



NORWOOD
S C H O O L

2023-2024 STUDENT and PARENT HANDBOOK



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Edmonton, Alberta, T5G 0A6
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<http://norwood.epsb.ca>

Maureen Matthews, Principal
Sandra MacRae, Assistant Principal

Norwood School

Welcome to Norwood School!

Norwood staff believe that student success is a shared responsibility between school, parents and the community. We are fortunate to have a number of community partners who support the artistic, academic, physical, social and emotional growth of our students. We look forward to working with all of our partners to ensure our students reach their full potential.

In this package, you will find a great deal of information about our school. We encourage students and parents to familiarize themselves with this information and if anything is unclear, please ask.

We are anticipating a year full of positive relationships and rich learning experiences. We are excited to work alongside your child as they continue to learn, grow, discover and explore.

Yours in Partnership

Maureen Matthews & the Staff of Norwood School



Norwood School Staff Members 2023-2024

Administration

Maureen Matthews	Principal	maureen.matthews@epsb.ca
Sandra MacRae	Assistant Principal	sandra.macrae@epsb.ca

Instructional Staff

Alita Rickards	K	Room 04	alita.rickards@epsb.ca
Shelly Tran	K	Room 03	shelly.tran@epsb.ca
Courtney Walker	Grade 1	Room 09	courtney.walker@epsb.ca
Kimberly Buchberger*	Grade 1	Room 05	kimberly.buchberger@epsb.ca
Kelsey Phee	Grade 2	Room 07	kelsey.phee@epsb.ca
Denise Toogood	Grade 2	Room 06	denise.toogood@epsb.ca
Shannon Kurie	Grade 3	Room 08	shannon.kurie@epsb.ca
Kailey Edgelow	Grade 3/4	Room 09	kailey.edgelow@epsb.ca
Jan Preiss	Grade 4/5	Room 12	jan.preiss@epsb.ca
Laura Dorward	Grade 4/5	Room 11	laura.dorward@epsb.ca
Keira Mitchell	Gr 6 & FSL	Room 10	keira.mitchell@epsb.ca
David Hoyle	Music		david.hoyle@epsb.ca
Sylvana Manna	INT		sylvana.manna@epsb.ca

Support Staff

Mai Anh Do	Office - Admin Assistant	mai.anh.do@epsb.ca
Samjhana Kandel Pathak	Educational Assistant	samjhana.kandel.pathak@epsb.ca
Christine Romaniuk-McKay	Educational Assistant	christine.romaniuk.mckay@epsb.ca
Danielle Duncan	Educational Assistant	danielle.duncan@epsb.ca
Sarina Duffy	Educational Assistant	sarina.duffy@epsb.ca
Katelyn Manchak	Educational Assistant	katelyn.manchak@epsb.ca

* While Kimberly Buchberger is on leave, Kendra Stamper will be taking her Grade One class.

Norwood School Calendar 2023-2024

- Sept 04 **NO CLASSES - Labor Day (Monday)**
- Sept 05 First Day of School
- Sept 21 Meet the Teacher
- Sept 18 -29 CAT 4 Administration
- Sept 25 **NO CLASSES - PD DAY**
- Sept 29 Orange Shirt Day
- Oct 09 **NO CLASSES - Thanksgiving Day**
- Oct 20 **NO CLASSES - PD DAY**
- Nov 06-08 Goal Setting Conferences
- Nov 24 Progress Report
- Nov 09 **NO CLASSES - Teacher's Day in Lieu**
- Nov 10 **NO CLASSES -(Board Approved Non-Instructional Day)**
- Nov 13 **NO CLASSES - (Board Approved Non-Instructional Day)**
- Nov 14 **NO CLASSES - PD DAY**
- Dec 23 - Jan 07 **NO CLASSES - Christmas Break**
- Jan 08 Students Return to classes
- Jan 31 **NO CLASSES - PD DAY**
- Feb 19 **NO CLASSES - Family Day**
- Feb 20 **NO CLASSES - PD DAY**
- Feb 29 **NO CLASSES - Teachers' Convention**
- Mar 01 **NO CLASSES - Teachers' Convention**
- Mar 11 **NO CLASSES - PD Day**
- Mar 22 Progress Report
- Mar 23 - Apr 01 **NO CLASSES - Spring Break & Easter**
- Apr 02 Students Return to classes
- April 15-19 HLAT Writing
- Apr 26 Student Celebration of Learning
- Apr 26 **NO CLASSES - PD DAY**
- Apr 29 - May 10 CAT 4 Administration
- May 20 **NO CLASSES - Victoria Day**
- May 21 **NO CLASSES - Teachers' Day in Lieu**
- May 22 **NO CLASSES - Board Approved Non-Instructional Day**
- Jun 21 **NO CLASSES - Operational Day**
- Jun 26 **Last Instructional Day**
- Jun 27 Final Progress Report Posted to School Zone
- Jun 28 **NO CLASSES - Last Operational Day (Wednesday)**

NOTE: Specific information regarding P.A.T.s will be shared at a later date.

