



AUGUST 29TH, 2025
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

Welcome Back!

We are excited for the new school year to begin next week! Please read through this newsletter and share with your child, as there is a lot of information in it which will help them to have a successful first week of school. Please know that listening and problem solving are very important to us, so please let us know if there is anything that you or your child needs help with.

At the same time, if you need to contact your child during class times, please call the office. We will pass along your message or have your child contact you. Supporting you is our priority. We support student success by following the Provincial Policy on personal digital devices, including cell phones, during class time. We will be improving our commitment to preventing distractions in classes to support student success.

First Day (1/2 day) for Grade 10s - Wednesday Sept. 3

Grade 10's will meet in the gym on Wednesday, September 3rd. 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 and kosher options too) and snacks! It's going to be a busy morning! We can't wait to meet you all.

***Attendance September 3 – 9th**

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. 1	Labour Day - Office closed
Sept. 2	NI Day - No School
Sept. 3	1/2 Day - Grade 10 Orientation Day - Only Grade 10s in attendance. Dismissal at 11:44 a.m.
Sept. 4	First full day for all students grades 10 - 12
Sept. 10	Last day to change Semester 1 classes
Sept. 17	Photo Day (A.M.)
Sept. 29	PAC Meeting @ 6:30 p.m. (CSS Library)
Sept. 30	National Day of Truth & Reconciliation (no school)
Oct. 13	Thanksgiving (no school)
Oct. 24	Pro-D Day - No School
Oct. 27 – 31	Grad Photos (P.M)
Oct. 29	Photo Re-take Day (A.M.)
Nov. 5 & 6	Early Closure Days- 1/2 Day Attendance (Parent Teacher Interviews)
Nov. 11	Remembrance Day (no school)



Next PAC Meeting

Monday Sept. 29th @ 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 3rd 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 4th. 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 css@sd28.bc.ca to set up an appointment for next week. **The last day to change classes is Wed, Sept. 10th.** If you want to change courses, you need to fill out a course change request form and return it to the counselling area. **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.
- New students – Please contact the school to register – 250-992-7007
- School Office hours are 8:00 – 4:00 pm

PARENTS' CORNER

10 HABITS OF SUCCESSFUL STUDENTS

- 1. Get Organized.** Making a plan for what you're going to do and when you're going to do it will make sure you're always ahead of the curve - literally.
- 2. Don't multitask.** Studies have shown that multitasking is very difficult. Focus on one task at a time to get the most out of your learning.
- 3. Divide it up.** Studying can be challenging to begin with, and forcing yourself through a study marathon will only make it worse. Dividing your work into manageable chunks and rewarding yourself when you finish each chunk will make studying (more) fun.
- 4. Sleep.** Don't underestimate the importance of those eight hours of zzz's every night! Getting a good night's rest will sharpen your focus and improve your working memory.
- 5. Set a schedule.** Do you work better right after school or after you've eaten dinner? Are you more productive in 90-minute blocks or half-hour spurts? Find a schedule that works for you, and stick to it.
- 6. Take notes.** Taking notes will not only keep you more engaged during class, but will also help you narrow down what you need to study when exam time rolls around. It's much easier to reread your notes than to reread your entire textbook!
- 7. Study.** This one might be obvious, but did you know that there's a right and a wrong way to study? Review your material several days ahead of time, in small chunks, and in different manners (for example, write flashcards one day and take practice tests the next). In other words, don't cram.
- 8. Manage your study space.** Find a place that will maximize your productivity. Look for places away from the television and other distractions. Whether it's your local library or just the desk in your bedroom, set aside a study space that you'll want to spend time in.
- 9. Find a study group.** Sitting down with a group of people who are learning the same things as you is a great way to go over confusing class material or prepare for a big test. You can quiz each other, reteach material, and make sure that everyone is on the same page. After all, teaching someone else is the best way to learn.
- 10. Ask questions.** You're in school to learn, so don't be afraid to do just that! Asking for help - from a teacher, a tutor or your friends - is a surefire way to make sure you truly understand the material.

