



2023 – 2024 WELCOME PACKAGE



Very Important Information Enclosed
For Updated Information, Please Visit Our Website Which Is Updated Regularly
www.cpa.hrce.ca

Dear Students & Parents,

Welcome to a new school year at Charles P. Allen (CPA). We are so excited to see you! The 2023/2024 school year promises to be another great year in the long tradition of excellence that has become synonymous with C.P. Allen High School. The practice of doing our personal best extends into the areas of academics, athletics, and fine arts. At CPA, you will have the opportunity to develop and hone your skills, talents, and abilities to become a school and community leader. All of 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.A. Community.

This communication package will assist you with planning and will make the first days and weeks of the school year more manageable and successful. Please take the time to read the information contained in this package. If there is any important medical information the school should be aware of, it is important that you fill out the medical information forms located under the parent section of our website and email them to cpah@hrce.ca. I also encourage you to log into the PowerSchool Student/Parent Portal regularly to check your child's attendance and marks.

Lastly, we strongly encourage students and parents to read the CPA Student Handbook. It contains important information regarding the upcoming school year.

Once again, welcome to the new school year. Please check the website regularly for new information regarding our first day of school on **Thursday, September 7, 2023**. I wish all of you success this school year!

Stephanie Bird
Principal
Charles P. Allen High School

The First Day of School for students is Thursday, September 7, 2023

As students arrive to school in the morning, you will be asked to enter the school and report directly to your **A Block** classroom. Your teacher will have further instructions at this time.

Please be sure to check PowerSchool on **Wednesday, September 6th** to ensure that you know where your **A Block** classroom is located.

What supplies should I bring on my first day of school?

- Backpack/Knapsack
- Binder
- Paper/Writing Utensil (Pen & Pencil)



Student Fees for the 2023/2024 School Year:

Student fees are \$25.00 per student for the 2023-2024 school year. Fees can be paid online using school cash. The link for school cash is located on the CPA website. Students may also pay with cash on the first and second day of school. Lockers will be available the second week of school. For students who wish to use a locker there will be a \$5.00 fee for the lock.

Opening Day Procedures for Students:

- **Student (300 number)** will have their first period locations posted on the library windows, in the main foyer and outside of guidance.
- Please note that we will be following **Monday's schedule** on Thursday and then Thursday's schedule on Friday.
- **Students** are to go directly to their first period class when they enter the building.
- A Block teachers will provide students with a copy of their schedule.
- Students **need to take a picture** of their schedule.
- Students will follow their schedule for Monday.
- **Course change** forms will be available on Thursday, September 7th and will be due to the guidance office on Monday, September 11th. Please communicate with your students 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 a course change is confirmed by guidance.
- **Pictures** will be taken on the first day of school Sept 7th and again on September 8th. All students **MUST** have their photo taken. 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** are being sent home electronically to students homes and some available in the main office for students to pick up. Please bring your signed chromebook contract 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.
- **Student Fees** are \$25.00, students who are paying with cash can pay their fees when they are getting their picture taken. School cash is the online

option available to families for the payment of any school fees. The procedure for online payment will be communicated to parents.

- **Lockers** will be distributed during the lunch break on the 13th and 14th of September. There is a \$5.00 fee for students wishing to have a locker. Weather permitting this will take place outside in the bus loop.
- Please be sure to be aware of the **fire drill evacuation routes** with all of your classes during the first few days of school.
- **NSVS students** are to check into the cafeteria annex for their scheduled NSVS courses.

******* Please note that for the safety of our students and staff Charles P. Allen High School main campus and the Charles P. Allen Annex are 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
Bruce MacKay, Vice Principal (A-D)	ext. 7551003
Nancy Martin, Vice Principal (E-LA)	ext. 7551005
Wayne Rogers, Vice Principal (LE-P)	ext. 7551004
Ian Stewart, Vice Principal (Q-Z)	ext. 7551011

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. 7551004
Tara Aucoin, Counsellor (Q-Z)	ext. 7551006

A full staff list including, email addresses and phone extensions, can be found on the school website:

www.cpa.hrce.ca

SCHOOL HOURS & SCHEDULES:

CHARLES P. ALLEN HIGH SCHOOL HOURS OF OPERATION - 9:00 AM – 4:00 PM. Students are not permitted in the building (both locations) outside of these hours unless under the direct supervision of a teacher for extra-help or an extra-curricular activity.

