



**OCTOBER 8<sup>TH</sup>, 2024**

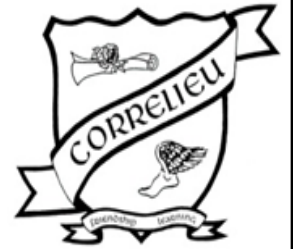
**Correlieu Secondary School**

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

TELEPHONE: 992-7007

Principal: Mrs. Marissa Knauf

Vice Principal: Mr. Shane Mummery



## **Principal's Message**

October is a busy month—Interim Reports will be coming out and we have Parent Teacher Interviews at the end of the month. Some students begin to feel overwhelmed. If you are concerned about your child's progress please reach out to their teachers or counsellor for feedback or strategies to help with success.

We have already had two Intramural events—Ultimate Frisbee, and the first Trivia Challenge. Intramural Volleyball begins this week. Our Jazz Band will be performing at the Quesnel Farmer's Market this Saturday, and also on October 30th at the school. They are a fantastic group of performers, so if you have time, come out and watch. Our Fall Sports are well underway. We currently have Cross Country Running, Junior and Senior Girls Volleyball, and Senior Boys Volleyball.

We will be hosting a Parent Information Evening on Monday, October 28th at 7:00 pm in the Correlieu Theatre. This session will explain the Graduation Program and the credits/courses required to graduate. We will also answer any questions at this meeting regarding this year's graduation. The meeting should be less than an hour in length. For those of you who are on the PAC, we will begin our PAC meeting right at 6:30 so PAC members are able to attend the Parent Information Evening if they wish.

**Just a reminder that we are here to help and we can listen better when being addressed in calm voices and emails. Please remember that it is easier for us to assist when we are able to work together to solve problems.**

## **Upcoming Dates:**

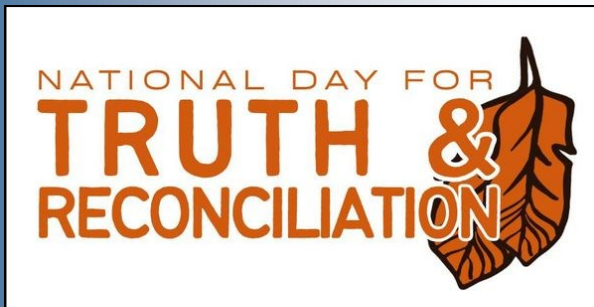
Oct. 9	Post Secondary Institutions Visit during B block
Oct. 12	Correlieu Jazz Band @ Quesnel Farmers' Market 10:30—12 pm
Oct. 14	Thanksgiving (no school)
Oct. 15 – 19	Grad Photos (P.M.)
Oct. 18	Photo Re-take Day (A.M.)
Oct. 21	First Musical Theatre class @ 3 pm. Classes are Mon & Wed from 3—4:30 pm
Oct. 25	Pro-D Day - No School
Oct 28	PAC Meeting @ 6:30 pm CSS Library
Oct 28	Parent Information Evening @ 7 pm CSS Theatre
Oct. 28	Indigenous Family Gathering
Oct. 28 - Oct. 31	Provincial Assessments
Oct. 29 & 30	Early Closure Days- 1/2 Day Attendance (Parent Teacher Interviews)
Oct. 28	Indigenous Family Gathering
Oct. 30	Correlieu Music Dept. Halloween Spooktacular Show @ 7 pm CSS Theatre
Nov. 11	Remembrance Day (no school)
Nov. 12	Term 2 Begins



# Next PAC Meeting

**Monday Oct. 28<sup>th</sup> @ 6:30— In the CSS library**

We look forward to welcoming new parents to our PAC. Meetings are generally 30 minutes or less. Parents do not need to be on the executive to attend.





## Survivors Walk Presentation

### You're Invited

Join us as Archie Chantyman shares stories and a video presentation about his walk from the Lhoosk'uz Dene Nation to the site of St. Joseph's Mission. Archie walks to honour the children who never made it home, for all survivors of residential school, and to move Truth and Reconciliation forward.

**Date:** Wednesday, October 9, 2024

**Time:** 1:30 PM

**Location:** CNC Quesnel Atrium



## National Day for Truth & Reconciliation

**Honour** the children who never returned home and residential school Survivors, as well as their families and communities.

Take part with the CNC Quesnel community as we learn about and reflect on our history.



