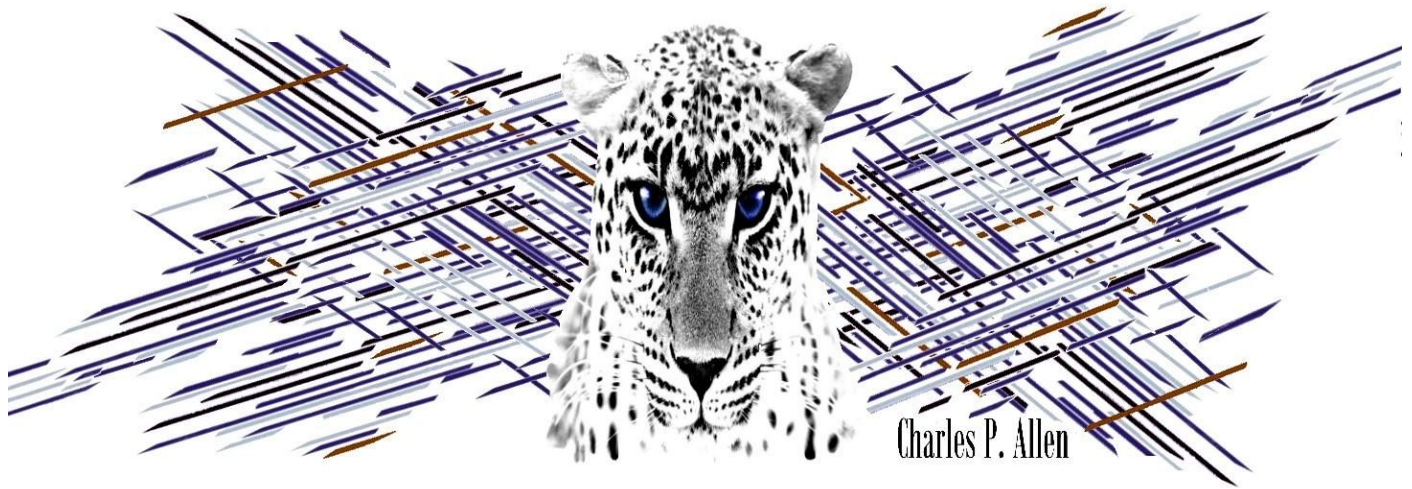


Charles P. Allen High School



Student Agenda 2016-2017

200 Innovation Drive
Bedford, NS B4B 0G4
Telephone: 902-832-8964
Fax: 902-832-8981
Email: cpah@hrsb.ns.ca
Twitter: @CPAHighSchool

Principal: Stephanie Bird

(A-F): Vice Principal: Carla Christianson

(G-M): Vice Principal: Bruce MacKay

(N-Z): Vice Principal: David Chisholm

Table of Contents

Principal’s Message	2	Telephones & Cell Phones	25
Calendar	3-5	Unscheduled Periods	25
Daily Schedule	6	Announcements	25
Student Council	7	Cafeteria	26
Student Fees	7-8	Parent/Teacher Sessions	26
Lockers	8	Storm Day Procedures	26
Valuable Items	8	School Closure Policy	26
Daily Attendance	8-9	Use of Fields/Facilities	26
Attendance Policy	8-9	Respect for Self & Others	26
Extra-Curricular Activities	9	PEBS Matrix	27
School Events	9	Academic Fraud	28
Athletics	10	Provincial School Code of	29
Athletic Fees	10-11	Conduct Policy	
Code of Behavior (spectators)	11		
Extra-Curricular Eligibility	12		
Yearbook	13		
Student Transportation	13		
Student Parking	13		
Student Services	14		
Services Available	14		
Course Selection	14		
Course Changes	14-15		
In-School Support Services	15-16		
Nova Scotia Virtual School	16		
Web-based SIS	16		
PowerSchool	17		
Formative and Summative	17		
Assessments			
Assessment & Course	18		
Question Protocols			
Final Mark Calculations	19		
Missed Assignments	19		
Exam Policy	20		
Exam Exemption Policy	21-22		
Academic Recognition	23		
Honours/High Honours	23		
Care of School	23		
Scent Aware	24		
Textbooks	24		
Library	24		
Visitors to School Grounds	25		

PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome back! This school year 2016-2017 promises to be another 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 of this can happen when you take advantage of all that school can offer and if you apply yourself to becoming part of the CP 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 sees themselves as a necessary part of a larger community of learning.

