



APRIL 30TH, 2026

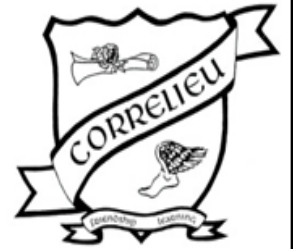
Correlieu Secondary School

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

TELEPHONE: 992-7007

Principal: Mrs. Marissa Knauf

Vice Principal: Mr. Shane Mummery



Principal's Message

We have had several reports of student drivers speeding and over loading their vehicles during the school day. Please remind your child that insurance may not cover accidents that occur when the rules of the road aren't being followed.

This is the last term of the school year and the weather is beginning to improve. We notice that absenteeism increases during this time. Students need to be in attendance in order to be successful in school.

Students who fail required courses in grade 12 will not graduate. Parents will be receiving "At Risk of Not Graduating" letters in the next week if their child is not passing their required courses. Please make sure you follow the instructions to access the MyEd portal or call the school for an emailed copy of your child's report card for Term 3.

Our first School Dance is tonight. If your child is attending, please remind them to follow school rules. We will be checking bags and pockets at the door. Only Correlieu students may attend this event.

Upcoming Dates:

Apr. 30	School Dance 7- 9 pm (doors open at 6:30 pm)
Apr. 30	Last day to pre-order a yearbook
May 1	Term 3 Learning Updates (report cards) posted to MyEd portal Student/Parent Learning Satisfaction Survey closes
May 5	Red Dress Day—National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People
May 6	Correlieu Job Fair
May 11 - 13	District Awards. Open house for parents/guardians May 13 from 8—11:30 am
May 18	Victoria Day (no school)
May 25	Last PAC meeting of the year @ 6:30 pm CSS Library
June 1	NI Day (no school)
June 3	Indigenous Student Celebration Night 5 pm
June 3 - 5	<i>The Real Story of Alice in Wonderland</i>
June 5	Grad BBQ & Fun Fair Afternoon





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

April 30, 2026

RE: Unsanctioned Grad Activities

Dear Parents/Guardians/Students,

Just a reminder that not all graduation events are sponsored by the school. School-sponsored events are upcoming – the Grad Barbeque, the Cap and Gown, and the Grad Ball and Promenade.

Other events such as “grad kidnapping”, “grad campout”, and the “after grad party” are not sponsored by the school and do not have school supervision, and also may not have adult supervision whatsoever. We also know that many students are drinking and/or doing drugs while at these activities. Please speak to your child about being responsible and safe if allowing them to participate in these events.

It has also come to our attention that students have planned “grad kidnapping” in the next few weeks. Just a reminder that students who are under the influence at school will be suspended. We also want to remind graduates that they must have good conduct in order to participate in school sponsored activities. Any activity, such as “school prank day” that vandalizes school property or interrupts the learning environment of others will not be tolerated.

Sincerely,

Shane Mummery,
Vice Principal

Next PAC Meeting

**Last Meeting of the school year
Monday May 25th @ 6:30— In the CSS library**

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

Culture Room

608

May 2026 News and Events

Almost there, May is here.

Happy Spring, hopefully the flowers are in bloom and the weather is mild. This month in the Culture Room will be hosting a few important **events**. Watch for more detailed information coming soon.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Adventures in Healthcare April 29-May 1	2
3	4	5 MMIWG2S+	6 CSS Job Fair	7	8	9
10	11 District Awards	12 District Awards	13 District Awards	14 Moosehide Campaign	15	16
17	18 Victoria Day No School	19	20	21 Cake Day	22	23
24	25	26	27	28	29	30
31						

Reach out anytime 250-992-7007.

