



**CARSON GRAHAM**  
**SECONDARY**

August 26, 2025

Hello Carson Graham Families,

Welcome to the 2025-2026 school year! On behalf of the entire staff at Carson Graham, I want to extend a warm welcome to our new grade 8 students and to those joining Carson for the first time. We are excited to begin another school year and look forward to seeing students return next Tuesday. This newsletter is a little longer than usual, as it includes important information to help with a smooth start-up.

This school year is especially meaningful as we celebrate Carson Graham's 60<sup>th</sup> year of learning, growth, and community! Our enrolment stands at 1421 students supported by 133 dedicated staff members. Our administrative team is made up of Vice Principals Mr. Tuzar Irani and Ms. Stephanie Strandt, together with myself. We are committed to supporting your student's learning, growth, and well-being. At Carson, our mission is to provide a safe, inclusive, and engaging environment that encourages resilience, self-confidence, and the development of the core competencies: critical and creative thinking skills, communication, and personal & social responsibility. We also encourage students to get involved in the wide range of extracurricular opportunities available throughout the year.

This fall, we will be placing an emphasis on attendance and punctuality. These are essential life skills that transfer well beyond the classroom. Regular attendance and active engagement in class directly improves student success, while arriving on time demonstrates respect for learning, staff, and peers. We appreciate the support of parents and guardians in helping their students arrive at school on time each day and in scheduling appointments and holidays outside of school hours whenever possible.

This email contains the following attachments:

- Carson Graham Opening day schedule
- CGS monthly calendar
- CGS daily schedule showing block rotations & fillable schedule
- Password reset information

We are looking forward to welcoming students back next Tuesday. In the meantime, we hope you enjoy the last days of summer.

Warm regards,

Kim Jonat  
Principal



# 2025-2026 Carson Graham Secondary

## ***START UP INFORMATION***

### **Opening Day Schedule**

Please see the attached ***Opening Day - Tuesday, September 2<sup>nd</sup>*** schedule.

### **Daily Schedule**

Carson Graham's daily schedule is attached to this email. Note the late start and advisory dates listed on the right-hand side of the schedule. As in past years, the schedule also includes a daily tutorial period, which allows students to access additional support outside of regular class time.

### **Carson Graham Monthly Calendar**

The monthly calendar will be posted on our website and attached to this email. Please note events and activities are subject to change.

### **Student Schedules**

Students will receive their schedule on Tuesday, September 2<sup>nd</sup> after their grade assembly.

### **Course Change Requests**

Beginning on Tuesday, grade 9 to 12 students may submit a **Course Change Request** using the QR code posted outside of the main office and counselling. Carson Graham is full, and many classes are full, so changes are unlikely. The timetable was built based on student course requests made last Spring.

Requests will be placed in a **virtual queue**, and counsellors will contact students directly through Teams to review the status of their request. Please note the following:

- **Deadline:** All Course Change Requests must be submitted by **Friday, September 12th at 3:00 pm**.
- **Process:** To ensure fairness, **only requests submitted through the online form** will be considered. Any email, Teams chat, phone, or in-person requests will be redirected to the form.
- **Criteria:** Due to the tight timetable, and as students/families were reminded in February to choose courses carefully, changes will only be considered for the following instances:
  - **Incomplete timetables** (missing courses)
  - **Missing graduation requirements**
  - *Please note: Requests for teacher choice, friend placements, or other personal preferences will not be considered.*

Students need to continue attending the classes listed on their timetable until a counsellor meets with them and changes are made, if possible. Course change requests may result in changes to their other courses.

We appreciate your understanding and support in keeping this process equitable and efficient for all students.



## CARSON GRAHAM SECONDARY

### Grade Counsellors & Grade Administrators

We are fortunate to have 5 grade counsellors at Carson. Counsellors are available to students at Carson Graham throughout the year.

Although students may see any counsellor they wish, the school assigns the following grade responsibilities. The first point of contact is usually your student's classroom teacher and/or grade counsellor, followed by the grade administrator.

