



HELEN CORDERO

Primary School

Student/Parent
Handbook

2015-2016

Helen Cordero Primary School

School Mascot: *Storyteller Turtle*

Address: 8800 Eucariz SW
Albuquerque, NM 87121

Phone: (505) 833-5830

Fax: (505) 831-5229

Cafeteria: 768-5489

Website: <http://helencordero.aps.edu>



Office Hours (Mon-Fri) 7:00 am – 3:00 pm

School Hours

Kindergarten – 2nd Grade 7:45 a.m. – 1:55 p.m.

Pre-K Schedule

AM Session: M, T, Th, F 7:45 a.m. – 10:30 a.m.

PM Session: M, T, Th, F 11:15 a.m. – 2:00 p.m.

AM and PM sessions do not have regular classes on Wednesdays. They will be on an alternating schedule. Please see your teacher for a schedule and times.

APS Contact Information

Location: 6400 Uptown Blvd NE 87110

Mailing Address: PO Box 25704 87125-0704

APS Website Address: www.aps.edu

Student Service Center: 855-9040; servicecenter@aps.edu

Welcome to the Helen Cordero Community!

On behalf of the wonderful Helen Cordero Primary School Staff, we welcome you to our school community and look forward to a successful school year. We are pleased to partner with you to insure academic success for all our students.

Please take a few minutes to review this very informative handbook. As with any community, there are rules, celebrations, schedules and expectations. This handbook is intended to provide guidance and information of responsibilities and systems for safe, effective, and uniform operation of our school. In the best interest of students, it is important to read and be responsible for following procedures in this handbook. The handbook's provisions may be changed at discretion of the District or of the Helen Cordero Instructional Council. The policies and procedures were prepared in accordance with APS policies, state mandates, and Helen Cordero Instructional Council decisions.

When family and school work together toward high expectations for student achievement and behaviors, students demonstrate greater success as positive, confident learners.

We look forward to working together as partners in learning! Thank you for sharing your children with us.

Phyllis Muhovich
Principal



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History



Our school opened in August 2009 and is one of the first LEED certified public schools in New Mexico. The school includes sustainable technology in many ways, including: new long-life roofing technology, water-efficient plumbing design, high-efficiency building envelope, and a geothermal field to reduce heating and cooling costs. The school was named after well-known original artist, Cochiti Pueblo Potter, Helen Cordero. Helen Cordero, born in 1915 at Cochiti Pueblo, New Mexico, is known for Storyteller pottery. After trying her hand at one of the traditional figurine forms, a seated female figure holding a child, known as the Singing Mother, she was reminded of her grandfather (Santiago Quintana). When she shaped the first portrait of her paternal grandfather, she used the traditional design but made the figure male and placed more than a realistic number of children on him. She called him Storyteller. She noted, *“That one, he was a really good storyteller, and there was always lots of us grandchildren around him.” But the Storyteller was the favorite, a fact that Cordero attributed to “the kids ... going all over him and maybe wanting to learn. They learn, and that's what's so important. The people that buy, I tell them, “You listen someday, listen real hard, he'll be telling you. Listen very closely, and he'll be telling you stories. “To make good potteries, you have to do it the right way, the old way, and you have to have a special happy feeling inside. All my potteries come out of my heart. I talk to them. They're my little people, not just pretty things that I make for money.” -Helen Cordero*

Helen Cordero also made mother turtle figurines with children on their backs. According to Helen Cordero, a Cochiti legend states that in time of turmoil or trouble, Mother Turtle will come to the pueblo and rescue the children.

Vision/Mission

Mission

Helen Cordero Primary is a community where children experience academic and social success through the implementation of developmentally appropriate practices.

Vision

It is our goal, at Helen Cordero, to equip children with the most important tools they will need to succeed and reach their full potential.

Mind in the Making

----- ***The Seven Essential Life Skills Every Child Needs*** -----by Ellen
Galinsky

Seven Essential Life Skills

Focus and Self Control

Perspective Taking

Communicating

Making Connections

Critical Thinking

Taking On Challenges

Self-Directed and Engaged

Dress Code

Helen Cordero Primary is a uniform school. Parents/guardians are responsible to be aware of the dress policy and to conform to requirements.

The uniform dress policy will apply to all students enrolled at Helen Cordero Primary.

Students who come to school out of uniform will be sent to the office and will be required to call home for a change of clothing.



Many retail and second hand stores carry items of clothing, which conform to these guidelines:

Pants (Boys and Girls):

Solid colors: khaki, tan or navy blue

Pleated or plain front

Fitted at the waist

No saggy pants

Jean or denim allowed only on Fridays with but must be worn with uniform shirts or school shirt.