Our mission statement speaks to two essential ingredients in the creation of this learning community. They are a "safe, respectful environment and through an effective school and community partnership." This student handbook will be your lifeline when it comes to understanding the organizational structures and behaviors that are essential to the creation of such an 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 "Striving for Excellence" together.

Yours truly,

Stephanie Bird

SCHOOL CALENDAR 2016 - 2017

SEMESTER 1

AUGUST

Tues., Aug. 30 Late Registration

SEPTEMBER

September Credit checks and post-secondary planning meetings (individual) between guidance and Potential grads

Mon., Sept. 5 Labour Day

Tues. Sept. 6 Organization Day (no students)

Wed., Sept. 7 PD Day (no students)

Thurs., Sept. 8 First day of school for Grade 10's, 11's and 12's

Sept. 12-16 Welcome Back Week

Tues., Sept. 20 Daniel Chorney 6 pm and Curriculum Night 7 pm

Wed., Sept. 21 Outdoor Movie Night 7 pm

Fri., Sept. 30 School Based PD (no classes)

OCTOBER

Mon., Oct. 10 Thanksgiving Day (Holiday)

Wed., Oct. 19 Zombie Night 7-10 pm

Wed., Oct. 26 Band Concert 7 pm

Fri., Oct. 28 Provincial Conference Day (no students)

November

Fri., Nov. 11 Remembrance Day (no classes)

Nov. 15-18 Interim Report Cards Distributed

Wed., Nov 16 Dance 6 - 9 pm

Thurs., Nov. 24 AM School Based PD day (no classes all day)

Thurs., Nov. 24 PM Parent Teacher Interviews 1:30 - 3:30 pm and 6 - 8 pm

DECEMBER

Fri., Dec. 11 Last day to discuss course changes for second semester courses before Christmas break

Wed., Dec. 14 Band Concert 7 pm

Thurs., Dec. 15 Holiday Coffee House 6 - 9 pm

Tues., Dec. 20 Locker Clean Out before Holidays

Wed., Dec. 21 Last Day of classes before Christmas Break/Holiday PJ Day

January 2016

Tues., Jan. 3 First day of Classes after Christmas Break

Wed., Jan. 12 Glow in the Dark Yoga 6 - 9 pm

Jan. 24 & 25 NSE Math/NSE English

Jan. 24-27 CPA Exams

Mon., Jan. 30 Assessment & Evaluation Day (no classes)

Tues., Jan. 31 Semester 2 Begins

SCHOOL CALENDAR 2016 - 2017

SEMESTER 2

FEBRUARY

Wed., Feb. 8 Report Cards Go Home/Hypnotist 6 - 9 pm
Thurs., Feb. 9 Course Fair
Thurs., Feb. 16 Parent Curriculum Night 6:30 pm
Mon., Feb. 20 Mi'kmaq Heritage Day (no classes)
Tues., Feb. 28 Pancake Day
Cayley Math (Gr 10) and Fermat Math (Gr 11) Contests

MARCH

Wed., Mar. 8 Rootbeer Fest 6 - 9 pm
Mar. 13-17 March Break
Wed., Mar. 29 Band Concert 7 pm