PARENTS' CORNER

ATTENDANCE MATTERS

Regular attendance is an important factor in the health and well-being of our children. Students that attend regularly...

- develop skills that lead to improved academic achievement and graduation
- increase social and emotional well-being
- increase self-awareness
- develop positive behaviours in and out of school that lead to success beyond high school

Chronic absenteeism is defined as missing 2 or more days of school each month – including excused and unexcused absences. Students with chronic absences and lates are less likely to graduate high school.

What Can Parents do?

- Track your child's attendance to identify challenges early
- Seek support to address barriers to attendance
- Share your concerns about your children's health with your health provider
- Contact the school if you have concerns about attendance

Note – Correlieu Secondary School sends an attendance report every day at approximately 3:30pm by email. Parents, please make sure you have an updated email at the office. If you are not receiving these notices, be sure to check your junk folders and/or contact the office.

WHAT CAN PARENTS DO TO SUPPORT STUDENTS AT SCHOOL?

[Doing-What-Matters-Most-how-parents-can-help-their-children-succeed-at-school-2011.pdf](#)

[Top 10 Ways Parents Can Help Their Kids Prepare for the New School Year — Peachey Counseling and Family Support](#)

LINKS TO SUPPORT CONVERSATIONS AT HOME AROUND DRUGS, ALCOHOL, CONFLICT & WEEKEND PARTYING

Please have conversations with your teen about how drinking and doing drugs impair their ability to make good decisions.

- Dangers of Teen Partying: <https://empoweredteensandparents.com/dangers-of-teen-partying/>
- MADD Canada: Stats, Facts and Talking Points about Alcohol and Other Drugs <https://madd.ca/media/docs/parent-action-pack.pdf>
- Talking With Teenagers About Drugs and Alcohol: <https://www.canada.ca/en/health-canada/services/substance-use/talking-about-drugs/talking-with-teenagers-about-drugs.html>
- Teaching Kids How to Deal With Conflict: Tips for Lifelong Skills: <https://childmind.org/article/teaching-kids-how-to-deal-with-conflict/>



Correlieu 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

Rolanda Neufeld

rolandaneufeld@sd28.bc.ca

250-992-7007



Cafeteria Opens Week of Sept. ???

Cafeteria is open during these times only:

8:00 - 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 | ☐ Calculator – could be simple or graphing type calculator |
| ☐ Graph paper | ☐ Headphones with microphone |
| ☐ Blue/black/red pens | ☐ USB stick/Jump Drive |
| ☐ Dry erase markers | ☐ Facial Tissue (Kleenex) |
| ☐ Pencils | ☐ Gym strip |
| ☐ Eraser | ☐ Back pack |
| ☐ Pencil crayons &/or coloured markers | ☐ Pencil/pen case |
| ☐ Black fine liner | |
| ☐ Highlighter(s) | |
| ☐ Scissors | |
| ☐ Glue | |
| ☐ Binder(s) | |
| ☐ Tab dividers | |



NEWS & EVENTS

STUDENT VERIFICATION FORMS & PERMISSIONS

Students will receive their student verification forms during homeroom on Sept. 3rd (for grade 10s) and Sept. 4th (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.

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 15th 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 opening 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 the week of Sept. 8th.



NEWS & EVENTS

SPARE BLOCKS

At Correlieu Secondary School (CSS) a growing concern is students on spare blocks. In September 2025, 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.

SAFE AND HEALTHY SCHOOLS - PROVINCE OF BC LINKS

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools>

NEWS & EVENTS

HOMEROOM LISTS FOR GRADE 10, 11 AND 12

Please note that only students in Grade 10 come on Wednesday, September 3rd, 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 4th, starting at 8:30 a.m. with homeroom.

