



NOVEMBER 14TH, 2025

Correliou 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

As of today we will be 1/4 of the way through the school year. Over the course of this year we will be transitioning away from printed Learning Updates (report cards) to online Learning Updates (report cards). Parents can access their children(s) Learning Update through the MyEd portal. Information on how to access the MyEd portal is on pages 6 & 7 of this newsletter. Before we can go paperless, we need parents to begin accessing the MyEd portal and getting familiar with it. This includes updating your password and/or regaining access to the portal. We will have more information on how to do this in our next newsletter. First Term Learning Updates will be printed and handed out in homeroom, but we are hoping to go paperless by the end of First Semester in late January.

Just a reminder that regular attendance is the number one indicator of student success. Students who have missed more than 5 days of school in one term would be considered to be chronic non attenders. Please let us know if your child is struggling to get to school and we will work together to help solve the problem.

Upcoming Dates:

Nov. 17	Term 2 Begins
Nov. 24	PAC meeting 6:30 CSS Library
Nov. 27	Term 1 Learning Updates (report cards) home
Nov. 27	Health Canada presentation to PE classes
Nov. 28	NI Day (no school)
Dec. 1 & 2	Grad Photo Re-takes (evening)
Dec. 17	CSS Music Holiday Concert @ 7 pm CSS Theatre
Dec. 22 - Jan. 2	Winter Break
Jan. 5	First day back after Winter Break



Next PAC Meeting

Monday Nov. 24th @ 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 need to be on the executive to attend.

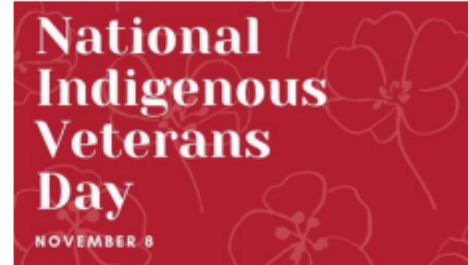
Culture Room

608

November 2025 News and Events

Winter is coming

November is here and the start of a new term. With the season changing, please reach out if there are any supports we can help with in school or out. We know that ahead is cold temperatures, snowy roads and many other obstacles that can make the winter months challenging, it is important for students to connect with their teachers to keep up with assignments if they are missing classes. All teacher emails are available on the Correlieu website. **November 5th and 6th are Early Closure** days – ½ day attendance/classes for students to conduct Parent Teacher Interviews.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PAC Meeting Assessments	4 Assessments	5 Early Closure Assessments	6 Early Closure Assessments	7 Assessments	8 Indigenous Veterans Day
9	10 Indigenous Veterans Day and Remembrance Day Assemblies	11 Remembrance Day No school	12	13	14 Term 1 Ends	15
16	17 Term 2 Begins	18	19	20 Cake Day	21	22
23	24 PAC Meeting	25	26	27 Bannock Lunch	28 NI Day No school	29
30						
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For more information, questions or concerns please reach out to:

Keri Osha keriosha@sd28.bc.ca
 Rolanda Neufeld rolandaneufeld@sd28.bc.ca

250-992-7007

NEWS & EVENTS

GRAD PHOTOS ORDERS & GRAD RETAKES

Grad photo proofs and order forms for those that sat in the October sittings should be arriving soon.

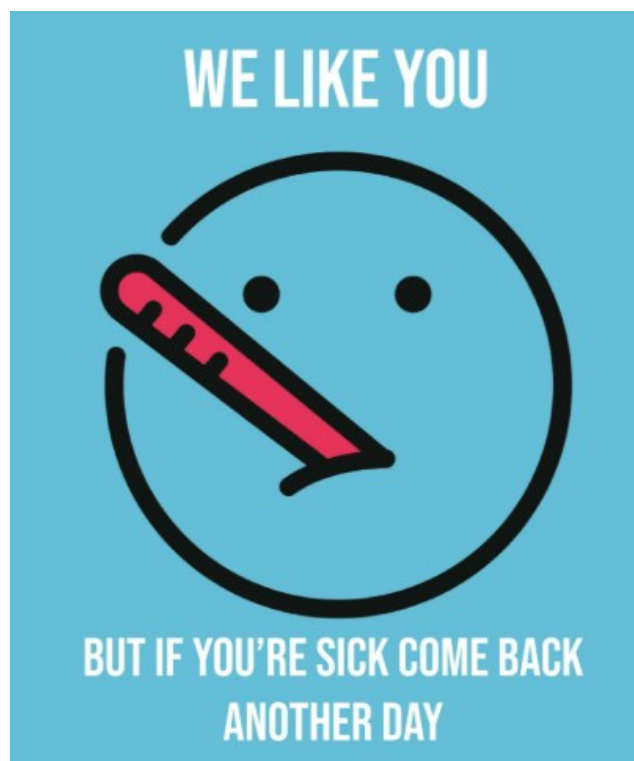
Grad photo retakes are the evenings of December 1 & 2. Signup sheets for appointments have been posted in the Career Centre.

