



**AUGUST 30<sup>TH</sup>, 2024**

**Correlieu Secondary School**

850 Anderson Dr., QUESNEL, B.C. V2J 1G4

TELEPHONE: 992-7007

Principal: Mrs. Marissa Knauf

Vice Principal: Mr. Shane Mummery



## Principal's Message

We are excited to meet all of our new students and for the school year to start next week. We are looking forward to planning some fun events over the course of the year and working on building school spirit and belonging.

We have fall sports beginning right away, so if your child is interested in playing sports have them check in with Ms. Tresierra in her office on 5th Ave.

We are searching for new executive members for our PAC. Our PAC has a substantial budget and supports many programs for our students. Please consider joining. Our PAC meets in the library from 6:30-7:00ish pm on the last Monday of each month.

Just a reminder to parents of graduates, the school does not sanction events such as grad camp out, grad kidnapping, or other events that are unsupervised. If you are allowing your child to participate in these events please make sure that they are safe.

### **First Day (1/2 day) for Grade 10s - Wednesday Sept. 4**

Grade 10's will meet in the gym on Wednesday, September 4<sup>th</sup>. After that they will go to their homerooms and will receive up to date schedules, tour the school, run through their blocks to meet their teachers, and have hotdogs (veggie and gluten free dogs too) and snacks! It's going to be a busy morning! We can't wait to meet you all.

### **\*Attendance September 4 -10th**

**Please let the office know if your child will be absent the first week of school. If students do not arrive to class, there is a strong possibility that they may be removed from the class to accommodate students that are on a waitlist.**

## Upcoming Dates:

Sept. 2	Labour Day - Office closed
Sept. 3	NI Day - No School
Sept. 4	1/2 Day - Grade 10 Orientation Day - Only Grade 10s in attendance. Dismissal at 11:44 a.m.
Sept. 5	First full day for all students grades 10 - 12
Sept. 12	Last day to change Semester 1 classes
Sept. 18	Photo Day (A.M.)
Sept. 23	PAC Meeting @ 6:30 p.m. (CSS Library)
Sept. 30	<b>National Day of Truth &amp; Reconciliation</b> (no school)
Oct. 14	Thanksgiving (no school)
Oct. 15 – 18	Grad Photos (P.M)
Oct. 18	Photo Re-take Day (A.M.)
Oct. 25	Pro-D Day - No School
Oct. 29 & 30	Early Closure Days- 1/2 Day Attendance (Parent Teacher Interviews)
Nov. 11	Remembrance Day (no school)



# Next PAC Meeting

**Monday Sept. 23<sup>rd</sup> @ 6:30— In the CSS library**

We look forward to welcoming new parents to our PAC. Meetings are generally 30 minutes or less. Our executive will be elected at our first meeting. Parents do not

## Welcome Back!

We're in the process of getting things ready for the beginning of school. We would like to share some important information that will help to prepare students for their first day back to school in September:

- Only Grade 10 students will attend on WEDNESDAY, September 4<sup>th</sup> from 8:30 – 11:44. Please bring a pen or pencil, a binder and a snack. We will have a hotdogs and snacks for students prior to dismissal.
- The first full day of school for ALL students will be THURSDAY, September 5<sup>th</sup>. Please be prepared for regular class on this day – pen/pencil, binder, paper, lunch.
- If you would like to change a Semester 1 course, you can email your counsellor to set up an appointment for next week. **The last day to change classes is Thursday, Sept. 12<sup>th</sup>.** If you want to change courses, you need to fill out a course change request form and return it to your counsellor. **Please ensure you put your first and last name on the form.** Forms are available in the office and the counselling area. Please note that your parent/guardian needs to sign the form.

Last Name A-I – Ms. Ingram [emilyingram@sd28.bc.ca](mailto:emilyingram@sd28.bc.ca)

Last Name J-M – Ms. Rokoss [christinarokoss@sd28.bc.ca](mailto:christinarokoss@sd28.bc.ca)

Last Name N-Z – Ms. Castle [carriannecastle@sd28.bc.ca](mailto:carriannecastle@sd28.bc.ca)

- New students – Please contact the school to register – 250-992-7007
- School Office hours are 8:00 – 4:00 pm



**Correliou Secondary  
School's**

**INDIGENOUS CULTURE ROOM**

would like to welcome you back to a new  
year.

**Indigenous Support Workers**

**Keri Osha**

**[keriosha@sd28.bc.ca](mailto:keriosha@sd28.bc.ca)**

**Rolanda Neufeld**

**[rolandaneufeld@sd28.bc.ca](mailto:rolandaneufeld@sd28.bc.ca)**

**250-992-7007**

## Cafeteria Opens Week of Sept. 22

**Our cafeteria is being renovated and will be closed for the first 3 weeks of school.** Once it is open, hours are:

8 - 8:30 am, 10:01 - 10:09 am, 11:44 - 12:25 pm



**School Supplies** – There is no specific list for our students. Sometimes there are specific items, depending on your courses your teacher may request. Teachers will share that information at the beginning of each semester.

Here are some items to have/consider having depending on your courses to help you be a prepared student inside and outside the classroom. You may need to replenish these items throughout the year.

