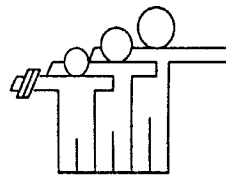


NORMANDEAU SCHOOL

61 Noble Avenue
Red Deer, Alberta
T4P 2C4

Phone 403-342-0727
Fax 403-343-0321
E-Mail norm@rdpsd.ab.ca

Wiser, Healthier, Happier,
Kinder, Safer and Greener



Respectful, Responsible,
Ready

Where People Grow

Information Handbook

2011 - 2012





— ❁ ❁ —
RESPECTFUL ~ RESPONSIBLE ~ READY
— ❁ ❁ —

Please note that, although the information contained in this handbook is accurate to the best of our knowledge, it is subject to the policies and procedures of the Board of Trustees and is also subject to change without prior notice. Readers are advised to consult with the school administration if they have questions regarding the contents of this handbook.

SCHOOL HOURS

8:25 a.m. • Teachers on playground to supervise

Bright Beginnings

Morning classes:	8:30 a.m.	• Entry time
	11:17 a.m.	• Dismissal
Afternoon classes:	12:15 p.m.	• Entry time
	3:02 p.m.	• Dismissal

Kindergarten

Morning classes:	8:35 a.m.	• Entry time
	11:24 a.m.	• Dismissal
Afternoon classes:	12:21 p.m.	• Entry time
	3:10 p.m.	• Dismissal

Grades 1-8

8:35 a.m.	• Student entry
8:40 a.m.	• Classes begin
12:00 noon	• Lunch dismissal
12:58 p.m.	• Student entry
1:02 p.m.	• Classes begin
3:15 p.m.	• Dismissal bell



SCHOOL YEAR - Updates in the school newsletters, issued the third Tuesday of each month, and on the school website, found at normandeau.rdpsd.ab.ca.

School Opening for Students.....	September 1
Labour Day	September 5
Staff Learning & Planning	September 9 PM
Staff Learning & Planning	September 23 PM
Parent-Teacher Conferences	October 6 Evening
Parent-Teacher Conferences AM and Staff Learning & Planning PM.....	October 7
Thanksgiving	October 10
Staff Learning & Planning and Staff Professional Development	October 21
Staff Learning & Planning	November 4 PM
Fall Break.....	November 10
Remembrance Day	November 11
End of Term One (Grade 6 & 7).....	November 25
Staff Learning & Planning	November 25 PM
Report Cards issued	December 2
Parent-Teacher Conferences	December 8 PM
Staff Learning & Planning and Staff Lieu Time	December 9
Early dismissal (2:15 pm).....	December 23
Christmas Recess	December 24 to January 8 (inclusive)
Staff Learning & Planning	January 13 PM
Staff Learning & Planning	January 27 PM
Staff Learning & Planning	February 3 PM
Teachers' Convention.....	February 9 & 10
Family Day	February 20
Staff Learning & Planning	February 24 PM
End of Term Two (Grade 6 & 7).....	March 8
District Wide Professional Development and Staff Learning & Planning	March 9
Report Cards issued	March 16
Staff Learning & Planning	March 23
Parent-Teacher Conferences	April 4 PM
Staff Learning & Planning and Staff Lieu Time	April 5
Good Friday and Easter Monday	April 6 & 9
Spring Break.....	April 10 to 13 (inclusive)
Staff Learning & Planning	April 27 PM
Staff Professional Development and Staff Learning & Planning	May 8
Victoria Day	May 21
Staff Learning & Planning	May 25 PM
Staff Professional Development and Staff Learning & Planning	June 8
Final Day for Students	June 28
School Organization, Staff Only	June 29

There will be no kindergarten classes on staff learning & planning days.

