



Normandale
F R E N C H I M M E R S I O N

NORMANDALE PARENT/STUDENT HANDBOOK

Phone: (952) 848-4100
Absence line: (952) 848-4102

MISSION

Normandale Elementary School provides students a nurturing learning environment in a language immersion setting where staff members, students and parents work in partnership to live and learn in a culturally diverse, ever-changing global society.

BELIEFS

We believe that:

- a quality school bases its decisions on what is best for children
- one primary goal of education is fostering a community of responsible citizens
- emotional and social development are integral to academic achievement
- creating a community of lifelong learners is essential to the success of our program
- respect for persons and property promotes a caring community of learners
- productive use of technology is vital to learning and helps us connect with the world
- a quality education includes opportunities for the visual and performing arts
- learning a second language enhances intellectual development and higher-level thinking skills
- second language acquisition promotes interaction that increases global cultural awareness and understanding
- effective communication and collaboration must occur amongst parents, students and staff members

NORMANDALE ELEMENTARY SCHOOL

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INDEPENDENT SCHOOL DISTRICT #273

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WELCOME TO THE NORMANDALE COMMUNITY!

We are delighted that you are here, and feel confident that this is the beginning of a positive educational experience for you and your child(ren). We know that you will find the Normandale staff to be caring, involved and committed to providing you with the best experience possible.

This handbook has been prepared with the hope of answering some of the questions you may have about our school policies, services, programs and events. We encourage you to read through it carefully and to become acquainted with the important information provided – everything from A to Z! If you have a question that is not answered here, feel free to call the school office. They will be happy to assist you in any way that they can.

Again, we extend a warm welcome and encourage you to get involved in the Normandale community. By finding meaningful ways to contribute, we can ALL make a difference in the lives of our children and our school. Have a wonderful year!

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ATTENDANCE AND ABSENCES

ABSENCES

- **Excused Absences:** Absences due to illness, accident, family emergency, funerals, religious holidays and conditions beyond the control of the parent or child are excused absences. Students are given full credit upon completion of their work. You may request homework through the teacher. Homework can be picked up as arranged by the teacher.
- **Unexcused Absences:** Absences for reasons other than those listed above may be listed as unexcused. Family vacations, although valuable, usually put a child behind academically and should be scheduled during the normal school breaks throughout the year. **Teachers will not be expected to prepare assignments ahead of time for family vacations.** The student must assume responsibility for obtaining the missed assignments from the teacher upon returning to class **AFTER the absence.** Credit will be given for made-up work, including tests and written assignments, upon completion within a given time frame.
- **Extended Absences:** If a child will be missing school for an extended period of time due to illness or an accident, the school must be notified and a doctor's letter should be sent to our School Nurse, In such cases, home tutoring can be arranged through the district office. **A child who misses more than 15 consecutive days for any reason (without receiving homebound instruction) must be re-enrolled at the district office before returning to school. As Normandale is a choice program, re-enrollment is not guaranteed.**

ARRIVAL AND DEPARTURE

- Student drop-off and pick-up is at Door 10, by the Normandale office. Please see the [Traffic Plan](#). Please do not pick up or drop off your student on the frontage road or any other side of the building. Students need to be dropped off at the curb, not in the parking lot.
- Please respect the staff directing parent drop off and pick up by following their directions.
- Students dropped off at school should not arrive prior to 8:25 am as we do not provide supervision. Students should enter Door 10, by the office. They will be allowed to proceed to classrooms when buses start unloading at 8:30 am. Students are expected to be in their classroom when the bell rings at 8:40 am.
- Students should be picked-up by 3:30 pm. For children who need before or after school supervision, please enroll them in Kids Club or Wise Guys.

ATTENDANCE LINE (952-848-4102)

When your child is ill or will not be in school at the beginning of the day, please call the Attendance Line at 952- 848-4102 and leave a message to report your child's absence. If a child has a communicable disease, our school nurse will inform the teacher so that a notice can be sent to classmates' homes. Parents who do not call in will be called as soon as possible to confirm that a child is under a parent's care and supervision. **You must call the attendance line even if you have already notified your child's teacher.**

EARLY DISMISSAL

For excused absences during the day, such as for doctor or dental appointments, students are expected to bring a written note (not an email) stating the times they are to be excused. **A parent must pick up and sign out children in the school office.** During school hours, students are not allowed to wait outside the building for parent pick-up or sign themselves out. **Sign in a student returning to the building during school hours in the school office.**

EMERGENCY SCHEDULE CHANGES

School cancellations, late starts and early dismissals due to severe weather conditions or other emergencies are communicated via School Messenger. **Please do not call the school for school closing information as it overwhelms our phone lines.**

SCHOOL HOURS (8:40 am – 3:15 pm)

Students may enter the building and proceed to their classrooms when the first bus arrives. Typically, this is 10 minutes before school starts (8:30). **Students who do not ride the bus and come to school before the first bus arrives will wait in the lobby. Please do not have your child wait in the car in our drop-off area.**

LATE ARRIVALS

Students who arrive late for any reason must be accompanied to the office, signed in by an adult, and obtain an admission slip from the school office before going to class.

BEHAVIOR AND DISCIPLINE

DISTRICT BEHAVIOR POLICY

The District Behavior policy, titled “Rights and Responsibilities for Student Management,” is a booklet that gives information about the student discipline policy; including students’ rights, responsibilities, discipline guidelines and bus discipline guidelines, as well as other information.

DISTRICT BULLYING POLICY

The act of bullying, including cyberbullying, is prohibited on school property, at school functions or on district transportation.

