

2023 – 2024
Student Handbook



Welcome Back!

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

Dear Students and Parents:

Welcome back! This school year 2023-2024 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*

******* 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 and Schedule:

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:

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|------------------------|------------------|
| 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:

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|--------------------------|--|
| 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 |
|--------------------------------------|---------------|----------------|------------------|-----------------|--------|
| 1 st Class | A | B | C | D | |
| 2 nd Class | B | A | D | C | |
| | LUNCH | | | | |
| 3 rd Class | C | D | A | B | |
| 4 th Class 2:10 – 3:25 | D | C | B | A | |

CPA 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 1700 students in the building that need to use these facilities and loitering will not be tolerated at any time.

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.
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 receiving 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.

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 |

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| September 8 | Student Picture Day |
| September 13 | Curriculum Night |
| September 15 | Field Day |
| September 19 | IB Parent Meeting |
| September 21 | Outdoor Movie Night |
| 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 |
| 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 |
| November 28 | Grad Pictures |
| November 28 | CPA Band Concert |
| November 29 | Grad Pictures |
| November 30 | Grad Pictures |
| December 1 | Grad Pictures |
| December 4 | Professional Learning Day (No Classes) |
| December 5 | Grad Pictures |
| December 6 | Grad Pictures |
| December 7 | Grad Pictures |
| December 7 | Winter Dance (Cafeteria/Student Exchange) |
| December 8 | Grad Pictures |
| December 11 | Fine Arts Night |

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| 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 on 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

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|---------------|--|
| 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 – Cafeteria/Student Exchange |
| February 21 | IB Information Gala – Cafeteria |
| February 22 | Grade 10 & 11 Parent Info. Session on Course Selection |
| March 5 | CPA Band Concert |
| March 8 | CPA + Glass Winds Concert |
| March 11 – 15 | March Break |
| March 21 | Around the World Night Cafeteria/Student Exchange |
| March 29 | Good Friday (No Classes) |
| April 1 | Easter Monday (No Classes) |
| April 3 | IB Grade 11 Information Meeting |
| 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 |
| April 25 | School Musical |
| April 26 | School Musical |
| April 27 | School Musical |

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| April 28 | School Musical |
| 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 Information Meeting |
| 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 |

2023 – 2024 Student Council Positions:

Executive Positions

Co – Presidents

Obed Harun
Harrison Fulthorpe

Treasurer

Yasmin Mehrpooya

Media Director

Sanuli Gamage

Communications

Chloe Logan
Kathy Liu

Assistant Media Director

Raghad Ghazal

Photographer

Layla el-Azizi

Videographer

Ayeesha Ahmed

Grade 12 Representatives

Sylvie Anderson

Grade 11 Representatives

Benjamin Lisker Sarah Gibson
Gabriella Villardi Rohail Ali
Ida Monagnan

Grade 10 Representatives

Topsy Olatunji
Lucas Peitl Martins dos Santos

Marc Johnson
Nehtra Sivakumar

Joy Akinkunmi
Cate Woods

Student Council Store

Council Store Manager

Niko Nicoletopolous

Council Assistant Store Manager

Nairah Khan

Spirit Representatives

Anwyn Burgess & Daniela Rivas

Learning Center Representative

Jack Thornhill

Arts and Clubs Representative

Abigail Pelley

Outreach Coordinators

Rowyn Maclean & Neela Virick

Sports Representative

Kararina Keselj

Culture Representative

Mardiah Farzeen

| 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 |
| Robotics | Root Beer Festival | Girls/Boys Rugby |

Attendance:

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.

Attendance will be taken every period and teachers will enter it in PowerSchool by the end of 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 has to leave early for an appointment, a parent or guardian need to call the school attendance line at **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.**

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 as soon as possible, indicating when you need to leave.

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 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.

