



**DECEMBER 17<sup>TH</sup>, 2024**

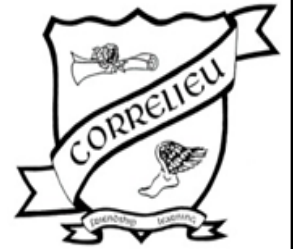
**Correlieu Secondary School**

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

TELEPHONE: 992-7007

Principal: Mrs. Marissa Knauf

Vice Principal: Mr. Shane Mummery



## Principal's Message

I would like to congratulate the Drama 10, 11, 12 class for their excellent rendition of *Sweeney Todd* last week. The actors were spot on with their memorization of their lines, and the stage crew kept the flow of the play going right to the last curtain. Lights and sound tech was also well run. Ms. Mamela did an excellent job of organizing this wonderful group of theatre students. I hope to see more plays by this group in the future.

Last weekend our Concert Band performed at the Barkerville Winter Market. I heard that they were so popular that people were lined up out the door to hear them play. The Jazz Band, and Concert Band have their Winter Concert in the theatre on Wednesday evening at 7:00 pm. Please stop by and enjoy an evening of spectacular music to help get you into the holiday spirit.

In January we will be sending out some information regarding a new program to our district entitled "Adventures in Health Care". This program is sponsored by the Quesnel Rotary Club and will have 35 students from grades 10 and 11 spend 3 days learning about different professions in Health Care. They will spend a day at the hospital, a day at CNC/UNBC, and a third day doing activities in the community. This is an excellent opportunity for students to learn more about different jobs that are available in Health Care. If you would like to learn more, please follow this link: <https://adventuresinhealthcare.com/> There will be more information shared first week of January regarding this program.

Have a safe and happy holiday! See you in January...

## Upcoming Dates:

Dec. 18	CSS Music Holiday Concert @ 7 pm CSS Theatre
Dec. 23 - Jan 3	Winter Break
Jan. 6	First day back after Winter Break
Jan. 6 - Jan. 10	Non-Interruption Week
Jan. 20 - Jan. 23	Provincial Assessments
Jan. 27 - Jan. 31	In-Class Assessments Block Rotation Jan. 27 - A/B Jan. 28 - C/D Jan. 29 - B/A Jan. 30 - D/C Jan. 31 - Study Block, then A/B/C/D
Jan. 31	Last day of Semester 1
Feb. 3	First Day of Semester 2
Feb. 12	Term 2 Learning Updates distributed to students
Feb. 17	BC Family Day (no school)
Mar. 17 - Mar. 28	Spring Break



HAPPY  
*Holidays!*

# Next PAC Meeting

**Monday January 27<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.

## Culture Room

**Room 608**

December 2024 News and Events

### Time flies when you are having fun

We don't know how it happened so fast but we are wrapping up 2024 and preparing for 2025. Please join us afterschool Dec 12th for our monthly open house where we can share ideas, answer queries and get to know families in our school community. Grad photo retakes are happening this month, so remember to make a note of your time as the sign-up sheet will be collected by the photographer for scheduling times. Dec 20<sup>th</sup> will be the final day of school for 2024 and we will see you January 7<sup>th</sup> rested and ready for 2025.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 PAC Meeting 6:30	3	4	5	6	7
8	9	10 Grad Photo retakes	11 Grad photo retakes	12 Culture Room Open House	13	14
15	16	17	18	19 Cake Day	20	21 Winter Solstice Winter Break
22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break
29 Winter Break	30 Winter Break	31 Winter Break				
Winter Break	January 6 <sup>th</sup> Back to school					

# NEWS & EVENTS

## PROVINCIAL ASSESSMENTS - JAN. 20—JAN. 24

During this assessment period, all English 10 classes will write Literacy 10 and all Science 10 classes will write Numeracy 10 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 January 21. 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, Jan. 23 (12:30 – 3:30 pm in Room 401).
- ◆ 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 wandering.

