

Governor Bent Elementary School

"Growing Hearts, Growing Minds... Together!"

2009-2010 Handbook



*5700 Hendrix Rd. NE
Albuquerque, NM 87110
881-9797*

Governor Bent Mission:

We will support, prepare and challenge students to be responsible for and engaged in their own learning by collectively growing as professionals and by activating our families and community.

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2009 – 2010 GBES Calendar

August 15.....	Registration 9am -12pm
August 20.....	First Day of School
August 27.....	Welcome Back Evening
September 7.....	Labor Day Holiday (<i>No School</i>)
October 1.....	Picture Day
October 2.....	Jog-a-thon
October 9.....	Fall Break (<i>No School</i>)
November 10.....	Picture Retakes
November 11.....	Veterans' Day Holiday (<i>No School</i>)
November 23-24.....	Parent/ Teacher Conferences (<i>No School</i>)
November 25-27.....	Thanksgiving Holiday (<i>No School</i>)
December 18.....	End of 1st Semester
December 21-January 1.....	Winter Break (<i>No School</i>)
January 4.....	Teacher In-Service (<i>No School</i>)
January 5.....	First Day of 2ndSemester
January 18.....	Martin Luther King Jr. Day (<i>No School</i>)
February 2.....	Bond Election
February 4.....	Class/ Group Pictures
February 15.....	Presidents' Day Holiday (<i>No School</i>)
February 16 -19.....	Read-a-thon
March 11-12.....	Parent Teacher Conferences (<i>No School</i>)
March 15-19.....	Spring Break (<i>No School</i>)
April 2.....	Vernal Holiday (<i>No School</i>)
May 7.....	Spring Fling
May 28.....	Last Day of School
May 31.....	Memorial Day Holiday

General Information

Important Numbers

Governor Bent Office 881-9797

Governor Bent Attendance 881-9797 (ext 1)

Governor Bent Fax 881-8885

Governor Bent Email: govbent@aps.edu

Governor Bent Website: www.aps.edu/aps/GovBent/govbent.htm



Cafeteria 881-8899

Durham Bus Co. 898-8301

Campfire 842-8787

Pre-K 767-6500

Daily Time Schedule - M, T, Th, F

8:50 Start of School

11:00 - 1:00 Staggered Lunches/ Recesses*

**Classrooms will notify parents on specific times in their newsletters.*

2:00-2:15 Primary Recess

2:20-2:35 Intermediate Recess

3:37 End of School

The Bell Schedule is tentative as of time of printing.

Note: Grounds supervision begins at 8:40AM each day. **Plan for your student(s) to arrive at school no earlier than 8:40AM.** Only children enrolled in the Campfire program are allowed on the playground before 8:40AM.

Wednesdays

12:30 Dismissal

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. Start and dismissal times for Governor Bent students on an abbreviated day schedule, **including Wednesdays**, are as follows: Classes Begin - 10:50 a.m. Classes Dismiss - 3:36 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.

Specials Block (Every day except Wednesdays)

PE, Library, Music, & Computers

9:00-9:45 3rd Grade

12:30-1:15 1st Grade

9:45-10:30 4th Grade

1:15-2:00 Kindergarten

10:30-11:15 5th Grade

2:20-3:05 2nd Grade

APS School Attendance Guidelines

Regular attendance is a key to school success. On time, daily attendance is a critical component of this educational process. We understand sometimes families may need support to help their child be successful. School staff can direct you to possible resources within the school community. Teachers take attendance daily.

Attendance Policy

- A parent/guardian must notify the school at 881-9797 ext. 1, when a student is going to be absent.

Absences may be excused for the following reasons with appropriate documentation:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies; family deaths
- Medical, health or legal appointments
- Suspensions
- Religious commitment

All absences for other reasons are unexcused.

