situations.

Content

- Always read and reread emails before sending. Double check spelling, grammar, punctuation, syntax,

sentence structure, etc.

- Consider your content and what following up is needed. If you have multiple questions or your email is running long, consider revising your email or meeting with your teacher.
- Double check your attachments. Always reference your attachment in the body of the email. Do not attach files that are very large and consider sending them as PDF.

Understanding Parts of An Email

To: Type in the email address of the individual the message is intended for.

CC: (Carbon Copy): Use this to add individuals who need a copy of the email. The original receiver of the email will see this person added.

BCC: Use this when you want another individual to get a copy of the email and only they know they get a copy. The BLIND means the original receiver does not know anyone else is getting a copy.

SUBJECT: Input a clear subject line. Keep it short and simple, but not vague. Include your name, class and what your email is regarding.

Body of The Email: Include the message you want to send.

LOCKERS:

Locker distribution will begin at the beginning of the school year.

STUDENT SUPPLIES:

Backpack/lunch bag
Pens/pencil

Binder
Water bottle

Paper

VALUABLE ITEMS

Students are asked not to bring valuable items to school, such as expensive clothing, jewelry, or large sums of money. The school is not responsible for lost or stolen items.

SCHOOL EVENTS:

School events are chaperoned by staff and are a good opportunity to socialize and have fun. However, students' use of alcohol, electronic cigarettes, or other illegal drugs will lead to suspension, loss of privileges and a meeting with parents. Students attending events must be currently enrolled at CPA, have regular attendance in all classes, and have not received a suspension since the last CPA event.

Please note, all C.P. Allen students must present a **current ID card** at the door. Failure to do so may result in refusal of entry to the event.

EXTRA-CURRICULAR ACTIVITIES & ATHLETICS:

At C.P. Allen, we offer a wide range of extra-curricular activities. Participation by students is a privilege and as such, carries certain responsibilities. Students who attend extra-curricular activities and play on teams must have a current C.P. Allen ID card.

The opportunities for student involvement, school spirit and school pride generated through athletic initiatives are immeasurable. We regard our student athletes as ambassadors of the school through their demonstration of fair play, commitment to the team and a strong work ethic. All CPA student athletes are expected to display appropriate behavior and leadership not only during competitions but also during practice, extracurricular activities, in-class activities, and in our community.

Behavior at all school sponsored activities must be consistent with school policies and regulations which govern daily routines at school.

Please note:

- Student athletes are strictly forbidden to participate in any form of initiation activities, rituals, **or hazing**. Penalties for students who choose to ignore this warning will be harsh. The same warning pertains to involvement in the use of alcohol, electronic cigarettes, other drugs, or breach of any school policies.
- All CPA athletic team social media accounts (for example: Facebook, Instagram) may only be created with permission of the school staff advisor who must have the password for the account.
- The programs offered in athletics at CPA are sponsored both by School Administration and Student Council. All students participating on school teams will be required to pay an athletic fee. The athletic fees will contribute to the costs of equipment, team uniforms and participation in the NSSAF competitions including metro league play, qualifiers, regional playdowns and provincial championships. At no time will the school be responsible for student accommodations or meals. Additional costs related to participation in tournaments and exhibition games are the responsibility of the team. Fundraising guidelines will be provided through the main office. All fundraising activities must be cleared with administration prior to any fundraising.
- All money fundraised or collected must be deposited into our CPA School Account and cheques will be written for expenses. No group can fundraise using the name CPA or our logo without permission from school administration.
- For additional information, see the CPA Athletic Handbook.

ELIGIBILITY:

- A. Student Athletes must be in full compliance with all expectations outlined in the **Student Athletic Handbook**.
- B. Students must attend classes on a regular basis and be in full compliance with student attendance and engagement as outlined in the **Nova Scotia Student Attendance and Engagement Policy**.
- C. Students must be in full compliance with expectations outlined in the **CP Allen and Nova Scotia School Codes of Conduct**.
- D. Students will be placed on a probationary contract when academics, attendance, or behavior become concerns. The Athletic Director and School Administration will review the case, and the student may be suspended from participation until performance has improved. Preceding the posting of the final team roster, coaches will submit the team list to the Athletic Director and School Administration for approval.
- E. Students must be full time students taking 3 courses or more per semester, depending on their grade level.