**October 9**

**Survivor Walk Presentation by Archie Chantyman**

1:30pm - 3:00pm  
Atrium



**November 6**

**A Celebration of the Metis by Lori Donald**

1:00pm - 3:00pm  
Cafeteria

Scan the code for more information or visit [cnc.bc.ca/reconciliation](http://cnc.bc.ca/reconciliation)



# Culture Room

## Room 608

October 2024 News and Events

### We are back in action

We have made it through our first month now and hope that everyone is settling in with their schedules. The Culture Room has been a busy place and we are enjoying seeing all the students building relationships, continuing with their learning journeys and challenging themselves. This month we again encourage families to come and join us on October 16th to our open house to ask questions, learn more about our programs and share how things are going. Also please join us October 28th for our annual fall Family Gathering and graduation information, an evening of food, and great company.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Thanksgiving No School	15 Grad Photos	16 Grad Photos Open House 3:00-3:30	17 Grad Photos Cake Day	18 Grad Photos Photo Retakes	19
20	21 Justin Young Presentation	22	23	24	25 Pro D No school	26
27	28 Assessments Grad Information Family Gathering	29 Assessments Early Closure	30 Assessments Early Closure	31 Assessments	Assessments	
	Assessments	Assessments				

# NEWS & EVENTS

## **PHOTO & STUDENT ID CARDS DISTRIBUTION - HOMEROOM OCT. 7**

We had a homeroom yesterday to distribute photos and ID cards.

- 1) If your student had their photo taken and ordered pictures, they received their picture package and their ID card **as long as their Student Activity Fee has been paid.**
- 2) If your student ordered photos **but has not yet paid their Student Activity Fee**, they only received their paid photo package for now.
- 3) If your student had their photo taken in September, they can get their ID card when they pay the Student Activity Fee.
- 4) **If your student has NOT had their photo taken yet, retakes are the morning of October 18<sup>th</sup>**
- 5) If your student paid the Student Activity Fee and got their photo taken BUT they didn't order photos and now want to – they still CAN. Pick up a photo order form from the office & bring to school on October 18<sup>th</sup> to give your order to the photographer or order online at [www.rightphotography.com](http://www.rightphotography.com)
  - You can still get an ID card when the next batch of photos arrive if you paid your Student Activity Fee
  - Student Activity Fee is \$35 and can be paid by cash or cheque – Cheques made payable to Correlieu Secondary School

# NEWS & EVENTS

## **GRAD PHOTOS - OCT. 15—19**

Signup sheets for appointment times are posted in the Career Centre. Grad photo dates are Oct. 15, 16, 17, 18th (evenings) and Oct. 19<sup>th</sup> from 9-3pm. Students - Please take a picture of your appointment time when you sign up as we don't keep track of times in the office. **All students graduating should have a photo taken regardless of whether or not they will purchase a photo package as a picture is needed for the yearbook and the grad composite that will displayed in the school.** Once your photos are taken, you will receive proofs and an order form.

- Students photo sitting is paid for from what we collect in grad fees. What you order for photos is paid to Right Photography. There are different deadlines for collecting any orders in the office that will be posted on monitors and in newsletters. If those times don't work for you, please note Right Photography holds the images for a few years in case you want to order them at a later date, but you need to contact Right Photography for that.
- There will be a retake session that will also require you to book an appointment time – December 10-11<sup>th</sup>.
- There are also pamphlets for you to know all the questions you or your parents might have to prepare yourself for photos.

## **PARENT TEACHER INTERVIEWS - OCT. 29 & 30**

An email regarding parent teacher interviews was sent to parents/guardians on Oct. 4<sup>th</sup>. Please ensure you complete the form and return to Kayla Kinloch at [kaylakinloch@sd28.bc.ca](mailto:kaylakinloch@sd28.bc.ca). Please note that the deadline for interview requests is NOON, Friday, October 25. Appointments will only be booked by submitting the form—no phone calls or voice messages please.



# NEWS & EVENTS

## PROVINCIAL ASSESSMENTS - OCT. 28—OCT. 31

During this assessment period, all English 12 classes will write Literacy 12 as indicated in the schedule below. We have also scheduled a Literacy 10/Numeracy 10 make-up session for any grade 12 students missing these assessments for graduation. There is a signup sheet in the office for anyone who would like to pre-write or re-write Literacy 12 on October 31. Please note that students are permitted to write assessments up to 3 times in order to better their score.

Please note the following:

- ◆ If your student misses their in-class assessment, the only make-up opportunity is Thurs, Oct. 31 (12:30 – 3:30 pm in Room 302).
- ◆ Students are permitted 3 hours to write their assessment. If your student is writing an afternoon assessment, they may not be finished writing until 3:30 pm so they may need to find an alternate way home if they ride a bus.