Grade 10 Homerooms

GRADE 10 HOMEROOMS			
Last Name Starts With...	Room #	Teacher	Homeroom Name
A... - Bo...	Gym	Kramer	10-A
Br... - Cu...	303	Barry	10-B
Da... - Er...	Library	Moore	10-C
Fa... - Gr...	208	Whitehouse	10-D
Ha... - Ky...	105	Reeves	10-E
La... - Ma...	400	Purewall	10-F
Mc... - Ou...	Music Room	Smith	10-G
Pa... - Sa...	603	van Putten	10-H
Sc... - Sy...	202	Doerksen	10-I
Ta... - Z...	604	Cowlin	10-J

Grade 11 Homerooms

GRADE 11 HOMEROOMS			
Last Name Starts With...	Room #	Teacher	Homeroom Name
A... - Bo...	207	Alton	11-A
Br... - Co...	102	Barker	11-B
Cor... - Fr...	210	Laurie	11-C
Ga... - Hig...	602	Brackett	11-D
Hil... - LaB...	103	Gerich	11-E
Lac... - Mc...	100	Karagodine	11-F
Me... - Park...	106	Closkey	11-G
Parr... - Ry...	204	Coffey	11-H
Sa... - The...	403	Christy	11-I
Tho... - Z...	205	Ambrose	11-J

NEWS & EVENTS

Grade 12 Homerooms

GRADE 12 HOMEROOMS			
Last Name Starts With...	Room #	Teacher	Homeroom Name
A... - Bl...	206	Sherstan	12-A
Bo... - Col...	101	Sorensen	12-B
Con... - El...	201	Fisher	12-C
En... - Gu...	203	Ingstrup	12-D
Ha... - Ko...	Gym	Kitamura	12-E
Kr... - Ma...	402	MacFarlane	12-F
Mc - Ou...	Weight Room	Monsour	12-G
Op... - Ru...	405	Dinicol	12-H
Sa... - Te...	606	Lopresti	12-I
Th... - Z...	200	Freer	12-J

STAY UP-TO-DATE

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

Correlieu Secondary School

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

Instagram — [@correlieu_secondary](#)



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.

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

Are you interested in the **TRADES**?

Do you **WORK** in the **TRADES**?

Are you looking for a **CAREER** in the **TRADES**?

WORK EXPERIENCE (WEX) – Students will have the opportunity and teacher guidance to visit various work sites around the city to get a feel for available careers and the workforce.

WEX doesn't just have to be for the **TRADES**, opportunities for **Forestry, Healthcare, Public Service, Education** and many more can be set up.

WEX12A and 12B are 4 credit courses offered outside the time table – Talk to your counsellor for a registration package.

Correlieu Secondary, School District 28 and the Skilled Trades of BC are in partnership to help Youth grades 10-12 find their way in the TRADES and work towards their RED SEAL. The programs below are available to all students looking to make a TRADE their career.

WORK IN TRADES (WRK)

WRK11A, 11B, 12A and 12B are worth 4 credits each 120hours. Course material includes Safety, Right to Refuse Unsafe work and some personal reflection. Hours earned under the WRK program can be used towards Apprenticeship hours needed to move forward with being a ticketed craftsman.

Registration packages available in the Career Centre or Counselling area

TRAIN IN TRADES (TRN)

TRN courses are taken at the college level second half of grade 12 and will be the Foundations Level courses offered through CNC.

- *Opportunities to attend another registered TRADE school for alternate Foundations Level courses not offered at CNC can be discussed with the Program Co-ordinator for consideration*

As this is partially funded by the Skilled Trades BC, students are required to meet the following:

- Be in a secure position to Graduate by December of the Graduating year
- Meet all Graduation requirements by end of 1st semester grade 12
- Meet all College requirements by December of Graduating year
- Good attendance, attitude and behavior grades 10-12.

Special applications are required for WEX, WRK and TRN and can be found in the Career Centre or the Counseling area.

Applications are due no later than September 26, 2025 and must be complete with all signatures required.

For more information contact:

martinrunge@sd28.bc.ca – Program Co-ordinator

kaylakinloch@sd28.bc.ca – Career Prep Secretary

NEWS & EVENTS

SCHOOL PHOTOS

Right Photography Ltd. will be here on Wednesday, Sept. 17th to take school photos. This year there will be an online ordering option. Please see below.