Keri Osha keriosha@sd28.bc.ca

Rolanda Neufeld rolandaneufeld@sd28.bc.ca

CORRELIEU CULTURE ROOM

Cordially invites you to our

**Indigenous
Student
Celebration
Family Pizza Night**

DATE

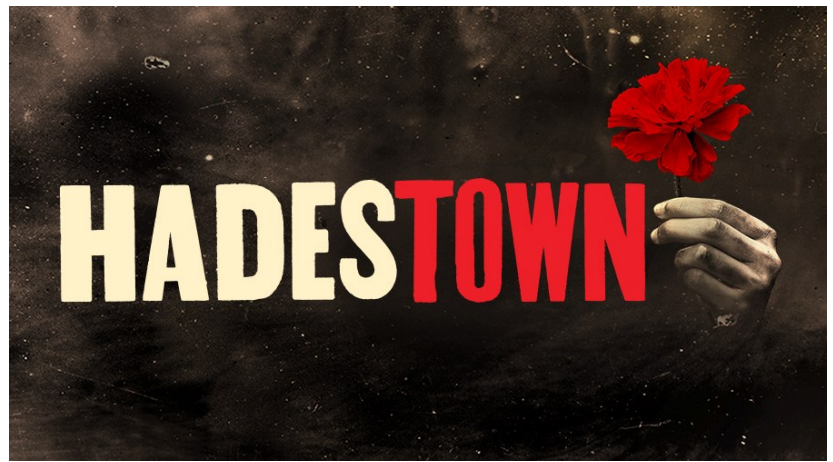
June 3rd, 2026 5:00 PM

Held in the Correlieu Cafeteria

*Please R.S.V.P. by Date to May 6th
250-992-7007.*

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

Congrats to the
Cast and Crew
of "HadesTown"
for their very
successful run of
shows!



Photos courtesy of
Delilah Ledgerwood



CSS SPRING FLING

THURSDAY,
APRIL 30TH 2026

DOORS OPEN
AT 6:30

DANCE
7:00 – 9:00PM

\$10 PER
STUDENT



MAY 6TH, 2026
CORRELIEU JOB FAIR

A Block Classes

10:30 - 11:44

Open to all Students during Lunch

11:44-12:30



WorkBC

Resume Support

Job Postings

WEK

RCMP

CNC

**CORRELIEU SECONDARY
SCHOOL**

- 850 Anderson Drive
- 250-992-7007

css@sd28.bc.ca

Congratulations to Landon Cherry and Kali Forgrave as they both participated in the "Battle of the Border" track meet in Kamloops April 25th.

Landon competed in Discus, Shot Put and Hammer throw and placed 2nd, 2nd, and 1st respectively and Kali competed in Hammer throw and placed 1st.

Both were successful on the podium but also in throwing new personal bests!

The Correlieu track and Field team will be heading to Prince George May 1-2nd to compete at Masich Stadium in the "Sub Zero" meet where we hope many more personal bests will be made!



Congrats!



**Quesnel Special Olympics
is hosting the**



**Saturday May 23 from 9:00 AM–5:00 PM
West Side Outdoor Rink on Lewis Drive**

4 on 4 Hockey - Prizes To Be Won - Maximum 8 Teams
Guaranteed 3 games - 30 Minute Half Court Games - 2 Divisions
Players aged 8 & up: no limit to the number of players on a team.
As a Special Olympics organized event, one or more
Special Olympic Athletes will be added to your roster at registration.

Registration Fee is \$150 Per Team

Contact Laura Hender to register

sinder@telus.net

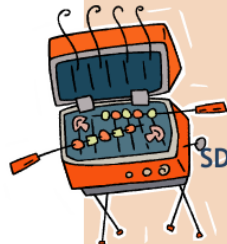
250 255-4627

Correliou Grad BBQ

Congrats to the Grad Class of
2026

Nothing can stop you now. Your next
adventure awaits, and we're excited
to see where it leads you.
Keri and Rolanda

June 5th 2026 at 11:30



Hosted by
SD28 Aboriginal Education
Catered by
Craig's Table Catering

NEWS & EVENTS

The CSS Jazz Band is excited to be ending the year with a couple of high profile outdoor performances!



- **Quesnel's 5th Annual Children's Festival - Lebourdais Park**
Saturday May 30th 10 am—11 am
- **Quesnel Downtown Association's Music Mix @ Six - Spirit Square**
Thursday June 18th 6 pm—8 pm

TERM 3 LEARNING UPDATES

Term 3 learning updates (report cards) will be posted to the parent portal on May 1st. If you would like a printed copy, please contact the office. Please see pages 11-13 of this newsletter if you need help accessing the parent portal.

