

NORMANDEAU SCHOOL

61 Noble Avenue
Red Deer, Alberta
T4P 2C4

Phone 403-342-0727
Fax 403-343-0321
Email norm@rdpsd.ab.ca
Website normandeau.rdpsd.ab.ca

Student Information Handbook 2020-21



Principal: Lisa Spicer

Vice Principals: Mike McCorquindale and Tracy Wirtanen

The handbook explains many policies and procedures at Normandeau School. Please feel welcome to call the school if you have questions which are not addressed here.

We endeavour to provide an environment where all students feel included and are encouraged to be successful, and to offer the guidance and support needed. Please bring any concerns you have about your child's achievement to our staff. Together we will develop a plan for success.

Volunteers provide extra talent and supervision for many programs and activities. As well, parent help in the classroom or from home enriches the life of the school. We encourage you to discuss with your child's teacher the ways in which you would like to be involved. A strong partnership between home and school provides the best structure for giving support and encouragement to the children.

Normandeau enjoys an outstanding reputation in the community. Our students strive for high academic standards and meet high expectations for behavior. Our focus is to provide an appropriate program for each child in a safe and caring, orderly environment which allows each child to meet success.

On behalf of the staff, we invite you to be part of the school family. We appreciate the opportunity to work and learn with your children. If you are new to our school, please stop in to introduce yourself.

SCHOOL HOURS

8:00 a.m. • Teachers on playground to supervise

Pre-Kindergarten & Kindergarten

Morning classes:

8:10 a.m. • Entry time

11:05 a.m. • Dismissal

Afternoon classes:

11:55 a.m. • Entry time

2:45 p.m. • Dismissal

Grades 1-5

8:13 a.m. • Student entry

8:15 a.m. • Classes begin

12:10 p.m. • Lunch dismissal

1:03 p.m. • Student entry

1:05 p.m. • Classes begin

2:50 p.m. • Dismissal bell

Grades 6-8

8:13 a.m. • Student entry

8:15 a.m. • Classes begin

12:03 a.m. • Lunch dismissal

12:55 p.m. • Student entry

12:57 p.m. • Classes begin

2:50 p.m. • Dismissal bell

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 YEAR – Updates will be posted in the weekly electronic Parent Memo and on the school website, found at normandeau.rdpsd.ab.ca.

School Opening	- Staff	August 26	
	- Students	September 1	
Labour Day		September 7	No School
Staff Learning		September 18	No School
Parent-Teacher Conferences		October 8	1:00 – 8:00 p.m.
Staff Learning		October 9	No School
Thanksgiving Day		October 12	No School
Staff Learning		November 6	No School
Fall Break		November 9-10	No School
Remembrance Day		November 11	No School
Parent-Teacher Conferences		December 10	1:00 – 8:00 p.m.
Staff Learning		December 11	No School
Early Dismissal		December 18	1:50 Dismissal
Christmas Break		December 21 - January 1	No School
Staff Learning		January 15	No School
Staff Learning		February 12	No School
Family Day		February 15	No School
Winter Break		February 16-17	No School
Teachers' Convention		February 18 & 19	No School
Student-Led Conferences		March 18	1:00 – 8:00 p.m.
Staff Learning		March 19	No School
Good Friday		April 2	No School
Spring/Easter Break		April 5-9	No School
Staff Learning		April 23	No School
Staff Learning		May 21	No School
Victoria Day		May 24	No School
Staff Learning		June 11	No School
School Closing		June 29	1:50 Dismissal
School Organization Day		June 30	No School

NOTE: *These dates may change during the year. Please refer to the weekly parent memo for the most current dates.*

THE NORMANDEAU STAFF

Administration:

PRINCIPAL
VICE PRINCIPALS

Lisa Spicer
Mike McCorquindale
Tracy Wirtanen
Teryl McDonagh
Bonnie Penney
Laurie Tait

SECRETARIES

LIBRARY SECRETARY

Teachers:

PRE-KINDERGARTEN
KINDERGARTEN
GRADE ONE
GRADE ONE/TWO SPLIT
GRADE TWO
GRADE THREE

Ashley Crosby
Beth Owen
Amanda Harold
Erin Moore
Rhoda Wiens
Kathy Burgess
Justine Potter

GRADE FOUR
GRADE FOUR/FIVE SPLIT
GRADE FIVE
GRADE SIX

Lindsay Henley
Adam Milner
Erland Slatten
Kathleen Reid

GRADE SEVEN

Amanda Williams
Allison Klavano
Cassidy McHugh
Jaymee Maracle

GRADE EIGHT

Jessica MacDonald
Glenda Crawford
Chantel Tombs
Allison Klavano
Jessica MacDonald

LEARNING ASSISTANCE TEACHERS
LITERACY COACH
BAND
PHYSICAL EDUCATION

Support Staff:

EDUCATIONAL ASSISTANTS

Colleen Abrahamsz, Kris Bill, Desi Bissell, Julie Burke, Arliss Fallon, Sonja Landers, Kristin Landry, Tammy MacPherson, Amber Mitten, Charlene Paschinski, Deb Raab, Doreen Wiesner

COMMUNITY LIAISON WORKER
COUNSELLOR

Michelle Greene
Amy Johansson

CARETAKERS

Rob Gillan
Abdi Hamud

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

Throughout the year, our assemblies will have different themes, including Remembrance Day, student performances and celebrations. Parents are encouraged to attend whenever possible. Please check our school calendar on the website, or the weekly Parent Memo for assembly times.

ATTENDANCE

School attendance between the ages of 6 and 16 is compulsory according to provincial legislation. We encourage parents/guardians to ensure the regular and punctual attendance of their children in order that maximum achievement may be attained.