### CORRELIEU GRAD ASSESSMENT SCHEDULE

JANUARY 20 – 24, 2025

NME 10 & LTE 10/LTE 10, NME 10, & LTE 12 MAKE UP/LTE 12 Prewrite

	MON, JAN 20	TUE, JAN 21	WED, JAN 22	THUR, JAN 23	FRI, JAN 24
	8:30am – 11:30am <i>(A &amp; B BLOCKS run as normal)</i>	8:30am – 11:30am <i>(C &amp; D BLOCKS run as normal)</i>	8:30am – 11:30am <i>(B &amp; A BLOCKS run as normal)</i>	8:30am – 11:30am <i>(D &amp; C BLOCKS run as normal)</i>	
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	
LAB 302	LTE 10 Brackett's A Block Class	Lit 10/Num 10/Lit 12 Make up and Prewrite	NME 10 Sherstan's B Block Class	NME 10 Whitehouse's D Block Class	
LAB 401	NME 10 Sherstan's A Block Class		NME 10 Dua's B Block Class	LTE 10 Van Putten's D Block Class	
<b>LUNCH (11:30 AM – 12:25 PM)</b>					
	12:30pm – 2:48pm <i>(C &amp; D BLOCKS run as normal)</i>	12:30pm – 2:48pm <i>(A &amp; B BLOCKS run as normal)</i>	12:30pm – 2:48pm <i>(D &amp; C BLOCKS run as normal)</i>	12:30pm – 2:48pm <i>(B &amp; A BLOCKS run as normal)</i>	
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	
LAB 302	NME 10 Dua's C Block Class	LTE 10 Drew's A Block Class	LTE 10 Brackett's D Block Class	LTE 10 Brackett's B Block Class	
LAB 401			LTE 10 Drew's D Block Class	Lit 10/Num 10 Make-up from the week	

### French Immersion Assessments:

Written Assessment: Lab 302 – January 14, 2025 at 9:00am

Oral Assessment: Lab 302 – January 16, 2025 at 8:30am

- ◆ Adjudication (Career Center)

- ◆ 8:30-9:15am (Group 1)
- ◆ 9:20-10:05am (Group 2)
- ◆ 10:10-10:55am (Group 3)
- ◆ 11:00-11:45am (Group 4)

Correliou Music Department presents:

## "Sounds of the Season"

Waltzing in a Winter Wonderland

# Wednesday December 18th

with the

**CSS Concert Band**

directed by Mattias Carlson

**CSS Jazz Band**

**7:00 p.m.**

Chuck Mobley Theatre

and **SPECIAL GUESTS !!!**

admission by donation



## QYSA Winter Season

10 week programs, beginning  
*the week of* January 6th

### PROGRAMS

**1**

#### TINY TOTS

- 2022 & 2021 PLAYERS
- INTRO TO SOCCER SKILLS
- FUN AND FLEXIBLE PACE
- 50-MINUTE SATURDAY MORNING SESSIONS
- QYSA LEAD, PARENT GUIDED

**2**

#### COMMUNITY

- 2020 - 2007 PLAYERS
- FOR ALL SKILL LEVELS AND BACKGROUNDS
- FOCUS ON CONFIDENCE BUILDING & ENJOYING SOCCER
- WEDNESDAY STATIONS & SATURDAY INTER-PROGRAM GAMES
- QYSA LEAD, PARENT VOLUNTEER GUIDED

**3**

#### STRIKERS

- 2017 - 2007 PLAYERS
- DEVELOPMENT PROGRAM FOR DEDICATED PLAYERS
- MOTIVATING GROWTH IN PERFORMANCE, EFFORT, & ATTITUDE
- WEEKDAY SESSIONS & NEIGHBOURING COMMUNITY GAMES
- DESIGNATED, BC SOCCER-TRAINED HEAD COACHES

[www.QYSA.ca/REGISTRATION](http://www.QYSA.ca/REGISTRATION)



# NEWS & EVENTS

## **LAST WEEK OF SEMESTER 1– JAN. 27—JAN 31**

In class assessments will be happening the last week of January. For this week we will have two classes per day and our lunch hour will be from 11:30 - 12:30 p.m. with the exception of Friday, Jan. 31.

Monday Jan. 27 - A/B

Tuesday Jan. 28 - C/D

Wednesday Jan. 29 - B/A

Thursday Jan. 30- D/C

Friday Jan. 31 is a regular day with our Study Block in the morning and then the block rotation is A/B/C/D

## **GRAD WRITE-UPS - Due Dec. 20, 2024**

Grade write-ups/quotes and post grad plans for the yearbook are due Friday, Dec.20<sup>th</sup>. The word limit is 120 words. Appropriate write-ups only. Be kind, be caring and no timestamps allowed. Please send to [cssyearbook2025@gmail.com](mailto:cssyearbook2025@gmail.com).