Students who fail to meet these expectations may be removed from the activity at the discretion of administration and/or an Athletic Director and/or student council advisors.

CODE OF BEHAVIOUR FOR SPECTATORS:

Good athletes compete fiercely to the best of their ability. Good spectators respect the commitment of the athletes enough to cheer every good play and appreciate the effort, time and dedication contributed by the members of both competing teams. ***Have a good time cheering for our team. Enjoy the game no matter who wins or loses!***

Athletic events are tests of skill, fitness, teamwork, and training. They provide challenging encounters for athletics and exciting entertainment for fans. Being a spectator at school events is a privilege, not a right, which may be withdrawn for inappropriate behavior.

Spectators are expected to:

- ✓ Treat the premises, students, staff, players, other spectators, and the officials with respect and courtesy.
- ✓ Abide by the decisions of the officials, for or against your team.
- ✓ Respond politely to the requests of officials.
- ✓ Remain seated in the areas designated for spectators and always remain off the playing surface.
- ✓ Be polite and courteous and use only appropriate language.
- ✓ Applaud good plays and never make derogatory remarks about the officials, players, or coaches.
- ✓ Please also see School Events in this handbook. When attending a school event, students must adhere to the School Code of Conduct.
- ✓ **Refrain from any behavior that might distract the athletes or interfere with the progress of the game.**

STUDENT SERVICES:

School Counsellors welcome both new and returning students to our counsellors' office. Students and parents can make appointments with a counsellor using the online **youcanbookme** system or by scanning QR codes posted throughout our building.

Our Student Services Team provides support designed to help students gain a better understanding of themselves and the career and educational opportunities available to them. Our student services team includes school counsellors, learning center & resource teachers, student support workers, school psychologist, speech pathologist, public health nurse and social worker.

Our school counsellors are:

Lori Dawn Swimm	Counsellor for students with surnames A-D	lswimm@hrce.ca
Riccardo Cordi	Counsellor for students with surnames E-LA	riccardo.cordi@hrce.ca
Amy Mahoney	Counsellor for students with surnames LE-P	Amy.Mahoney@hrce.ca
Tara Aucoin	Counsellor for students with surnames Q-Z	taucoin@hrce.ca

Students can book appointments with their respective counsellors through the following link:

→ <https://sites.google.com/gnspes.ca/cpaguidance/home> ←

Counselling Services Available:

Academic vocational and personal counselling are available through the guidance office. Outside agencies may be accessed through counsellor referrals.

Post-secondary information and applications are available in the counsellors' office. Students should pay close attention to deadlines for the institution of their choice. Each fall CPA hosts a post-secondary day where students can speak directly to the various representatives. University presentations are given throughout the fall by various institutions.

Scholarships and Financial Aid:

Each year our counsellors' office posts scholarship/bursary information for graduating students.

Student Transcripts:

Students may request copies of their transcripts by signing up in the Transcripts Request Binder located in the counsellors' office. Transcripts are processed on Tuesdays and Thursdays each week that school is open. Students can either request an electronic transcript be emailed to them or to a post-secondary email address, or they can request a printed copy which will be available for pick-up in guidance.

Course Selection:

All students will have the opportunity to discuss course selections with a counsellor. Please make your course selections carefully. Choose courses in which you are interested. Once choices have been made and forms returned, there is no latitude for changes. Course change requests will be reviewed by the administrative team for graduation requirements only in the Grade 12 year. Courses for the following year will be determined by the number of requests for a particular course.

PLEASE NOTE: Students need written permission from the school principal to take more than 4 credits per semester or enroll in any on-line courses (excluding NSVS).

