



Friday, September 4, 2020

Dear Carson Graham Community,

This letter is intended to follow up on my correspondence of August 28th and provide you with an update on the 2020-21 school year. I very much appreciate your support and patience as we have worked through the logistics of a most unusual start. Many of the systems, structures and routines from previous years have been adjusted or revamped. Thank-you for taking the time to read through the detailed information below and to also ensure your child reads this information as there are many changes to the way things have been done in the past.

Our highest priority at this time is the health and safety of our students and staff, so there will be many new protocols in place that we ask you to pay particular attention to and discuss in detail with your kids before they start school.

Please know that in our careful planning for the return to school, we have put a number of health & safety measures into place to support safe learning environments and to minimize the risk of COVID-19 transmission in schools, which include, but are not limited to:

- Ensuring that anyone who is sick does NOT come to school
- Minimizing contact and/or physical distancing
- Managing movement within schools
- Emphasizing personal hygiene support including handwashing stations
- Performing enhanced cleaning protocols
- Limiting access to schools

As it is critical we follow the Provincial K-12 Health and Safety Guidelines, we are requiring students and staff to wear masks in common areas of the school and/or when outside of their learning cohort. The hope is we can work together to ensure all members of our school community are kept safe and healthy.

Staff will be in schools on Tuesday and Wednesday next week, receiving Health & Safety training, instruction on new routines and COVID-19 protocols, guidance for incorporating Social Emotional Learning approaches into their instruction to support student mental health, and refreshing skills on technical tools such as the MS Teams platform which will be used district-wide throughout the year.

Parents are asked to familiarize themselves with the **MS Teams** platform as this will be how teachers will communicate directly with families and students. MS Teams will be the instructional delivery platform if the provincial COVID-19 response requires schools to move to either Stage 3 or 4 of [B.C.'s Five Stage Framework for K-12 Education](#). Information regarding MS Teams can be found [HERE](#).

Students will attend an orientation session on Thursday or Friday, according to their grade level. The schedule is included below. The first day of regular classes for secondary schools is Monday, September 14th.





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Please note the daily schedule and yearlong calendar are developed at a district level. That work with our stakeholder groups is still being finalized and I commit to sharing it with you once completed.

It is also important to note that the food service operations at Carson have been suspended – the school cafeteria and store will not be available until further notice. We encourage students to pack a lunch, a water bottle, and to keep a few extra snacks in their backpack. Carson students will not be assigned lockers this year. Instead, students will be asked to keep their belongings with them throughout the school day.

Our returning families will notice there have had a few teaching and support staff changes. We have been working on staffing over the summer and it is my pleasure to introduce the following faculty to Carson Graham: Darcy Grant (English and Social Studies) and Lisa Ireton (Library Assistant). We still have a few vacancies to fill and will introduce these staff members at a later date.

Again, 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. With an enrollment of 1350 students, communication is key! The Carson Graham administration, counselling and office staff are available to provide assistance. Please do not hesitate to contact us with any questions you may have.

On behalf of Vice Principals Walter Mustapich and Justin Wong and the entire Carson Graham staff, we look forward to a fantastic school year. We also look forward to connecting with all our returning families and welcoming all of the new families to the amazing Carson Graham school community. It truly is a privilege to be a member of the Carson family and I wish all of you a spectacular start to the new school year!

Sincerely,

Suzette Dohm
Principal





Orientation Week

Thursday, September 10th

9:00am- Grade 8s
1:00pm- Grade 9s

Friday, September 11th

9:00am- Grade 10s
11:00am- Grade 11s
1:00pm- Grade 12s

Although more information about Orientation Week will be forthcoming on Tuesday, please note that all students will have their school photo taken and be educated on health and safety protocols on Thursday and Friday of next week.

Daily Schedule Starting on Monday, September 14, 2020

To start the year, all morning classes are in-person, face to face. Students will enter through a designated entrance and head to their Period 1 class at the school start time.

For students in grade 9-12, Monday afternoons are FULLY ONLINE. Students need to leave the school directly after their Period 1 class ends and 'attend' their Period 2 class remotely via Microsoft Teams.

In September, from Tuesday to Friday, grade 9-12 students will have HYBRID classes in the afternoons. In the hybrid model, 50% of students in the class will remain at school and 50% of the students will be learning at home. Teachers will communicate to classes when students are expected in class or at home.

For students in grade 8, both AM and PM classes are run face-to-face Monday to Friday.