Grade	Counsellor	Grade Administrator
8	Ms. Karen Marshall <a href="mailto:kmarshall@sd44.ca">kmarshall@sd44.ca</a>	Ms. Stephanie Strandt <a href="mailto:Sstrandt@sd44.ca">Sstrandt@sd44.ca</a>
9	Ms. Julia Wong <a href="mailto:jawong@sd44.ca">jawong@sd44.ca</a>	Mr. Tuzar Irani <a href="mailto:tirani@sd44.ca">tirani@sd44.ca</a>
10	Ms. Mary Fletcher <a href="mailto:mfletcher@sd44.ca">mfletcher@sd44.ca</a>	Ms. Stephanie Strandt <a href="mailto:Sstrandt@sd44.ca">Sstrandt@sd44.ca</a>
11	Ms. Kat Robb <a href="mailto:Kmrobb@sd44.ca">Kmrobb@sd44.ca</a>	Mr. Tuzar Irani <a href="mailto:tirani@sd44.ca">tirani@sd44.ca</a>
12	Ms. Tamara McKay <a href="mailto:tmckay@sd44.ca">tmckay@sd44.ca</a>	Ms. Kim Jonat <a href="mailto:Kjonat@sd44.ca">Kjonat@sd44.ca</a>

### School Start-up Forms

Parents/guardians will receive an email from the NVSD this week with instructions on completing online forms through School Cash Online. Please fill these out as soon as possible. If you have any questions about these forms, please call our office at 604-903-3555. [School Cash Online](#) is the platform the School District uses to collect this information.

To complete school start-up forms:

- Login to School Cash Online
- Complete each form and add to your cart.
- Press Continue.
- When you get to the "Review Your Order" page, press the "Complete Your Order" button.
- **These forms do not require any payment.**

### 3 Forms to complete:

1. *Impromptu Walking Field Trip Informed Consent* – this allows your student to leave the school property with staff on a fieldtrip that is within walking distance. e.g.: a PHE class walking to a local park



2. *Personal Information Consent for School District Publications* - this allows your student to have their picture printed in the yearbook, and in school publications such as a newsletter or the website.
3. *Student Acceptable Use of Technology Agreement* – this is required by all students to login and use technology while on the school network.

### **Student Verification Forms**

Students will receive a student verification form on Tuesday, September 2<sup>nd</sup>. Parents/guardians are asked to review the information on the form.

**All forms need to be reviewed and returned to the office in the first two weeks of school.**

#### **If changes are made:**

1. Make changes directly on the form.
2. Sign the form on the signature line.
3. Have your student return the form to the office.

#### **If NO changes are made:**

1. Sign the form on the signature line. This confirms you have reviewed the form and there are no changes.
2. Have your student return the form to the office.

### **Demographic Changes During the Year**

If any of your demographic information changes during the year, please email our office at [CarsonGraham@sd44.ca](mailto:CarsonGraham@sd44.ca) so we can update our records. This could be a change in address, phone number, parent/guardian contacts, email, or emergency contacts.

### **MyEd Parent & Student Portal**

The parent and student MyEd portal are currently closed. The portal will reopen on September 22<sup>nd</sup>. Report cards are published on the portal three times a year.

### **Carson Graham's Code of Conduct**

All students, parents and guardians are requested to review the [Carson Graham Code of Conduct](#) published in the student agenda and on the school's website.

### **School Supplies**

Students should have a:

- Minimum 1-2 binder(s) with dividers
- 3-hole lined paper
- pencil case with pens, pencils, eraser, & ruler
- calculator for math and science (teacher will share more info on type needed)



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- athletic clothing, running shoes, & gym lock for physical & health education (PHE) class
- water bottle
- backpack

Students are asked to **label supplies with their first and last name**. Teachers will communicate any additional supplies required for their class.

### **Grade 8 Start up Info**

We look forward to welcoming the Carson Graham Grads of 2030 next week at our opening assembly at 9:30am. Students should arrive at the school by **9:15am**. The assembly will take place in the large gym. Afterwards, students will receive their start up package in the small gym, and their student photo in the agora. They are then welcome to spend time locating their classrooms and locker before departing.

In their start up package Grade 8 students will also receive a permission form for the grade 8 Cheakamus Retreat, verification forms, their locker assignment, and an agenda book. **Students are asked to return the Cheakamus Retreat forms to the office by Friday, September 5<sup>th</sup>.**

**There is a grade 8 parent info night on the evening of Wednesday, September 17<sup>th</sup>. More details will be emailed in early September.**

### **Grade 12 Start up Info**

Grads and parents/guardians of grads will receive a graduation newsletter about the grad year in September.

The first priority for grads is to double check that they are on track to meet [graduation requirements](#).

Grad information will be posted on the school website as it becomes available under *Students > Grad Information*, as well as on the Grade 12 Class Team.