GRAD 2026

Grad dates for this year's graduation are June 19th and June 20th. The first meeting for parents regarding graduation planning will be in January.

COLD & FLU SEASON IS HERE—STAY HOME WHEN SICK

If your student is feeling unwell, please ensure they stay home. Please see the following pages from the BC Centre for Disease Control (BCCDC) for what to do if you have COVID-19 symptoms. As per the BCCDC website, people who have symptoms of COVID-19 should stay home until their fever has resolved and they feel well enough to participate in daily activities. Thank-you for helping us keep our school healthy!

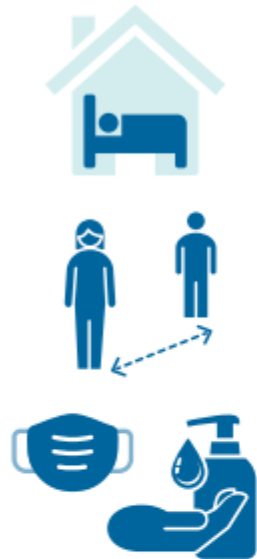


What to do if you have COVID-19 symptoms



BC Centre for Disease Control
Provincial Health Services Authority

Stop the spread



- **Stay home and away from others** until:
 - your fever is gone (without the use of medicines that reduce fever like Tylenol), AND
 - you feel well enough to return to daily activities.
- **Avoid close contact** with people at higher risk of severe illness or complications from COVID-19.
- If you cannot stay away from others while you have symptoms, **take these prevention measures**:
 - wear a mask indoors
 - cover your coughs or sneezes with your elbow
 - clean your hands often
- If you don't have symptoms, you don't need to stay home or avoid others, regardless of test results.



If symptoms worsen or don't improve, call 8-1-1 or visit a health care provider or urgent care clinic.

Treatment for COVID-19

Most people can manage their symptoms at home (see next page for more details). There are treatments available for people who tested positive for COVID-19 and who are at higher risk of serious illness and needing hospitalization. If you test positive, check if you may benefit from treatment. Visit: gov.bc.ca/coviddtreatments or call 1-888-268-4319

Get your PCR test results

Testing for COVID-19 is only recommended if you have symptoms AND are hospitalized, pregnant or at risk of more severe disease and may benefit from treatment.

If you got tested, you can get your test results:

- **In Person:** Contact a primary care provider, walk-in clinic, or primary care centre.
If you do not have a personal health number (PHN), get your results in person.
- **Online:** gov.bc.ca/healthgateway
Check for results in Lab Results

Urgent care

Go to an urgent care clinic or emergency department if you:

- have difficulty breathing
- feel very sick
- have chest pain
- feel confused
- can't drink anything



For more information: visit
bccdc.ca/IfYouHaveCovid
or scan the QR code



Feb 2024

Managing symptoms at home

Most people can safely take care of their symptoms at home.

- Take rest and allow yourself to recover.
- Drink lots of water and fluids
- Use a humidifier or hot shower to ease cough or sore throat
- For fever, take medicine like acetaminophen (Tylenol) or ibuprofen (Advil).
- Have family, friends, or a delivery service bring food, medication and other supplies to you, whenever possible.
- Avoid close contact with household members who may be at higher risk of severe illness, such as very young children, elderly, and immunocompromised, if possible.
- You can still do essential chores such as checking your mail or walking your dog.