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, an automated call will go out.

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

BEHAVIOUR

Student Rights and Responsibilities

- I have a **RIGHT** to learn in this school. It is my **RESPONSIBILITY** to listen to instructions, to work quietly and to raise my hand if I have a question, concern, or need to leave.
- I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** to not talk, shout or make loud noises when others are speaking.
- I have a **RIGHT** to be respected in this school. It is my **RESPONSIBILITY** to not tease or harass other people.
- I have a **RIGHT** to be safe in this school. It is my **RESPONSIBILITY** to not threaten, kick, punch, or physically harm anyone else.
- I have a **RIGHT** to privacy and my own personal space. It is my **RESPONSIBILITY** to respect the personal property of others, and to accept their right to privacy.

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.

BICYCLES, SKATEBOARDS, INLINE SKATES, HEELIES, AND SCOOTERS

Students riding bicycles to school need 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. Heelies are not allowed in the school so please have indoor shoes available.

CLOTHING

Parents should plan for the children to spend time outside EVERY day. Please ensure your child is dressed appropriately for recess and outdoor Phys. Ed. class. Also, please ensure your child has proper rain gear for rainy days.

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".

Parents are urged to ensure that children's names are placed on ALL items of clothing. 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.

It is important for children to dress respectfully and appropriately for school. If there is a concern, students will be required to change.

Students (and parents) are requested to remove their hats when entering the school.

EMERGENCY PARENT CONTACT INFORMATION

Please make sure all of your information, especially your phone number is accurate and current. This information is important in case of emergency. This can be done through your Powerschool Parent Portal.

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: Junior and Senior Volleyball, Junior and Senior Basketball, Badminton, Handball, School Patrols (Gr. 5), Office Helpers, Running Club, Cross Country Ski Program.

GYM APPAREL

Students in all grades are required to wear running shoes for physical education classes. For safety, it is very important that students have proper running shoes that do up snugly. These running shoes can also double as a child's inside shoes. Students in grade 6-8 are required to change daily for Physical Education. It is up to the discretion of the teacher at other grades. It is strongly recommended that students have a gym bag for carrying and storing their gym clothing.

HOME AND SCHOOL COMMUNICATION

It is important to maintain good communication between home and school. This communication can be initiated by either the home or the school and can take a variety of forms. Some of these are:

- Family meet and greet
- Parent attendance at school assemblies, activities and special events
- Elementary classroom agendas
- Middle school parent portal
- Normandeau School Council
- Monday Parent Hawks Memo
- Scheduled parent conferences
- Report cards
- School social media accounts (Facebook, Instagram and Twitter)

Parents/guardians are invited to visit the school. You may wish to discuss your child's progress at a time other than during scheduled conferences, or you may wish to come and help in the classroom. Please call or email your child's teacher to make arrangements.

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.

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.

INJURIES AND APPOINTMENTS

Minor injuries such as cuts and scratches will be attended to by the school but if there is any question as to the nature of illness or injury, we will attempt to contact parents/guardians.

Any child who has a head injury will be brought to the office. Parents/guardians will be contacted so that they may determine whether the child will remain in school or be taken for a medical examination.

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.

LOCKS AND LOCKERS (GRADE 4-8 STUDENTS)

Each student will be assigned a locker for the storage of books, school equipment, clothing, and backpacks. Students will be supplied a combination lock and are responsible for the security of their combination. Homeroom teachers will have 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. The lockers are the property of the school and are subject to inspection by the administration of the school at any time.

NUTRITION PROGRAM

Our breakfast program runs from 7:50 a.m. - 8:05 a.m. Students enter through the north doors by the staff parking lot. This program runs Monday through Friday.

We have a universal lunch program which provides a basic lunch to any student who wishes to partake Monday to Friday.

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 **prior to leaving for school in the morning.** Cell phone communication with students is not possible during the school day, as student cell phones must be kept in lockers at all times.

NEWSLETTER

We provide a paperless newsletter to assist us in being environmentally friendly. This comes in the form of a weekly Parent Memo sent to the email address(s) we have on file for you.

Families without internet access may come to the school and use one of our parent stations in the front foyer at any time during the day.

NUT AWARE SCHOOL

Some of our students have a life threatening allergy to peanut products, including peanut butter. We need to ensure that all our children are safe and cared for at school, so we request your cooperation and understanding to help us protect our students from possible danger. Allergies are a medical condition that may cause death within minutes if not treated properly. Please send only food that is free from any peanut or nut products. Even peanut residue on hands, desks and equipment in the school, can cause an anaphylactic reaction to the allergic child.

SCHOOL AGE CARE

If your child needs care before or after school, on staff meeting days, and non-instructional days, please call 403-347-7973 to reserve space in school age care. This service is coordinated through the Red Deer Child Care Society. Subsidized fees are available. Please make appropriate arrangements for child care if your child must arrive prior to 8:00 a.m. or remain after school past 3:00 p.m.

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
- Student expectations and performance
- School enhancement
- Family fun events
- Educational issues (local and provincial)
- School education planning

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

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 may sign out a total of 2 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.

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.

TECHNOLOGY

At Normandeau School, we strive to provide opportunities for students to create, collaborate and communicate using digital devices. An important component of accessing technology is learning how to use it responsibly and respectfully. Before a student is permitted to access technology, families must sign and submit a Student Technology Expected Use Agreement that is kept on file for one year.

TRANSPORTATION

All students accessing student transportation need to register for this service and pay the appropriate fees. Application forms and fee waiver forms are available at the school or at:

<http://www.rdpsd.ab.ca/StuTransApps.php>.

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.