- Bullying is intimidating, threatening or harming conduct which is objectively offensive and:
 - Creates an imbalance of power between engaging students
 - Substantially interferes with a student’s ability to perform or participate
- Any person who believes he or she has been a target or victim of bullying will immediately report the alleged act to a building administrator or supervisor
- An employee with knowledge or belief of bullying conduct will immediately report the incident to a building administrator
- The District has a defined investigative process and will take disciplinary action as necessary
- The District will notify students, families and staff of this policy annually

DISTRICT HARASSMENT POLICY

The Edina School District prohibits discrimination, harassment or violence on the basis of sex, race, religion, age, disability, sexual orientation, marital status or public assistance status. Among the acts prohibited by this policy are sexual harassment and sexual violence. (A complete copy of the District Harassment Policy can be obtained from the principal.)

DISTRICT WEAPONS POLICY

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one’s control, handle, transmit or use any instrument that is considered a weapon or “look-alike” weapon in school, on school grounds, at school activities, at bus stops, on busses or at school events.

The procedure for any student found to be in possession of a weapon is as follows:

1. confiscation of the weapon or “look-alike”
2. notification of the superintendent
3. notification of the parent/guardian
4. disciplinary action as stated in “Rights and Responsibilities for Student Management.”

A student who finds a weapon on the way to school, on school property, or in the school building and takes it immediately to the principal’s offices or to an adult staff member will not be considered in possession of a weapon. Appropriate measure shall be taken in these cases.

RESPONSIVE CLASSROOM

Responsive Classroom principles form Normandale's approach to behavior management.

Guiding Principles

Seven principles, informed by the work of educational theorists and the experiences of exemplary classroom teachers, guide the *Responsive Classroom* approach:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction, which is as important as their individual competence: lasting change begins with the adult community.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children's education.
7. How the adults at school work together sets the tone for how students work and learn at school.

Classroom Practices

At the heart of the *Responsive Classroom* approach are ten classroom practices:

1. **Morning Meeting** - gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
2. **Rule Creation** - helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
3. **Interactive Modeling** - teaching children to notice and internalize expected behaviors through a unique modeling technique
4. **Positive Teacher Language** - using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
5. **Logical Consequences** - responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
6. **Guided Discovery** - introducing classroom materials using a format that encourages independence, creativity, and responsibility
7. **Academic Choice** - increasing student learning by allowing students teacher-structured choices in their work
8. **Classroom Organization** - setting up the physical room in ways that encourage students' independence, cooperation, and productivity
9. **Working with Families** - creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
10. **Collaborative Problem Solving** - using conferencing, role playing, and other strategies to resolve problems with students

COMMUNICATIONS

COMMUNICATIONS GUIDELINES

Parents/guardians and school staff work together with the common goal of fostering our students' education and development. Open communication between parents and teachers is important to a child's successful school year. Here are some suggestions for establishing a system of communication with your child's classroom teacher and other school staff:

- Most teachers can be reached before or after school via phone or e-mail. Most school staff have a voice mailbox and email address.
- Notes may be sent in your child's backpack.
- Most Normandale staff members have voicemail. **During the school day teachers are teaching and are not available to take phone calls.** Parents can email teachers at any time and teachers will respond as soon as they are able. **For emergency assistance or dismissal changes, please call the school office 952- 848-4100.**

If there are questions or concerns that arise, it is best to address them immediately rather than wait for a scheduled conference. When parents and teachers work together as a team to share insights and understanding of a situation, usually a satisfactory solution can be reached.

Some helpful guidelines for parents:

- Please contact your child's teacher as the first step to resolve a conflict or concern.
- Schedule a time to discuss the situation. Let the teacher know what you'd like to discuss so they can be prepared.
- If you feel the problem is not being resolved, contact the principal.

COMMUNICATIONS TOOLS

- **Classroom Newsletters:** Classroom newsletters are distributed electronically by grade level and/or individual teachers.
- **La Liaison:** An email newsletter from the school and the PTO containing information and news about Normandale Elementary School, PTO activities and the community that goes out weekly.
- **Handbook:** The handbook includes Normandale School and Edina School District policies and procedures and other information related to Normandale Elementary School.
- **Notices/Flyers:** Notices and flyers announcing various school and community events or providing information about other items of interest are sent home electronically via Constant Contact or La Liaison
- **Pictures/Yearbooks:** The PTO coordinates school pictures, class pictures and a yearbook. Individual school pictures are taken in the fall. A composite class picture is also available. These photographs, along with informal photographs taken during the year, are combined into a yearbook which is issued in the spring.
- **Websites:** You can access the Normandale Elementary School website at <http://www.edinaschools.org/normandale>. Included in the website will be a calendar, lunch menu and classroom information. Additionally, the Normandale PTO publishes an events calendar, volunteer opportunities, and related information at <http://www.normandalepto.org>.

CONFERENCES (2018-19)

- Goal setting conferences are scheduled for August 30 from 8:00AM to 2:00PM. An additional 2 hours outside the school day are to be scheduled during September for families unable to attend on the 30th (not KG).
- Fall/Winter conferences are to be scheduled for 12 hours outside of the school day during the months of Nov., Dec. and Jan.
- Spring conferences are to be scheduled for 4 hours outside of the school day for families of students that are struggling academically and/or socially.
- Additional conferences may occur at any time and can be initiated by either a parent or teacher.

EDUCATIONAL RECORDS

Most records for your child can be found on the Parent Portal.

