



Caudle Park Elementary

Parent/Guardian Handbook

2025-26

35 McGee Drive, Lower Sackville NS B4C2J1

Office (902) 864-6864 Fax (902) 864-6896

Email cpes@hrce.ca

Website <http://caudle-park.ednet.ns.ca/>

X (Twitter) @CaudlePark

Principal Emilie Tsirigotis

Vice Principal Eleanor Sperry

Admin Assistant Sarah Morris

Welcome to Caudle Park!

As a parent, you are your child's first and lifelong teacher. Your knowledge of your child, along with your child's teacher's input and understanding will be critical in shaping your child's education over the years. The elementary school years for your child are one of the milestones of his/her life and can set the tone for the formative years ahead. Thus, it is very important that these are happy, safe and productive years. We like to think of ourselves as an extended family of learners, focused on your child and their classmates and peers.

In this handbook we aim to address the majority of questions that you may encounter during the year while you and your family become accustomed to school days. Keep it somewhere handy for when those questions arise!

Please feel free to ask questions or share a concern, either in person, email or by telephone.

Remember to check the website first: <https://cap.hrce.ca/>

Welcome!

Emilie Tsirigotis, Principal etsirigotis@hrce.ca

Eleanor Sperry, Vice Principal esperry@hrce.ca

Vision Statement:

To build a brighter future in a safe, respectful, and inclusive school where students, staff, and families work together in a collaborative and consistent environment. We are energized by learning, guided by structure, and committed to accountability and care for every child.

Our learning environment strives to be a safe space for all. Aggressive communications impact on student wellbeing; therefore has no place within the school. We ask that all parents/guardians please be respectful when bringing concerns to staff.



Alphabetized General Information

APPOINTMENTS Often children have appointments during the day. Please email your child's teacher and the office if your child will be late. Please do not call the office or leave a voice message on the main school line to report an absence.

ATTENDANCE To ensure the safety of our students, attendance is taken each morning and afternoon. You are able to report absences using an app, website, or toll-free phone number. If your student is absent and the absence has not been reported in advance, you will receive notifications via email, text, and phone calls from SchoolMessenger.

To report your student absent, you can use any of the following methods:

PowerSchool Parent/Student Portal (<https://sishrsb.ednet.ns.ca/public/>)

SchoolMessenger App

Toll-Free Number (1-833-582-6940)

If your child will be late, due to a scheduled appointment use **SchoolMessenger**. It will ask you to report the absence for a full day and the adjustment to late will be made by office staff upon arrival. All late arrivals **must** report to the main office. We ask that you call the school when it is time for us to call students down to the office for early dismissal.

AFTER-SCHOOL SUPERVISION At dismissal time (2:30pm), staff are responsible to dismiss students and to ensure that they are adequately received and supervised by either the parent or parent/guardian-designated caregiver. **Please note that students must be promptly picked up at dismissal time.** For safety reasons, students cannot remain on the school grounds unsupervised.

ALLERGY ALERT CPES is a Nut/Allergy Aware site as there are some students who are highly allergic to various allergens. The HRCE LifeThreatening Allergies Policy governs our school actions with regards to students who are allergic to physician confirmed allergens. Students with severe allergies will be required to fill out information sheets to be maintained in the office and to provide, if necessary, an epi-pen for emergency treatment. Students with epi-pens must have them with them at all times.

ARRIVAL/PICK UP All parents/guardians are expected to drop students off and pick students up at the main office or the assigned entrance doors if after 8:20am. They must sign in at the main office prior to entering the school. Parents/guardians are reminded to ensure calm and respectful conversations on school grounds to promote a positive and safe learning environment. **Cars are not permitted on school grounds for drop off and pick up.**

BEFORE AND AFTER SCHOOL PROGRAMS Excel is the only external provider for before and after school programs that are provided space in the school. Excel (902) 464-2000 (ext. 2013)

BIKES & SCOOTERS We have a rack for bikes and scooters outside. Students who ride bicycles/scooters to school should:

- Refrain from driving any bike or scooter on school property during school hours.
- Walk the bicycle/scooter to the designated rack / shed area once on school property.
- Always lock the bicycle/scooter
- Students are responsible for looking after their own helmets.

