



Friday, August 26, 2022

Dear Carson Graham Community,

On behalf of the staff at Carson Graham, it is my pleasure to welcome you to the 2022-23 school year. I would like to extend a special welcome to grade 8 students, their families, and those of you joining us for the first time. I hope that all of you enjoyed a restful summer and are recharged for the upcoming school year.

This newsletter contains important information about opening day, attendance procedures, timetables, lockers, the code of conduct, safety, athletics, and clubs, as well as several reminders. Please take some time to read through it. We will send additional information to our grade 8 families.

With a student population of just over 1400, and over 130 staff, we are fortunate to be able to offer a large variety of courses. Likewise, with a dedicated staff and many parent & community volunteers, we are able to offer numerous extra-curricular activities. I encourage all students to take advantage of and engage in the many learning opportunities available to them both in and out of the classroom.

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

Ryan Botteselle- Math
Sandie Chen- English
Trevor Chong- English
Ben Gregson- Math
Nicole Matthews- Home Economics and Careers
Paul Santolin- English and Social Studies
Spencer Scholfield- Science
Melissa Wozny- LST
Rita Vilensky- Office

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. Additionally, 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.

Carson has a very committed Parent Advisory Committee (PAC) that meets on a regular basis. Their website is <https://www.carsongrahampac.ca>. I would like to invite parents to our first PAC meeting on Wednesday, October 12th 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.

On behalf of Vice Principals Tim Ireland and Justin Wong, and the entire Carson Graham staff, we look forward to a fantastic school year.

Sincerely,

Suzette Dohm
Principal



Daily Schedule

Carson Graham will be running on a linear system for the 2022-2023 school year, meaning that all eight classes will run from September through June. There will be four classes a day with alternating Day 1s and Day 2s. Periods 1, 2, 3 and 4 will occur on Day 1, and Periods 5, 6, 7 and 8 will be on Day 2.

The regular daily schedule will be comprised of 70-minute periods, a 60-minute lunch and tutorial time. Note that the three morning blocks rotate. Each morning, there is a tutorial period where every student will have the opportunity to access additional support from teachers in all subject areas. Class starts after morning tutorial time at 9:12am and our school day finishes at 3:00pm. More information is available [here](#).

8:30 am - 9:12 am	Tutorial
9:12 am - 10:22 am	1
10:22 am - 10:26 am	Transition
10:26 am - 11:36 am	2
11:36 am - 11:40 am	Transition
11:40 am - 12:50 pm	3
12:50 pm - 1:50 pm	Lunch
1:50 pm - 3:00 pm	4

The First Week of School

On the first day of school, Tuesday, September 6th, all students are to report to the school at the time indicated below for their particular grade level. Students will receive timetables and other important information. Additionally, student photos for the yearbook and ID Cards will be taken. While students are not required to purchase photos, they are required to have their picture taken for their School ID. The ID card is necessary for many functions throughout the school year. This photo identification is official and as such, pictures must be authentic and identifiable. Please be respectful of the Carson Graham Code of Conduct during this process.

On Wednesday, Thursday and Friday of the first week, all students are expected to attend their **Advisory** block at **9:12am** followed by classes from 9:50 am until 3:00 pm. Exceptions may include those who have arranged tutorial time with a classroom teacher, those with a designated study block or those attending “x-blocks.”

Tuesday, September 6th- Timetables & Individual Photos

Grade 9	10:00
Grade 10	10:45
Grade 11	11:30
Grade 12	12:15
Grade 8	1:00

Wednesday, September 7th- Regular Classes (Day 1 Rotation: 2314)

Tutorial	8:30 - 9:11
Advisory	9:12 - 9:52
Period 1 (Block 2)	9:52 – 10:52
Period 2 (Block 3)	10:56 – 11:56





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Period 3 (Block 1)	12:00 – 1:00
Lunch	1:00 – 2:00
Period 4 (Block 4)	2:00 – 3:00