APRIL

Wed., April 5 Canadian Team Mathematics Contest
Thurs., April 6 Euclid Math Contest (Gr 12)
Thurs., April 13 Co-President Election
Wed., April 12 Galois Math (Gr 10) and Hypatia Math (Gr 11) Contests
Fri., April 14 Good Friday (no classes)
Mon., April 17 Easter Monday (no classes)
Wed., April 19 High School Mid-term Reports Home
Fri., April 21 OPA Day/Grade Level Rep Election
Thurs., April 27 AM-PD Day/PM- (no classes) Parent-Teacher Interviews 6 - 8 pm

May

May 1-18 IB Exams
Wed., May 3 Grade 10 Rep Interviews
Thurs., May 4 Star Wars Laser Tag 6 - 8 pm
May., 18-21 NSSSA
Fri. May 19 School Based PD Day (no classes)
Mon., May 22 Victoria Day (no classes)
Thurs., May 25 Outdoor Carnival 6 - 9 pm
Fri., May 26 Prom
Wed., May 31 Band Concert 7 pm

JUNE

Thurs., June 1 Outdoor Carnival 6 - 9 pm
Mon., June 12 Locker Clean Out
Fri., June 16 Grade 9 Orientation
June 20 & 21 NSE Math / NSE English Exams
June 20-23 CPA Exams
June 28 & 29 Assessment & Evaluation Day (no classes)
Thurs., June 29 Graduation Ceremonies 9 am
Fri., June 30 Last day of school - Grade 10 & 11 Report Cards sent home

DAILY SCHEDULE



Remember to always be on time and on task

	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Class 9:20-10:35	A	D	B	C	ROTATES
2 nd Class 10:45-12:00	B	C	A	D	ON A MONDAY - THURSDAY
12:00 – 12:40	Lunch				
3 rd Class 12:45-2:00	C	A	D	B	SCHEDULE
4 th Class 2:10-3:25	D	B	C	A	SEE ONLINE CALENDAR

**Mrs. Megan
McCormick** **Advisor**

THE EXECUTIVES

Emily Koch **Co-President**

Daniel Neagoe **Co-President**

Jarod Fougere **Treasurer**

Melanie Smith **Communications Director**

Francisca Annan **Communications Director**

Kate Walsh **Media Director**

THE MEDIA SQUAD

Jacqueline Murphy **Assistant Media
Coordinator**

Robie Gonzales **Videographer**

Ali Abidali **Photographer**

Emily Fisher **Photographer**

Tamar Gazit **Digital Promotions
Designer**

THE SPECIALISTS

Thea Hart **Outreach Coordinator**

Tyler Roberston **Outreach Coordinator**

Sarah Johnston **Store Manager**

**THE
REPRESENTATIVES**

Claire Kleinknecht **Arts & Clubs
Representative**

Paige Stewardson **Arts & Clubs
Representative**

Pierre Umali **Sports Representative**

Avery Cole **Spirit Representative**

Abby Koch **Grade Ten Representative**

Kate Keast **Grade Ten Representative**

Victoria Christianson **Grade Ten Representative**

Maggie Turner	Grade Ten Representative
Madi Mills	Grade Eleven Representative
Grace MacDonald	Grade Eleven Representative
Grace Holwell	Grade Eleven Representative
Ceiledh Monk	Grade Twelve Representative
Matt Tolton	Grade Twelve Representative
Brooke Titus	Grade Twelve Representative

SCHOOL ADVISORY COUNCIL

The School Advisory Council is a committee of 18 people who meet monthly 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. Please watch for our minutes on the school website. 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.

STUDENT FEES

Student fees are collected to provide for extra-curricular activities. **All students are expected to pay a student fee of \$50.00, which includes:**

- All Student Council sponsored activities (supplements funding for dances, coffee houses, rootbeer fests, spirit week activities, school opening activities, grade 9 orientation, pep rallies, outdoor carnival, BBQ's, NSSSA, etc.) with valid student ID.
- Individual locker and lock
- Library privileges (access to multiple online subscriptions for research including EBSCO, Ancient History Encyclopedia, Literature Encyclopedia, Science Encyclopedia, The Chronicle Herald, J-Stor, and many E books).
- Print credits
- Athletic clubs and teams (supplements funding including intramural events, competitive NSSAF sports teams, club activities and competitions, awards banquet).
- Fine arts and technology sponsored activities (supplements fine arts showcases, music recitals, band performances, musical, technology and sound booth).
- Transcripts

Students will also be given 100 print credits per semester in September and again in February. If a student needs more print credits they will be charged \$5 to receive an additional 50 credits.

