



Trafalgar Middle School

Student and Parent Handbook

2025-2026

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Nelson, British Columbia
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Principal

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2025 - 2026 GENERAL SCHOOL CALENDAR

Weekends*
Statutory Holidays*
School Vacation Periods*
Administrative Day**
District Pro-D Days (NI Days)**
School Pro-D and PSA Pro-D Days (NI Days)**
School Planning Day (NI Day)**
Early Dismissal

*schools closed

**school not in session - staff only in attendance

September	1	Labour Day
September	2	First Day of School
September	19	School Planning Day
September	30	National Day for Truth and Reconciliation
October	13	Thanksgiving Day
October	15	Early Dismissal Day (1 hour early)
October	16	Early Dismissal Day (1 hour early)
October	24	PSA Day (Provincial Specialist Assoc.) Pro-D Day
November	11	Remembrance Day
December	19	Last day of school before Winter Vacation
December	22	Winter Vacation begins
December	25	Christmas Day
December	26	Boxing Day
January	1	New Year's Day
January	2	Winter Vacation ends
January	5	Schools re-open
January	19	District Pro-D Day
February	13	School-Based Pro-D Day
February	16	Family Day
March	13	Last day of school before Spring Break
March	16-20	Spring Break
March	23-27	School Closure Week
March	30	Schools re-open
April	3	Good Friday
April	6	Easter Monday
April	13	District Pro-D Day
April	22	Early Dismissal Day (1 hour early)
April	23	Early Dismissal Day (1 hour early)
May	18	Victoria Day
May	25	School-Based Pro-D Day
June	24	Last Day of Classes
June	25	Administrative Day
June	26	Schools Closed for Summer Vacation

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

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
(19)	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
(19)						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
(19)				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
(12)	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
(19)					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SCHOOL STRUCTURES

SD 8 Calendar

You can also find the SD8 calendar for 25/26 here: [FINAL 2025-26 - 3 Year School Calendar General.pdf](#)

REGISTRATION

In accordance with the School Act and the Ministry of Education and Child Care policy document “[Eligibility of Students for Operating Grant Funding - Province of British Columbia \(gov.bc.ca\)](#)” (“Ministry Policy”) students at school-age who are resident in British Columbia (BC), and whose parent/legal guardian(s) are ordinarily residents in BC are entitled to enrolment in an educational program in the District free of charge.

As per SD8 AP 3100, parents wanting to enroll their child at Trafalgar will need to complete/submit the following original documents:

- SD8 Student Registration form [AP 3100 Appendix A - Student Registration Form_fillable.pdf](#)
- Long-form birth certificate (shows the names of the parents of the child)
- Student BC Care Card
- Proof of residence #1 (Mortgage document or property tax assessment or signed rental agreement)
- Proof of residence #2 (Driver's license or utility bill)
- Custody agreement (if applicable)
- Copy of immunization records (optional)

We require parents to bring in original documents which we will photocopy on behalf of the parent.

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 – 11:41	(53 min)
4 th period	11:41 – 12:34	(53 mins)
Lunch recess	12:34 – 1:14	(40 mins)
5 th period	1:14 – 2:07	(53 mins)
6 th period	2:07 – 3:00	(53 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 have put our collective energies into community-building in the form of ROAR ([Respect, Ownership, Acceptance and Resilience](#)); these positive community expectations guide all of our interactions and take the place 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 set up 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.

Bus routes to and from Trafalgar

All morning routes drop off on Hoover Street.

In the afternoon: Routes 17 Swan / 18 Octopus / 19 Shark / 20 Lion buses pick-up on Hoover Street as well as Route 21 Bear, which is the Waldorf express.

In the afternoon: Routes 16 Moose/ 22 Giraffe/ 23 Horse/ 24 Penguin buses pick-up on Josephine Street.

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 September of the school year. LLE courses begin on 17-SEP-2025.

FEES

School fees have been mostly eliminated for the 25/26 school year. Fees for extra-curricular activities, sports and clubs, and field trips will still have some fees attached to them.

We will provide an update on fees and payments in early September 2025.

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 compiled a list of required and recommended school supplies. 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 videos or photos during the school day, on school events, or on school property unless express permission has been given to them by their teacher.

GUESTS AT THE SCHOOL

Parents are welcome to visit the school. All parents and 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 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. Lost locks must be replaced by a school-owned lock at a cost of \$10 per lock (replacement cost).

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

If students are well-enough to be at school, they are expected to be in class. Students are cared for in our quiet room while waiting for parent pick-up. 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 call 9-1-1 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. 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, Wanda Machado (wanda.machado@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.

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 between one and five 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.
2. 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 to use the SafeArrival app. You can find out more information about the app here [SafeArrival - SchoolMessenger](#). If the school does not receive parent communication that a student is absent, parents/guardians will receive a daily text or 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 notification via the SafeArrival app 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 use the SafeArrival app several hours before the early departure.
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 extra-curricular 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. The Trafalgar clerical will assist in completing the withdrawal process. All books and school materials should be returned and accounts cleared before the student withdraws.

STUDENT CONDUCT

TRAFALGAR MIDDLE SCHOOL Code of Conduct

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 lockers 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.

Code of Conduct Review date: [28-JUN-2024]

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 snowballs on school property or adjacent to school property is prohibited (unless the school has purposefully designated times and spaces where snowballs can be safely thrown). This includes the parking areas. School discipline may result for those involved.

DRUGS AND ALCOHOL

Administrative Procedure Policy 3310 [AP 3310 Illegal Use of Drugs and Alcohol v2.pdf \(sd8.bc.ca\)](#) 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 guidance.

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.

BIKING TO AND FROM SCHOOL

Riding a bike to and from school is encouraged at Trafalgar! We expect students and staff to wear helmets and to obey all laws and rules of the road. Bikes are not to be ridden on school property unless part of an organized class activity. Bikes should also be locked up in an appropriate space during the day. Parents should ensure that the bike their child is riding to school is legal for their child's age and abilities.

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 emergency 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 3:00 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.

Students must be in attendance at school on the day of practices, games or tournaments. If a student is too ill to attend school, they are too ill to attend any extra-curricular event including all sports, clubs, rehearsals and dances.