All classes/blocks will run as normal, so if your student is not writing an assessment (s), they are expected to be in class. If your student finishes their assessment early, they are expected to go to their regular class or the library/Career Centre—no hallway wondering.

### CORRELIEU GRAD ASSESSMENT SCHEDULE – Oct 28-Nov 1, 2024 LTE 12/LTE 10/NME 10 MAKE UP

	MON, Oct 28	TUE, Oct 29	WED, Oct 30	THUR, Oct 31	FRI, Nov 1
	Assessments 8:30 AM – 11:30 AM <i>(A &amp; B BLOCKS run as normal)</i>	Assessments 8:30 AM – 11:30 AM <i>(C &amp; D BLOCKS run as normal)</i>	Assessments 8:30 AM – 11:30 AM <i>(B &amp; A BLOCKS run as normal)</i>	Assessments 8:30 AM – 11:30 AM <i>(D &amp; C BLOCKS run as normal)</i>	
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	
LAB 302	Lit 12 Van Putten's A Block Class	Lit 12 Drew's C Block Class	Lit 12 Van Putten's B Block Class	Lit 12 McDowell's D Block Class	
LAB 401					
<b>LUNCH (11:44 AM – 12:25 PM)</b>					
	Assessments 12:30 PM – 3:30 pm <i>(C &amp; D BLOCKS run as normal)</i>	Assessments 12:30 pm – 3:30 pm <i>(A &amp; B BLOCKS run as normal)</i>	Assessments 12:30 pm – 3:30 pm <i>(D &amp; C BLOCKS run as normal)</i>	Assessments 12:30 pm – 3:30 pm <i>(B &amp; A BLOCKS run as normal)</i>	
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	
LAB 302	Lit 12 Brackett's C Block Class			Lit 10/Num 10 Make Up	
LAB 401					

# NEWS & EVENTS

## **POST-SECONDARY INSTITUTION VISIT - OCTOBER 9**

**Attention all grade 11s and 12s!** Correlieu is hosting a Post-Secondary Institution Visit during B block on Wednesday, October 9<sup>th</sup>. There are 2 general information sessions with 11 different post-secondary institutes presenting.

- Information session 1 8:25 – 8:55 a.m.
- Information session 2 9:00 – 9:30 a.m.
- Mini Fair in gym 9:40 – 10:10 a.m.

Sign up on sheets are outside the library. Sign up for the institutions and then remember the room number for the presentation. There will also be a mini-fair of all the institutions in the gym from 9:40 to the end of B block. For more information, see the information on the "Shape of the Day" posted with the sign-up sheets.

## **CREDITS FOR GRADUATION**

Worried about not having enough credits to graduate in June? Students must have completed 80 credits as well as all Ministry assessments in order to participate in all graduation events.

### ??What Do I Need to Graduate??

- **Minimum** of 80 credits (each semester long course is 4 credits)
- English 10, 11, 12
- Science 10 **and** a Science 11
- Socials 10 **and** a Socials 11 or 12
- Math 10 **and** a Math 11
- PE10
- CLE10
- CLC12
- 1 Applied Design and Technology course at 10, 11, or 12 level
- 1 Indigenous Focus course
- Minimum 28 elective credits throughout Grade 10 to 12
- 16 credits at the Grade 12 level (Eng12, CLC12 + 2 other Gr12 courses)

#### Ministry of Ed Assessments:

Literacy 10 Assessment

Numeracy 10 Assessment

Literacy 12 Assessment

**See your counsellor to make sure you have everything done!**



# NEWS & EVENTS

## CORRELIEU MUSIC DEPT. NEWS

The **Correlieu Jazz Band** will be providing musical entertainment at the Quesnel Farmers' Market **Saturday, October 12<sup>th</sup>** Thanksgiving weekend from 10:30 -12:00. Support your local farmers and growers while catching some rockin' tunes!



The Correlieu Music Dept will be presenting a **Halloween Spooktacular Show Wednesday October 30** at 7:00 p.m. in the Chuck Mobley Theatre - featuring songs from film, TV and video games, visuals, special effects and special guests!

**Musical Theatre** - the 1<sup>st</sup> class for the Correlieu Players 2025 Spring Musical will begin Monday October 21<sup>st</sup> from 3:00-4:30 in the theatre. Classes run same time Mondays and Wednesdays.