The single payment will be collected on the first day of school in September. Cheques are to be made payable to **C.P. Allen High School**.

LOCKERS

Lockers and locks are the property of the school. The cost of locker and lock rental is covered by the student fees. All students will receive a locker and a lock on the opening day once fees have been paid.

When necessary, administration reserves the right to open a locker at any time. Although lockers are provided for storage, the school cannot be held responsible for items removed or stolen from lockers.

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. This includes items stored in lockers and locker rooms.

DAILY ATTENDANCE

If your child is excusably absent, parents/guardians 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 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 for that particular day. The attendance line is available 24 hours a day 7 days a week for your convenience.

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

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 who will be missing regular scheduled classes for extended periods of time 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. If a student will be away for an extended period an **extended absence form** must be filled out and submitted to the main office. You can obtain this form by visiting our website at www.cpa.ednet.ns.ca and selecting the Administration menu. The form is located under Documents and Forms.

ATTENDANCE

Research shows that there is a strong connection between students' academic success and the amount of instructional time they receive in a classroom setting.

The responsibility of a student (as stated by Education Act, EECD) is to:

- Participate fully in learning opportunities
- Attend school regularly and punctually
- Contribute to an orderly and safe learning environment

Please make good attendance a priority for every student.

EXTRA-CURRICULAR ACTIVITIES

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 a 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..

SCHOOL HOURS

Charles P. Allen High School opens its doors at 8:30am and closes at 4:00pm. Students are not permitted in the building outside of those hours unless they are involved with a school extra-curricular activity or supervised extra help session with a teacher.

SCHOOL EVENTS

School events are chaperoned by staff and are a good time to socialize and have fun. However, students' use of alcohol or other illegal drugs will lead to suspension, loss of privileges and a meeting with parents. Students may refuse random alcohol checks with the understanding that they forfeit their right to attend future Student Council activities. 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. Please do not put us in that position. The school does not provide temporary ID cards.

ATHLETICS

The opportunities for student involvement and school spirit and 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 at all times: in competition, in extracurricular activities, in class and in the community. Please note that all student athletes will receive a handbook which outlines the responsibilities and expectations of student athletes in more detail.

Please note:

Student athletes are strictly forbidden to participate in any form of initiation activities or rituals. Penalties for students who choose to ignore this warning will be harsh. The same warning pertains to involvement in the use of alcohol, 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 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, but enjoy the game no matter who wins or loses!*

The programs offered in athletics at our school 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 play-downs 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 and the school advisory council.

Charles P. Allen High School Athletic Fee Structure: 2016 – 2017

C. P. Allen athletic team coaches and advisors are asked to create a budget for each season that will cover the estimated costs incurred for that season. The budget includes such things as:

- Try out fee (if applicable)
- League coordinators fee
- NSSAF fee
- Referees and minor officials
- Field / Ice rental
- Uniform replacement fee
- Awards/ first aid supplies
- Exhibition Tournament Fees & costs
- Transportation Costs
- Team Clothing cost (optional to players)
- Team advisor costs
- CPA Provincial Participation Fee

From year to year the costs for each team can vary due to a number of factors. Some examples would be; increases in cost for rentals (ice time, HRM field rental) referee costs, scheduling more or less games as well as the number of tournaments teams choose to enter.

Generally, fees are categorized into 4 basic levels.

Level 1: Boys and Girls Hockey, Football, Varsity and Junior Varsity Basketball Teams.

Approximate fee range \$250 - \$3,000.

Level 2: Soccer and Rugby

Approximate fee range \$100 - \$120.

