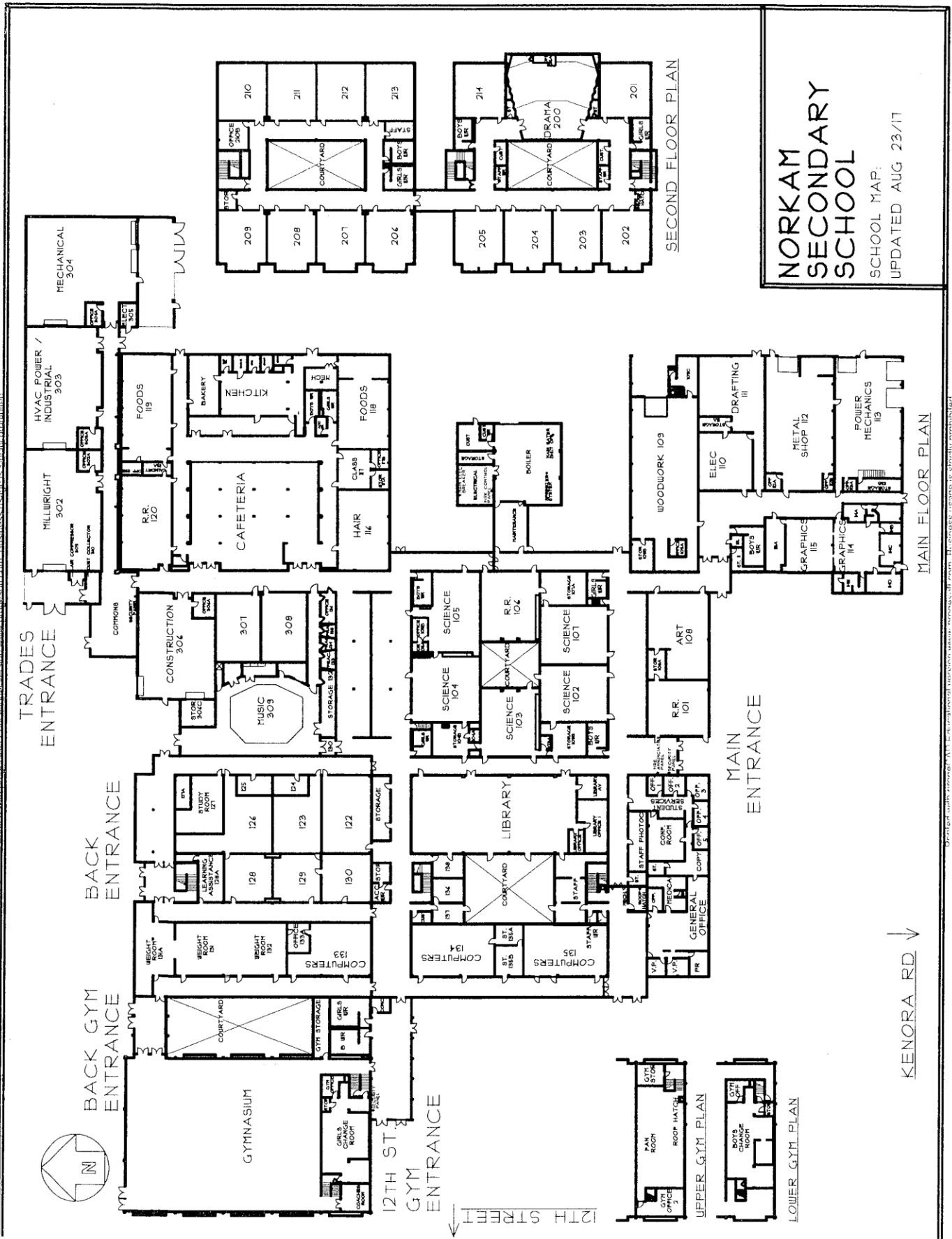


DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY
SEMESTER ONE		SEMESTER TWO					
SEPTEMBER		NOVEMBER continued		APRIL continued			
4 SCHOOL OPENS/Staff Mtg. 8:00 am/New Staff Mtg 3:00 pm/NK Trades Samplers begin	1	12 REMEMBRANCE DAY 13 Marks due/NK Indust./Mech Sampler session 3 begins	2	28 NK Trades Samplers begin	1	15 Coordinators Mtg. 3:15pm/ NK Mech. Sampler session 3 begins	2
5	1	14	3	29	2	16 Wise Block	3
6 Grade wide assembly	2	15 PLC/Verification	4	30	3	17 Wise Block	4
7 Back to school BBQ	3	16	1	31 Project Completion		18 PLC/Report cards	1
10 Staff Mtg 3:15pm/ PAC Mtg 6:00/Photo Day	4	19 Coordinators Mtg. 3:15pm	2	FEBRUARY		19 GOOD FRIDAY	
11	1	20 Wise Block	3	1 Turn Around Day		22 EASTER MONDAY	
12	2	21 Wise Block/IB info night	4	4 Staff Mtg 3:15/PAC Mtg 6:00	1	23 Wise Block	2
13 PLC	3	22 PLC/Report Cards	1	5 Marks due	2	24 Wise Block	3
14	4	23	2	6	3	25 PLC	4
17 Coordinators Mtg 3:15pm	1	26	3	7 PLC/Verification check	4	26	1
18	2	27 Wise Block	4	8 PRO-D		29 Staff Mtg 3:15/PAC Mtg 6:00	2
19	3	28 Wise Block	1	11 Coordinators Mrg 3:15pm	1	30	3
20 PLC	4	29 PLC	2	12	2	MAY	
21 PRO-D		30	3	13 Grad photo re-takes	3	1	4
24 NK Const. Sampler session 2 begins	1	DECEMBER		14 PLC/Grad photo re-takes/ Report cards	4	2 PLC	1
25	2	3 PRO-D/PAC Mtg 6:00		15	1	3	2
26 Raise a Reader	3	4 Staff Mtg 3:15 NK Const. Sampler session 4 begins	4	18 FAMILY DAY		6 NK Const. Sampler Session 4 begins	3
27 PLC	4	5	1	19 NK Const. Sampler session 2 begins	2	7 Wise Block	4
28 Photo Retakes/Orange shirt day	1	6 PLC	2	20	3	8 Wise Block	1
OCTOBER		7	3	21 PLC	4	9 PLC	2
1 Staff Mtg 3:15/PAC Mtg 6:00	2	10	4	22	1	10	3
2	3	11 Wise Block	1	25	2	13 Coordinators Mtg. 3:15pm	4
3 PLC	4	12 Wise Block	2	26 Wise Block	3	14 Wise Block	1
4	1	13 PLC	3	27 Wise Block	4	15 Wise Block	2
5	2	14	4	28 PLC/Pink Shirt Day	1	16 PLC	3
8 THANKSGIVING		17 Coordinators Mtg. 3:15pm/ NK Indust/Mech Sampler Session 4 begins	1	MARCH		17 PRO-D	
9 I Plan Week/ Wise Block/NK Indust./Mech Sampler session 2 begins	3	18 Wise Block	2	1 PRO-D		20 VICTORIA DAY	
