



Dear Carson Graham Community:

I hope everyone has enjoyed a restful summer and is recharged for the upcoming school year. I am very excited to get to know and work with you all and feel honoured to be joining the Carson Graham Community. We are excited to have students return on Tuesday, September 5 for a short homeroom class and school photos. Wednesday, September 6 will mark our first day of classes as we begin the 2017-18 school year.

With a number of staffing changes over the summer, it is my pleasure to introduce the following new faculty to Carson Graham:

Welcome back to:

Karen Marshall  
Penny Sauve

Welcome to:

Tim Ireland - Vice Principal (replacing Melanie Learoyd)  
Sebastian Cabrera – Math and PE  
Brad Thornhill – Foods and Design Textiles  
Kat Robb – Counselling  
Jenna Benko - English  
Elizabeth D’Aoust – English

Please take the time to familiarize yourself with the information in the subsequent pages as it will greatly assist with a smooth start-up to the year and highlight important upcoming events. The Carson Graham administration, counselling and office staff will be available - please do not hesitate to contact us with any questions you may have.

On behalf of the entire Carson Graham staff, we look forward to a great school year.

Sincerely,

Ian Kennedy  
Principal

**The First Week of School**

On the first day of school, Tuesday, September 5, 2017, all students are to report to their homeroom classes at the time indicated below for their particular grade level. Homeroom lists will be posted on the main doors of the school on Friday, September 1 and will be organized by grade and last name. Student photos for the yearbook and Go Cards will be taken in the gym following homeroom.

On Wednesday, Thursday and Friday of the first week back to school, students will be attending class from 8:35 am - 3:00 pm.

**Tuesday, September 5 – Homeroom & Individual Photos**

Grade 12	10:00
Grade 11	10:30
Grade 10	11:00
Grade 9	11:30
Grade 8	12:00

**Wednesday, September 6 – Regular Timetable**

Period 2	8:35
Break	9:55
Period 3	10:10
Period 1	11:35
Lunch	12:55
Period 4	1:40

**Thursday, September 7 – Regular Timetable**

Period 6	8:35
Break	9:55
Period 7	10:10
Period 5	11:35
Lunch	12:55
Period 8	1:40

**Friday, September 8 – Regular Timetable**

Period 3	8:35
Break	9:55
Period 1	10:10
Period 2	11:35
Lunch	12:55
Period 4	1:40



## Administration and Counsellor Assignment

### Administration Assignments

Grade 8 & 9 – Tim Ireland	<a href="mailto:tireland@sd44.ca">tireland@sd44.ca</a>
Grade 10 & 11 - Ms. Suzette Dohm	<a href="mailto:sdohm@sd44.ca">sdohm@sd44.ca</a>
Grade 12 - Mr. Ian Kennedy	<a href="mailto:ikennedy@sd44.ca">ikennedy@sd44.ca</a>

### Counsellor Assignments

Grade 8 (A-L) Ms. Gayle Weyell	<a href="mailto:gweyell@sd44.ca">gweyell@sd44.ca</a>
Grade 8 (M-Z) Kat Robb	<a href="mailto:krobb@sd44.ca">krobb@sd44.ca</a>
Grade 9 (A-L) -Ms. Gayle Weyell	<a href="mailto:gweyell@sd44.ca">gweyell@sd44.ca</a>
Grade 9 (M-Z) - Ms. Kat Robb	<a href="mailto:krobb@sd44.ca">krobb@sd44.ca</a>
Grade 10 - Ms. Julia Cross	<a href="mailto:jcross@sd44.ca">jcross@sd44.ca</a>
Grade 11- Mr. Rob Watson	<a href="mailto:rwatson@sd44.ca">rwatson@sd44.ca</a>
Grade 12 (A-L) - Mr. Rob Watson	<a href="mailto:rwatson@sd44.ca">rwatson@sd44.ca</a>
Grade 12 (M-Z) - Ms. L. McDowell	<a href="mailto:lmcdowell@sd44.ca">lmcdowell@sd44.ca</a>
Intl/ELL - Ms. Lindsey McDowell	<a href="mailto:lmcdowell@sd44.ca">lmcdowell@sd44.ca</a>
Choices/H & R - Ms. Mary Fletcher	<a href="mailto:mfletcher@sd44.ca">mfletcher@sd44.ca</a>
Choices/H & R - Ms. Kat Robb	<a href="mailto:krobb@sd44.ca">krobb@sd44.ca</a>

