

Richard Garvey Intermediate School

Home of the Mustangs

2018-2019

Student Agenda

2720 N. Jackson Ave

Rosemead, CA 91770

Telephone: (626) 307-3385

Office Hours: 7:30 am to 4:00 pm

David Alarcon- Principal

Denise Williams- Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

The Garvey School District Vision

Providing a premier education in a 21st century environment
to develop tomorrow's responsible leaders.

Richard Garvey Intermediate School Vision

Garvey Intermediate is a community of learners who in
Partnership with home and school, pursue diversity, self-discipline,
life-long learning, moral and academic integrity to become
productive members of a global society.

Richard Garvey Intermediate School Mission

Our mission at Garvey Intermediate is to:

- Provide a strong, standards based, data driven program of instruction for all students across all curriculum areas.
- Ensure effective communication and cooperation with parents for the betterment of students
- Educate students in the use of current technology and other resources as a precursor to their entrance into the global community
- Encourage and provide opportunities for students, parents, faculty, and staff to participate in the leadership of our school
- Provide an environment that is aesthetically pleasing, welcoming, creative, ambitious and safe

The Garvey Alma Mater

All hail to Garvey School
With pride we think of thee
Thy teachings all will follow us wherever we may be
Our alma mater hail, with thine aide we cannot fail
As the years go by we still will cry "our alma mater hail."

A. Important Dates for 2018-2019

Student Class Schedule

First Trimester

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					

Second Trimester

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					

Third Trimester

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					

August	
23.....	First day of classes
September	
03	Labor Day
TBD.....	Back to School Night
October	
09	Mid Trimester Progress Report
November	
12.....	Veteran's Day Holiday
30	End of 1 st Trimester
19-23.....	Thanksgiving Holidays
December	
03	Start of 2 nd Trimester
07.....	Parent/Teacher Conferences
21	Shortened Day
24.....	Winter Break Begins
January	
07	Classes Resume
21	M.L.King Jr. Holiday
24	Mid Trimester Progress Report
February	
4.....	Professional Development Day
11	Lincoln Holiday
18	Washington Holiday
March	
08	End of 2 nd Trimester
11.....	Start of 3 rd Trimester
15.....	Parent/Teacher Conferences
April	
08-12	Spring Break
TBD.....	Open House
30	Mid Trimester Progress Report
May	
TBD	Knott's Berry Farm Field Trip
27	Memorial Day Holiday
June	
07	8 th Gr. Awards Assembly
11	Promotion
12	Last day of school (Minimum Day)

B. School Responsibilities

The Garvey Intermediate School staff promises to provide:

- A safe and orderly school environment
- A high quality academic program
- Supplemental services for students with special needs
- A fair and consistent discipline policy
- On-going parent contact regarding student progress.

C. Parent Responsibilities

To enhance student success and a positive home/school partnership each parent/guardian is asked to:

- Make sure the student arrives at school each morning before 8:05 with proper nutrition, clothing in compliance with dress code and grooming standards, and school materials
- Check the agenda every night and make sure all assignments are completed

- Attend Back-To-School Night, Open House, Parent/Teacher conferences, Student Study Team meetings and at least two additional school functions
- Provide the student with a quiet, comfortable, well-lighted place to study
- Communicate concerns regarding the student's academic progress.

D. Student Responsibilities

It is expected that each student:

1. Will attend school regularly and on time.

a. **REGULAR ATTENDANCE** is one of the most important requirements for a successful school year. All students are required to attend school daily by law.

b. **Confirmed illness, medical appointments, funerals and court appearances are the only "excused" absences in California.**

c. **ABSENCES:** in the event a student must be absent please call the attendance office at (626) 927-5636 by 9:00 am or bring a note from a parent/guardian or a physician upon returning.

d. More than 10 absences per year is considered excessive and will result in actions such as referral to the School Attendance Review Team unless notes from a medical doctor are provided upon returning from an absence.

e. **TARDIES:** any student who reports to a class after it begins will be considered tardy. Any student with 4 tardies will be assigned Saturday School; if not served, a suspension will be issued.

f. **TRUANCIES:** a tardy of more than 30 minutes and/or failure to attend one or more classes without valid excuse is considered truancy. All truancies will be assigned Saturday School, without warning. Repeated tardiness and truancy will result in a referral to the School Attendance Review Team. The team will determine further action.

2. Will follow school dress code.

a. Garvey Intermediate School has a dress code. The "en loco parentis" rights granted to schools by California law allows schools to establish and enforce a dress code.

b. Garvey Intermediate School enforces the following dress standards. Attire approved:

- I) Blue slacks, jeans, shorts, skirts, or skorts.
- II) White or blue shirt/blouse.
- III) Shirts that reflect participation in any authorized school activities.

c. The following are examples of dress code violations.