- Refill paper**
- Graph paper
- Blue/black/red pens**
- Dry erase markers**
- Pencils**
- Eraser**
- Pencil crayons &/or coloured markers
- Black fine liner**
- Highlighter(s)**
- Scissors
- Glue
- Binder(s)**
- Tab dividers**
- Calculator – could be simple or graphing type calculator
- Headphones with microphone
- USB stick/Jump Drive
- Facial Tissue (Kleenex)**
- Gym strip
- Back pack
- Pencil/pen case



# NEWS & EVENTS

## **STUDENT VERIFICATION FORMS & PERMISSIONS**

Students will receive their student verification forms during homeroom on Sept. 4<sup>th</sup> (for grade 10s) and Sept. 5<sup>th</sup> (for 11s and 12s). This is the form that contains all of your child's current contact and emergency contact information. Please go over the form with your student, make any changes if needed, and return to the office as soon as possible. Students will also receive a permission forms package - please ensure these forms are returned to the office.

## **CHANGE TO G SUITE CONSENT**

Google has changed their policy, requiring parent consent for children to the age of 18. As a result, students in Grades 9-12 need parent consent in order to use their G Suite account. This is different from last year where students in Grades 9-12 were able to provide their own consent. Please look for the G Suite consent form that is included in the student verification/permission forms package that will be handed out to students in their homeroom on their first day. **By providing consent, you are permitting your student to have access to a G suite email account (sd28.org) and use of Google Drive, Google Calendar, Google Sites, Google Classroom and Read&Write by TextHelp.**

## **DISTRICT LUNCH PROGRAM**

Our school district offers daily free lunches to students in need. If you would like to sign up your student for this program, forms are available in our office. The program will start on Monday, September 16<sup>th</sup> with limited food items for that week.

## **BREAKFAST CLUB**

Correlieu has a breakfast program in partnership with Breakfast Clubs of Canada and School District 28. This program is free and open to all our students. Our breakfast club will be open beginning on Monday, September 9<sup>th</sup>.

# **NEWS & EVENTS**

## **SPARE BLOCKS**

At Correlieu Secondary School (CSS) a growing concern is students on spare blocks. In September 2024, grade 10 and 11 students at CSS will be required to have a full course load (8 courses).

If students are enrolling in online courses, they need to know that these courses need to be completed at home and that they are still required to be enrolled in a full course load at CSS. Correlieu Secondary School is not funded to support online learning.

Grade 12 students requesting a spare block will need to have permission from the Principal or Vice Principal. In addition, a plan will be established for the student to either be supervised in the building or off campus during their spare block. Failure to follow the plan will result in progressive disciplinary measures as per our school's Code of Conduct.

## **WASHROOMS**

At Correlieu Secondary School (CSS), the washroom atmosphere is often plagued by over-crowding, vaping, vandalism, and, in general, poor choices. This year, staff will be monitoring student numbers and behaviours in the washrooms closely. Parents, please have a conversation with your child about finding more positive places to be social. Washrooms are not a place for students to "hang out" as this is having negative impacts on the school and student population. Students not willing to listen to CSS staff's directions in regard to creating a safe and respectful washroom atmosphere will face progressive disciplinary measures as per our code of conduct. We look forward to students helping create a more positive and respectful culture at CSS.

# NEWS & EVENTS

## **HOMEROOM LISTS FOR GRADE 10, 11 AND 12**

Please note that only students in Grade 10 come on Wednesday, September 4th, for a half day starting at 8:30 a.m. in the gym for an assembly (homeroom after the assembly). Students will be dismissed at 11:44 a.m. The first full day for all grades will be Thursday, September 5th, starting at 8:30 a.m. with homeroom.

### **Grade 10 Homerooms**

<b>Last Name Starts With...</b>	<b>Room #</b>	<b>Teacher</b>	<b>Homeroom Name</b>
A - Bow	207	Mamela	10-A
Boy - Coo	102	Barker	10-B
Cor - Fou	Fitness Rm	Tresierra	10-C
Fra - Hic	602	Brackett	10-D
Hig - Kin	103	Gerich	10-E
Kir - Mar	100	Karagodine	10-F
Mch - Pag	106	Closkey	10-G
Par - Rus	204	Coffey	10-H
Rys - Tho	403	Christy	10-I
Til - Z	605	Drew	10-J

### **Grade 11 Homerooms**

<b>Last Name Starts With...</b>	<b>Room #</b>	<b>Teacher</b>	<b>Homeroom Name</b>
A - Ber	206	Sherstan	11-A
Bil - Cle	101	Sorensen	11-B
Clo - Dyd	201	Gupta	11-C
E - Gos	203	Ingstrup	11-D
Goy - Kon	Gym	Kitamura	11-E
Kop - May	402	MacFarlane	11-F
McC - Oli	210	Monsour	11-G
Ols - Ror	405	Dinicol	11-H
Ros - Tel	606	Lopresti	11-I
Tet - Z	200	Freer	11-J

# NEWS & EVENTS

## Grade 12 Homerooms

Last Name Starts With...	Room #	Teacher	Homeroom Name
A - Bet	Gym	Kramer	12-A
Bil - Chr	303	Barry	12-B
Cla - E	Library	Moore	12-C
F - G	208	Whitehouse	12-D
H - K	105	Reeves	12-E
L - McM	400	Runge	12-F
McN - Oak	Music	Smith	12-G
Ols - Rob	603	Van Putten	12-H
Ros - Tru	607	Tourangeau	12-I
Tur - Z	604	McDowell	12-J

## LIKE THESE FACEBOOK PAGES TO STAY UP-TO-DATE

There are a few Facebook pages that students/parents/guardians can follow that are updated regularly:

### Correliou Secondary School

<https://www.facebook.com/people/Correliou-Secondary-School/100057637201475/>



### School District # 28

<https://www.facebook.com/schooldistrict28>

### School District # 28 Transportation

<https://www.facebook.com/SD28Transportation>

If your child is a bus student, please check the School District #28 Transportation Facebook page regularly as this is where you can find information regarding bus cancellations and bus delays.