Shorts (Boys and Girls):

Solid colors: black, khaki (tan), navy blue

No short overalls

Skirts or Jumpers (Girls)

Solid colors: black, navy blue, or khaki (tan)

Pleated or straight skirt or skort

No wrap skirts

No shorter than two inches above knee

Shirts/Blouses (Boys and Girls)

Solid colors. No stripes or prints.

Worn tucked into pants, shorts, or skirt

Collared with buttons

No transparent or sheer materials

No logos, designs or trimmed collars

No tank tops or bare midriffs

Sweatshirts/Sweaters/Vests (Boys and Girls)

Solid colors

Worn over uniform

No hoods

No logos

Jackets (Boys and Girls)

No professional team jackets except for NM professional & NM college teams.

No logos

Youth Sport Teams

Hats may be worn outside for sun protection but removed when in the building.

Safety

Adult and students at Helen Cordero are expected to use appropriate manners and present themselves with pride and dignity at all times. The following rules are meant to help keep all students safe and successful.

Students will be asked to reset/sit out during recess if they are not following the playground rules and procedures. Severe behaviors and repeated misbehaviors may result in a Discipline Report and may be reported to the principal and the student's family. Classroom teachers will be notified when any of their students receive a discipline slip.

Arriving on Campus Before School

- Students arrive on campus at 7:20 until 7:40.
- Students are to go directly to playground and keep backpacks with them.
- Students/Parents are not to be in hallways before school.

Before School

- Students and parents need to stay on the playground.
- Students may place their backpack/belongings in their designated classroom line-up spot.
- Students may arrive no earlier than 7:20 AM
- Family members will be contacted to pick-up students who repeatedly arrive earlier than 7:20 AM. There is no supervision and it is not safe for children to be left unattended.
- Playground supervision begins at 7:20AM.
- All students need to remain on the playground until the warning bell rings at 7:40AM.
- At the 7:40AM bell, students line up in their classroom spot (outside on the playground) and wait for the teacher to pick them up.
- School begins promptly at 7:45AM.
- If a student is late they must be walked into the office, **by a parent**, for a Tardy Slip and to be signed in.

After School

- Students are to walk on campus at all times
- Students walk quickly and directly to their designated pick-up area
- Students are not to play on the playground after school unattended.
- Personal vehicles pick up in the west lot only

Curbside Pick-up

- Students line up behind the painted line on the sidewalk until you they are released by the duty person. Students will be released when all vehicles have pulled forward and stopped.
- Students will enter the car on the passenger side only
- Students are to cross only at the crosswalks, with or without an adult
- Students not picked-up by 2:15 PM will be walked to the office to call family members for pick-up
- Adults who park or walk need to pick up their children in the Park & Walk waiting area to avoid congestion in the hallways and in the pick-up lane sidewalk.

Dismissal

Children cannot be dismissed from school during school hours unless a parent or authorized adult picks the child up at school. They must be picked up by an adult and be signed out in the office. If a child is checked out, a picture ID needs to be shown for identification. The person checking the student out needs to have permission as indicated on the registration card in order to remove the student from school. Parents can update the registration cards to add adults who are allowed to remove their child from school. We take the safety of our students very seriously and will not allow students to leave with adults who do not have advance permission to take the student. **Students may not be checked out after 1:30. Please plan accordingly.** Parents must wait outside the buildings for their children to be dismissed.

4 Dismissal Options

- 1. Drop-off/Pick-up Area (west side of school)**
- 2. Park & Walk (Patio in between Gym & Library)**
use east playground entrance to enter and exit school grounds
- 3. BUS**
- 4. AFTER SCHOOL PROGRAM (gym and/or cafeteria)**



Parking Lot/Traffic Safety

During the times of “drop off” in the mornings and “pick-up” in the afternoons, we need to be patient and tolerant in all areas in order to keep our children safe. We’re all excited, we’re all in a hurry, and there are a lot of us! This adds up to a potentially dangerous situation for our children every day.

These procedures greatly reduce the risks to our children. Usually the only problems are *the adults choosing NOT to follow procedures*. The basic rules are outlined below. We want to keep your child safe. Children learn by watching. Please model safe behavior by following these guidelines. With your cooperation, our students will be safer. Thank you! 😊

Students should be dropped off only in the designated areas to keep all students safe. Parents may not park cars in these areas and are to stay in the car while waiting for their child(ren). Please remember that these areas are considered safety zones, therefore please drive slowly and carefully and watch for students. Siblings from Edward Gonzales are welcome to wait and be picked up with their brother or sister as long as they follow the procedures and rules.

