



**JANUARY 16<sup>TH</sup>, 2026**  
**Correlieu Secondary School**  
850 Anderson Dr., QUESNEL, B.C. V2J 1G4  
TELEPHONE: 992-7007  
Principal: Mrs. Marissa Knauf  
Vice Principal: Mr. Shane Mummery



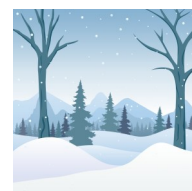
## **Principal's Message**

Next week is the start of Final Assessments at Correlieu. During this time attendance is especially important. Students will have a variety of assessments, which include Provincial Literacy and Numeracy Assessments and in class final assessments. Please contact your child's teacher immediately if they are sick and will be missing their assessment. Semester 1 ends January 29<sup>th</sup> and Semester 2 begins February 2<sup>nd</sup>.

Please note, the date for our first Grad Parent Meeting has changed to Tuesday, February 3rd at 7:00 pm in the Chuck Mobley Theatre at Correlieu. Parents and graduates are encouraged to attend this meeting.

## **Upcoming Dates:**

Jan. 19	Scholarship & Bursary Packages out
Jan. 19—Jan. 23	Week 1 Provincial Assessments (regular block rotation)
Jan. 26	PAC meeting @ 6 pm CSS Library
Jan. 26—Jan. 29	Week 2 Provincial Assessments Continue & In-Class Assessments
	Block Rotation
	Jan. 26 - A/B
	Jan. 27 - C/D
	Jan. 28 - B/A
	Jan. 29 - D/C
Jan. 23	Grad Baby Photos/Parent Writeups Due
Jan. 27	Visit from TRU advisors - signup in counselling area
Jan. 29	Last day of Semester 1
Jan. 30	NI Day—no school
Feb. 2	First Day of Semester 2
Feb. 3	Grad Parent Meeting (for parents & graduates) 7 pm CSS Theatre
Feb. 6	Last day to change Semester 2 courses
Feb. 9	Scholarship & Bursary Packages available to Grade 12s
Feb. 13	Term 2 Learning Updates posted to MyEd portal
	Rotary Adventures in Healthcare applications due
Feb. 16	BC Family Day (no school)



# Next PAC Meeting

<sup>6</sup>  
**Monday Jan. 26<sup>th</sup> @ ~~6:30~~ pm — 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.

## **Grad Baby Photos/Parent Write-ups—Due January 23**

The annual Correlieu yearbook fundraiser is \$20 for a Grad baby picture and 70-word parent write-up. Submit your photo/write-up to

[cssyearbook2026@gmail.com](mailto:cssyearbook2026@gmail.com)

Please pay Stacey in the office - Cash or cheque payable to Correlieu Secondary School



Monday, Jan. 26<sup>th</sup>

6 pm—CSS Library



## **GRAD PARENT MEETING**

**FOR ALL PARENTS & GRADUATES**

**New Date!**

**Tuesday, February 3<sup>rd</sup>  
7 pm**

**Correlieu Chuck Mobley Theatre**

# Culture Room

608

January 2026

News and Events

## Happy New Year

Welcome back. As we bring in 2026 we also are wrapping up Semester 1. This is the final push to make sure subjects/units/lessons are complete, assignments are turned in and communication with classroom teachers is super important. Please feel free to reach out if there are any supports Ms. Keri Osha or Mrs. Rolanda Neufeld can assist with. New classes and teachers come with the new semester on February 2<sup>nd</sup>.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<sup>1</sup> New Year's Day Winter Break	<sup>2</sup> Winter Break	<sup>3</sup>
<sup>4</sup>	<sup>5</sup> Back to School	<sup>6</sup>	<sup>7</sup>	<sup>8</sup>	<sup>9</sup>	<sup>10</sup>
<sup>11</sup>	<sup>12</sup>	<sup>13</sup>	<sup>14</sup>	<sup>15</sup>	<sup>16</sup>	<sup>17</sup>
<sup>18</sup>	<sup>19</sup> Assessments	<sup>20</sup> Assessments	<sup>21</sup> Assessments	<sup>22</sup> Assessments CAKE DAY	<sup>23</sup> Assessments	<sup>24</sup>
<sup>25</sup>	<sup>26</sup> Assessments A/B Exams PAC Meeting	<sup>27</sup> Assessments C/D Exams	<sup>28</sup> Assessments B/A Exams	<sup>29</sup> Assessments D/C Exams Term 2 Semester 1 ENDS	<sup>30</sup> NI Day No School	<sup>31</sup>
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For more information, questions or concerns please reach out to:

