



CARSON GRAHAM
SECONDARY

Wednesday, August 28th, 2024

Hello Carson Graham Families,

Welcome to the 2024-2025 school year! On behalf of the entire Carson Graham staff, I would like to extend a special welcome to all incoming grade 8 students and any new students joining Carson Graham. We are excited to start the year and look forward to seeing students next Tuesday. This newsletter is longer than usual as it contains a great deal of important school start-up information.

The Carson Graham community has grown to 1425 students and 140 staff. This year, the administrative team includes Vice Principals Mr. Tuzar Irani and Mr. Dave Cadman, who will be working alongside me. Our staff are here to help and are committed to your student's growth and success. Our ongoing mission is to create a nurturing environment where students can learn, grow, and thrive, emphasizing resilience, self-efficacy and the development of critical and creative thinking skills. We encourage students to take an active role in their own learning journey and to explore the many extracurricular activities available.

This year Carson Graham will continue with a linear schedule. The block rotation is attached to this email. Please note the late start and advisory dates on the right side of the schedule. The schedule includes a daily tutorial time for students to access additional support outside of class time.

As communicated by the Superintendent of Schools, the North Vancouver School District (NVSD) is focused on "devices off, learning on." Across all NVSD secondary schools, access to and use of personal digital devices (PDDs) will not be permitted during instructional time, unless a teacher allows them for a specific curricular objective. Students with specific educational or medical needs outlined in their Individual Education Plan (IEP) will continue to use PDD's as needed. More details on PDDs are in the technology section below and the attached letter.

Please continue reading for detailed start-up information.

This email contains the following attachments:

- Carson Graham Secondary (CGS) Opening day schedule
- CGS monthly calendar
- CGS daily schedule showing block rotations, & fillable calendar
- Password reset information
- Personal digital devices letter

We look forward to seeing students next week. Until then, we hope you enjoy the last few days of summer break.

Warm regards,

Kim Jonat, Principal



2024-2025 Carson Graham Secondary

START UP INFORMATION

Opening Day Schedule

Please see the attached schedule: ***Opening Day - Tuesday, September 3rd***.

Daily Schedule

Carson Graham's daily schedule is attached to this email. Students will receive a copy on their first day.

Year-long Carson Graham Calendar

The year-long calendar is posted on our website and attached to this email. There is also a live calendar. Please note events and activities are subject to change.

Student Schedules

Students will receive their schedule (timetable) on Tuesday, September 3rd after their grade assembly.

Course Change Requests

The timetable was built based on student course requests made last Spring. Carson Graham is full and many classes are full so changes are unlikely.

Students wishing to request a change must complete an online form. **A QR code will be posted next week outside of counselling and the office.** Discussion and agreement by a parent/guardian is required. 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 student's other courses. Counsellors will not accept course change requests through Teams, email, or in person.

The counselling suite will be closed to drop-ins during the first week of school. Counsellors will reach out to students directly when a change is made. This may take several days depending on the volume of requests.

Course requests will be reviewed in order of priority. Highest priority is given to students who are:

1. New students without a timetable
2. Incomplete timetables (e.g.: missing a class)
3. Timetable does not meet graduation and/or post-secondary requirements.
4. Course was completed or is in progress online or failed previously.

Lower priority changes include period changes, changed mind for elective courses. Requests for teacher changes or changes to be with friends will not be granted.

The deadline to change courses is **Friday, September 13th**.



**CARSON GRAHAM
SECONDARY**

Grade Counsellors & Grade Administrators

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

Although students may see any counsellor they wish, the school assigns the following grade responsibilities to specific counsellors. 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. Julia Wong jawong@sd44.ca	Mr. Tuzar Irani tirani@sd44.ca
9	Ms. Mary Fletcher mfletcher@sd44.ca	Mr. Dave Cadman dcadman@sd44.ca
10	Ms. Kat Robb kmrobb@sd44.ca	Mr. Dave Cadman dcadman@sd44.ca
11	Ms. Tamara McKay tmckay@sd44.ca	Mr. Tuzar Irani tirani@sd44.ca
12	Ms. Karen Marshall kmarshall@sd44.ca	Ms. Kim Jonat kjonat@sd44.ca

School Start-up Forms

Parents/guardians will be receiving 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. **These forms do not require any payment.** [School Cash Online](#) is simply the platform the school district uses to collect this information.

Once you have completed the forms on SchoolCash Online and added each one to your cart, press "Continue" to reach the "Review Your Order" page. Remember to press the "Complete Your Order" button, as the process is only complete once you receive a receipt.

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 3rd. Parents/guardians are asked to review the information on the form. All forms need to be reviewed and returned in the first two weeks of school.

