

NORMANDEAU SCHOOL

61 Noble Avenue
Red Deer, Alberta
T4P 2C4

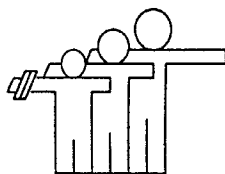
Phone 403-342-0727

Fax 403-343-0321

E-Mail norm@rdpsd.ab.ca

Website normandeau.rdpsd.ab.ca

**Wiser, Healthier, Happier,
Kinder, Safer and Greener**



**Respectful, Responsible,
Ready**

Where People Grow

Information Handbook





H. ~ Honesty

A. ~ Always think

W. ~ Work hard

K. ~ Kindness

S. ~ Safety



SCHOOL HOURS

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

Pre-Kindergarten and Kindergarten Hours

Morning classes:

8:20 a.m. • Entry time

11:05 a.m. • Dismissal

Afternoon classes:

12:00 p.m. • Entry time

2:45 p.m. • Dismissal

There are no pre-Kindergarten classes
on Fridays.

Grades 1 - 8

8:15 a.m. • Student entry

8:20 a.m. • Classes begin

11:40 noon • Lunch dismissal

12:30 p.m. • Student entry

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 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 – If updates are required, they will be posted in the school newsletters, which are issued monthly, and on the school website, found at normandeau.rdpsd.ab.ca.

School Opening for Students	August 31
No classes: Labour Day	September 4
No classes: Staff Meeting & Learning.....	September 15
No classes: Staff meeting AM and Parent-Teacher Conferences PM.....	October 5
No classes: Staff Learning & Planning	October 6
No classes: Thanksgiving	October 9
No classes: Staff Meeting & Learning.....	November 8
No classes: Fall Break.....	November 9 & 10
No classes: Remembrance Day	November 11
No classes: Staff meeting AM and Parent-Teacher Conferences PM.....	December 7
No classes: Staff Learning & Planning	December 8
Early dismissal (1:50 pm)	December 22
No classes: Christmas Break	December 25 to January 5 (inclusive)
No classes: Staff Meeting & Learning.....	January 19
No classes: Staff Meeting & Learning.....	February 9
No classes: Family Day	February 19
No classes: Winter Break	February 20 & 21
No classes: Teachers' Convention.....	February 22 & 23
No classes: Staff meeting AM and Parent-Teacher Conferences PM.....	March 22
No classes: District Wide Professional Development	March 23
No classes: Spring Break.....	March 26 to April 2 (inclusive)
No classes: Staff Meeting & Learning.....	April 20
No classes: Staff Meeting & Learning.....	May 18
No classes: Victoria Day	May 23
No classes: Staff Meeting & Learning.....	June 15
Early dismissal (1:50 pm) Final Day for Students.....	June 28
No classes: School Closed / School Organization & Staff Day.....	June 29

THE NORMANDEAU STAFF

PRINCIPAL..... Hans Huizing
VICE PRINCIPALS.....Sheila Fowler-Greene
Lisa Peters

PRE-KINDERGARTEN..... Ashley Crosby
KINDERGARTEN..... Taylor Fox
Beth Owen

GRADE ONEJustine Fletcher
Amanda Harrold

GRADE TWO..... Erin Moore
Rhoda Wiens

GRADE THREE..... Kathy Burgess
Leah Jackson

GRADE FOUR..... Lindsay Henley
Ruth Stubbings

GRADE FIVE Lindsay Henley
Kathleen Reid

GRADE SIX Sasha Lernowich
Cassidy McHugh
Adam Milner

GRADE SEVEN Jessica MacDonald
Monique Stennes-Koot
Erlend Slatten

GRADE EIGHT..... Allison Klavano
Jaymee Maracle

LEARNING ASSISTANCE TEACHERS Glenda Crawford
Chantel Tombs

MUSIC Sasha Lernowich
BAND..... Allison Klavano

PHYSICAL EDUCATION Jessica MacDonald

Support Staff:

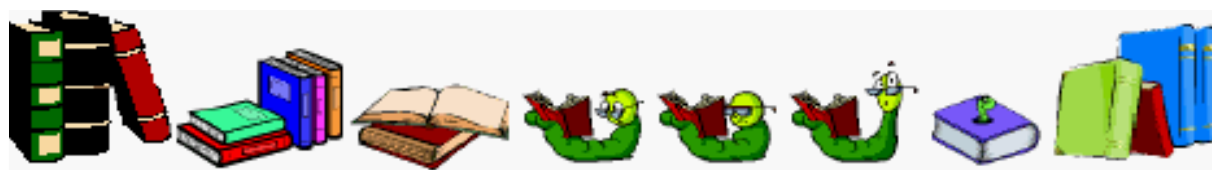
SECRETARIES..... Teryl McDonagh
Bonnie Penney

LIBRARY SECRETARY Laurie Tait

CARETAKERS..... Kevin Montgomery
Abdi Hamud

EDUCATIONAL ASSISTANTS..... An integral part of our team:
Arliss Fallon, Katrina Hansen, Bella Kaiser, Sonja Landers, Amber Mitten,
Charlene Paschinski, Deb Raab, Bella Tuttle, Doreen Wiesner, Desi Bissel, Olha
Dernova

COMMUNITY LIAISON WORKER..... Estaban Gurdian



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 student 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



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.