If you need to go out

- **It is best to walk, ride a bike, or drive yourself.**
- **If you travel in a car with anyone** (in a taxi or a ride share, or even with someone from your household):
 - Everyone should wear a mask
 - Roll down all the windows
 - Everyone should clean their hands before and after the ride
- **If you must take public transit:**
 - Wear a mask
 - Clean your hands before and after the ride



If you live with others

- Let everyone at home know you are sick/not feeling well.
- If possible, **stay in your own room** and use a different bathroom than others.
- If you must be in a room with others:
 - **Wear a mask** or respirator that covers the nose, mouth and chin to reduce spread.
 - **Open windows** to increase airflow.
 - If eating around others, cough/sneeze in your sleeve and avoid close face-to-face contact.
- Everyone should wash hands often with soap and water, or use hand sanitizer.
- **If you share a bathroom:**
 - Put down the toilet lid before you flush.
 - Turn on the fan or open the window.
 - Clean handle and faucets after each use.
 - Avoid sharing personal items like toothbrushes and towels.
- **Clean and disinfect** high-touch surfaces such as door handles, light switches, faucets, phones, computers and remote controls.



PARENTS' CORNER

MYED PARENT PORTAL—ATTENDANCE TRACKING & GRADES

Did you know that you can use the MyEd Parent Portal to check your student's attendance and view their grades/assessments? See instructions below.



MyEd Parent Portal

This portal can help families:

1. Check student attendance
2. View grades and assessments

Go to:



How to get to the MyEd parent portal:

1. Go to the MyEd website

<https://myeducation.gov.bc.ca/aspen-login/>

2. The MyEd site is found on the SD28 website from the Families & Students menu, Family Resources page and select MyEd BC Parent Portal



MyEducationBC

MyEd BC Parent Portal

MyEd is a secure student information system set up by the province of BC

[Learn More](#)

To login (from a computer):

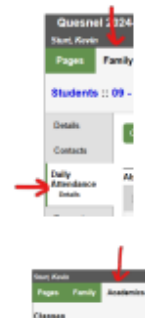
1. Type your username (sd28-firstlastname) and the password that has been given to you. Selecting "forgot password" will email you a temporary password. Reach out to the school secretary if you need support.



2. Click log on. You may be prompted to change your password. It needs to have at least 8 characters with an upper case letter, symbol and number.

To check attendance:

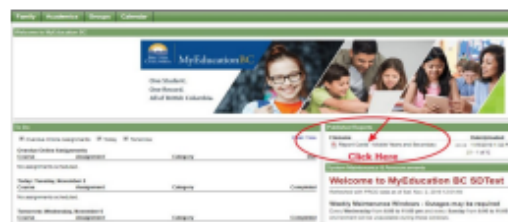
1. For daily attendance and absences, go to top tab "Family" and left side tab "Attendance". Absences and lates are listed by date (A means absent, L for late and A-E for absent with a reason). Examples of an excused absence are: a parent called in or field trip affecting other classes.



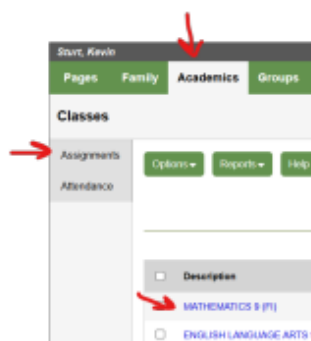
PARENTS' CORNER

To check marks:

* Published report cards should be available from top tab "Pages" in the Published Reports section.



* Grades that have been posted to the open portal can be viewed by going to top tab "Academics." Select the class to view posted grades and other details.

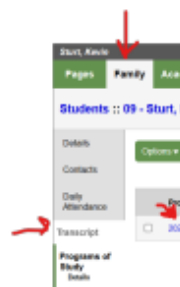


* To view a different class, click on the "Classes" breadcrumbs and select a different subject.

Classes :: MEN-09-FI-63 - ENGLISH LANGUAGE ARTS 9 (FI)

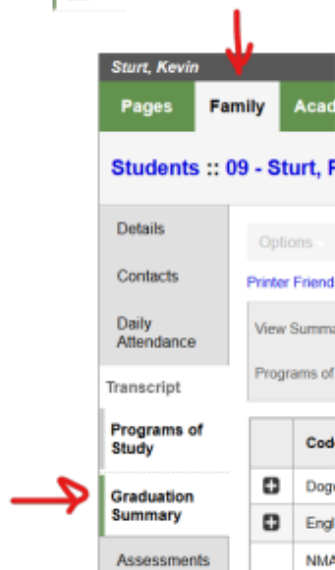
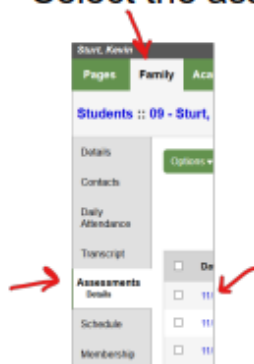
To get transcripts and graduation summary:

* Go to top tab "Family" and select "Transcript" from the left menu tab. Select the year in blue to find more details.