Course Change Policy:

Course selections made and adjusted following data verification in the Spring for the next academic school year are considered final.

Course changes will not be made once this process is complete unless:

1. The scheduling process has resulted in an incomplete schedule.
2. A course and its prerequisite are in reverse order on a student's schedule.
3. A course is scheduled for which credit has been granted (Summer School, etc.).
4. A potential grad wishes to reduce the course load to 3 courses in a semester.
5. A course change request is granted for one of the following prioritized reasons:
 - a. A potential grad lacks a required course to complete graduation requirements.
 - b. A potential grad can complete graduation requirements in a single semester
 - c. A student is scheduled in a course without the recommended prerequisite.

School administration may approve a course change/course drop only if there are serious and compelling reasons to do so. A student who is failing a course, realizes that they do not need the course for graduation or post-secondary, or simply does not wish to complete a course that was requested during course selections is not considered a compelling reason e.g. choosing Pre-Calculus 11 during course selections and then requesting to drop it later.

When dropping a course, students must ensure that they remain a "full-time" student.

For the situations noted in 1-5, changes will be processed immediately by a counsellor in consultation with the student and/or guardian(s). These corrections have the highest priority.

For situation "5", the process is as follows:

1. A course Change Request Form must be submitted to the guidance office at the beginning of September and January.
2. Each student will receive a written reply to their request. The decision will be final.

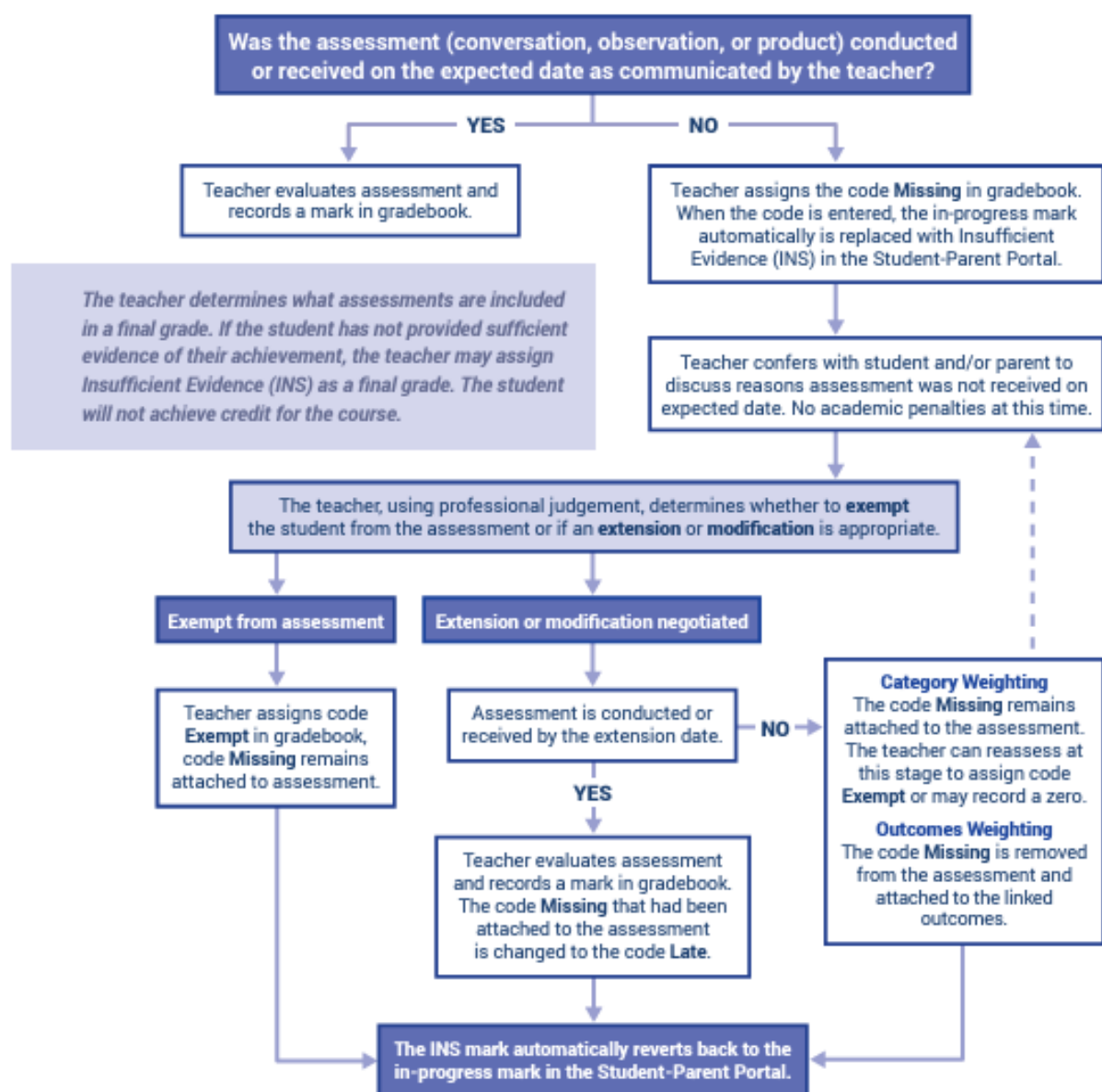
All course changes are subject to enrolment limitations and class caps. A list of "filled" courses will be updated and posted outside the office during each of the first five days of the semester. These courses are considered "closed".