Drop-off time is between 7:20 – 7:40.

Tardy Bell rings at 7:45. If you arrive after 7:45, you must park in a parking space and accompany your child to the office to sign in.

Pick-up time is after 1:55, but no later than 2:15.

Parking

- **The North and East side of the school have spaces available for parent parking only. These areas are not for drop-off and pick-up.**
- **Park in designated areas only**
No parking in fire lanes or handicap spaces unless you have a permit—not even for a few minutes.

Walkers

- **Use crosswalks both on campus and when crossing streets.**
- **You are welcome to park in the gym parking lot or side parking spaces on Eucariz and walk with your child to the playground or pick them up at the end of the day at the “Park and Walk” located in the patio area between the gym and library.**

- Please use the walkways on the east side of the school in order to not congest the Drop-off/Pick-up area.
- Please remain outside in the playground area and not in the hallways both before & after school.
- During inclement weather, students and parents can wait in the cafeteria and/or gym.

Drop-off/Pick-up

- Use the designated area for pick-up and drop-off. There is only one Student Drop-Off / Pick-Up Area lane located on the west side of the school off Eucariz.
- Follow directions of staff on duty
- Please drive slowly and cautiously. Please obey speed limits and be conscious of the school zone.
- Do not cross areas that have cones as boundaries or remove cones
- Please pull all the way forward to the next available space. This allows more cars to load at a time.
- Please do not stop in the crosswalk.
- The curbside lane is for drop-off/pick-up. The inside lane is for cars exiting the parking lot. Drop off/Pick-up is only on passenger side of curb. Never attempt to load kids from the inside lane!
- Remain in the vehicle if you are in the drop-off/pick-up lane. Do not park in the loading zone during drop-off/pick up times because it blocks traffic behind you.
- Students line up behind red line on sidewalk and will wait to load until all cars have moved forward and stopped and they get the green go signal.
- Drop off/Pick-up in the loading zone only (green curb)
- Be courteous to other drivers
- From the drop-off/pick-up: **DO NOT** turn left. Turn Right onto Eucariz. This only takes a couple of extra minutes but it prevents traffic backups and the potential to hit a child in the crosswalk.
- If you need to assist your child in any way, park in a parking space and walk your child to your car **DO NOT PARK IN THE PICK-UP LANE.**
- Above all, please practice **PATIENCE** and **RESPECT**. It will prevent children from getting hurt. Please respect these procedures and be a good example to the children in your car!
- **REMEMBER** that the crossing guard and duty teachers are all there working to keep your kids safe. (Give them a smile.)

Bus

- **Do not cross between, behind, or in front of buses**
- **When buses are loading and unloading, vehicles must remain stationary**
- **Please yield to buses and daycare vans**

It is important that parents follow the guidance of the teachers on duty during drop off and pick up times. The staff is responsible for following school policies for these areas in order to ensure the safety of all students. Issues of disrespect will be reported to the administration. Not following procedures or being disrespectful to duty personnel might result in loss of privileges to park or drive on campus or/and a police report.

School Bus Lane

Both schools share the school bus drop-off/pick-up lanes. The bus lane runs between both schools. **Absolutely no parents and staff are allowed to drive in the bus lane.** See attached map.

***For families that have children enrolled in both schools (Helen Cordero and Edward Gonzales) who walk home, we are recommending that a meeting place be selected for siblings to meet.

After School Programs

In order to provide the best possible after school programming, K-2 student care will be held at Helen Cordero in the cafeteria.
3rd – 5th grade care will be held in the cafeteria at Edward Gonzales. Families with children in both schools will have to pick children up at each school.

Bikes, Scooters, & Skateboards

Students may ride bikes, scooters, and skateboards to school if permitted by parents. Please walk bikes and scooters while on campus and when crossing the street. The school is not responsible for stolen bikes or scooters so please lock them up in the designated area. It is a city ordinance that bikes, scooters, skateboards, and roller blades are not to be ridden on school property.

Bus Transportation

Students may ride a bus that is designated for their school registered address. Students may not, for any reason, ride a different school bus. The school bus will pick up children at their designated stop and return to them to their designated stop. They may not get off at any other stop. A non-riding friend may not accompany a student.

Parent Responsibilities

In order to help students understand school bus safety parents or guardians are asked to review the following with their child/children:

1. Explain the Student Responsibilities for riding the school bus to their child.
2. The location of the school bus pick-up and drop-off location.
3. Explain that they may only be picked up or dropped off at their assigned location.
4. Explain that the children should be at the assigned location no more than 5 minutes before the designated pick-up time.
5. Explain that parents or guardians are responsible for restitution of any vandalism committed by their child while on the bus.