THE NORMANDEAU STAFF

Administration:

PRINCIPALPhil Penner
VICE PRINCIPAL Hans Huizing
SECRETARIES..... Terry Williamson
Laurie Tait

Teachers:

PRE-KINDERGARTEN (Bright Beginnings) Ashley Jackson
KINDERGARTEN..... Reanna Grandfield
GRADE ONE Mylene Devonport
Edie Vander Meulen
GRADE TWO Charlene Ayotte
Rhoda Wiens
GRADE THREE.....Kathy Burgess
Valerie MacIntyre
GRADE FOUR..... Kim Johnson
Kim Kun
GRADE FIVE Keith Hitchings
Shannon Whitehouse
GRADE SIX..... Richard Cunningham
Erin Moore
GRADE SEVEN..... Brent Gavey
Nathan Good
GRADE EIGHT Jeff Archer
Hans Huizing

COUNSELLOR.....SueAnn Gillard
EARLY LIT TEACHER.....Lisa Fraser
FRENCH/DRAMA.....Jay Chahley
LEARNING ASSISTANCE TEACHER..... Glenda Crawford
MUSIC..... Kati Ramsden

Support Staff:

CARETAKERS..... Mike O'Neill
Manuela Calero
LIBRARY SECRETARY/ NEWSLETTERRosemary Cowles
EDUCATIONAL ASSISTANTS..... An integral part of our team:
Melynda Boldy, Renea Cadorette, Jeryl Hilman, Teryl McDonagh, Sonja Landers,
Charlene Paschinski, Bonnie Penney, Deb Raab, Elvyne St. Cyr, Bella Tuttle,
Gloria Wessner, Doreen Wiesner

SPEECH Charla Bradley, Janice Carton, Joanna Oliver, Deb Tait
HEALTH NURSE403-356-6300



ALBERTA EDUCATION

A variety of information may be obtained through the internet from the Alberta Education website at <http://www.education.gov.ab.ca>. Online multimedia learning resources relating directly to the Alberta programs of study are available at <http://www.learnalberta.ca>.

ASSEMBLIES

Each month an assembly is held which involves our total grade 1-8 population. Assemblies feature student performances and student recognition. We believe that these functions are an excellent opportunity for children to receive well-deserved acknowledgement for their efforts. Parents are encouraged to attend whenever possible. Please check your school calendar in the newsletter or website for assembly times.

ATTENDANCE

If your child is going to be absent, the school asks that you let us know by calling 403-342-0727. There is a 24-hour answering service. If an absence is unconfirmed, the school will endeavor to contact the parent.

If a student is arriving late, they need to sign in at the office prior to going to class.

Should a student need to leave school during the day, they must notify their teacher and the office. If a parent is not picking up their child, a note should be sent with the student indicating the time and the reason for the early departure.

BICYCLES, SKATEBOARDS, INLINE SKATES, HEELIES, AND SCOOTERS



If a student rides a bicycle to school, he/she needs to have a lock to secure the bicycle in the bike racks. Helmets are required if your child is on something with wheels. Upon arriving at school, students shall dismount from their bicycles, walk them across the crosswalks, and walk them directly to the racks. Students shall not return to the rack area until it is time to go home for lunch or to go home after school.

Skateboards, inline skates, and scooters may be used on the asphalt tennis courts only if the children are wearing helmets. Heelies are not allowed in the school so please have indoor shoes available.

BOYS' AND GIRLS' CLUB

Boys and Girls Club provides a safe, supportive place where children can experience new opportunities, overcome barriers, build positive relationships and develop confidence & skills for life.



Boys & Girls Clubs
of Red Deer & District
A good place to be

The **After School Program**, which runs out of the Normandeau rink shelter, offers children 7-12 years of age a place to go during the immediate after school hours, **3:00-6:00pm Monday to Friday**. Activities are many and may include but are not limited to arts and crafts, leisure activities,

recreational sports, homework club and nutrition breaks. Evening clubs are offered two times a week: ZAP (7-9 yrs old) and TORCH (10-12 yrs old).

Please contact the Youth & Volunteer Centre, 403-342-6500 ext. 111, for more information.

DISCIPLINE POLICY - EFFECTIVE BEHAVIOUR SUPPORTS (EBS)

At Normandeau School we have three main expectations:

BE RESPECTFUL

Respect Yourself
Respect Others
Respect Property

BE RESPONSIBLE

Responsible for Words
Responsible for Actions
Responsible for Choices

BE READY

Ready to Listen
Ready to Learn
Ready to Help

A safe and caring school fosters and maintains respectful and responsible behaviours so that teaching and learning can take place. To support our efforts to provide a safe and caring school, an Effective Behaviour Support system is in place that is based on the following beliefs:



- ◆ Students need clear, consistent and fair rules.
- ◆ Students need clear, consistent and fair consequences.
- ◆ Students need consequences when misbehaving.
- ◆ Students need reinforcement when behaving well.
- ◆ Staff need to track behaviour incidents in order to provide support to those students who need help in improving their behaviour.
- ◆ Parents are important members of the team in helping children learn appropriate behaviour.