Each student is expected to follow their original schedule even if a request for a change has been made. Attendance will factor in the decisions made. A student cannot choose to "drop" a course on their own. Refusal to attend a scheduled class will be considered Severely Disruptive Behavior (as per the School Code of Conduct).

PROCESS FOR CLASSROOM ASSESSMENTS:

Process for Classroom Assessment **Due Dates** and **Extensions**

The teacher reviews student progress and achievement on an ongoing basis throughout the term/semester. If the student is not engaging in assessment (observations, conversations, or products) as expected, the teacher will communicate with the student and/or parent(s) to discuss concerns and identify supports that may be required. The teacher and parent(s) may decide that they need to seek the advice of the Teaching Support Team.



EXPECTATIONS AROUND ASSESSMENTS:

Students are expected to be in class writing on the day of a scheduled assessment. If a student misses an assessment, their parent must call the absentee line. If students are in school after the assessment on that day, every attempt to write it on that day should be made.

MISSED ASSESSMENTS:

If a student knows they will miss an assessment, an email from the parents directly to the teachers should occur at least 24 hours prior to the event. Parents must also call the attendance line. If the student misses these opportunities to demonstrate a particular outcome, a 0% can be recorded as per the flowchart above.

Google Classroom:

Google Classroom is a tool used to support teaching and learning. Students are expected to be in class and cannot use this platform as a substitute. It can be utilized to submit work and supplement the learning in the classroom. It cannot replace learning from the teacher and working with peers.

Note: Students cannot attain credit by solely completing work through Google Classroom. Students will lose access to Google Classroom if attendance becomes a concern.

Formative and Summative Assessments:

Assessment - the process of gathering information on student achievement with the purpose of improving both teaching and learning.

Formative Assessments (Assessment for Learning) - ongoing assessments that take place during the teaching and learning process for the purpose of showing growth over time, determining student needs, planning next steps in instruction, and providing students with descriptive feedback.

Summative Assessments (Assessment of Learning) - assessments that take place at the end of a period of learning for the purpose of determining the extent to which learning has occurred.

Information Pertaining to Final Exams:

Charles P. Allen High School believes that writing exams:

- ✓ Is valuable as an on-going assessment tool.
- ✓ Prepares students for post-secondary and life experiences.
- ✓ Encourages and promotes mastery of material beyond a one-time assessment providing opportunities for maturation, connection, synthesis, and reflection.
- ✓ Provides opportunities for students to build comfort level and self-confidence.