C.P. Allen discourages students from missing class time outside of the regularly scheduled holidays in the school year. Students who are going on vacation or will be missing regular scheduled classes for an extended timeframe are responsible for making up any missed assignments. It is the responsibility of the student to meet with their teachers to discuss the assignments that were missed once they return to school.

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 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 improving 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. Please see Ms. Maurice in the Library.

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. (Repeated 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.

Hold and Secure

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.
- Students remain in seats away from windows.

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. 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.” (announce 3 times)

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.

Bussing 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.**

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 WILL BE TICKETED** or towed at their own expense. **The BUSES ONLY area 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 handicap parking spaces must be respected. Violators will be ticketed or towed at owner's expense.

If you are dropping off your son or daughter, please use the LOWER parking lot (Student Drop Off). 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 8:30am and 4:15pm., this designated loop is for buses only. PLEASE NOTE: WHEN EXITING STUDENT DROP OFF YOU CAN ONLY MAKE A RIGHT TURN ON INNOVATION DR.**

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, & 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. Golden rule- treat those how you want to be treated.

Content

- Always read and reread emails before sending. Double check spelling, grammar, property titles, 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 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.

SCHOOL CANCELLATIONS and DELAYED - LATE START TIMETABLE:

Due to inclement weather, HRCE may announce a delayed start. The timetable below will be used if HRCE calls a late start. Busses will pick students up, in the morning, two hours later than their scheduled time at both the CPA and CPA Annex location.

| | |
|--------------------|---------------|
| Period 1 | 11:20 - 12:10 |
| Period 2 | 12:15 - 1:05 |
| Lunch Break | 1:05 - 1:35 |
| Period 3 | 1:40 - 2:30 |
| Period 4 | 2:35 - 3:25 |

MIDDAY 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:

PLEASE SIGN UP FOR At NOTIFICATIONS ...

The HRCE Website - www.hrce.ca

X account @HRCE_NS

Recorded on HRCE School Cancellation Information Line: 464-INFO (4636) and 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 or prior to the end of the school day, teachers are to continue instruction and hold students in class until the noon bell.”

Since CP Allen is serviced after the Elementary and Junior High schools, it can take 1-2 hours for buses to come to CP 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.

LOCKERS:

Locker distribution will begin at the beginning of the school year. There will be a \$5.00 charge for lockers. Students **MUST** use school issued locks. Any other locks will be cut off and contents removed to the main office.

STUDENT SUPPLIES:

Backpack/lunch bag
Pens/pencil

Bonder
Water bottle

Paper
Supplies as directed by the teacher.

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 time 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 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 will 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.

Behavior at all school sponsored activities must be consistent with school policies and regulations which govern daily routines at school. Students participating in extra-curricular activities and playing on sports teams must maintain and be in good academic standing and have a good attendance record. 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.

ATHLETICS:

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 always. This includes competitions, extracurricular activities, in class activities and in the community.

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.

Remember: It is a privilege and not a right to participate in any extra-curricular event or to represent your school on a team.

- All athletes will be expected to read the Student Athletic Handbook.
- All CPA athletic team social media accounts (for example: twitter, Facebook, Instagram) may only be created with permission of the school staff advisor who must have the passwords for the account.

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!***

The programs offered in athletics at CPA are sponsored both by 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.

EXTRA-CURRICULAR ELIGIBILITY

Student athletes will be expected to adhere to the school's discipline policy regarding hazing and initiation. It is also important to know the following:

Student eligibility according to school policy:

- A. Attendance
- B. Discipline
- C. Academics- Probationary contract when academics or attendance become concerns, the athletic director and 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 administration for approval.
- D. Students must be full time students taking 3 courses or more per semester depending on their grade level.

CODE OF BEHAVIOUR FOR SPECTATORS

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.

Refrain from any behavior that might distract the athletes or interfere with the progress of the game.

- ✓ 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.

STUDENT SERVICES:

The Guidance Department of Charles P. Allen High School welcomes both new and returning students to our guidance office. Students and parents can make appointments with a counsellor using the online youcanbookme system.