## **GRAD BABY PHOTOS & PARENT WRITE-UPS - Due Jan. 24, 2025**

The annual Correlieu yearbook fundraiser is \$20 for a Grad baby picture and 70-word parent write-up. Submit your photo/write-up to [cssyearbook2025@gmail.com](mailto:cssyearbook2025@gmail.com) by Friday, January 24<sup>th</sup>. Please pay Stacey in the office - Cheques payable to Correlieu Secondary School.

The logo features the year '2025' in a large, bold, black serif font. Below the year, the words 'Class of' are written in a smaller, black, cursive script font.

## **GRAD PHOTOS & ORDERING GRAD PHOTOS**

Grad photos for those that got their orders into the office last week will hopefully be here in January. **A reminder that there are no online orders for grad photos.** The photographer keeps all photo files for 5 years, so you can place your order (mail it in) at anytime without any extra charges. If you have misplaced the order form that was with your proofs, we have extra forms in the office. Keep your proofs when ordering - you only need to return your proofs to the photographer if you are ordering retakes. The photographer charges \$10 if you order retakes and you don't return the original proofs.

## **GRAD 2025**

Grad dates for this year's graduation are June 20<sup>th</sup> and June 21<sup>st</sup>. The first meeting for parents regarding graduation planning will be in January. Stay tuned for the date!

# NEWS & EVENTS

## 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.

### BC GRADUATION REQUIREMENTS



All students must complete **80 credits** over Grades 10-11-12 and the **3 Provincial Assessments** at the bottom of this page to meet the Ministry of Education's graduation requirements and achieve a Dogwood certificate.

#### 80-CREDIT CHECKLIST:

- English Language Arts 10 (\*\*English First Peoples 10)
- Social Studies 10
- Science 10
- Math 10
- Physical and Health Education 10
- Arts or Applied Design, Skills & Technologies 10, 11 or 12
- Career Life Education
- English Language Arts 11
- Math 11
- Social Studies 11 or 12 (\*\*BC First Peoples 12)
- Science 11 or 12
- English Studies 12 (\*\*English First Peoples 12)
- Grade 12 course
- Grade 12 course
- Grade 12 course
- Other Grade 10, 11 or 12 course
- Other Grade 10, 11 or 12 course
- Other Grade 10, 11 or 12 course
- Other Grade 10, 11 or 12 course
- Career Life Connections & Capstone + 30 Hours of volunteer or paid Work Experience

#### PROVINCIAL ASSESSMENTS:

- Literacy 10
- Numeracy 10
- Literacy 12

# GRADE 12 Post Secondary Information

## **SCHOLARSHIPS**

Ms. Rokoss has created a Google classroom page to help our grade 12s stay up-to-date on scholarship opportunities. You can navigate to this page via our website <https://css.sd28.bc.ca/graduation/scholarships/css> or via the invite link <https://classroom.google.com/c/NzMxNzYzNDM4NTQx?cjc=a3l6a7l>. The class code is: a3l6a7l

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](#)

[StudentScholarships.org](#)

[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](#)

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.

[EducationPlannerBC](#)



# Northern Pathways to Health Care Bursary

Apply by April 1

Up to \$7,500 per year  
(renewable for up to three additional years)

Includes a program of activities to help support your application to the Northern Medical Program or other health professions programs.

Open to a full-time student accepted into a UNBC undergraduate program.



[unbc.ca/nmpt](https://unbc.ca/nmpt)

**UNBC** UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA

Northern Medical Programs Trust  
A PARTNERSHIP OF NORTHERN BRITISH COLUMBIA COMMUNITIES AND UNBC

For specific award details [unbc.ca/nmpt](https://unbc.ca/nmpt) Contact: 250-960-6800 | NP2H@unbc.ca



## 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.



- Festival is May 3rd, 2025 @ 1pm in Nanaimo and **streaming online**
- Films should be submitted through FilmFreeway. Use this waiver code when submitting: [SD68VISFF2024](https://www.filmfreeway.com/waiver/SD68VISFF2024)
- Submissions are open now, and will stay open until the end of January 2025 for youth filmmakers. VISFF on FilmFreeway can be found here: [www.filmfreeway.com/visff](https://www.filmfreeway.com/visff)
- Can't attend? The VISFF is streamed online for filmmakers and fans alike to participate! Want to know more about the **VISFF**? Check out this link! <https://visff.com/about-organization/>

Need more info? Feel free to reach out anytime and someone on our team will get back to you as soon as possible. For questions and inquiries related to the Youth Showcase, feel free to reach out to:

[nick@visff.com](mailto:nick@visff.com)



# **NEWS & EVENTS**

## **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.

# **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



# CORRELIU 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 Correliu 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, Correliu 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...**

<b>Monday to Thursday</b>	<b>Fridays</b>
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.