The school is not responsible for lost or damaged bicycles / scooters.

BREAKFAST PROGRAM Students have access to a free breakfast program each day. This program provides healthy food for students and all are welcome!

Bus Bus eligible students must be registered using the online Transportation Portal at <https://www.hrce.ca/families/student-transportation>. They will be automatically re-enrolled each year.

Non Bus eligible students - Students living outside of the bus boundaries are not guaranteed a seat on the bus. Families may put in a “USR” (Unassigned seat request), also found in the Transportation Portal. Families will receive an email by **September 30th** indicating if there is room on the bus. These students must **reapply every year** as their seat is not guaranteed.

COMMUNICATION CPES utilizes various communication methods to get information home from the school. P-2 teachers typically use a small communication notebook and older classes use Google classroom or email. Some teachers send home a monthly newsletter as a way to celebrate monthly happenings in the classroom.

- **Website:** cpes@hrce.ca. Please use this as your first place to look.
- **X (Twitter):** @ Caudle Park
- **Monthly Newsletter from Admin:** This contains important information about upcoming events, possible changes, and requests. (Classroom teachers also may have their own form of newsletter/memo to keep you up to date with what is going on in your child’s classroom.)
- **Email:** We send automated emails home. It is very important that we have your **current** email address. Please do not use a hotmail account if possible as there have been some issues with our emails not going through to hotmail addresses.
- **Phone Calls:** Students are allowed to use the main office phone with teacher permission to make necessary calls home.
- **Demographic Updates** will be sent from HRCE each year via email (early September) requesting you update relevant information on your family and Child(ren); as well as important consent forms that families are required to sign electronically. All families are required to do so. Please complete it. Families will be contacted if this form is not complete.

NOTE: *If you do not receive an email from the school by the first week of September, please contact the office.*

COMMUNICATING STUDENT LEARNING We feel that it is important to communicate clearly and frequently with parents/guardians about their children's progress in school.

- Teachers gather information about what students learn, how they learn, and the growth they have made in a variety of ways.
- Teachers use balanced assessment to give students multiple opportunities to demonstrate their knowledge, skills and attitudes.
- When concerns arise about a student's progress, parents are asked to first discuss the matter with the teachers. If the matter is not resolved, the parent should approach the school administration for further assistance in problem solving.

All areas of curriculum are issued from the NS Department of Education and Early Childhood Development (EECD), under the Public-School Programs at www.ednet.ns.ca.

DISMISSAL CHANGES If you wish your child to leave early (for a special reason), please let us know!

- Please email the teacher when your child needs alternate dismissal arrangements for the end of the day.
- Last minute notification is often difficult due to the volume of phone calls and classes in different locations within the school.
- Play dates are to be arranged with parents/guardians outside of school hours.

ELECTRONICS CPES provides technology for learning purposes. Students are asked to leave personal electronics (smartwatches, cellphones, devices with video capability) at home for personal privacy / safety reasons. At no time, are students allowed to take a photograph of other students and post/share this picture. This expectation is extended to bus transportation. The school is not responsible for missing electronics if a student brings one to school. Please see the provincial [Cell Phone Policy](#). If students are using cellphones during school hours, they will be kept at the office until the end of the school day.

LIBRARY Classes will go to the library regularly to borrow books. Our Library has a makerspace incorporated into the library space. This area provides STEM (science, technology, engineering and math) activities and materials accessible to all.

LOST AND FOUND ITEMS Without a doubt school can be a place where you can always encounter a mystery! "Who owns this" or "I can't find my..." Many of these mysteries could be solved if everything your child brings to school is labeled.