Parents and students have the right to:

- Inspect and review your student's educational records.
- Request an amendment of your student's records to ensure that the records do not contain inaccurate or misleading information or violate the student's right to privacy or other rights.
- Consent to the disclosure of personally identifiable information in your student's records that is not otherwise authorized to be disclosed without consent.
- File a complaint with the U. S. Department of Education concerning alleged failures to comply with the federal data privacy requirements.

Unless a note is received by the principal preventing the publication of directory information, the following directory information may be made public: name, address, telephone listing, parents' and students' e-mail, photographs, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), degrees and awards received and the most recent previous educational agency or institution attended.

Independent School District No. 273 has a policy of forwarding a student's educational records to other educational institutions which request them and to which the student is seeking to or intends to enroll.

Inquiries concerning access to and privacy of student educational data may be made to the Principal. Copies of the district's policy regarding access to student records are available on-line or from the Principal.

NORMANDALE SCHOOL DIRECTORY

Normandale has PTO organized online student directory through the website MySchoolAnywhere.com. New families will be contacted to set up an account. If you are a returning family and you have had a change of address, email or phone number, please update your information at MySchoolAnywhere.com (and notify the Normandale office for the district database.) All families have the option of limiting their child's information or excluding them from the online directory.

PROGRESS REPORTS

Reporting student progress is done on a semester basis as described below. Progress reports are viewable in the Parent Portal. Please refer to the school or district calendar for specific dates.

- Semester 1 ends in January.
- Semester 2 ends in June.

HEALTH SERVICES

FIRST AID AND ILLNESS

- If your child is absent due to illness, please call the Absence Line 952-848-4102.
- If your child is running a fever of 100 degrees or higher, please keep him/her home for 24 hours after the temperature returns to normal. For vomiting or diarrhea, please keep your child home for 24 hours after the last episode. For a rash please check with your physician before sending your student to school.
- All communicable conditions should be reported and notices of the symptoms will be sent home with all students in that classroom (e.g. chicken pox, strep throat).
- If a student requires more than basic first aid, 911 will be called.
- If your child is ill at school, Health Service staff will attempt to call a parent and then the emergency contact. If neither can be reached, an adult named by the student will be called. Students are expected to be picked up in a timely manner. A student will not be sent home without an adult.
- For more information, please see our [Health Services Website](#)
- The District does not purchase medical, health or accident insurance for your child. If your child has an accident, is ill, or is injured while at school or participating in district-sponsored activities, families will need to access their own insurance plans to cover any associated costs (e.g. medical care, emergency transportation). The district cannot pay these associated costs.

FOOD

Birthday Treats

In coordination with the District's Wellness Policy, Normandale Elementary School does not allow birthday treats at school.

The purpose of... (the District's Wellness)... Policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The [complete policy](#) is available on the Edina Public Schools website.

Other reasons for restricting treats at school include:

- Loss of instructional time
- Expense
- Equity
- Allergies

Classroom teachers will continue to recognize children on their special day in special ways. Below are several ways students may choose to share their special day at school but under no circumstances should anyone feel obligated to send anything. These suggestions are offered only as an alternative to the traditional sugary treat:

- Families may choose a Birthday Book to donate to the media center. Normandale's Media Specialist has books purchased for students to choose from and a name plate recognizing the child's birthday goes in the front of the book. Click [here](#) for more information.
- Families are also invited to join their child for lunch.
- **Please do not send flowers, balloons or other gifts to school** as this distracts from teaching time as well as equity among students.

Party Treats

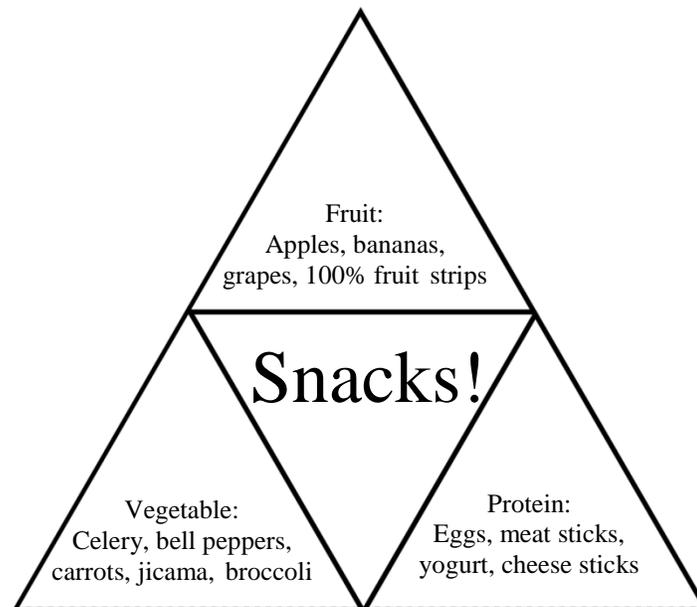
In addition to daily snacks, classrooms also have parties and celebrations that involve food. This food must be store bought for health code reasons. While we encourage party planners to incorporate nutritional snacks into the party, we understand that the infrequent and celebratory nature of these parties means that some treats may not be very nutritional. For this reason we ask that:

- Party planners to share the party menu with the classroom teacher and families. (No food containing nuts.)
- Families of students with dietary restrictions are asked to send an alternative treat for their student on party days.

Snack Guidelines

Research shows students do better in school when they have at least 9 to 10 hours of sleep, a balanced diet including two healthy snacks daily, water and exercise. As educators, we want only what is best for “our students,” so we encourage families to pack a healthy nut-free snack for school.

