

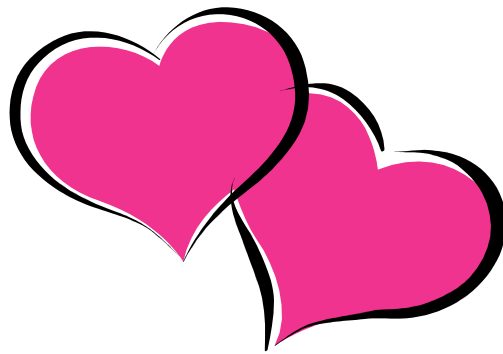
Governor Bent Elementary School

2008 - 2009 Handbook

5700 Hendrix Rd. NE

Albuquerque, NM 87110

881-9797

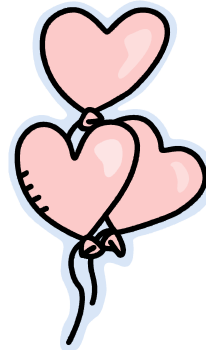


Governor Bent Mission: Nurture Lifelong Learning
Our mission at Governor Bent is to enhance the love of learning
by stimulating curiosity and providing the necessary skills
to make learning a lifelong pursuit.

Welcome!

Welcome to Governor Bent Elementary School. We are proud to provide a climate where children feel valued for their individual learning styles and strengths. Our staff is trained to recognize that children exhibit multiple forms of intelligence and we celebrate and encourage all types of learning. We have been nationally recognized for providing effective instruction for:

1. **Linguistic** Intelligence (reading, writing, speaking)
2. **Logical/Mathematical** Intelligence (numbers and logic)
3. **Visual/Spatial** Intelligence (pictures and images)
4. **Musical/Rhythmic** Intelligence (rhythm and melody)
5. **Interpersonal** Intelligence (to understand and work with other people)
6. **Interpersonal** Intelligence (knowledge of self)
7. **Bodily/Kinesthetic** Intelligence (movement and handling objects)
8. **Naturalistic** Intelligence (care and understanding of the natural world)
9. **Emotional** Intelligence (control impulsivity and sensitivity)



We also focus on developing intelligent behaviors as part of our implementation of the district curriculum. These behaviors help children develop into successful, happy people. Examples of intelligent behaviors include persistence, empathy, flexibility, cooperation, humor and risk-taking. We welcome your help in reinforcing these behaviors as you work with your children at home.

Parent Involvement

Parents are the child's first and most important teachers. Research shows that parental involvement is an indicator for student success. At Governor Bent, nightly reading is required at all grade levels. This can be simple and short, but must be consistent to promote literate students. We may be asking that you sign a Parent Compact that lists some required activities.

Teachers will also be asking for Room Parents to help coordinate field trips, tutoring, etc. Please consider volunteering for this important position.

Field Trips

Only written permission slips can be accepted for field trips. Verbal permission is not acceptable. You will also be asked to sign a walking field trip form at the start of the year. You will be notified if your child will be off school grounds on a walking field trip.

If you drive for a classroom field trip, please be aware that APS insurance does not cover your vehicle. You must fill out APS form INS-72E and have up-to-date insurance. Each child must be in a seat belt and you must have an official background check if you are alone with students.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. There will be no school for two full days during a conference week. Most employers are supportive of parent involvement and will make arrangements for your attendance at these conferences. If you would like to arrange a nonscheduled conference please talk to your teacher. Report cards are issued at the end of every trimester. Marking periods are shown in the school calendar at the end of the booklet.

Early Student Pickup/Visitors

- **Students should not** be picked up before the end of school, as they lose valuable time in the classroom. If you need to take your child early for a scheduled appointment, you must come to office and sign them out. Your I.D. will be checked.
- Only people listed on the registration card will be allowed to pick up a student. This is for the safety of all students. Also, if you plan to be on campus, you will need to sign in and get a visitor's badge.
- For your child's safety, any person picking up a student from school must be listed by the guardian on the student's registration card and must show a picture ID card to the clerk.

Older Siblings on Campus

Siblings who are under 18 years of age will not be allowed on campus to wait for students to be dismissed unless with an parent. They may wait outside the front gate on the bench.