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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.

<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.

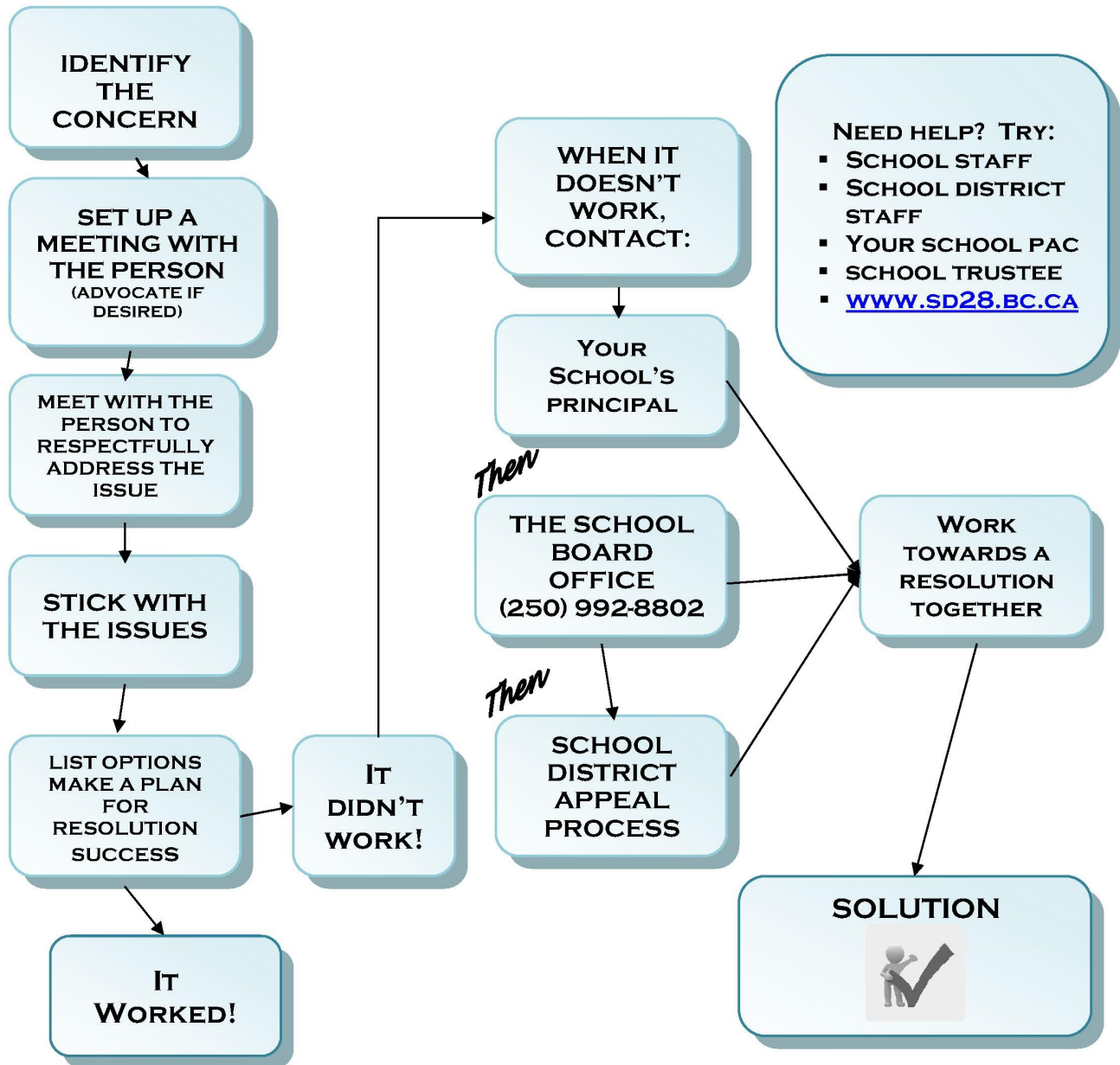
**What happens in a student threat assessment?**

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)



Amended: May 1, 2006, January 2012, January 2017  
Reviewed: April 2021



## 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.