The snack should take about 5-10 minutes to eat. It is important that students bring a snack that won't create a mess. We don't want to invite ants and other critters into the classroom! If your child brings a snack it should be enough for one person. Due to possible food allergies and cleanliness, students will not be allowed to share snacks. Students may also bring a water bottle to class to stay hydrated. The following are some options to help guide you when deciding on your child's snack:



Please be mindful of allergies. No snacks with nuts

GENERAL HEALTH AND EMERGENCY INFORMATION

Update all health and emergency information on the Parent Portal on an annual basis or any time a change occurs. **This provides essential information that will assure your child's safety.** Updating your information is your opportunity to let the school know of any significant changes in your child's health, to alert us to any potential health problems and to furnish us with information that could be critical in an emergency situation. Please make sure that you have emergency contacts listed and the contacts are people who are usually available and willing to take responsibility for your child.

HAND WASHING

The best way to avoid getting a cold or the flu is to maintain a healthy lifestyle with plenty of sleep and exercise balanced with nutritious eating habits. Good hand washing is also important and is now accepted as the single most important procedure for preventing the spread of contagious diseases. Normandale students are encouraged to wash their hands thoroughly and often, especially before meals and after using the restroom.

HEALTH OFFICE

The Health Office is staffed by a Licensed School Nurse and a Health Service Associate. The Licensed School Nurse is an RN with a Bachelor's Degree who is also a Public Health Nurse and is available to consult with parents upon request. The School Nurse will assess individual student health needs, plan for students with disabilities and chronic health conditions, provide nursing treatments, and participate in health education programs.

The Health Service Associate is trained in first aid/CPR, and provides first aid, administers medication under the direction of the Licensed School Nurse, assists with vision and hearing screening programs, and maintains health records.

IMMUNIZATION RECORDS

In accordance with the School Immunization Law, all students who register to attend any Edina School must be fully immunized. Required shots must be completed before students can attend school. There are alternatives such as a signed notarized form indicating objection to immunizations or a physician signature indicating a need for a medical exemption.

Kindergarten students will need to provide immunization dates indicating that the minimum required number of vaccines have been received or provide documentation for exemption. This must be done on or before the first day the student starts attending school.

Required immunizations:

- Five DTP (diphtheria, tetanus, pertussis). The fifth shot is not needed if the fourth was received after age 4.
- Four polio. The fourth shot is not needed if the third shot was after age 4.
- One MMR (measles, mumps, rubella).
- Three Hepatitis B
- Varicella (chicken pox) for kindergarten students unless the student has had the disease.

Please send a copy of the immunization dates (month, day, year) for each immunization to the Normandale Health Office in advance to allow for processing time before your child arrives to school. If you have questions, you may call the Normandale Health Office at 952-848-4140. Thank you in advance for your compliance with this law.

MEDICATION

All medications must be kept in the Health Office unless special arrangements are made with the licensed school nurse. Students with inhalers may carry them if they have a doctor's order, written parental permission, and approval of the Licensed School Nurse. When a student requires any medication at school, the student must bring:

- Medication in the original container with directions.
- A written order from the physician.

RECESS

Inclement Weather Guidelines

In the case of inclement weather (cold, rain, etc.), students will stay inside during recess. During indoor recess all students stay inside and are supervised in their classrooms.

Please send your child with weather-appropriate outerwear **every day** as conditions can change throughout the school day. When there is snow accumulation, students are required to have shoes for inside and boots for outside. Please see our [Outerwear Expectations](#) page for more detailed information.

Stay-In Requests For Recess

It is the general policy that if a student is well enough to attend school, he/she is able to go outside at recess and participate in physical education.

- We do understand that there are circumstances where this is not true, and we grant a **1 week** permission to stay inside at recess. Permission must be asked for in writing by the parent/guardian or physician. This note of permission needs to be given to the teacher.
- Inside recess requests over 1 week or physical education restrictions must be made by a physician in writing (either bring in the doctor's note to the office or fax it to 952-848-4101)

SCREENING

Students will be screened in the following grades:

All students in grades 1, 3, and 5 will have a visual screening each year.

All students in grades K, 1 and 2 will have an auditory screening each year.

KIDS CLUB/WISE GUYS

Edina KIDS Club is a caring, fun and enriching place for kids to grow, learn and relax. Children in kindergarten through grade three meet at Normandale before and after school in the KIDS Club program. Students in fourth and fifth are part of the WISE Guys program at Normandale. Kids enjoy a safe, friendly, and age appropriate program that will delight and challenge them.

Program hours are 6:45 AM- 6:00 PM on school days, school release days and over the summer. An occasional use option is available for families who do not need regularly scheduled childcare. KIDS Club is a program of Community Education Services of the Edina Public Schools.

For information about registration, fees and other topics, call 952-848-3947 or click [here](#) for more information.

LEARNING

ASSIGNMENT OF STUDENTS TO TEACHERS

Grade level teams work diligently in the spring to complete tentative class lists for fall. These tentative lists are then given to administration for review and to specialists for their comments and ideas. Changes in class lists are made throughout the spring and summer as students move in and out of Normandale. Placement information is communicated to families in late August via the Parent Portal.

The goal of the placement process is to create balanced classes across the grade level. It is our belief that if we create balanced classes, all students in each class will have the best chance for learning and success.

Teachers and administrators evaluate the following criteria when creating assignments:

- Appropriate match between teaching style and learning style
- Academic achievement
- Social skills and behavior of each student
- Work habits of students
- Positive and negative student combinations
- Gender balance within the class
- Advanced academics (type 3, clusters, and pull out)
- English as a second language
- Special Education and Success Centers
- Speech and language
- Health concerns
- Parent input from the student information form
- Teacher time needed for special needs of students to consider conferences etc.