Personal Property

- School personnel cannot be responsible for personal property. Students should leave roller blades, bicycles, skateboards, bats, balls, radios, jewelry, toys and trading cards at home.
- Please have student names on jackets and clothing. **Please take time to check the lost and found box in the cafeteria for lost clothing.**
- Due to the high volume lost and found items will be displayed **each month**. Items left unclaimed will be cleaned and sent to the APS Clothing Bank.
- **No deliveries of gifts, flowers and balloons for students will be allowed in classrooms or in the office.** Please arrange to give these things to your children at home, as it is disruptive to the class.

Photo Policy

We are often asked by the news media to take photos of our students in educational situations. Positive publicity and information helps our school's programs! Please alert your child's teacher and the office if you object to having your child's photo appear publicly.

Computer Policy

Each student is scheduled to have computer instruction with supervision. APS has rigorous safeguards to make certain internet access is appropriate. In order for your child to participate, please sign and return the Acceptable Internet Use Agreement.



Attendance, Tardies, Early Dismissal and Absences

The district and state expect a 95% or better attendance rate for each school in the district. Regular attendance and prompt arrival at school is mandatory and necessary for quality learning. Parents are held responsible for student attendance. Please note that we must report excessive absences to the APS court liaison officer. If your child becomes ill during school hours, it is imperative that we have correct phone numbers to reach you. Please provide changes in phone numbers by calling the office at 881-9797.

Students who are tardy lose valuable learning time and disrupt the whole class (3 tardies = 1 absence). Please be sure your student arrives on time. **School begins at 8:50 a.m. and ends at 3:38 p.m.** **(NOTE NEW TIMES!)** Students may not be on campus before 8:40 am unless enrolled in Camp Fire daycare (for information see page 6). This rule is for your child's safety because there is no supervision before 8:40 a.m.

Governor Bent enforces the following **DISTRICT-WIDE** attendance policy:

- **A parent/guardian must notify the school each day that the student will be absent.**
- **A parent/guardian must notify the school each day that the student is signing out before the end of the instructional day.**
- **APS students are considered Truant at (5) unexcused full day absences and Habitually Truant at (10) unexcused full day absences in a year. A day is considered 51% of the school day. School will notify parent/guardian of absence and address absences. The Albuquerque Public Schools report habitual truants to the District Attendance Office, Bernalillo County Children's Court and District Attorney's Office.**

If, in a semester, a child accumulates excessive absences:

3 absences - Parents will receive a letter of concern or a phone call and/or a meeting with the Principal.

5 absences - The school will comply with the APS District Attendance Policy and report the matter to the APS Court Liaison.

Behavior

We promote positive behavior and reward children in various ways. If behavior is inappropriate, children are given warnings and instruction. If behavior continues, there will be consequences.

We follow a school-wide Balanced Discipline Policy and the APS Discipline Policy and if you have questions, you may request a copy of these in the Administrative Office.

Behavior Forms will be given for major infractions such as:

- Physical harm to another person
- Defiance and disrespect of authority (teachers, duty personnel, supervising adults)
- Engaging in dangerous behaviors after warnings
- Destruction of property

These forms will be filled out by the principal or assistant principal and sent home for a parent signature. Please return them the following day. The child will be in "REDIRECT" (supervised in-school suspension during recess) until the behavior form is returned. Records are kept and after three forms, parents will be called in for a conference with the principal. Rock throwing and intentional harm to others is grounds for suspension.

Playground Rules are extremely important and it will help if you discuss these with your child before school begins.

Treat others as you would like to be treated. Include others in your games and be kind. Have fun!

- Running is allowed only on the dirt and grass playground.
- Walk on cement, asphalt, and between buildings.
- Follow the rules of soccer, tether ball and squash. If in doubt, ask a duty person.
- Keep your hands to yourself. Tag games always end up in inappropriate pushing, so no tag games are allowed.
- Use slides properly. Climb up the ladders and slide down one person at a time
- Sit and swing straight in swings. Do not run through the swing area.
- No hard balls allowed on playground.

Our counselor trains students and staff to use Conflict Resolution techniques to solve problems and disagreements. We hope students will learn to solve problems through discussion and mediation, not anger or physical confrontation. These are skills they can use for the rest of their lives and we hope you will reinforce them at home.

Before and After School Guidelines

Before 8:40 am, there is no supervision on the playground. Children are not allowed to come to school before 8:40 am unless they are eating breakfast in the cafeteria. If eating breakfast, they may be here no earlier than 8:30 am.

