

**MONTEREY  
MIDDLE  
SCHOOL  
2024-25**

**STUDENT AGENDA BOOK**

**Monterey Middle School  
851 Monterey Avenue  
Victoria, British Columbia  
V8S 4V1**

<http://www.sd61.bc.ca/school/monterey>

Telephone: (250) 598-4589  
Fax: (250) 598-3481

Principal: Christopher Macintosh  
[cmacintosh@sd61.bc.ca](mailto:cmacintosh@sd61.bc.ca)

Vice-Principal: Paul Stevenson  
[pstevenson@sd61.bc.ca](mailto:pstevenson@sd61.bc.ca)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

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



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



## PRINCIPAL'S MESSAGE

Welcome to all our new students and returning Monterey students! We hope you are looking forward to another year of learning and are keen to take full advantage of the wonderful opportunities here at Monterey. In the classroom and on the sports field and on the stage and in the music room, middle school is the perfect place to try it all out. Each of you has many unique talents and Monterey is the place to discover them. Be adventurous this year and give it a go!

Best wishes for a great year!  
Topher 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. The Monterey school website will list any changes to these dates.

## CODE OF CONDUCT

At Monterey we work to maintain a school environment that is welcoming and safe for all and conducive to learning. We follow the values expressed in the BC Human Rights Code, by providing a school community that is free of discrimination and harassment. These values are encapsulated in our school motto STORM.

Keep **S**afe  
Think **T**eam  
**O**wn Your Actions  
Show **R**espect  
**M**ake A Difference

## EXPECTATIONS

Our students are expected to behave in a respectful manner and contribute positively to the school environment. As our students age through their three years at Monterey, the expectation is they will demonstrate increasingly responsible and self-aware behaviour.

At Monterey we foster the following three levels of respect:

Respect for Self:

- Putting in your best effort in everything that you do
- Being on time for school and attending every day
- Using behaviour and language appropriate to a public setting

Respect for Others:

- By being kind and inclusive
- By not interfering with the learning of others
- By not wearing clothing with text or images that promote drugs or alcohol or is offensive or discriminatory

Respect for our School:

- By helping keep the grounds and building clean and in good order
- Acting in a manner that brings credit to Monterey

## PERSONAL ELECTRONIC DEVICES:

Student devices are required to be in lockers during the school day, unless specifically directed by a teacher to use them. Any other use of these devices will result in confiscation and a call home to ask the parent/guardian to pick up the device at their convenience. All computer use at school must also adhere to the "Expectations for Students Using School or District Electronic Communication Systems" found on the SD61 website.

## 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 students should arrive after 8:20 a.m. and remain outside until the 8:40 a.m. bell.

**Dress for Inclement Weather:** 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 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. 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.

**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

**Lost and Found:** Lost and found items will be placed on the Lost and Found rack. 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. 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 are outlined below and will be reviewed with students in September.

**Criteria for Recognition Certificates:**

**1 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.

**2 FINE & PERFORMING ARTS RECOGNITION:**

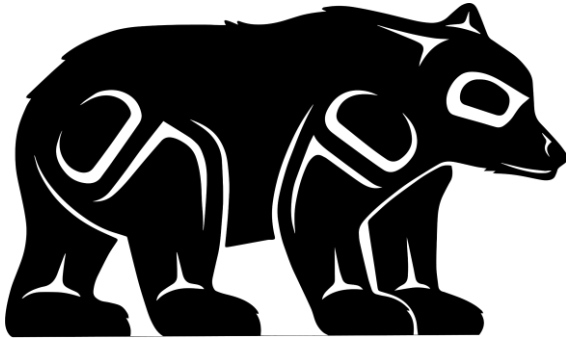
Students must participate in at least **two** Monterey FINE & PERFORMING ARTS activities (i.e., Art Club, Dance Club, Band, Choir, Strings, etc.), demonstrating ongoing commitment to these activities.

**3 LEADERSHIP / SERVICE RECOGNITION:**

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



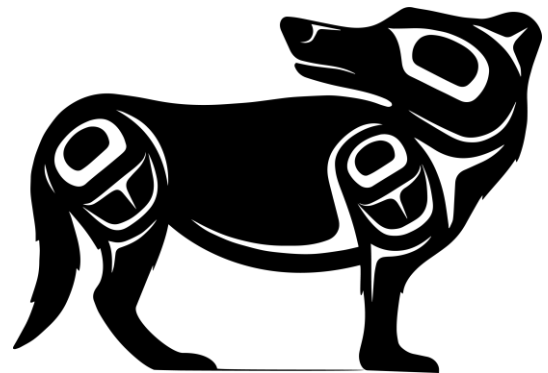
The Bears



The Ravens



The Orcas



The Wolves