BAND AND ORCHESTRA

All fifth grade students who are interested are eligible to participate in either Band or Orchestra.

Testing and Preparation: The process of entry into our Band and Orchestra programs begins in the spring of the fourth grade year. Students are given a “listening” survey and treated to a demonstration that acquaints them with different types of instruments. The listening test helps music teachers direct students to the instruments with which they will have the most success.

Parent/Student Meeting and Interviews: After the listening surveys, parents and students are invited to a meeting where they receive information about the Band and Orchestra programs, learn about physical characteristics required for playing certain instruments, and sign up for a 15 minute individual interview with a member of the music staff. The interviews may be scheduled during or after the school day. At the interview, students (accompanied by a parent) meet with staff to discuss their music interests, try various instruments and make an instrument selection.

Instruments: Students who select sousaphone, baritone horn, French horn or string bass may reserve that instrument (for a small rental fee) with the band or orchestra director. All other instruments can be rented with representatives of music companies who are present at the interview site.

These companies offer good beginner instruments on a three-month leasing program, with six free private lessons at a convenient location. These private lessons, along with the weekly instruction at school and regular practice at home, will get musicians off to a good start. Parents can then determine if they want to go ahead and purchase the instrument. (Families interested in purchasing a used instrument should consult the music instructor.)

Most students carry their instruments to school on instruction days and store them in a special area in their classrooms.

Instruction at School and Concerts: Band and Orchestra students meet once a week for instruction in full group sessions and once a week in sectionals for small group lessons on “like” instruments. Band and Orchestra instruction is provided during the regular school day, with some exceptions. Concerts are scheduled at various times and places throughout the school year.

CLASS VISITATION GUIDELINES

This procedure is designed to guide community members and other guests who wish to visit the school. The Normandale staff welcomes visits from members of the community and other interested persons. Visits allow us to demonstrate the quality of educational experiences that students receive at Normandale. We recognize the multiple benefits of a partnership that needs to exist for students to succeed in our school, and visits are an appropriate way to enhance that partnership.

The primary goal of our class visitation guideline is to define procedures that will balance the needs of our visitors and those of the staff and students with regards to preventing the disruption of the educational program. The following guidelines were designed to provide a framework for the benefit of all:

- All visits must be arranged through the principal. The principal will select the classroom(s) and time(s) for the classroom visit by consulting with both the teachers and the visitors.
 - Parent/guardian visitors will be allowed to visit in one classroom per grade level as determined by the principal. (Visits are scheduled to classrooms on a rotating basis.)
 - Classroom visits will be limited to approximately one hour. If a visitor is interested in one particular curriculum or time of day, an effort will be made to accommodate those specific requests.
- Teachers will be instructing or monitoring students during the classroom visits and their time cannot be taken for conferences or questions. Parents wishing a conference with a teacher should not expect to interrupt the teacher but should telephone to arrange an appointment or phone conference.
- Visitors must come to the office, sign in, and receive a visitor badge. The visitor badge must be worn during the entire visit to the school. A Staff member will direct you to the teacher, student or class that you would like to see.
- The principal reserves the power to decline permission or withdraw permission for school visits, if such action is deemed necessary to ensure the physical or emotional safety of the students or to provide undue disruption of educational time.

We hope that visits are exciting and beneficial. We are very proud of our school, staff and students and are pleased to demonstrate the quality programs happening each day at Normandale.

HOMEWORK

HOW CAN PARENTS/GUARDIANS HELP WITH HOMEWORK?

- Help set up a consistent organized place for homework to be done.
- Help your student establish either a consistent schedule for completing homework or help them create a schedule that reflects the week’s particular activities.
- Encourage, motivate and prompt your student, but do not sit with them to do the homework. The purpose of homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework themselves, please contact the teacher.
- If your student is practicing a skill, have them tell you which steps are easy, which are difficult, or how they are going to improve. If your child is consistently unable to talk about the skill they are practicing or using, please contact the teacher.
- When bedtime comes, please stop your student, even if they are not done.

HOMEWORK HINTS

The following guidelines can be helpful for parents:

- Set aside a quiet study area with adequate working space.
- Have appropriate materials available, which may include crayons, markers, scissors, glue, ruler, paper, pens, pencils, calculator, dictionary, atlas, and thesaurus.
- Create weekly homework schedules around family activities.
- Offer lots of encouragement.
- Foster independence by helping, not doing the work for them.
- Limit television/video game time.

MEDIA SERVICES

The mission of the Normandale Elementary School Media Program is to provide a welcoming facility that will function as the information center of the school and a focus for integrated, interdisciplinary, inter-grade, school-wide and community-wide learning activities. The program provides intellectual, physical, open and timely access to materials in all formats as well as instruction in accessing, using, evaluating, and communicating information to empower learners to become self-reliant, lifelong creators of information.

Checking out Materials

- The following check limits for materials have worked successfully:
 - Teachers – no limit- materials requested to be returned after completion of projects or units
 - Kindergarten - one book for a two-week period
 - Grade One – Three books- One French, 1 Everybody book and 1 choice
 - Grade Two – three books One French, 1 Everybody book, and 1 choice.
 - Grade Three – four books 2 English, 2 French
 - Grade Four and Five – four books 2 English, 2 French. Other books and magazines may be checked out for special projects
- Books can be renewed if there is not a waiting list. Students may keep their books for a period of two weeks, but are encouraged to bring at least 1 book to exchange every week.
- New books cannot be checked out if student has overdue material.
- Overdue notices will be sent to students with materials more than one month overdue through their classroom teachers. The classroom teachers remind the students of their overdue materials, as we do in the Media Center when the student visits. Edina School Board Policy required that students pay for lost or damaged Media Center materials. Our goal is for students to develop self-reliance, responsibility, and consideration for others through the proper use and care of Media Center Materials.