Level 3: Volleyball, Skiing, Curling, Snowboarding, Golf.

Approximate fee range \$80 - \$100.

Level 4: Baseball, Cross Country Running, Badminton, Softball, Track and Field, Ultimate, Lacrosse.

Approximate fee range \$30 - \$60.

*Students playing football and girls' or boys' hockey are not required to pay any school athletic fee. Their fees are managed independently and their fee structure is established by the team management and coaching staff. The student council will fund the NSSAF fees assigned to these teams.

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 whether or not they are in favour of your team
- Respond politely to the requests of officials
- Remain seated in the areas designated for spectators and leave the playing surface clear at all times
- 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 agenda.

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:

- Attendance
- Discipline
- 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.
- Students must be full time students taking 3 courses or more per semester depending on their grade level.

Student athletes eligibility according to NSSAF:

NSSAF REGULATION IV - STUDENT ELIGIBILITY

Any time member schools compete, the following shall govern eligibility:

1. In order to participate in NSSAF competition, a student must be in attendance at the school he/she is representing. In semestered schools, a regular student is defined as one who is registered in a minimum of three courses in each semester at the school.

Furthermore, any student who is registered as a regular student shall be eligible to compete as described.

2. The age limit for all student-athletes is UNDER 19 YEARS as of September 30th of the current school year.

3. A student shall be eligible for three consecutive years beginning the first year of high school (Grade 10). In order for a school to appeal the eligibility of a student with respect to the three-year rule, the student must have:

i) not competed in any NSSAF sanctioned activities in the year in question **and**:

ii) been absent from school for a significant period of time **for reasons beyond his/her control (e.g. injury, sickness, family breakdown) which has prevented him/her from achieving academic progress in the year in question.**

iii) Students who participate in Katimavik or International Exchanges shall not lose a year of eligibility.

iv) Under no circumstances shall a student be granted a fourth year of participation.

4. If a school uses an ineligible student in a contest, such contest shall be forfeited to the non-offending school or schools.

5. Only an amateur in a particular sport may represent his school in that sport. (Definition of "amateur" shall be as stated by the National Sport Governing Body.)

6. No student who is declared ineligible, by the Principal or by the N.S.S.A.F., shall be permitted to participate in competition.

7. In N.S.S.A.F. sports classified as boys or girls, only students of the appropriate sex may participate in the designated classification.

8. The school at which a student is registered in Grade 10 shall be the school in which he/she shall be eligible to participate in NSSAF activities for three (3) consecutive years.

9. That any student-athlete who transfers schools after establishing his or her school of eligibility is ineligible in the new school for any sport he/she has represented in the former school in the previous year, unless one or more of the following applies as found in the NSSAF handbook.

10. Students are expected to maintain acceptable academic performance as determined by the Principal. Principals are urged to establish procedures which will review student-athletes' academic performance to ensure that the student continues to progress satisfactorily while participating in interscholastic athletics.

YEARBOOK

“Get involved with the yearbook!” Each year, the yearbook staff works to produce lasting memories of C.P. Allen. Snaps of extra-curricular activities and school life are combined with grad photos and notes to provide a review of the year. This year the cost to purchase a yearbook is **\$60.00???**. Purchases will be encouraged in September and can be purchased until April 2016. **The Yearbook Committee** would like to compile as many photos of student achievement, celebration and success as possible. We know that parents have the BEST pictures of all the activities and events in which students participate! If you would like to share your photos, we will add them to our collection. Please send them to the following email address: JPayne2@hrsbn.s.ca.

STUDENT TRANSPORTATION

Stock Transportation provides transportation for most students attending Charles P. Allen High School.

The school bus is an extension of the school, and all school rules and regulations pertaining to student conduct in the schools are also applicable on a school bus or at a bus stop.

Bus drivers shall be responsible for the discipline and proper conduct of the students they transport. They shall report all incidents to the Vice Principals for immediate disciplinary action. This may include a warning, loss of privileges for a period of time, or removal from the bus for the remainder of the year.