# **GRADE 12 Post Secondary Information**

## **SCHOLARSHIPS**

It is that time of year for grade 12's. Scholarship information is coming available, and deadlines are popping up throughout the year. Please check the following sites for upcoming scholarships that you may be interested in. There are so many opportunities. Most are online applications. Take a peek at the eligibility requirements for each one and note the deadline date. Ms. Rokoss is willing to help if you need assistance. There will be a Friday X Block assigned to assist with Scholarship essays and letters.

[B.C. Scholarships - BC Scholarships](#)

[How to Apply for Scholarship | College Scholarships | BC Scholarship Society](#)

If you are interested in studying abroad and applying for Scholarships, Click here:

[Scholarships and Awards | BC Study Abroad](#)

## **CARELTON UNIVERSITY- INDIGENOUS ENRICHED SUPPORT PROGRAM**

Exciting things are happening at Carleton University. New degree opportunities and an online program.

Check out their Indigenous Enriched Support Program:

The Indigenous Enriched Support Program (IESP) is Carleton University's unique entrance program designed for First Nations (status and non-status), Metis and Inuit learners. Through this program, IESP students take first year courses at Carleton while qualifying for admission to a degree program and demonstrate their potential to succeed in a supportive University Environment.

[Indigenous Enriched Support Program \(IESP\) - The Centre for Indigenous Support and Community Engagement \(carleton.ca\)](#)

## GRADE 12 Post Secondary Information



It is not too soon to start looking at scholarships to help pay for post-secondary education.

Some of the deadlines for Scholarships are fast approaching. This website keeps updated current scholarship information and list the deadlines:

<https://studentscholarships.org/>

As well, other additional scholarships will be posted in the Counsellor's office.

### **Education Planner BC:**

Making an account on Education Planner BC will help you search thousands of programs, discover career paths, explore financial resources and apply to post-secondary in BC.

Visit <https://www.educationplannerbc.ca/> today!



### **Are you a Grade 12 Biology or Chemistry 12 student interest in Health Sciences?**

Join the Canadian Medical Hall of Fame online on November 21<sup>st</sup> to explore careers in medicine and health sciences in their 2<sup>nd</sup> annual Discovery Days in Health Sciences ONLINE. From a catalogue of options, participants will select their own workshops of interest.

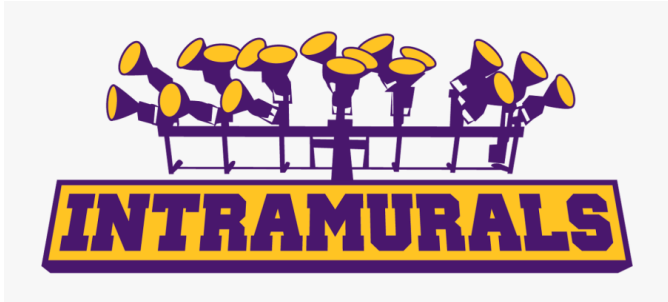
Correliou will be hosting this event for grade 12 students that register. The program is a full day, 8:30 to 2:15.

For more information contact Ms. Christy

# NEWS & EVENTS

## INTRAMURALS

The team of Moore's Palanquin was the Brain Cooker trivia intramural . Missing from the photo is team member Ryder Christie.



## QUEBEC TRIP FOR FRENCH IMMERSION STUDENTS

There's an exciting trip being planned for French Immersion students in Grade 8-11 for Québec during the dates of May 30-June 5. This will be a memorable trip where students will be immersed in French. Parents should have received a letter or email with more details. Please contact [kevinsturt@sd28.bc.ca](mailto:kevinsturt@sd28.bc.ca) if you have questions.



## **NEWS & EVENTS**

### **TUTORING FOR YOUTH** **Grades 2 - 12**

**We will be providing help with  
studying and homework!**

**When: Every Monday and  
Wednesday,  
2:30pm - 5:00pm**

**Where: Quesnel Dakelh  
Education (231 Anderson Dr.)**

**SNACKS PROVIDED!**

**Contact Kristina for more info:  
250-302-1060**

### **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:

#### **Correlieu Secondary School**

<https://www.facebook.com/people/Correlieu-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.





# **QUESNEL YOUTH TRAVEL CLUB**

**Central Europe - July 2025**

**Travel to 4 countries:**

**Germany, Austria, Czechia and Hungary.**

**Cities include: Budapest, Prague, Munich, & Vienna.**

**Open to students enrolled in grades 10 - 12.**

**2025 Graduates welcome!**

**Contact group leader, Angelina Gauthier, at  
[quesneltravelclub@gmail.com](mailto:quesneltravelclub@gmail.com) for details.**

# **Correliu Secondary School Code of Conduct**

## **BC Human Rights Code:**

Correliu 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 Correliu Secondary School believe that school and school-related activities must be held in a safe and secure learning and working environment. The Correliu 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 Correliu 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 Correliu Secondary School code of conduct.
- Adhere to the School District 28 and Correliu 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

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**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.