Order forms will be sent home with students on their first day of school along with their verification and permission forms.

Right Photography Ltd.
Fall School Photos 2025-2026



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.

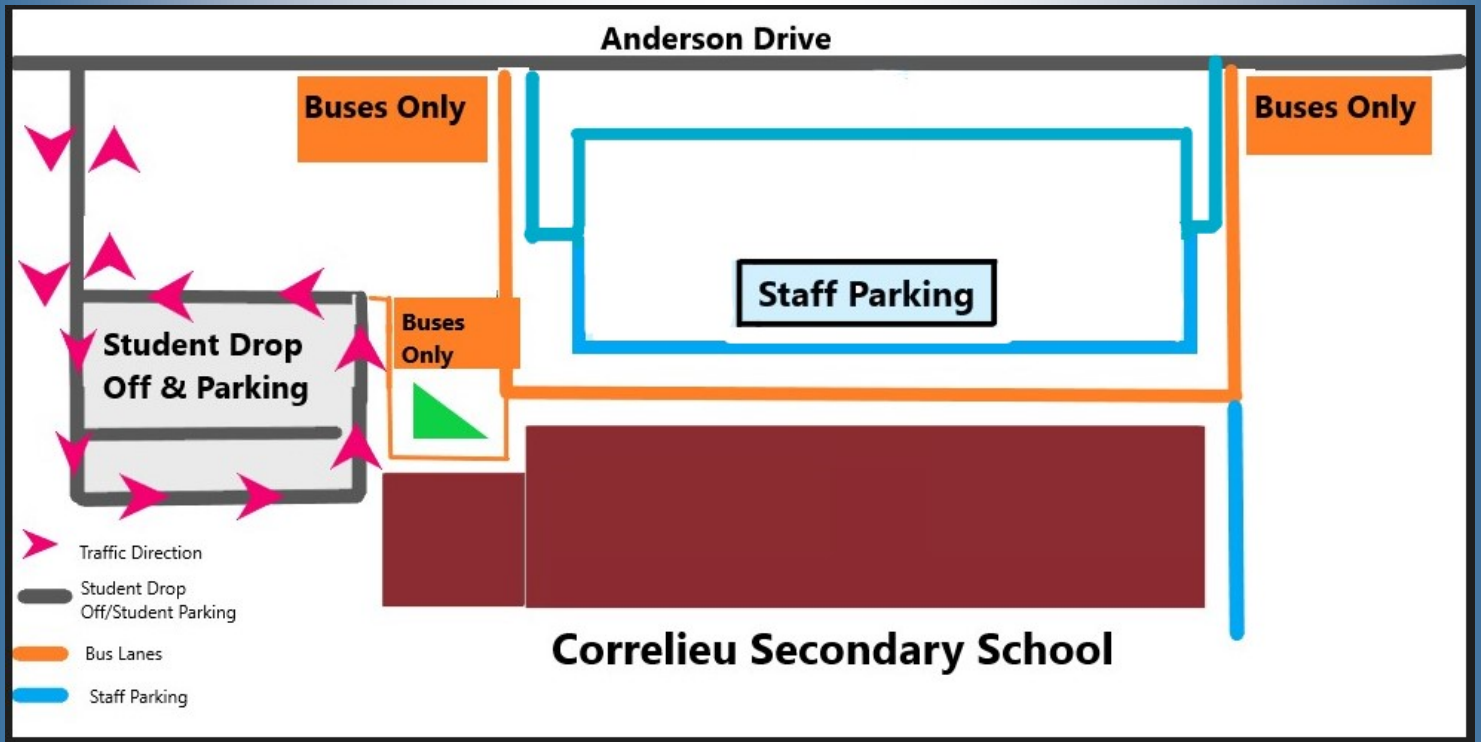
You can now place your order:

- 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 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.