District Policies

The School Board expects all staff and students to abide by the Edina Public Schools policies on Electronic Technologies Acceptable Use and the Student Code of Ethics for Web 2.0. Failure to follow the guidelines will result in disciplinary action.

On-Line Reading Resources

- All students have access to on-line books and resources which include MackinVIA EBooks in English. Ask the Media Specialist for the generic ID and Password
- Tumblebooks in English and French

STANDARDIZED TESTING

The Edina School District routinely administers standardized tests to certain grade levels. Parents are sent test score results along with an interpretation of the scores via mail or the Parent Portal.

Minnesota Comprehensive Assessments (MCA) are used to assess achievement of reading and mathematics in Grades 3, 4 and 5 and science in Grade 5. These tests describe your child's performance according to established state criteria, standards and guidelines. The Minnesota Comprehensive Assessments are part of an overall state-mandated testing program.

Measure of Academic Progress (MAP) is a series of achievement tests that systematically increase in difficulty from one to another. Leveled tests make it possible to give each student a test appropriate to his/her achievement level. Since the test information is anchored in the curriculum, it is possible to track student progress from year to year. It also helps the district know whether instructional programs are working effectively. MAP tests are administered to students in Grades 2, 3, 4 and 5.

STUDENT SUPPORT SERVICES

There are a variety of services provided for students who have been referred by staff or parent or who qualify for inclusion on the basis of standardized test scores. If you have questions, please contact the principal.

English as Second Language (ESL/ELL): ESL/ELL is a program that provides specialized instruction on the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling and nonverbal language are all included in this comprehensive program. Cultural information and academic skills are emphasized as well as instruction on a linguistic and conceptual level appropriate to the needs of the student.

Advanced Academics: Advanced Academics places elementary students in advanced programs on the basis of intelligence, aptitude and achievement measures. Parents and teachers also provide information regarding characteristics they observe in the home and classroom. An advanced academics resource teacher works with the students in grades 3, 4 and 5 on math and in grades 4 and 5 in reading.

Special Education: School districts in Minnesota are responsible for providing free appropriate education to all students with disabilities from birth to age 21. Disabilities covered by Special Education are autism, mentally impaired, hearing impaired, visually impaired, emotionally/behaviorally disordered, physically impaired, speech/language impaired, other health impaired, multi-disabled or learning disabled. When a child is demonstrating difficulties in the classroom, the classroom teacher may refer a student to the Normandale Student Assistant Team (SAT) to appropriately plan interventions and determine an assessment plan if needed. After a formal assessment has been completed and a child is identified as needing special education services, a TEAM MEETING will be held to draft an INDIVIDUAL EDUCATION PLAN (IEP). The team consists of the student's parents and appropriate staff.

Success Centers: Success Centers provide a foundation of essential skills and strategies for students who are below grade level in reading and/or math. Students receive direct, explicit instruction that supports and enhances the differentiated instruction provided by the classroom teacher. Success Center programs occur before or after school.

Young Scholars: Young Scholars are students from underserved populations with high potential that may not be considered for Advance Academic Services using traditional identification methods. Historically, these students have lacked access to gifted services. The Young Scholars model promotes the notion of nurturing continuous academic growth for these students through early identification and intervention.

SAFETY AND SECURITY

DRILLS

Fire: We practice fire drills at least five times a year. Correct practice makes the process of evacuation automatic should we ever have a real emergency. We encourage all families to practice fire drills in their homes.

Lockdown: Lockdown drills are practiced four times a year.

Take Cover: A Take Cover drill is practiced in May. Students are instructed on safety practices during tornado watches and warnings.

Bus Evacuation: A bus evacuation drill is held early in the school year and again in the spring.

LOCKED DOORS

During regular school hours, all the outside doors will be locked except for the main office entrance at Door 10. This provides additional security for students and staff and allows us to monitor adults in the building.

SCHOOL CLOSINGS

In the event that dangerous weather conditions or other school facility emergencies jeopardize the safety of students and staff, the Superintendent has three options: closing school, declaring a late start, or having an early dismissal. All communication about school closings, late starts and early dismissals will be shared via SchoolMessenger.

It is very important that parents/guardians establish plans for their children in the event of a school closing, late start or early dismissal. **Particularly important is having a plan for your children in the event the school has an early dismissal and the children arrive home earlier than usual.** Should your child go home to a neighbor? Does your child have a key to get into the house? What communication procedure do you have when your child arrives home? Is there a neighbor or relative near home that your child should report to or go to their home? These are all important logistical procedures that should be established from the first day of school!

SECURITY UPGRADES (new for 2018-19)

Structural changes, additional security technology, and procedural changes have enhanced safety at all schools by monitoring who visitors are and why they are entering the building. Visitors will enter through a vestibule and be buzzed into the office to sign in. Doors will be unlocked during student arrival times. Other safety measures to note:

- Parents/guardians escorting their student to school should drop-off in the parking circle or in the Normandale lobby.
- Parents/guardians picking up their student at the end of the day should pick them up in the pick-up circle or in the Normandale lobby.
- Students who arrive late will walk to their classrooms without their parents/guardians. Forgotten items (lunch, boots, homework, etc.) will be dropped off in the office; staff will deliver them.
- Parents/guardians picking up students for appointments during the day will meet their student in the office.
- Visitors who have appointments with staff will sign in and wait in the office until staff comes to escort them to their appointment.
- Normandale welcomes parents/guardians/visitors to school for class or grade level programs and to volunteer. Parents/guardians/visitors should arrive no earlier than 10-15 minutes prior to the start of programs/events.

