

# **Norseman Junior Middle School**

105 Norseman Street  
Etobicoke, Ontario M8Z 2R1  
Telephone: 416-394-7880



Discover, Inspire, Share & Grow

## **Student Handbook**

## **Student Responsibilities – Code of Conduct**

Students at Norseman JMS are expected to:

- respect the rights of others
- respect property belonging to the school, community, and fellow students
- be courteous to all
- use appropriate language
- exhibit self-control
- complete assignments on time
- arrive at class on time, properly equipped, and prepared to learn
- enter and move about the school in an orderly fashion
- dress appropriately
- work at a level consistent with individual abilities
- accept responsibility for their own actions

## **Reinforcement of Responsible Conduct**

To enable students to feel good about themselves and develop positive life skills, responsible conduct may be acknowledged and reinforced through:

- positive, encouraging comments
- recognition certificates
- extra privileges

## **Consequences of Irresponsible Conduct**

- teacher/student discussion
- loss of privileges
- detention (class or office)
- parent contact
- restitution of damages
- withdrawal from class
- in-school counseling
- loss of extra-curricular activities
- formal suspension from school attendance
- formal expulsion from school attendance
- involvement of police and other agencies
- criminal charges

## **Roles and Responsibilities of Parents**

Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful school environment.

Parents fulfill their responsibilities when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child to be neat, appropriately dressed and prepared for school
- ensure their child attends regularly and on time
- become familiar with the Code of Conduct and school rules
- assist school staff in dealing with disciplinary issues

We believe that a positive and constructive working relationship between the school and a student's parents is essential.

## Supervision

There is supervision in the school yard beginning at 8:15 a.m. Students are encouraged NOT to arrive at school before this time.

### TIMETABLE – PRIMARY/JUNIOR (JK to Grade 6)

<b>Entry/Attendance</b>	<b>8:25-8:30</b>
<b>Period 1</b>	<b>8:30-9:30</b>
<b>Period 2</b>	<b>9:30-10:00</b>
<b>Recess</b>	<b>10:00-10:15</b>
<b>Period 3</b>	<b>10:15-11:15</b>
<b>Lunch</b>	<b>11:15-12:15</b>
<b>Entry/Attendance</b>	<b>12:15-12:20</b>
<b>Period 4</b>	<b>12:20-12:50</b>
<b>Period 5</b>	<b>12:50-1:50</b>
<b>Recess</b>	<b>1:50-2:05</b>
<b>Period 6</b>	<b>2:05-3:05</b>
<b>Remedial</b>	<b>3:05-3:30</b>

**NOTE:** Junior and Senior Kindergarten students will be dismissed at 11:00 am and 2:50 pm.

### TIMETABLE – INTERMEDIATE (Grade 7 and 8)

<b>Entry/Attendance</b>	<b>8:25-8:30</b>
<b>Period 1</b>	<b>8:30-9:30</b>
<b>Interval Time</b>	<b>9:30-9:32</b>
<b>Period 2</b>	<b>9:32-10:02</b>
<b>Recess</b>	<b>10:02-10:15</b>
<b>Period 3</b>	<b>10:15-11:15</b>
<b>Lunch</b>	<b>11:15-12:15</b>
<b>Entry/Attendance</b>	<b>12:15-12:20</b>
<b>Period 4</b>	<b>12:20-12:50</b>
<b>Interval Time</b>	<b>12:50-12:52</b>
<b>Period 5</b>	<b>12:52-1:52</b>
<b>Interval Time</b>	<b>1:52-1:54</b>
<b>Period 6</b>	<b>1:54-2:54</b>
<b>Remedial</b>	<b>2:54-3:20</b>

## Remedial

Most Primary/Junior students will be able to leave at 3:05 p.m. and Intermediate students at 2:54 p.m. On occasion, some students may be required to stay after school to receive extra assistance, complete homework, or to discuss problems. This would be only for up to a maximum of 30 minutes. Unless a student has a note, is a bus student, or the office has received a phone call from a parent, a student may be required to stay in after school.