The Normandeau staff have a high but realistic expectation for each student's behaviour. We take time to teach and model appropriate behaviour. We also make an effort to recognize and reinforce positive behaviour.

When a child has difficulty following the school rules, the staff helps the child to think through the inappropriate behaviour by conferencing with the student and asking the child to make more positive choices. Other consequences for inappropriate behaviour include removal of privileges, community service, detention, timeout and restitution. In-school suspensions may be assigned as a consequence if a child has repeated violations or if a serious incident occurs. Out of school suspensions do occur but are reserved for students with multiple in-school suspensions or in the case of a very serious incident. We track incidents of inappropriate behaviour in order to better identify and help children who are experiencing difficulty following school expectations.

Parents are partners in helping children learn positive behaviour. Therefore, communication with parents is critical. Communication will occur through a variety of methods: a phone call, a note, an action plan or a letter mailed with a summary of behaviour incidents. This allows parents the opportunity to discuss behaviour issues on an on-going basis with their children. Parents are encouraged to call or come in to the school if they have concerns.

EMERGENCY PARENT CONTACT INFORMATION

There are occasions when a parent or guardian needs to be contacted immediately. It is your responsibility to insure that the school has current information regarding the following:

- correct name
- alternate phone number
- address
- doctor's name

- home phone number
- work phone number
- Alberta Health Care Number
- allergies or other medical conditions

It is **IMPERATIVE** that an alternate phone number be made available in the event that the school office is unable to locate a parent. Should a child require immediate medical attention, the school will then arrange for the child to be taken to the hospital. Parents will be notified as soon as possible.

EXTRA-CURRICULAR ACTIVITIES

During the year, a variety of activities will be offered to students. Watch for information on these in the school newsletter or website. The types of activities available include: Choir, Glee Club, Kids Helping Kids Team, Green Team, Junior and Senior Basketball, Junior and Senior Volleyball, Badminton, School Patrols (Gr. 5), Office Helpers, and the Jackrabbits Ski Program. If you would like to be involved in helping out or offering a particular activity, please contact the school.

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are needed to see this picture.

FEES (GRADES 6, 7 AND 8)

Fees are charged to help defray the cost of text rental and certain materials for core classes and option classes. A fee waiver program is available to assist families whose income falls below a predetermined level. Fee waiver application forms may be obtained from the school office. Students with unpaid fees may be denied certain privileges.

GARDENING AND NATURALIZATION

Just look and you can see it! Gardening is a living analogy for what education is at our school. "Grow at Normandeau" has been an ongoing theme and initiative which has pulled the community, parents, students and staff together. An overall plan with some serious objectives and engaging outcomes has been developed and is available at our office.

HOMEWORK

Homework may be assigned to:

- help meet specific needs of learners
- build responsibility and good study habits
- provide for continuity of learning, by encouraging the child to view both home and school as learning environments.

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Parents can help children extend or enrich their learning by:

- setting aside a regular time for homework
- providing a quiet place for study
- giving support, encouragement, praise and assistance to their children's efforts
- learning as much as possible about the school program
- communicating closely with teachers regarding supportive learning at home and at school
- making children accountable for completing assigned homework tasks.



Division I

1. Homework will primarily involve reading, writing, and talking with parents, or practicing drills where required (e.g.: spelling, math).
2. Approximately of 15 minutes of work per school night is recommended.

Division II

1. Homework may include finishing assignments, skill practice, working on projects or leisure reading.

2. An average of 30 minutes per school night is recommended.

Division III

1. Homework may include finishing assignments, skill practice, study and review, working on projects, new assignments, or leisure reading.
2. An average of 30 - 45 minutes per school night is recommended.

HOMWORK CLUB

Homework help for students is offered on a drop-in basis Monday through Thursday after school until 4:00 pm.

INDOOR SHOES

All students are required to have a pair of shoes with non-marking soles for indoor use only. Runners are quite suitable and may also be used for gym. This practice ensures that students wear shoes all day and are prepared for fire drills. This also helps keep our school clean. For reasons of safety and hygiene, students are discouraged from walking around the school in "sock feet".