Keri Osha [keriosha@sd28.bc.ca](mailto:keriosha@sd28.bc.ca)  
 Rolanda Neufeld [rolandaneufeld@sd28.bc.ca](mailto:rolandaneufeld@sd28.bc.ca)  
 250-992-7007



# NEWS & EVENTS

## LAST 2 WEEKS OF JANUARY—JAN. 19—29 PROVINCIAL ASSESSMENTS & IN-CLASS ASSESSMENTS

During this assessment period, all English 12 classes will write Literacy 12, 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 28. 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, there are two make-up opportunities: Mon, Jan. 26 (8:30 – 11:30 am in Room 401) and Wed. Jan. 28 (12:30—3:30 pm in Room 302)
- ♦ Students are permitted 3 hours to write their assessment. If your student is writing an afternoon assessment, they may not be finished writing until 3:30 pm so they may need to find an alternate way home if they ride a bus.

### Week 1: Jan. 19 - 23 Provincial Assessments

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

#### Week 1

#### CORRELIEU GRAD ASSESSMENT SCHEDULE

January 19—23, 2026

Literacy 12 and Lit 10, Num 10, and Make-up Assessments

	MON, Jan 19	TUE, Jan 20	WED, Jan 21	THUR, Jan 22	FRI, Jan 23
	8:30am – 11:30am (A & B BLOCKS run as normal)	8:30am – 11:30am (C & D BLOCKS run as normal)	8:30am – 11:30am (B & A BLOCKS run as normal)	8:30am – 11:30am (D & C BLOCKS run as normal)	8:30am – 11:30am (D & C BLOCKS run as normal)
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	ADJ
LAB 302	Lit 12 Brackett's Block A	Num 10 Whitehouse's Block C	Lit 12 Brackett's Block B	Num 10 Christy's Block D	
LAB 401	Num 10 Sherstan's Block A		Lit 12 – Van Putten's Block B		
LUNCH (11:44 AM – 12:25 PM)					
	12:30pm – 3:30pm (C & D BLOCKS run as normal)	12:30pm – 3:30pm (A & B BLOCKS run as normal)	12:30pm – 3:30pm (D & C BLOCKS run as normal)	12:30pm – 3:30pm (B & A BLOCKS run as normal)	12:30pm – 3:30pm (B & A BLOCKS run as normal)
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	ADJ
LAB 302	Lit 12 Brackett's Block C	Lit 10 Cowlin's Block A	Lit 10 Van Putten's Block D	Num 10 Coffey's Block B	Num 10 Dinicol's Block B
LAB 401	Num 10 Christy's Block C				

# NEWS & EVENTS

## Week 2: Jan. 26 - 29 Provincial Assessments & In-class Assessments

For this last week we will have two classes per day and our lunch hour will be from 11:30 - 12:25 p.m. If your student finishes their assessment early, they are expected to go to their regular class or the library/Career Centre—no hallway wondering

Monday Jan. 26 - A/B

Tuesday Jan. 27 - C/D

Wednesday Jan. 28 - B/A

Thursday Jan. 29 - D/C

Friday Jan. 30—NI Day - No School for students

### Week 2

### CORRELIEU GRAD ASSESSMENT SCHEDULE

January 26—29, 2026

Literacy 12 and Lit 10, Num 10, and Make-up Assessments

	MON, Jan 26	TUE, Jan 27	WED, Jan 28	THUR, Jan 29	FRI, Jan 30
	8:30am – 11:30am (Block A all morning)	8:30am – 11:30am (Block C all morning)	8:30am – 11:30am (Block B all morning)	8:30am – 11:30am (Block D all morning)	NI Day – No School
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	
LAB 302	Lit 10 Jackson's Block A				
LAB 401	Lit 10/Num 10/Lit 12 Make-up		Lit 12 Pre-Write		
LUNCH (11:30 AM – 12:25 PM)					
	12:30pm – 3:30pm (Block B all afternoon)	12:30pm – 3:30pm (Block D all afternoon)	12:30pm – 3:30pm (Block A all afternoon)	12:30pm – 3:30pm (Block C all afternoon)	
CAREER CENTRE	ADJ	ADJ	ADJ	ADJ	
LAB 302	Lit 10 Jackson's Block B		Lit 10/Num 10/Lit 12 Make-up		
LAB 401					

## NEWS & EVENTS

### **SEMESTER 1 LEARNING UPDATES (REPORT CARDS)**

We are planning to have a homeroom on Feb. 13<sup>th</sup> to distribute Semester 1 learning updates (report cards). Learning updates will also be posted to the parent portal on that date. If your student is in grade 12 and receives a failing grade in a course, please have them connect with their guidance teacher to ensure they are still on track to graduate. **Please note that after this semester, we will only be printing paper copies of report cards at the end of each semester. Term report cards will only be posted to the MyEd portal and paper copies will only be printed on the request of the parent/guardian/student.**

### **EARLY GRADS**

All early grads need to check-in with Mr. Mummery to ensure we have you on our early grad list.