- ✓ Provides a structure for students to further develop skills in organization, time management and self-discipline.

Note: Given that exam dates are published well in advance, it is expected that family vacations, or other non-medical absences, will be scheduled around this important assessment time. If there are serious extenuating circumstances, then parents must contact school administration well in advance of writing the exams to discuss a potential solution. Exams will not be proctored at an alternate location.

There may be instances when the school is closed during the scheduled exam day due to inclement weather, a power failure or other unforeseen circumstance. **Exams will be moved forward a day when a situation like this happens.** It is important to understand that the student must be present to write the exam on the rescheduled date. Please take this into account when planning and scheduling family vacations around exam time.

Where a student **misses** an examination without an acceptable excuse, a mark of ZERO (0) will be given. **International students** will receive a zero on their exam if airline tickets are booked early and the student misses an exam.

Make-up exams may be written at a scheduled time approved by the administration. This could be September of the following semester.

The school administration will be responsible for ensuring consistent implementation of this policy. All arrangements are to be referred to school administration; no arrangements will be made between teachers and students.

IB students write their exams during a three-week scheduled in late April and continue in May. During the exam periods of January and June, when the remainder of the school are writing exams, regular attendance is required by IB students.

English and French orals, along with the Group 4 project are scheduled for this time. Students in IB will continue their regular classes during exams.

As facilitating learning is our primary goal, it is important that we should model this by helping students cope with the stresses of evaluation, especially during exam time. To complete this, these practices will be followed:

- Students are encouraged to prepare (review, organize notes, study) for the upcoming exams a week in advance.
- In keeping with this advice, no formal evaluations that require preparation at home should be assigned during this **week**. Students are then able to focus on review opportunities.
- Final evaluation events that require preparation at home (including make-up tests, assignments,

- projects, labs, performances) are to be completed **at least one week prior to the first exam.**
- Pre-reading materials necessary for exams should be given out at least one week prior to the start of the evaluation period.
 - Practices, field trips, extra-curricular activities, evening performances or recitals should not be scheduled during the week prior to the exams.
 - Inter-scholastic games are beyond our control and will have to be played when scheduled.

Note: All inquiries should be directed to the classroom teacher.

ACADEMIC FRAUD:

Academic fraud occurs when a person uses the intellectual property of another individual such as information or data from books, magazines, newspapers, the Internet, music or educational disks or audio/visual disks without acknowledging the owner in writing.

Academic Fraud includes but is not limited to the following:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the students own.
- Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or assessment requirements.
- Using Chat GPT or any other AI technology and claiming as their own work.
- Any other behavior that gains an unfair advantage for any student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination).

To avoid academic fraud (plagiarism), document your resources. As Joanne Buckley states in *Checkmate: A Writing Reference for Canadians* describes, "When writing academic research papers, you must acknowledge information and ideas obtained from other sources. This includes information and ideas that you directly quote, summarize, or paraphrase from others' work" (Buckley 363).

There are different style guides for citing references, which must be done within and at the end of any written work. The format used at Charles P. Allen is normally as utilized by most Universities, MLA (Modern Language Association) format for English courses, and APA (American Psychological Association) format for all other courses. These formats are described in detail in the above text by Joanne Buckley found within the English and Social Studies departments here at the school.

Consequences for Academic Fraud:

- Teachers will address the issue with the student and parents.
- A placeholder mark of ZERO (0) will be assigned until an alternate assessment/another opportunity to demonstrate the outcomes is assigned and completed by the student.
- The student may be referred to the Vice Principal for subsequent disciplinary action.
- The student may not be recognized for any awards in the given year/semester (Honors, High Honors, Principal's List, CPA scholarships, etc.)