All grade 12's are enrolled in Career Life Connections 12 (CLC 12), or CAS (if in IB diploma). **This course is a graduation requirement and is taken off-timetable through Advisory with assignments completed through Teams.**

**There is a Grade 12 information night on Thursday, October 2<sup>nd</sup>. Further details will be emailed closer to the date. This meeting is for parents and grade 12 students.**



## ***SCHOOL INFORMATION***

### **Advisory**

Students meet in an advisory block approximately once per month. Carson's advisory block is "attached" to a student's block 2 class. Student attendance is required. Advisory topics vary by grade and include topics such as the grade 10 personal project, IB approaches to learning, the grade 12 Capstone, mental health and well-being, and goal setting to name a few. The daily schedule is adjusted on advisory block days. Advisory dates and the bell schedule are listed on the right side of the daily schedule.

### **Tutorial Time**

Tutorial time is from 8:29am to 9:10am. Students are encouraged to access support from their teachers during this time, complete group projects, and work in specialized spaces such as the textiles room, wood shop, art room, and photo lab. Attendance is optional, but students are strongly encouraged to access this support.

### **Attendance Procedures**

- To report an absence please email: [carson\\_attendance@sd44.ca](mailto:carson_attendance@sd44.ca)
- Or call: 604-903-3555 prompt 2 (available 24 hours a day)
- Students cannot report their own absence; only messages from parents and legal guardians are accepted.
- For detailed attendance information please see our [webpage](#).

**For all absences, please include the following information:**

- First Name
- Last Name
- Grade
- Date of absence & whether it is full day or what portion of the day
- Reason for absence (e.g.: ill, appointment, vacation)

**What to do if you receive a phone call stating your student was absent for a class:**

Have a conversation with your student. If your student says they were in class, they must speak with the teacher who marked them away. Only the classroom teacher can verify and change the attendance.

**Leaving school once classes have begun:**

If a student is leaving the school for any reason, parent permission is required, and students must sign out at the office. Please call the office in advance if a student needs to leave early for an appointment (604-903-3555).

### **Health Awareness**

Please help us keep everyone safe & healthy this year. If your student is ill, please keep them home and contact the office ([carson\\_attendance@sd44.ca](mailto:carson_attendance@sd44.ca)).

If your student becomes ill while at school, they need to let their teacher know and then report to the office immediately. Office staff will then contact parents/guardians to come and pick up their student.



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### **Life-threatening Medical Conditions**

If your student has a life-threatening medical condition, please contact the office to confirm/update the current information on file.

If your student has an anaphylactic allergy and keeps an epi-pen in the office, please ensure you provide an updated one to the office as soon as possible.

### **Allergy Awareness**

If your student has an allergy, we encourage you to have a conversation with your student about how to keep themselves safe at school.

We have several students with severe allergies at Carson Graham, including food allergies. Please remind your student not to share their food with anyone at school, to wash their hands frequently and to clean up after eating.

### **Visitors**

Staff are busy working with your students throughout the day, and teachers are generally not able to meet with parents during instructional hours. Please make an appointment with staff before coming to school. **All visitors must sign in at the office during instructional time.**

Parents/guardians are welcome to spectate at athletic games, concerts, and other performances open to the public.

### **IB Program**

Carson Graham is proud to offer the MYP to all students in grades 8 to 10. This program aims to help students develop their personal understanding and their emerging sense of self and responsibility in their community while challenging them to embrace and understand the connections between traditional subjects and the real world.

The MYP is an **inquiry-based program**; students inquire into issues and ideas of personal, local and global significance through **concepts** that have relevance within specific disciplines and across subjects. All students in grades 8 to 10 study the **B.C. Curriculum** through an MYP lens in 8 curricular areas: Arts, Design, Individuals and Societies, Language Acquisition: French, Spanish or Squamish, Language and Literature: English, Mathematics, Physical and Health Education, Sciences.

The **Approaches to Learning (ATL)** are a unifying thread throughout all MYP subjects. The ATLs provide the foundation for independent learning and encourage the application of knowledge and skills in unfamiliar contexts. Developing and applying these social, thinking, research, communication and self-management skills helps students learn how to learn.



For further information on the IB MYP Program please see the sections on the left side of the website [here](#).

The IB Diploma Programme at Carson is an internationally recognized university preparatory program that is widely acknowledged as the most prestigious high school diploma available to students. Students apply to the 2-year DP program by February of their grade 10 year. For more info on the DP program click [here](#).