Attire not approved:

- Excessively baggy or long pants (pants that will not stay up without a belt or that extend below the bottom of shoes)
- Military-style belt buckles
- Clothing that exposes midriffs, cleavage or undergarments.
- Clothing that promotes drug use, sexual activity, violence, gang or criminal activity
- Clothing excessively soiled or damaged
- Shoes with open toes, or open back, or with heels more than 3 inches high.
- Professional sports jerseys
- Wallet chains
- Large body piercings which compromise safety ("Plugs" longer than 1/2 inch, hoop style nose/lip rings).

e. Students who are in violation of the dress code may receive:

1. Verbal Warning
 2. Written citation
 3. Campus beautification
 4. Detention
 5. Saturday School
3. **Will write all assignments in this agenda and show them to a parent/guardian each day.**
4. **Will strive for proficiency in all district standards**
5. **Will meet promotion criteria.**
6. **Will obey all state and federal laws.**
In order to maintain a safe and orderly environment to maximize Learning and achievement, the school is charged by the state to Make sure students comply with all laws, district policies and school rules. **California Education Code 48900 specifies students may be suspended for any of the following offense**
- a. Caused, attempted to cause or threatened to cause harm to another person
 - b. Being in possession of a weapon or a dangerous object
 - c. Use or possession of a controlled substance (drugs, alcohol)
 - d. Negotiated to sell a controlled substance
 - e. Attempted robbery or extortion
 - f. Attempted to damage school/private property
 - g. Participating in theft of school or private property
 - h. Possessed or used tobacco
 - i. Committed an obscene act or engaged in habitual profanity
 - j. Possessed or furnished drug paraphernalia
 - k. Defied school authority or disrupted school activities
 - l. Knowingly received stolen property
 - m. Committed an act of bullying or sexual harassment
 - n. Committed a hate crime or made a terrorist threat

Garvey Intermediate School has a "Zero Tolerance" policy for sections a, b, c, d, j and n.

For offenses of all other sections students may receive:

- a. A verbal warning
- b. Behavior contract
- c. Campus Beautification
- d. Detention
- e. Saturday School
- f. Other consequences from an administrator

Extremely serious violations of the Education Code or ongoing disciplinary problems can result in referral to an alternative setting or expulsion from the Garvey School District.

E. School and Community Activities

Garvey Intermediate is proud of the outstanding extra-curricular activities that instill school and community pride. To name a few:

- Associated Student Body
- Advanced Band
- Mustang Singers
- Science Field Day Competition
- Science Olympiad Competition
- Various Student Clubs
- Various Sports Teams

F. Counseling and Guidance

To help students through the difficult pre-teen and teen

years several services are offered.

1. For academic difficulties, students may talk with their subject area teacher or school guidance counselor for general advisement. Interventions available:
 - After-School Intervention Classes
 - Student Success Team Meetings
 - Parent Conferences
 - Voluntary Probation Officers
2. For personal problems, students or parents should see an Administrator or the Guidance Counselor for referrals to:
 - School Psychologist
 - Community Agency Counselors
 - Peer (SGHS) Counselors
3. For behavior problems, students will be advised informally by a staff member. Students who experience ongoing disciplinary problems will be referred to the office.

G. Emergencies

The Garvey Intermediate staff and students practice emergency drills each month to ensure all are prepared for actual emergencies.

Fire Drills are initiated by a series of 3 bells rung 12 times. Students evacuate immediately along assigned routes to designated outside areas.

Earthquake Drills are initiated by a pre-selected time in which students and staff drop and cover. After one minute, students and staff evacuate to designated outside areas.

Lock Down Drills are initiated by a single one-minute bell. Students immediately proceed to the nearest open room. All doors are immediately locked. Should an emergency take place before school, students immediately report to homeroom.

Students are expected to not talk, or horseplay during drills.

Teachers are empowered to make decisions necessary to ensure the safety of students. Should a teacher issue an order that is contrary to the practiced drill, it must be obeyed.

H. Food/Gum

Gum is not allowed on campus at any time. Students in possession of gum are in violation of school rules, and will be appropriately disciplined.

Food is allowed only in the cafeteria and patio area.

I. Health Office

The health office is located next to the attendance office inside the main building. Students must obtain a pass from the teacher before going to the health office. Students who are ill will be allowed to go home only if parents or designated "emergency guardians" can be contacted and come to school to sign students out. Students will be released only to persons whose name is on the emergency card. It is extremely important to have several "emergency contacts" and to keep the information (telephone, address) updated.

J. Loitering

When students arrive in the morning they must enter the campus and remain until 2:30 pm.

Students must go directly to their destinations during the school day and must leave campus by 2:45 pm unless they are in a supervised activity. Students must leave campus in the direction of their homes unless they have written permission from their parents to go elsewhere.