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 guidance counsellors, learning center & resource teachers, student support workers, school psychologist, speech pathologist, public health nurse and social worker.

Our guidance 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>



Services Available:

Counselling, 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 guidance 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 guidance 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 with the guidance secretary. Transcripts are printed on Tuesdays and Thursdays each week.

Course Selection:

All students will have the opportunity to discuss course selections with a counsellor. Please make your course selections carefully. Choose courses you are interested in. 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.

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 can complete graduation requirements in a single

- semester
3. A student is scheduled to a course without the recommended prerequisite.

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

For situation “e” the process is as follows:

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

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 a school after the assessment on that day, every attempt to write it on that day should be made. If the student is not coded AWN, they will not be permitted to write until the attendance has been corrected.

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. If the student misses these opportunities to demonstrate a particular outcome, a 0% can be recorded if the appropriate communication has not occurred.

EXTENSION TO AN ASSIGNMENT:

A student must request an extension to an assessment prior to the day the assessment is due.

Google Classroom:

Google Classroom is a tool used to support teaching. 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

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.

Assessments - Policy and Procedures:

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 examination. 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: Amy and all inquiries should be directed to the classroom teacher.

Missed Assignments:

Homework assignments are a constructive tool in the teaching/learning process when they are geared to the age, health, abilities, and needs of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and good work habits.

It is important that students complete their assignments on time so that teachers can provide timely feedback. Therefore, assignments require due dates. When students miss the due dates for legitimate reasons, the teacher will consult with the student to set an absolute deadline and negotiate a plan for successful completion.

No extensions will be given to students without a legitimate reason.

The above practices also apply to IB students who miss internal assessments. However, for external assessments, IB students are bound by the rules and regulations of the IB Program. The documentation for missed assessments will be sent to IB Cardiff by the IB Coordinator. The final decision on how credit is granted is by IB.

Exam Policy:

C.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. Absence for any reason other than a documented medical excuse will not be considered an acceptable reason for not writing an exam. Exams will not be proctored at an alternate location.

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.

2023/2024 Department Heads

| | |
|------------------------------------|--------------------------|
| Languages: | Mr. M. Cosgrove |
| Social Studies: | Ms. J. Ryan |
| Personal Development: | Ms. J. Joudrey |
| Student Services: | Ms. K. MacDougall |
| Math: | Mr. S. Young |
| Science: | Ms. K. LeBlanc |
| 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:

| |
|--|
| <p style="text-align: center;">SEMESTERED & FULL YEAR COURSES This course breakdown may vary slightly from course to course. Term 80% & Exam 20%</p> |
| <p style="text-align: center;">IB COURSES</p> <p>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.</p> <p>IB students who do not have 22 predicted points (not including TOK) in August 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.</p> |

IN SCHOOL SUPPORTS OFFERED AT CPA:

EAL Support – EAL 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.

Jenn Richardson, CP Allen's school health nurse, is here four days a week to address any emotional, mental, social and sexual health issues. You can drop in to talk to her.

Karrie Rayne is the social worker who will spend one half day a week in the Youth Health Centre to be available to students, also focusing 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:

Meg Tobin SchoolsPlus Coordinator
Erika Wilson School Social Worker
Emma Smith Community Outreach Worker
Heather Gillis Mental Health Clinician
Sandra MacDonald Mental Health Clinician

The services provided at each Schools Plus site will respect and address the unique needs of the community. Each site has a regional advisory committee with representation from various government departments such as Justice, Community Services, Education, and Health and Wellness. The advisory committees help identify gaps in services or resources and help come up with solutions. They act as liaisons between the school and community and advocate, coordinate, and expand services for students and families. They help families navigate the system and get the services they need.

School mental health clinicians are in some of the participating SchoolsPlus schools to provide support and treatment to students experiencing mental health issues.