YEARBOOK ORDERS

Do you want a yearbook? Have you paid for one already? **Today, April 30th is the last day to order a yearbook!** After today there is no guarantee that you will be able to purchase one as we will only have a limited number of extras available. Yearbooks are \$50 cash or cheque payable to Correlieu Secondary School. **Please check with Ms. Gilbert if you're unsure as to whether you bought a yearbook.**

STUDENT LEARNING SURVEY

This year students at the secondary level in grades 10, 11 and 12 are being asked to participate in the BC Ministry of Education Learning Survey, an annual online satisfaction survey about their school experience. **Parents and guardians are asked to provide input as well.** Please complete the survey by going to the Parent Direct Access from the website below and selecting their child's district, school name (Correlieu) and language of preference. The survey is open until May 1st.

https://www.awinfosys.com/SurveyFull1/central/main/access_Parent.asp

DISTRICT AWARDS EVENT

The District Award event is the 'Tradeshow' in the gym - winners receive \$1250 from the Ministry of Education for post secondary. Setup for the event is May 11th and the Event is May 12th. Open house for parents/guardians etc. is on May 13th between 8 a.m. - 11:30 a.m.

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

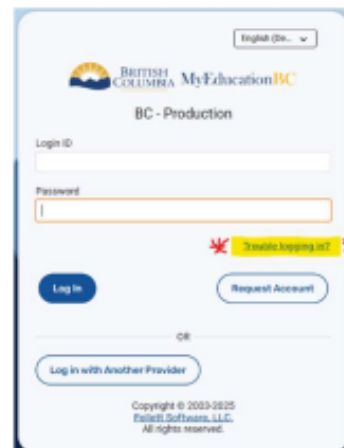
Did you know the MyEd portal has a redesigned password reset feature? If you already have a MyEd account but cannot login due to a Login ID or password issue, you can confirm your Login ID or reset your own password!

Step 1

Go to the MyEd portal Login Screen

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

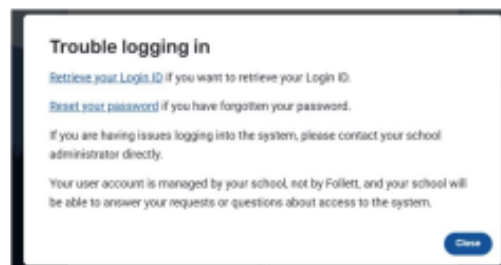
and click on the "Trouble Logging in?" button.



Step 2

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

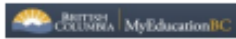
Once that is done it will ask you to confirm your email address. Students, this would be your @sd28.org email, parents it would be whatever you have on file with the school. Once you input the necessary email address the system will email you your ID or instructions on resetting your password.



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/asp/en/logon.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

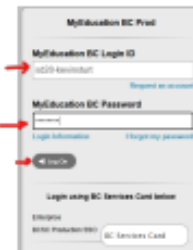
MyEd BC Parent Portal

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

[Learn More](#)

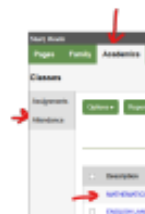
To login (from a computer):

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.



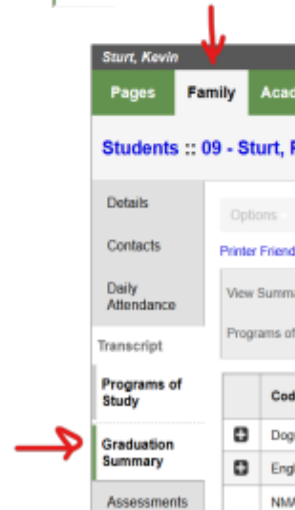
Classes :: MEN-09-FI-63 - ENGLISH LANGUAGE ARTS 9 (FI)

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.