# Are you interested in THE TRADES?

In addition to our shops classes we have opportunities from the Ministry of Education and Skilled Trades BC for students interested in the trades to get started on their education and preparation for post secondary ...

**WORK EXPERIENCE (WEX)** – Along with some course material, students have the opportunity and help to visit various work sites around the city. (4 credit course, outside timetable, School based course)

**WORK IN TRADES** – If students have been or will be employed by a trades person they can earn credits for graduation along with hours for their apprenticeship through the Skilled Trades BC and Ministry of Education Partnership.

**TRAIN IN TRADES** – School District 28, Correlieu, Skilled Trades BC and College of New Caledonia are partnered together to provide an opportunity and funding for Grade 12 students to earn a spot in a foundations level course at CNC. Students must apply in September, have good attendance and behavior, be passing all classes by mid December and have successfully graduated by the end of January their grade 12 year.

For more information on the Youth based trades programs at Skilled Trades BC visit: <https://skilledtradesbc.ca/youth>

## February 2025 CNC TRAIN Sponsored Courses

### Welding Foundations

January 27, 2025 to August 8, 2025

### Carpentry Foundations

February 3, 2024 to July 18, 2024

### Industrial Mechanic/Millwright

February 3, 2025 to July 8, 2025

Parents/Guardians and Students interested in any of the above opportunities please contact the Teacher co-ordinator  
Martin Runge [martinrunge@sd28.bc.ca](mailto:martinrunge@sd28.bc.ca) 250.992.7007 (CSS)

**Applications MUST be received by the school  
BEFORE SEPTEMBER 25, 2024**

*\*\*\*Late applications for TRAIN in TRADES will be placed  
on a waitlist due to limited seating*

*\*\*\*Late applications for WEX and WORK  
may be pushed to next school year*

# NEWS & EVENTS

## SCHOOL PHOTOS

Right Photography Ltd. will be here on Wednesday, Sept. 18<sup>th</sup> to take school photos. This year there will be an online ordering option. Please see below.

Right Photography Ltd.  
Fall School Photos 2024-2025



We are offering an Online Photo Ordering option for this fall to all of our schools. Parents now have 1 more option for ordering their student's school photos.

You can now place your order:

- by having the student hand in their order form on Photo Day as their photo is taken.
- or on Retake Day.
- you can mail in your order at anytime after photo Day or Retake Day.
- and now you can place your order online!

Go to our website [www.rightphotography.com](http://www.rightphotography.com) and go to the **Online Ordering** tab. Find your school by Original photo day or Retake Day. When asked for a password to access the student's image, just type in their student pupil number and you'll be able to view their photo and place an order.

Photos will be uploaded within 2 days of photo day.

# NEWS & EVENTS

## ATHLETICS

Teams will be starting up quickly this year as we are hoping to build on our numerous successes from last year. Sign-up sheets for Cross Country Running and Volleyball will be available at Room 500 very soon!


## INTRAMURALS

We will be running Intramurals again this year at Correlieu. Team sign-ups and season information will be available in the Gym Foyer on Sept. 9th.