## Importance of Homerooms

Homerooms are vital for gathering the data needed for the school and school district, the distribution of timetables, lockers, agendas, as well as the collection of various forms. During the year, we will schedule homerooms from time-to-time to distribute other items.

## Student Agenda Books

Agenda books will be handed out in homeroom during the first week. Students should use their school agenda book as an instructional and time management resource. A number of teachers will use the agenda book as a way of communicating with parents and so checking your child's agenda book on a regular basis is recommended. For their personal records, **students should enter the titles and identification numbers of all textbooks issued during the year in their agenda books.**

## Fees for 2017-2018

Individual student fees assessments will be mailed home **October 12**. Fees are due on **October 27**. This ensures that

the student fee assessments reflect any timetable or course changes that have been made after the start of the school year. Fees can be paid online at:

<https://sd44.schoolcashonline.com/>

## Daily Attendance – Lates & Absences

Regular attendance is essential for success in school. When students are away from school, we ask parents to notify the school by telephone using the callback line. Regardless of the reason for absence, it is the student's responsibility to catch up on missed work.

In order to better track attendance please follow these procedures:

- ❑ **Phone-In** - If your student will be absent or late please advise the school using the attendance callback number for (604-903-3645). This voice-mail system is active 24 hours a day.
- ❑ **Check-In and Check-out Through the Office** - If students need to leave *before* the end of the day for appointments, they **must** sign out in the office. As well, parents **must** notify the office by sending a note or by leaving a voice-mail message **before** school starts.
- ❑ **Daily Attendance** - There is a strong and direct correlation between student's daily attendance patterns and their academic success. There is an **expectation** that all students be on time for school and their classes. Poor attendance and late arrival times can become a habit and lead to significantly lower levels of student achievement. Please see <http://www.sd44.ca/school/carson/About/FAQs/Pages/default.aspx> for more information regarding school attendance.

### Automated Absence Notification

Parents/guardians will receive an automated phone call and/or e-mail notifying them that a student from their household had an unexcused absence from class that day.

**What to do if you receive a phone call and/or e-mail:** The automated phone call and/or e-mail system refers to "PERIODS OF THE DAY" (1 thru 4) you should look at your student's timetable to determine which missed class the call is for. If your student says they were in class, they should



Speak with the teacher who marked them away. Only that teacher can verify and change the attendance.

Please ensure that the school has your current phone number and e-mail address.

### Synervoice

Synervoice is an automated callback system that is integrated with our school management system. It has numerous capabilities, one of which is to phone and send e-mails to families to report on daily absences.

It is also intended to be used as a mass messaging service. If important messages or reminders need to go home, we will use this system. For example, it is used to remind parents when report cards are issued or when Parent/Teacher Interview forms are due back.

If you have not sent your current e-mail information to the school please include it on the Student Information Verification Form.

### Vacations During School Time

While the school recognizes the value of travel and family holidays and supports the benefits and educational opportunities that travel affords, parents and students should expect that missing school time to go on a holiday will have an impact on progress and achievement at school. Parents and students should make all reasonable efforts to avoid planning holidays that interfere with scheduled classes. Class time cannot be replicated and some activities and assignments may be impossible to do if students miss classes. Students and parents should be aware that teachers are not required to provide extra work or extra time to complete assignments for missed absences. Students are responsible for finding out what they have missed; either from the teachers' web sites or a friend. Students who are absent for unit examinations are particularly at risk.