* From "Family", the left tab menu "Graduation Summary" will provide more details about the student's progress toward graduation.

* Assessments (FSAs and grad assessment result) can be found from "Family" and left menu "Assessments." Select the assessment that you want to view.



PARENTS' CORNER

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/>

The White Hatter

Parents and students looking for more information about Digital Literacy, Cyberbullying and Sextortion can check out “The White Hatter”. Correlieu Secondary School plans to have a presentation from the White Hatter later this year.

<https://www.thewhitehatter.ca/>
<https://www.thewhitehatter.ca/parenting-podcast>
<https://www.thewhitehatter.ca/online-parenting-book>

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.

Career Centre November Update

As many of the Work Experience students have prepared, reflected (and in some cases completed their required volunteering or employment hours), career activities have continued. Although some activities had to be cancelled due to staffing issues at the visitation sites, the college workshops at the school were well attended.

A reminder to all grade 12 students and parents... NOW is the time to put your applications in to the Post-Secondary Institutions that you are interested in. Correlieu has had a number of students who already have been accepted to various programs (often with a Scholarship attached to the offer of acceptance). Remember... early acceptance often leads to a keener focus, less stress, and in many instances more scholarship and bursary opportunities from the institutions.

November's currently planned activities:

- Nov 20 CNC and UNBC full day tour to Prince George (applications in Career/Counselling center)
- Nov 19 and 25 CNC Quesnel Tour for CLC12 students
- Nov 24-29 Career Week
- Nov 25 Careers in the local Mining Industry (Presented by HR, Artemis Gold)
- Nov 26 (a.m.) Careers in Health (Presented by many team members from Northern Health)
- Nov 27 – Red Seal Trades Presentations (from the Salon to the Shop)

For students already in the program, required booklet submissions, occasional visits, questions, and career support are offered in the Career Centre and in my office (located in the counselling area) throughout the day.

For students who are working and would like to take advantage of the Work Experience program (Yes get some extra credits), feel free to drop by and pick up the required forms to make sure your employment can also add to your high school credit count.

For parents or caregivers who would like further information on Work Experience, Work in Trades, and Dual Credit courses or the course requirements please feel free to contact me., Martin Runge, in the career counselling area, at martinrunge@sd28.bc.ca , or visit the school web site for course or scholarships options ([Course Selection | Correlieu Secondary](#), [Scholarships & Awards | Correlieu Secondary](#)).



QUESNEL AMBASSADOR
LEADERSHIP PROGRAM
**EXPLORE YOUR
POTENTIAL**

INFORMATION MEETING

LOCATION: THIRD AVENUE COMPUTER LAB IN ROOM: 302

NOVEMBER 19, 2025 LUNCH BREAK

WANT TO LEARN
VALUABLE LIFE
SKILLS?

EARN VOLUNTEER
HOURS IN THE
COMMUNITY?



MEET NEW PEOPLE
AND MAKE
FRIENDSHIPS?

HONE YOUR PUBLIC
SPEAKING SKILLS AND
GAIN CONFIDENCE?

Open to youth aged 15 to 17 living in the
Quesnel Area

**JOIN OUR 2025 AMBASSADORS FOR AN INTRODUCTION ABOUT THE
PROGRAM, AND WHAT IT CAN OFFER YOU.**

LEARN MORE AT

WWW.FACEBOOK.COM/QUESNELAMBASSADORS

NEWS & EVENTS

INTRAMURALS

On Wednesday October 29th Mr. Kramer held another trivia contest in the theatre. We had 90 participants and had to go to the 3rd tie-breaker to crown the Halloween Havoc winner. Congratulations to the "Boo Bears" on their win!
Tandra, Santiago, Michael, Xander (Rome not pictured as en-route to XC provincials)



GRADE 12 Post Secondary Information

SCHOLARSHIPS

Did you know that Correlieu has 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. Mr. Barbosa is willing to help if you need assistance—you can find him in the counselling area

[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.