### **ROTARY ADVENTURES IN HEALTHCARE PROGRAM**

Applications for the Rotary Adventures in Healthcare program are available in the office or from Mr. Barbosa. This program is for students in grades 10 or 11 that have a genuine interest in a career in healthcare. The program runs over 3 full days at G.R. Baker Hospital, CNC Quesnel, and UNBC Quesnel beginning April 29<sup>th</sup>. Students will explore numerous medical professions such as nursing, medicine, physiotherapy, medical technology, dental assisting, dental hygiene and sonography and includes hands-on activities, workshops, and interactions with professionals. Application deadline is Feb. 13<sup>th</sup>.



## NEWS & EVENTS

### **LAST DAY TO CHANGE SEMESTER 2 COURSES - FRIDAY, FEB.6<sup>TH</sup>**

Students will receive their Semester 2 schedules today. The last day to change courses is Friday, Feb. 6.

#### **HOW CAN I CHANGE MY COURSES?**

- 1) Come into the counselling area and fill out a Course Change Request form or
- 2) Email your guidance teacher to setup an appointment

##### **Last Names A-K**

Ms. Pelchat

[kathypelchat@sd28.bc.ca](mailto:kathypelchat@sd28.bc.ca)

##### **Last Names L-Z**

Mr. Barbosa

[carterbarbosa@sd28.bc.ca](mailto:carterbarbosa@sd28.bc.ca)

### **LOCAL SCHOLARSHIP, BURSARY & AWARDS**

The local scholarship, bursary and award package will be made available to grade 12 students on Monday, Jan. 19<sup>th</sup>. **Students have until 3 pm on March 5<sup>th</sup> to complete their application for local awards.** This year we have approximately \$100,000 to award to students. It is important that all grade 12 students explore the option of post-secondary education and training, and the option of being awarded cash. Once packages are available, Ms. Kinloch is available to help students complete their packages [kaylakinloch@sd28.bc.ca](mailto:kaylakinloch@sd28.bc.ca).

Grade 12 students are also encouraged to research and find scholarships and bursaries which they may be qualified for online. Many large businesses and organizations have awards for students going to post-secondary.

# 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.

### Students and Parents – MyEd Portal Password Reset Help

Did you know the MyEd portal has a redesigned password reset feature? If you already have a MyEd account but cannot login due to a Login ID or password issue, you can confirm your Login ID or reset your own password!

#### Step 1

Go to the MyEd portal Login Screen

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

and click on the "Trouble Logging in?" button.

#### Step 2

Click on "Retrieve your Login ID" or "Reset your Password"

Once that is done it will ask you to confirm your email address. Students, this would be your @sd28.org email, parents it would be whatever you have on file with the school. Once you input the necessary email address the system will email you your ID or instructions on resetting your password.

#### Step 3

From there all you need to do is check your email and follow the instructions provided. If you are still having trouble, or you do not yet have an account, contact your school for help getting started.



# PARENTS' CORNER



## 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.do>

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.



2. For absences from specific classes, go to top tab "Academics." Select a class (in blue) and go to the left tab "Attendance" for more details.



# 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.



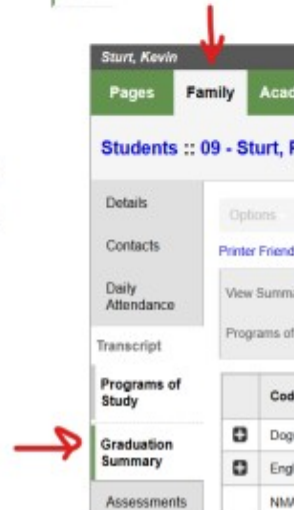
Classes :: MEN-09-FI-63 - ENGLISH LANGUAGE ARTS 9 (FI)

## 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.



## Career Centre January Update

As we welcome 2026 things are not slowing down for students interested in getting Work/Career related credits. Students are completing Work Experience courses and wrapping up the required paperwork, grads are beginning to look at the Scholarship and Bursary Booklets (applications will be out soon) and students are considering where they need to apply for future post-secondary opportunities.

In the joint venture between the College of New Caledonia and SD28, Correlieu is completing the registration processes for both the Explore Trades Program and the Dual Credit (Learn in Trades) program with CNC. This is an opportunity for 16 students to learn about various trades while getting multiple high school credits. In the Early Childhood Education space, dual credit courses with CNC are giving students college credits while still in high school.