## NORSEMAN JMS STAFF LIST

C. Wright	Principal
L. Handiak	Vice- Principal
M. Flemming	Office Administrator
E. Blanke	JK/SK
M. Loop	JK/SK
N. Pascua	JK/SK
T. Zummach	Grade 1
P. Romeo	Grade 1
K. Slinger	Grade 1/2
J. Allen	Grade 2
J. Fraser	Grade 2/3
H. Li	Grade 2/3
M. Strike	Grade 3
D. Honour	Grade 3/4
C. Limoges	Grade 4
J. Cansfield	Grade 4/5
L. Bullen	Grade 5
D. Boer	Grade 6/French
P. Matheos	Grade 6
C. Paralusz	Grade 7
D. De Genova	Grade 7/Visual Arts
M. Ross	Grade 8/Boys PHE
J. Thomson	Grade 8/Grade 7 & 8 Science
S. Gartshore	Library/Vocal Music
M. Belliveau	Girls PHE/Drama & Dance
J. Stanley	Primary/Junior Coverage (p.m.)
S. Woods	Primary PHE (p.m.)
A. Bagnariol	French (0.5) (a.m.)
N. Pravko	French (0.5) (p.m.)
M. Paul	HSP/SERT
S. Ellerker	HSP/SERT
I. Andaya	Head Caretaker
R. Streeter	Caretaker
M. Rabko	Caretaker

### Important Phone Numbers

Reporting Student Absence	(416) 394-7885
School Office Phone Line	(416) 394-7880
T.D.S.B (Toronto District School Board)	(416) 397-3000
Trustee Bruce Davis	(416) 393-1972
Norseman Community School	(416) 394-8719
Public Health Department	(416) 252-6471
L.A.M.P (Lakeshore Area Multi-Service Project)	(416) 252-6471
YMCA before and after school program	(416) 236-5793
Norseman JMS website	<a href="http://schools.tdsb.on.ca/norseman">http://schools.tdsb.on.ca/norseman</a>

## **Attendance/Safe Arrival**

Attendance is extremely important to us and it will be closely checked. **If a student is going to be absent, parents are asked to telephone the school (416-394-7885) before 8:00 a.m.** to report their child's absence. Messages may be left 24 hours a day, 7 days a week. Unless the school is informed that a student is away, a call to his/her home or parents' workplace will be made. If a student must leave during regular school time, he/she must be signed out at the office.

## **Punctuality**

- Punctuality is as important in school as it is in every aspect of life. When children arrive late, they miss important lessons and instructions and interrupt the learning of others. It is difficult for students who are frequently late and/or absent to maintain steady progress and meet the expectations of their grade level.
- Students are expected to be on time, in their classes, and ready to begin their learning at 8:30 a.m. and 12:20 p.m.
- Students who arrive late **must** report directly to the office to receive an admit slip, **before** going to class.

## **Early Arrivals**

Students should try not to arrive earlier than 8:15 a.m. unless involved in a **pre-arranged supervised** activity. In that case, students will be met by the supervising teacher at a designated door. Students will be supervised by staff in the back schoolyard between 8:15 and 8:25 a.m.

## **Lunchroom Rules and Routines**

The lunchroom is for the use of all Grade 1 to 8 students. Grade 5 to 8 students will eat lunch from 11:15 to 11:35 a.m. and then proceed outside for recess. Grade 1 to 4 students will proceed outside for recess at 11:15 a.m. and come into the lunchroom at 11:50 a.m. (when the bell rings). Students are expected to abide by the following rules:

- Students will talk in quiet voices only.
- Students will enter and exit the lunchroom area by the main door.
- Students will remain seated at their assigned table when in the lunchroom.
- Students will raise their hand and ask permission to leave their seat.
- Students will clean up after themselves i.e., clear the table and then use the provided garbage cans and recycling bins.

