

Trafalgar Middle School

Student and Parent Handbook

2023-2024

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Telephone: (250) 352-5591

Mr. Tim Mushumanski Principal

Ms. Danielle Klassen Vice Principal

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SCHOOL DISTRICT CALENDAR

2023 - 2024 SCHOOL CALENDAR (corrected)
Weekends*
Statutory Holidays*
School Vacation Periods*
Administrative Day**
District Pro-D Days (NI Days)**
School Pro-D and PSA Pro-D Days (NI Days)**
Early Dismissal (one hour early)
School Planning Day (NI Day)**

^{*}schools closed

^{**}school not in session - staff only in attendance

SCHOOL HOL III	36331011 -	Stall Olly III attenuance
September	4	Labour Day
September	5	First Day of School
September	22	School Planning Day
October	2	National Day for Truth and Reconciliation Stat
October	9	Thanksgiving Day
October	20	PSA Day (Provinical Specialist Assoc.) Pro-D Day
November	13	Remembrance Day Stat
November	15-16	Early Dismissal Day (1 hour early)
December	15	Last day of school before winter vacation
December	18-29	Winter Vacation
December	25	Christmas Day
December	26	Boxing Day
January	1	New Years Day
January	2	Schools Re-open
January	15	District Pro-D Day
February	16	School-Based Pro-D Day
February	19	Family Day
March	15	Last day of school before spring break
March	18-22	Spring Break
March	25-29	School Closure Week
March	29	Good Friday
April	1	Easter Monday
April	2	Schools Re-open
April	22	District Pro-D Day
April	24-25	Early Dismissal Day (1 hour early)
May	20	Victoria Day
May	27	School-Based Pro-D Day
June	26	Last Day of Classes
June	27	Administrative Day
June	28	School Closed for Summer Vacation

Days of Instruction	179
Non-Instructional Days (Pro-D Days)	6
Administrative Day	1
Total Days in Session	186

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SCHOOL STRUCTURES

DAILY SCHEDULE

1 st period	8:40 – 9:34	(54 mins)
2 nd period	9:34 - 10:28	(54 mins)
Morning recess	10:28 - 10:48	(20 mins)
3 rd period	10:48 - 11:42	(54 min)
4 th period	11:42 - 12:36	(54 mins, includes eating time)
Lunch recess	12:36 - 1:17	(41 mins)
5 th period	1:17 – 2:11	(54 mins)
6 th period	2:11 - 3:05	(54 mins)

SCHOOL FOCUS

At Trafalgar we strive to improve communication, consistency and connection in everything that we do. We ask that our students and parents consider the same commitment. We will be a much stronger learning community if we continue to look for and make improvements wherever we can. In addition, we are putting our collective energies into community building in the form of three to five positive community expectations instead of an extensive list of rules that everyone in our community needs to follow. We thank parents for their support in this journey!

LEARNING AND COURSES

Trafalgar Middle Schools works hard to setup students for success. The most successful students are ones that have strong connections to their teachers. They are also most successful when they have a good balance of homeroom teachers (ones that deliver the core curriculum) and fine arts and applied skills (ones that deliver specialized curriculum in our shops, kitchens and art rooms). We often call the fine arts and applied skills courses "options courses" at Trafalgar. They are different as compared to LLEs.

Students in grade 6 get exposure in small doses to ALL fine arts and applied skills areas (options) plus concert band. Students in grade 7 get exposure in larger doses to ALL fine arts and applied skills areas (options) and concert band becomes a choice. In this model, course selection in grade 6 is limited to either French Immersion or the English program since the "options courses" are a rotation of all areas. In grade 7 there is a second choice to make: French Immersion or English program and concert band or not. Grade 7 students still do not choose individual options courses. Students in grade 8 and 9 choose their fine arts and applied skills electives which includes choices like concert band and woodwork.

LIFE LONG EXPLORATIONS

Trafalgar Middle School embraces learning that falls outside the scope of the "regular" classroom. On Wednesday afternoons, our school re-organizes itself into multi-grade classrooms. Teachers put together "courses of interest" that students may not have considered or been exposed to yet in their school careers. Life Long Explorations (or LLEs for short) give students and teachers an opportunity to look at learning through a different lens. We offer LLEs such as canoeing, Dungeons and Dragons, archery, outdoor survival skills and more. Students will pick their LLEs in late September of the school year. Any supplies needed for an LLE come from the LLE fees.