On Tuesday, Jan 20 students will have a trades information session available to them. This lunch hour meeting, will include information, food, prizes, and connections to both Trades people and Skilled Trades BC representatives.



**WOMEN & GENDER DIVERSE INDIVIDUALS**  
**TRADES INFO SESSION**  
Tuesday Jan 20<sup>th</sup>  
11:50am-12:20pm  
Room #402  
Door prizes, swag and Lunch provided  
Register in the career center for an additional entry to the prize draw  
Sponsored by:  
The Construction Foundation of BC, Skilled Trades BC, Western JETS-WIRED, The BC Centre for Women in the Trades, and The BC Trades Equity Society

**CFBC** Building foundations for empowered futures  
**WIRE**  
**BCCWITT** BC Centre for Women in the Trades  
**BC TRADES EQUITY SOCIETY** DIVERSITY • EQUITY • INCLUSION  
**SKILLED TRADES BC**

In Firefighting (feel free to still register if interested), students are getting ready for the beginning of their intensive hands on training course for semester two. In this intense program students will train, prepare, and vie to be placed in employment positions within the BC Wildfire Service (BCWS) as either sustained action ground crew members or initial attack crew members. They will develop essential theory and practical skills in wildfire preparedness and operations, along with BC Wildfire Service certifications in fire suppression, entrapment avoidance, and first aid training.

For parents or caregivers who would like further information on any of our programs—Work Experience, Work in Trades, and Dual Credit courses or the course requirements please contact Martin Runge in the career counselling area [martinrunge@sd28.bc.ca](mailto:martinrunge@sd28.bc.ca) or see our website ([Course Selection | Correlieu Secondary](#), [Scholarships & Awards | Correlieu Secondary](#)).



# NEWS & EVENTS

## INTRAMURALS

Mr. Kramer held another Trivia challenge in December where 22 teams and over 100 students and staff participated! Congratulations to "The Chairs" who won the Music Mania Trivia challenge. Scores were very close but they were the last ones ...sitting... when the music stopped.

There will be one final Trivia challenge this school year. The 'Great Brain Freeze' will be on March 11!

See you then!





# 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](http://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](#)



### **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



# CORRELIEU SECONDARY SCHOOL

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

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

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

August 28, 2024

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

Dear Parents/Guardians,

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

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

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

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

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

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

**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](http://www.css28.com)

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

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

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

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

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

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

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

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

In partnership,

Marissa Knauf  
CSS Principal

Shane Mummery  
CSS Vice-Principal

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

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

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

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





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

### Quesnel School District Threat Assessment Protocol

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

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#### *Violence, Threat and Risk Assessment Protocol*

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

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

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

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

**What behaviours initiate a VTRA?**

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

**Duty to report**

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

**VTRA Team**

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

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

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

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

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



## 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:

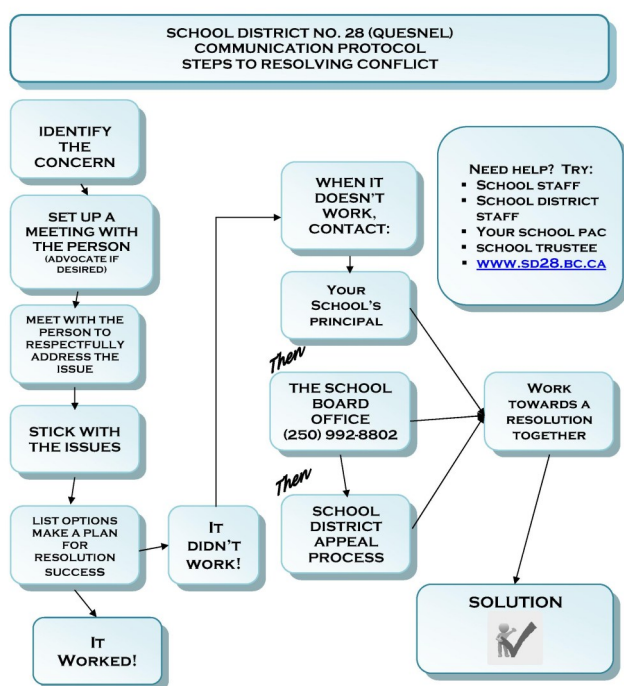
## COMMUNICATING CONCERNS

- 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](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.







**SD28 Quesnel**  
Together we can

# SCHOOL SAFETY NOTIFICATION SYSTEM

SCHOOL DISTRICT NO. 28 QUESNEL

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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MAY 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