For up to date bus schedules, please visit the website of Stock Transportation Ltd. at <https://www.stockhalifax.com> or on Twitter [@Halifax Stock](#).

STUDENT PARKING

There is no on property student parking at C.P. Allen High School. Students are encouraged to use Stock Transportation.

Anyone bringing a vehicle to school must park on the street. CPA is not responsible for you or your car if you choose to drive. Students are not to park in the parking lot. Violators will be ticketed or towed at their own expense. **The BUSES ONLY area are out of bounds. All non-parking zones including the fire lane must be respected and left clear at all times.**

Designated handicap parking spaces must be respected. Violators will be ticketed or towed at owner's expense.

All drivers are to proceed slowly through the student drop off/pick up zone. Traffic should proceed in one direction only around the parking lot. No one should enter the bus loop in a car between 8:30am and 4:15pm.

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 counselor.

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.

SERVICES AVAILABLE

Counseling

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

Course Selection

All students will have the opportunity to discuss course selections with a counselor. Please make your course selection carefully. 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.

Information

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 we host 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 selection with a counselor. Please make your course selection carefully. Once choices have been made and forms returned, changes will **not** be permitted.

It is important, to make the right choices. Once the school year begins, students will be expected to remain in **chosen** courses regardless of performance. Please note: **All course marks will appear on transcripts.**

Grade 10 students must take **eight** courses in the school year; Grade 11 students will have a minimum of **seven** courses and Grade 12 students a minimum of **six; 3 courses in each semester**. There are no exceptions.

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 counselor in consultation with the student and/or parents(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. 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.

In-school support offered through CP Allen include:

Assignment Recovery Room (ARR) –Students who are having difficulty completing assignments should contact their teachers to access the ARR located in the 2nd floor study zone during lunch hour and on study blocks.

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 ESL 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 in the area of settlement issues, integration into the school program, liaison between home and community, and homework support.

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

Aboriginal 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 LeLievre, 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 Linda Smith, the YHC nurse..

Resource and Learning Centre – Support Services 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
- 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

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.

Nova Scotia Virtual School

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 one 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 echat) 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. Arrangements to write tests are made with our guidance counsellors. In almost all cases, the NSVS teacher is not a CPA teacher.

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.

WEB-BASED STUDENT INFORMATION SYSTEM

The Halifax Regional School Board 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 and access information.

10 REASONS WHY IT IS RECOMMENDED TO USE POWERSCHOOL:

1. To check on the accuracy of my attendance and late records to make sure everything is in order to receive my exam exemption
2. To read the daily announcements using the School Bulletin feature so that I don't miss an event or other important information
3. To track my grades so that I know where I stand and see if I have any outstanding assessments
4. To view the Grade History section, and click on my grade percentage to see the breakdown of all assignments and tests and the marks I received for each that has brought me to that grade percentage to date
5. To see courses/credits I have completed to date so that I know what I need to graduate
6. To directly email my teacher from PowerSchool if I have any questions
7. To read comments from my teachers about my areas of strengths and needs in my learning
8. To choose my course requests for the following school year from PowerSchool
9. To be more in charge of my learning and attendance by looking at common patterns (eg. I'm always late for the first class in the morning)
10. To see my attendance and marks before my parents do

For access to your PowerSchool login information, please email Ms. Annette Lowe at lowea@hrsb.ns.ca
Find info on Google using GNSPES accounts & cloud

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, the following practices will be followed:

1. 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.

2. 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.**
3. Pre-reading materials necessary for exams should be given out at least one week prior to the start of the evaluation period.
4. 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.
5. Any and all inquiries should be directed to the classroom teacher.

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 within 24 hours of the start of the next school day.

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.

2016-2017 Department Heads are as follows:

Languages	Andrea Marsman (Noylander)
Social Studies	Chris Hall
Personal Development	Tim O'Reilly
Student Services	Mary Middleton
Math	Maureen MacInnis
Science	Christine Christensen
Fine Arts & Technology	Anna Whalen

Finally, if all attempts to resolve your question or concerns are not successful, please contact the school's administration.