- All clothing, which is not claimed in the classroom, is placed in the Lost and Found rack located at the back doors.
- Please contact your teacher if your child is missing an item
- Several times a year (usually on Parent /Teacher Interview days) remaining articles will be on display for easy retrieval.
- Unclaimed clothing is donated at Christmas break and year end.
-

LUNCH All students may stay at school during lunch free of charge. Lunch time is 60 minutes long. Please inform your child's teacher about his/her lunch plans.

- Healthy wasteless lunches are promoted. In order to cut down on waste, we are asking parents to pack reusable containers for sandwiches, snacks and drinks.
- CPES is a **nut aware zone** and students are not permitted to bring foods with nuts or

peanuts. This includes Nutella and bars containing nuts.

- Hot lunches should be brought in a thermos. Microwaves are not available.
- Please pack utensils needed in your child's lunch. We do not have plastic utensils.

All families may participate in [online lunch orders](#) through a "Pay as you Wish" provincial lunch program. You can choose to pay nothing, some, or all of the \$6 dollar amount. Please contact the vendor if there is an issue with your order, as school staff are not involved in the process.

MONTHLY THEMES Each month we follow a monthly theme that aligns well with the **Caring Schools Community**. This integrated curriculum program promotes a positive and safe learning environment by teaching respect and dignity for every person and to promote the well-being of every individual within our school.

September- Responsibility

October- Gratitude

November- Respect

December- Cooperation

January- Belonging

February- Empathy

March- Perseverance

April- Friendliness

May- Acceptance

June- Happiness

POWERSCHOOL PARENT PORTAL: PowerSchool is the student information system used by Nova Scotia public schools. The parent/guardian portal allows you to see your child's grades, assignments, schedule and attendance.

How do I access my child's information in PowerSchool?

- Instructions for logging into the portal are available [here](#).
- A tutorial is available [here](#).
- Access to the portal is provided by your child's school. If you need help logging in, please contact the school.

There's also an app for that!

- Download the *PowerSchool Mobile* app for Android and iOS devices.
- When prompted for a district code, use WRPB.
- Please note: some features are not available on the mobile app, so accessing the portal in a computer is preferred.

PRESCRIPTION MEDICATION If a doctor prescribes medication for your child to be taken during the school day, it must be accompanied by completed medical forms (obtained from the school office) that include information from the pharmacist. The medication must be sent to the office in the original prescription container.

RECESS An important break: Recess is **outdoors** unless there is a lot of rain, a serious snowstorm or bitter cold. Recess is fifteen minutes long and there is no indoor supervision available. All children will be expected to go outside. Please send appropriate clothing.

SAFETY DRILLS Every school in HRCE practices fire, bus evacuation, lockdowns and hold & secure drills as part of emergency planning/preparedness cycle.

- Staff and students are familiar with these drills, but we wish to increase your knowledge of our procedures, especially for new families to our school.

- We encourage you to discuss school safety with your child and to address any concerns they may have and we welcome any questions you have about this or any other issue related to the safety and security of our school.
- More information will be forthcoming on these drills.

SCHOOL CANCELLATIONS Weather in Nova Scotia is unpredictable and can change without notice. To minimize confusion, make sure you've developed a plan and discussed it with your child. Things to consider:

- Do you have a back-up plan for childcare?
- Does your child know where he or she is going to go if school is canceled midday?

We are in the **SACKVILLE HIGH FAMILY OF SCHOOLS (SLC1)**. In the event of a full day school closure (ie. a snow day), an announcement will be made by HRCE, usually by 6:00 a.m. If school is closed mid-day, the school board will attempt to make the announcement by 11:00 a.m. for a noon hour pick-up. Decisions on school closures and/or bus cancellations can be found on:

- HRCE's website at www.hrce.ca (look for the School Cancellations Announcements button on the front page) you can also sign up for TEXT message notifications.
- Twitter (@HRCE_Official)
- recorded on 902 464-INFO (4636)
- all local radio stations. CBC News Storm Center Nova Scotia webpage is an excellent resource for cancellation and closure information

EARLY CLOSURE PROCEDURES FOR CPES

If school is closed mid-day, the HRCE will attempt to make the announcement by 11:00 a.m. and will specify a pick-up time.