## **Rainy Day Lunch Routines**

In the event that a rainy day lunch is required, the following routines have been established:

- Students in Grades 1 to 4 will proceed to the Drama room and watch a movie until 11:50 a.m.
- At 11:50 a.m. students in Grades 1 to 4 will proceed in an orderly fashion to the South Gym, where they will enjoy a picnic style lunch.
- Students in Grades 5 to 8 will proceed to the lunchroom where they will remain for the entire lunch hour. Students are encouraged to bring work, a book, games, etc. to occupy their time during this hour.
- **Students who go home for lunch or who have permission to leave school property during the school lunch hour are asked to return to school not before 12:15 p.m.**

## Dress Code Expectations

- All clothing should be worn in a manner which is respectful **and in good taste for a learning setting**.
- Clothing that suggests or depicts gangs and related paraphernalia, inappropriate sayings or pictures should be left at home.
- Jackets and coats should be kept in lockers.
- Hats and head gear should be removed when you enter the school, except for religious purposes.
- Shorts and skirts should be hemmed and of a length that is approximately mid thigh (finger tip length).
- All underwear should be covered by outside clothes.
- Clothing with spaghetti straps, halter tops, and tube tops are to be left at home.
- All students should wear tops that cover the waist area completely. Bare midriffs should be covered.
- All students should wear pants **securely and appropriately** around the waist.

**Students who arrive at school inappropriately dressed will be asked to change their clothing immediately. This may require a phone call home so that a change of clothing can be obtained.**

## Lockers and Locks

It is recommended that students purchase a Dudley lock from the school in September. A copy of the lock combination is kept by the teacher and the office. Coats, gym equipment, books, and lunches are to be kept in lockers. There should only be one student per locker. **Lock combinations are personal and confidential and should never be shared.** *It is your responsibility to safe-guard your belongings!* The school is not responsible for missing items from lockers. If, at any time, you have difficulties with your lock or locker, you are advised to see your homeroom teacher.

## Textbooks

Norseman Junior Middle School provides many textbooks to our students. Textbooks will be signed out by each student. Each student is responsible to ensure that at the end of the year all texts are returned in satisfactory condition, taking into account normal wear and tear. If it is determined that any student is defacing or destroying their text or anyone else's, it is expected that they will have to compensate for the cost of the text. Replacement of lost textbooks will be at the student's cost.

## Backpacks

Students who choose to bring backpacks to school should **leave them in their lockers** or on their hooks when going to classes. Backpacks are not permitted on rotary. Students should have a pencil case for carrying to class all their necessary equipment other than books.

## Bicycles, Skateboards, Rollerblades, Rip Sticks, and Scooters

- For the safety of all students, the use of bicycles, skateboards, rollerblades, rip sticks, and scooters is not permitted on school property during school hours, between 8:15 a.m. and 3:30 p.m.
- Bicycles may be locked in the bicycle stand located near Portable 5. Students are asked to walk their bicycles from the sidewalk to the bicycle stand. Helmets should be worn.
- Skateboards, scooters, and rip sticks are not to be ridden on school property. Students must pick them up and carry them onto school property.
- Rollerblades may be worn to school but must be removed at the sidewalk and exchanged for shoes before entering school property.

## **Movement in the Halls**

- As soon as the teacher dismisses a class from the room, students are expected to proceed to their next class or to recess immediately, always keeping to the right in both the corridor and on the stairs.
- Students may go to their lockers upon entry, at recess, at lunch, or after school.
- Students are encouraged to ensure that they have all the necessary books and equipment to participate fully in class. **Going to lockers between classes is discouraged** unless a student is going home (ill, doctor's appointment, etc.), the whole class is leaving on some educational excursion, or they have been given a "hall pass" by a teacher.
- Traffic through the corridors and on the stairs must, at all times, be **orderly, controlled and show respect for others.**