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LEARNING PORTAL/DISTRICT WEBSITE - www.rdpsd.ab.ca

Teachers and students alike are able to login to our Learning Portal from home in order to access all the District's electronic resources, such as their files, applications, printer, and so forth. Parents are able to keep in close contact with their children's progress through the District's "eLink" project, in which parents are able to login to a secure web site and view their children's assessment on projects, assignments, and tests.

LOCKS AND LOCKERS (GRADE 6, 7 AND 8 STUDENTS)

Each grade 6, 7 and 8 student will be assigned a locker for the storage of books, school equipment, clothing, backpacks and purses. Students will supply a combination lock and are responsible for the security of their combination lock. Students are asked to give their homeroom teacher a copy of their combination as a back-up measure. Students are expected to keep their locker in a neat and orderly way. Access to lockers by students will occur only at designated break times, so students will need to carry their required materials with them to class from their lockers. The lockers are the property of the school and are subject to inspection by the administration of the school at any time.

LUNCH PROGRAM



The Normandeau Lunchroom Program provides lunch time supervision for your children in grades 1 - 5. It is accountable to the School Council and under the supervision of the vice-principal. It is operated by a board of directors comprised of parents of children who participate in the program. Students in the program eat their lunch in their classrooms at their own desks then proceed outside to play under the care of the lunch room supervisors. Monthly fees are charged for the service. If financial assistance is required, please contact the Program Bookkeeper, Kari Griffiths, at 403-358-7704. Registration forms are available at the office.

MESSAGES TO STUDENTS

We want to avoid interrupting classes to deliver messages during the day. Please assist us by making sure that students are aware of any special arrangements needed at noon or after school **prior to leaving for school in the morning**. The use of cell phones to deliver messages to students directly is discouraged as cell phones are required to be in a locker during regular school hours.

NORMANDEAU DAY CARE

Normandeau Day Care facilities are attached to the south-west wing of the school. For information on their program, please phone 403-346-1305.

RECESS AND NOON

Students are expected to go outside for fresh air during recess and at noon. Administrators and lunch program supervisors decide on a day-to-day basis if it is too cold or wet to be outdoors. Even when the weather is inclement, a few minutes outside will not hurt students if they are appropriately dressed. We ask that you make sure students have the required outdoor clothing and footwear to allow them to enjoy their time outside.

If children are well enough to come to school, they are expected to have an outdoor recess and noon break with their classmates. Children who are too ill to go outside are usually too ill to be at school. They do not learn well, provide a possible source of infection for other children, and probably recuperate more quickly at home. If a student has a debilitating condition that prevents him/her from being outside, a note will be required in order for the student to remain indoors.

RECORDERS

In grade three, students will start using recorders in music class. There will be no charge for the recorders. It will be the child's responsibility to look after the recorder assigned to them, as it will be needed for music until the end of grade five. If lost, there will be a cost to replace the recorder.

SCHOOL AGE PROGRAM

The Red Deer Child Care Society is a non-profit organization whose goal is to meet child care needs for families within Red Deer. The purpose of the School Age Child Care Program is to provide quality care for before and after school, in a recreational and leisure setting that fosters growth and enrichment in all areas of child development.

Hours of operation are 7:00 - 8:40 a.m. and 3:15 - 6:00 p.m.

Anyone requiring information regarding the program may reach staff members at 403-896-2060 during the program hours of operation mentioned above, or call the office at 403-347-7973 during the day.

SCHOOL COUNCIL

Parents are encouraged to attend School Council meetings to stay informed and to provide input relating to school affairs. This is an excellent opportunity to meet other parents and to support your child's educational program.

School Council meetings, which are scheduled monthly, focus on such topics as:

- school culture and climate
- child safety
- student expectations and performance
- student recognition
- school enhancement
- family fun events
- educational issues (local and provincial).

Information about School Council meetings is included in the newsletter and on the school website.

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SCHOOL LIBRARY

All students have access to the school library, and an individual access number has been assigned to each student for checking out and returning books.

Students in grades 6, 7 and 8 will sign out textbooks at the library. Their access numbers will be located inside their agendas.

- Students may sign out a total of 3 library books for up to 2 weeks.
- Books which are lost or damaged beyond reasonable repair must be paid for by the student.
- Students with overdue books will not be able to sign out more books.
- Textbooks will be signed out to grade 6, 7 and 8 students at the library in September under the guidance of their subject teachers.

