



0 ft. 30 ft. 50 ft. 100 ft.

Bell Schedule #1

Regular Day

8:30 Warning Bell

8:35 – 9:48 Period 1

9:53 – 11:06 Period 2

11:06 – 11:22 LONG BREAK
(11:17 Warning Bell)

11:22 – 12:35 Period 3

12:35 – 1:30 LUNCH
(1:25 Warning Bell)

1:30 – 3:00 Period 4

(June 10, 2015)

2.03 a

PLC/Planning 10
Bell Schedule #5

Warning bell:	8:30
Period 1:	8:35 – 9:42
Period 2:	9:47 – 10:54
Long Break:	10:54 – 11:10
Period 3:	11:10 – 12:17
Lunch:	12:17 – 1:12
Period 4:	1:12 – 2:20
Collaboration:	2:20 – 3:00

(September 2015)

GENERAL OFFICE

Staff should check/initial the daily sign-in book in the office. It contains information about students, staff, and activities.

Messages for staff will be placed in staff mailboxes; if there is an emergency the secretaries will contact staff as quickly as they can.

Secretaries have been instructed not to give cash for I.O.U.'s; if there are sufficient funds, they may accept a personal cheque made out to NorKam.

Photocopying: The Toshiba Copier in the office is for office staff. Teachers and Certified Education Workers are asked to use the large machine in the copy room. Please remember to lock the door when you leave.

Transparencies made exclusively for the photocopiers are the only kind of transparency that can be used in the machines. Do not use the write-on overhead transparencies in the photocopiers ... they melt and cause considerable damage. Please ask if you are not sure!

Personal Photocopying Costs: If you want to do personal photocopying, it will cost you 10 cents per copy. Ask for our "SALES CODE" and pay at front counter.

COMMUNICATION: General Information

The importance of communication is paramount. This importance exists whether the communication is between administration and teachers, between teachers and students, between teachers and teachers, between teachers and parents, between students and administration or administration and parents. We have created an atmosphere in which students feel free to request information and clarification of administrative, curricular, or subject policies, is essential for the positive involvement of students at NorKam. Every attempt should be made to encourage students to seek counsel from teachers, counsellors, and/or the administration. Matters discussed at staff meetings should be confidential.

External Communication: all communication with the press, school board, city council, the public at large, etc., should be made via the principal's office.

Internal Communication: use of the P.A. system is to be limited to minimize the number of interruptions of classroom work. The P.A. system should be used only with the approval of the administration: please don't ask the stenos to make announcements as they have been told not to do so. Please submit announcements that you wish read as early as possible: before 8:15 a.m.

If students need to be called to the office for an emergency message or consultation with administration, the intercom system will be used whenever possible.

Meeting Agendas: Please submit agenda items at least three school days before a coordinators' meeting or a general staff meeting. These items should be submitted to the Principal. The agenda is sent out via email.

Email: All staff have been given school district email addresses. Wherever possible, internal communication should be paperless via email.