SCHOOL PARKING MAP



NEWS & EVENTS

TIME TABLE/BLOCK ROTATION

CSS TIMETABLE/BLOCK ROTATION								
	MONDAY & 1 ST & 5 TH FRIDAY	TUESDAY 2 ND FRIDAY	WEDNESDAY & 3 RD FRIDAY	THURSDAY & 4 TH FRIDAY	← Depends on which Friday of the month			
8:20 AM	WARNING BELL							
8:30 – 10:01 AM	A	C	B	D	A	C	B	D
10:01 AM	BREAK							
10:09 – 11:44 AM	B	D	A	C	B	D	A	C
11:44 – 12:25 PM	LUNCH							
12:30 – 1:37 PM	C	A	D	B	C	A	D	B
1:42 – 2:48 PM	D	B	C	A	D	B	C	A

Fees 2025 – 2026

Fees Payable by Cash or Cheque - made out to Correlieu 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 5th

Grade 11's – Monday September 8th

Grade 12's – Tuesday September 9th

September 10-12 – any students who missed the above dates. After September 12th students won't be called down, but can come to the office at natural break times – not during class time.



Student Activity Fee (SAF) This includes Student ID card – so make sure to have your photo taken on the morning of September 18th . Retakes or those that miss September 18 th for photos must be here the morning of October 18 th . This fee also includes main hallway locker rental and various other events & activities throughout the year.	\$35
All students will receive their locker information in their homerooms regardless of paying their SAF fee. **The Athletic department has PE changeroom lockers available for an additional fee – see the Athletic Director for more information.	
Yearbook 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 & are distributed mid-late June. **This book is created by students for students – without intent, it is possible errors or omissions can occur. **	\$50
Grad Fees This is for graduating students. Fees help pay a number of fixed costs such as grad photo sitting fees, cap, tassel, usage of gown & stole for ceremonies, diploma cover, lanyard, program, decorations, rentals, ticket printing, grad BBQ and so much more. Grads will need to book their photo sittings. These are afterschool/evenings. Location in school TBA. These take place October 15-18th & appointment lists will be posted closer to the date. There is a grad photo retake session where students need to book their appointments - December 10-11 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 & proofs as part of the grad fee, and those are yours to keep. www.rightphotography.com	\$150
 Athletic Fee This fee is collected from students who play/participate on a school team – e.g. Volleyball, Basketball, Ultimate Frisbee, Track & Field, Cross Country Running, Golf, Ski & 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.	\$35

Fees 2025-2026

COLLECTION OF SCHOOL FEES

Students will be called down to come to the **FRONT OF THE OFFICE:**

Grade 10's - September 5th
Grade 11's - September 8th
Grade 12's - September 9th

CASH OR CHEQUE ONLY

Cheques made out to
CORRELIEU SECONDARY SCHOOL

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 5

Grade 11
Monday September 8

Grade 12
Tuesday September 9

2025-2026 FEES	GRADE 10	GRADE 11	GRADE 12
If paying only Student Activity Fee \$35 Your Fee Total Is:	\$35	\$35	\$35
If paying Student Activity Fee \$35 & Yearbook \$50 Your Fee Total Is:	\$85	\$85	\$85
If paying Student Activity Fee \$35, Yearbook \$50 & Athletic Fee \$35 Your Fee Total Is:	\$120	\$120	\$120
If paying Student Activity Fee \$35, Yearbook \$50 & Grad \$150 Your Fee Total is:			\$235
If paying Student Activity Fee \$35, Yearbook \$50, Grad \$150 & Athletic Fee \$35 Your Fee Total Is:			\$270
If paying all fees relevant to my grade total is:	\$120	\$120	\$270

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

Correlieu Secondary School Code of Conduct

BC Human Rights Code:

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

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 26th, 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.

If you need to contact your child during class times, please call the office. We will pass along your message or have your child contact you.

Office: 250-992-7007



CORRELIEU SECONDARY SCHOOL

850 ANDERSON DRIVE QUESNEL BC V2J 1G4
PHONE 250.992.7007 FAX 250.992.8476 WEBSITE 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:

- **1st 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.
- **2nd 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.
- **3rd 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.