Student Responsibilities

1. Obey all school bus riding rules.
2. Remain seated at all time while on the bus.
3. Keep hands, feet, and personal items to self.
4. Be respectful of the bus driver and their fellow students.
5. Throwing objects of any kind is not allowed.
6. Eating while riding the bus is not allowed.
7. Keep a reasonable voice volume on the bus. No yelling/screaming.

Consequences for disobeying school bus rules

A severe infraction of any of the bus riding rules can result in suspension of bus riding privileges.

1st Discipline Referral: Warning/Call to parents

2nd Discipline Referral: 1-day bus suspension

3rd Discipline Referral: 3-day bus suspension

4th Discipline Referral: Semester bus suspension

Attendance

The Federal *No Child Left Behind Act* requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. **On-time, daily attendance** is a critical component of this educational process. New Mexico law dictates that:

Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school or a state institution.

The Albuquerque Public School District reports habitual absences to the Children's Court Liaison Office and to the State of New Mexico.

ATTENDANCE POLICY

APS students are allowed no more than 4 ½ unexcused absences per semester, and no more than 10 unexcused absences per school year.

The parent/guardian must notify the school each day that the student will be absent in accordance with the notification procedure established by the school.

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

- Illness
- Doctor's appointment
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing

In the event that the school has not received notification of absence by a parent for three (3) consecutive days, the school will make an attempt to contact the parent/guardian. In the event that we cannot make contact with the parent, the absence will be marked unexcused.

Excessive excused absences may result in further inquiry from the counselor, district attendance liaison, or the principal and request for additional documentation. If absences continue, district policy requires that a plan be created with the Health and Wellness Team. The counselor will set this meeting up.

Students who are signed out before the end of the instructional day must have written documentation for the reason (as defined under excused absences) or be subject to the same consequences as tardy.

Long Term Illness

Principals have discretion to make allowances for students who are faced with serious injury or serious or chronic illness. A doctor's note is needed.

If a student misses over 50% or more of the school day, the absence will be recorded as a FULL day absence.



TARDIES

Students are tardy if they arrive to school after 7:45 a.m. Students who arrive late are required to check in at the office. Parents are to escort children to the office to sign-in and receive blue slips when the students are tardy.

School starts at 7:45 a.m. If your student has excessive tardies, his/her name is turned in to the Children's Court Liaison and to the State of New Mexico.

Make-up Work

If a student is absent from school more than three days, parents may contact the teacher regarding homework. One school day will be needed to prepare the assignments that can be prepared ahead of time, however there may be assignments that students will have to make up after the return to school.

(District policy does state that teachers are not obligated to provide school or make up work for vacations or out-of-town trips, however we want students to be able to make up missed work for any reason.)

- Remember, classroom instruction missed during school days cannot be made up.

PROCEDURE FOR REPORTING ABSENCES

Each day your child is ill or will be absent or going to be late, please contact the attendance line before 8:00am at **833-5830 (press 2)**. Attendance lines are available 24 hours/day. You will hear a recorded message requesting that you leave the following information:

- Child's name
- Grade
- Teacher's name
- Reason for absence (An office clerk will check the attendance line every morning, beginning at 8:00AM.)
- If a phone call is not received verifying your child's absence, within two days, the absence will be recorded as unexcused.

Absence/Tardy Notification

A call from the automated system verifying your child's absence from class will go out to parents starting at 8:30 AM. The attendance number is **833-5830 press 2** for attendance

Signing Students Out of School

We ask that parents do not sign their children out during the last half hour of the day, 1:30 – 1:55. Teachers use the end of the day to explain homework assignments. Disruptions interrupt the educational process. If your child has an appointment, please make arrangements to pick up your child **before 1:30**

If a student must be removed from school early for a doctor's appointment or similar emergency, you must come to the office and sign the child out

- Please allow extra time to make your appointment and sign your child out **before 1:30 pm** in order to not disrupt end of day directions in class and to avoid traffic issues.
- We will not call a child out-of-class until a parent is physically in the office (you cannot telephone ahead for your child to be called to the office).
- We will not release a child to a parent waiting in a car outside. We do this in order to be able to identify those persons picking up children and to insure the safety of your children. Your cooperation and understanding is appreciated.
- Other than parents, individuals must be 18 years or older to sign a student out of school.
- Adults picking up students must provide the staff with a photo I.D.
- Only individuals listed on the contact card and the emergency form will be allowed to pick up students.



