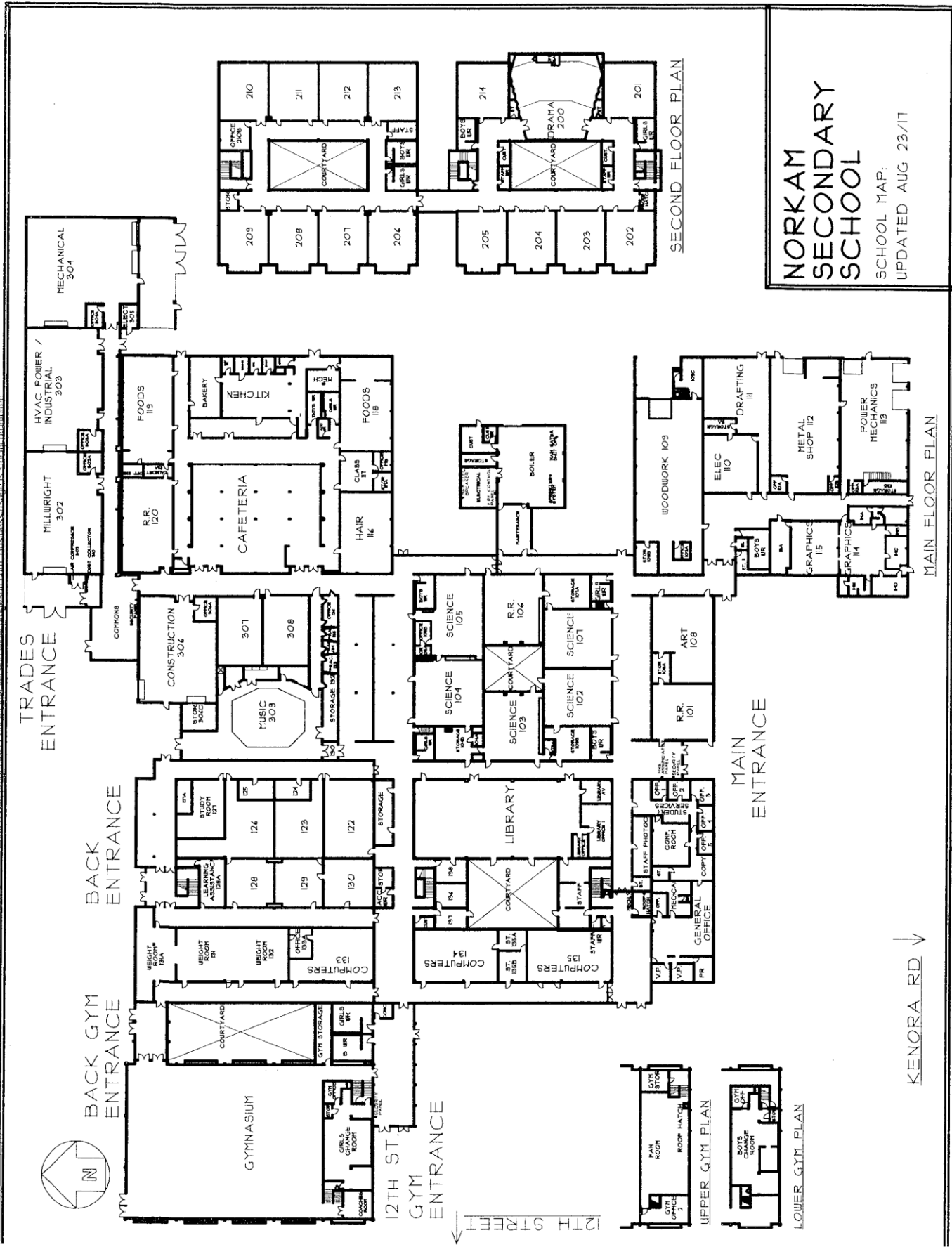


DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY
SEMESTER ONE		SEMESTER TWO					
SEPTEMBER		NOVEMBER continued		APRIL continued			
4		12		28		15	
8:00 am/New Staff Mtg 3:00 pm/NK Trades Samplers begin	1	13		29		16	
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7	3	16		1		19	
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18	2	27		12		30	
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24		DECEMBER		18		6	
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**NORKAM
SECONDARY
SCHOOL**
SCHOOL MAP:
UPDATED AUG 23/11

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.

Photocopying: The Toshiba Copier in the office is for office staff. Teachers and Certified Education Assistants 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!

COMMUNICATION: General Information

The importance of communication is paramount. We have created an atmosphere in which students feel comfortable 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 instructed 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 PA system will be used if necessary.

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.