FEES

The school aims to make our educational programs as economical as possible while recognizing that many of our learning activities require food and supplies to run. Fees for the school year 23/24 are as follows:

Grade	6	7	8	9
Life Long Exploration (LLE)	\$ 50	\$ 50	\$ 50	\$ 50
Band Without Instrument	none	\$ 25	\$ 100	\$ 100
Band With Instrument	none	\$ 25	\$ 25	\$ 25
Applied Skills/Fine Arts	\$ 50	\$ 50	\$ 50	\$ 50
Activities				
Extra-curricular sports (one fee for				
all sports for the entire year)	\$ 50	\$ 50	\$ 50	\$ 50

School fees are proposed by the school, presented to the Parent Advisory Committee and approved by the School Board on a yearly basis. Any other fees passed along to parents from the school are on a cost-recovery basis only. For example, a grade 7 class may be scheduled to go curling or swimming. The costs of curling or swimming as determined by those service-providers are relayed directly to the service providers on behalf of the school and involve no profit or retention of any funds for the school.

Any family may reach out at any time for financial support from the school. Trafalgar (along with all other SD8 schools) is prepared with hardships funds to ensure that no child is excluded from any activity (curricular or extra-curricular) because of financial need. A simple, written request to the principal (tim.mushumanski@sd8.bc.ca) is requested. No explanation or proof of financial hardship is required. All requests are considered private and confidential. Requests for support can include deferred payment, payment over time, partial waiver or full waiver as is requested.

SUPPLIES

Each grade level team of teachers has complied a list of required and recommended school supplies. Once we have finalized these supply lists we will email them out. You can also find them here: School Supplies]
Trafalgar Middle School (sd8.bc.ca). We endeavour to not put any supplies on these lists unless students are going to use them.

PARENT CONCERNS

School District 8 has a communication protocol that parents are required to follow. It involves identifying the complaint, making contact with the person one has a complaint with in either writing or verbally, setting up a meeting to respectfully address the complaint with or without advocates and making a plan for a successful resolution. If there is no successful resolution, parents are invited to contact the principal or vice-principal. This link SD8-Brochure-Comm_Parents-2021_0.pdf explains the entire process.

TECHNOLOGY USE

Technology at Trafalgar is available for learning tasks in every classroom (with teacher permission and supervision). Trafalgar's website is regularly updated and contains important information for students and parents. Check out our website at: www.trafalgar.sd8.bc.ca

Every student is required to sign a School District #8 Computer Use Agreement in order to access to technology in the school. The agreement states that any student found to be using technology for inappropriate reasons (inappropriate language, inappropriate sites, inappropriate messages to others, etc.) will lose the privilege of use at Trafalgar and are subject to the code of conduct and consequences therein.

VIDEO AND PHOTOS AT SCHOOL

Students are not permitted to take video or photo while in the care of Trafalgar unless express permission has been given to them by their teacher.

GUESTS AT THE SCHOOL

Parents are welcome to visit the school. All guests must register at the office prior to proceeding to other areas of the school. Unregistered guests will be asked to leave the building.

Student guests are generally not permitted at Trafalgar. We do not ask our staff to supervise students who are not registered at the school or enrolled in their particular class.

LOCKERS AND LOCKS

All lockers must be kept locked at all times. The purpose of this policy is:

- 1. To prevent theft from lockers.
- 2. To prevent abuse of and vandalism of the lockers.
- 3. To maintain a respectable hallway appearance.

Each student will be held responsible for the locker assigned, and any damage or defacement of the locker will be rectified by the student concerned.

Lockers and locks will be assigned at the beginning of the school year. Students must use ONLY the lockers and locks assigned to them. Each student is responsible for the condition of both items. It is essential that no valuables, including clothes or books, be left in an unlocked locker. Items that are very valuable, including money, should not be kept in lockers under any circumstances. If the item is very valuable, it should not come to school.

All locks and lockers are the property of the school. Where a student is suspected of storing items, articles, or materials contrary to those permitted by the school or by the Criminal Code of Canada, the administration has the right to search lockers without notice.