While some of these measures are inconvenient and appear unwelcoming, they will help keep students safe and minimize disruptions to the learning environment.

VISITOR PROCEDURE

Identification badges or visitor badges are required of everyone entering any Edina school building while classes are in session within the Edina Public School System. Please sign in at the office and obtain a visitor badge no matter how short your visit. The Normandale staff is asked to stop anyone not wearing a badge and have them report to the office. The only entrance into Normandale during school is at Door 10.

STUDENT LIFE

AFTER SCHOOL PLANS

Please send a note to school with your child if there are any after school dismissal changes for that day. If an emergency change occurs during the day, please call the office at 952-848-4100. Bus drivers will not allow a student to ride a different bus except for purposes approved in advance by the transportation department 952-848-4979.

If a child has a dental or doctor appointment during the school day, please send a note with your child to give to their classroom teacher. Teachers will do their best to send your child to the office as the specified time, but please realize they are also teaching and may not remember. Office staff will assist in finding your child for you.

BOOK AND EQUIPMENT CARE

There will be times when students will be asked to pay for lost or damaged books and equipment. These assessments will be made by the teacher or principal.

DRESS

The school dress code stresses that dress and appearance must not present health or safety problems or cause disruption to normal classroom operation. Students wearing clothing breaking that standard will be counseled and, in some cases, required to change before attending class. Hats may be worn during lunch and recess, but must be off while in school.

Students and parents should consider weather conditions when dressing for school. They will go outside during the noon hour every day unless the **temperature drops below zero, the wind chill is -10° or below, it is rainy or very icy.** Please label all outerwear – coats, boots, gloves, hats – with your child's name and send them with the appropriate outerwear every day regardless of whether you anticipate indoor recess.

ELECTRONIC DEVICES

Responsibility for theft or damage:

- Edina Public Schools does not accept responsibility for personal property brought to school by students. This includes personal digital devices like laptops, e-readers and phones.
- Students who choose to bring a device to school assume total responsibility for the device. Technology devices that are stolen or damaged are the responsibility of the student and their parents or guardians.
- Students should take all reasonable steps to protect against the theft or damage of their device.

Rules for use:

- Students must obtain teacher permission before using.
- Students use of the device must support classroom instruction.
- Students must turn off and put away the device when requested by a teacher.
- Phones/devices must be stowed and off at all times during the school day UNLESS their use is approved by a teacher. If a staff member finds a student using their phone/device during the school day without permission, the phone/device:
 - 1st time: will be taken and held at the office for the remainder of the day.
 - 2nd time: will be kept at school until a parent comes to get it
- Smart watches may be used as a watch, but teacher permission is needed to make a phone call.

- Additional rules regarding student use of electronic devices at school may be determined by the principal.

FIELD TRIPS

Field trips are organized by each grade level throughout the school year to coordinate with the curriculum. Parents are notified of field trip plans at the beginning of the school year and are asked to sign a permission slip and return it to school. **Please note that any family needing financial assistance (scholarships) for field trips are asked to contact the social worker at 952-848-4108 or principal at 952-848-4199.**

IN-SCHOOL PERFORMANCES

We respectfully request that Normandale siblings do not get pulled out of classes to attend a sibling's in-school performance (Grand Spectacle, Band or Orchestra Concerts, Kindergarten shows, etc.) Other grade levels are busy teaching and testing and the comings and goings are disruptive to their learning environment. If you still want your student to attend the performance, please send a note to his/her teacher. Students will not be excused from class without a signed note from their parent(s). The performances (except Band and Orchestra) will be recorded and posted online. Thank you for your understanding.

LOCKERS

Lockers are furnished for all students. For security reasons, locks are not permitted on student lockers. **Lockers are not to be decorated.** No tape or adhesive materials are allowed.

LOST AND FOUND

The lost and found is located by the Art Room. Please check this area for your child's missing items. As items accumulate, unclaimed and unlabeled items are donated to charity. **Parents are requested to put their child's name on all personal belongings.** If something is left on the bus, please check with the Transportation Department at 952- 848-4979.

LUNCH/RECESS PERIOD

Menu: A menu is published monthly on the [Food and Nutrition website](#). Each day students have the option to purchase breakfast, a school lunch or milk to drink with a lunch from home.

Computerized Lunch Credit System: We use a computerized lunch payment system. This system will allow each family to be assigned a family lunch account number, and each family member within that family will be assigned an individual lunch number. The system will allow each student to make choices in the serving line from the menu and then proceed to the cashier. The student will then punch in their individual ID number on a computerized key pad. A screen will show the student name and the cashier will confirm the student identity and correct ID number. The child will then proceed to the dining table. All transactions will be confidential. Money to be used for school lunches can be deposited online in PayPams in the Portal or dropped off at the school office. This money will be added to the student's lunch account. Please call 952-848-3811 with any questions regarding your child's lunch account balance.

Playground Supervision: Our playground is supervised by adult employees of the school. They do their best to make our playground a safe place for children.