After school the playground is closed until all buses have cleared school grounds. School personnel will not provide supervision. After all other students have gone home, parents may supervise their own children on the playground.

Inclement Weather / Early Release



Severe weather means schools are closed for the day for safety reasons. This is announced on local TV and radio by 6:00 a.m. Please listen for these announcements.

Less severe weather results in an abbreviated day. School and bus schedules are delayed by two hours. Instead of beginning school at 8:50 a.m., school would start at 10:50 a.m. and dismiss at 3:38 p.m. In case of severe weather during the day, we will

contact parents or day care providers so they can make arrangements to pick up their children. If the delay is on a Wednesday, there is no early release. School ends at 3:38 p.m.

Harassment and Violence Prevention

APS District policy contains strict guidelines regarding harassment. There is no tolerance for harassment, especially sexual harassment or harassment aimed at persons with disabilities.

Some staff will teach a violence prevention program called Second Step. Parents will receive information and be asked to support the concepts of empathy, problem solving, and non-violence. We also provide a program entitled Protecting You/Protecting Me which teaches children the negative effects of drugs and alcohol on brain development.

Dress Code

We follow the APS guideline in order to promote a safe learning environment. Students who are out of compliance will be asked to call home for a change of clothes. Here are important guidelines to be aware of:

- No gang-related attire (this changes, so be aware) or clothing that distracts from learning
- No tight or revealing clothing (spaghetti straps, exposed midriffs, tube tops, low cut or off the shoulder)
- No inappropriate slogans on clothing
- Shorts must be "finger-tip" length
- No hats allowed in the buildings (may wear for warmth or sun protection on the playground)
- No sagging pants or wide-legs. Pants should fit at waist, crotch, and legs.
- No long belts or chains, spiked jewelry, or piercings
- No make-up or brightly colored or distracting hair
- No flip flops or shoes with heels (for safety reasons)

Phone Calls

Classrooms will NOT be interrupted with phone messages. It is the parent/guardian responsibility to make after school arrangements BEFORE school starts. Plan ahead for changes with your child BEFORE they leave for school. Office staff will take messages for emergencies only. Cell phones are not to be used or seen during school hours. They may be kept in silent or off mode in student backpacks. School is NOT responsible for loss.



Campfire Program

(Before and After School Care)

We are fortunate to have this excellent program. For schedule and pricing, call 842-8787. If you must leave your child before 8:40 am, you will need to make arrangements in advance with the Campfire program. Sign up for Campfire for those unexpected times when you cannot pick up your child on time (within ten minutes of dismissal time) or need to drop off early. When children are left, APS Police may be called.

Transportation

Students who live more than a mile from school or north of Montgomery qualify to ride the bus. Students who do not obey the rules may have their bus privileges revoked. Please contact the bus operator, Durham School Services, at 298-6831 if you have questions.



Math-a-thon, Read-a-thon, Jog-a-thon

PTA sponsors yearly Math, Read and Jog-a-thons for fundraisers. We hope everyone will participate and get pledges. For the Jog-a-thon, all children will be allowed to run unless parents write a note.

Student Transfers

When a student is transferring to another school, please be sure all text books and library books are returned and that lunch fees are paid in full. We will not release records to another school if material or fees are still owed.

Classroom transfers are NOT encouraged. Children are placed by teacher recommendation, learning style, and space availability. When a transfer is requested, a three-step process is required.

Parent meets with teacher to discuss concerns. Wait two weeks to see if problems are worked out. Parents and teacher meet with administrator to discuss options. (There will be a possible waiting period). If a student is to be moved, it will be to the classroom with the lowest PTR (Pupil-Teacher-Ratio). All moves are at the discretion of the principal.

Services and Programs

Parent-Teacher Association - The Gov. Bent PTA is an active, organized group. Volunteers assist in the library, office, playground, computer room, classrooms and special functions. The PTA sponsors fundraisers. The spring fundraiser is our Jog-a-Thon. All children are invited to participate. Notify the school if your child is unable to participate. The money raised is used for classroom equipment and supplies. Volunteers are always needed, so please join the PTA! For information, call the office.

Student Council - The student council consists of students elected at large, one from each third through fifth grade classroom, fifth grade elected officers, the counselor and staff sponsors. Each member has a K-2nd "buddy" class to which they give reports. The purpose is to provide students with an opportunity to give input and plan special activities.