Snow Days

Decisions regarding delays, cancellations, and early dismissals are subject to change based on changing weather conditions. When school is delayed or cancelled, parents will receive a call or e-mail from the parent notification system School Messenger. If you do not receive a School Messenger call, make sure your phone and email are correct on your child's registration card.

Announcements regarding changes to school schedules will be made by the following times:

Delays: 5:30 a.m. (or earlier, if possible)

Cancellations: 8:00 a.m. (or earlier, if possible)

Early dismissal: 11:30 a.m.

Delay/Cancellation Information

For delay, cancellation, and early dismissal information, check the following places:

APS Website: www.aps.edu

Facebook: [Albuquerque Public Schools](#)

Twitter: [@ABQschools](#)

Television and Newspaper Radio:

Websites:

KOB Channel 4

KKOB 770AM

KRQE Channel 13

KANW 89.1FM

KOAT Channel 7

KLUZ Canal 41

[Albuquerque Journal](#)

2-Hour Delays: Abbreviated Days

2-hour delays are called when severe weather causes street conditions that would endanger student and school employee safety.

Abbreviated Schedule

The abbreviated day schedule is a shortened school day that begins **2 hours later** than the regular schedule but ends at the regular time.

Grades K–2:	9:45 – 1:55
Pre-K:	AM session cancelled, PM session as scheduled

School Bus Schedule For Delays

School bus pick-up times for 2-hour school delays will also be 2 hours later than the normal pick-up time.

School Cancellations

Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen to the point that makes it necessary to close the schools. This announcement will be made no later than 8:00 a.m.

All students, parents, and employees are encouraged to check the [APS website](#), local television, or listen to the radio for announcements concerning changes in the school schedule.

Early Dismissal

If severe weather conditions develop during the school day, students may be dismissed early. In the event that students are dismissed early, parents will be notified through the parent notification system School Messenger.

When APS schools are dismissed early, or closed for the day, all evening activities are canceled on that day.

School Visits

In order to ensure that we maintain a safe, secure campus, ALL visitors and volunteers must report to the school office and obtain a Visitor or Volunteer Pass before going anywhere on campus. This rule does not apply to parents picking up students after dismissal. (see volunteer policy)

Classroom Observations

In efforts to protect instructional time in the classroom and student confidentiality, observations are not permitted. Exceptions may include observations done by students in certified educational programs. Any requests for observations must be requested directly to the principal for approval.

Security

Doors Locked

Perimeter of School campus gates and doors will be locked starting at 7:30 until 2:20. All Classroom doors will also be locked and opened for students who return from the restroom.

Fire Drills and Lockdown Procedures

- Fire drills are scheduled every month to give students an opportunity to practice evacuating the building in case of a fire or an emergency requiring that they leave the building. Each classroom has a designated route to follow and an assigned area to go to where attendance is taken in order to ensure that all students are accounted for.

- Students will practice Lockdowns in order to be prepared for unsafe situations that may arise in the school or nearby community. Lockdown procedures require that classrooms and building entrances be locked. Teachers are required to cover windows and may not open the door to anyone. If a parent arrives during a lockdown, they will not be allowed to enter the building.
- In the event of a lockdown, parents can call 311 for information

Evacuation Policy

In the event when conditions outside are safer than inside the school premises,

Students and staff will take the closest and safest way out to our evacuation site:

Eldorado Park on Eucariz and 90th St. or Tower Park on Tower and 86th St.

- Staff will take roll book for student accounting, take attendance and report to office personnel
- Parents will be notified as soon as possible. Time and type of parent notification will be dependent on direction from APS communications department and emergency service personnel.

Discipline Policy

PURPOSE

It is our goal at Helen Cordero Primary School to equip children with the most important tools they will need to succeed and reach their full potential. In addition to academic skills there are essential life skills including behavior and attitudes that are proven to be assets in life. The first three of the “Essential Life Skills” are: Focus and Self Control, Perspective Taking, and Communicating. While the school continues to be primarily accountable for academic instruction, good teaching has always included guidance toward the positive development of social skills, work habits, and the promotion of self-management. The purpose of our discipline policy is to ensure that our campuses and buildings are safe for children and adults. Staff, students, and visitors, are expected to follow all guidelines. Individual situations and/or problems will be resolved on the basis of good common sense and sound professional judgment.

Helen Cordero Primary School follows all guidelines outlined in the APS Student Behavior Handbook.

