



Good Afternoon Cheetahs and Cheetah Families:

Welcome to the 2024-25 school year! We are very excited to have you as part of the Charles P. Allen Family. We look forward to getting to know our students, parents/guardians, community members and staff. The first day for students will be Thursday, September 5th. Our staff are excited to welcome our students back to classes and begin our daily routines.

First Day Information

PowerSchool will open to parents and students on Wednesday, September 4th. Students will be able to access their schedules by logging into PowerSchool. Students can use the instructions below and attached if they need to reset their password.

School Photos

The photographer will be on site Sept 5th to take school photos. These pictures are used for the student ID cards as well as school pictures you may order. They will be here again on the 10th. All students must get an updated photo.

Bussing

If your child takes the bus, please review their bus stop times and location through Bus Planner's Parent Portal. The link to the portal is:

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

All students will be provided with a metro transit bus pass. These will be distributed over the first two days.

Student Fees

Creating a welcoming environment for all students is paramount. Our student council takes great pride in organizing various events for our student body. This year we will be charging \$25 per student to cover the cost of various events, such as welcome week,

spirit weeks, treats, and other celebrations held throughout the year. Fees can be paid by cash or cheque.

Attendance

Students are expected to be in their classrooms during class time. Attendance is taken at the start of class. Students who arrive late will have their arrival documented in power school by the end of the class. Attendance in class is vital to success at school. Students who are absent for 20% of a course may be removed from the course and face a loss of credit. (20% is 18 days missed from a regular credit course.) Students are expected to remain in class for the entire time. If your child needs to leave early, we ask that you call the attendance line, and the admin assistant will make a note in Power School. This should be a very rare occurrence that students leave early.

Cell Phone Policy

Please review the cell phone expectations, as communicated in the yesterday's email. This will be reviewed with students as well.

Important Information for Students and Parents:

- For tomorrow we will be following a Monday schedule, which is A-B-C-D. Please make sure you know the **room number of your first class**.
- **Students** will have their first period room location posted on the library windows, in the main foyer and outside of guidance.
- Students fees this year are \$25 and you can rent a lock for an additional \$5. We will be collecting these fees in cash or cheque on the first day of school. You will also be getting your school photos on the first day of school as well.
- Grade 10s will need to print and sign the Chrome Book Computer agreement in the attachment. This needs to be ready for the first day of school so you can receive your school issued Chrome Book.
- Please note that we will be following **Monday's schedule** on Thursday (tomorrow) and then Friday will be a Tuesday.
- **Students** are to go directly to their first period class when they enter the building.
- Paper schedules will be provided in their A period class.
- Students **need to take a Screenshot** of their schedule for quick reference throughout the day. 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.**
- **Course change** forms are available in the Google Classroom and will be due to the guidance office on Monday September 9th. Please understand that with increased enrolment very few requests will be approved.

Students **must** follow their original timetable even if they are considering a course change request. The original schedule must be followed until a course change is confirmed by guidance.

- **Pictures** will be taken on the first day of school Sept 5th and again on September 10th. All students **MUST** have their photo taken. The student council will come to your classroom door and let you know when it is time for you class to have their pictures taken. Photos will be taken in the gym.
- **Chromebook contracts** Please bring your signed Chromebook contract (1 page) with you to the gym as this will be the distribution point on Thursday and Friday. Students are to do this when they are in the gym for pictures with their class.
- Grade 11 and 12 students who did not have a Chromebook in the previous year but wish to have one for this school year will need to come to the main office with a signed contract. If unable to print, we will have extra printed copies available.
- **Lockers** will be distributed tomorrow and again next week. There is a \$5.00 fee for students wishing to have a locker.
- **NSVS students** are to check into the cafeteria for their scheduled NSVS courses.
- **Reporting Absences:** All **absences, lates or leave earlies** must be called into the CPA Absence Line at 902-832-8964 (ext. 1) by a parent/guardian. These calls are taken off the line by a staff member once in the morning and again at 3pm. We do not accept absence notifications via email or note. If the absence is not called in, you will receive an absence phone call home in the evening.
- **CPA Website** Our website is kept up-to-date with important information all year. Please get in the habit of checking the school website for information regularly.
- Students will need to follow **Twitter (now X) @cpabusdeparture** to see the buses that are departing at the end of the day. If your child does not have Twitter, they can stand with a friend, ask one of the 7 teachers on duty, or use the Bus Planner app that shows the bus location using GPS. 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. **It is very important for students to stay on the sidewalk at all times in the bus loop.**
- 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.
- The cafeteria will be open tomorrow. We encourage our students to eat their lunch and go outside or better, take your lunch outside. Wherever you eat, it is very important for students to place their garbage and recyclables in the appropriate containers.

- We ask all of our students to be awesome citizens in school and in our community – drive slowly, walk on the sidewalk, place garbage in the containers, do not trespass in the community and be kind to our neighbours.

Please read the [Student Handbook](#) on our website and in the Google Classroom for more information regarding student pick -up, drop off, bell times, school calendar and so on.

Communication is very important, and I encourage you to reach out if you have any questions throughout the year.

We are so fortunate to have amazing students. We are looking forward to a very busy but successful year!

Thank you for all your support!