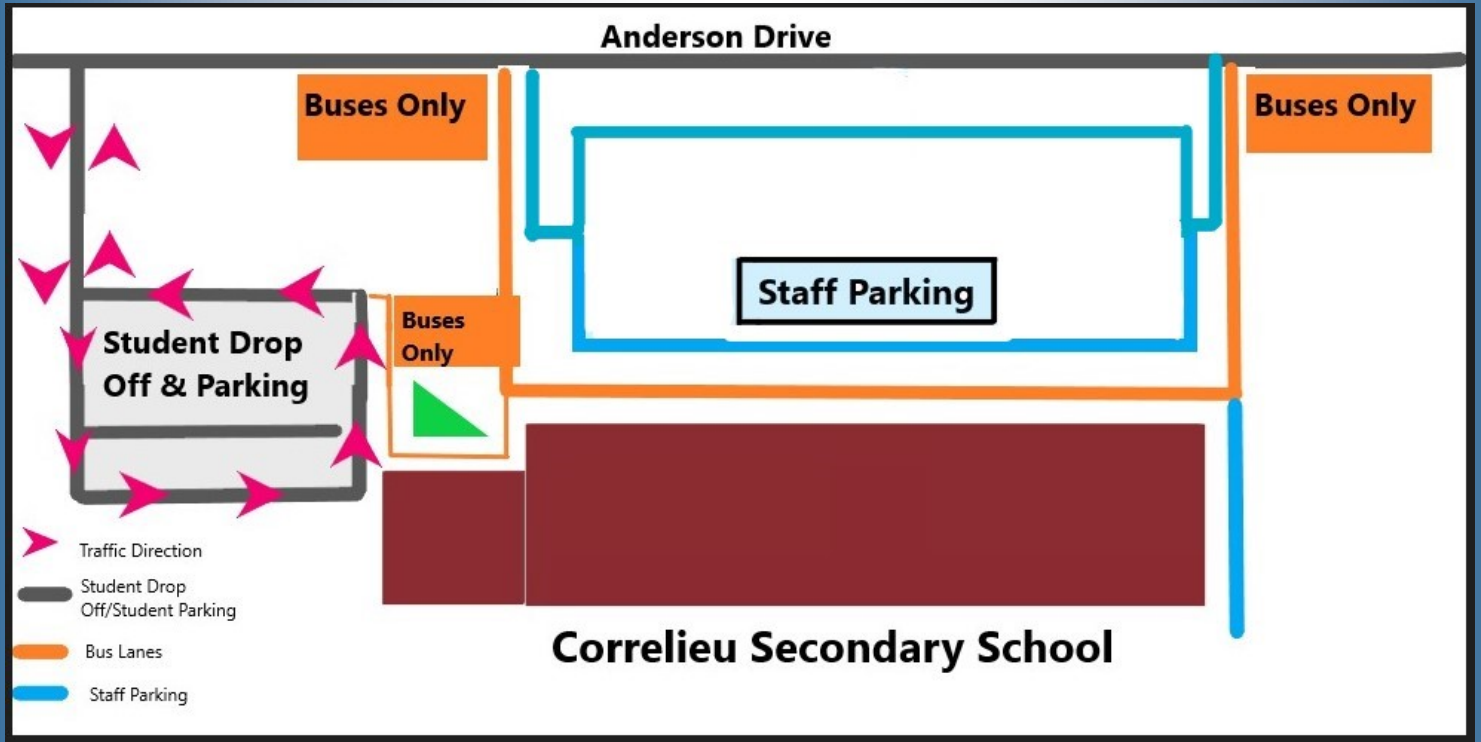
## Correlieu Intramural Schedule

Season winners receive their team name on the trophy and an "Intramural Champion" t-shirt

These games are for fun and the enjoyment of all. Fair play and Sports-Personship is the top priority. If you fail to follow these simple guidelines you will be banned from **ALL** future intramurals.

ULTIMATE (FRISBEE) TEAMS OF 8 6V6 GAMES	T R I V I A	VOLLEYBALL TEAMS OF 8 6V6 GAMES	BASKETBALL TEAMS OF 8 5V5 GAMES	T R I V I A	BADMINTON & PICKLEBALL SINGLES DOUBLES MIXED DOUBLES	T R I V I A	FLOOR HOCKEY TEAMS OF 8 4V4 + GOALIE	THE GREAT BRAIN FREEZE
SIGN-UP SEPT 9-SEPT 13	O C T 2	SIGN-UP OCT 1-4	SIGN-UP NOV 12- 15	D E C 18	SIGN-UP JAN 6-10	M A R 5	SIGN-UP MARCH 10-14	MAY 14 MAY 28
GAMES SEPT 16, 18, 19 SEPT 23, 25,  FINAL SEPT 26	 BRAIN COOKER ... NEED 1 OF EACH  STAFF 12 11 10  TEAMS OF 5	GAMES OCT 7, 9, 10 OCT 16, 17 OCT 21, 23, 24 OCT 28, 31  FINAL NOV 4	GAMES NOV 18, 20, 21 NOV 27, 28 DEC 2, 4, 5 DEC 9, 11,  FINAL DEC 12	IT TAKES 4 TO BEAT MR. MOORE   TEAMS OF 4	GAMES JAN 13, 15, 16 JAN 20, 22, 23 FEB 10, 12, 13 FEB 19, 20 FEB 24, 26  FINALS FEB 27	CAN YOU SLAY LIKE JAY TEAMS OF 	GAMES APRIL 2, 3 APRIL 7, 9, 10 APRIL 14, 16, 17 APRIL 23, 24  PLAYOFFS APRIL 28, 30 MAY 1, 3	THE GREAT BRAIN FREEZE <i>ORIGINAL</i>  THE GREAT BRAIN FREEZE <i>HARD MODE</i>  TEAMS OF 5

# SCHOOL PARKING MAP



# NEWS & EVENTS

## TIME TABLE/BLOCK ROTATION

<b>CSS TIMETABLE/BLOCK ROTATION</b>					
	<b>MONDAY &amp; 1<sup>ST</sup> &amp; 5<sup>TH</sup> FRIDAY MONTH</b>	<b>TUESDAY 2<sup>ND</sup> FRIDAY MONTH</b>	<b>WEDNESDAY &amp; 3<sup>RD</sup> FRIDAY MONTH</b>	<b>THURSDAY &amp; 4<sup>TH</sup> FRIDAY MONTH</b>	<b>STUDY BLOCK FRIDAY BELL SCHEDULE</b>
<b>8:20 AM</b>	<b>WARNING BELL</b>				
<b>8:30 – 10:01 AM</b>	<b>A</b>	<b>C</b>	<b>B</b>	<b>D</b>	<b>Study block 8:30 – 9:15</b>
<b>10:01 AM</b>	<b>BREAK</b>				<b>9:20 - 10:30 AM</b>
<b>10:09– 11:44 AM</b>	<b>B</b>	<b>D</b>	<b>A</b>	<b>C</b>	<b>10:35 – 11:44 AM</b>
<b>11:44 – 12:25 PM</b>	<b>LUNCH</b>				
<b>12:30 – 1:37 PM</b>	<b>C</b>	<b>A</b>	<b>D</b>	<b>B</b>	<b>12:30 – 1:37 PM</b>
<b>1:42 – 2:48 PM</b>	<b>D</b>	<b>B</b>	<b>C</b>	<b>A</b>	<b>1:42 – 2:48 PM</b>

# Fees 2024 – 2025



## Fees Payable by Cash or Cheque - made out to Correliou Secondary School

If you are experiencing financial hardship, please talk to or email Mrs. Knauf - Principal or Mrs. Gilbert – Financial Secretary in the office to come up with a plan.

