

# MONTEREY MIDDLE SCHOOL 2023-24

## STUDENT AGENDA BOOK

Monterey Middle School  
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V8S 4V1

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*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## PRINCIPAL'S MESSAGE

Welcome to the new school year at Monterey Middle School! For those of you entering Monterey for the first time, we hope that you are ready for an exciting adventure. Whether you're new or returning to Monterey, be sure to get the most out of all of your learning activities and take advantage of the wide array of additional experiences available to you in such areas as athletics, fine and performing arts, clubs, enrichment programs, community service, and student leadership.

Best wishes for a great year!  
Christopher Macintosh, Principal

## PARENT PARTICIPATION

*We see Monterey parents as our partners in the learning and development of all of our students.* Parent participation in the school is welcome and encouraged!

The Parent Advisory Council (PAC) consists of an Executive representing all parents. Regular PAC meetings are open to all Monterey parents; generally, these meetings take place at 7 PM on the third Thursday of each month (check the school website for specific dates).

## STUDENT SUPPORT

Monterey's Learning Support Teachers are a resource for students and classes. For those students with an Individualized Education Plan (IEP), our LST's work closely with our classroom teachers to adapt or modify materials & instructional practices to support student learning and achievement.

## CODE OF CONDUCT

**General:** At Monterey, we work proactively on furthering the development of students' personal and social responsibility, with our goals in this regard encapsulated by our "STORM" acronym:

Keep Safe  
Think Team  
Own Your Actions  
Show Respect  
Make A Difference

Nevertheless, we also have basic expectations in order to maintain an environment that is as safe and conducive to learning as possible, free from discrimination, harassment, drugs, and violence, as articulated by our formal "Code of Conduct" which you can find at:

<https://monterey.sd61.bc.ca/student-info/code-of-conduct/> While this "Code of Conduct" lists a variety of unacceptable behaviours and consequences, we expect our students *not* merely to comply with the "bottom line", but rather to act in a socially responsible manner and contribute positive to the school environment and community-at-large . . . and we're pleased to see countless examples of that positive school spirit at Monterey on a daily basis!

### **Cell Phones (Personal Electronic Devices):**

Our Code of Conduct includes our expectations around the use of cell phones & other personal electronic devices (ear-buds, etc.) at school, the gist being that we advise against bringing them to school. Those who do bring a cell phone or other personal electronic devices to school, do so at their own risk, and they are expected to leave them off and locked away in their locker during recesses and class-time unless given specific permission from a staff member to use their device for a particular educational purpose under that staff member's supervision. Failure to abide by the above can result in confiscation of the student's personal electronic device and possible restrictions on future access to it at school. We ask that parents/guardians do their best to make arrangements with their child in ways that avoid needing to contact them (and vice versa) during the school day, as doing so can disrupt learning; in the event a parent/guardian does need to contact their child during the school day, please call the school office rather than directly calling/messaging your child on their phone. If you wish to provide your child with a digital tool for their education, we strongly recommend a Chromebook rather than a phone.

## GENERAL INFORMATION

**Hours & Student Supervision:** Our regular class hours are from 8:40 a.m. to 2:50 p.m. Monday to Friday. We provide general supervision of our school grounds during recess breaks, but not before and after school. At the beginning of the school day, unless participating in an earlier pre-scheduled & supervised before-school activity (i.e. band class, athletics practice, etc.), students should arrive after 8:30 a.m. and remain outside until the 8:40 a.m. bell.

**Dress for Inclement Weather:** Weather permitting, we expect students to get outside in the fresh air during morning and lunch recess breaks. We only call an “in day” when the weather at recess is particularly harsh, so *students should come to school with appropriate clothing to spend their break-time outside even in somewhat inclement weather.*

**Student Drop-off and Parking:** There is a drop off area on Monterey Avenue for cars travelling north. There is also a drop off area on Oliver Street for cars travelling south. Turning left from Monterey Avenue into the parking lot is *not* permitted nor is turning left when exiting the parking lot. Please drive slowly and carefully at school drop-off and pick-up times.

**Closed Campus:** All middle schools in the Greater Victoria School District have a “closed campus”. This means that students are expected to stay on school property from the time they arrive in the morning until they are dismissed each afternoon. Exceptions will be made for those students who have a letter of permission to go home at lunch or have submitted a note to their teacher requiring early dismissal for an appointment or scheduled activity. Students will *not* be permitted to join a friend to go home or out for lunch.