Many cities, including Rosemead and Monterey Park have passed ordinances making it illegal to leave the house on school days that the student does not attend classes. Students seen near the campus on days they were absent are subject to arrest as well as school discipline.

K. Report Cards

Garvey Intermediate student achievement is measured through proficiency tests and report cards. Report cards are issued at the end of each trimester. The first and second trimester report cards are distributed at parent/teacher conferences. The final report card is given to students to take home on the last day of school. Report cards not distributed directly to parents or students are mailed home. Students at risk of receiving a "D", an "F" or a "U" are issued progress reports mid trimester. These are mailed home.

L. Hall Passes

Students must have a valid hall pass to be out of the classroom during instructional time. Students must have a hall pass to be in the media center, halls or office during break or lunch. This agenda contains hall passes for teacher use.

M. Lost and Found

Lost and found articles such as backpacks, clothing, etc. are to be turned in to or claimed at the main office. Textbooks are returned to the issuing teacher. All items not claimed by the end of each year will be donated to charity.

N. Bicycles and Skateboards

Students may ride a bicycle, skateboard, or scooter to school as long as they comply with the following rules:

- Bicycles, skateboards, or scooters may not be ridden on any part of the campus at any time.
- When arriving or leaving school, the bicycle, skateboard, or scooter must be walked to or from the bicycle/skate rack.
- Students must lock bicycles, skateboards, or scooters to the rack with their own locks.
- Students must wear state-approved helmets.

O. Medications

If it becomes necessary for a student to take any form of medication while at school, a form must be completed by the parent and signed by a physician. This includes prescription and over-the-counter medication. By law, schools may not dispense medication of any kind, including aspirin, without physician authorization. Prescription medication must be stored in the health office along with the form signed by parent and attending physician. All medication must remain in its original container and must be dispensed through the health office.

P. Personal Property

Students assume responsibility for loss or damage to their clothing, equipment, books and musical instruments. The following items should not be brought to school:

Digital media players, Handheld video games, Cameras, Toys, or Games.

Should it become necessary to bring such items for a project or presentation, it should be left with a teacher until it is used and picked up after school. Students who bring such items to school may have them confiscated. The confiscated items will be turned in to the Main Office, where the student can pick it up after school. Subsequent violations will result in the item being returned only to the parent after school, or to the student on the last day of school.

Students may bring cellular phones. They must be off and stored in the backpack, pocket or purse at all times during the school day.

Q. Textbooks

All textbooks are loaned to students for use during the school year. Students are financially responsible for all books and supplies issued to them. Textbooks are to be handled carefully, kept covered at all times, and clean of any stray marks or graffiti. Textbooks are school property. **Willful defacing of school property will result in disciplinary action and a bill for damages.**

R. Daily Schedule

Lunch is determined by the student's 5th period class.

Common Day Schedule

<u>First Lunch</u>		<u>Second Lunch</u>	
8:05 – 8:58	Period 1	8:05 – 8:46	Period 1
9:01 – 9:46	Period 2	9:01 – 9:46	Period 2
9:49 – 10:34	Period 3	9:49 – 10:34	Period 3
10:37 – 11:22	Period 4	10:37 – 11:22	Period 4
11:22 – 12:06	Lunch	11:25 – 12:10	Period 5
12:09 – 12:54	Period 5	12:10 – 12:54	Lunch
12:57 – 1:42	Period 6	12:57 – 1:42	Period 6
1:45 – 2:30	Period 7	1:45 – 2:30	Period 7

S. Promotion Criteria

1. PROMOTION CEREMONY

To participate in the 8th grade promotion ceremony, a student must:

- not have more than **three F's** in the **8th grade** year, and
- not have more than **three U's** in **citizenship and/or work habits** in the **8th grade** year
- demonstrate regular attendance and regular timely school arrival throughout the school year
- clear all school obligations: return all textbooks, library materials, and school materials; pay all accounts (food services, school fines)

2. PROMOTION DANCE & FIELD TRIP

To participate in the 8th grade promotion dance and field trip, a student must:

- not receive more than **one F or one U** in the 1st trimester report card
- not more than **one F or one U** in the 2nd trimester report card
- not more than **one F or one U** in the 3rd trimester progress report

Students receiving F's or U's may be provided with opportunities to **make-up work** in order to meet the requirements stated above.

INTERVENTION PROGRAM OPPORTUNITIES

1. Students receiving **F's or U's** on **Report Cards** or **Progress Reports** must:

- meet with teacher assigning the grade
- make necessary improvements based on the teacher's directive
- receive a written teacher recommendation of exception to school administration

School administration may consider special circumstances (e.g., substantial progress) for students who fail to meet the criteria as stated above.