Norwood School Class Times for 2023-2024

First Bell 8:34 AM	Monday	Tuesday	Wednesday	Thursday	Friday
8:39 - 9:25	Assembly				
9:25 - 10:10					
10:10 - 10:25	Recess				
10:25 - 11:10					
11:10 - 11:55					
11:55 - 12:37	Lunch				
12:40 - 1:30					
1:30 - 2:20				Early Dismissal 2:20	
2:20 - 2:35	Recess				Recess
2:35-3:25					

School Community Profile

Norwood School has a strong tradition of including students, parents, staff and community members as integral participants in the education process. Our school is a member of the City Centre Catchment. Our catchment is an innovative collaboration of six schools that work together on a collective vision; combining resources, energy and talent to create enriched opportunities for all of the students we serve.

To assist our work we are very fortunate to be an ‘All in For Youth’ partner school. As an “All in For Youth” school, our students and their families will be able to access additional supports designed to ensure student success. A morning snack and lunch program are available for all students through our partnership with Edmonton’s School Lunch Program (E4C), and Alberta Education.

Interagency involvements and the support of many strong Norwood alumni and supporters are essential to meeting the diverse needs of our students. We are also very fortunate to have the dedication and support of our small but mighty parent group, Parents Actively Creating Educational Experiences Society (PACEES).

School Philosophy

At Norwood School we create a community through partnership and collaboration that responds to individual needs, provides challenges, and focuses on goal setting and individual responsibility to maximize achievement and inspire lifelong learning. We work together to create a VIBRANT & FLOURISHING school community, which promotes a culture of EMPOWERED, EXPRESSIVE & JOYFUL learners.

Areas of Focus

At Norwood School, we (parents, staff, students, community agencies) will work together to enhance the skills of our students with a particular focus on reading, writing and mathematics. Staff will use a balanced approach to literacy and the Lucy Calkins Readers and Writers Workshop to support their reading and writing programs. Our goal is to ensure all students are reading at grade level by grade three and maintain one year’s growth each year to grade 6. Growth will be measured by the results of the CAT 4 tests, the BAS tests, the Provincial Achievement Tests (PATs), Highest Level of Achievement, Tests (HLATs) and informal and formal based assessments. We also strive to provide students with as many hands-on experiential learning opportunities as possible. These experiences help to build background knowledge to support their studies and inspire them to dream. Norwood staff work together to foster a safe school environment where there is a strong sense of identity and belonging for all students.

Programs & Organizations

Regular Programming: Full Day Kindergarten and Grades One to Six. Along with being an All in for Youth partner site, we have many afterschool programs working alongside us. Start2Finish Running & Reading Club. The Boys and Girls Club offers a supervised “walking bus” to their program Monday through Fridays. Please watch Schoolzone for more information about when these programs will begin.

Absentee Check

An attendance check will be made each morning and afternoon. Parents are required to contact the school if their child/children will be absent from school *prior to 9:00 AM*, as this is the time that the automated system starts the call outs. If your child will be absent please **call (780) 477-1002** and leave a message on the school answering machine stating your child's **FULL NAME**, grade, teacher, reason for absence and the date.

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.

Attendance

The Alberta School Act and policies of the Edmonton Public Schools state that regular and punctual school attendance is the responsibility of the student, the parents and the school system. Section 8 (3) of the Alberta School Act states that the only circumstances under which students are excused from compulsory attendance include:

- (a) sickness or other unavoidable cause, (such as medical treatment)
- (b) religious holiday,
- (c) suspension from school
- (d) bereavement

Regular and punctual attendance is expected of all students, and is a vital factor in being successful at school.

If a student is to miss school, for any reason, we ask that the parent/guardian inform us beforehand (when possible) by way of a telephone call to Norwood School at **(780) 477-1002** (messages can be left on our answering service if the call is made outside of office hours) or through e- mail at norwood@epsb.ca

Please check SchoolZone for attendance on a regular basis.

Late Policy

Punctuality is recognized as being an important lifelong habit. Students arriving after attendance in the morning and afternoon must sign in at the office and get a 'Welcome Slip'. It is expected that a student who arrives late enters the classroom without disruption.