Student Equipment: Student playground equipment is purchased by the PTO and school. The equipment is provided for the use of all students. Students may take balls, jump ropes, etc. from the cart, but they are expected to return what they have used when they are finished using it.

Cafeteria Etiquette: Your child's lunch break is an important part of his/her day. We monitor student behavior closely. If behavior problems get out of hand, friends might be separated, individual students might be isolated or entire groups of students might be given assigned seating.

MESSAGES

Parents who need to contact a child during the day with an important or urgent message can usually do so. You may leave a message with the office staff to be relayed to your child. **It is not advisable to leave an urgent message on the teacher's email or voice mail.** If the teacher is absent, that message will not be received! **Furthermore, any message given to the office staff an hour or less before dismissal may not be received by your child.** The end of the day is very hectic and it is sometimes difficult to find a child at that time. If your message cannot be delivered, your child's safety could be jeopardized. Please make every effort to call at least an hour before the end of the school day. (We will, of course, make an extra effort for emergencies and circumstances beyond your control.)

PARTY INVITATIONS

Please check with the teacher regarding celebrations of birthdays during class time. For parties held outside of school, if your child is not including the entire class, please do not distribute invitations in school. **Balloons, treats and flowers are not permitted**, but family members may join their student for lunch.

SCHOOL PARTIES

All grades will have parties to celebrate the fall season, the winter holidays, and Friendship Day. These parties are facilitated by the room parents in cooperation with the classroom teacher. The PTO requests a nominal fee at the beginning of the school year to help cover the cost of the parties. All food items donated for classroom parties must be commercially prepared.

TELEPHONE USE

Students must have permission from a staff member to use the office telephone. Arrangements for transportation, going home with another student, etc., are not to be made using the office telephone. These arrangements should be made before coming to school.

TRANSPORTATION

BUS RIDERS

Bus Behavior: Please refer to the [Edina Public Schools Transportation website](#) for information on expected behavior and consequences for inappropriate behavior. For problems occurring on the bus, please contact your bus driver and then transportation at 952-848-4979.

Eligibility: All Normandale in-district students in kindergarten through grade 5 have bus transportation directly to and from school. **Open enrollment students attending from other districts must furnish their own transportation.**

Seating Assignments: Bus assignments are available on the Parent Portal in late August. If you do not receive an assignment or have questions about a route, please call the Transportation Department at 952-848-4979. During the first two weeks of school, the driver will ask riders to indicate their preference for seating assignments. The driver will then create a reserved seating assignment for all students. Working with the students on the bus, the driver will periodically rearrange the reserved seating assignments.

Going Home With A Friend – AKA Rider Transfers: **Students will not be permitted to ride on another bus unless it is necessary for purposes that have been preapproved by the supervisor of Transportation.** Because of the large numbers of students on each bus, it has become necessary to eliminate rider transfers – students who are not regularly scheduled to ride that bus. The transportation Safety Advisory Committee has made this recommendation for the safety of each student and to ensure that each student has a seat on the bus. State law mandates that ridership on a bus not exceed its capacity and many Edina busses operate at capacity. The primary objective is to prevent social activity rider transfers. Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for families. To get approval, please call transportation at 952-848-4979.

Bus Stops: Bus drivers attempt to adhere closely to the printed times for stops but weather and traffic can create some variability. Students are urged to arrive at bus stops no less than five minutes before the scheduled pick-up time. Please keep in mind bussing will take longer the first two weeks of school as drivers and families adjust to the route schedules.

PARENT PICK UP

Providing optimum safety conditions for all students requires the participation of the entire Normandale community. Please note the following important information:

- Please park in the Gold parking lot. **DO NOT PARK ON EITHER SIDE OF THE FRONTAGE ROAD IN FRONT OF THE SCHOOL AND DO NOT MAKE A “U”TURN ON THE FRONTAGE ROAD.** These actions create dangerous circumstances for all of us and may result in a traffic violation.
- When your schedule includes picking up your child from school, please park in the Gold lot and come to the office to sign them out. **Drivers should not park and leave their vehicles in the drop off/pick up semi-circle in front of the school during the school day or when picking up from after school classes.**
- Please see the [Traffic Plan](#) describing procedures for parent pick up and drop off.

Thank you for partnering with us and respecting these guidelines and staff assisting with parent pick up to ensure the safety of all students.

PTO AND PARENT INVOLVEMENT

CLASSROOM VOLUNTEERS

Room Parents: Parents can sign up to Room Parents in the spring for the following year via the PTO Volunteer Sign Up. Room Parents coordinate with the teacher to manage volunteers and organize classroom parties.

Other Volunteer Opportunities: Throughout the year, there are opportunities for parents to help with classroom activities. Room Parents will contact you about helping with parties, special events, field trips, and so on. Please indicate your interest and availability to volunteer to the Room Parent(s) or to your child's teacher. Volunteers are also required to sign in and out each time they work at the school and to wear an identification badge while in the building.

PTO VOLUNTEERS

There are many volunteer opportunities through the PTO from treasurer, school supplies, picture day and more. Check the [PTO volunteer website](#) for more information.

SCHOOL SUPPLIES

In the spring you will receive communication about purchasing school supplies. The Normandale PTO facilitates bulk purchase of school supplies for all students which significantly reduces costs. You are responsible for your student's portion of this expense. Payment information is found on the PTO website normandalepto.org.

EXPENSES

Other costs include lunch, field trips, PTO membership, room party dues, intern donations, school pictures and yearbook. **Please note that any family needing financial assistance (scholarships) for their child's school expenses are asked to contact the school social worker at 952-848-4108 or the principal at 952-848-4199.**