<b>Personal Digital Devices RULES</b> <i>(includes communication devices)</i>	<b>TEACHER ROLE:</b>
<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.

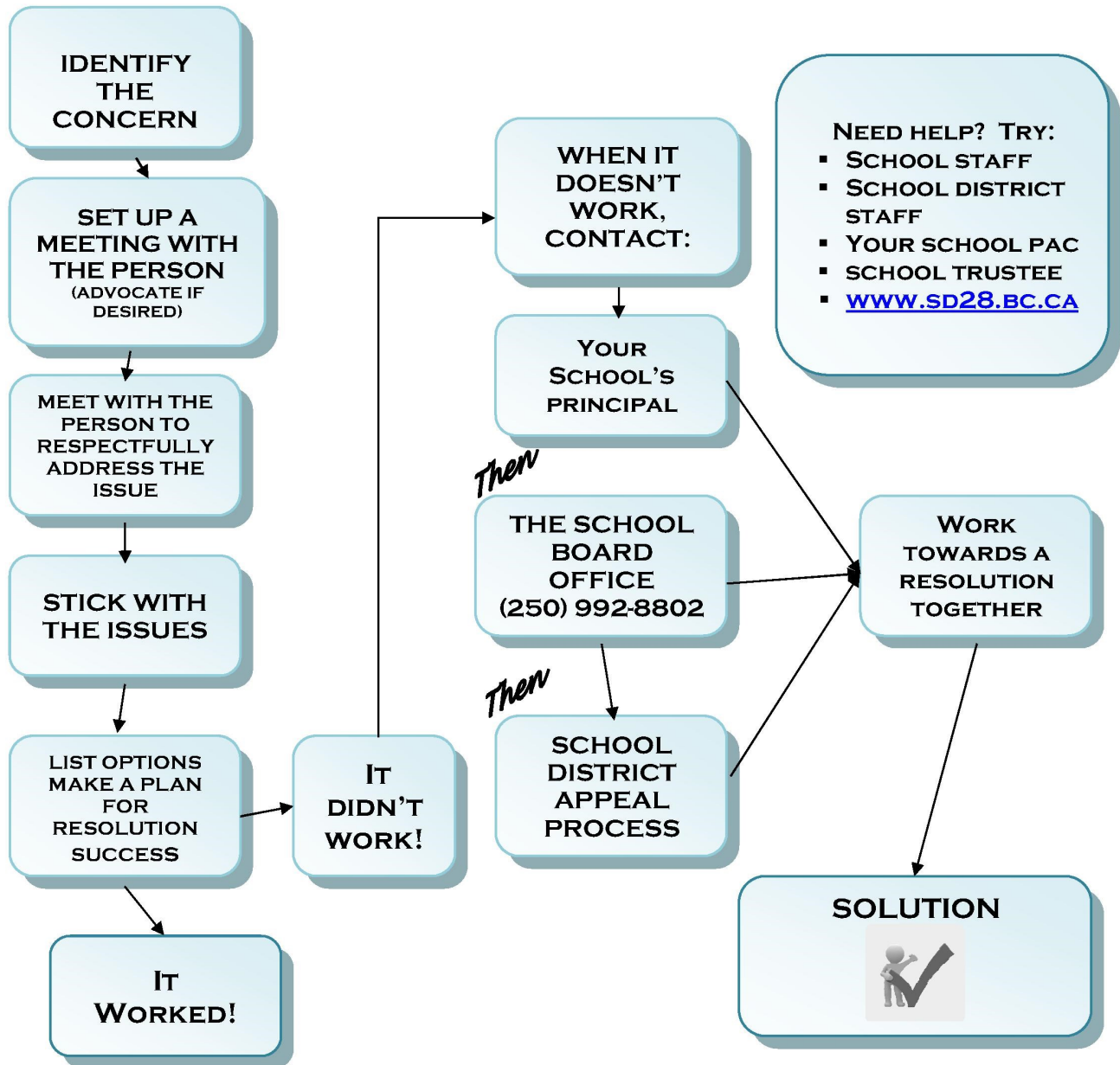
**What happens in a student threat assessment?**

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.