With that in mind, the school recognizes that there will be times when families will go on holidays during school time. Families and students must make every effort to minimize the impact of missing classes by informing the school and individual teachers as early as possible.

Vacation forms are available in the main office and need to be completed by the students and returned to the office prior to the absence.

### International Students

The District provides an orientation for our International Students on August 31 from 9:00 to 12:00 am at Windsor Secondary. Following that meeting, our school orientations and welcome will occur. Students who will be attending Carson will meet at 1:15 pm at the main entrance of the school.

### Daily Physical Activity

Throughout the year students will be required to record their daily physical activity as per provincial requirements. All students are required to complete 150 minutes per week of physical activity. In grades 10, 11 and 12, DPA is considered part of a student's Graduation Transitions program.

There will be no letter grades for DPA. However, on each report card there will be a comment as to whether or not the DPA requirement is being met.

Students will have the opportunity to complete their DPA requirements at school, in the community, or on their own. For more information visit <http://www.bced.gov.bc.ca/dpa/> And [www.carsongraham.ca](http://www.carsongraham.ca).

### Student Secure Web

VERY IMPORTANT INFORMATION FOR GRADE 10, 11 and 12 STUDENTS.

The school does not provide access to your child's provincial exam marks. However, students can obtain their provincial exam results, view their graduation credits and print unofficial transcripts of their grades through the government web site. In order for students to obtain their exam results they need to set-up an account on the website. Accounts should be set up before June exams results are published - on August 1.

To set up an account, students must know their Personal Education Number (PEN) number which can be found on their report cards.



The Ministry of Education provides online access to student data through its student secure website:  
[www.bced.gov.bc.ca/exams/tsw/student/welcome.jsp](http://www.bced.gov.bc.ca/exams/tsw/student/welcome.jsp)

## Student Photographs

**First day of school – Tuesday, September 5, 2017**

After homerooms are completed students will proceed to the gym to have their photos taken for the yearbook and their Student ID Cards. All students must be photographed for their ID Card and for the school's student information system. There is no charge for this service.

Students will be provided with two proofs to take home approximately two weeks after photo day. Families wishing to purchase colour packages will then submit orders to the school office. **Payments are to be made payable to Mountain West Studios.**

## Grade 8 Parent Night – September 14, 2017

Carson Graham will be hosting a Grade 8 Parent Night on Thursday, September 14. The evening will start at 7:00 pm in the gym. Parents are asked to pick up a copy of their child's schedule/timetable at the reception desk prior to entering the gym.

The evening will start with a brief introduction after which parents will move through their child's schedule. Each class will last 7 minutes! During the classes teachers will give an overview of their course. We look forward to meeting all our new parents at this event.

## Carson Graham Website

Parents can keep informed of school events by regularly checking our website.

Some of the features include: daily announcements, teachers' homework pages, sports highlights, weekly practice schedules, the weekly and yearly calendar and newsletters and bulletins. Be sure to bookmark - [www.carsongraham.ca](http://www.carsongraham.ca)

## Carson Graham App

We will continue to use our Carson Graham App this year. Please click [here](#) for more information. Be sure to download it to your mobile device to receive push notifications containing timely information.

## Athletics

This year athletic fees will be attached to the student fee invoice. As each sport begins its' season the fees will be added to the participants. We urge parents to pay online as soon as possible as our coaches cannot access funds to organize the season until the money is in our accounts.

Payments can be made online:

<https://sd44.schoolcashionline.com> or go the Carson Website at [www.carsongraham.ca](http://www.carsongraham.ca) >Quick Links>pay school fees online.

## Student Drop Off

When at all possible, students are encouraged to walk or take public transit when travelling to school. However, there may be times when it is necessary for students to be dropped off and there are some changes in traffic patterns that you need to be aware of. There are only two Carson campus entrances for drop off and these are located off Larson Road (northwest corner) and Jones Avenue (southeast corner). Please note that the driveway loops around the school and **all vehicles must exit by turning right onto Jones Avenue between 8 am and 4 pm.**

Additionally, please note that the west side of Jones Avenue adjacent to the school is designated as a no-stopping zone by the City of North Vancouver. This rule is frequently enforced by city by-law officers.