Thursday, September 8th- Regular Classes (Day 2)

Tutorial	8:30 - 9:11
Advisory	9:12 - 9:52
Period 1 (Block 6)	9:52 – 10:52
Period 2 (Block 7)	10:56 – 11:56
Period 3 (Block 5)	12:00 – 1:00
Lunch	1:00 – 2:00
Period 4 (Block 8)	2:00 – 3:00

Friday, September 9th- Regular Classes (Day 1)

Tutorial	8:30 - 9:11
Advisory	9:12 - 9:52
Period 1 (Block 3)	9:52 – 10:52
Period 2 (Block 1)	10:56 – 11:56
Period 3 (Block 2)	12:00 – 1:00
Lunch	1:00 – 2:00
Period 4 (Block 4)	2:00 – 3:00

Administration and Counselling Assignments

Administrator Assignments

Grade 8 & 11- Justin Wong	jwong@sd44.ca
Grade 9 & 10- Tim Ireland	tireland@sd44.ca
Grade 12- Suzette Dohm	sdohm@sd44.ca

Counsellor Assignments

Grade 8- Kat Robb	kmrobb@sd44.ca
Grade 9- Chelsea Carlson	ccarlson@sd44.ca
Grade 10- Karen Marshall	kmarshall@sd44.ca
Grade 11- Tamara McKay	tmckay@sd44.ca
Grade 12- Mary Fletcher	mfletcher@sd44.ca
Internationals- Karen Marshall	kmarshall@sd44.ca

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

Course Changes

The 2022-2023 timetable and staffing is based on student course requests from last Spring. Students were advised to choose their courses wisely and research post-secondary admission requirements. Students were also given ample





opportunity to make course changes last Spring and need to be aware that course changes now are unlikely. Changes will be made in the following priority order:

1. Resolving incomplete timetables and timetable errors
2. Scheduling new students
3. Addressing requests for timetable changes

Until a counsellor has made an official change and a new timetable has been produced, students are required to attend all classes listed on their timetable.

It is expected that Carson students be enrolled in a full-time program. This means that they take a minimum load as follows:

Grade 8, 9 & 10	8 courses
Grade 11	7 courses (with 1 approved study block)
Grade 12	7 courses (includes Career Life Connections and with 1 approved study block)

Grade 11 & 12 students were given an opportunity to apply for a study block last Spring. It is very important that grade 11 and 12 students review post-secondary admission requirements and graduation requirements prior to requesting any course changes.

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.

Other school start-up forms will be available on the [School Cash Online website](#) prior to the first day of school. It is important that you log-on and complete these forms as soon as possible. This includes the following three forms:

- Impromptu Walking Field Trip Informed Consent
- Personal Information Consent for School District Publications (**must be completed for inclusion in Yearbook**)
- Student Acceptable Use of Technology Agreement

Lockers

All grade 8 students will be assigned a locker. Students in grades 9-12 who had a locker last year can keep the same one while anyone requesting a new one can do so in the main office. office. **All students who take a locker are responsible for their locker and for returning the lock at the end of the year.** Lockers are school property and may be inspected by administration without the permission of the student.

Students are not to change lockers or share their lock combinations with friends. Although lockers do provide a reasonable level of security, students should not bring valuables to school nor leave them in lockers. Additionally, all students enrolled in Physical and Health Education classes are encouraged to bring a combination lock from home to use on lockers in the PHE change rooms and to **not leave items unsecured in the changerooms.**





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

Student Agenda Books

Agenda books will be distributed to all grade 8 students. We will also have a limited number of copies of the Agenda available in the office for interested students in grades 9-12.

Textbooks and Resources

The care and return of textbooks, resources, and other school property assigned to students is the responsibility of the student. Textbooks, in particular, are expensive items and students are encouraged to be diligent in the handling and care of them. If there is any damage to a text at the start of the year students must notify their teacher so they can record it.