- All students will go to their homeroom class. An email will be sent to parents from both the office and from the homeroom teacher.
- Parents will be expected to pick up their children at the specified time and location.
- Students will ONLY be released to another parent/guardian with parental consent.
- For safety reasons, be sure to update your cell, work or home phone numbers and email with the officer when changes are made.
- If a parent cannot be reached, contact will be made with the designated person on the registration form. The student will remain in the school with supervision until a plan can be established.
- Please refrain from calling the office, as it ties up the lines and impedes the process.

WATER BOTTLES Parents are encouraged to send students to school with reusable water bottles. On each floor we have touchless water fountains for students to fill up their bottles. We do not supply cups for drinking water.

WORKING TOGETHER We encourage parents/guardians to be involved in your child's education and welcome you at the school. Here is how you can support and be involved:

- Attend SAC meetings
- Attend PTA meetings

- Assist on field trips
- Help fundraise money or donations for special events
- Organize or volunteer for special events and/or services

VISITORS In accordance with HRCE VISITORS' POLICY, when you enter the school, please use the main door, as other doors will be locked. Please ring the bell and staff in the main office will buzz to open the door for you. Safety and security of our students is a primary concern for all staff at CPES. As students pass through our hallways or play on our playground, it is important to know that the adults with them are known to the school. To achieve this, all visitors entering the school are required to report first to the office to let us know why you are visiting, sign in, and pick up an identification tag that can be returned upon signing out.

VOLUNTEERS: There are **2 checks** required to volunteer at a school: Vulnerable Sector Check with the Criminal Records Check Child Abuse Registry Check

Upon your request, our office will email you a link to have your check completed. HRCE uses backcheck.com. An invitation through the school will provide you with a discounted price. If you prefer, you may come to the school for an official letter to take to the local RCMP detachment. This letter will also provide a discount.

The Department of Community Services has advised that Child Abuse Register searches can now be requested online and free of charge, at the following link:

[Apply for a Child Abuse Register search - Government of Nova Scotia.](#)

Returning Applicants: [BackCheck](#) Parents must go to the Self Service Checkout when they are re-activating their application. This creates an individualized account that allows you to share the results with many school/sports clubs etc. Note: parents who have children in multiple schools and would like to reactivate their application for multiple schools are advised to go through the Self Service Checkout.

REPORT CARDS Reports can be accessed via an email link and in the students' GNSPES account in Google Classroom. Please visit <https://www.ednet.ns.ca/docs/reportcardinfo.pdf> for more information pertaining to the P-6 reports from the province. They will also be emailed to families each term.


SCHOOL DAY SCHEDULE

8:10-8:30	Soft Start: Student enter building and prepare for their day
8:30	Classes begin
10:00	Recess (15 minutes)
11:30	Lunch (outside till 12:05)
12:30	Classes begin
2:30	Dismissal

For the safety of all, please do not leave children unattended on the school grounds before 8:10 am and after 2:40 pm. It is important to be on time. **Late arrivals** miss important instructional time and disrupt the learning of others.

If your child arrives late, please have the child report to the office. The main office must know that they have arrived and the teacher must know that they have been checked in at the office.

