



Dear Carson Graham Community:

I do hope everyone has had a fantastic summer whether it was enjoying the great local weather or travelling abroad and is recharged for an exciting school year. We are all hoping that classes can resume on Tuesday, September 2, but please monitor our website for any updates with the ongoing BCTF strike. As updates become available, we will make any necessary changes and be sure to communicate to our parent community.

In terms of our local school calendar and in collaboration with the Parent Advisory Council and staff, we have maintained our late start schedule. Please take the time to refresh yourselves on our unique school calendar.

Over the summer, we unfortunately have had a number of changes to our teaching staff as a result of district layoffs and transfers. Faculty that have transferred include Teresa Anton-Marlowe, Dave Heskin, Jon Erickson, Tami Lyon, Tom Larisch and Jeff Hasenauer. We wish them all the best in their new positions.

Given our increasing student population, I am thrilled to announce the following new teaching appointments to Carson Graham:

- John Macmillan - Physical Education, Social Studies*
- Ryan Kerluck - Athletic Coordinator, Physical Education*
- Chad Gamache - Social Studies*
- Nikki Thomson (returning) – Math, Physical Education*
- Shannon Van Baalen (returning) - Information Technology, Planning, Yearbook*
- Mike Langille - Science and Mathematics*
- John Grant - Economics, Marketing and Work Experience*
- Julianne Hoyak - Art, Drama*

The Carson Graham administration team includes Pam Craven who will oversee Grades 8 and 10, Suzette Dohm (returning from maternity leave) will oversee Grades 9 and 11 and myself overseeing the Grade 12's. Our former vice-principal, Jeff Hasenauer, has accepted a principal position in the Nanaimo school district and we wish him and his family all the best.

There are a few more vacancies to finalize over the next few days and I will provide updates shortly. Please enjoy

the remaining weeks of summer holidays and we look forward to a great school year!

Sincerely,
Karim Hachlaf

The First Week of School

On the first day of school, Tuesday, September 2, 2014, 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, August 29 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 and Thursday of the first week back to school, students will be attending class from 8:35 am - 3:00 pm. On Friday, the day will be shortened to accommodate an entire school photograph and a Parent Advisory Committee sponsored BBQ at the end of the day.

Tuesday, September 2-Homeroom & Individual Photos

Grade 12	10:00
Grade 11	10:30
Grade 10	11:00
Grade 9	11:30
Grade 8	12:00
Staff Development	1:00

Wednesday, September 3 – 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 4 – 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 5 – Early Dismissal Timetable

Period 3	8:35
Period 1	9:45
Period 2	10:55
Break	12:00
Period 4	12:15
T-shirt/Whole School Photo	1:15
PAC BBQ	1:30

Importance of Homerooms

Homerooms are vital for gathering of much of the data needed for the school and school district, and 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 reports cards, parent/teacher interview schedules, and 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.**

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 son/daughter 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.

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. 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.

Fees for 2014-2015

Individual student fees will be mailed home **mid-October**. 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.

Computer Support Program

For the last number of years, over 90% of families have been generous supporters of our computer labs, donating \$50.00 a year via the Parent Advisory Committee. Our computer labs are an important resource for students and teachers. The labs play a critical role in the International Baccalaureate program.

The success of this computer support program depends on the continued financial support by all parents. The "fees due" letter, which will be mailed home mid-October,

contains an item for computer lab donations. Please include your donation with the payment of fees. The school district will issue a tax receipt in January 2015 for all donations, which can be included with your 2014 income tax return.

International Students

The District provides an orientation for our International Students on August 28 from 9:30 to 11:30 am at Windsor Secondary. Following that meeting, our school orientations and welcome will occur. Students who will be attending Carson will meet at 1 pm at the main entrance of the school.

In addition, International Students also report to school on Tuesday, September 2 for Homeroom and Photos.

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 as part of their graduation requirements.

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 the Ministry website at: <http://www.bced.gov.bc.ca/dpa/>



Provincial Exam Results

VERY IMPORTANT INFORMATION FOR GRADE 10,11 AND GRADE 12 STUDENTS

Students can access their Provincial exam results on line anytime after July 31.

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. If you lose or forget your PEN only school staff will be able to assist in providing your number. 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

Student Photographs

Student photos will be on the first day of school – Tuesday, September 2, 2014.

After homerooms are completed students will proceed to the gym to have their photos taken for the yearbook and their "Go Cards".

All students must be photographed for their (Go Card) bus pass 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 11, 2014

Carson Graham will be hosting a Grade 8 Parent Night on Thursday, September 11. 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

Athletics

In the spring the athletic department piloted a new registration program on-line, it was a great success. This school year we will be continuing with this program, all sports registration will be done on-line at:

<http://www.karelo.com>.

There is also a link from our Carson website. From this website you will be able to register, fill out all necessary forms and make payment by visa/master card or debit. If you have any questions please contact our Athletic Coordinator: Ryan Kerluck, by email rkerluck@sd44.ca.

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.

Grade 10 Middle Year Programme Certificate

In order for grade 10 students to receive a MYP certificate in June 2015 all students must complete the following:

- a minimum of 10 hours of community and service in grades 8,9 and 10
- pass all the required courses
- successfully complete the Grade 10 Personal Project.

