

# NORMANDEAU SCHOOL

61 Noble Avenue  
Red Deer, Alberta  
T4P 2C4

Phone 403-342-0727  
Fax 403-343-0321  
Email [norm@rdpsd.ab.ca](mailto:norm@rdpsd.ab.ca)  
Website [normandeau.rdpsd.ab.ca](http://normandeau.rdpsd.ab.ca)

## Parent Information Handbook 2024-2025



Principal: Amanda Kiat      Vice Principal: Sue Merry

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 endeavor to provide an environment where all students **feel included** and are 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.

## NORMANDEAU • S C H O O L •

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### Grade 1 - 5

8:00 AM Doors open for entry  
8:10 AM Class begins  
10:15 AM Morning recess  
12:00 PM Lunch  
12:30 PM Lunch recess  
1:00 PM Student entry bell  
2:50 PM Dismissal

### Grade 6 - 8

8:00 AM Doors open for entry  
8:15 AM Class begins  
12:00 PM Recess  
12:30 PM Lunch  
1:00 PM Classes resume  
2:50 PM Dismissal

### Kindergarten Classes

Morning  
8:15 AM - 11:00 AM

### Pre-Kindergarten Classes

Morning	Afternoon
8:10 AM - 10:45 AM	11:45AM - 2:15PM

*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](http://normandeau.rdpsd.ab.ca).

*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

Amanda Kiat  
Sue Merry

OFFICE ADMIN  
LIBRARY SECRETARY

Bonnie Penney  
Amber Mitten

### **Teachers:**

PRE-KINDERGARTEN  
KINDERGARTEN  
GRADE ONE  
GRADE ONE/TWO  
GRADE TWO  
GRADE THREE  
GRADE THREE/FOUR  
GRADE FOUR/FIVE  
GRADE FOUR/FIVE  
GRADE SIX

Ashley Crosby  
Kathleen Reid  
Courtney Nelson  
Erin Moore  
Beth Owen  
Kathy Burgess  
Amanda Harrold  
Adam Milner  
Lindsay Henley

GRADE SEVEN

Autumn Sutter  
Jessica MacDonald  
Justin Peterson  
Kevin Ramsden  
Jaymee Maracle

GRADE EIGHT

Amanda Laneville  
Allison Klavano

LEARNING ASSISTANCE TEACHER  
STUDENT SUPPORT ROOM TEACHER

Chantal Tombs

### **Support Staff:**

EDUCATIONAL ASSISTANTS

Colleen Abrahamsz, Kris Bill, Julie Burke, Arliss Fallon, Sonja Landers, Kristin Landry, Tammy MacPherson, Charlene Paschinski, Doreen Wiesner, Vivian Lee, Jolee Simpson, Amber Mitten, Amanda Lubbers

COMMUNITY LIAISON WORKER  
COUNSELLOR

Michelle Greene  
Georgina Chiles

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 What's Happening 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**

At Normandeau School, we believe that maintaining positive student behavior is essential for creating a safe and productive learning environment. Our behavior guidelines are designed to ensure safety, mutual respect, and an atmosphere that supports both academic and personal development.

## **STUDENT RESPONSIBILITY**

Students are expected to take responsibility for their actions and roles within the school.

### **Normandeau students are anticipated to:**

- Serve as positive role models for younger students.
- Embody kindness and consistently demonstrate it, following our #MakeKindnessTheNorm initiative.
- Show respect and courtesy to school staff, peers, parents, community members, and visitors.
- Uphold honesty, integrity, and responsibility in all their endeavors, completing assignments to the best of their ability.
- Adhere to school rules and policies.
- Avoid behaviors that disrupt others' educational experiences.
- Attend classes regularly and on time.
- Abstain from smoking, vaping, using, or possessing tobacco products or alcohol on school premises or at school events.
- Refrain from using or possessing drugs or weapons on school grounds or at school events (such actions are strictly forbidden and may involve law enforcement).
- Avoid using inappropriate, offensive, or obscene language.
- Arrive at school prepared to engage in learning.
- Prevent intentional damage to school or personal property.

## STUDENT DISCIPLINE CONTINUUM

Our discipline approach is divided into three categories:

- **Category 1:** Includes behaviors that disrupt the educational process within the classroom, on school property, or during school activities. These behaviors are generally addressed at the classroom level.
- **Category 2:** Encompasses repeated Category 1 behaviors or those that are deemed severe, dangerous, or frequent. The administration will work with the teacher to address these issues and parents will be notified.
- **Category 3:** Involves persistent Category 2 behaviors or serious offenses that warrant immediate administrative intervention.

For serious offenses, Normandeau will collaborate with local agencies and authorities to comply with laws and regulations. Disciplinary measures such as suspension or expulsion may be applied based on the incident's severity, following our established policies.

## BEHAVIOURAL EXPECTATIONS

Students who fail to meet behavioral expectations will face consequences. If a student reaches Category 2 or 3 status, a meeting with the Vice-Principal or Principal will be scheduled, and a behavioral contract may be implemented.

