

Richard Garvey Intermediate School
Home of the Mustangs



Gema Macias, Principal

David Alarcon, Assistant Principal

Schoolwide Discipline Plan

2017-18

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:

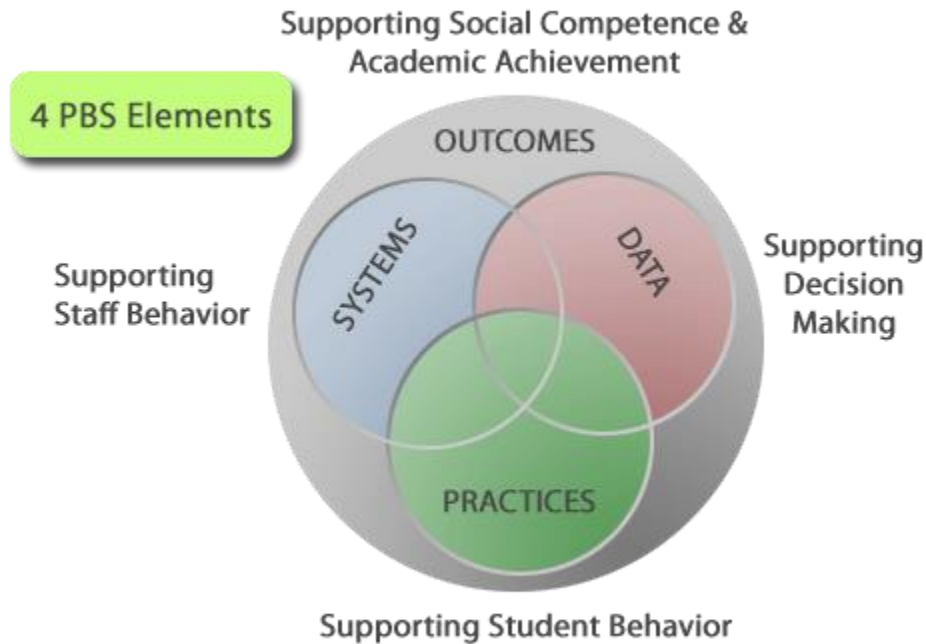
- Provide a strong, standards based, data driven program of instruction for all students across all curriculum areas.
- Ensure effective communication and cooperation with parents for the betterment of students
- Educate students in the use of current technology and other resources as a precursor to 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."

Purpose of Positive Behavior Interventions and Supports (PBIS) Plan


PBIS is a proactive approach to establishing the behavioral supports and social culture and needs for all students in a school to achieve social, emotional and academic success.



Goals of the Schoolwide PBIS Plan

- Outcomes: academic and behavior targets that are endorsed and emphasized by students, families, and educators. (What is important to each particular learning community?)
- Practices: interventions and strategies that are evidence based. (How will you reach the goals?)
- Data: information that is used to identify status, need for change, and effects of interventions. (What data will you use to support your success or barriers?)
- Systems: supports that are needed to enable the accurate and durable implementation of the practices of PBS. (What durable systems can be implemented that will sustain this over the long haul?)

Schoolwide Matrix of Student Expectations

	Prepared	Respectful	Involved	Disciplined	Effective
All Settings	<ol style="list-style-type: none"> 1. Have all materials and school work. 2. Come dressed in school dress code. 3. Arrive on time. 4. Store all personal belongings in your backpack or your pockets. 5. Only bring to school what you need. 	<ol style="list-style-type: none"> 1. Keep all body parts and objects to yourself. 2. Respect other people's personal space. 3. Use respectful and appropriate language. 4. Walk properly in the hallway. 5. Take care of school property. 	<ol style="list-style-type: none"> 1. Report unsafe behavior or incidences immediately to an adult. 2. Be a friend to others. 	<ol style="list-style-type: none"> 1. Listen and follow through to adult direction. 2. Bicycles must be walked on campus. 3. Cellular phones must be turned off and stored in your backpack. 4. Clean up after yourself. 5. Respect your peers. 6. Always keep safety in mind. 	<ol style="list-style-type: none"> 1. Take responsibility for equipment and personal belongings. 2. Learn actively in class.
Classrooms	<ol style="list-style-type: none"> 1. Bring all materials and homework. 2. Arrive on time. 3. Keep trash in the trash containers. 4. Enter classrooms quietly. 	<ol style="list-style-type: none"> 1. Use a soft voice. 2. Use respectful and appropriate language. 3. Maintain an academic environment for everyone. 	<ol style="list-style-type: none"> 1. Listen and follow through to adult direction. 2. Clean up after yourself. 3. Be engaged with the lesson. 4. Participate in class activities. 5. Help other students who may be struggling in class. 	<ol style="list-style-type: none"> 1. Follow teacher's directives. 2. Remain quiet when others speak. 3. Follow the daily classroom routine. 4. Cellular phones must be turned off and stored. 	<ol style="list-style-type: none"> 1. Take responsibility for equipment and personal belongings. 2. Complete all assignments. 3. Write down important dates in your agenda. 4. Give your best effort.