At the end of the school year, students will be assessed for lost or damaged textbooks and other school equipment. The school retains the right to withhold certain privileges and/or items until outstanding assessments are addressed, i.e. extra-curricular activities, yearbook, etc.

Please check around your home for any textbooks from last year. If you find any please return them to the main office as soon as possible. If you have been assessed a fee for a missing text from last year, please go on the School Cash Online website to pay the fee. We would welcome back any resources as this is a significant cost to the school.

Supplies

All students should have the following with them on Wednesday, September 7th when the first full-day of classes begin:

- 3-ring binder
- 3-hole lined paper
- Pen, pencil and eraser
- Gym strip and lock (if they have a Physical and Health Education Class)

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

Fees

Individual student fees assessments will be assigned in the fall. 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.schoolcashionline.com/>. We do ask that accounts are kept up-to-date.

Daily Attendance- Lates and Absences

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. 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, 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 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 [here](#) for more information regarding school attendance.
- ❑ The school will track attendance daily and will update the **MyEd Parent Portal** with this information. Parents should discuss attendance with their child and help reinforce the importance of attendance to learning. Regular attendance is essential for success in school. Please ensure your current e-mail addresses are on file at the school. Regardless of the reason for absence, it is the student's responsibility to catch up on missed work.

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 classes. Students are responsible for finding out what they have missed; either from MS Teams 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 miss class 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.

Student Drop Off

When at all possible, students are encouraged to walk or take public transit when travelling to school. A map of best routes provided by the City of North Vancouver and HASTe is available [here](#). However, there may be times when it is necessary for students to be dropped off and there are 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.

Code of Conduct

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

Acceptable Use of Technology

All students may access the wireless network with their own personal electronic devices as long as they accept and abide by the conditions outlined in the [Student Agenda](#) in the section titled Technology. Please note that in all cases, students must have permission from the teacher prior to using their electronic devices during a class. At the start of the year, all students and parents must complete the "Acceptable Use of Technology Agreement" form on the School Cash online site.

Carson is Smoke Free

All persons are prohibited from smoking **or vaping** on any school property in accordance with North Vancouver School District Board policy and Section 2.2 of the Tobacco and Vapour Products Control Act. This policy applies to the use of tobacco products as well as e-cigarettes, electronic smoking products, and any related products. This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes parking lots, sports fields, driveways, courtyards and private vehicles parked on school property.

Communication

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

Follow us on Instagram at: @cgseagles or on Twitter at: @carsonsecondary

Students are reminded that we will be using MS TReams for regular communication.

SchoolMessenger

Carson Graham and the North Vancouver School District use SchoolMessenger to communicate with parents and families. Please click [HERE](#) for information about SchoolMessenger and instructions for setting up the SchoolMessenger app on your mobile device.

Calendars

Please note that although we do our best to plan the entire year out in advance, there may be occasions when date changes or additions are necessary. The calendar on the school's website will be updated regularly (note that we are in the process of updating this for the 2022-23 school year. We recommend bookmarking the school's website on your devices and subscribing to [Carson's Calendar](#) by clicking on Subscribe.



Report Cards

Report cards will be published to and accessed online at [My Education BC](#). Anyone wishing a printed copy of the report card can print them off here. Please note the following:

- Prior to the end of each reporting period, an email will be sent informing parents/guardians of when the report cards will be published online.
- Parents/guardians are required to reset their password every three months as per the regulations set out by the Ministry of Education and FIPPA (Freedom of Information and Protection of Privacy Act).
- Instructions on how to reset passwords and other information pertaining to report cards can be found [here](#).
- All parents/guardians new to the North Vancouver School District will receive an email with their MyEducation BC parent portal account information (login and temporary password).

Clubs and Team Fair

In September, there will be a fair to showcase all of the club and team opportunities that exist at Carson Secondary. Students will see that we have a great athletics program, opportunities for enhancing leadership skills, and many active clubs ranging from the Green Team to Robotics. It is up to the students to take advantage of what the school has to offer. Many of the memories students will have of high school will be the connections with peers and staff that were made outside of the classroom.