We will call students down as follows:

**Grade 10's – Friday September 6<sup>th</sup>**

**Grade 11's – Monday September 9<sup>th</sup>**

**Grade 12's – Tuesday September 10<sup>th</sup>**

**September 11 & 12<sup>th</sup> – any students who missed the above dates.** After September 12<sup>th</sup> students won't be called down, but can come to the office at natural break times – not during class time.

<p><b>Student Activity Fee</b> This includes Student ID card – so make sure to have your photo taken on the morning of <b>September 18<sup>th</sup></b>. Retakes or those that miss September 18<sup>th</sup> for photos must be here the morning of October 18<sup>th</sup>. This fee also includes main hallway locker rental and various other events &amp; activities throughout the year.</p>	<p><b>\$35</b></p>
<p>Students will receive their locker information when they come to pay their fees.                  **The Athletic department has PE changeroom lockers available for an additional fee – see the Athletic Director for more information.</p>	
<p><b>Yearbook</b> This is optional BUT we <u>HIGHLY</u> recommend pre-paying in advance when possible to avoid disappointment. Because of the cost only limited yearbooks are ordered based on early in the school year sales. Yearbooks typically arrive &amp; are distributed mid-late June. **This book is created by students for students – without intent, it is possible errors or omissions can occur. **</p>	<p><b>\$50</b></p>
<p><b>Grad Fees</b> This is for graduating students. Fees help pay a number of fixed costs such as grad photo sitting fees, cap, tassel, usage of gown &amp; stole for ceremonies, diploma cover, lanyard, program, decorations, rentals, ticket printing, grad BBQ and so much more.  <b>Grads will need to book their photo sittings.</b> These are afterschool/evenings. Location in school TBA. These take place <b>October 15-18<sup>th</sup></b> &amp; appointment lists will be posted closer to the date. There is a grad photo retake session where students need to book their appointments - <b>December 10-11</b> as well. We want ALL grads to pose for these photos. Purchase of grad photos images is optional through Right Photography and is not part of the grad fee. We cover the sitting fee &amp; proofs as part of the grad fee, and those are yours to keep. <a href="http://www.rightphotography.com">www.rightphotography.com</a></p>	<p><b>\$150</b></p>
<p><b>Athletic Fee</b> This fee is collected from students who play/participate on a school team – e.g. Volleyball, Basketball, Ultimate Frisbee, Track &amp; Field, Cross Country Running, Golf, Ski &amp; Snowboard, etc. It is only collected once every school year (regardless if you play on just one or many teams). It is used to assist with costs like equipment, awards, team jersey's, etc. This fee could be collected by your coach, Athletic Director or can be paid in the office.</p>	<p><b>\$30</b></p>

# 2024-2025 FEES



**STUDENT  
ACTIVITY FEE**  
\$35 INCLUDES  
STUDENT ID  
PHOTO & MAIN  
HALLWAY  
LOCKER RENTAL

**GRAD  
FEES  
\$150**

-----  
YEARBOOK \$50

-----  
ATHLETIC FEE \$30

CASH OR CHEQUE ONLY

# School Fees Dates

Can't make it on these dates, you can  
come to the office at **natural break  
times, not class time**  
& see Mrs. Gilbert

Locker information will also be given to  
you when you pay your fees.

**Students will  
be called  
down by  
grade, last  
name on  
these dates in  
the AM.**

**Grade 10  
Friday September 6**

**Grade 11  
Monday September 9**

**Grade 12  
Tuesday September 10**

	GRADE 10	GRADE 11	GRADE 12
If paying only <b>Student Activity Fee</b> Your Total Is	\$35	\$35	\$35
If paying <b>Student Activity Fee &amp; Yearbook</b> Your Fee Total Is	\$85	\$85	\$85
If paying <b>Student Activity Fee, Yearbook &amp; Athletic Fee</b> Your Fee Is	\$115	\$115	\$115
If paying <b>Student Activity Fee, Yearbook, &amp; Grad</b> Your Fee is			\$235
If paying <b>Student Activity Fee, Yearbook, Grad &amp; Athletic Fee</b> Your Fee Is			\$265
If paying all fees relevant to my grade total is:	<b>\$115</b>	<b>\$115</b>	<b>\$265</b>

CASH OR CHEQUE ONLY – CHEQUES MADE OUT TO CORRELIEU SECONDARY SCHOOL

# **Correliou Secondary School Code of Conduct**

## **BC Human Rights Code:**

Correliou Secondary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

## **Statement of Purpose:**

The staff, parents, and students at Correliou Secondary School believe that school and school-related activities must be held in a safe and secure learning and working environment. The Correliou Secondary School Code of Conduct formalizes the expectation for student behaviour while at school, while travelling to and from school, and while attending any school function or activity at off-campus locations.

## **Conduct Expectations:**

### **A) Acceptable Conduct:**

In general, students at Correliou Secondary School are expected to display behaviours regarding respect for learning, self, others, and the environment as posted in our School-wide Behaviour Expectations Matrix.

The Principal/Vice Principal has the authority to respond to student misconduct occurring outside the school day or school-related or sponsored activities (e.g. cyberbullying or harassment in the evenings and weekends) where the Principal/Vice Principal determines the activity may negatively impact the school environment (SD 28 code of conduct policy 305 1.2.)