**Lockers/Locks:** All students will be assigned a locker. Students can purchase a lock(s) from the school. Students are advised to NOT give out locker combinations to others (except their teacher) and must stay with the locker they are assigned. Please note:

- The school is not responsible for lost or stolen items
- Lockers are the property of the school and may be subject to scrutiny/search by school personnel at any time
- Students are encouraged to use a second lock to store their belongings in the temporary lockers in the changeroom during P.E. classes and athletic events

**Lost and Found:** Lost and found items will be placed in a Lost and Found box. Students are responsible for their personal belongings. At the end of each term, unclaimed found clothing/items/etc. may be donated to charity or disposed of.

**Textbooks, Library Books and Jerseys:** All borrowed school items must be returned in good condition. For lost or damaged items, students will be assessed the full value of a lost or damaged item. Note that parents can claim back their one-time deposit when their child finishes at Monterey if all items have been returned in reasonable condition.

## ATTENDANCE

**SignOut/Early Dismissal:** If a student needs to leave school early, a note from a parent/guardian is required and should be presented to the teacher or the parent should contact the office. Either way, students are then required to sign out at the office before leaving.

**Absences and Lates:** Consistent attendance is closely correlated to success at school. Being present and on time to class is an expectation and responsibility of every Monterey student. If a student is to be absent, a parent/guardian is expected to contact the school at **(250) 598-4589** and leave a message. If no call has been recorded, the school will try to contact the phone numbers and email addresses of parents to verify the absence. A student arriving after 8:40 AM must report to the office before going to class, with all lates being recorded. Attendance and tardiness (lates) are monitored by the school and this information is noted on report cards. Additionally, parents may be contacted when chronic absenteeism or tardiness presents a concern.

## **EMERGENCY PROCEDURES**

### **Fire: If the Fire Alarm rings:**

#### **Students should:**

1. Line up in a quiet and orderly fashion.
2. Follow their teacher out of the school, walking calmly and quietly. Last one to leave the room should close the door behind them if possible.
3. Line up in designated location on the field.
4. Remain quiet and follow all directions while teacher takes attendance and school & emergency personnel deal with the situation.

#### **In non-classroom areas of the school students should:**

1. Follow the directions of staff.
2. If not with a staff member, leave the school using the closest safe exit.
3. Walk to the field and line up with your Advisory class at designated location on the field.

### **Earthquake: If there is an Earthquake:**

#### **Students should:**

1. Duck under desks and tables if possible.
2. Take cover position (on knees, head down, one hand over back of neck or head).
3. Hold onto one leg of the desk.
4. Face away from the window.
5. Count aloud slowly to 60 after shaking stops. If shaking begins during your count, wait until it stops, then begin counting slowly again to 60.
6. When directed by the teacher, (if possible) put on jackets and take backpacks.
7. Follow their teacher out of the school, walking calmly and quietly. Line up in designated location on the field.
8. Remain quiet and follow all directions while teacher takes attendance and school & emergency personnel deal with the situation.

#### **In non-classroom areas of the school students should:**

1. Move away from windows, shelves and heavy objects that may fall.
2. Take cover under a table or desk, or in a corner or doorway.
3. In halls, stairways, and other areas where no cover is available, move to an interior wall, kneel with back to wall, place head close to knees, clasp hands behind neck, and cover side of head with arms.
4. In the Library, move away from windows and locations where books and bookshelves may fall, then take cover.

5. Follow step 5 from above.
6. Follow the directions of staff.
7. If not with a staff member, leave the school using the closest safe exit.
8. Walk to the field, staying away from the building and any power lines or other hazards, and line up with your Advisory class at designated location on the field.
9. Remain quiet and follow all directions while teacher takes attendance and school & emergency personnel deal with the situation.

### **Lockdown and Hold & Secure**

#### **If a lockdown is announced (“Attention, this is a lockdown!”):**

##### **Students should:**

1. Take “duck and cover” positions away from doors or windows.
2. Remain silent and follow all directions while teacher takes attendance, locks doors, turns off the lights, etc.
3. Silence all electronic devices.
4. Wait silently for further instructions.