Each of the Regional Centre for Education, and CSAP, have established a SchoolsPlus Advisory Committee with representation from government departments (Health and Wellness, Education, Community Services, and Justice), and non-government and community organizations. The purpose of the committee is to identify opportunities to enhance and expand the array of services and programs for children, youth, and their families.

Who is Served by SchoolsPlus:

SchoolsPlus serves all children, youth, and families, and especially those who need additional supports and services.

How do families access SchoolsPlus?

A referral for SchoolsPlus comes primarily from the principal and school Program Planning Team. Service providers, students, and families may also contact the SchoolsPlus Facilitator to make a referral.

The SchoolsPlus Facilitator is then invited to school Program Planning Team meetings as required. The degree of the response will depend upon the level of need identified at the time of referral. Sometimes this will mean a simple sharing of contact information to connect families with the services they need.

At other times, the facilitator may organize a meeting with several service providers to create an action plan with a family. We call this action plan a comprehensive service plan.

Students may need a comprehensive service plan when they need to be connected to multiple services there are barriers that prevent access to services a variety of services are being provided, but they still need further services for success.

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 instant message or 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. In almost all cases, the NSVS teacher is not a CPA teacher. Please note, this is not a correspondence course.

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 2023-2023, please visit the following link:

https://nsvs.ednet.ns.ca/launchpad/launchpad39/pluginfile.php/12086/mod_resource/content/1/NSVS_Student_Brochure_2022_2023.pdf

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 on to a private account and access real-time information.

Students and parents will be able to log on anywhere there is internet access.

Why should PARENTS be regular PowerSchool users:

- As a reminder to call the attendance line (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 your contact and demographic information is correct in case the school needs to get in touch with you. If it is incorrect, please email Ms. Lowe at lowea@hrce.ca

To read comments from teachers about areas of strengths and challenges 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 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 all of my assignments and tests and the marks I received for each that has brought me to that grade percentage to date.
- 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 (eg. Why am I always late for the first class in the morning?)

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.

Note: Where a student **misses** an examination without an acceptable excuse as defined above, a mark of zero 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 for students who have a documented medical excuse.

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 period in the month of 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.

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.

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.

The consequences for academic fraud are:

Teachers will address the issue with the student and parents and appropriate actions will be taken the student can 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)

Academic Fraud includes but 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.
- 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).

For example, a text and web entry in a Works Cited page in MLA format:

Buckley, Joanne. Checkmate: A Writing R

Reference for Canadians. Ontario: Nelson, 2003. Smith, John.

Home page. 1 Jan. 2006. 1 Mar.2006 <http://www.johnsmith.ca> APA

format:

Buckley, J. (2003). Checkmate: A Writing Reference for Canadians. Ontario: Nelson.

Smith, J. (2006). Writing Resumes. Retrieved March 1, 2006, from

Home page, Website: <http://www.johnsmith.ca>

Academic Recognition:

Academic recognition will occur in November 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. The student mark must fall in the range. We are not rounding up for academic awards.

There will be 3 categories of recognition: Honors, High Honors, and Principal's List.

PUBLIC SCHOOL PROGRAM REQUIREMENT:

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

| Honors | High Honors | Principal's List |
|--------------|--------------|------------------|
| 80% - 84.99% | 85% - 89.99% | 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.

Care of the School:

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, 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 will be issued.

Note 1: The use of electronic cigarettes (vapes) on school property, including the washrooms, will result in a suspension from school under the "Provincial Code of Conduct."

Note 2: School washrooms are limited to 4 students at a time. These spaces are not to be used to hang out. Students in violation of this will be addressed through the "School Code of Conduct".

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 scented products. You may be asked to change your clothing or leave if wearing scents that cause discomfort to others.

Textbooks:

All textbooks are bar coded and linked to a student number. Students are responsible for returning the texts they are issued. Textbooks will be issued from a central book room in the school.