Assessment and Course Question Protocols:

If students and / or parents have questions, concerns, or require clarification around classroom activities and assessment items, your first point of contact needs to be with the classroom teacher. Classroom teachers are the best people to answer your questions about what is happening with your child in their classrooms. All staff email addresses are posted on our website at www.cpa.ednet.ns.ca. Teachers will make every attempt to return your email or call within 48 hours.

If, after attempting to resolve / clarify something with the classroom teacher, you still find yourself needing to communicate with someone regarding the same issue, your next point of contact is with the department head for that subject. Their email addresses are also on our website.

2025/2026 Department Heads

Languages:	Mr. M. Cosgrove
Social Studies:	Ms. J. Ryan
Personal Development:	Ms. J. Joudrey
Student Services:	Ms. K. Leblanc
Math:	Mr. S. Young
Science:	Mr. Craig Evely
Fine Arts & Technology:	Mr. C. Leadbeater

Finally, if all attempts to resolve your question or concerns are not successful, please contact your child's vice principal, followed by the principal.

Final Mark Calculations:

SEMESTERED & FULL YEAR COURSES

This course breakdown may vary slightly from course to course.

Term 80% & Exam 20%

IB COURSES

Students in the IB Program receive marks in their grade 11 and 12 year which range from a 1-7. These marks are based on IB grading criteria which encompass both internal and external assessments.

IB students who do not have 22 predicted points (not including TOK) in June going into their grade 12 year, will be required to have a program review. IB students who do not have 23 points (predicted) not including TOK, at the end of January in year 2 will be soft landed to PSP courses for semester 2. To be considered for IB, students must pass Math 10.

IN SCHOOL SUPPORTS OFFERED AT CPA:

EAL Support – EAL (English as an Additional Language) Support is provided to students whose first language is not English and whose difficulty with English language skills is an obstacle to success in various subject areas. Students can be scheduled into the EAL Centre or use it on a drop-in basis. We offer language assessments, language development, course support, and individualized programs for improvement based on assessment needs.

YMCA Support – The YMCA worker at CPA provides in-school support for newcomer students around settlement issues, integration into the school program, liaison between home and community, and homework support.

African Nova Scotia Student Support Worker – Support for students of African descent is provided three days per week. The support worker helps students deal with issues that arise daily and act as an advocate on their behalf.

Mi'kmaq/Indigenous Student Support Worker – Support for students of Aboriginal descent is provided one day per week.

Youth Health Centre – Do you need a confidential place to go and talk? Located in room 209, the Health Centre is a place where students can **receive confidential health information** and talk to the nurse or social worker privately about their concerns.

C.P. Allen's school health nurse, **Jenn Richardson**, is here four days a week to address any emotional, mental, social and sexual health issues. You can drop in to talk to her. The Youth Health Centre in room 209 is open most days and students can drop in at any time. If a student has been to see the nurse, they will return with a note. If a student returns without a note but insists they were with me, feel free to call to confirm (ext 755-1209).

The YHC is not a "nurse's office". Her role is not to provide primary care (please don't send students who are feeling ill or injured) or any kind of medication. Her role is to provide supportive conversations and strength-based, solutions-focused support for youth related to their mental and sexual health, relationships (of any kind), substance use, life management, housing, food security, family dynamics, etc. She can and do work in partnership with guidance, admin, teachers, Schools Plus, HRCE and NSH social workers, student support workers and our school psychologist to best support our students. She also has many community partnerships to set youth up for success and to be their amazing, resilient selves!

Karrie Rayne is the social worker who will be available on Thursday morning in the Youth Health Centre for students, who also focuses on social and mental health issues. You can set up an appointment with Karrie through Jenn Richardson, the YHC nurse.

Resource and Learning Centre – Support for students who have been identified through the school planning team and have identified learning challenges that could require adaptations or individualized outcomes.

Cobequid Multi-Service Centre - Are you under a lot of stress? Having family or relationship problems? Questions or concerns about your health? Questions about sexual health and birth control? Community Health Centre has services to help you deal with all of the above and more.

What services are offered to help you be healthy?