### **PADS Service Dogs**

Carson has two PADS service dogs: Diego and Aslan. Diego is with Ms. McKay in the counselling area, and Aslan is with Mr. Blay in a science classroom. Students are welcome to drop by outside of class time to say hello. Diego and Aslan are very friendly and are here to work with our students. Please do not feed the dogs, play fetch, or leave any food out.

## ***SCHOOL SERVICES***

### **School Photos**

Carson Graham's school photos will be taken on **Tuesday, September 2<sup>nd</sup>** by Artona. Students will have their photo taken after the grade assembly.

Please note you must complete the start-up form on School Cash Online to have your student's photo in the yearbook.

### **Cafeteria Service & Lunch Time**

Canuel Caterers will be continuing cafeteria service this year. The cafeteria will be open during flex time, the 15-minute break and lunch. Service begins on Wednesday, September 3<sup>rd</sup>. The menu is posted in the cafeteria.

Students who leave campus during lunch time are responsible for returning in time for the start of their afternoon class.

Students may eat in the agora, hallways, and outside. Students may not eat in the library, on the turf field, or classrooms without teacher permission. We ask all students to use the appropriate bins for waste and recycling.





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### **Optional Breakfast Program**

Students are encouraged to eat breakfast before coming to school. Carson will have breakfast (bagels, fruit, etc.) available at the Eagles Nest during tutorial time for any students who need breakfast. The Eagles Nest is near the library and counselling suite.

### **Carson Graham's Library**

Carson Graham's Teacher Librarians, Ms. Thomson and Mr. Spicer, and the Library Assistant, Ms. Kagan, enjoy helping students with research, projects, bibliographies, and finding the perfect book. Students are encouraged to view the Carson Graham [Library webpage](#) and [online catalogue](#). The library is open 8:30am to 3:00pm on school days.

### **Lockers**

Grade 8s are assigned a locker and receive their locker location and lock combination on September 2<sup>nd</sup>.

Grade 9 to 12 students use their locker from last year. Students without a locker can request one in the office. They will be assigned a locker within a couple of weeks.

Gym lockers are available in the PHE changerooms for day use only for students in PHE. Students should bring their own lock and lock up their belongings during PHE class.

### **Agenda Books**

Grade 8 students will receive a Carson Graham agenda book on September 2<sup>nd</sup>. Students are encouraged to use their agenda book to write down assignments, extracurricular activities, work/volunteer schedules, family commitments, and due dates. Regular agenda use helps students develop their time management and organization skills.

Any student who would like an agenda can pick one up from the office in the first week – first come first serve.

### **Lost & Found**

The lost and found is beside the agora near the elevator. Small lost and found items such as jewelry, electronics, wallets, etc. are held in the office. Please label items so we can get them back to you! Students are responsible for all items brought to school. We discourage students from bringing valuables to school.



## **Athletics**

Are you interested in joining a Carson Graham team?

**Students should check the Athletic notice board next to the large gym for team sign-up and information. Most teams are determined in the first two weeks of school, so it is important to sign up right away.** The teams we offer depend on student interest and availability of coaches and sponsors.

If you have questions, please see our Athletic Director, Ms. Nicola Jones (njones@sd44.ca). Listen for daily announcements about practices and meetings!

Fall sports at Carson Graham are:

- Girls' volleyball – all grades
- Football – Junior (gr. 9-10) & Senior (gr. 11-12) (gr 8 is in the spring)
- Boys' soccer – Jr (gr. 8-10) & Sr (gr. 11-12)
- Girls' field hockey – Jr (gr. 8-10) & Sr (gr. 11-12)
- Grade 8 rugby
- Cross country running – all grades
- Swimming – all grades

For more information including what sports are offered in the winter and spring seasons check out the [Athletics page](#).

## **Clubs**

Carson Graham has several clubs open to all students. For more information on clubs, check out the [Clubs Page](#) of the school website. Listen to the daily announcements for information on club meeting locations and events. Students looking to start a new club should contact Student Council (Mr. Everton).

## ***OTHER INFORMATION***

### **Transportation & Parking**

#### **Traffic Safety**

Please help us maintain a safe environment by:

- Abiding by the max 30km/hr school zone, and all parking and traffic signs.
- Exercising extreme caution if driving through the parking lot, and on roads surrounding the school.
- Encouraging students to walk or ride to school. There are many bike racks on school grounds for student use. **Students need to bring a lock. We recommend a heavy-duty U-lock to lock up bikes or scooters or e-scooters.**
- If you must pick up/drop off, please consider doing so a block from the school rather than in the driveway or parking lot.