Late Arrivals/ Early Check Out

- A parent/guardian must sign a student in at the office when the arriving after 8:50 am. The student will need a late pass to go to class.
- Early Checkout begins in the office. Only parents or adults (over 18 years of age) listed as 'Guardian' or under '*Emergency Contacts*' on the registration card will be allowed to check out students before the regular dismissal time. For the safety of our students, a picture identification (i.e. a driver's license) is required for early release. Students will not be released to any adult with out proper ID.

Before-and-After School Care

- Campfire will provide on-site before (7:00 am-8:40 am) and after-school care (3:30 pm to 6:00 pm M, T, Th, & F and 12:30 - 6:00 pm) in the Governor Bent Elementary School cafeteria. For information, call 842-8787.
- Off-site childcare is also offered through privately owned daycare centers. Please refer to the Yellow Pages for more information.

Emergency Information

Please notify the office of any information changes such as new telephone number, change of address or change of custody. If any changes occur during the year, please update your child's enrollment cards, which are located in the office. Please have a picture identification card with you when you come into the office to make any changes. Changes cannot be made over the telephone.

Medications

Any student receiving prescription medication at school **must** have an *APS Authorization to Administer Medication* form filled out and signed by their physician. **No prescription medication will be given without this authorization signed by a physician.** APS policy stipulates that any prescription medication given during school hours must be in the original container (the pharmacy label must match doctor order). Students may not bring their own medication to self-administer.

Illness and Injury

Parents will be asked to pick up their children when there is:

- Vomiting/severe diarrhea
- Serious Injury
- Temperature 100 or above
- Red, swollen, draining eye
- Skin rash
- Students unable to return to class after 20 min

Should your child become ill at school and need to go home, you will be contacted.

Make sure that the school has all your current telephone numbers. We also need a telephone number of a neighbor or friend that we may call in case of an emergency, if we are unable to reach you.

Custody Issues

The office and the teacher should be notified of any custody issues involving your child. This notification should be written court documents, which clearly states who has custody and who has access to your child. The school **cannot** deny access to a custodial parent unless there are court documents prohibiting such contact. **Please update the documents each year in the office.** The office staff will adhere to paperwork on file. "Word-of- Mouth" agreements will not be accepted.

Visitors to our Campus

In accordance with state law, all visitors to our campus between 9:00 - 3:30 **must** first check in at the office and **must** wear a "Visitor" badge. We welcome and encourage your visits to Governor Bent and strive to keep a close surveillance of our campus. We do this to ensure the safety and security of our students.

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.

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.

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 a sack lunch or money may charge a maximum of three times. After three days, students are provided an alternative. 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.

Fire Drill and Lock Down Procedures

Fire regulations require the school to hold periodic fire drills. They are held once a week for the first month of school and once a month thereafter. Twice a year a practice lock down drill will occur. During a lock down, students and teachers are not allowed to leave their rooms for any reason. All doors are locked in the school and nobody is allowed into the building. If you would happen to arrive during this practice drill, you will have to wait outside the building in your car until the drill is complete. The drill will usually take about 20-minutes.

Phone Calls/ Cell Phones

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.

Bus Service/ 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. The bus operator is Durham School Services, at 298-6831 if you have questions.

Birthday Parties



We extend our "Happy Birthday" wish to each youngster on their "special day", but request that birthday parties be held outside of school. No deliveries of gifts, flowers and balloons for students will be allowed in classrooms. Please arrange to give these things to your children at home, as it is disruptive to the class.

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/ Progress Reports

Communication between school and home regarding a child's progress is vital. To help facilitate this communication, mandatory parent conferences have been scheduled two times each year. Parent conferences will be scheduled as part of the first and second reporting periods. Parent- teacher conferences will be:

November 23 - 24, 2009 & March 11 -12, 2009

Students will not attend school on these days. Other parent conferences may be scheduled with your child's teacher as the need arises.

Progress reports will be sent at the end of each trimester.

Personal Property / Lost & Found

- School personnel cannot be responsible for personal property. Students should leave personal items, including (but not limited to): roller blades, 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.** Items left unclaimed will be cleaned and sent to the APS Clothing Bank.