This year, Nova Scotia introduces a [SAFE SCHOOLS STRATEGY](#) in all schools. Last April, we developed and practiced our **DRAFT Matrix of Expected Behaviors**:

	Looks Like	Sounds like	Feels like
All locations (including excel, bus and grounds)	<ul style="list-style-type: none"> - Calm body - Working together - Respectful use of property - Respect the privacy of others/ personal space - First time listening - Cleaning my space 	<ul style="list-style-type: none"> - Caring and kind words - Respectful tone - Waiting quietly - School appropriate language - Encouraging others 	<ul style="list-style-type: none"> - Welcoming - Safe - Supported - Ok to be me - Be where you belong
Classroom	<ul style="list-style-type: none"> - Do my best school work - Taking care of the classroom/materials - Focussing and working - Sharing strategies 	<ul style="list-style-type: none"> - Classroom voice volume - Checking on others - Happy / joyful learning 	<ul style="list-style-type: none"> - Proud of myself - Successful - Calm - Having choices
Hallway (including stairwell)	<ul style="list-style-type: none"> - Walking on the right - Staying in my line - Quiet voices - Using manners - Personal space - Waiting my turn 	<ul style="list-style-type: none"> - Quiet - Speaking politely - Waiting patiently - Helping 	<ul style="list-style-type: none"> - Respectful - Calm - Safe
Bathroom	<ul style="list-style-type: none"> - Calm enter and exit - Using the washroom appropriately - Washing hands - 1 person in a stall - Cleaning up 	<ul style="list-style-type: none"> - Quiet - Using kind words - Friendly - Waiting quietly 	<ul style="list-style-type: none"> - I do my own business - Respecting privacy - Safe
Lunchrooms (without videos)	<ul style="list-style-type: none"> - Sitting and eating at my desk - Cleaning my space - Asking permission to leave the room - Signing in/out games 	<ul style="list-style-type: none"> - Classroom voice volume - Respectful tone - Friendly 	<ul style="list-style-type: none"> - Calm - Cooperative - Safe
Outside	<ul style="list-style-type: none"> - Respecting nature - without hurt or harm to life - Stay in boundaries - Safe stick use - Turn taking - Appropriate clothing - Sharing - Problem solving 	<ul style="list-style-type: none"> - Gym voice volume - Friendly - "That was a great shot!", "You are a great basketball/soccer player!", "That was an amazing pass!" "Are you ok?" - Laughing and playing - Encouraging others 	<ul style="list-style-type: none"> - Building without harm - Anyone can play (Included) - I can rebuild - Cooperative - Helping Hands - Safe body - Fair

Year at a Glance

2025-2026

September Responsibility	11 Curriculum Night /Ice cream social 12 Stand Up Against Bullying 16 Terry Fox Run (afternoon) 29 PD day - No school 30 National Truth and Reconciliation Day
October Gratitude Mi'kmaq Heritage Month	1 Treaty Day 1 Picture Day 8 Picture Retake 6-17 DFS Catalogs Fundraiser PTA 23 PTA Dance 24 Provincial Conference Day - no school
November Respect	10 Remembrance Day Assembly 21 Assessment and Evaluation
December Cooperation	1 Report cards home 4 PD/ Parent Teacher Interviews /Scholastic Book Fair 6 Grade 5 Entrepreneurship Fair 5 Concert set up 8&9 Concert & snow date 18 Caudle Co-op 22 PD Day 23 Christmas break
January Belonging	5 First day back 27 Family Literacy Day Learn to be green together
February	13 PTA Winter Dance 16 Heritage Day - No School 20 Heritage Fair
March Perseverance	14 Assessment & Evaluation Day 16-20 March Break 27 Report cards home
April Kindness	2 PD/ Parent Teacher interviews 3 Good Friday 6 Easter Monday 22 Earth Day – school wide clean up
May Acceptance Gaelic Awareness Month	16 Black Excellence Day 18 Victoria Day 23 Spring Fair?? 30-31 Spring Fling PTA Primary and Jr. High Orientation

June	Black Excellence Day
Happiness	12 Fun Day
	20 Field Day
Pride Month	21 Indigenous Peoples Day
	29 Assessment and Evaluation Day
	26 Grade 5 Closing