While the following list is not exhaustive, when in school, on school property, during a school sponsored function, while under the school's jurisdiction, students are expected to:

- Adhere to all School District 28 Policies.
- Adhere to School District 28 and Correliou Secondary School code of conduct.
- Adhere to the School District 28 and Correliou Secondary School Personal Electronic Device Policy
- Adhere to School District 28 Acceptable Computer/Internet Use Policy.
- Be cooperative, courteous, and respectful in dealings with school staff, other students and school guests
- Attend school each day, arrive on time, and be prepared for all classes
- Attend all classes and complete the assigned work
- Carry out all reasonable directions given by school and district staff
- Take care of the books, equipment, and learning materials provided for use
- Treat the school building, grounds, and equipment with care
- Respect the rights of others
- Demonstrate the highest standards of conduct, personal responsibility, and good judgment when involved in school sponsored events
- Have no contact with alcohol, drugs, weapons, or replica weapons while at school, on the school grounds, or in attendance at any school sponsored event in the community
- Act as responsible members of the school neighbourhood by being courteous to people in the area, refraining from disturbing their daily activities, and respecting their property
- Adhere to this Code of Conduct while travelling to and from school and while off the school premises during the lunch hour and at other times during the school day
- Recognize that school is a place of business and that appropriate attire must be worn



## **B) Unacceptable Conduct:**

Unacceptable conduct is defined as any behaviour that puts students at risk, either physically, emotionally, or academically. A student attending Correlieu Secondary will not:

- Interfere with learning – yours or other students
- Interfere with an orderly environment (eg: persistent late arrival), create unsafe conditions (eg: rough housing, skateboarding on school property, driving all motorized vehicles inappropriately)
- Bully, harass, intimidate, or be racially, ethnically, or sexually prejudiced
- Be physically violent
- Seek retribution against a person who has reported incidents (school staff will take all reasonable steps to prevent such retaliation)
- Be in possession of, be under the influence of, smell of, be in the presence of, or distribute illegal or restricted substances
- Steal or knowingly receive stolen property
- Smoke or vape on school property or create “smoke pits” (areas where students gather to smoke) within our neighbourhood
- Be in possession of or use weapons or replica weapons (eg: knives, slingshots, pellet or other guns)
- Damage property (eg: graffiti, destruction of school district 28, community and student/staff property)
- Plagiarize (copy) electronic or print media such as other students’ work, AI, etc.
- Use personal electronic devices during instructional time.
- Act in a non-compliant manner when staff ask students to carry out reasonable directions.
- Record, post online images or information about students and staff without permission from the individual.

## **Rising Expectations**

As students progress through their high school years, they are expected to demonstrate increasing levels of maturity and responsibility, and to act as positive role models for younger students.

## **Consequences**

When determining appropriate disciplinary action, both the severity and frequency of the unacceptable conduct, as well as the age and maturity of the student will be considered.

Responses to unacceptable conduct are fair and consistent, while reflective of the particular circumstances of each individual case. Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.

## **Notification**

School officials have a responsibility to advise other parties of serious breaches of the Correlieu Code of Conduct. For example:

Parents of student offender(s) – in every instance

Parents of student victim(s) – in every instance

School District Officials – as required by School District Policy

Police and/or other agencies – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

All parents/guardians – when deemed to be important to reassure members of the school community



# CORRELIEU SECONDARY SCHOOL

850 ANDERSON DRIVE QUESNEL BC V2J 1G4  
PHONE 250.992.7007 FAX 250.992.8476 WEBSITE [www.css28.com](http://www.css28.com)

MARISSA KNAUF, B.Ed., M.Ed.  
Principal

SHANE MUMMERY, B.Ed., M.Ed.  
Vice-Principal

August 28, 2024

## **RE: Personal Electronic Devices – School District 28 Correlieu Secondary School**

Dear Parents/Guardians,

The start of the school year is fast approaching, and we look forward to seeing all our students back in classes. It will be important for students and families to be aware of a new policy in regard to personal electronic devices and their use during instructional time. On January 26<sup>th</sup>, 2024, the Province announced three actions for the safety and well-being of students in relation to digital technology. The announcement included restrictions on the use of cell phones in schools, which must be in place for the 2024/25 school year.

**Per Ministry and District policy, Correlieu Secondary School (CSS) will implement the following policy:**

**In September 2024, students are expected to store their personal electronic devices in teacher assigned spaces in each classroom. Students will need to have their devices silent (airplane mode or off) during instructional time. Instructional time is...**

Monday to Thursday	Fridays
8:30am to 10:01am	9:20am to 10:30am
10:09am to 11:44am	10:35am to 11:44am
12:30pm to 1:37pm	12:30pm to 1:37pm
1:42pm to 2:48pm	1:42pm to 2:48pm

**Only at the teacher's discretion/direction, an exemption may be made when the directed use of such devices supports a specific curricular objective and is part of instructional planning.**

We understand that many parents/guardians use text messages to communicate with their children during the day. Students are able to check their phones outside of class times; during lunch break, and after school. For emergency situations, we ask that you contact the school office, **250-992-7007**, and we will pass along your message, or have your child contact you. These changes are intended to support a focused learning environment for your young people and to help reduce the addictive and negative impacts these devices are having on our young teens.



# CORRELIEU SECONDARY SCHOOL

850 ANDERSON DRIVE QUESNEL BC V2J 1G4  
PHONE 250.992.7007 FAX 250.992.8476 WEBSITE [www.css28.com](http://www.css28.com)

**MARISSA KNAUF, B.Ed., M.Ed.**  
Principal

**SHANE MUMMERY, B.Ed., M.Ed.**  
Vice-Principal

**The following procedures will be used for violations of these expectations:**

- **1<sup>st</sup> Time a student is non-compliant with electronic device policy** – The student will hand in their device and it will be stored securely in the office until the end of the day. The student is responsible for collecting their device from the office at the end of the day. We expect students to comply with this request without becoming argumentative or defiant. Students not complying with the request will move into the discipline process. Issues taking place in the last block of the day will require the device to be in the office the next day. Parents will be contacted.
- **2<sup>nd</sup> Time a student is non-compliant with electronic device policy** – The student will hand in the device and a parent/guardian will be asked to pick up the device. Parents will be contacted.
- **3<sup>rd</sup> Time a student is non-compliant with electronic device policy** – The family, student and Principal team will work together to create a device plan. The student handing in their device daily, to be stored securely in the vault for a defined period of time.

