



Caudle Park Elementary

# Parent/Guardian Handbook

**2023-24**

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Principal Emilie Tsirigotis

Vice Principal Eleanor Sperry

Admin Assistant Jillian Dominey

# 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 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.

Please feel free to ask questions, either in person, email or by telephone, should anything be of concern to you.

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

## **Welcome!**

Emilie Tsirigotis, Principal

[etsirigotis@hrce.ca](mailto:etsirigotis@hrce.ca)

Eleanor Sperry, Vice Principal

[esperry@hrce.ca](mailto:esperry@hrce.ca)

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## 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 or need to be picked up early.

**ATTENDANCE** To ensure the safety of our students, attendance is taken each morning and afternoon. Absences are reported through **SchoolMessenger**. 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. If SchoolMessenger cannot reach you, office staff will follow up.

**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 or please 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 to check in. Call Jillian at the main office if a student is leaving school early for pick up.

**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 schoolground 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 certain, identified, 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.

**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** In partnership with our SAC and operations, we have adequate storage for bikes and scooters outdoors on school grounds. 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
- 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 and it is run by staff and student volunteers. This program provides healthy food for students who may not have access to breakfast prior to coming to school.

**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. Some teachers send home a monthly newsletter as a way to celebrate monthly happenings in the classroom.

- **Website:** [cpes@hrce.ca](mailto:cpes@hrce.ca). Please use this as your first place to look.
- **X (Twitter):** @ Caudle Park
- **Newsletter:** A calendar is updated on our school website regularly. 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.

**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](http://www.ednet.ns.ca).

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

- A note in the notebook or email, indicating the time and date of early pick-up will help remind the child. Please indicate when someone other than a parent will be picking up your child.
- Please indicate 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.

**HOT LUNCH** Families will have an opportunity to participate in online lunch orders. More information to follow.

**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. Teachers book library and Makerspace times on their own schedule.

**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 to 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.
- Remaining articles are then donated to local charities.

**LUNCH** All students may stay for lunch free of charge. Lunch time is 60 minutes long. Please inform your child’s teacher about his/her lunch plans.

- CPES has implemented a SMART LUNCH program. 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.
- 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.

*Thank you for your cooperation in this area!*

**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

**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 WINTER** 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](http://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 your teacher when changes are made.

- If a parent cannot be reached, contact will be made with the designated person on the registration form.
- A student will remain in the school with supervision until a plan can be established.

**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 H&S 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 types of criminal record checks** required to volunteer at a school:  
Vulnerable Sector Check with the Criminal Records Check  
Child Abuse Registry Check

All volunteers are required to complete The Vulnerable Sector Check with the Online Criminal Record Check. This is done through the Police department via online.

**First Time Applicants:** Online Criminal Record Check | Canadian Background Check  
<http://www.backcheck.net/halifax>

Prospective volunteers are asked to email Eleanor Sperry (Vice Principal) or Jillian Dominey to have an invitation sent to them. This invitation links their application to our school only. You will get the results and the school will get the results. The fee is \$30.

**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. The fee is \$50.

Child Abuse Registry: The Department of Community Services has advised that Child Abuse Register Searches can now be requested online, at the following link:

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

They will continue to accept paper applications via mail as well. In either case (submitted online or by mail), the confirmation letter will continue to be mailed to the applicant via regular mail. Once received please send along a copy to the school.

### **POLICIES OF INTEREST**

- **Homework Policy** Please see <https://www.ednet.ns.ca/docs/homeworkpolicy.pdf> for information on the Provincial Homework policy
- **Code of Conduct** Please visit <https://lmt.hrce.ca/sites/default/files/websites/lmt.hrsb.ca/our-school-file/2017/10/provincialschoolcodeofconduct.pdf> for information on the Provincial Code of Conduct
- **Assessment Policy** Please visit <https://plans.ednet.ns.ca/> for more information. Teachers use a variety of strategies to assess student learning on a continuous basis. Teachers collect information for two main purposes:

**REPORT CARDS** In recent years, report cards have been shared with parents/guardians in an electronic format. 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.

### **School Day Schedule**

8:10-8:30	General supervision of students begins as the students enter the building
8:30	Classes begin
10:00	Recess (15 minutes)
11:30	Lunch
12:30	Classes begin
2:30	Dismissal

- For the safety of all, please do not leave children unattended on the school grounds before 8:20 am and after 2:40 pm.
- It is important to be on time. Late arrivals miss important instructional time and disrupt the class and other student's learning.

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.

***Welcome to our school! We look forward to a new and exciting year!***