Early Departure

When a child is to be excused early, **Parents or Guardians** must pick up the child, and **sign them out at the office**. Parents are asked to make such a request for legitimate reasons only. Please caution your child about accepting rides and other items from strangers at any time.

Behaviour and Discipline - A Learning Experience

Students are expected to behave in an appropriate manner to support the teaching and learning process for all. Should a student's behaviour interfere with the learning of others, or cause any person to feel that their safety is in danger; staff have the right and the responsibility to address the issue.

It is our wish to have a safe place for everyone. At Norwood we focus on kindness, respect for self and others and acting with safety. These values are reflected in our school expectations, Be Kind, Be Safe, and Do Your Best. As parents and educators we must convey to children that we trust and believe in them. In developing a positive relationship, it is important that we recognize and accept student efforts toward responsible and appropriate behaviour. Conflict mediation and restorative practices are a part of all behaviour support at Norwood.

Bullying and Conflict

Bullying is defined in the School Act as repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation. Bullying also includes the distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.

Bullying can take different forms:

- physical (e.g., pushing, hitting)
- verbal (e.g., name-calling, threats)
- social (e.g., exclusion, rumours)
- electronic (e.g., using technology to harass or threaten)

Conflict occurs when there is a breakdown in relationships between individuals that results from a disagreement or misunderstanding. While conflicts may require adult intervention, they are considered to be a natural part of how students learn to navigate relationships.

All students are expected to refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means. Students are also expected to resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. School staff can help address conflict between students using strategies that may include counselling, mediation, consequences and/or forms of restorative practice.

Our 'Student Rights & Responsibilities' document provides further information regarding behavioural expectations and processes.

Bicycles, Rollerblades, Skateboards & Scooters

Students who bring bicycles, skateboards, or rollerblades to school do so at their own risk. All bicycles must be locked individually in the bicycle racks. The school cannot assume responsibility for stolen or damaged bicycles, but will make every effort to assist students in recovering their losses.

For the safety of all students, bicycles, rollerblades, skateboards and scooters **must NOT be ridden on school grounds**. Students are to dismount and push their bikes to the racks. Students wearing rollerblades **MUST** carry outdoor shoes with them.

Birthdays

Birthdays come only once a year but when they do, they are special occasions at Norwood School. Each child will be presented with a birthday pencil and bookmark/card for his/her birthday. The presentation is made personally by the principal and their names will be announced during a weekly assembly.

Clothing and Footwear

Suitable clothing and footwear should be worn relative to weather conditions. All students are expected to remove their outdoor shoes at the entrances. Another pair of shoes needs to be worn indoors. These shoes can also be worn in the school gym. This policy is put into place to ensure our school is kept clean and safe for our student and parent community. This also teaches our children respect for their environment and support for our custodial team.

As members of Edmonton Public Schools, Norwood students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type. Please ensure that clothing has appropriate language for school. If student clothing is deemed not appropriate or offensive to others, parents will be contacted and the student will be provided with an alternate clean piece of clothing to wear for the day.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

Cold and Rainy Weather

Cancellation of Recess: Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to run off excess energy. We will only cancel recess when the temperature is below -23° C with the wind chill during winter months, if there is heavy rain, or if the air quality health index reaches 7 or higher. If there is light rain or snow in the forecast, please make sure that students have appropriate clothing to be outside.

Communication

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of children who attend Norwood. Together we will help all students achieve their personal best by building an enriched learning environment for all. Parent/student/teacher conferences will be scheduled throughout the year and we encourage you not to wait for them if you feel a need to meet with your child's teacher or the administration.

General school news will be shared at the beginning of each week on Schoolzone and by email. Additionally, a monthly class newsletter will come out the first week of each month and will be posted on SchoolZone at "schoolzone.epsb.ca." Inside will be key messages, photos and classroom news.

Electronic Devices

Cell phones and other electronic devices may disrupt the learning environment. Further, they may be damaged, or go missing. At Norwood school, cell phones are not to be used during the school day (inside or outside).

Field Trips

Our classes will participate in a variety of field trips during the year. Field trips will be curriculum-based and enhance classroom learning. Prior to their occurrence, parents will be notified of all field trips requiring public and private transportation. Students not able to go on certain field trips will be accommodated in other classes or in the office. Students **must** return a parent signed **permission form for all field trips**. Without a legal parent/guardian written consent students will NOT be permitted to attend. Returning the form indicates you are aware of the trip and it also teaches responsibility to the students.