Personal Digital Devices RULES <i>(includes communication devices)</i>	TEACHER ROLE:
○ STEP 1: Hand into office for 1 day ○ STEP 2: Device to office and parent may need to pick it up. Devices will be returned at the end of the day. ○ 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) REFUSAL = move to step 3, then to In-School Suspension	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> 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> STEP 3: Device handed in each morning, picked up at end of the day – P/VP tracks plans

**** 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.

Violence, Threat and Risk Assessment Protocol

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 VTTRA?

A VTTRA 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.

VTTRA 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.



RESPECTFUL COMMUNICATION

At Correlieu Secondary School we value effective and respectful communication with our families and community members. Staff are eager to address your questions or concerns. It is important that home and school can communicate effectively to resolve an issue as well as support teaching and student learning.

In the event of an emergency or urgent matter, please phone the school (250-992-7007) or district office directly.

RESPECTFUL COMMUNICATION

- All communication needs to be respectful and courteous
- Be mindful of tone and volume when addressing concerns
- Address the concern(s) at hand
- Listen and understand the concern from the school perspective as well as the students
- Work together to solve problems
- If communication is aggressive, offensive (e.g. racist or sexist comments), threatening, intimidatory, disrespectful or contains profanity, it is considered unacceptable

SCHOOL/DISTRICT
COMMUNICATION PROTOCOL

- Address the concern with the person and give them a chance to respond before bringing the concern to the Principal, Vice Principal or District office. Follow our school district protocol below:

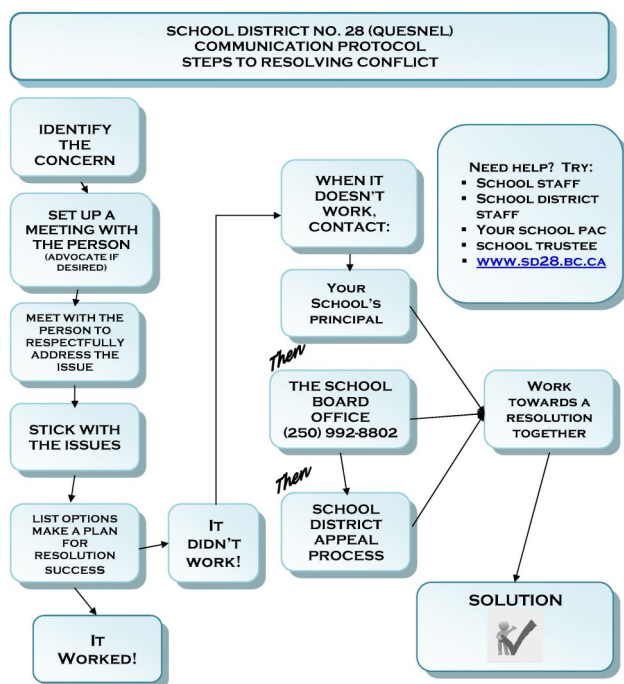
COMMUNICATING CONCERNS

- Inquiring about academic progress, learning expectations or behavioural concerns is best addressed in person or on the phone. Schedule an appointment to meet/speak with your teacher
- Confidential matters are best conveyed by phone or personal contact. It is best practice to have prearranged phone calls or meetings to discuss these matters

EMAIL COMMUNICATION

- It may take administration, teachers or support staff 1-3 business days (apart from scheduled breaks in the school year) to respond to email concerns. **If there is urgency to your communication, please call the school**
- Note - Staff who work with students are typically unable to read their email during school hours
- Please send only non-vital messages by email

[Link to - Procedures 118 - Appendix 1 and 2 - Communication Protocol - Steps to Resolving Conflict](#)

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

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.



School District No. 28 Quesnel has developed a School Safety Notification System in collaboration with Quesnel RCMP to keep students, staff and volunteers safe. While it is impossible to anticipate all eventualities, the notifications below are used as a guide to conduct these procedures effectively. Communication is important and will come as able from the school or District Office as appropriate.