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

If textbooks are not returned at the end of the semester, student records and report cards will be withheld until the student has either returned the text(s) in acceptable condition or paid the replacement cost of the text(s).

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:

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 end, each student who requires a Chromebook, will have access to a such. Each student will be assigned a Chromebook and charging device. The Chromebook will be used during the current school year. 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 education 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, student will 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, and 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 as well as a photocopier for larger print jobs (user pay).

For the benefit of all library patrons, we ask the following:

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 report cards will be withheld until the student has either returned the text(s) in acceptable condition or paid the replacement cost of the text(s).

Please seek assistance from the Library Support Specialist or the teacher librarian for computer and /or printer issues. Do not try to fix the problem yourself.

Note: Like a classroom, there is to be no food in the library and water is the only drink allowed while you are in the library. Like a learning studio, all learning studio rules also apply in the library

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.

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.

Telephones and Cellphones:

The main office phone is not for general student use, but emergency use only. However, students who need to leave school for any reason during the regular day should go to the office and have the Administrative Assistant contact home.

As a 21st Century school CP Allen High School promotes the appropriate and meaningful use of pocket technologies (such as cell phones, iPhone's, iPod's, iPad's, and Androids) to support curriculum activities. It is up to the discretion of each individual classroom teacher to determine if and how they would like to incorporate the use of these technologies into their learning studios. It is **not acceptable** to have these devices out during instructional time for non-academic use (such as texting, phone calls, internet searches, games, etc.). Students may use these devices during non-instructional time. Non-academic use of pocket technologies may result in discipline.

Students will not be interrupted during the class time to receive messages from parents or guardians, except in emergency situations. Parents, please do not disrupt your child or child's classmates by contacting them on their cell phones during instructional time.

Students are allowed to use cell phones during non-instructional times inside the school building when they do not have a scheduled class. **While in class, the library or other instructional areas, cell phones (including iPhones) are to be turned to silent.** At a teacher's discretion, mobile devices may be used in a classroom for curriculum related events. The student exchange is closed during class time.

Study Periods:

Having a "Study Block" is considered a privilege in a student's schedule. Students can be re-assigned to a class if they are falling behind academically if they are showing poor attendance or poor behavior. Students are requested to be in the cafeteria, library or outside during a study block.

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. Students are to be quiet and attentive during all presentations.

Attendance at assemblies is mandatory for students.

Announcements:

The public address system will only be used in emergencies or with the permission of Administration.

Cafeteria:

Cafeteria food service will be open in the morning for breakfast and close at the conclusion of the third class of the day.

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 or the cafeteria.

Parent Teacher Sessions and Curriculum Nights:

There will be two curriculum nights for parents and two parent-teacher sessions per year at C.P. Allen. The dates for the meetings are published in the calendar at the beginning of this document.

Respect for Self and Others:

At C.P. Allen, we realize the importance of the expression, "There is a time and a place for certain behavior." Learning this is an important life skill that should be developed in a positive way. Everyone at C.P. Allen deserves to be treated with dignity and respect. **Verbal abuse, profanity, and rude gestures are unacceptable behaviors**. It should also be noted that **school is not** the appropriate place for displays of excessive affection.

Code of Conduct:

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 boards in the province of Nova Scotia. All student and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

Note: This policy came into effect on September 1, 2015. To view this policy:

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

What is Bullying and Cyberbullying?

Bullying is when someone repeatedly tries to hurt another person's body, feelings, self-esteem, reputation, or property.

Cyberbullying is when someone uses technology (social networking sites, e-mails, text messages, and the sharing of images) to bully someone else. Cyberbullying has no boundaries or limitations. It is extremely simple and easy and does not require significant planning or thought as the target is usually always available. In fact, with a click of a button, deprecating statements, threats, and humiliating pictures or videos of individuals can be sent to hundreds of viewers within a moment's notice (Daniloff, 2009; Englander, Mills, & McCoy, 2009).

