

TRAFALGAR MIDDLE SCHOOL PAC

MEETING MINUTES - AGM

TUESDAY, SEPTEMBER 10, 2024

6:00 PM – 7:00 PM in the Library

(Video conference link will also be available)

Present (in person): Nona Lynn, Tobi Hauck, Keiko Lee-Hem, Anita Levesque, Jon Breisnes, Hoseop Yoon, Bruce Ramsay, Patricia Routien (president), Jackie Routien (DPAC rep), Clinton Swanson, Antonia Banyard (secretary), Karen Pilipishen, Emma Lesnik, Caroline St-Germain, Sam Thomas, Colleen Thomas, Lorien Quattrocchi (treasurer), Tim Mushumanski (principal).

(online): Selena Davis, Kevin, Ola Rogula, Chloe Sage, Emma Felten, Greg Zhu, Kristene, Bianca Duffy, Sarah Patterson.

1. Welcome, Introductions and Land Acknowledgment
We acknowledge, respect, and honour the First Nations—including the Ktunaxa and Sinixt—in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.
2. Review and Approval of Agenda
No changes to agenda. Approved.
3. Minutes – review and approval of June Minutes - Toni
Approved by consensus.
4. Treasurer’s Report – Lorien
Still to come.
5. Principal’s Report - Tim
Attached (pdf).
6. DPAC – Jackie – nothing to report
Meeting by Zoom only. Link on SD8 website.

7. AGM – Election of all positions.

Chair: Patricia Routien has agreed to be the chair for another year.

Vice Chair: Lily Andersen has stepped down as Vice Chair

Lorien Quattrocchi has been appointed as the new Vice President

DPAC rep: Jackie Routien has stepped down as DPAC rep

Jon Breisnes has been appointed as the new DPAC rep

Treasurer: Lorien Quattrocchi has stepped down as Treasurer

Bruce Ramsay has been appointed as the new Treasurer

Secretary: Antonia Banyard has agreed to be the secretary for another year.

Lily Anderson is to be removed as a signing authority for the Trafalgar PAC and replaced with Jon Breisnes. Patricia Routien, Bruce Ramsay, and Lorien Quattrocchi will remain as signing authorities. Jon Breisnes, Patricia Routien, and Lorien Quattrocchi will then be the sole signing authorities for the Trafalgar PAC.

8. Other:

Christmas plant fundraiser. Tabled for October meeting

Next meeting is **Tuesday, Oct 8.**

Trafalgar PAC
September 10, 2024
Principal's Report

Communication about concerns 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!

Trafalgar Enrolment:

	Grade 6	Grade 7	Grade 8	Grade 9	Totals
English	49	56	104	109	318
French	82	58	63	39	242
Totals	131	114	167	148	560

Teaching Staff Here is a list of our teachers and their assignments:

Homeroom	Teacher	Homeroom	Teacher	Homeroom	Teacher	Homeroom	Teacher
6-1 FI	Wanda Machado	7-1 FI	Stephanie Davina and Helen McCool	8-1 FI	Jessie Adam	9-1 FI	Honor Rozee
6-2 FI	Marc-Alain Savard	7-2 FI	Lauren Smith and Helen McCool	8-2 FI	Alison MacPhee	9-2 FI	Marin Thomas
6-3 FI	Wanda Machado	7-3	Brian Stainer	8-3 FI	Andrea Mann and Etienne Benoit- Labelle	SC	Camryn Wallan
6-4	Jesse Anast	7-4	Sarah Day	8-4	Carla Debiasio	SS	Ethan McCluskey
6-5	Karie Jackson			8-5	Robyn Cabunoc- Boettcher	MA	Steve Montgomery
				8-6	Mark Stuart	EN	Jen Bailey
				8-7	Marcello Piro and Brandy Turner	PE	Staci Proctor

Options Teachers: Marcello Piro, Justin Ratzburg, Amy Mackay, Peter Chirico, Staci Proctor, Sharon Inkpen, Liza Forbes

Inclusion Support: Chris Mieske, Dave Dando, Erin Barisoff-Harris, Julia Morris

Aboriginal Education: Jaclyn Dexter, Curtis Bendig

Library: Karen Walgren, Sharon Inkpen

Counselor: Unfilled position

Admin: Tim Mushumanski and Jess Foster

Education Assistants: Misha Chernoff, Heather Good, Cynthia St. Thomas, Marnie Lehr, Christie-Anne Laroche, Stacey Esovoloff, Vicky Strebchuk, Dominic Durette, Janet Pierce, Christophe Valls

Clerical: Tina Borhi and Denise Bedell

Superintendent Visits TMS: Superintendent Smillie will visit Trafalgar on September 18 at 1:30 pm. She would like to meet with our PAC at some point during that afternoon. Who might be able to join this meet and greet?

Bell Schedule School is in session 8:40 to 10:28, 10:48 to 12:34 and 1:14 to 3:00.