SEARCH AND SEIZURE

Red Deer Public School District policy states that the following may be subject to search: students, school desks, lockers and school storage areas used by students; articles and objects belonging to, in the possession of, or used by students either on school board premises or during off-site activities including, but not limited to, backpacks, clothing, purses, suitcases, and tote bags; and district electronic information resources used by students.

STUDENT PROPERTY

All clothing (boots, mitts, coats) and school supplies should be clearly labeled with the student's name.

A school Lost and Found box is located in the office hallway. Unclaimed items from this box will be forwarded to a charity on a monthly basis. Watches, glasses, and other valuables will be kept by the secretary in the office.

Items such as laser pointers, matches, lighters, knives, guns, and other potentially dangerous articles are not permitted at school. We also discourage children from bringing trading cards, personal gaming systems, iPods, and other expensive items.

SCHOOL BUSINESS PARTNERSHIPS

Normandeau School is partnered with the Red Deer & District Museum and Archives, the S.P.C.A., and Save-On-Foods. Initiatives are undertaken each year to support one another and to promote links between the school and business community.



SMART DAYS

As well as academic excellence, we celebrate students' strengths in a variety of areas. Smart Day sessions allow students to build upon body, group, math, music, nature, picture and self-smarts.

STUDENT ACCIDENT INSURANCE

In response to parent requests, Red Deer Public Schools will be providing student accident insurance for all registered students. Coverage includes services like ambulance, accidental dental, eyeglasses repairs, and more. It covers student injuries sustained in or on school buildings and premises on regular school days as well as professional development days. It also includes coverage while participating in any school activity (approved and supervised by proper school authority) and travel to and from such activity. Travel to and from school each day is also covered. The school day coverage is 24 hour coverage only for injuries sustained during days students are required to attend classes at the school, including summer school if enrolled. Information is available at <http://www.rdpsd.ab.ca/Student-Accident-Insurance.php>.

STUDENT DRESS CODE

Students are expected to dress reasonably and to be prepared for weather conditions. Clothing that is offensive to others or which contains words or pictures that are not in keeping with positive values is unacceptable. Students wearing inappropriate clothing may be asked to change.

STUDENT DROP-OFF (PARKING)

If you drive your child to school please park along the front or side of the school, or across the field at the back of the school on the east side of the playground. Please respect the marked crosswalks, the bus zone and the school patrols. The parking lot is reserved for staff use only. For safety reasons, students should not walk through the parking lot.

TRANSPORTATION

Charter and Transit buses service Normandeau School.

The Charter bus runs through Kentwood where students up to grade 5 living more than 1.6 km, and students in grade 6, 7 and 8 students living more than 2.4 km from their designated school, are eligible for a complimentary bus pass. Students in this areas living closer than the previously mentioned distance from their designated school may apply and pay for a bus pass.

A Transit application form, with a non-refundable application fee of \$30, is required (discounted to \$20 if paid prior to June 25, 2011), with payment made to Normandeau School, should you want your child to use Red Deer City Transit. Information on schedules, routes, times, and lost items are available by calling Red Deer City Transit at 403-342-8225.

Further information is available from the Red Deer Public Schools website, <http://www.rdpsd.ab.ca/Transportation.php>, or the school office.

VOLUNTEERS

We are pleased to have a large number of parents helping us out as volunteers each year. If you would like to become more involved in our school program, please contact your child's teacher or the office in order to receive the necessary forms.



*Shaping our communities
through vision and action*

School Board Trustees.....

shaping our communities through vision and action

The Red Deer Public School District No. 104 is governed by 7 locally elected trustees responsible for making sure public education is of a high quality and meets local needs.

The board has a responsibility to be in touch with the public's concerns, to make people aware of what the board does and why, and to give citizens every opportunity to have a say in what children learn. Specific responsibilities include:

- communicating, informing and involving parents, staff, and the community-at-large in school board decisions and activities
- adopting an annual budget that achieves district priorities
- setting goals and priorities for the jurisdiction that achieve provincial standards, meet the needs of student and reflect the community's wishes
- making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers, and students
- lobbying municipal and provincial governments on education issues of importance to the jurisdiction
- adjudicating policy or decision appeals
- hiring and evaluating the superintendent

For more information, please contact the Red Deer Public School District at 403-343-1405