We are still confirming final details of the daily schedule, but below is a draft of the structure of the daily schedule for students in grade 9-12. Start and end times will be confirmed soon.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK
	FLEX	FLEX	FLEX	FLEX	FLEX
	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1
	FULL CLASS	FULL CLASS	FULL CLASS	FULL CLASS	FULL CLASS
	IN PERSON	IN PERSON	IN PERSON	IN PERSON	IN PERSON
	LUNCH				
	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2
	VIRTUAL	HYBRID	HYBRID	HYBRID	HYBRID





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	FULL CLASS ONLINE COHORT A & B	COHORT A: IN PERSON COHORT B: VIRTUAL	COHORT B: IN PERSON COHORT A: VIRTUAL	COHORT A: IN PERSON COHORT B: VIRTUAL	COHORT B IN PERSON COHORT A: VIRTUAL
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The grade 9-12 schedule is complex and will be explained in depth in person. Some highlights of the Quarterly System are:

- Students will have 2 classes for 1/4 of the school year. This will repeat 4 times.
- Some courses such as Music and Yearbook will meet all year in X-block or FLEX block.
- The two classes will run for approximately 40 days per quarter; The length of each class has been extended and will be much longer each day. Teachers will manage breaks within the long classes.
- This quarterly model allows for all students to have all of the same classes that they would in a linear system.
- An interesting ‘quirk’ of the grade 9-12 schedule is that there will be a switch in delivery half way through the quarter to allow the class that has been hybrid to become 100% in person, and this class becomes the cohort class. The morning class will then run in the Hybrid model.

Please note that If students do not have an in-person class, they MUST leave the school property after being dismissed by their teacher. If students wish to remain in the school for lunch they will need to remain with their cohort OR they can go outside and maintain physical distance (2 meters) with peers. Students also have the option to leave the school grounds, but should be mindful of time if they have an afternoon class to get to.

Administrative and Counselling Assignments

Administrative Assignments

Grade 8 & 11- Walter Mustapich wmustapich@sd44.ca

Grade 9 & 10- Justin Wong jwong@sd44.ca

Grade 12- Suzette Dohm sdohm@sd44.ca

Counselling Assignments

Grade 8- Karen Marshall- kmarshall@sd44.ca

Grade 9- Tamara McKay- tmckay@sd44.ca

Grade 10- Mary Fletcher- mfletcher@sd44.ca

Grade 11- Kat Robb kmrobb@sd44.ca

Grade 12 (A-W)- Gayle Weyell- gweyell@sd44.ca

Grade 12 (X-Z)- Kat Robb kmrobb@sd44.ca

Internationals- Karen Marshall- kmarshall@sd44.ca

*Please note that ELL and Choices students will be assigned to their corresponding grade counsellor.





Counselling Corner

The counselling suite is open and counsellors look forward to working with parents, guardians and students for what will likely be a very memorable school year.

Counsellors don't have personal phone lines, but please call the main office to reach them. If parents or guardians wish to have an in-person meeting, please call or email ahead to book an appointment. Once you arrive at the school, please sign in at the main office and ask one of the office staff to call them.

Students may also book an appointment ahead of time to see a counsellor, but may also see them on a drop-in basis.

We recognize that sometimes urgent issues emerge and there is no time to call ahead. In this rare event, please report to the office and someone (ideally, your grade counsellor and/or your grade administrator) will help.

Please wear a mask when you visit!

Visitors to School

Please note there is limited / restricted access to Carson for all visitors (including parent / guardians). We are minimizing visitors in the building and parents are asked to arrange an appointment before entering the school. Visitors are asked to use the main entrance and adhere to the following guidelines:

- Perform a health self-check prior to entry
- Wear a mask
- Sign in and out
- Practice hand hygiene immediately on arrival and prior to exiting

Attendance Procedures

Attendance is the number one predictor of academic success. However, when students are away from school, we ask parents to notify the school by telephone using the callback line.

In order to better track attendance please follow these procedures:

- **Phone-In** - If your child will be absent, late or early dismissal, please advise the school by calling 604-903-3555, prompt 2. 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 a student's daily attendance patterns and their academic success. There is an expectation that all students be on time for school and their classes, whether remote or in person. Poor attendance and late arrival times can become a habit and lead to significantly lower levels of student achievement.





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- The school will track attendance daily and update the **MyEd Parent Portal** with this information. Parents are encouraged to sign in to MyEd if you have any questions about attendance. Parents should discuss attendance with their child and help reinforce the importance of attendance to learning. Regular attendance is essential for success in school.

Student Forms

All students will receive a demographic form on the first day of school. Please review, sign, and make changes directly on the form and have your child return it to the main office. If all the information is complete and correct you do not need to return the form.

Other school start-up forms will be available on the School Cash Online website. It is important that you log-on and complete these forms as soon as possible.

Supplies

All students should have the following with them on Monday, September 14 when the first full-day of classes begin:

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

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

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. As such, there are some traffic patterns 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 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.

Carson's Parent Advisory Council

Carson has a very committed Parent Advisory Council (PAC) that meets on a regular basis. Their website is <https://www.carsongrahampac.ca>. I would like to invite parents out to our first PAC meeting on October 7th at 7pm. PAC meetings are a great way to connect with other parents in the community and find out what is going on in the school.





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PAC meeting schedule:

October 7, 2020

November 25, 2020

January 27, 2021

April 7, 2021

May 26, 2021 (AGM)