	Prepared	Respectful	Involved	Disciplined	Effective
Cafeteria	1. Before school, students report to the cafeteria or patio benches. 2. Use indoor voices. 3. Stand in line quietly.	1. Use respectful and appropriate language. 2. Keep your hands and feet to yourself. 3. Keep the cafeteria clean.	1. Listen and follow through to adult direction. 2. Clean up after yourself.	1. Walk to eating areas. 2. Use a soft voice. 3. Take what you want to eat.	1. Follow the rules of the serving zone. 2. Use good table manners. 3. Take responsibility for personal belongings. 4. Make healthy choices. 5. Take what you want and eat what you take.
The Yard	1. Socialize appropriately. 2. Finish and discard food and drink. 3. Keep the trash in the trash containers.	1. Keep all body parts and objects to yourself. 2. Respect other people's personal space. 3. Use respectful and appropriate language. 4. Practice good sportsmanship. 5. Listen & follow the rules given by ALL adult supervision.	1. Listen and follow through on adult direction. 2. Clean up after yourself. 3. Play in designated areas. 4. Be active, enjoy yourself and have fun.	1. Upon arrival, go directly to cafeteria or blue benches. 2. Go directly to organized afterschool program/activity. 3. Go directly home upon dismissal if you are not enrolled in an afterschool program/activity.	1. Take responsibility for equipment and personal belongings. 2. Use equipment as intended. 3. When using equipment, keep a safe distance from fences, buildings, and people not participating. 4. Play safely and maturely. 5. Manage time to address personal matters.



	Prepared	Respectful	Involved	Disciplined	Effective
Walkways/ Stairways	<ol style="list-style-type: none"> 1. Be aware and stay clear of doors. 2. Have your agenda with you at all times. 	<ol style="list-style-type: none"> 1. Use respectful and appropriate language. 2. Help keep our campus clean. 	<ol style="list-style-type: none"> 1. Listen and follow through to adult direction. 2. Clean up after yourself. 3. Watch out for busy areas in the walkways/ stairways. 	<ol style="list-style-type: none"> 1. Walk directly to your destination. 2. Walk calmly. 3. While waiting to enter a classroom, line up quietly and keep your hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Go up the "UP" stairs and down the "DOWN" stairs. 2. Stay on the right-hand side of the hallway. 3. Line up quietly.
Bathrooms	<ol style="list-style-type: none"> 1. Wash your hands. 2. Use the bathrooms at appropriate times. 3. Always have your agenda on you. 	<ol style="list-style-type: none"> 1. Respect the privacy of others. 2. Wait your turn. 3. Use respectful and appropriate language. 	<ol style="list-style-type: none"> 1. Use the restroom for its intended purpose. 2. Tell an adult if a restroom needs attention. 3. Keep the trash in the trash containers. 	<ol style="list-style-type: none"> 1. Do your business and leave. 2. Respect the privacy of others. 3. Clean up after yourself. 4. Wash your hands. 	<ol style="list-style-type: none"> 1. Return to class promptly.
Library/ Labs	<ol style="list-style-type: none"> 1. Return your books when they're due. 2. Use the computers and printer for school work ONLY. 3. Use the library for its intended purpose. 	<ol style="list-style-type: none"> 1. Use a soft voice. 2. Use respectful and appropriate language. 3. Treat all equipment as if it were your own. 	<ol style="list-style-type: none"> 1. Listen and follow adult direction. 	<ol style="list-style-type: none"> 1. Stay on task. 2. Use equipment and materials for school purposes. 3. Clean up after yourself. 4. Keep safety in mind. 	<ol style="list-style-type: none"> 1. Take responsibility for equipment and personal belongings. 2. Use equipment as intended.