Youth Clinic
Schools Plus
Emergency Department/Diagnostic Services
IWK Community Mental Health Clinic
Family Service Association
Drug Dependency Services
Department of Community Services
Sackville Family Day Care/Resource Centre

Note: To learn more about what services and help each agency provides, refer to the Cobequid Health Centre Student Information Guide in your school or call 902-869-6100.

SchoolsPlus:

SchoolsPlus:

TBA - SchoolsPlus Facilitator

Tatiana Musial - Community Outreach Worker

Sandra MacDonald - Mental Health Clinician

SchoolsPlus is a confidential, free service available in every school in Nova Scotia. Our goal is to build positive relationships between families, schools, and communities. Our staff include SchoolsPlus Facilitators, Community Outreach Workers, Child and Youth Care Practitioners (in some elementary and junior high schools), and Mental Health Clinicians.

Managing Complex Situations

Sometimes students and their families are connected to many services, but still need help managing it all. Our SchoolsPlus Facilitators offer comprehensive case management support to ensure everyone involved is communicating clearly and families are receiving the best support possible.

Mental Health Clinicians

IWK-SchoolsPlus Mental Health Clinicians provide counselling in schools, for students in grades 7 to 12. Students and parents can self-refer by calling IWK Central Referral at 902-464-4110.

Resources and Supports

SchoolsPlus can connect students and their families to resources and supports in the community, such as: recreation, tutoring, food supports, clothing, glasses, dental care, etc.

Referrals

A referral for SchoolsPlus can come from a school principal or school counsellor, through a School Planning Team meeting. Students and families can also self-refer by contacting the SchoolsPlus Facilitator at megan.tobin@hrce.ca or 902-240-1148.

NOVA SCOTIA VIRTUAL SCHOOL (NSVS):

The Nova Scotia Virtual School provides an option for online high school courses to students enrolled in public high schools in Nova Scotia. Students must have space in their timetable to take an online course and the online course **should only be 1 of the 4 courses a student takes per semester**. Courses are taught by Nova Scotia certified teachers using both synchronous (when teacher and students are communicating in real-time through video conferencing or e-chat) and asynchronous (when students can complete activities independently) methods.

NSVS teachers have office hours and students can log in to touch base with them individually. They can also email their online teacher at any time. All tests and final exams must be written at CPA High School under the supervision of a CPA teacher. Please note, this is not a correspondence course.

Students are required to attend their NSVS classes in the designated CPA area (Next to cafeteria). Attendance will be taken by a CPA staff member and students will be held accountable as per the Nova Scotia Student Attendance and Engagement Policy. During instructional time, students are expected to work on NSVS curriculum. Students should work quietly at all times.

NSVS online courses use the Nova Scotia Public School Program (PSP) with curriculum and learning outcomes that are identical to those used in a classroom at school. NSVS courses are reported on in the report card at mid-semester and end of the semester but are not fully integrated yet with Power School. This means that parents cannot yet look at all the information about a student's achievement in the Parent Portal. However, each student has a record of their marks in the NSVS online gradebook and parents can access that information with their child. If a CPA student chooses to take a virtual school course, the student and parent are responsible for communicating with the online teacher about progress and course participation. CPA staff, including guidance and administrators, are not informed about student's progress. For a complete listing of NSVS course offerings for 2025-2026, please visit the following link:

<HTTPS://NSVS.EDNET.NS.CA/INDEX.PHP/STUDENTS/>

Nova Scotia Independent Online Learning: NSIOL

This information is from the NSIOL website: <https://www.ednet.ns.ca/distributedlearning/nsiol>

NSIOL allows students in Nova Scotia to complete high school courses at their own pace, without direct instruction from a teacher, providing flexibility for students to continue their studies in a way that suits their unique needs.

NSIOL follows the Nova Scotia Public School Program (PSP) and meets the same requirements as in-person courses. Courses are not actively taught. Instead, instructional supports are built into the courses and Mentors will provide clarification of instructions when necessary. All NSIOL course work is assessed by course Mentors who have Nova Scotia teaching certification.