**\*\*“Personal Electronic Internet-Connected Devices”** include, but are not limited to, cell phones, smart watches, tablets, computers, portable game systems).

**Continuing to disregard these Provincial, District and School expectations may result in consequences per the Code of Conduct and may include suspension and/or other disciplinary consequences.**

**We ask that you support our staff and discuss this change with your child before the upcoming school year.**

If you have questions or concerns about these new expectations, please contact either of the Principal team at the school.

In partnership,

Marissa Knauf  
CSS Principal

Shane Mummery  
CSS Vice-Principal

## RE: Personal Electronic Devices – School District 28 - Correlieu Secondary School

### ROLES AND RULES – Student use of personal electronic devices during instructional time.

<p><b>Personal Digital Devices RULES</b> <i>(includes communication devices)</i></p>	<p><b>TEACHER ROLE:</b></p>
<ul style="list-style-type: none"> <li>○ STEP 1: Hand into office for 1 day</li> <li>○ STEP 2: Device to office and parent may need to pick it up. Devices will be returned at the end of the day.</li> <li>○ STEP 3: Device Plan - device into the vault each morning and picked up at the end of the day (created with student, family, Principals; defined duration)</li> </ul> <p>REFUSAL = move to step 3, then to In-School Suspension</p>	<p>STEP 1: Device collected – sent to office to be picked up at end of the day by student. Teacher/Principal will contact parent or guardian. <i>Seal envelope with device in (time, teacher, reason if needed)</i></p> <p>STEP 2: Device collected – sent to office to be picked up by family – P/VP contact home <i>Seal envelope with phone in (time, teacher, reason if needed)</i></p> <p>STEP 3: Device handed in each morning, picked up at end of the day – P/VP tracks plans</p>

**\*\* Smart watches can remain with the student until proven to be used as a communication device, at which time it will be considered as above.\*\***

## Notice to our Students and Parents/Guardians/Caregivers

### Quesnel School District Threat Assessment Protocol

The Quesnel School District and our community partners are committed to having safe, caring and inclusive schools. In the event that a student makes a threat of violence or harm to other students, staff or the school community, the school will initiate the Quesnel School District threat assessment protocol.

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*Violence, Threat and Risk Assessment Protocol*

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**In the event of a serious threat to the wellbeing of students or staff, A Violence, Threat and Risk Assessment Protocol will be initiated.**

A threat is an expression of intent to do harm or act out violently against someone or something. They may be verbal, written, drawn, posted on the internet or made by gesture. Threats must be taken seriously, investigated and responded to.

**What is the purpose of a threat assessment?**

- to ensure the safety of all students, staff, parents and others
- to ensure a full understanding of the context of the threat
- to understand factors contributing to the threat makers' behaviour
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- to promote the emotional and physical safety of all

**What behaviours initiate a VTRA?**

A VTRA will be initiated when behaviours include, but are not limited to, serious violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats, and fire setting.

**Duty to report**

Staff, parents, students and community members have a duty to report all threat-related behaviours to keep our school community safe.

**VTRA Team**

Our school has a multi-disciplinary threat assessment team. The team includes principal, vice-principal, district staff, school counsellors and police.