All lockers must be emptied on the last day of the student's final class. Unclaimed items will be donated to charity or discarded.

HEALTH CARE AND STUDENT ACCIDENT PROCEDURES

Except in cases of emergency, students who become ill or who have suffered a minor injury at school will be cared for at the school. Parents will be contacted when the illness necessitates the student missing class or when medical attention is required. Where there is an immediate concern for a student's health, the school will summon an ambulance or take the student immediately to the hospital. In emergency cases, parents will be contacted while the student is transported to the hospital.

Each year, students will be asked to provide the office with updated health information, including any health concerns (eg: allergies). Medications are not administered to students by school staff, unless a health protocol has been signed by parents and a physician.

The school is not permitted to provide Tylenol or other such medications without parental consent. It is preferable that students, in consultation with their parents, manage their own needs and provide themselves with the appropriate over-the-counter medications.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks may be issued by classroom teachers, and will be collected at the end of the term/year by the classroom teacher as coordinated by our librarian. Students are responsible for maintaining the condition of any textbook or library book assigned to them. Books that are lost or damaged must be paid for. The cost to the student for a lost textbook or library book is its replacement value.

LOST & FOUND

The school's two "Lost & Found"s are located in the display case outside the main office and one the third floor in room 305. Students are cautioned not to bring large sums of money or valuables to school. The school is not prepared to be responsible for storing valuables. Students are responsible for the care and safety of all their personal belongings. The school cannot accept responsibility for lost or stolen articles. Any and all items remaining in the "Lost and Found" at the end of each school term will be donated to a local charity or discarded.

STUDENT SERVICES

COUNSELLING SERVICES

Educational, career, personal and social counseling services are available for students attending Trafalgar Middle School from our counselor, Emily Mather (emily.mather@sd8.bc.ca). Our counselor assists students with timetable challenges, resolving personal concerns, and acquiring good study habits. Our counselor is available during the school day and by appointment. The counseling office is found in the counseling centre opposite the main office on the second floor.

TIMETABLE CHANGES

A middle school timetable shows homeroom assignments (a homeroom teacher is responsible for delivering Math, English, Social Studies, Science, Physical and Health Education, Career and French up to grade 8) and fine arts / applied skills rotations for grade 6 and 7 and options choices for grade 8 and 9 students. The school timetable is prepared on the basis of classes that students select. Generally, students will be placed into classes of their choice. This is not always possible and, in some cases, students may be placed in courses by the counselor to ensure a full program. The principal has full authority in the placement of students and will make final decisions in this regard.

We recognize the need for friendships for students in our classrooms. We will ask students to identify three peers during their course selection with whom they would like to share a class. We will schedule students with at least one of those peers for their homeroom classes. Unless there are extenuating medical circumstances, we will not be able to meet requests outside of this plan.

TRAFALGAR SCHOOL POLICIES

ATTENDANCE

A well-planned class provides a learning opportunity for the students every day. If a student is absent, they are the one who loses the educational benefits of a class. Often, it is impossible to make up the "missed" experience - at least in its entirety - and to gain from this learning experience to the same degree that students would through group involvement in regular classes.

ATTENDANCE PROCEDURE

- 1. It is expected that students will attend full classes every school day. All teachers will take attendance in the morning and keep a record of absences and tardiness.
- Students should stay home when they are ill. They can return once symptoms have subsided and they feel like they are back to normal. We have returned to pre-pandemic routines for student illness absences.
- 3. It is the responsibility of an absent student to have a parent/guardian contact the school for absence verification on the day of the absence. The best way to contact the school is by emailing trafalgar@sd8.bc.ca. This email address is monitored by our clericals, the counselor, the vice-principal and the principal. Parents may also report an absence by calling 250-352-5591. If the school does not receive parent communication that a student is absent, parents/guardians will receive a daily email indicating an unexcused absence for their child. As a courtesy, we encourage parents to also email their child's homeroom teacher when they will be absent.
- 4. If a student must leave school prior to the end of the day, he/she is to sign out FIRST with the teacher and THEN at the main office. The school requires an email or phone call prior to the student signing out. Our clericals are not prepared to call home "on the spot". The best way to communicate an early departure is to email trafalgar@sd8.bc.ca several hours before the early departure. Parents may instead call 250-352-5591.
- 5. Students who arrive late to school (after 8:40 am) must report to the main office for a late slip.