An individual who is being cyberbullied may feel a wide range of emotions from hurt and confusion, to embarrassment and depression. Due to the far-reaching effects of cyberbullying, the child may feel helpless to stop or control the situation. It is necessary for today's adults to become technologically savvy so they can help children deal with cyber bullies. Putting a stop to cyberbullying requires help from everyone.

Safe Schools advocates a proactive response to this issue. We advise parents and educators to teach their children on the wise use of the technology available to them. This technology has opened up an amazing number of positive opportunities but, like all good things, people need to be aware of the possibility of misuse and abuse and to teach their children the proper etiquette for this medium as well as how to respond or report misuse by others.

We all share a responsibility to teach our youth how to engage online in a healthy and positive manner.

<https://antibullying.novascotia.ca/>

<https://www.hrce.ca/about-our-schools/parents/safe-schools>

Tips to Avoid Conflict in Group Texts:

Group texting is a popular tool used by teens (and adults) to have a conversation between a select group of people via text.

You can group text easily using a smart phone's texting app or through popular third-party apps such as groupme or WhatsApp. A group text is usually set up around an event, a homework assignment, or a trip. However, teens often use it simply to chat daily among their group of friends.

While group texts aren't inherently dangerous, they can be the catalyst for social disaster, bullying, and

even Academic fraud.

Change the topic. If a group text becomes argumentative or uncomfortable, learn to simply change the topic. Ask who is going to the hockey game or about where you can purchase a certain pair of boots or shirt. It's an old trick but it works!

Create a code word. Establish ground rules with friends *before the next group text*. Agree on a code word or acronym such as #TMD (*Too Much Drama*). Use that acronym to mutually keep a group text steered in a positive direction.

Group Text with Caution. Remember the screenshot. Remind your child that a group text (and anything shared online) can be captured and shared outside of that group. Be aware that a digital conversation is never “secret” or “private.”

Be real. Never say anything online that you would feel uncomfortable saying face-to-face. Texting (especially with an audience looking on) can spark overconfidence or arrogance. If something hurtful is said, teach your child to take a break and step away before responding.

Use emoticons to express tone. Those little graphic faces may very well be the best mediator your child has. Emoticons can express instant laughter, joking and help bridge at least a few of the physical deficits of online communication.

Finally, if conflict via group texting becomes a pattern in your child's life—and even spills over into bullying—advise your child to **use their parent card** and tell friends: “my parents won't allow me to group text anymore” OR advise them to seek out an adult for help. <https://blogs.mcafee.com/consumer/7-tips-help-teen-avoid-conflict-group-texts/>

12 Simple Suggestions for a Successful Transition to High School (For Parents and Students)

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. Math course selection is vital and the single most important class decision for the 10th grade year.

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 that are not involved.

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.

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 final during the last week of August. A Floor plan of the school will be posted on our website – have your child use this to locate his/her classrooms!

Have your child attend the Extracurricular Fair

Scheduled for September. More details to follow.

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, guidance counsellor, coach, etc.) it stops this from happening.

Remember that all teenagers (including straight "A" students) need proper supervision

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

Talk to your child.

Ask your child open-ended questions that encourage dialogue. If your child seems stressed, listen to them and help them recognize these are normal emotions. Provide strategies to help them overcome the challenge.

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.

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 and pens. Individual teachers will specify additional supplies required.

Get involved in your school yourself .

The most successful students I have seen are the ones in which parents are at the school, attend functions, athletic boosters, serve on the advisory council or some other group. In a sense these parents are the ones that are "in the know" and they use this information to support their child and the school.

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. Will be blank if student is exempted from exams.
- ✓ 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. In the example below the mark out of 16 has 5 times the value as the mark out of 3.

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.

Policy and Procedures:

As facilitating learning is our primary goal, it is important that we should model this by helping students cope with the stress of evaluation especially during examination. In order to do this, these practices will be followed:

Students are encouraged to prepare (review, organize notes, study) for 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.

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.

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.