Home Reading

Please help your child develop good work habits and responsibility by checking their back packs daily. Regular reading supports significant gains in student achievement! We recommend 15-30 minutes of daily home reading.

Illness & Injury

Normally children who are too ill to go outside at recess, are too ill to be at school. This is particularly true in the case of children with severe colds. Children coming to school ill are unable to function well and not ready to learn. They also provide a source of infection for other children.

If a student becomes ill while at school, we will attempt to contact the parent/guardian or the person listed for emergencies. Students who are being picked up must be signed out at the office by a responsible adult. If no contact can be made with a responsible party the child will be made as comfortable as possible and will remain in the office until he or she feels well enough to return to class or until home time. If the illness or injury

appears to be serious and we are unable to contact a responsible party, medical advice will be sought and followed. It is therefore extremely important that you provide the school office with current home and emergency telephone numbers, and current Alberta Health Care Insurance numbers. Please notify the school of any changes to this information as they occur.

Lunch and Snack Program

Good nutrition contributes positively to student achievement by providing students with energy and enabling them to focus well. Our students are very fortunate to be able to have a daily Snack and a Fresh-Food Model Lunch Program. This program is available for all students, however it is not mandatory. Students can also choose to bring a partial lunch or snack from home, and participate in the nutrition programs as needed. To participate in our nutrition program, a registration form must be completed.

Lost and Found

We request that all articles of clothing: boots, shoes, coats and all school supplies be clearly labelled. Lost and Found boxes are located on the main and basement floors. Please check them regularly if your child has lost an item. The school cannot be held responsible for loss, theft or breakage of personal items.

Physical Disabilities / Medical Issues

It is expected that the parents or a physician provide school officials with a written statement concerning the disability of a student regardless of whether the disability is only temporary or of a more serious nature. Where exemption is sought from certain activities (e.g. physical education) a statement from a doctor is required.

If a student requires medication during the school day, parents and the student's physician must complete an official Edmonton Public Schools form prior to any medication being administered. School staff will then administer the medication at the prescribed time(s) and maintain a written record of administration. The medication will be safely stored in a locked cabinet in the office.

If you have any concerns about your child's physical or medical health, please contact administration.

Pick Up/Drop Off Zone

For student safety, we ask when dropping off / picking up students:

- driver **STAYS** in the vehicle when on the right hand side (closest to the school) of the drive thru
- visitor parking is available on the west (farthest from school) side of the drive thru
- only EPSB staff use the parking lot
- please do not park in the bus zone
- for safety, use the sidewalks, rather than walking across the drive thru

School Council

The School Council meets one evening a month for around an hour. The Principal shares information about school happenings and initiatives and requests feedback and information from parents to ensure the school remains responsive and can be the best it can be. The School Council meeting is followed by a meeting of the Parent Society (PACEE- Parents Activity Creating Educational Experiences for Students). Their mandate is to help provide ideas and the funding to support the diverse cultural, artistic, and academic activities that make our school so rich for student learning. All parents are welcome to be part of these gatherings. The more voices that are part of the process, the more vibrant our school can become! Upcoming notices about meeting dates will be posted on SchoolZone

School Nurse

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Various health services are provided by nursing, dental, rehabilitation and speech and language staff. For more information please call The Eastwood Health Centre at (780) 413-5645.

Supervision

Staff playground supervision is provided for the fifteen minutes before the morning bell, as well as during recesses. For safety reasons we ask that students arrive no earlier than 8:20 a.m. Students are expected to go directly home after dismissal. Outdoor supervision is provided for 15 minutes after dismissal. Children should be encouraged to check in with their parents/guardians or sitter before going to a friend's house. **These arrangements should be made before school to avoid congested use of school phone lines at the end of the day.** Most often a lost child is visiting a friend's house and hasn't checked in with a parent first. If children come to your home to play, please ask them to call home as soon as they arrive.

School Supplies

City Centre Catchment Schools in Edmonton Public are supported by the Division and the community to ensure that all students have everything they need to be ready for learning including a supply of backpacks. Every student needs the following:

- ★ backpack
- ★ indoor running shoes
- ★ labelled water bottle

SchoolZone

SchoolZone provides parents and students with secure access to school and student information. SchoolZone users will find daily attendance, news concerning school and district events, achievement results, **progress/interim reports**, timetables, course history and access to selected online educational resources. Some teachers use Google Classroom to share the daily work. If you require information on your SchoolZone access please contact the General Office.

Norwood School has a long tradition built on community, collaboration, and student success. We look forward to sharing your journey with you!