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### **Visitor Parking**

There are a few visitor parking spots near the front entrance. Note, these are not for student use. Visitors need to sign in at the office.

Please do not park in the fire lane (driveway). This area is for pickup/drop off only.

## ***TECHNOLOGY***

### **Personal Digital Devices**

All students in the school community are expected to leave personal digital devices at home, in their bag/backpack, and/or in their locker during instructional time. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

Students will be asked to put their device(s) in a "device hotel" or in their bag, put all devices on silent, and turn off notifications at the start of every class.

#### **If students are using a PDD without permission\*:**

First time – staff will talk with student and ask them to put the PDD away.

Second time – staff will talk with student, staff will contact home, and student will be asked to bring the PDD to the office to hand in until 3pm.

Third time – student will be referred to the office with PDD. The administrator will contact home. Student may be required to check devices in at the office at the start and end of the day.

The school is not responsible for lost/stolen items.

### **Student Password Reset**

Secondary student passwords expire at the start of the school year and need to be changed annually. Students will need to reset their password when they first log in to email, Microsoft Teams, OneDrive, NVSD Portal or a school device.

**Students are advised to reset their password via <https://tscd.sd44.ca/updatepassword> before the start of the school year.**



For additional information, please visit [Student District Login FAQ](#).

Please see the attachment for instructions for students to reset their password before school starts.

### **Microsoft Teams & Office 365**

Using their student login students have access to a suite of applications in Office 365 including Microsoft Word, Excel, PowerPoint, and Teams. Teachers will be using MS Teams for classes.

## ***COMMUNICATION***

### **School Communication**

The school shares information with families through:

1. [Carson Graham Secondary's website](#) – please bookmark it!
2. [Daily Announcements](#) – read to students over the PA at the start of first block and posted online.
3. School Connects - used for emails and/or phone messages sent by the school or district. School newsletters will be sent approximately every two weeks.

### **Carson Graham's Parent Advisory Council (PAC)**

The Carson Graham Parent Advisory Council is the voice of parents at our school. Members include parents and guardians of all Carson Graham students. The Carson Graham PAC promotes a positive partnership between home and school and works to enhance the educational experiences and resources for our school community. The PAC has regular meetings to connect parents to what is going on at Carson Graham.

Funding for the Carson Graham PAC is two-fold: we receive provincial gaming money, which may be used to support extracurricular equipment and activities; and we also reach out to parents for financial contributions for specific fundraising campaigns.

Learn more about the [Carson Graham PAC](#).

The first PAC meeting is at 7pm on Wednesday, October 8<sup>th</sup> in Carson Graham's library.



## CARSON GRAHAM SECONDARY

### Carson Graham Office & Contact Information

- Office Hours: 8:00 am to 4:00 pm Monday to Friday when school is in session.
- Carson Graham general e-mail: [Carson.Graham@sd44.ca](mailto:Carson.Graham@sd44.ca)
- Carson Graham phone number: 604-903-3555
- Attendance reporting: [carson\\_attendance@sd44.ca](mailto:carson_attendance@sd44.ca) (preferred)
  - Or 604-903-3555 prompt 2
- Staff e-mails are on the website under [Staff Info](#).

### ***IMPORTANT DATES IN THE FIRST TWO WEEKS***

Tues. Sept. 2<sup>nd</sup> First day of school – see opening day schedule  
Wed. Sept. 3<sup>rd</sup> First full day of classes (block rotation: 2314)  
Wed. Sept. 10<sup>th</sup> Late start (9:50am)  
Fri. Sept. 12<sup>th</sup> 3pm - Course change request deadline

### ***BACK TO SCHOOL CHECKLIST***



#### **Before school starts:**

- ☐ Ensure your student knows what time their grade assembly is on the first day of school.
- ☐ Complete the online permission forms on [School Cash Online](#).
- ☐ Have your student reset their school login password using the attached instructions.
- ☐ Purchase school supplies.
- ☐ Bookmark the [Carson Graham website](#).
- ☐ Enter important school dates into your calendar using the monthly calendar provided.

#### **In the first week of school:**

- ☐ Review the Student Verification Form students will receive on the first day. Make changes to the form, sign it and return it to the office. If there are no changes, please still sign and return it to the office.
- ☐ Grade 8's: return the Cheakamus Grade 8 retreat permission forms to the office by Friday, Sept. 5<sup>th</sup>.
- ☐ Have your student take a photo of their schedule.