FINAL MARK CALCULATIONS

SEMESTERED & FULL YEAR COURSES	
<i>Term</i>	80%
<i>Exam</i>	20%

IB COURSES
Students in the IB Program receive marks in their grade 11 and 12 year which range from a 1-7. These marks are based on IB grading criteria which encompass both internal and external assessments.
IB students who do not have 22 predicted points (not including TOK) in 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 Pre IB 10 math.

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

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.

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.

Where a student misses an examination without an acceptable excuse as defined above, a mark of zero will be given.

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.

EXAM EXEMPTION POLICY AND ELIGIBILITY

An exam exemption is an attendance incentive for students who have near perfect attendance each semester.

A student may request to be exempt from no more than one final assessment/examination per semester provided the student has completed all major assessment components and meets the criteria listed below:

For a student to qualify for an exam exemption, the student must not accumulate any more than:

- 6 excused absences in any course in which the student is enrolled within any one semester
- 6 lates in any course in which the student is enrolled within any one semester
- 0 unexcused absences in any class
- 0 out-of-school suspensions (dating back to the beginning of the semester)
- **Be in good academic standing in every class**

What does “good academic standing” mean?

This typically means that you have completed all of your major assignments and tests. All of your teachers must be in agreement if you are to obtain an exemption.

Therefore, your teachers will be the people who determine if you are in good academic standing – if you have not submitted a major assignment or project, or if you have skipped a test, then you have lost your exam exemption.

If you don't know if you have an 'unexcused' or 'late', then log into PowerSchool and view your attendance records. If you require a PowerSchool account, please email lowea@hrsb.ns.ca to receive a login.

What exams cannot be exempt?

- NSVS Exams
- Students cannot exempt the Grade 12 common exams. We will follow the same expectations as if these were provincial exams
- IB Exams and Pre IB Exams cannot be exempt
- Process Exams cannot be exempt
- Grade 10 Math and Grade 10 English cannot be exempt (see list below)

Course	Exemptible	Non-Exemptible
Math Essentials 10		X
Mathematics at Work 10		X
Mathematics 10		X
Math Essentials 11	X	
Math Foundations 11	X	
Mathematics at Work 11		X
Mathematics 11		X
Advanced Mathematics 11		X
Pre-Calculus 11		X
Math for the Workplace 12	X	
Math Foundations 12	X	
Mathematics at Work 12		X
Mathematics 12		X
Advanced Mathematics 12	X	
Pre-Calculus 12		X
Calculus 12		X
English 10		X
English 11		X
Advanced English 11		X
English Communications 11		X
English 12		X
English 12: Afric Heritage Lit		X
Advanced English 12		X
English Communications 12		X

Please know that no exam can be proctored.

What exams can be exempt? Students can exempt anything else.

What is a Special Circumstance Absence (SC)?

Opportunities for students to learn will present themselves throughout the year. CPA supports students taking advantage of these wide and varied opportunities, but these are considered excused absences and are not special circumstance.

There are instances for which a student will be marked absent due to special circumstances. These include:

- Student has a documented acute or chronic medical condition requiring hospitalization or a specialist appointment
- Student is absent due to a verifiable religious observance
- Student is absent due to a death in the immediate family (parent, sibling or grandparent)
- Student is absent as a result of participation in an educational opportunity or special activity as deemed appropriate by school administration. This designation always requires administrative approval prior to the event and the decision of the school is final. *For example: If you are representing Nova Scotia at a recognized national or international competition; if you are taking a Nova Scotia Royal Conservatory Exam.*
- Student is absent as a direct result of legal obligations supported by court subpoenas or appropriate documentation.

Documentation must be provided by a medical specialist or legal authority. All requests for Special Circumstance absences must be deemed appropriate and approved by administration.