Cafeteria - Parents may purchase meal tickets in the cafeteria before 9:00 a.m. Lunch is \$1.75 (reduced is \$.40). Breakfast is \$1.15 (reduced is \$.30). Milk is \$.35. Adults are \$3.00. Students who forget their sack lunch or money may charge a maximum of three times. After three days, students are provided with a peanut butter pocket and milk. An application to determine eligibility for reduced price or free meals is available in the cafeteria. Breakfast is served at 8:30 a.m. Please consider using www.mylunchmoney.com (must have your student's ID number) to pay for and check balances for your child's account in the cafeteria.

Guidance and Counseling - This program helps children with emotional issues that may get in the way of learning. Emphasis is placed on development of positive self-concepts and on skills to help students get along with others, solve problems and make decisions.

Health Care and Medications - We have a school nurse two and a half days a week and a full time health assistant. Your child may not bring medication to school. When necessary for prescribed medications to be dispensed, please contact the school nurse (881-9797) for proper procedure. Student immunizations must be current to enroll your child.

Student Insurance - APS Board of Education provides an optional student accident insurance policy. Forms are available in the office.

Clothing Bank - This service provides appropriate clothing for needy students. The PTA, teacher and counselor usually arrange for trips to the clothing bank. If you have donations of clean, usable clothing, let us know.

Library - Students have a library period each week. Parents are responsible for lost or damaged books. Volunteers are encouraged to help the librarian.

School Pictures - Individual photos will be taken in the fall. Class pictures are later in the year. Please mark your calendar when you receive picture notices so that your child is dressed appropriately. Picture Day is Thursday, October 2, 2008. Retake day is Thursday, November 13, 2008.

Bilingual Program - A classroom at every grade level will provide services for students who are federally funded as second language learners. All classrooms will benefit from professional development to enrich student literacy.

Help With Homework The Albuquerque Teachers Federation and the United Way of Central New Mexico provide a Homework help line called "Dial-a-Teacher". The union provides five teachers who answer questions four nights a week. Hours are 5:30 to 8:30 p.m. Monday through Thursday. Call 343-4300 or, outside Albuquerque, 1-800-947-8839 (1-800-94-study).



***APS Traditional School Calendar
Governor Bent 2008-2009***

Aug. 7	Preregistered Student Check-in 1:30 - 3:00 pm
Aug. 8	New Student Registration 1:30 - 3:30 pm
Aug. 11	Inservice Day (no school)
Aug. 12	First Day of School
Aug. 14	First Day of School for Kindergarten
Sept. 1	Labor Day (no school)
Oct. 2	Picture Day
Oct. 10	Fall Break (no school)
Oct. 17	Inservice Day (no school)
Nov. 4, Tuesday	Election Day (no school)
Nov. 5	End of first trimester
Nov. 11, Tuesday	Veterans' Day Holiday (no school)
Nov. 17-18	Parent Conference DAYS (no school)
Nov. 27 - 28	Thanksgiving Recess
Dec. 22 - Jan. 2	Winter Break
Jan. 13	Inservice Day (no school)
Jan. 19	Martin Luther King Jr. Day (no school)
Feb. 16	President's Day (no school)
Feb. 18	End of second trimester
Feb. 26 & 27	Parent Conference DAYS (no school)
March 23 - 27	Spring Break (no school)
April 9	Inservice Day (no school)
April 10	Vernal Holiday
May 22	Last day of classes (end of 3rd trimester)
May 25, Monday	Memorial Day
May 26-29	Snow Make-Up Days if necessary

School Schedule

8:40 am	Students on school grounds
8:50 am	Start of school
10:50 am - 12:15 pm	Lunch
12:15 - 12:45 pm	Primary Recess
12:50 - 1:20 pm	Intermediate Recess
3:38 pm	Dismissal (M, T, Th, F)
12:30 pm	Wednesday Dismissal



“Cougar Pride”

Governor Bent Elementary School

5700 Hendrix Rd. NE

Albuquerque, NM 87110

www.aps.edu/aps/GovBent/govbent.htm

FAX	881-8885
Administration	881-9797
Cafeteria	881-8899
Special Education	883-8672
Camp Fire	842-8787
APS Security	243-7712
Durham Bus Co.	822-9434
Child Care Dev.	767-6500
Preschool	