Who can register for NSIOL courses?

At this time, students who are enrolled in a public school in Nova Scotia can register for NSIOL courses through their local public high school.

In addition, students who are registered with the Nova Scotia Homeschooling program can be enrolled in a neighbourhood school for specific programming, which can include NSIOL courses. School staff will help students and families determine if NSIOL courses are a good match for each student's learning needs.

Is there a cost?

Registration fees will be waived for students registering through a Nova Scotia public school.

Is there a time limit to complete courses?

Students have up to 18 months from the date of enrolment to complete each NSIOL course.

ACADEMIC RECOGNITION:

Academic recognition will occur in October for the previous school year and at Graduation in June for Grade 12 students. Certificates will be presented to students who have achieved academic excellence.

Averages will be calculated using all courses the student was enrolled in during each of their grade 10, 11 or 12 years, using a straight average.

There will be 3 categories of recognition: Honors, High Honors, and Principal's List. (Student must be considered a "full-time student" to be eligible for this recognition.)

PUBLIC SCHOOL PROGRAM REQUIREMENT:

The following criteria is used when calculating averages for student recognition:

Honors	High Honors	Principal's List
80% - 84.9%	85% - 89.9%	90% or above

IB REQUIREMENT:

Principal's List: IB students must have a minimum average of 6 in their six IB courses.
High Honors: IB students must have a minimum average of 5 in their six IB courses.
Honors: IB students must have a minimum average of 4 in their six IB courses.

12 SUGGESTIONS FOR A SUCCESSFUL TRANSITION TO HIGH SCHOOL:

Be involved in your child's academic program

Make sure that your child is challenged and taking courses now that will help meet future goals.
Choose courses based on your interests.

Get your child involved in a positive activity...but don't overextend

Students that are involved in an activity, club, sport, music, etc., are much more likely to have a positive high school experience and get better grades than students who are not involved.

Know your child's friends

When a teenager is faced with a critical decision, the influence of peers (positive and negative) and parents/families can make the difference.

Register for PowerSchool

This enables you to track your child's attendance and grades from your computer. PowerSchool will allow you to track your child's assignments, projects and tests. Schedules will be finalized the day before school begins in September. A floor plan of the school is in your Welcome Package and in the Student Handbook located on the main page of the website – have your child use this to locate his/her classrooms!

Don't allow your child to get lost in the shuffle

CPA is a large school, and this can be overwhelming for some students and parents. When a student makes positive connections with adults (teacher, guidance counsellor, coach, etc.) a sense of belonging is developed which helps to reduce the feeling of isolation.

Remember that teenagers all need proper supervision

Supervision includes on-line supervision and supervision of technology. Remember kids make mistakes. Let him/her make mistakes and learn from them. Your child should always know that you love them, but make sure they know your expectations. Know where your child is and who they are with all the time.

Talk to your Child

If your child seems anxious, nervous, or withdrawn, talk to them and see what's wrong.

Get to know your child's teachers and guidance counsellor

Stay in positive contact with the teachers and don't be afraid to ask for help. Remember that email is a great tool for quick information...but it's not such a great tool for dealing with more difficult issues. Understand that there will be challenges as a high school student for your child, keep it in perspective. If you have questions or concerns, please contact us.

Encourage organization

High school students are expected to assume greater responsibility for their learning. Organization is vital - encourage good study habits, have a specific time to complete homework and use a planner. On the first day of school, your child should be prepared with binders, loose-leaf paper, pencils or pens. Individual teachers will specify additional supplies required.

Get involved in school yourself

Students whose parents are involved regularly demonstrate success as high school students. Parents that can be at the school for conferences, attend functions, athletic boosters, serve on the school advisory council or some other group or are regularly connecting at home, can make connections in their child's school life. This allows for parents/guardians to be in a supporting role in both academics and extra-curricular activities.