



September 11th, 2020

Dear Carson Graham Community,

What an amazing two days – it has been wonderful to see our students in the building! We were impressed with our students – they arrived on time for their grade orientations and also had their masks on as they entered school property. I encourage you to continue to remind your child(ren) of the importance of maintaining social distancing and keeping their mask on while in the common spaces throughout the school. Students are encouraged to not arrive earlier than their scheduled class (or tutorial time) and to quickly make their way home after their face-to-face instruction is over. We are discouraging any congregating for social purposes on school property.

Thank you again for your patience – the details of the daily schedule have now been finalized at the District level and all secondary schools will be following the same model. The schedule has been created with safety at the forefront of planning and minimizing the size of the learning cohorts, while maintaining a robust course offering.



## Carson Graham 2020-2021 Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 8:30	X-Block				
8:30 - 9:30	Flex Time	Flex Time	Flex Time	Flex Time	Flex Time
9:30 - 9:35	Transition Time				
9:35 - 11:55	Period 1	Period 1	Period 1	Period 1	Period 1
11:55 - 12:40	Lunch				
12:40 - 3:00	Period 2	Period 2	Period 2	Period 2	Period 2





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**GENERAL SCHEDULE HIGHLIGHTS**

- The timetable is based on a quarter system.
- Each quarter is approximately 10 weeks.
- Students will take two courses each quarter, for a maximum total of 8 courses in the school year.
- **One course is offered during the morning period; another course is offered during the afternoon period.**
- **The timetable does not rotate. (i.e. the morning period class STAYS in the morning for the entire quarter)**
- Classes in the morning period and afternoon period are each approximately 140 minutes.
- Each day includes Flex Time (to provide time for teachers to meet with students who request additional support, instructional time or teacher preparation). Appointments will be booked through individual teachers.
- There will be designated entrances/exits and students are expected to use these for entry and exit into the building.

**GRADE 8 SCHEDULE HIGHLIGHTS:**

- **Students will have in-person, in-class instruction for the morning and afternoon classes.**
- Students will be placed into learning cohorts of approximately 30 students who will be scheduled together into the morning class and in most cases the same learning cohort for the afternoon class. *There are a few exceptional circumstances where students may move to another learning cohort for the afternoon.*

**GRADE 9-12 SCHEDULE HIGHLIGHTS:**

- **Students will have in-person, in-class instruction for the morning class.**
- **Courses in the afternoon class will be hybrid: in-person, online and remote**
- Students in the afternoon class will be divided into 2 sub-groups (A and B) to allow for physical distancing among students. The classroom teacher will organize the cohorts but in most cases, this will be done alphabetically by last name. The delivery model for Monday afternoon classes will be ONLINE via MS Teams.
- After approximately 5 weeks, the instructional delivery method will switch (i.e. from in-person to hybrid: in-person, online and remote). With this model every student will have approximately 70% of their courses delivered with in-person learning.

For your information, quarter dates are below:





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Quarter 1: September 14 – November 17

Quarter 2: November 18 – January 29

Quarter 3: February 1 – April 20

Quarter 4: April 21 – June 23

Dates for grade 8-10 electives that do not run for an entire quarter will be coming out next week.

The Carson timetable is extremely complex and as mentioned already we have guided all of our planning with safety at the forefront. Our priority has been to keep our cohorts small and consistent while satisfying the graduation requirements and student course selections from the spring. Counsellors worked with students in the spring to thoughtfully select their course requests – at that time, as is the case every year, students and families were informed that course changes in the fall are extremely difficult. As the timetable build is complete and staffing has been allocated based on the student requests in the spring there is extremely limited ability to make any changes to schedules. The Counsellors will prioritize schedule adjustments for students **without complete timetables** and students **without graduation requirements**. Students who require a schedule adjustment are asked to please contact Counsellors through email.

As we would like to keep the Carson bubbles small, we ask that families make appointments via email if they need to meet with any staff member, and meet virtually whenever possible.

In my communication last week, parents were asked to familiarize themselves with the **MS Teams platform** as this will be how teachers will communicate directly with families and students, and 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](#). Additionally, you should have received an email earlier this afternoon that contained a *Technology Orientation Checklist* that we are hoping students can review over the weekend.

Teachers will send, via MS Teams, announcements of new assignments, messages and invitations to class meetings to students' district email, the same address used to login to Teams. To ensure these invitations and notifications are not missed, it is recommended students link their district email to their phone/tablet/computer/device email app. Instructions for creating the account in your email/mail app is available from the device manufacturer. It is important, however, that it be created as a *Microsoft Exchange* or *Exchange* account. More information regarding MS Teams can be found here: [MS Teams Information](#).





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I know that many of you watched the virtual Town Hall on September 9<sup>th</sup> featuring a Back-to-School Q&A Session with NVSD Superintendent Mark Pearman and Dr. Mark Lysyshyn, Deputy Chief Medical Health Officer, Vancouver Coastal Health. However, for those that missed it, you can watch it [here](#).

We are looking forward to welcoming all students on Monday morning at 9:35am. For students who were unable to attend the orientation over the last two days, they are asked to arrive at 8:45am and there will be tables set-up in the large gym where students will be able to pick up their timetable and two masks during flex time. Students will then be directed to the Agora for their Health and Safety orientation in advance of attending classes.

Sincerely,

Suzette Dohm

Principal

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