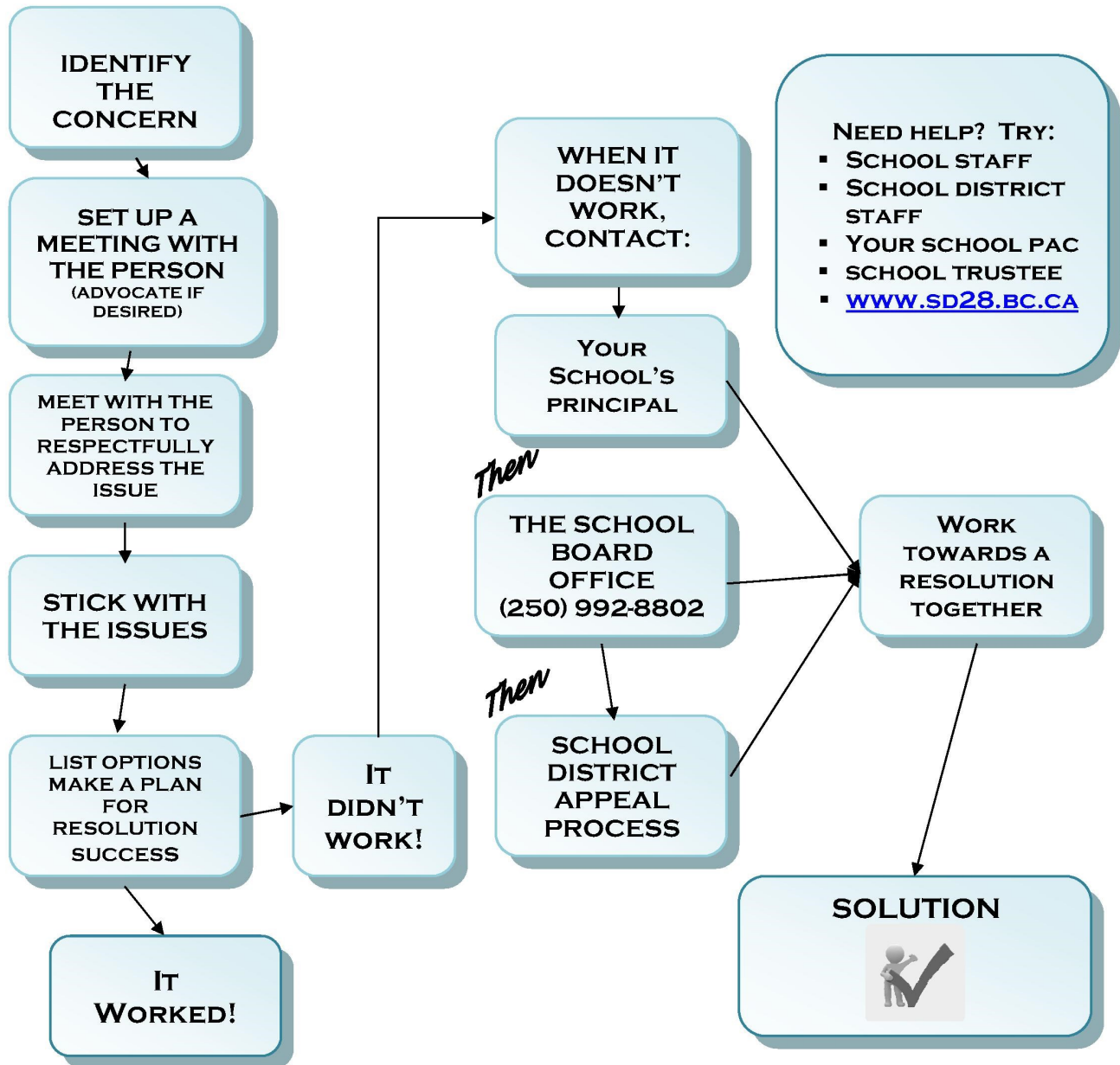
**What happens in a student threat assessment?**

After a report, the principal will activate the protocol for initial response. The team is activated and interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

**Can someone refuse to participate in a threat assessment process?**

It is important for all parties to participate. If someone is reluctant to participate for some reason, the threat assessment process will continue in order to keep our school safe.

**SCHOOL DISTRICT NO. 28 (QUESNEL)  
COMMUNICATION PROTOCOL  
STEPS TO RESOLVING CONFLICT**



**NEED HELP? TRY:**

- SCHOOL STAFF
- SCHOOL DISTRICT STAFF
- YOUR SCHOOL PAC
- SCHOOL TRUSTEE
- [WWW.SD28.BC.CA](http://www.sd28.bc.ca)

**VANDALISM ALERT!** If you suspect/observe vandalism occurring on school grounds or in a school, please call the school.  
After hours – phone the local RCMP detachment @ 250 992-9211 [Quesnel] or 250 994-3314 [Wells].

401 North Star Rd  
Quesnel, BC V2J 5K2  
Phone: 250 992-8802  
Fax: 250 992-7652  
Website: [www.sd28.bc.ca](http://www.sd28.bc.ca)



## SCHOOL DISTRICT No. 28 (QUESNEL)

### COMMUNICATION PROTOCOL

#### Steps to Resolving Conflict:

The following guidelines have been developed to support respectful communication when concerns arise. It is expected that every attempt will be made to resolve concerns at the school level; or level closest to the concern.

If at any time, you need advice you can seek assistance/support in this process from:

- School Staff
- School District Office Staff (992-8802)
- School Parent Advisory Council Chairperson
- Trustees (992-8802)
- Web site - [www.sd28.bc.ca](http://www.sd28.bc.ca)

#### Finding a Resolution:

##### Identify the Concern

Try to resolve the concern:

- Begin at the school level between the concerned parties.

To help you do this:

- Focus on the student's needs.
- Define the real issue: What is needed and wanted?
- Make an appointment to see the person with whom you have a concern. Set a mutually satisfactory date and time.

- Prepare for the meeting – make notes, plan.
- Bring a support person if you desire, (inform the person with whom you meet).
- Respectfully, address your concern.
- Together, explore possible options and select the best solution.

#### Make a plan for resolution and success:

- Set up an action plan with times, dates and follow-up.

##### Seek Assistance

- ⇒ If the issue is not resolved, or an action plan is not successful, seek assistance from the Principal after informing the other party of your intent to do so.
- ⇒ If the issue concerns the Principal and you have not had success through the initial portion of this process, contact a Director of Instruction or the Superintendent of Schools at 992-8802 for assistance or support in resolving the issue.

If the issue remains unresolved after accessing assistance or support from a Director of Instruction or the Superintendent of Schools, contact the School Board using the Appeal Process (Bylaw No. 1). Call the School District Secretary-Treasurer at 992-8802 for information on the appeal process.

#### General Information

All concerns should be addressed. If you feel that you cannot approach the individual involved, please contact your school principal for assistance.

If you require more information please contact the School District Administration Office at 992-8802. The Quesnel School District believes that this Communications Protocol, developed by the School Board in partnership with the QDPAC, QDTA, QPVPA, CUPE Local 4990, and District Administration, will aid in a respectful and mutually satisfying resolution to problems and concerns.

The Communications Protocol Committee, under the direction of the Board of School Trustees, is committed to improving communications in the District. This is an on-going process and from time to time the established protocol procedures are reviewed. Your comments are welcomed.