NEWS & EVENTS

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](https://www.instagram.com/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. If you have questions, please see your Guidance Teacher based on your last name: A-K : Ms. Pelchat L-Z: Mr. Barbosa

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

CNC

Information Session

 **November 13th | CNC Quesnel**
5pm - 7pm

RSVP for a chance to
WIN a new pair of
AirPods Pro 3.



cnc.bc.ca/start2026

The Witness Blanket

A travelling exhibition developed by the Canadian Museum for Human Rights and Artist Carey Newman

Join the Opening Event

 **Thursday, November 13th | 10 am**
CNC Quesnel Atrium

View the installation between November 5th - 22nd

- Monday - Thursday: 9:00 AM - 7:30 PM
- Friday: 9:00 AM - 5:00 PM
- Saturday: 9:00 AM - 3:00 PM



Learn More & RSVP: cnc.bc.ca/events



2025-2026 SEASON www.qla.ca QUESNEL LIVE ARTS

Friday,
Nov 28,
2025 - 7:30pm

Chuck Mobley
Theatre at
Correlieu
School



Piano Heist is back with a dazzling new holiday production: A Very Merry Heistmas! A festive romp through Christmas classics interlaced with their own brand of musical and comedic shenanigans, Nico Rhodes & Patrick Courtin tackle everything "Christmas". Whether it's the nostalgic charm of Charlie Brown Christmas, a rock & roll styled Nutcracker Suite; The Messiah on melodicas, or a rollicking ragtime Rudolph the Red Nose Reindeer, get ready for a holiday experience that's truly one-of-a-kind! Bring your festive spirit and prepare to sing-a-long for A Very Merry Heistmas!



TICKETS ON SALE NOW

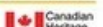
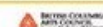
\$30 (Adults), \$25 (Seniors & Students).

AVAILABLE at: Save On Foods, Homesteader Health

Or Purchase Tickets Online at qla.ticket.ca

Online ticket purchasing help: COLLEEN 250-747-2207

HELP
SPREAD THE WORD!
LIKE & SHARE US
ON FACEBOOK!



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Do you want to try XC SKIING?



YOUTH PROGRAMS AGES 3-18

Join Bunnies, Jackrabbits
or Yetis - choose to ski on
Race Team or Biathlon

Have fun with friends outside
this winter at Hallis Lake - just
10 minutes from town with
convenient times and scheduling



www.caribooski.ca
VISIT OUR
WEBSITE

EMAIL US

sdpcoordinator@gmail.com





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:

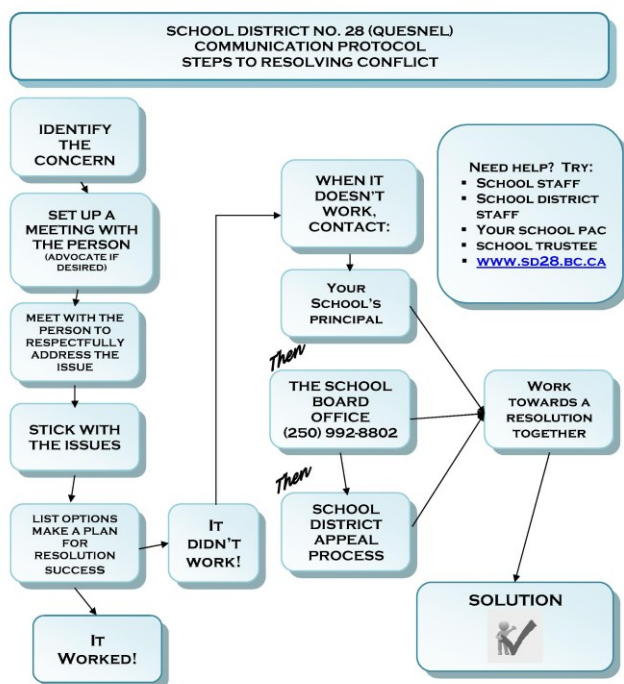
COMMUNICATING CONCERNS

- 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, QVPVA, 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						
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SEPTEMBER 2025						
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OCTOBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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JUNE 2026						
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JULY 2026						
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AUGUST 2026						
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SEPTEMBER 2026						
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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