Grade 10 Middle Years Programme Certificate

In order for grade 10 students to receive an MYP certificate in June 2023, they must complete the following:

- Participate in the programme in the grade 10 year (at a minimum)
- Gain a total of at least 28 points total calculated from the following courses
 - Language and Literature (English)
 - Language Acquisition (French, Spanish 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 and Health 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 while in the Programme

If you have any questions regarding the International Baccalaureate Programme, please contact Liz Thornhill (lthornhill@sd44.ca) or Cora Pross (cpross@sd44.ca), Co-IB Coordinators.

Managebac

All grade 8-10 MYP students, in addition to Diploma and Certificate Programme students at Carson Graham require a Managebac account. Students who do not have a Managebac account can contact Liz Thornhill (lthornhill@sd44.ca) or Cora Pross (cpross@sd44.ca), Co-IB Coordinators.

Grade 10 Personal Project

In the culminating year of the Middle Years Programme, Grade 10 students complete the Personal Project. The project is a significant student directed inquiry completed over the school year culminating in the new year. It is a requirement and will form a significant part of the Capstone graduation requirement.

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.

More information is available [here](#).

Service as Action (SA)

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 *Service as Action* in order to receive their IB MYP certificate. Students who go above and beyond this requirement may be eligible for recognition at our Awards Ceremony. Additionally, service and/or work experience hours are a necessary component of the mandatory Career Life Connections course in grade 12.

Wednesday Mornings at Carson Graham

Advisory 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.

Advisory Wednesday Class Schedule

Tutorial	8:30 - 9:11
Period 1	9:12 - 10:12
Advisory	10:12 – 10:52
Period 2	10:56 – 11:56
Period 3	12:00 – 1:00
Lunch	1:00 – 2:00
Period 4	2:00 – 3:00



September 21, 2022
October 19, 2022
November 16, 2022
December 14, 2022
January 18, 2023
February 8, 2023
April 12, 2023
May 17, 2023
June 14, 2023

At the Grade 8 level, students will be working on inquiry based learning to answer the question “Who am I as a Learner?” In most cases, students will work with their Block 2 teacher and will focus on connection to themselves and our community and developing their 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, learning about the Carson school community and its diverse programs, building community connections, mindfulness and self-management practices.

At the Grade 9 level, students will inquire to answer the question “How can I Make a Positive Impact” through the Grade 9 Service Project. Students will be mentored by their advisory teacher and learn about the process of taking on a larger project by creating a group project that creates positive change in our community.

As mentioned, at the Grade 10 level, students will be working on their Personal Projects.

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

Other grade 11 & 12 students will have the opportunity to explore themes of community, health, and decision-making through a series of assemblies and guest speaker presentations.

In addition to Carson’s advisory Wednesdays, North Vancouver schools will continue to have staff collaboration time incorporated within the calendar for the 2022-23 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 (4) Wednesday late starts throughout the year – please see attached schedule. **The instructional day will begin at 9:50am and end at 3:00pm.**

September 28, 2022
October 26, 2022
January 25, 2023
April 26, 2023

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





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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 9:50am and end at 3:00pm.**

September 14, 2022

October 12, 2022

November 2, 2022

December 7, 2022

January 11, 2023

February 1, 2023

April 5, 2023

May 3, 2023

Jun 7, 2023

Upcoming Events

September 6- First Day of School (School Photos and Timetable Distribution)

September 7- Regular Classes Start

September 14- Late Start @ 9:52am

September 23- School-Based Professional Day (No Classes)

September 28- Late Start @ 9:52am

September 30- National Day for Truth and Reconciliation (No Classes)

October 5- Curriculum Implementation Day (No Classes)

October 12- Late Start @ 9:52am

October 10- Thanksgiving Day – Schools Closed

October 21- District Professional Day (No Classes)

October 26- Late Start @ 9:52am





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