



CHARLES P. ALLEN HIGH SCHOOL

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COMMUNICATION #3

September 14, 2025

Good evening C.P. Allen Students and Families:

I would like to thank our students and staff for a great year start. Everyone is back into routine and following school procedures.

Courses

Course change requests are now closed for semester 1. All students should be following their current schedule and be settled into their classes.

Movie Night

Our wonderful Student Council will be hosting a movie night in the courtyard on Thursday, September 25 for our CPA Students. We will have PopCinema's giant inflatable screen and food truck. The movie being played is *Disney's Cars*. Scotia Speedworld will also be on hand with a race car representing each of the 5 different races that take place at Nova Scotia speedways. It's going to be a fun-filled night under the stars.

Chromebooks

We will not be loaning out Chromebooks for temporary use if a student forgets theirs at home. Students, please ensure you bring your Chromebook each day and your charger.

Safety Procedures and Drills

To ensure that students and staff know what to do in case of an emergency, CPA practices safety procedures throughout the year. We practice these drills regularly to ensure our school remains a safe place for teaching and learning.

- **Fire Drills**

HRCE schools are required to hold a minimum of six fire drills per school year. Our first drill was **Thursday, September 11**. We will have two more this fall and three in the spring. If it is determined that it is unsafe to re-enter the building, or that re-entry will be postponed for longer than students and staff can reasonably wait outside, relocation to a pre-determined site is considered.

- **Hold and Secure Drills**

This drill is held once per school year. A Hold and Secure is called when there's a safety concern outside a school (police activity nearby, an animal of concern). It can also be called when a situation needs to be managed inside a school (a medical emergency or a matter that requires privacy) and it's best to limit students' movement in the building. Exterior doors are locked, and no one is allowed to enter or exit the school. Students remain in the building, but regular classroom activities continue. In some cases, movement from class to class can be suspended until the matter is resolved.

Our Hold and Secure drill will be the **week of September 22**.

- **Lockdown Drills**

Lockdown drills are practiced twice per school year. A Lockdown is called when there is an immediate threat inside a school, or very close to a school. During a lockdown, no one enters or exits the building, and all students and staff are concealed in a secure location, away from doors and windows. This is called positioned for safety. Staff will discuss the importance of this procedure with students prior to running a drill. We'll also take time after the drill to remind students that it was only practice and there was no danger. When possible, our police partners join us for Lockdown drills.

Our Lockdown Drill will be **Tuesday, September 16**.

You can learn more about Hold and Secure and Lockdown Procedures in HRCE schools [here](#). Please contact school administration if you have any questions about these drills.

Ways We Communicate

Communication from the school to students and families is very important. Here are the various ways we communicate important news and events:

1. Communication home via email from the principal.
2. Our CPA School Website: www.cpa.hrce.ca
3. Our CPA App. Download our app for free on your phone by searching **CPA High School Nova Scotia** in your App Store.
4. Instagram: **@CPAHIGHSCHOOL**
5. Google Classrooms for students.

Demographic Form Updates

On September 9, the Demographic Updates Form will be available to families in the PowerSchool Parent Portal. This form should be updated by every family to ensure all information about your child is current, including contacts, medical information, consents and demographics. Even if there are no anticipated changes, please still review this information and submit the form. This information will then be reviewed by the school before updates are finalized. **This deadline to submit the form is October 6, 2025.**

School Fees

A reminder that school fees are \$25 and can be paid by cash or cheque. Please see the office to pay fees.

Important Dates:

- Fourth week of September: Gender Equality Week
- Wednesday, Sept 17 6:30pm: Grade 11 & 12 IB Parent Meeting
- Friday, Sept 26: We welcome students and staff to wear orange to observe Truth and Reconciliation Day.
- Monday, Sept 29: Professional Development Day – No classes PP-12
- Tuesday, Sept 30: National Day for Truth and Reconciliation - No classes PP-12

Andrea Doucette, (Acting) Principal