Student Responsibilities:

1. Respect adults and fellow students.
2. Play only on the playground;
3. Stay on school grounds until the end of the day.
4. Settle arguments without fighting; get help from a duty teacher
5. Keep all valuable items at home.
6. Stop play when the bell rings or whistle blows.
7. No horseplay in or around restrooms or drinking fountains.
8. No running in the building and bus-loading zone.
9. Place trash in trash cans only. KEEP OUR SCHOOL CLEAN!

When students are not following the expectations they are given a “RESET”

based on Howard Glasser’s, Nurtured Heart Approach:

Transforming the Difficult Child Workbook: An Interactive Guide to The Nurtured Heart Approach

Nurtured Heart Approach

Helen Cordero has adopted the *Nurtured Heart Approach* school discipline curriculum. The goal of this program is to reduce behavior problems that interfere with learning time and teach appropriate behaviors while also nurturing the development of a positive self-concept. The *Nurtured Heart Approach* program focuses on positively affirming students. The goal is to increase positive teacher student interactions as a way of supporting self-esteem development. It is important to know that staff members are committed to this program in order to help students experience academic and social success.

What is a RESET?

A “Reset” begins when the child stops the negative behavior and quiets down, and is over very quickly afterward. The child is congratulated on successfully extinguishing the negative behavior and successfully completing the reset. "The power of a time-out...is not in how punitive or drastic it is, but rather in how 'clean' it is." A clean time-out is de-energized, with a rapid return to the pursuit of success -- much like a penalty in a video game or sports.

Specific positive feedback is given! (no negative attention given)

Our teachers use a reset by

1. Making it clear to students from Day 1 that every time a rule is broken there will be a short time out “reset.” For absolutes (i.e. fighting, throwing objects, defiance) student will go to the office, a Discipline Slip will be filled out, and parents will be contacted.
2. Eliminating the warnings
3. Giving a consequence “reset” (time out) when a rule is broken consistently, day after day, not looking the other way
4. Delivering consequence in a neutral manner
5. Keeping consequence short and simple
6. Energizing success after consequence is served

Reset Procedures

Level 1: Reset (quick, clean time out) (up to 3 times)

Level 2: Buddy Room (students who refuse to reset or have substantial resets during the morning, afternoon will be sent to a Buddy Room.) In this room, the teacher will give no energy to this student. They will be in this room for no more than 15 minutes.

Level 3: Loss of recess (this is not a time for lectures/discussions about why the student has lost recess-they already know so there is no reason to pour negative attention into the situation)

Level 4: Referral to A.P./Principal (this is a level for severe actions/absolutes like fighting, bullying, theft, etc.)

ABSOLUTES

1. No Physical Abuse, hurting, or fighting– real or “play fighting”
2. No weapons (real or play)
3. No throwing rocks/objects
4. No serious disrespect toward people or property (includes, but is not limited to: profanity, racial slurs, sexual harassment, deliberately refusing to follow a staff directive, graffiti, etc.)
5. No theft

ABSOLUTE Procedure:

- Each time a student violates and **ABSOLUTE**, a “Discipline Slip” will be sent home with the child.
- Each time a student violates an **ABSOLUTE**, a student will be called to the office to meet with the Principal or Assistant Principal.
- In accordance with APS Student Behavior Handbook, a violation of the **ABSOLUTE** may constitute a formal suspension. Otherwise, a student will miss recess(es).
- Students must have the Discipline Slip signed and returned the following day. Otherwise they will miss all recesses until the form is signed and returned.
- Several violations of ABSOLUTES will result in a meeting with the parent, teacher, counselor, and principal to complete a functional behavior assessment and determine a behavior intervention plan.

Expectations for Student Behavior**Manners**

- Say please and thank you
- Hold the door for others
- Remove your hat when you enter the building
- Always treat one another and yourself with respect
- Say, “excuse me,” when appropriate
- Use table manners (chew with mouth closed, no talking with food in mouth)
- Use “yes” or “yes, ma’am/sir” Instead of “yeah,” “yup,”
- Use “no” or “no, ma’am/sir” instead of “nope,” “nah,”
- Walk to the playground – do not play on the railings or steps

Cafeteria

- Walk in the cafeteria
- Stand quietly in line
- Sit on your bottom
- Use polite manners
- No throwing food or taking others’ food
- Use inside voices (no screaming)
- Raise your hand if you need an adult or need to get up from the table

- Stay seated until you are dismissed
- Clean your area completely before leaving your table
- Walk to the playground
- Classroom table cleaners and sweepers will be selected by the teacher.