CPA Main Campus 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	
Period 3	12:45 – 2:00 PM
Period 4	2:10 – 3:25 PM

CPAnnex Class Times:

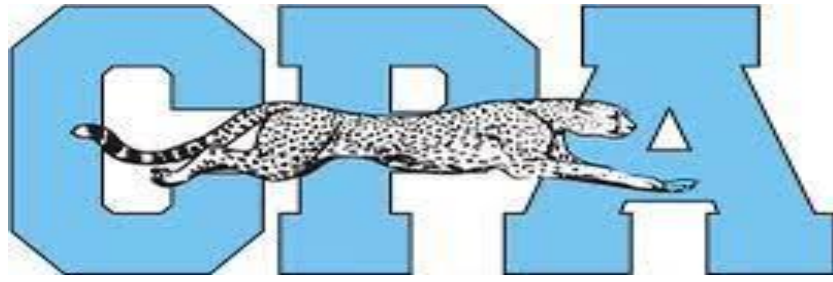
1 st Am Class	9:15 – 10: 30
2 nd Am Class	10:40 – 11:55
Lunch (bus departure)	11:55 – 12:45
1 st PM Class	12:45 – 2:00
2 nd PM Class	2:05 – 3:20
Student Dismissal	Students will board busses at 3:20. Students will board the same bus number as they would if dismissed from the CPA main campus.

Timetable					
	Day Monday	Day Tuesday	Day Wednesday	Day Thursday	Friday
1st Class	A	B	C	D	
2nd Class	B	A	D	C	
	LUNCH				
3rd Class	C	D	A	B	
4th Class	D	C	B	A	

Student Expectations:

1. Come to school prepared for the day, EVERYDAY!
2. 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.
3. Be on time for your classes. When the bell rings you are already late! You are expected to be in class when the bell rings.
4. 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.
5. Do not hang out in the washrooms. There is a capacity of 4 students in each washroom. Please note: There are over 1800 students in the building that need to use these facilities and loitering will not be tolerated at any time. Failure to adhere to this expectation may result to a suspension.
6. Vaping – it is illegal! It is illegal to use electronic cigarettes in and on school property. Students will be suspended and referred to the Halifax Regional Police (HRP) for an offence ticket under the Smoke Free Act.

7. **Respect yourself and others. CPA is an inclusive environment and any language, demeaning in nature, will not be tolerated. This includes, but not limited to, racist or homophobic comments.**
8. **Parking in the student parking lot is a privilege, not a right. Please drive carefully and conduct yourself responsibly. Parking privileges will be revoked for irresponsible drivers.**
9. **Remember, CPA is an educational institution and as such language should be appropriate for a school setting.**
10. **Remember, we are all members of a community. As such, we are all expected to treat members of the school community with dignity and respect.**
11. **Attendance is mandatory under the Education Act. Attendance is monitored daily, and excessive classes missed will be addressed by the school administration. Return of the Attendance Policy:** *The Student Attendance and Engagement Policy has been in effect since October 1, 2017 but was paused over the last two years as part of our response to the Covid pandemic. The Policy's aim is to identify and address absenteeism before it becomes a problem for students through early and targeted interventions. Please be advised that the policy will be fully reinstated as of **September 1, 2023**. In order to earn a course credit in high school, students are expected to be present for at least 80 per cent of class time. A teacher can recommend loss of credit when a student has missed 20 per cent 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.*
12. **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 achieving good grades.**
13. **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.**
14. **Social media should be used responsibly. When using the school network, you must follow the online terms and conditions of use. Any violation may result in suspension of network privileges.**
15. **While travelling within our school community to various parks, shops, restaurants etc. we ask that students pick up after themselves, be respectful and adhere to the rules of the property owners.**



A LETTER FROM YOUR STUDENT COUNCIL CO-PRESIDENTS!

Hey Cheetahs,

We're delighted to welcome you to CPA for what we hope will be one of CPA's best years yet. There are many exciting plans in the works. The entire Student Council and school staff are working hard to ensure you have a wonderful and memorable high school experience this year. You don't want to miss out on any of the fun at CPA, make sure you keep up with all of our social media to stay updated. (@cpastudentcouncil on Instagram and YouTube, @cpastuco on TikTok, and @CPAcheetahs on Twitter).

To our incoming "tenners", we can't wait to welcome you to our doors and into the world of high school. This is a chance for a fresh start, an opportunity to meet new people, join clubs, and try out new sports. Don't be afraid to reach out and enjoy all CPA has to offer. Starting this new chapter may be overwhelming at first, but there are many supportive teachers, school counsellors, and student leaders to help you along the way. Commit to making the most of the coming years and try to follow through as "It is easy to make promises - it is hard work to keep them."