## **Fire Drill Procedures**

- On hearing an alarm bell, all students and staff in the building will walk quietly, in orderly fashion and single file to the proper exit.
- Students must know their FIRE EXIT and ALTERNATE EXIT for each room.
- The first students to reach each set of doors will hold them open until everyone is out, close the doors, and rejoin their classes.
- Once students are evacuated, they should remain in a straight line at their designated location so attendance can be taken. **NO TALKING.**
- Students who are not with their regular class (i.e. in washroom, at the office) at the sounding of the alarm are to exit the school by the nearest safe exit and report to the nearest classroom teacher for attendance.

## **Extra-Curricular Activities**

Extra-curricular programs are an integral part of the school. Students have opportunities to participate in a wide variety of lunchtime programs, sports activities, and clubs. These activities are in a fun, relaxed social setting. Everyone is encouraged to get involved.

## **School Sports Teams**

Norseman has always been recognized as an outstanding school in athletics. Each year teachers offer a wide variety of sports, giving of their time voluntarily. Girls and boys with athletic ability have an excellent opportunity in several areas for enjoyment, challenge, and further skill development.

Norseman teams have won numerous championships and traditionally have been organized in the following sports:

Soccer	Basketball	Cross-country Running
Volleyball	Baseball	Track and Field

## **Student Parliament**

Norseman has a very active Student Parliament. There is a representation from every middle school class. The Prime Minister and Deputy Prime Minister are elected by the student class representatives. The Student Parliament meets on a regular basis under the guidance of a teacher. The Parliament is involved in and helps with: dances, fundraising activities, school safety issues, equity issues, food bank collections, and other community programs.

## **Physical Education/Sports**

Students must be properly dressed in T-shirts, shorts, track pants, socks, and running shoes for Physical Education classes and for participating in sports. To be excused from gym for medical reasons, a student must have a Doctor's certificate or a note from their parents.

**Students should leave money or valuables in their lockers or at home. The school is not responsible for replacing lost or stolen items.**

## **Music**

Itinerant music teachers provide instruction on string and band instruments on odd days of the cycle to students in Grades 6, 7, and 8. Students are expected to take care of their instruments, practise, and catch up on any class work that might be missed. Commitment for the full three years is critical for the success of the music program. A \$25.00 user fee is collected each September for the upkeep and repair of instruments.

## **Progress Reports**

Progress Reports are issued three times a year in December, March, and June. They will reflect how well students have progressed in meeting the Provincial Expectations in each subject as set out by the Ministry of Education.

Teachers will use many types of evaluations, which may include:

- daily or weekly tests or quizzes
- end of unit tests
- daily work
- written assignments
- self and peer evaluation
- group evaluation
- observations
- etc.

### **Level 4 – A or for Intermediate grades - 80% to 100%**

The student has demonstrated the required knowledge and skills. Achievement exceeds the provincial standard.

### **Level 3 – B or for Intermediate grades - 70% to 79%**

The student has demonstrated most of the required knowledge and skills. Achievement meets the provincial standard.

### **Level 2 – C or for Intermediate grades - 60% to 69%**

The student has demonstrated some of the required knowledge and skills. Achievement approaches the provincial standard.

### **Level 1 – D or for Intermediate grades - 50% to 59%**

The student has demonstrated some of the required knowledge and skills in limited ways. Achievement falls much below the provincial standard.

### **R or for Intermediate grades - 49% or lower**

The student has not demonstrated the required knowledge and skills. Extensive remediation is required.

## **School Council**

The Ministry of Education mandates that a School Council consists of members from the parent community, teachers, Principal/Vice-Principal, students, and possibly other members of the School Community. **Parents are highly encouraged** to attend the regularly scheduled meetings and get involved in their child's elementary school education. Norseman's goal is to have at least one parent represent each class.

## **School Council Meeting Dates – 2009/2010**

September 29

October 28

November 24

January 13

February 23

April 14

May 25