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.

Positive Behaviour Intervention Supports

Normandeau students are HAWKS, keeping these values in mind: Honesty, Always thinking, Work Hard, Kindness and Safety

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.

Community Liaison Worker

Mr. Gurdian is available to families as a resource to help them find resources in our community. If children are having issues in school with behaviours, academics or social interactions, he endeavours to provide guidance and support for these students, both in and out of school.

Computers and Cell Phones

Students and parents sign a Technology Agreement between the District, the school and students to access computers at the school level. This agreement is extensive in regards to what can and can not be accessed by a school computer. Failure to comply with the agreement will result in temporary or a year long ban on access to school computers.

We want students to become good digital citizens. We highly encourage students to leave their cell phones at home as there is little use for them at school. The general rule is that they are not to be used under the roof of the school unless under the guidance of a teacher for educational purposes. Failure to comply with this guideline could result in the restriction of bringing a cell phone to school.

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
- address
- home phone number
- work phone number
- alternate phone number
- doctor's name
- 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, Green Team, Junior and Senior Basketball, Junior and Senior Volleyball, Badminton, Run Club, School Patrols (Gr. 5), Enviro Club, 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.



GARDENING, NATURALIZATION AND CHICKENS

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. We are involved in an initiative that helps students learn about where their food comes from called "From Farm to Table." We have developed partnerships with Little Green Thumbs to do plantings at the school and reap the harvest for our annual Soup Day in September. We have developed a partnership with the Old College Heritage Chicken group to host three chickens, who are housed in our north courtyard. Come on out and say Hi to them; they love company.

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.



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.

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”.



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 (NOT ALL STUDENTS HAVE A LOCKER)

Students may 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.



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 if brought to school.

NEWSLETTER

We provide a paperless newsletter to assist us in being environmentally friendly.

To receive our school newsletter online follow this procedure:

- a) Access our school website at normandeau.rdpsd.ab.ca ,where you have the option to view the current newsletter under the title Student Resources OR subscribe to the newsletter.
- b) To subscribe click on Newsletter Subscription, enter your email address then click on Subscribe. You will receive the newsletter by email when it is ready to be viewed. This may be done at any time.

Families without email access may come to the office to pick up a paper version.

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.

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 on the third Wednesday, 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.

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 Code of Conduct

RESPECT

Students will:

- Respect each other, and all property to ensure a positive and safe learning environment.
- Display appropriate behavior according to the Normandeau School Handbook at all times.
- Cooperate with all school personnel.
- Use respectful, appropriate language. Avoid using sarcasm, gossip, belittling, or putting down of others.
- Consume food and drink in the classroom area only.
- Place all trash and discarded materials in trashcans throughout the day.
- Move quietly through the building to avoid being a distraction to classrooms along the route.
- Display appropriate behaviors that will allow the bus driver to reach each destination safely.

RESPONSIBILITY

Students will:

- Wear proper and acceptable attire to school (see the chart below).
- Arrive to school and to every class on time and be ready to work.
- Move to class when the bell rings at 8:35 a.m.
- Take proper care of textbooks, materials, and equipment.
- Remain on school property during school hours.
- Parent/Guardian will phone the school to explain any absences. If no phone access then student will bring a note from parents the next day at school.
- Advise the school office regarding changes of address, phone number, and emergency information on a consistent basis.
- Keep backpacks in lockers from 8:40 a.m. to 3:10 p.m.
- Keep all electronic devices (Cellular phones, MP3 players, headphones, CD players, Ipods, games, etc.) in lockers from 8:40 a.m. to 3:10 p.m. Students must ask teacher for permission to listen to electronic equipment.
- Exit the building promptly at the ringing of the dismissal bell. Students involved in after school activities must report to that activity by 3:25 p.m., and remain under direct supervision of the staff while in the building.

READY TO LEARN

Students will:

- Conduct themselves in a manner that allows the teachers to teach, and all students to learn.
- Strive for success and believe it is possible.
- Carry materials needed for each class according to teacher expectations.
- Utilize a planner for organizing assignments and due dates.
- Complete and turn in assignments on the due date.
- Return as quickly as possible whenever out of class in order to maximize learning.

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.



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 or revealing clothing will be required to change. Shorts must be longer than fingertips when standing with proper posture. Shoulder bands on tops must be wider than two adult finger widths.

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.

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