See our website for a fillable version of this form
[Fillable CSS & McN Grad 2026 Grad Information Form](#)



QDL Grad 2026 Information – Due MARCH 13th

Return this into the office or email css@sd28.bc.ca

Usual Name for Ceremony	First Name		Last Name	
Full Legal Name for Certificate	First	Middle(s)	Last	
I will be attending the Grad Cap & Gown Ceremony on the evening of Friday, June 19, 2026.			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
I will partake in the Promenade on Saturday June 20, 2026 at Lebourdais Park. As grads & escorts line up to cross the stage names of who you cross with will be announced then.			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
I will be attending the Grad Ball on the evening of Saturday, June 20, 2026. Graduates are only allowed only 1 escort each into the ball.			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
If NOT ATTENDING – only answer top portion				
My Height is (for gown length)		My Shirt/Hoodie size is (to help determine gown chest size)		
My escort for the Ball will be: If your escort is not a student of Correlieu or McNaughton they must be pre-approved by their school's principal. Graduates are only allowed only 1 escort each into the ball.		Name of escort (if not a current student, please include contact info in box below)		
		Escort phone number if not a current student		
My personal email address is This should NOT be a sd28.org email address All student sd28.org email accounts are disabled after graduation.				
My cell phone number(s) is:				
My parents email address is:				
My parent's/guardian's cell phone number(s) are:				
Grad fees must be paid before tickets will be issued in June.				
Please also make note here if any of the attendees you wish to have tickets for have any physical accessibility accommodations we should know of.				



Quesnel School District

Consent for Release of Student Information

Preamble

The Quesnel School District is bound by the Freedom of Information and Protection of Privacy Act and is responsible for providing access, security, management, maintenance, preservation and disposal of records in its possession.

School Board Policy No. 140 (Procedures) requires that the District secure informed consent, whenever practical, from an individual or parent/guardian prior to releasing personal information about the individual except as authorized or required by law.

School: Correlieu Secondary\McNaughton Centre

Student: _____ **Date of Birth** _____

Parent/Guardian Name: _____

I, _____ give my consent to the Quesnel School District for the following as it relates to my child named above:

- 1. My child's name and/or photograph may be used on social media. Yes No
- 2. My child may be included in any media coverage of school/district grad events not generally accessible to the public. Yes No
- 3. My child's name and/or photograph may be used in the Quesnel Observer. Yes No

Parent/Guardian Signature: _____ **Date:** _____

The parent/guardian may rescind or amend this consent, in writing, at any time except where action has been taken in reliance of the consent. Consent forms may be destroyed after the student has permanently left the school. If you have questions about this form or your child's privacy, please contact the principal of your child's school.

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](#)



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

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

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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.

<p>Personal Digital Devices RULES <i>(includes communication devices)</i></p>	<p>TEACHER ROLE:</p>
<ul style="list-style-type: none"> ○ 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) <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.

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 VTRA?

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

Duty to report

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

VTRA Team

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

What happens in a student threat assessment?

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

Can someone refuse to participate in a threat assessment process?

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

School District No. 28 Quesnel 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



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

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

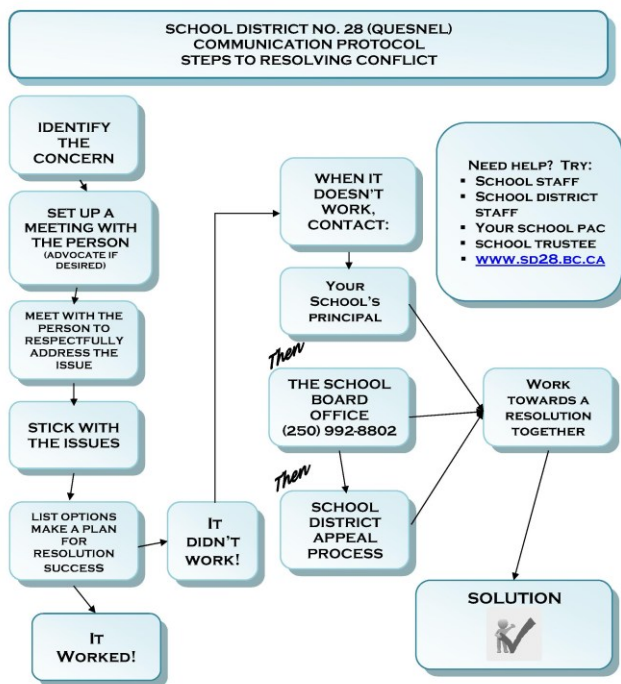
SCHOOL/DISTRICT COMMUNICATION PROTOCOL

- 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:

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 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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DECEMBER 2025						
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JANUARY 2026						
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MAY 2026						
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JUNE 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: 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