## Notice to Parents – Loss Prevention

Students should refrain from bringing personal belongings of value to school. **Parents should adequately insure items brought to school for loss or damage.** Additionally, all students enrolled in Physical Education classes are encouraged to bring a combination lock from home to use on lockers in the PE change rooms.



The North Vancouver School District is unable to insure any and all personal property owned by students such as musical instruments, iPods, cell phones, calculators, and computers. The School District will therefore not accept any liability for loss or damage of personal property under any circumstances.

## Grade 10 Middle Year Programme Certificate

In order for grade 10 students to receive a MYP certificate in June 2018 all students must complete the following:

- Participated in the programme in the grade 10 year (at a minimum)
- Gained a total of at least 28 points total calculated from the following courses
  - Language and Literature (English)
  - Language Acquisition (French or Squamish Language)
  - Individuals and Societies (Social Studies)
  - Science
  - Math
  - Art (Visual or Performing)
  - Design (Information Technology, Food and Nutrition, Textiles, Design & Wood Technology, Engineering)
  - Physical Education
  - LAC/Learning Centre
  - ELL (English Language Learning)
  - Personal Project
- Earned a minimum level of 2 in the Personal Project
- Completed 30 hours of volunteer experience by the end of the grade 10 year

Please note that Carson will continue to use (Managebac) for MYP students to track their community and service hours. Details to follow.

If you have any questions regarding the MYP please contact Liz Thornhill ([lthornhill@sd44.ca](mailto:lthornhill@sd44.ca)) or Jennifer Tieche ([jtieche@sd44.ca](mailto:jtieche@sd44.ca)), Co-MYP Coordinators.

## The Grade 10 Personal Project

In the culminating year of the Middle Years Programme, Grade 10 students complete the Personal Project. This is a year long project that students undertake throughout their grade 10 year. The project is a significant student directed inquiry completed over the school year culminating in March.

The personal project provides an excellent opportunity for students to produce a personal and creative work of their choice. It is also an excellent opportunity for students to demonstrate the skills they have developed in their approaches to learning. The projects are based around individualized topics that motivate and interest the student.

Each student will be working with a teacher mentor who they will meet in September. The personal project is supported through special meetings with their mentor and EPIC Wednesdays. A celebration of the completion of the projects is on February 15 at Carson Graham Secondary School.

The student guide and timelines for the project are available on our web site.

## Community & Service at Carson Graham

### BUILDING BETTER CITIZENS

A critical part of the IB Middle Years Programme is the idea that every student at Carson will contribute some form of service to the community; be that the school community, our local community or our global community. By volunteering, students gain a variety of important experiences and knowledge. They gain a sense of responsibility to their community, they learn that one person can make a difference, they learn the benefit of sacrificing time to help others, tolerance and understanding of the different members of our community, and finally, they gain important job skills and experience.

Students are required to perform 30 hours of Community and Service during the school year in order to receive their IB MYP certificate. Students who go above and beyond this requirement will be receiving awards at our Awards Ceremony.



## VOLUNTEER AND HAVE FUN

Students are encouraged to find their own opportunities to volunteer but there are also many opportunities that are available through the school. Students should be aware that they cannot volunteer for their own family. Students will be learning more about Community & Service throughout the year. Community and Service hours are recorded in Block 1. Students should start their service early and choose activities that suit their interests so that they **have fun while helping out the community.**

## Supplies

All students should have the following with them on September 6 when the first full-day of classes begin:

- 3-ring binder
- 3-hole lined paper
- Pen, pencil and eraser
- Gym strip and lock

Other specialty items (such as calculators and dictionaries) should not be bought until students meet with their subject teachers.