Please note that Carson has adopted a new system (Managebac) for MYP students to track their community and service hours. Details to follow.

If you have any questions regarding the MYP please contact Kristy Dolha – MYP Coordinator.

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 through the Planning 10 classes. A celebration of the completion of the projects is on March 5 in the gym at the Carson Graham Secondary.

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

IB CAS (Creativity Action Service) Corner

Carson's *Blood, Sweat, and Cheers* team and Canadian Blood Services (CBS) is out for blood!

The Bloodmobile will first visit Carson Graham on September 25. Other dates will be posted on the school website. Essentially, anyone over the age of 17, in good health, and over 110 pounds may participate. Donors may donate every 8 weeks, so why not make it your year to give and donate every drive?!

One pint of your blood may save up to three lives. We welcome all community members--students, parents, siblings, neighbours, and friends.

Check out blood.ca for more information or contact Mrs. Karen Marshall at kmarshall@sd44.ca to book your appointment.

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 10 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. For 30 hours they will receive a certificate, for 100 hours a service pin, and in addition, a top citizen award will be given to the student from each grade that has completed the most service this year.

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 during the first week of September. Community and Service hours are recorded in Block one. Students should start their service early and choose activities that suit their interests so that they **have fun while helping out the community.**

TERRY FOX RUN

Starting off the year we have several excellent and easy opportunities to earn hours. First, there is the Terry Fox Run. Students who fund-raise a minimum of \$100 can earn 4 hours of Community and Service. Students can download copies of the pledge sheet from the Terry Fox Run website www.terryfox.org.

MEAL SERVICE FOR THE NEEDY & HOMELESS

Last year one of the most popular and meaningful activities that students participated in was a regular meal service for some of the less affluent members of our community. Students help prepare the food, set up the dining room, serve the meal and clean up. While they brighten the lives of the guests, they also gain a new appreciation of their own lives. Meal services take place in East Vancouver two Fridays a month and students earn 4 hours in Community and Service. Students can get more information about dates and availability of spaces in September.

OTHER EVENTS

Other events that students can volunteer for include:

- Great Canadian Shoreline Cleanup
- Thanksgiving Food Drive
- Parent Teacher Interviews
- Salvation Army Christmas Kettle Campaign
- Santa's Breakfast
- score-keeping at sporting events
- the Hungry for Change 24 Hour Fast
- Empty Bowls

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.

Supplies

All students should have the following with them on September 9 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.

Carson Graham Calendar and Late Starts

For the 2014-15 school year, North Vancouver schools will continue to have staff collaboration time incorporated within our calendar. At our secondary schools, this is accommodated through late starts at 9:55am. The staff collaboration dates are on the following Wednesdays:

September 24, 2014
October 29, 2014
November 26, 2014
January 28, 2015
February 25, 2015
April 29, 2015
May 27, 2015

As an International Baccalaureate school, there are additional requirements that need to be fulfilled for our Middle Years and Diploma Programmes. One of those requirements is the need to provide adequate collaboration time for assessment and planning for teaching and learning. Last year we had three IB planning late starts with classes beginning at 11:45am. This year we have implemented, with the approval of both our staff and Parent Advisory Council, six (6) shorter late starts for 9:55am. Consequently, we are able to decrease the loss of instructional time from the previous year and have a consistent late start schedule that aligns with our staff collaboration schedule.



The IB planning late starts fall on the following Wednesdays:

October 22, 2014
November 19, 2014
January 21, 2015
February 18, 2015
April 22, 2015
May 20, 2015

With both staff development and our IB planning late starts, updates will be provided to our parent community regarding the instructional work that is taking place and the impact to the learning environment.

Finally, with the continued approval and support of our Parent Advisory Council, we are excited to maintain our IB Personal Project / Community and Service (CAS) late starts. These will take place once a month where the entire staff work with assigned groups and provide guidance and assistance to our students throughout the year on their personal project or extended essay. The results are amazing and can be seen at the end of the year at our Personal Project and CAS community exhibitions. These late starts will also fall on Wednesdays but classes will begin at 9:30am. The dates are:

September 10, 2014
October 8, 2014
November 12, 2014
December 10, 2014
January 14, 2015
February 11, 2015
March 4, 2015
April 8, 2015
May 13, 2015
June 10, 2015

Again, a full calendar is available at www.carsongrham.ca

Calendar Update	
Sept 2	School Opens School Photos
Sept 3	Regular classes begin
Sept 6	Buchanan Bowl JV 10:00am V 1:00pm
Sept 10	Staff Meeting Late Start
Sept 11	Grade 8 Parent Night
Sept 15-17	IB DP Retreat
Sept 17	PAC Meeting
Sept 24	Staff Development Late Start
Oct 2	Grade 12 Parent Info Night
Oct 8	Staff Meeting Late Start
Oct 13	Thanksgiving – School Closed
Oct 15	PAC Meeting
Oct 22	IB Staff Development Late Start
Oct 24	Pro-D Day- No Classes
Oct 28	BC Post-Secondary Morning Grade 12s
Oct 29	Staff Development Late Start
Oct 30	Student Photo Retakes

Please check website for further calendar updates