ACADEMIC RECOGNITION

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

- ✓ Averages will be calculated using all courses the student was enrolled in during each of their grade 10, 11 or 12 year using a straight average.
- ✓ There will be no minimum number of courses enrolled in to qualify for the mark distinctions (grade 10 students must be enrolled in 8 courses, grade 11 students in 7 courses and grade 12 students in 6 courses).

There will be 3 categories of recognition: Honours, High Honours, and Principals List

HONOURS

Public School Program Requirements: The following criteria is used when calculating averages for student recognition:

Honours	High Honours	Principal's List
75% - 79.9%	80%- 89.9%	90% or above

IB Requirements:

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

High Honours: IB students must have a minimum average of 5 in their six IB courses.

Honours: IB students must have a minimum average of 4 in their six IB courses.

CARE OF 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

Tobacco vaping use is 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.

LOCKERS

Students are issued a locker and lock upon payment of student fees. This locker remains with you for the duration of your schooling. Please keep it clean.

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 bookroom in the school.

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

If not returned at the end of the semester, other textbooks, 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 like dances or coffee houses.

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:

1. The library is a place for research and study; students may talk quietly if working together at tables – no large groups, no card playing please.
2. 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.)
3. 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).
4. 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.
5. 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.
6. Like a learning studio, all learning studio rules also apply in the library.

VISITORS TO SCHOOL GROUNDS

All visitors, regardless of purpose, **MUST** report to the Main Office. Visitors must sign in at main office and will wear a visitor's pass. Visitors and speakers staying for an extended period for the day will have been cleared through administration in advance. Visitors must pick up a parking pass from the main office and display it in their car window. Students are **NOT** permitted to have non-CPA students or friends visit during school hours.

TELEPHONES & 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.

Students will not be interrupted during the class time to receive messages from parents or guardians, except in emergency situations.

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 i-Phones) are to be turned to silent.** At a teacher's discretion, mobile devices may be used in a classroom for curriculum related events.

UNSCHEDULED 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 behaviour.

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

“Oh Canada” will be played each day. Staff, students, and visitors are asked to stand at attention during the playing of the anthem.

Announcements will be sent via email to all classrooms each morning. Teachers will share these announcements with students at 11:55am. They will be displayed on the electronic bulletin boards located in the halls and the cafeteria and on the CPA website. Announcements must be submitted to the Main Office prior to first bell each day.

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

CAFETERIA

During lunch period, all seats are needed for those eating lunch. Students are asked to clear tables after eating their lunch. **Panhandling, gambling and electronic game devices are prohibited.**

PARENT-TEACHER SESSIONS

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 book.

STORM-DAY PROCEDURES

During days of inclement or stormy weather, parents and students should listen closely to local radio stations to determine if school is cancelled. You may also call the school closure line at 902-464-4636 or check the main page of the HRSB website: www.hrsb.ns.ca

SCHOOL CLOSURE POLICY

Each year, days may be encountered when schools must be closed because of inclement weather and/or poor road conditions. There may also be circumstances when bussing is cancelled; however, schools will remain open. Bussing will be cancelled for the full day when this occurs.

The decision to cancel bus service overall or for part of the school board's geographic area will be made by 6:00 a.m. A decision that schools remain open to students and teachers in all or part of the board's geographic area even though bussing service is cancelled will also be made by that time. If schools are closed and/or bussing cancelled, announcements will be made on all radio stations in the Halifax Regional Municipality. School closing during the day will only occur when the most severe conditions are predicted or develop.

Closure of CPA will be indicated by closure of any of the following geographic areas: “The Bedford Area,” or Charles P. Allen High School and its “family of schools.”

USE OF FIELDS/FACILITIES

The ultimate responsibility for use of the school field and facilities rests with the Halifax Regional Municipality Recreation Department in consultation with the athletic director and school administration.

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.

This policy came into effect on September 1, 2015. To view this policy, please visit www.ednet.ns.ca Once the policy is available in linkable format, it will be attached to the school agenda.