## Wednesday Mornings at Carson Graham

*EPIC Wednesdays (Extended Essay, Personal Project, Inquiry, CAS – Creativity, Action, Service)*

At Carson Graham, we have customized our instructional time to align with our school goals and IB programmes. **These are not late starts and the instructional day begins at 8:35am.**

*September 13, 2017  
October 11, 2017  
November 8, 2017  
December 13, 2017  
January 17, 2018  
February 14, 2018  
April 11, 2018  
May 16, 2018  
June 6, 2018*

At the Grade 8 and 9 level, students will be working on inquiry based learning and will have the opportunity to work in smaller groups with a teacher. Students will be divided into teams and our teachers will focus on developing students' Approaches to Learning (ATL) skills.

These skills include thinking, social, communication, self-management and research. For example, lessons will focus on building skills for academic success, becoming familiar with our IB reporting practices, learning about the Carson school community and its diverse programs, building community connections, mindfulness and self-regulation practices.

At the Grade 10 level, students will be working on their Personal Projects. This is a year-long project that provides an excellent opportunity for students to produce a personal and creative work of their choice. The projects are based around individualized topics that motivate and interest the student. A celebration of the completion of the projects is on February 15 at Carson.

Our Diploma Programme Grade 11 and 12 students will have the opportunity to use the EPIC Wednesday time to focus on their Extended Essays and CAS. Mentor teachers will meet with the students to provide ongoing guidance and support.

In addition to Carson's EPIC Wednesdays, North Vancouver schools will continue to have staff collaboration time incorporated within the calendar for the 2017-18 year. At our secondary schools, this is accommodated through modifying our school calendar. As an International Baccalaureate school, Carson Graham Secondary also has additional late starts to fulfill our program requirements for both our Middle Years Programme (Gr. 8-10) and our Diploma Programme (Gr.11-12).

### **District Staff Collaboration**

All secondary schools will have (5) Wednesday late starts throughout the year – please see attached schedule. **The instructional day will begin 9:55am and end at 3pm.**

*September 27, 2017  
October 25, 2017  
November 29, 2017  
January 31, 2018  
February 28, 2018*

### **IB Staff Collaboration**

Beyond our District Staff Collaboration late starts, Carson Graham has (8) Wednesdays throughout the year that enable further staff collaboration. During this time, staff are collaboratively developing, reflecting and refining their units of instruction both within their subject area and across disciplines. Ultimately, this targeted time is intended to



continually improve our teaching practices. **The instructional day will begin at 9:55am and end at 3pm.**

*September 20, 2017*

*October 18, 2017*

*November 22, 2017*

*January 24, 2018*

*February 21, 2018*

*April 18, 2018*

*May 23, 2018*

*Jun13, 2018*

### Calendar Update

Sept 5	School Opens School Photos
Sept 6	Regular classes begin
Sept 6-8	IB DP Retreat
Sept 13	EPIC Wednesday
Sept 14	Grade 8 Parent Night Club & Team Fair (lunchtime)
Sept 16	Buchanan Bowl JR (10:30am) SR (1:30pm)
Sept 20	IB Staff Collaboration Late Start (9:55)
Sept 22	School Based Pro-D Day (No Classes)
Sept 27	District Staff Collaboration Late Start (9:55)
Sept 28	Grade 8 Hike Grade 12 Parent Night (7pm) Music AGM (7pm)
Sept 29	Grade 8 Hike
Oct 2	Orange Shirt Day
Oct 3	Fall Awards Night (7pm)
Oct 5	Terry Fox Run DP Parent Night (7pm)
Oct 9	Thanksgiving – School Closed
Oct 11	EPIC Wednesday PAC Meeting 7pm
Oct 12	BC Post-Secondary Visits Grade 12s
Oct 18	IB Staff Collaboration Late Start (9:55)
Oct 20	District Pro-D Day- No Classes
Oct 23	Photo Retakes
Oct 26	UBC Info Night (7pm)

**Please check website for further calendar updates**