	Prepared	Respectful	Involved	Disciplined	Effective
Gym/ Locker Room	<ol style="list-style-type: none"> 1. Have and use your lock. 2. Have your gym clothes every day. 3. Be on your roll-call numbers within 15 minutes from the tardy bell. 	<ol style="list-style-type: none"> 1. Use respectful and appropriate language. 2. Practice good sportsmanship. 3. Respect others' privacy. 4. Respect other's belongings. 5. Respect P.E. equipment. 6. Respect limited class time. 	<ol style="list-style-type: none"> 1. Listen and follow through to adult direction. 2. Give your best effort every day. 	<ol style="list-style-type: none"> 1. Demonstrate self-control. 2. Listen when instructions are given. 3. Keep your hands and feet to yourself. 4. Focus on the task at hand. 5. Use equipment as intended. 	<ol style="list-style-type: none"> 1. Participate in aerobic/ strength activities at level of effort required to produce a training effect.
Auditorium	<ol style="list-style-type: none"> 1. Enter in line with your class. 2. Keep your feet on the floor while seated. 3. Leave backpacks in the classroom. 	<ol style="list-style-type: none"> 1. Use a soft voice. 2. Use respectful and appropriate language. 	<ol style="list-style-type: none"> 1. Listen and follow through to adult direction. 2. Clean up after yourself. 3. Show appreciation by clapping. 4. Stay in your seat unless directed to move. 	<ol style="list-style-type: none"> 1. Enter and exit quietly. 	<ol style="list-style-type: none"> 1. Pay attention to the speaker or performance. 2. Cheer appropriately for performances and speakers.

Staff Office Discipline Referral (ODR)

ODR to be used by all staff members when referring a student to administration.

Garvey Intermediate Office Discipline Referral

Student Name:	Grade:	Date Of Incident																																				
Reporter:	Time:	Location of Incident:																																				
Minor <input type="checkbox"/> Chewing Gum <input type="checkbox"/> Use of non-school related items <input type="checkbox"/> Out of assigned area <input type="checkbox"/> Running <input type="checkbox"/> Inappropriate talking in class <input type="checkbox"/> Dress code violation <input type="checkbox"/> Name-calling/quarreling <input type="checkbox"/> Class disruptions <input type="checkbox"/> Non-directed profanity <input type="checkbox"/> Failure to follow rules <input type="checkbox"/> Unsafe rough play <input type="checkbox"/> Other: _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of Incident <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>																																					Major (Send to the Office) <input type="checkbox"/> Chronic behavior in one or more minor offense <input type="checkbox"/> Directed profanity <input type="checkbox"/> Threats to do physical harm <input type="checkbox"/> Racial/Sexual remarks <input type="checkbox"/> Cheating <input type="checkbox"/> Stealing <input type="checkbox"/> Destruction or defacement of school property <input type="checkbox"/> Fighting <input type="checkbox"/> Intimidation <input type="checkbox"/> Truancy <input type="checkbox"/> Inappropriate gestures <input type="checkbox"/> Disrespect to adults <input type="checkbox"/> Horseplay that may result in injury <input type="checkbox"/> Bullying/harassment/pattern of aggressive behavior toward other students. <input type="checkbox"/> Possession of or under the influence of drugs or inappropriate items <input type="checkbox"/> Other: _____
Actions for Minor Offenses: <input type="checkbox"/> Recorded the Infraction <input type="checkbox"/> Verbal Corrections <input type="checkbox"/> Time Out <input type="checkbox"/> Denial of Privileges <input type="checkbox"/> Phone Parent/Guardian <input type="checkbox"/> Other _____	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>																Actions for Major Offenses:																					
Reporter Comments: <hr/> <hr/> <hr/> <hr/>																																						
Parental/Guardian Contact Comments (date, time, outcome) : <hr/> <hr/> <hr/> <hr/>																																						
Administration Action: <hr/> <hr/> <hr/> <hr/>																																						
Student Signature: _____	Parent Signature: _____																																					
Administrator Signature: _____	Reporter Signature: _____																																					

Responsibilities of School, Parents, and Students

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.