6. Students who are absent from ANY of their scheduled classes on the day of a co-curricular or extracurricular activity (eg: a field trip, a sports practice or game, a dance, etc.) in which they are scheduled to take part shall not be allowed to participate in that activity. Exceptions may be made for verified doctor or dental appointments and for other absences where prior approval is obtained through the office.

ABSENCES - ASSIGNMENT MAKE-UP PROCEDURE

Trafalgar Middle School strongly discourages students taking vacations during school time or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc. During the planning for an absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed.

Since a student needs to attend full time to complete all learning tasks, it is reasonable to expect that extended absences will impact learning and achievement. We do recognize that occasions arise where absences are necessary. Communication between parents and classroom teacher are essential when extended absences are planned. Parents are asked to keep in mind that Trafalgar Middle School is not designed or prepared to support students in distance education learning.

CONCERNS ABOUT EVENTS/SITUATIONS AT THE SCHOOL

If you have concerns with an SD8 process or decision, check out the following (https://www.sd8.bc.ca/parents-students/communication) to see proper channels to address the situation and resolve the concern. Your principal can help with any situation!

WITHDRAWAL FROM SCHOOL

Parents who wish to withdraw their child from Trafalgar Middle School need to contact the Principal or Vice-Principal. All books and school materials should be returned and accounts cleared before the student withdraws.

STUDENT CONDUCT

CODE OF CONDUCT

At Trafalgar Middle School we are proud of our students. We strive to provide a safe and caring environment for positive learning and to inspire good citizenship in our students. The intent of this Code is to ensure that no student will infringe upon the rights of another student to learn. As such, our School Code of Conduct applies to students while at school, during school-organized or sponsored activities, or in other circumstances where engaging in the activity will have an impact on the school environment (e.g. online activity). Guiding Principles for this Code of Conduct:

- Progressive Discipline. The range of responses to misbehavior will be specific to each incident, built on the premise of restitution, and may vary depending on individual student needs. This means that the point at which an intervention begins will vary with the severity of the incident, and may take into consideration a student's prior history of misbehavior. Not all steps are necessary in all situations. For example, a teacher may simply confer with a student or may choose to refer the matter to a school counselor, principal or vice-principal. Some issues, such as repeated classroom misbehavior, may result in increasingly greater consequences depending on the student's response to teacher intervention.
- Proactive Measures. Wherever possible we try to implement strategies and structures to support positive student behavior and enable them to make positive choices around their behavior.
- Communication. between the students, teachers and parents we are partners in helping students be successful at school.
- Prevention of Retaliation. All reasonable steps will be taken to prevent retaliation against a student who made a complaint of a breach of our School Code of Conduct

- BC Human Rights. Trafalgar Middle School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, family status, physical or mental disability, gender or sexual orientation – in the school environment.
- Special Consideration. In application of our school's code of conduct, special consideration may
 apply to students with Special Needs if those students are unable to comply due to having a
 disability of an intellectual, physical, sensory emotional or behavioral nature. The primary focus is to
 create a culture of a Safe, Caring and Orderly school (as presented in Safe, Caring and Orderly
 Schools, A Guide 2008).

Trafalgar Middle School is working on adopting a community-building model to help support all of its students to feel safe and engaged academically, socially, emotionally, and mentally.

Trafalgar's 'Code of Conduct' Three Basic Tenets:

- Take responsibility.
- Make respectful choices.
- Stay safe.

In each of the following environments, this looks/sounds like:

HALLWAYS:

During class time...

- Moving through hallways in an orderly, quiet fashion (in a line, behind the teacher, students are quiet).
- When moving from one place to another, go straight there and back (not interrupting other classes along the way).

During breaks...

- Walk at all times.
- Use polite & appropriate language.
- Litter placed in garbage cans.
- Allow space for 'traffic flow'.

OUTSIDE:

- Respect for all staff (following all directions right away).
- Place all litter placed in garbage cans.
- Use polite & appropriate language.
- Stay within the boundaries of the school grounds.