If changes are made:

1. Make the 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 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. Parents, guardians, & students will be notified when the portal reopens. 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:

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



CARSON GRAHAM SECONDARY

Students are asked to **label supplies with their first and last name**. Subject teachers will communicate any additional supplies required for their class during the first week.

Grade 8 Start up Info

We look forward to welcoming the Carson Graham Grads of 2028 next week at our opening assembly at 9:30am. The assembly will take place in the large gym. After students receive their start up package in small gym, and their student photo in the agora, they are welcome to spend some time walking in the school and locating their classrooms and locker before departing.

On Tuesday grade 8 students will also receive a permission form for the grade 8 Cheakamus Retreat later this week in their start up package. **Students are asked to return these to the office by Friday, September 6th.**

There is a grade 8 parent info night on the evening of Tuesday, September 17th. More details will be emailed in early September.

Grade 12 Start up Info

Grads and parents/guardians of grads will soon be receiving a graduation newsletter about the grad year including key dates.

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*.

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 and Teams.**

There is a Grade 12 parent information night on Tuesday, October 1st. Further details will be emailed closer to the date.



SCHOOL INFORMATION

Advisory

Students meet in an advisory block eight times each year (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, the 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 attachment.

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 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

Health awareness reduces the likelihood of a person coming to school when they are sick. This includes checking regularly for symptoms of illness and not coming to school while sick. **Please help us keep everyone safe & healthy!**



CARSON GRAHAM SECONDARY

If your student develops symptoms of illness 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.

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 prior to coming to the 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 8-10. This program that aims to help students develop their personal understanding, 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 eight to ten study the **Ministry of BC 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 ATL provide the foundation for independent learning and encourage the application of their 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 is excited to have two PADS service dogs this year. Diego will be with Ms. McKay in the counselling area, and Aslan will be with Mr. Blay in the 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 3rd** by Artona. Students will have their photo taken after the grade assembly.

Please note that one of the start-up forms on School Cash Online is required to have your student's photo included in the school yearbook.

Cafeteria Service & Lunch Time

Canuel Caterers will once again be providing cafeteria service this year. The cafeteria will be open during flex time, breaks and lunch. Service begins on Wednesday, September 4th. 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 to recycle or dispose of waste.



CARSON GRAHAM SECONDARY

Optional Breakfast Program

Students are encouraged to eat breakfast before coming to school, however, new this year, Carson will have breakfast (bagels, fruit, etc.) available in the agora during tutorial time for any students who need breakfast.

Carson Graham's Library

Carson Graham's Teacher Librarians Ms. Thomson and Mr. Spicer, love helping students with research, projects, bibliographies, and finding the perfect book. Ms. Kagan is the library assistant. 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 8 students will be assigned a locker. They will receive their locker location and locker combination on September 3rd.

Grade 9 to 12 students will use their locker from last year. Students can request a locker in the office during the first week of school and 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 must bring their own lock and remove it by the end of the day. Any locks that remain on the lockers will be cut and contents removed from the locker.

Agenda Books

Grade 8 students will receive a Carson Graham agenda book on September 3rd. 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 bin is located 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, including PDDs. We strongly discourage students from bringing valuables to school.



Athletics

Are you interested in joining a Carson Graham team? Our Fall athletics program begins immediately so it is important to sign up for a team as soon as possible. The teams we offer depend on student interest and availability of coaches and sponsors.

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 imperative to sign up as soon as possible.

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 a number of clubs that are 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 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 bike lock.
- If you must pick up/drop off, please consider doing so a block from the school rather than in the driveway or parking lot.



CARSON GRAHAM SECONDARY

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

“Devices off, learning on.”

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 for the day.

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



The school is not responsible for lost/stolen items.

Please see the attachment about PDDs.

Student Password Reset

Secondary student passwords expire at the start of the school year and need to be changed annually to provide an extra layer of security and help protect students from potential unauthorized access to their accounts. 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](#). IT staff will be at the school during the first week of September to provide support and school staff can reset a password if the student can no longer remember their old passwords.

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 students and their 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 students and foster the well-being of students and families in our Carson Graham 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](#).

Thank you for your support of the Carson Graham Community.



**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
- Carson Graham phone number: 604-903-3555
- Attendance reporting: 604-903-3555 prompt 2 (available 24 hours a day)
- Staff e-mails are on the website under [Staff Info](#).

IMPORTANT DATES IN THE FIRST TWO WEEKS

Tues. Sept. 3 rd	First day of school – see opening day schedule
Wed. Sept. 4 th	First full day of classes (block rotation: 2314)
Wed. Sept. 11 th	Late start (9:50am)
Fri. Sept. 13 th	Course change 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 3 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, September 6th.