To the Grade 11s, the middle year may be challenging, but remember "we're halfway there". Stay focused, stay optimistic, and stay connected with your friends and classmates. Time will fly faster than you realize, so cherish these times while you can, and try to enjoy yourself.

Fellow seniors, it's been a long road here, but thankfully we made it. In the words of a famous poet "started from the bottom now we're here." It's our last year, so get involved as much as possible and enjoy your final year as a cheetah. High school is almost over, so let's make this last year one to remember.

All of the council members have been hard at work to ensure the year ahead reflects what you want, and we hope that the next ten months in these halls will extend far beyond our greatest expectations and that you will all have a fantastic time at Charles P Allen High School.

Sincerely,

Obed Harun & Harrison Fulthorpe

Google Classrooms are Mandatory:

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

Class of 2026 (grade 10s): b4ut7kx

Class of 2025 (grade 11s): jiqgyhh

Class of 2024 (grade 12s): rnsmcn

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.nspes.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.

New Students

Students who are new to the NS 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 our Twitter feed 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.

ATTENDANCE CALLS:

If a student is absent, parents/guardians need to call the school attendance line @ **902-832-8964 extension 1** to inform the school. Please do not leave attendance messages for administrators or teachers.

DO NOT SEND EMAILS OR LETTERS FOR ATTENDANCE PURPOSES.

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

NON-ESSENTIAL VISITORS TO CPA:

To provide a safe and healthy learning environment for all students and staff, we will be limiting visitors to the building.

We are requesting all **non-essential** visitors to CPA call the main office and make an appointment. Essential visitors must call the main office at **902-832-8964 extension 0**. If you need to contact administration, please call the main office or send us an email.

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:

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

PROCEDURE:

For situations a, b, c, and d, changes will be processed immediately by a school counsellor in consultation with the student and/or parent(s). These corrections have the highest priority.

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

A course Change Request Form must be submitted to the guidance office at the beginning of September and December.

Each student will receive a written reply to his/her 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 his/her original schedule even if a request for a change has been made. Attendance will factor in the decision. A student cannot choose to “drop” a course on his or her own. Refusal to attend a scheduled class will be considered Severely Disruptive Behavior.

10 Simple Suggestions for a Successful Transition to High School

1. 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.

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

Research says that students 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.

3. Know your child’s friends

Research says that when a teenager is faced with a critical decision, the influence of peers (positive and negative) and parents/families make the difference.

4. 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!

5. Don’t allow your child to get lost in the shuffle.

In a large school, a student can get “lost” or “fall through the cracks”. Research says that when a student makes positive connections with adults (teacher, school counsellor, coach, etc.) it prevents this from happening.

6 Remember that teenagers all need proper supervision.

Supervision includes on-line supervision and supervision of technology. Remember that kids make mistakes. Let your child 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.

7. Talk to your Child

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

8. 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. Don’t fight the small battles for your child...keep it in perspective. If you have questions or concerns, please contact us.

9. Encourage organization

Bus and Student Drop off and pick up information:

Please check your student's transportation eligibility for the 2023/2024 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 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. How this is completed:

- Students are asked to wait outside the school and watch for their bus as they arrive.
- 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: CPA uses "X" as a tool to help expedite the bus loading process. The schools twitter account is @cpabusdeparture. Students are asked to follow along on their electronic devices.

CPA CLUBS & COMMITTEES:

During the school year, CPA offers many extra-curricular clubs, activities, and events to enrich the experiences of students and to build a strong school community. The CPA community are asked to advise, assist, or volunteer when possible.

The following is a list of current clubs and committees; however, this list is subject to change based on student interest and teacher/community involvement.

- 30-Hour Famine
- All Girls Running Club
- Amnesty International
- Asian Heritage Week
- Badminton
- Baseball
- Basketball, Girls & Boys
- Book Club
- Breakfast Club
- CEMC Math Competitors
- Cheetahs for Change
- Chess Club
- Choir
- Coffee Houses
- Competition – Euclid
- Computer Programming Club
- Cross Country
- Curling
- Dance Team
- Diversity Club
- Debate Club
- Drama Club
- Field Hockey
- Football
- French Club
- Games Club
- GSA
- Golf
- Hockey, Girls & Boys
- Improv Team
- Jack.Org
- Karate Club
- Me to We
- Mindshift
- Model UN
- Multicultural Club
- Musical Pit Band
- NSSSA
- Peer Tutors
- Photography Club
- Red Cross Blood Donor Clinic
- Relay for Life
- Remembrance Day Service Committee
- Robotics
- Root Beer Fest
- Rugby – Girls & Boys
- School Advisory Council
- School Musical
- Ski Club
- Snowboarding
- Soccer – Girls & Boys
- Slow Pitch – Boys & Girls
- Speaking Competition
- Student Council
- Track and Field
- Volleyball – Girls and Boys
- Yearbook
- Yoga Club
- Youth Health Centre
- Interact Club