GYM AND CHANGE ROOMS:

- Participate—get actively involved!
- Positively support others.
- Leave all valuable items in your locker.
- Use equipment properly/safely.
- Put all equipment away neatly after use.
- Use polite & appropriate language.

CLASSROOMS:

- Arrive on time, prepared to learn and participate.
- Bring materials needed for learning.
- Follow directions right away.
- Use polite & appropriate language.
- Clean your workspace after use (push in chairs, pick up garbage).
- Putting cell phones in the cell phone hotels, no exceptions
- Allow others around you the opportunity to focus and complete their work.

LIBRARY:

- Use polite & appropriate language. Thank the library clerk!
- Leave the space tidy (chairs in, paper recycled, unwanted books on the cart).
- Keep the shelves tidy (do not reshelve books-put them on librarian desk).
- Use your 'library voice' or remain quiet (depending on the activity).

ASSEMBLIES/PERFORMANCES:

- Use focused & respectful listening.
- Appropriate applause (stomping, whistling, booing are not appropriate).
- Enter & leave the gym in a quiet line.
- Use polite & appropriate language.

CAFETERIA:

- Use polite & appropriate language. Remember your table manners.
- Use your 'conversational' voice. You wouldn't yell at your dinner table at home.
- Clean your space after eating (wipe any messes, litter placed in garbage can).
- Stay in an orderly line-up to receive hot lunches.
- Always walking in the cafeteria.
- Sitting only on the benches provided.

ON SCHOOL BUS:

- Use polite & appropriate language. Thank the driver!
- Face forward at all times.
- Keep the aisles clear (no backpacks, legs, arms across the aisles).
- Remain in your seat (no switching or standing while bus is in motion).
- Use your quiet 'inside' voice.
- Line up orderly when boarding and exiting the bus.
- Take your garbage with you (or place in garbage can on the bus when exiting).
- Keep hands, heads, inside the bus at all times.
- Always follow the instructions of the driver.

IN BUS AREAS (AFTER SCHOOL):

- Use polite & appropriate language.
- Remain behind the line until bus has completely stopped and doors are open.
- Allow others to exit before boarding the bus.

IN THE COMMUNITY:

- Use polite & appropriate language. Remember your manners!
- Stay together, teacher goes first, especially when crossing streets.
- Respect the rights of other community members to share the space.
- Place your litter in garbage cans.
- Remain on sidewalks, move to the side when encountering other pedestrians.
- Do not go onto private property at any time.

Consequences

Discipline issues can be divided into two basic categories. Those related to:

- 1. Classroom learning, assignment completion, and homework.
- 2. Disruptive or disrespectful behaviour in and around the school.

For both of these categories, the first disciplinary steps are always in the classroom by the classroom teacher. Actions may include detention, informal contact with parents (a phone call), or formal parental contact (an interim report).

Disciplinary steps may move beyond the classroom teacher in several ways. For learning/assignment related issues, the process might include:

- Referral to school social worker, counselors, or administrators for discussion/reprimand.
- imposing a detention at lunch or after school to make up missed work
- contact with parents by school social worker, counselors, or administrators
- issuing an 'I' on an interim report or report card

For behavioural disciplinary issues, the process might include one or more of the following:

- referral to school social worker, counselors, or administrators for discussion/reprimand
- time out in the counselling area
- lunch duty/restitution for one or more days
- contact with parents by school social worker, counselors, or administrators

For more serious behavioural issues, or for students who have repeated disciplinary actions, the student may receive:

- an in-school suspension, usually lasting 1 to 3 days
- an out-of-school suspension, lasting 1 to 5 days
- a suspension from school extra-curricular activities
- a referral to outside agencies.

Students who have been identified with exceptional learning or behavioural issues have an 'Individual Educational Plan' created for them to support and extend the actions listed above.

Notification

School officials may have a responsibility to contact or advise other parties of serious breaches of the school code of conduct. This may include, though is not limited to:

- Parents of the offending student
- Parents of student victims of the offence
- School district officials
- Police and/or other social agencies
- Entire school community

BUS GUIDELINES

To ensure safety, students who travel on school buses are expected to obey all rules, regulations, and policies that apply. The rules will be explained by the bus driver. Infractions of bus rules may result in the suspension of bus privileges, and/or other disciplinary actions. Where students are found responsible for damage to busses, they and/or their parents or guardians will be liable for the cost of repairs.