Cell phones We are continuing to limit cell phone use during instructional time. A few students have given over their phones for the day but the vast majority of our students are leaving the phone alone. We are working on the media reports about bell-to-bell bans of cell phones in schools and expect to modify our code of conduct based on these new developments.

Day of Truth and Reconciliation Jaclyn Dexter and her crew of AbEd learners will lead our school on September 27 on the Children's March to Baker Street and back. We are looking forward to the third year of this event.

Terry Fox Our annual run through uphill is happening on September 25 in the afternoon.

Sports Volleyball season is upon us and cross-country running is in full swing! There is some swimming as an option as well. Info is posted on the gym bulletin board and around the school.

Student and Parent Handbook Mr. Mush and the team have published a handbook of information about Trafalgar and how we operate. You can find it here: [L \(sd8.bc.ca\)](https://www.sd8.bc.ca)

Open House We are looking for dates in late September for a meet-the-teacher and open house night. We hope to see many students come and introduce their parents to their teachers and show them where it all happens. Mr. Mush will send out confirmation of the date and times later this week.

Trafalgar ROARs! We are continuing to embrace our commitment to Respect, Ownership, Acceptance and Resilience in the 24/25 school year. Mr. Mush and the staff embarked on a journey last year of positive renewal for our school. Instead of having rules on top of rules, we are promoting 4 key ideas for a positive environment here. All students and staff know these four concepts and parents will likely hear staff and students mention the ROAR as we navigate the challenging middle years together. Smile cards were replaced with ROAR cards and all challenges that need attention can and will be funnelled through these four concepts. Our Code of Conduct has been updated to reflect our ROAR.

School Growth Plan Trafalgar will focus on three areas for our school growth plan: improving literacy and numeracy skills of our students and making students feel more welcome in their own school. We know that working in these three areas will make our school a better place for the social, emotional and academic well-being of our students.

Food and Nutritional Guidelines Ever wonder what guides the food that we serve and sell in schools? You can check out the Ministry of Education guidelines here: [Guidelines for Food & Beverage Sales in B.C. Schools \(gov.bc.ca\)](https://www.gov.bc.ca). Providing healthy food is a component of overall well-being in schools.

Budget Principal Mushumanski will provide an overview of the year's budget at the October PAC meeting as many budgets are not quite yet replenished for the new school year.

Important Dates Coming Up:

- SEP 18: Superintendent Smillie visits Trafalgar 1:30 to 3:30 pm
- SEP 25: Terry Fox Run
- SEP 20: School Planning Day (no school)
- SEP 27: Regular Instructional Day - Truth and Reconciliation Assembly
- SEP 30: Truth and Reconciliation Day (no school)

TRAFALAR MIDDLE SCHOOL Code of Conduct

TRAFALGAR MIDDLE SCHOOL - Statement of Purpose

The purpose of our code of conduct is to establish and maintain safe, caring, and orderly environments for purposeful learning and student success. *Our code is built around the school's vision of Respect, Ownership, Acceptance and Resilience, which reflect the values of our school community.*

The School Code of Conduct applies at school, during all school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including online behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Relationship to BC Human Rights Code

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, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or gender identity or expression - in respect of discriminatory publication and discrimination in accommodation, service, and facility in the school environment.

Application of Code of Conduct - Conduct Expectations

Acceptable Behaviour

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour that negatively impacts the safe, caring or orderly environment of the school, and/or student learning).

Student's will demonstrate:

Respect - Students are expected to show respect for self, environment, and others. They are expected to act in a responsible manner and be respectful of the rights of others at school and school activities wherever held.

Responsibility - Students are expected to gradually assume more responsibility for themselves, as individuals and members of society. They are expected to become more responsible for undertaking, organizing and completing their schoolwork and for contributing to and promoting a safe, caring, and orderly school environment.

Commitment - Students are expected to strive for personal excellence in all their school endeavors and comply with school expectations and rules for student work, attendance, behaviour, and deportment.

Attitude - Students are expected to participate willingly and diligently in their assigned work and to undertake school activities with a spirit of cooperation and fair play.

In addition, specifically at Trafalgar Middle School:

Respect means to honor and to show consideration and value to people, property, the environment, and yourself. It means to treat others well even if they look, act, or believe differently than you do.

Ownership means that we recognize that we are all responsible for our words, actions and interactions and that we regularly decide for ourselves what our words, actions and interactions will be. Ownership applies to learning and behavior. We experience increased personal power when we demonstrate ownership and avoid blame placed on others.

Acceptance means that we value diversity and that our differences make us stronger. We recognize that all others are worthy of respectful and polite interaction at all times in the true spirit of the BC Human Rights' Code.

Resilience means the ability to cope in difficult times. We can regularly expect challenges in our learning and in our interactions with each other and it is our effort that matters most in overcoming those challenges. We know that "we can do hard things" and that takes time, patience, adjustment and persistence. With help, support, and encouragement, we can achieve anything.