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.

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 truanancies 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 ½ inch, hoop style nose/lip rings)
- d. 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.

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
- Woodcraft Rangers

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.

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.

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.

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.

Loitering

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

Students must go directly to their destination 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.

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.

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.

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.

Bicycles, Skateboards, and Scooters

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.

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.

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.

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 will be billed for damages.

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

8th Grade Promotion Criteria

1. PROMOTION CEREMONY

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

- a) not have more than **three F's** in the **8th grade** year, and
- b) not have more than **three U's** in **citizenship and/or work habits** in the **8th grade** year
- c) demonstrate regular attendance and regular timely school arrival throughout the school year
- d) 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:

- a) not receive more than **one F or one U** in the 1st trimester report card
- b) not more than **one F or one U** in the 2nd trimester report card
- c) 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:

- a) meet with teacher assigning the grade
- b) make necessary improvements based on the teacher's directive
- c) 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.

Responsibilities of Teachers

General Expectations:

- Be on time to your duty station
- Be Visible
- Give full attention to student safety
- Move about

Equipment:

- Identification Badge
- Whistle
- Timepiece (watch, cell phone)
- Door Key

Morning Duties:

- Begins at 7:50 AM
- End upon ringing of bell

Afternoon Duties:

- Begins at 2:30 PM (1:30 PM on early release days) or immediately following dismissal of students
- Ends 15 minutes after student dismissal unless there is an unsafe situation such as an accident involving students or an emergency

Description of responsibilities for each location:

1. Corner of Jackson and Garvey Ave.:

- AM – Move students onto the school grounds. They may enter via the front gate if open or the cafeteria gate. Students may not mill about. Follow the lead of the crossing guard.
- PM – Move students according to the crossing guard's lead.

2. Front of school (Jackson Ave.):

- AM – Move students onto school grounds via front gate at 7:50 AM or cafeteria gate. Ensure students do not use the main building entrance as path to the campus.
- PM – Allow students to talk for 10 minutes, then blow whistle to move remaining students off campus. Students who wait to be picked up may wait in front of the school.

3. Cafeteria Driveway (Garvey Ave.):

- AM – Students are dropped off curbside only. Move students into cafeteria via the cafeteria gate. Should a driver enter the driveway to drop off a student, do not stop the driver unless students are in the driveway. Upon exit, stop the driver and advise to drop off curbside for the sake of student safety.

- PM – Students are picked up curbside only. Move students onto the sidewalk. Waiting students wait seated on the retaining wall. The sidewalk should be clear of student play. Should a driver enter the driveway to pick up students, do not stop the driver unless there are students in the driveway. Upon exit, stop the driver and advise to pick up curbside for the sake of student safety.
- 4. Blacktop and Restrooms:**
- AM – Supervise students on blacktop. Indoor and outdoor hallways and areas between buildings must remain clear of students.
 - PM – Move students to the exit gate by the cafeteria or to their after school program. Blacktop should be clear when teacher leaves their post.
- 5. North end of the main building:**
- AM – Supervise students in quad area. Students must move toward the blacktop. Hallways and areas between buildings must remain clear of students.
 - PM – Move students out of gates, to cafeteria gate or to their after school program.
- 6. South end of the main building:**
- AM – The gate, blacktop, gym and hallways should be clear of students. Students may wait on the blacktop eating areas.
 - PM – Move students out to the front of the school or to their after school program.

Monitoring Between Classes and During Class

Be Visible and Attentive:

- In hallways – stand at door, watch students as they move, greet students as they enter the classroom
- Within class – post PBIS Matrix, expectations, and consequences in a prominent location; teach students the expectations and review at least once a trimester

Schoolwide PBIS Incentive Plan

- Students will have the responsibility to carry a Mustang Pride Card.
- Teachers and staff will each have a Mustang Stamper. They will stamp students' cards as they see fit.
- The leadership team may encourage staff to stamp students for specific reasons (ex. on time to class). The leadership team will review data to determine the needs of the school.
- After a student has received 7 stamps on their card, they may drop it in the raffle box. Students will be selected weekly for small prizes (ex. Garvey Intermediate water bottles).
- Students may also prefer to keep their completed cards and use them as an entrance fee for our year end event.