ROOM CLEAR

Used to move people away from a hazard or concern contained in one room/area.

- Students directed to leave the room/area and report to designated area
- Principal/designate to call for assistance as needed (e.g. principal/vice-principal, custodian, 911, first aid attendant)



RETURN & REMAIN

Used as a short-term measure to provide privacy and dignity in the event of a medical event or an animal (bear etc.) on the school grounds.

- Staff and students enter the school and remain indoors (in the event of medical event or animal on the school grounds)
- Students Return to class and close classroom doors and Remain until directed by the teacher or principal.
- Principal will call District Administration Office (250 992 8802)



EVACUATE

Used to move people out of the school when a hazard exists inside. May include floods, potential fire, or a bomb threat.

- Students and staff directed to exit school using the safest route
- Principal will call District Office (250 992 8802)
- Students and staff to assemble outside at a designated assembly site. Assembly site may be off school grounds at an alternate location.



HOLD AND SECURE

Used when there is a security concern, such as a police incident, in the neighborhood of the school.

- Principal/designate to announce "hold and secure," repeating several times
- Principal/designate to call District Administration Office (250 992 8802) to inform of Hold and Secure
- Lock exterior doors and close exterior windows, blinds
- Students and staff may be asked to minimize activity in hallway
- Put sign on front door advising visitors that school is in a Hold and Secure
- Normal duties may continue within the school
- Hold and secure will be lifted by an announcement from the principal/designate under direction of RCMP and school District



LOCKDOWN

Used to prevent intruders from entering occupied areas of the school, or in times when it is necessary to isolate students and staff from a danger outside or within the building.

- Principal/designate will announce "This is the Principal of _____, lockdown now," repeating several times
- Principal/designate will call 911 and the District Administration Office (250 992 8802) - only when/if it is safe to do so
- Students and staff gather in the nearest secure room
- Close and secure doors
- Turn off lights, close windows and blinds, get down behind heavy furniture or out of sight, stay quiet
- All students must turn off cellphones
- Do not respond to anyone at the door, and ignore dismissal bells
- Remain in lockdown until the room is cleared by authorities

SCHOOL DRILLS

All schools in the Quesnel School District practice important safety techniques to keep students and staff safe during emergencies



FIRE DRILLS
3 in spring, 3 in fall



EARTHQUAKE DRILLS
3 per year recommended



LOCKDOWN DRILLS
2 per year



EMERGENCY INFORMATION
In an emergency, call 911 and the District Administration Office at 250 992 8802



School Calendar 2025-2026

School District #28 Quesnel

401 North Star Rd. Quesnel, BC V2J 5K2 Phone: 250 992-8802 Fax: 250 992-7652

Website: www.sd28.bc.ca

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 1: Labour Day
 Sep 2: School Planned Non-Instructional Day (no school for students)
 Sep 3: Back to school (1/2 day for students)
 Sep 30: National Day of Truth and Reconciliation
 Oct 13: Thanksgiving
 Oct 24: Provincial Pro-D (no school for students)
 Nov 5/6: Early Dismissal (to facilitate Parent Teacher Interviews)
 Nov 11: Remembrance Day
 Nov 28: District Planned Non-Instructional Day - Indigenous Focus (no school for students)
 Dec 22-Jan 2: Winter Break

Jan 5: Students back from Winter Break
 Jan 30: District Planned Non-Instructional Day (no school for students)
 Feb 16: BC Family Day
 Mar 16-27: Spring Break
 Apr 2: Good Friday
 Apr 6: Easter Monday
 Apr 24: Regional Pro-D (no school for students)
 May 18: Victoria Day
 Jun 1: School Planned Non-Instructional Day (no school for students)
 Jun 24: Last Day for students
 Jun 25: Administrative Day (no school for students)
 Jun 26: Summer Break begins

Professional, District, Ministry, Non Instructional Days - No School
 Statutory Holidays - No School

School Holidays - No School
 Early Dismissal