Hallways and Sidewalks

- Walk
- Keep hands and feet to yourself. Do not touch walls or student work.
- Observe two way traffic in the hallways – walk in a line on the right side
- Use inside voices
- Students are not to be in the hallways before school
- Students must use the nearest exit when leaving the building

Library

- Move carefully
- Use quiet voices
- Look, Listen, and Read
- Respect library materials and equipment
- Follow the rules for being a responsible shared listener

Restrooms

- Use an inside voice
- One person at a time in each stall
- Use the toilet or urinal properly
- Flush when you are finished
- Wash your hands with soap and water
- Throw all trash in the trash cans
- No playing
- Respect others' privacy. No peeking under stalls.
- Report problems to an adult
- Conserve water, soap, and paper towels

Assemblies

- Sit flat on your bottom
- Use an inside voice
- Practice good audience behavior
- Respond politely to the presenters
- Wait for a teacher to dismiss you

Fire Drill:

- Exit classroom/building following the mapped route
- Walk in a single file line-NEVER RUN
- No talking
- Keep hands and feet to selves-ALWAYS
- Face away from the building structures
- Respond to role call
- Wait for the sign to return to class
- Walk, without talking in a single file line back to class

General Playground Procedures and Rules

- Walk on all sidewalks
- Walk to the playground – do not play on the railings or steps
- Students may run on dirt, wood chip, grass, and sponge areas only.
- No food or candy is to be eaten on the playground while playing
- Put all trash in trash cans
- No personal toys or electronics allowed (they may get damaged or lost)
- Use sports equipment properly
- Use playground equipment safely by following all equipment rules
- Play in designated areas only
- No playing in the hallway, restrooms, or outside the playground area.
- “Everyone plays or no one plays.” If a group of students does not let someone play with them, then no one will be allowed to play that game.
- If a student who wants to play causes fights, he/she can be redirected.
- No play fighting, tackling, or wrestling games allowed
- Absolutely no rock or sand throwing
- No hateful words
- Sidewalk chalk only allowed on sidewalks—not walls of buildings
- All play stops at the sound of the bell or whistle. You must line up at the sound of the bell or whistle.
- If you cannot see a duty teacher and the duty teacher cannot see you then you are in a closed area. Please move to a supervised area
- No playing while you are in line or on your way to line up.
- Hold all equipment when walking back to class
- Chase or tag not allowed on play structures
- No toy guns, knives, or other weapons allowed
- Scooters, skateboards, or roller shoes not allowed on campus
- Report any problems to the duty teacher

Playground Equipment Rules

- **Swings**
 - One person on a swing at a time
 - Students are expected to play and swing appropriately
 - Swing back and forth only (no twisting or side-to-side)
 - Do not walk between swings or go under swings
 - Do not climb the poles
 - Drag your feet to slow down the swing. Do not jump out of a moving swing.
 - Do not wrap chains on swing to make the swing higher.

- **Slides**
 - One person on the ladder and the slide at a time
 - Sit on your bottom, feet first
 - Once at the bottom, get off so the next person can slide
 - No trains
 - No chase games
 - Do not walk up the slide or hang from the sides

- **Bars**
 - One person at a time
 - Hold on with both hands
 - No sitting or standing on the top of the bars
 - No cherry drops or chicken fighting
 - Do not jump off the top of the bars

- **Spider Web**
 - Hold on with both hands
 - No bouncing on the ropes
 - Climb all the way down when getting off the web.
 - No jumping off the web
 - Do not sit on top

- **Rock Wall**
 - No sitting on top
 - Climb carefully
 - No climbing over the top to the other side

Bullying

Bullying is not tolerated and is taken very seriously. Helen Cordero is and will continue to be a safe, respectful and fear-free environment for all members of the school community.

It is expected that all members of the school community experience a positive school atmosphere where all individuals are honored and respected. It is the responsibility of everyone to conduct himself or herself in a manner that promotes and supports this commitment.

“Bullying” is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or identity, mental, physical or academic disability.

All students are encouraged to report any incident of bullying to any Helen Cordero Staff member. The incident will be dealt with immediately.

In accordance with APS bullying policy, corrective action will be determined by the number of previous acts, the nature of the act, the maturity of the parties, and the context in which the alleged act occurred.

Consequences may range from positive behavioral interventions to suspension and expulsion.