Unacceptable Conduct

Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds. **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of other, interfere with an orderly environment, or create an unsafe environment.
- Acts of bullying, harassment, intimidation, or physical violence
- Illegal acts, such as possession, use or distribution of illegal or restricted substances.
- Theft or damage to property

Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

Use of Personal Digital Data Devices

Students only use personal digital data devices (any device that can access the internet) for instructional purposes and digital literacy appropriate to the student's age and developmental stage while on school property and during hours of instruction, aligned to our school's expectations related to personal digital data devices:

- *Students are required to place their personal devices in the cell phone hotels in their classrooms by the start of instructional time. Students unable or unwilling to comply with this school-wide requirement will have their personal devices managed in the centre by the Trafalgar admin team. Students are not permitted to use their own devices for learning tasks as the school provides those devices and network access for them.*

Access to the Internet will consider equity and hardship to foster connection with peers and access to opportunities for personal achievement.

The use of personal digital devices for students with disabilities or diverse abilities will be outlined in students' Individual Education Plans, such as the use of assistive technology on personal digital devices at school to support student accessibility, communication, and autonomy and to facilitate participation and promote accessibility. This includes supporting the use of personal digital devices that monitor and support medical necessities.

District Code of Conduct

The School District No. 8 (Kootenay Lake) Code of Conduct has been established to maintain a safe, caring, and orderly learning environment.

SD8 believes in the interactive roles required to achieve safe and caring schools and believe that responsibility for safe and caring schools is shared among many partners. It is the shared responsibility of students, staff, parents/guardians and the broader community (school community), to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

All members of the school community have an obligation to:

- Support learning;
- Promote safety;
- Respect self, environment, and others, and;
- Model courtesy, compassion and respect.

All members of the school community must refrain from engaging in any in-person or digital communication or behavior that is:

- Interfering with the learning and working of others;
- Bullying, harassing, intimidating, retaliating, discriminating or violent, and;
- Unsafe or illegal, including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas.

The District considers the conduct of any member of the school community that adversely affects the school environment to be a breach of the District Code of Conduct and to warrant appropriate forms of response or intervention. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

SD8 further believes that the effective management of student discipline, congruent with our philosophy, is a necessity to establish safe and caring environments that foster learning, school connectedness and healthy living. SD8 believes that schools are places where students are free from harm and places for students to form strong relationships. Prevention and intervention strategies applied at the school level and supported at the District level are the foundations of a safe and caring school in which students learn to solve problems in peaceful ways, to value diversity and to support human rights.

Retaliation Prevention

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Breaches of the Code of Conduct - Consequences

Student discipline takes place in the context of informed decision-making.

Administrators will consider many factors including the age and maturity of the student, social capacity, learning needs and prior related events when determining consequences for actions that violate the Code of Conduct. Breaches of the Code of Conduct include but are not limited to disrespectful or defiant behaviour towards staff, academic dishonesty, theft, inappropriate use of technology and social media, and bullying of other students.

Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability.

Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action. The age and maturity of students are considered when determining appropriate consequences.

Special considerations may apply to students with special/diverse needs if these students are unable to comply with a code of conduct due to having a disability/diversity of an intellectual, physical, sensory, emotional, or behavioural nature.

Consequences are always thoughtful, fair and consistent; learning focused to prevent a reoccurrence of the offense and restorative.

The range of disciplinary actions that applies to breaches of the Code of Conduct may include but are not limited to the following:

- School or community service;
- Restorative justice or formal apology;
- In-school suspension or school suspension, and;
- Referral to a specialized service or program.

Where appropriate, consequences will involve the student in determining a corrective plan of action. Administrators consult and work closely with parents throughout the process in determining ways to support students who have breached the Code of Conduct.

In some cases, violation of school district policies may also be a violation of the Criminal Code of Canada and result in a police investigation.

Notifications for breaches of the Code of Conduct may involve communication with:

- Parents/guardians of the student in breach of the Code of Conduct;
- Parents/guardians of the victim(s) where appropriate;
- School staff and district personnel where appropriate;
- Police and/or other agencies, as required by law, and;
- School community, when deemed necessary, to reassure members that the school officials are taking appropriate action.

The following administrative procedures apply:

- [AP 3309 - Student Suspension](#)
- [AP 3310 - Illegal Use of Drugs and Alcohol](#)
- [AP 3311 - Vandalism](#)
- [AP 3312 - Possession of Weapons or Explosives](#)
- [AP 3401 - Student Assessment and Promotion](#)

What Should I Do If...?

If you have been affected by, or know of others who have been affected by, bullying, alcohol, drugs, harassment, violence, and/or weapons, it is very important that you talk to a parent/guardian, school administrator, teacher, counsellor, or make an [ERASE report](#) so that others can help solve the problem. Disclosed information is considered confidential.

Date Reviewed: [28-JUN-2024]