## RESPONDING TO BULLYING

At Red Deer Public School District, any form of bullying—whether physical, social, emotional, online, or otherwise—is strictly prohibited. Incidents of bullying, harassment, or discrimination based on cultural or personal differences will be addressed firmly. Students are encouraged to act as upstanders, reporting any bullying to staff members immediately. Concerns or incidents should be reported to the Administration as soon as possible.

## **ACADEMIC HONESTY**

Developing integrity in our students is an extremely high priority at Normandeau School. For this reason, matters pertaining to academic honesty are taken seriously.

## **NORMANDEAU DIGITAL RESPONSIBLE USE POLICY**

We support the use of information technology for educational purposes. All members of the Normandeau community are expected to use technology and social media responsibly and ethically, reflecting our values of kindness, respect, fairness, responsibility, and honesty.

Digital citizenship is a key focus at our school. Students must use technology responsibly. Misuse of social media or other tech-based indiscretions is taken seriously and may result in significant consequences.

## **MOBILE PHONES**

As per Alberta Education's directive and the district's Phone Use Policy, students are not to use mobile phones and smartwatches during instructional time. All devices must be kept in backpacks from 8:05 am-2:50 pm.

### **The consequences for inappropriate use of personal devices are as follows:**

**1st Offense:** A staff member will confiscate the device and bring it to the main office or secure it in their classroom. Parents will be notified by the staff member who confiscated the device. The student can pick up the device at the end of the class period and must then place it in their locker.

**2nd Offense:** A staff member will confiscate the device and bring it to the main office, informing the administrator. The student's parents or guardians will be contacted by the administrator. The student will

receive the device at the end of the day from the main office, and parents or guardians will be informed that future offenses will require a parent pickup.

**3rd Offense:** A staff member will confiscate the device and bring it to the main office. Parents or guardians will be notified by an administrator and they must pick up the device in person at the school office.

**Subsequent Offenses:** Any further offenses will be considered defiance and will be addressed according to the regular disciplinary process, which may include loss of privileges, suspension, or other consequences determined by the administrators. Parents will be required to pick up the device on the 3rd and subsequent offenses.

**Refusal by a student to relinquish their device to an adult will be treated as defiance and handled by an administrator accordingly.**

### **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.

The Red Deer Public School District has the following administrative procedure (350 - Appendix C):

Extremes in clothing, hairstyle, or personal ornaments may be detrimental influences in schools and classrooms.

### **Procedures**

A teacher or Principal may request a student to correct a condition in dress or personal appearance that appears to be a deliberate attempt to disrupt the teaching and learning process, offend convention or attract undue attention.



## Normandeau Student Attire Guidelines

As a PK-8 school, Normandeau students are expected to dress in a manner that reflects a welcoming, inclusive, safe, and healthy learning environment. Older students serve as role models for younger ones, so their attire should set a positive example. As ambassadors of Normandeau School, students are required to adhere to these guidelines at school, as well as on all school-related field trips and extracurricular events, both on and off-site.

### Attire Guidelines Objectives

**Promote Safety:** Ensure a secure learning atmosphere in classes where protective gear is necessary, such as Science, (with required eye or body protection), and PE (with required athletic wear and clean, proper footwear).

**Encourage Comfort:** Allow students to choose comfortable clothing that reflects their personal style while being appropriate for a school setting. For this reason, hats, pajama pants, and wearing hoodies with hoods up are all permitted. Faces should always be visible and hoodies and hats are not to be worn in PE classes.

**Respect Religious Expression:** Permit students to wear religious garments without the risk of discipline or discrimination.

**Prohibit Offensive Content:** Ban clothing or accessories that feature inappropriate images or language, including profanity, hate speech, pornography, innuendo, and pop culture icons, sayings, or cartoon characters that represent anything sexual, obscene, violent or offensive in nature.

**Limit References to Substances:** Restrict items that suggest or display alcohol, drugs (including marijuana leaves), tobacco, or other contraband.

**Avoid Discriminatory Messaging:** Prevent clothing that promotes hate or discrimination, or that could be interpreted as racist, vulgar, obscene, or containing incitements to violence, defamatory statements, or threats, or clothing that references groups of people being referred to in a sexual, or discriminatory manner.

**Ensure Equity:** Guarantee that all students are treated fairly, regardless of their race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural practices, socioeconomic status, or body type/size.

### Additional Notes

Clothing should adequately cover private areas and not be transparent in those regions. Undergarments must be worn under clothing and not as a primary piece of clothing.

If a student is dressed in a manner that violates the above guidelines, they will be discreetly informed and be given the opportunity to change clothing. If they are unable or unwilling to comply, alternate clothing will be provided or parents can be called to bring replacement clothing.

### **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 an emergency. This can be done through your Powerschool Parent Portal. Please contact the school if you need help getting access to your 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 Leadership (Gr. 4/5), Running Club, Cross Country Ski Program.

### **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:

- Welcome Back BBQ
- Parent attendance at school assemblies, activities and special events
- Elementary classroom agendas
- PowerSchool Parent Portal
- Normandeau School Council
- Classroom Newsletters
- Weekly What's Happening
- Scheduled parent conferences
- Report cards
- School social media accounts (Facebook and Instagram)

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 each 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, please contact your child's teacher or the office in order to receive the necessary forms.