10 Wise Block	4	19 Wise Block/Christmas Lunch	3	4 Staff Mtg 3:15/PAC Mtg 6:00/ NK Mech. Sampler session 2 begins	2	21 NK Mech.Sampler session 4 begins	4
11 PLC	1	20 PLC	4	5 Wise Block	3	22	1
12	2	21	1	6 Wise Block	4	23 PLC	2
15 Coordinators Mtg 3:15pm	3	WINTER/CHRISTMAS VACATION December 24 – January 4, 2019		7 PLC/Parent-Teacher Int. 2-3:00/6-8:00pm	1	24	3
16 Wise Block/Parent-Teacher Int. 2-3:00/ 6-8:00pm	4	JANUARY		8	2	27	4
17 Wise Block	1	7 Staff Mtg 3:15/PAC Mtg 6:00	2	11 Coordinators Mtg 3:15pm/ I Plan week/Student Learning Survey Week	3	28	1
18 PLC	2	8 Wise Book	3	12	4	29	2
19 PRO-D		9 Wise Block	4	13 PLC	1	30 PLC/District Honours	3
22	3	10 PLC	1	14	2	31	4
23	4	11	2	15	3	JUNE	
24	1	14	3	SPRING BREAK March 18 – March 22		3 Staff Mtg 3:15/PAC Mtg 6:00	1
25 PLC	2	15 Wise Block	4	25	4	4 Wise Block	2
26	3	16 Wise Block/Grad Phoos	1	26	1	5 Wise Block	3
29 NK Const Sampler session 3 begins	4	17 PLC/Grad Photos	2	27	2	6 PLC/Principal's List Lunch	4
30 Wise Block	1	18 Grad Photos	3	28 PLC	3	7	1
31 Wise Block	2	21 Coordinators Mtg 3:15pm/ Grad Photos/NK Const. Sampler session 5 begins/ Numeracy Assessment Week	4	29	4	10 First Nations Grad/ NK Const Sampler Sampler session 5 begins	2
NOVEMBER		22	1	APRIL		11 Wise Block/Commencement	3
1 PLC	3	23 Proj Compl/ 24 Proj Compl/Assessments/ Eng 12 Exam	1	1 Pro-D/NK Const. Sampler session 3 begins		12 Wise Block	4
2	4	25 Comm 12 Exam/Semester Turn around	1	2 Wise Block	1	13 PLC/Year end awards	1
5 Staff Mtg3:15/PAC Mtg 6:00	1			3 Wise Block	2	14	2
6 Wise Block	2			4 PLC	3	17 Coordinators Mtg 3:15pm	3
7 Wise Block	3			5 Day of Sucwentwecw	4	18	4
8 PLC	4			8 Staff mtg 3:15/ PAC Mtg 6:00	1	19	1
9 Remembrance Day Assembly	1			9 Marks due	2	20 PLC	2
				10	3	21 Num Assess June 21-27/ Proj Comp	
				11 PLC/Verifications	4	24 Marks due/Eng 12 Exam/ Proj Comp	
				12	1	25 Verification	
						26 Turn around day/Comm 12	
						27 Report cards	
						28 ADMINISTRATIVE DAY	

DRAFT



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

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

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.