

NORMANDEAU SCHOOL

61 Noble Avenue
Red Deer, Alberta
T4P 2C4

Phone 403-342-0727

Fax 403-343-0321

Parent & Student Information Handbook

2025-2026



Principal: Amanda Kiat Vice Principal: Sue Merry

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.

Normandeau School Learner Profile

At Normandeau School, we are committed to helping students grow into confident, capable, and compassionate individuals. Our Learner Profile outlines the key traits we believe are essential for lifelong learning and success in an ever-changing world.

The Normandeau Learner Profile includes six core traits:

Adaptable, Thoughtful, Resilient, Accountable, Communicator, and Self-Motivated.

These traits guide how we learn, interact, and grow together as a school community.

Through engaging learning experiences and strong partnerships between home and school, we support students in developing these qualities every day. By focusing on the Learner Profile, we help our students not only succeed academically but also thrive as individuals and active citizens.



Welcome to Normandeau!

This Student Handbook serves as a reference guide to life at Normandeau School. It provides both parents and students with general information about daily routines, school services and policies & procedures.

PRE-KINDERGARTEN SCHOOL DAILY ROUTINES

MORNING	AFTERNOON
8:15-11:00 am	12:00-2:45

KINDERGARTEN SCHOOL DAILY ROUTINES

MORNING	AFTERNOON
8:15-11:00 am	12:00-2:45 pm

ELEMENTARY SCHOOL DAILY ROUTINES (grades 1-5)

8:00	The first bell rings and the doors open for entry
8:12	The warning bell rings and classes begin
8:15-10:00	Classes
10:00-10:15	Morning recess
10:15-12:15	Classes
12:15-12:45	Recess
12:45-1:15	Students eat lunch
1:15-2:45	Classes
2:45	Dismissal

SECONDARY SCHOOL DAILY ROUTINES (grades 6-8)

8:00	The first bell rings, and the doors open for entry
8:12	The warning bell rings, and classes begin
8:15-8:50	Interventions and Literacy
8:50-12:10	Classes
12:10-12:40	Recess
12:40-1:00	Students eat lunch
1:00-2:45	Classes
2:45	Dismissal

DAY 1 / DAY 2 SCHEDULE

The secondary school operates on a schedule of classes for Day 1 and a different schedule of classes for Day 2. Weekends and holidays are not included in the Day 1 and Day 2 rotation.

BREAKS

Secondary students are expected to move efficiently through the hallways to arrive on time for their next class.

THE NORMANDEAU STAFF

PRINCIPAL
VICE PRINCIPAL

Amanda Kiat
Sue Merry

LEARNING ASSISTANCE TEACHER
INTERVENTION TEACHER/COACH
STUDENT SUPPORT ROOM TEACHER

Allison Klavano
Chantel Tombs
Lindsay Henley

OFFICE MANAGER
FINANCIAL SECRETARY
LIBRARY STAFF

Bonnie Penney
Tammy MacPherson
Amber Mitten

TEACHING STAFF
PRE-KINDERGARTEN
KINDERGARTEN
GRADE ONE
GRADE ONE
GRADE TWO
GRADE TWO/THREE
GRADE THREE
GRADE FOUR
GRADE FIVE
GRADE SIX
GRADE SIX
GRADE SEVEN
GRADE SEVEN
GRADE EIGHT
GRADE EIGHT
P.E. SPECIALIST

Ashley Crosby
Kathleen Reid
Courtney Nelson
Erin Moore
Beth Owen
Heather Dutton
Amanda Harrold
Marielle Humphry
Adam Milner
Autumn Sutter
Jessica MacDonald
Sarah Molenkamp
Kevin Ramsden
Jaymee Maracle
Amanda Laneuville
Stevi Schnoor

EDUCATIONAL ASSISTANTS

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

COUNSELLOR

Georgina Chiles

CARETAKERS

Rob Gillan
Abdi Hamud

FAMILY SCHOOL LIAISON COUNSELLOR

Michelle Green

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

Assemblies happen throughout the year. Parents are encouraged to attend whenever possible. Please check our school calendar on the website or the weekly "What's Happening" parent newsletter for assembly times.

ATTENDANCE

Regular 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.

AWARDS

At Normandeau School, we believe in celebrating student achievement, growth, and positive contributions to our school community. Awards are presented at assemblies and at the end of all terms to recognize students in all grades for their accomplishments in a variety of areas.

Students may be acknowledged for achievements in the following categories:

Learner Profile Awards – one student per homeroom who consistently demonstrates excellence in **living our Learner Profile**. These awards will be given at assemblies.

Academic Honours – awarded to students who have achieved an average of **80% or higher** across their core subject areas. Each term, there will be an Honour Roll breakfast.

Band – recognition for outstanding musical performance or notable improvement

Performing Arts – recognition for outstanding performance or notable improvement in the Performing Arts

English as an Additional Language (EAL) – recognition of progress and perseverance in language development

Athletics – recognition for commitment, sportsmanship, and performance in school sports

These awards highlight not only academic success but also personal growth, character, and contributions to our school community. We are proud to recognize the efforts and achievements of our students each year.

