

DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY
SEPTEMBER		NOVEMBER continued		FEBRUARY continued		APRIL continued	
8 SCHOOL OPENS/Staff Mtg Q1 8:00 am/New Staff starts Mtg 3:00 pm/Const-Craft Worker begins/Indust- Steamfitter begins/Mech- Welding begins		16 Coordinators Mtg 3:15/ Indust-Sheet Metal begins Mech.-Motorcycle Tech Begins / Q1ends	2	8	2	26 PRO-D	
9		17 Q2 begins	1	9 Marks due	1	27 Const.-Electrical begins Marks Due	1
10 A/B Gr 10 Orientation	1	18	2	10	2	28	2
11 A/B Gr 11/12 Orientation	1	19 Marks due	1	11 Verifications	1	29 Verifications	1
14 Staff Mtg 3:15/ PAC Mtg 6:00/Photo Day	1	20	2	12	2	30	2
15	2	23 Verifications	1	15 FAMILY DAY			
16	1	24	2	16 Grad Re-Takes	1	MAY	
17	2	25 IB Info Night	1	17 Grad Re-Takes	2	3 Staff Mtg 3:15/PAC Mtg 6:00	1
18	1	26 Report Cards	2	18 Report Cards	1	4	2
		27	1	19	2	5 Report Cards	1
		30Staff Mtg. 3:15/PAC Mtg 6:00	2	22 Coordinators Mtg. 3:15 Const.-Carpentry begins	1	6	2
		DECEMBER		23	2	7	1
21 Coordinators Mtg 3:15	2	1	1	24	1	10 Const.-Electrical begins	2
22	1	2	2	25 Honour Roll Recognition	2	11	1
23	2	3 Construction- Electrical begins		26	1	12	2
24	1	4	2	MARCH		13	1
25	2	7 PRO-D		1 Staff Mtg 3:15/PAC Mtg 6:00/ I Plan Week	2	14	2
28 PRO-D		8	1	2	1	17 Coordinators Mtg. 3:15	1
29 Const.-Carpentry begins	1	9	2	3	2	18	2
30	2	10	1	4	1	19	1
OCTOBER		11	2	5	2	20	2
1	1	12 THANKSGIVING		8 Coordinators Mtg 3:15/ Mech.-Auto Service Tech begins	1	21 PRO-D	
2 Photo Re-takes	2	13 Indust-Millwright begins/ Mech-Heavy Duty Equip Tech begins	2	9 Parent/Teacher Interviews 5-7pm	2	24 VICTORIA DAY	
5 Staff Mtg. 3:15/PAC Mtg. 6:00/ I Plan Week	1	14 Coordinators Mtg 3:15/ I Plan Week	1	10	1	25I Plan Week/ Mech.-Heavy Duty Equip Tech begins	1
6	2	15	2	11	2	26	2
7	1	16 Christmas Lunch	1	12	1	27	1
8	2	17	2	11	2	28	2
9	1	18	1	12	1	31 Staff Mtg 3:15/PAC Mtg 6:00	1
		WINTER VACATION December 21 – January 4, 2021		SPRING BREAK March 15 – March 19		JUNE	
12		JANUARY		22	2	1 Parent/Teacher Interviews 5-7pm	2
13 Indust-Millwright begins/ Mech-Heavy Duty Equip Tech begins	2	4 Staff Mtg 3:15/ PAC Mtg6:00/Indust. Instrumentation begins Mech.-Auto Service begins		23	1	2 Principal's List Recognition	1
14	1	5	1	24	2	3	2
15 Parent/Teacher Interviews 5-7pm	2	6	2	25	1	4	1
16	1	7 Parent/Teacher Interviews 5-7pm	1	26	2	7 Aboriginal Grad	2
19 Coordinators Mtg 3:15	2	8	2	29	1	8 Grad Commencement	1
20	1	11	1	30	2	9	2
21	2	12	2	31	1	10	1
22	1	13 Grad Phtos	1	APRIL		11	2
23 PRO-D		14 Grad Photos	2	1	2	14 Coordinators Mtg 3:15/ Const.-Craft Worker begins/ Literacy/Numeracy June14 -June 21	1
26 Drop Everything And Read	2	15 Grad Photos	1	2GOOD FRIDAY		15 Capstone	2
27	1	18 Coord Mtg 3:15/Grad Photos 2 /Const.-Craft worker begins	2	5 EASTER MONDAY		16	1
28	2	19	1	6 Staff Mtg. 3:15/ PAC Mtg. 6:00/Const Plumbing begins	1	17	
29	1	20	2	7	2	Year End Awards	2
30	2	21	1	8	1	18	1
		22	2	9	2	21	2
NOVEMBER		25 Numeracy/Literacy Assessment Week	1	12 Numeracy/Literacy Assessment Week	1	22	1
2 Staff Mtg 3:15/PAC Mtg 6:00/ Numeracy/ Literacy week/ Const.- Plumbing begins	1	26 Capstone Presentations	2	13	2	23	2
3	2	27	1	14	1	24	1
4	1	28	2	15 Capstone Presentations	2	25 Marks Due	2
5	2	29	1	16	1	28 Verifications	1
6	1	FEBRUARY		19 Coordinators Mtg 3:15/ Mech.-Welding begins	2	29 Q4 ends	2
9	2	1 Staff Mtg 3:15/PAC Mtg 6:00 Mech.-Motorcycle Tech begins	2	20	1	30 ADMINISTRATIVE DAY	
10Remembrance Day Assembly	1	2	1	21 Q3 ends	2	JULY	
11 REMEMBRANCE DAY		3 Q2 ends	2	22 Q4 begins	1	1 CANADA DAY	
12 Capstone Presentations	2	4 Q3 begins	1	23	2	2	
13	1	5 PRO-D				Report Card Distribution	

NORKAM SENIOR SECONDARY SCHOOL

TIMETABLE

2020 - 2021

Time	Block	Day 1	Day 2
8:30	Warning Bell		
8:35 – 11:20	1	A	B
	<i>Break to be determined by teacher 9:50 – 10:20</i>		
11:20 – 12:14	Lunch		
12:14 – 3:00	2	B	A
	<i>Break to be determined by teacher 1:30 – 2:00</i>		

2.04

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.