These guidelines are for appropriate student conduct while under the jurisdiction of the school. This includes travelling to and from school, while at school and while at any school sponsored function whenever and wherever held.

HAZING, INITIATION OR HARASSMENT OF STUDENTS

The administration and staff of Trafalgar Middle School believe that students, whether at school or participating in a school-sponsored activity, should be made to feel welcome and positive about the school and its activities. Hazing, initiation or harassment practices will not be tolerated. In the unfortunate event that such events do occur, the offending students are subject to the code of conduct and the consequences therein.

SNOWBALLS

Throwing of snowballs on school property or adjacent to school property is prohibited. This includes the parking areas. School discipline may result for those involved.

DRUGS AND ALCOHOL

Policy 311 in SD 8 indicates that The Board of Education for School District No. 8 (Kootenay Lake) does not condone any illegal use of drugs and/or alcohol by students. Drug and/or alcohol abuse by students while in attendance at school or a school sponsored function will result in consequences as well as support and quidance.

The Board believes that every effort must be made to assist students in maintaining their connection with the school while ensuring that appropriate steps are taken to assist the student.

In applying this policy, the Principal has discretion to take into account the age of the student and the factors and issues that may be affecting the student who is under the influence, or appears to be under the influence, or in the possession of drugs and/or alcohol while in attendance or on route to, or from, school or at any school sponsored activity.

SKATEBOARDING

Skateboarding on school property is not permitted. This includes the parking lots, courtyard, stairs, walkways, and anywhere inside the school. Students skateboarding on school property may be prohibited from bringing their skateboards to school, or may have other disciplinary action invoked. Skateboards are not to be taken to classrooms. If a student does not have room to store his/her skateboard in a locker, it can be stored each day in the office.

DRESS

Dress is generally a matter for parent and student discretion. Students must come to school wearing clothes appropriate for the learning environment. Footwear must be worn at all times. Clothing displaying logos or references to drugs or with inappropriate language or innuendo is not permitted. Students will be asked to change their clothing.

DAMAGE TO SCHOOL PROPERTY/VANDALISM

Willful defacement of and damage to school property is contrary to the type of responsibility students are expected to exhibit, and therefore is subject to disciplinary action. Part of the disciplinary action may require the

student or parent(s)/guardian(s) to pay for necessary repair or replacement. Vandalism may also result in a school suspension or suspension to the Superintendent of Schools.

USE OF CELL PHONES AND OTHER TECHNOLOGY

- 1. When students enter a classroom cell phones must be placed in the cell phone hotels for the duration of the learning time. Parents who need to contact their child during the school day can call our office and we will connect students with parents quickly in emergent situations.
- 2. Cell phones used during learning time are removed from the classroom and held in the school cell hotel in the counseling centre until 3:05 pm.
- 3. Students having difficulty following cell phone policies may be required to place their phones in the school cell hotel instead of the classroom cell hotel.

STUDENTS SUSPENDED FROM SCHOOL

The administrative officers may suspend students for up to five school days for infractions of the school rules. Students under suspension are denied the privilege of attending school and all school-sponsored functions, and are not to appear on the school property for the duration of the suspension. A parental interview is usually required before the student is allowed back to school.

EXTRA-CURRICULAR PARTICIPATION

Students involved in extra-curricular activities are ambassadors for the school and have high expectations placed upon their behaviour. Trafalgar has a long and proud tradition of producing successful individuals and groups in various activities. Failure to obey school rules may result in removal from the activity.

Any student involved with alcohol or drugs while participating in a school sponsored activity will be immediately removed from all extra-curricular activities during that season of play and may be prohibited from further extra-curricular activities throughout the year.

Trafalgar has a long-standing tradition of excellent clubs and teams. There are many clubs and teams that students may get involved in, either on a one-time or ongoing basis. Check for information about clubs and teams on the main bulletin board outside the office and/or the bulletin board outside the gym. All students are welcome and encouraged to participate as fully as they choose.