Photo Policy

If your child should not be in any photos/videos of school activities (usually due to custody and/or security issues) please let the school know in writing. Please include all significant information.

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.



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.

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)

Behavior/ Discipline

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, supervising adults)
- Engaging in dangerous behaviors after warnings
- Destruction of property

These forms will be filled out by the principal and sent home for a parent signature. Please return them the following day. The child will be in "REDIRECTION" (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. 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.
- Keep your hands to yourself. Tag games are not 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.

Placement Policy

Classroom placement is always a challenging process. It is important to remember that we must have equitable placement for ALL children. In order for this to be achieved, the following procedure will be followed in the placement of students:

- A.** Parent Input and Teacher Input Forms—Parents will have the opportunity to fill out a Parent Input Form, describing certain learning styles of their children, observations, needs, behavior, etc. Teachers will also fill out a Teacher Input Form for EACH child in their classroom.
- B.** All Input Forms will go to the Placement Team
- C.** The Placement Team will review ALL Input Forms—The team, taking into consideration all categories, will form balanced, equitable classes. Balance must be maintained.
- D.** The Principal will have final authority on balance/equitable changes, if needed.

ALL CLASSROOM PLACEMENTS ARE TENTATIVE UNTIL THE 20TH DAY OF SCHOOL. At this time the district makes a final teacher allotment, based on school population the first 20 days of school. In the event that we are required to add a teacher the following **Redistribution Procedure** will occur to again assure fairness to all children:

A. Volunteers...parents and children will be given the opportunity to volunteer to move to the new classroom.

B. Using a lottery method, the rest of the class will be formed; names will be drawn to assure fairness. (Example: All high achieving female names will go into a hat and will be picked according to the number needed to balance the classroom.)

If at the 20th day we are required to lose a teacher, the students that are in the classroom that will lose the teacher will be equitably distributed among the other teachers at that grade level.

Student Placement

Placement of students is always an emotional issue. Sometimes as parents we want a particular teaching style or the same teacher that another family member had. It is important to remember that we must have equitable placement for all children and that classrooms must be reasonably balanced with children of all abilities and gender. Every parent input form is read, and thought is given to where children are placed. Once final placement decisions have been made, classroom transfers are NOT encouraged. Children and parents both need to be exposed to different teaching styles and learning environments. When a transfer is requested, a three-step process is required:

1. Parent meets with teacher to discuss concerns. Wait two weeks to see if problems are resolved.
2. After 2 weeks, parents and teacher meet with administrator to discuss options.
3. The final decision to transfer a student into another classroom is at the discretion of the principal.

If we continually place children in the same learning environment year after year, it would be an enormous disservice to them when they reach middle school and are exposed to a variety of different teachers and styles. We all grow and learn from new environments.

Parent Involvement

We welcome your participation! Please remember that this is **our** school and we all share the responsibility for meeting the academic, social, and emotional needs of the children. Check with your child's teacher and see what you can do in the classroom to help. Let us know of any special interests, talents, or abilities you can share with us.

We need you! A key ingredient in an outstanding school is the degree to which all adults unite in a concerted effort to provide for our children. Our children are our

most precious resource. When you volunteer, we thank you for . . .

- checking into the office and recording your presence at school by signing in/out and by wearing a visitor badge.
- being discreet and trustworthy and for respecting the confidences of teachers and children.

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 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.

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.

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/ or counselor usually arrange for trips to the clothing bank. If you have donations of clean, usable clothing, let us know.

Physical Education - PE is a regular part of our curriculum and all children are expected to participate. EXCEPTIONS CAN BE MADE ONLY WITH A PHYSICIAN'S WRITTEN STATEMENT. On days when your child has PE, please make sure they are dressed for physical activity. If a student is not dressed appropriately, s/he may not be able to participate in P.E., which could affect their P.E. score on his/her progress report.

Library - Students have a library period each week. This year students will learn not only library/ reference skills, but will also Parents are responsible for lost or damaged books. Volunteers are encouraged to help the librarian.

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).



"Cougar Pride"