BICYCLES, SKATEBOARDS, INLINE SKATES, HEELIES, AND SCOOTERS

Students riding bicycles to school need to have a lock to secure their bicycles 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 class. 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. The school's Lost and Found area is located in the office hallway. Unclaimed items from this area 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. Please refer to our [Student Attire Guidelines](#) for more information.

DIVERSITY, EQUITY, INCLUSION AND JUSTICE

At Normandeau School, we recognize and appreciate the unique backgrounds and identities that each member of our community brings. We are committed to creating and maintaining a school culture where everyone—students and staff alike—feels safe, valued, and included, regardless of their race, ethnicity, religion, gender identity, sexual orientation, ability, or personal experiences.

We have a **zero-tolerance approach** to discrimination and harassment of any kind. Every individual in our school has the right to learn and work in a respectful and free-from-harm environment.

The following behaviours are strictly prohibited at Normandeau School:

- Sexist language or actions
- Bullying targeted at individuals (see Board Policy 20)
- Discrimination or offensive remarks related to physical or cognitive disabilities
- Transphobic comments or actions
- Homophobic or anti-2SLGBTQ+ behaviour (see Board Policy 19)
- Racial slurs or offensive language aimed at any ethnic or cultural group
- Racist behaviour or statements targeting a person's race, background, or heritage

We expect all students and staff to report any instances of discrimination to the school administration. All reports will be addressed seriously and respectfully.

Those who engage in discriminatory behaviour will face appropriate consequences, which may include restorative conversations, in-school or out-of-school suspensions, or other actions in line with school and district guidelines.

At Normandeau School, promoting equity, kindness, and respect is everyone's responsibility. Together, we build a community where all can thrive.

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. We cannot update your emergency contact information, as only parents and guardians have permission to do this.

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, School Patrols (Gr. 4/5), Running Club, Cross Country Ski Program, Rock Band, and Downhill Ski Club.

GYM APPAREL

Students in all grades are required to wear running shoes for physical education classes. For safety, students must have proper running shoes that fit snugly. These running shoes can also double as a child's indoor shoes. Students in grades 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 in late August
- Parent attendance at school assemblies, activities and special events
- Elementary classroom agendas
- PowerSchool Parent Portal
- Normandeau School Council
- Sunday "What's Happening" Parent Memos
- Scheduled parent-teacher conferences
- Report cards
- School social media accounts (Facebook and Instagram)

Families are invited to visit the school. **All visitors who are entering the school must enter through the front office and sign in.** Please call or email your child's teacher to make arrangements. 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.

HOMEWORK

Homework may be assigned to:

- Help meet the 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 backup measure. Students are expected to keep their lockers neat and orderly. 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.

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 newsletter called "What's Happening." This newsletter is sent to the email address(s) we have on file for you. If you are not receiving the newsletter, please check your spam folder, and if you still can't find it, please come into the office, and we will help you check your settings with 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. Your child's teacher will inform you if there are students with life-threatening allergies to nuts in their class.

NUTRITION PROGRAM

Our breakfast program runs from 7:45 a.m. - 8:00 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 from Monday to Friday.

We may also offer weekly hot lunches if grant money allows.

PROHIBITED ITEMS

To maintain a safe and respectful learning environment, students are **not permitted** to bring items to school that could cause harm, create disruptions, or be considered inappropriate. The following are examples of items that are **strictly prohibited** on school property:

Weapons of any kind, including real, imitation, toy, or training knives

Tobacco products, including vapes and e-cigarettes

Illicit substances, such as **illegal drugs or alcohol**

Laser pointers

Matches or lighters

Energy drinks

Soda or slurpees, unless approved by a teacher for a special occasion

Toy weapons or any items resembling weapons

These or similar items must **not be brought to school under any circumstances**. If such items are found, they will be confiscated immediately, and appropriate disciplinary action will be taken. This may include suspension and, in serious cases, referral for expulsion.

Students who are found **vaping, smoking, or using tobacco** on school grounds or inside the building will face a **suspension**. Likewise, students in **possession of drugs or alcohol**, or who are **under the influence** during school hours or at school-sponsored events, will be subject to serious consequences, including suspension and possible expulsion.

We appreciate the support of parents and guardians in reinforcing these expectations to help keep our school community safe and focused on learning.

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 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

In accordance with the provisions of the Education Act and School Board Policy, students in the Red Deer Public Schools are expected to:

- Demonstrate their commitment to maintaining a safe and caring school.
- Demonstrate desirable personal characteristics such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals.
- Be diligent in pursuing their studies.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to their teachers for their conduct.
- Respect the rights of others.

In so doing, students are expected to promote and maintain a climate that is free of:

- Cheating
- Harassment
- Illegal substances
- Selling items for cash at school
- Intimidation or threats
- Lying
- Obscene or profane language
- Prejudicial behaviour
- Theft
- Violence or aggression
- Weapons

Student conduct that violates the expectations listed above, or that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the

Code of Conduct, warranting appropriate forms of intervention that may include suspension or expulsion from a particular school, instructional program, school activity or transportation service.

Please see [here](#) for a copy of the Student Code of Conduct.

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. Please don't pull into the parking lot for drop off and pick up.

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 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>.

VISITORS

Families, former students and guests are very welcome in the school at any time. We ask that you please sign in at the office when you are visiting the school. This helps ensure that we always know who is in the school in case of an emergency. Thank you for signing in.

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.