2023 – 2024 School Calendar:**Semester 1**

August	Late Registration Day
September 1	Organizational Day – No Classes
September 4	Labour Day (No Classes)
September 5	Professional Learning Day (No Classes)
September 6	Professional Learning Day (No Classes)
September 7	First Day of Classes for Students
September 7	Student Picture Day
September 8	Student Picture Day
September 13	Curriculum Night
September 15	Field Day
September 19	IB – Parent Meeting (6:30-9:30)
September 21	Outdoor Movie Night
September 28	Pictures – Re-Takes
September 28	Outdoor Movie Night (Rain Date)
October 2	Truth & Reconciliation Day Observed (No Classes)
October 5	Post – Secondary Fair
October 9	Thanksgiving Day (No Classes)
October 12	Grade 12 Parent Information Night
October 25	Halloween Haunted Halls (Entire School – No Gym)
October 27	Provincial Conference Day (No Classes)
October 27	Band + NSYWE Concert
October 28	Band + NSYWE Concert
October 29	Band + NSYWE Concert
November 7	IB Parent Meeting (6:30-9:30)
November 13	Remembrance Day (No Classes)
November 16	Career Fair (Cafeteria/Student Exchange)
November 20 – 24	Mid-Term Report Cards Sent Home
November 23	(AM) Professional Learning & (PM) Parent Teacher Conferences (No Classes)
November 27	Grad Pictures – Day 1
November 28	Grad Pictures – Day 2
November 28	CPA Band Concert

November 29	Grad Pictures – Day 3
November 29	Grad Pictures – Day 4
November 30	Grad Pictures – Day 5
December 1	Grad Pictures – Day 6
December 4	Professional Learning Day (No Classes)
December 5	Grad Pictures – Day 7
December 6	Grad Pictures – Day 8
December 7	Grad Pictures – Day 9
December 7	Winter Dance (Cafeteria/Student Exchange)
December 8	Grad Pictures – Day 10
December 11	Fine Arts Night
December 14	Winter Dance – Snow Date (Cafeteria/Student Exchange)
December 21	First Day of Holiday Break
January 2	Classes Resume
January 18	Grade 9 Parent Information Session/Course Selection
January 23	NSVS Exams
January 25 – 30	High School Exams
January 31	Assessment & Evaluation Day (No Classes)

2023 – 2024 School Calendar:

Semester 2

February 1	Semester 2 Begins
February 3	HRA Improv Competition
February 7	Curriculum Night
February 12	Retakes – Grad Pictures
February 19	Heritage Day (No Classes)
February 15	Student Choice Event
February 21	IB Information Gala – Cafeteria (6:00 – 8:00)
February 22	Grade 10 & 11 – Parent Information Session
March 5	CPA Band Concert
March 8	CPA + Glass Winds Concert
March 11 – 15	March Break
March 21	Around the World Night
March 29	Good Friday (No Classes)

April 1	Easter Monday (No Classes)
April 3	IB – Grade 11 Parent Meeting (6:30-8:30)
April 11	Root Beer Fest – Cafeteria/Student Exchange
April 15 – 18	Mid-Term Report Cards Sent Home
April 18	(AM) Professional Learning & (PM) Parent Teacher Conferences (No Students Present)
April 22	IB Grade 12 Celebration Dinner – 6:00 pm
April 25	Musical Production
April 26	Musical Production
April 27	Musical Production
April 28	Musical Production
May 3	CPA + NYB of Canada Concert
May 20	Victoria Day (No Students Present)
May 28	CPA Band Concert
May 30	Carnival (Whole School)
June 3	Fine Arts Night
June 5	IB – Grade 11 Parent Meeting (6:30-8:30)
June 6	Athletic Awards Night (4:00 – 8:00)
June 17	NSVS Exams
June 19 – 25	High School Exams
June 26	Assessment & Evaluation Day (No Classes)
June 27	Assessment & Evaluation Day (No Classes)
June 28	Last Day of Classes