#### **In non-classroom areas of the school students should:**

1. If in a hallway, go to the nearest classroom if it seems safe to do so.
2. If in washroom, lock the door (if possible) and stay there in the least visible area and away from windows.
3. If in the gym, or room other than the classroom, follow the teacher’s directions and move to the least visible area.
4. Wait silently for further instructions

#### **If “Hold & Secure” is announced (outside doors to the school will be locked):**

##### **Students should:**

Follow staff directions and unless told otherwise, students may move about the building, but must *not* leave the building nor open any outer doors for strangers to enter the building

### **Reunification**

In the case of a significant emergency or disaster situation, students will only be released to parents or authorized guardians listed on the Student(s) Emergency Release Form. The Student Emergency Release Form is to be filled out once and can be updated anytime during the school year.

*Along with informally recognizing students on an ongoing basis for their participation, effort, and accomplishments, Monterey Middle School also has the following more formal year-end*  
**STUDENT RECOGNITION PROCESS**

### **School Engagement**

There are many optional activities throughout the school year in which we encourage our students to participate. At the end of the school year, participating students can receive individual recognition in a variety of areas, including Athletics, Fine & Performing Arts, Leadership/Service, and more! We encourage students to set goals to participate in these areas and work toward accomplishing those goals throughout the school year. The criteria for receiving certificates of recognition (and associated prize draw tickets) are outlined below and will be overviewed with students in September. Later in the school year, students will complete a Student Engagement Survey to track and encourage their participation in many of these optional school activities.

#### **Criteria for Recognition Certificates (and associated prize draw tickets):**

##### **ATHLETICS RECOGNITION:**

Students must participate in at least **two** Monterey Middle School EXTRACURRICULAR SPORTS activities (i.e. basketball team, swim club, track & field, rugby, volleyball, etc.) through the entire season of play.

##### **FINE & PERFORMING ARTS RECOGNITION:**

Students must participate in at least **two** Monterey FINE & PERFORMING ARTS activities (i.e. Art Club, Dance Club, Band, Choir, Strings, etc.), demonstrating ongoing commitment to these activities.

##### **LEADERSHIP / SERVICE RECOGNITION:**

Students must participate in at least **two** Monterey SERVICE/LEADERSHIP activities (i.e. Student Spirit Council, Monterey Leaders Club, Athletic Leadership, Fun Foods Class Rep, etc.), demonstrating ongoing commitment and contribution through these activities.

##### **WELL-ROUNDED RECOGNITION:**

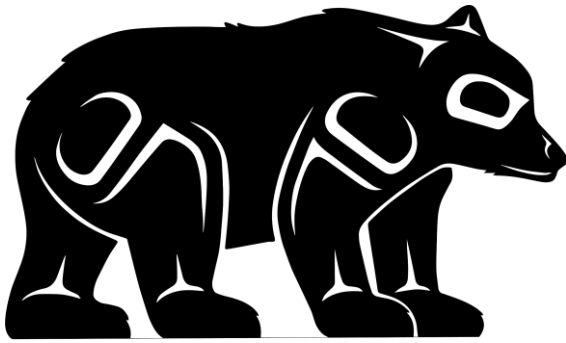
Students must participate in at least **one** activity of **every** one of the above three areas and/or in at least **two** other extraordinary Monterey activities listed under this area (i.e. Book Battle Club, Math Contest, Spelling Bee Class Rep, regular Lunch Intramurals participant, etc.) in the Student Engagement Survey.

### **Achievement with Distinction**

***“With Distinction” stickers:*** In each of the above areas, relevant teachers (i.e. Athletic Director, Leadership Club Coordinator, Music Teacher, etc.) may add a special “with distinction” sticker to students receiving the above certificate(s), indicating their exceptional achievement in these optional Monterey Middle School activities.

***Academic Distinction:*** Advisory teachers will determine which students receive a special “Certificate of Academic Distinction” for their extraordinary growth and/or achievement in core academic courses throughout the school year.

# The Four Teams of Monterey



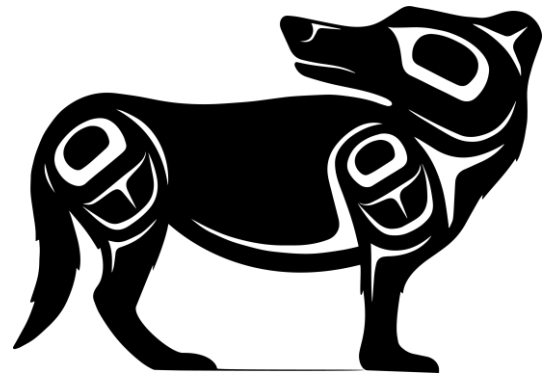
**The Bears**



**The Ravens**



**The Orcas**



**The Wolves**