

Welcome to Norman Johnston

Norman Johnston Alternate Program cultivates a unique learning environment. Staff and students work together to provide learning opportunities within a positive, goal-oriented, and student-centered learning community. Our mission is to enable each of our students to develop the attributes of a life-long learner. To accomplish this goal we focus on the whole student and provide for their academic, social and emotional needs.

Students are responsible for their conduct on school premises during the school day and where applicable after school hours. These expectations extend to all school authorized activities such as field trips and Co-operative Education placements. Our Code promotes appropriate behaviour and a series of realistic and effective consequences for inappropriate behaviour. Students are subject to expectations and consequences as outlined in the Education Act and other Acts and Regulations of the Ministry of Education and Policies and Procedures of the Ottawa Carleton District School Board.

All students who attend Norman Johnston are expected to:

- Adhere to the Code of Behaviour
- Follow the Attendance and Academic Success Guidelines
- Embrace the NJ Motto of *No Judgement*
- Demonstrate good character as outlined in the Norman Johnston's Golden Guidelines; which are based on the OCDSB's 10 Character Traits
- Take advantage of the academic and social supports provided



Norman Johnston – NJ – No Judgement

An alternate way to support learning and personal growth in a caring and inclusive environment.

Attendance and Academic Success Guidelines

Attendance

There is a sustained focus on learning at Norman Johnston. School effectiveness research routinely identifies consistent student attendance with a fundamental school focus on learning as a key element of student success. Therefore it is critical for student success that students registered at Norman Johnston attend school regularly. At Norman Johnston there are three differentiated timetables, and depending on the timetable the student is on, the expectation is that students are in class when their timetable begins. Being on time is so important for academic success and arriving to school 15 minutes early is a good practice. Students who are always on time are really students who arrive early every day and acknowledge that things can go wrong to set them back several minutes.

Absent

When absent from school a student, or parent if the student is under 18, must contact the school. The school has a 24 hr voicemail system at 841-8780. Make sure you know the teacher's extension number so that you can leave a message.

Extended Absences

If a student is going to be away for an extended period of time due to medical or personal reasons, they must meet with the vice-principal to discuss the circumstances. In cases of emergency where a student is hospitalized, a family member or support person should phone the school and speak with the vice-principal.

Arriving Late

School starts at 8:30 am for the **Regular Class**, 9:45 am for the **Late Start Class** and 12:00 pm for the **Afternoon Class**. Teachers and administration recognize that occasionally there may be situations that arise to cause a student to be late. Therefore when a student arrives late to class they are expected to check in with their teacher and have a conversation about the reason for their tardiness. Students who arrive late to school should make their way directly to class and not be hanging out in front of the school, in the smoking section, or in the student lounge.

Signing Out

Before students sign out from school they must first have a conversation with their teacher. If after the conversation the student still chooses to sign out then a parent/guardian must be contacted for permission if the student is under the age of 18. A Sign-Out Permission Slip must be filled out by the student and signed by the teacher. The student must present the Sign-Out Permission Slip at the main office and then sign their name in the sign-out book.

Withdrawal from Norman Johnston

Students who are accepted into the program do so with the understanding that they accept and will follow the established guidelines, expectations and code of behaviour. Students who miss 15 consecutive days will be withdrawn from the program.