Differences Between Conflict and Bullying

NORMAL CONFLICT	BULLYING
Equal power – friends	Imbalance of power – not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious – threat of physical harm or emotional or psychological hurt
Equal emotional reaction	Strong emotional reaction on part of the target
Not seeking power or attention	Seeking power and control
Not trying to get something	Trying to gain material things or power
Remorse – takes responsibility	No remorse – blames target
Effort to solve the problem	No effort to solve the problem



Reporting vs Tattling

<ul style="list-style-type: none"> • Purpose to keep someone safe • Need help from an adult • Important • Harmful or Dangerous • Behavior is on purpose 	<ul style="list-style-type: none"> • To get someone in trouble • You can solve the problem • Unimportant • Harmless • Behavior is an accident
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Nursing Services

Helen Cordero has a full time certified nurse and nursing assistant to address the health needs that occur during the school day. If a serious accident or illness occurs, the nurse will consult with paramedics and/or request paramedic presence. In addition to addressing daily health issues, the schools health assistant conducts sight and hearing screenings, recommending further examinations when appropriate.

Illness and/or Injury Procedures

1. Only the nurse can determine if a child is to be sent home due to illness.
2. Parents/guardians are contacted immediately when a child needs to be sent home due to illness or injury.
3. Emergency and work numbers on enrollment and health cards **must be kept up to date**.
4. Students who are ill will not be permitted to walk home.
5. If a student needs emergency care and a parent or guardian cannot be reached, we will contact 911.
6. We ask that if your child has a fever, or is vomiting in the morning, please keep him/her at home.

****Note:** Children are not allowed to use personal cell phones to call parents/guardians to inform them that they are not feeling well.

Medication Policy

1. School nurse **must** be notified if a student is required to take medications during the school day.
2. School employees are not permitted to administer medications.
3. Medications are to be given at school only when absolutely medically necessary.
4. Physician must submit in writing exact recommendations. The physician statement must include, 1) name of medication, 2) dosage, 3) schedule for administration, and 4) possible side effects if any. A new form must be completed each time there is a change in prescription or dosage.
5. Parent must provide written consent for the nurse to administer any medications.
6. Over-the-counter medications cannot be sent to school with a student.

Instructional Council

The instructional council (IC) is responsible for developing policies and procedures for the school that are in alignment with Albuquerque Public Schools policies and procedures and with our school's mission and vision:

Mission

Helen Cordero Primary is a community where children experience academic and social success through the implementation of developmentally appropriate practices.

Vision

It is our goal, at Helen Cordero, to equip children with the most important tools they will need to succeed and reach their full potential.

The purposes of the IC are:

1. To provide a collaborative framework for shared decision-making based on consensus to improve the teaching and learning process.
2. To collaborate in identifying problems, defining goals, formulating policy, shaping direction, ensuring implementation of program, and evaluating program that fall within the scope of instructional improvement..

The Helen Cordero Primary School IC comprises of the chairperson of goal teams, PTA representative, teacher union representative, parent representative, the instructional coach, the principal, and assistant principal.

Each goal team is made up of staff members (from each grade level, traditional, bilingual, and support staff.)

Parent Teacher Conferences

Parent conferences are scheduled two times per year and provide an excellent opportunity to establish good communication between the home and school. We welcome and encourage all parents to visit our schools at anytime to discuss student progress with teachers, support staff, or the principal.

Parent Conference Dates

Fall Monday, November 23rd and Tuesday, November 24th
Spring Thursday, February 25th and Friday, February 26th.

Six-Week Reports

In addition to the scheduled parent teacher conferences, teachers from both schools will be sending mid trimester progress reports home as a way of communicating an ongoing understanding of student progress.

Instructional time is very limited and belongs to the students. Therefore, we ask that you conference with teachers, principal, and assistant principal before or after school. Counselors and social workers are available throughout the day. Please contact the office to schedule a meeting or e-mail your child's teacher.

Homework

There are many positive aspects to homework, including the sense of responsibility it helps children develop. Homework assignments should be at the students' level of competence and should relate to an instructional goal and should not be work that has not been covered in class. Care should be taken to avoid overburdening students with excessive amounts of work. It is best practice to set homework guidelines at each grade level. Best practice guidelines suggest that, homework should take a student 10 minutes per grade level. Kinder and first grade homework should take 10 minutes; second grade 20 and so on. Nightly reading (20 minutes per night minimum) is a separate expectation not to be combined with homework minutes.

Student Placement 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:

- Teachers fill out a Teacher Input Form for EACH child in their classroom.
- All Input Forms will go to the Placement Team
- The School Placement Team will review ALL Input Forms—The team, taking into consideration all categories, will form balanced, equitable classes. Balance must be maintained.
- The Principal has 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 or lose a teacher, changes in classrooms will occur and we will follow the Redistribution Policy.

Redistribution Policy

In the event we need to create a new classroom due to an overage in class size, which results in our school being out of compliance for class size averages, we will follow this following procedure:

- Volunteers...parents and children will be given the opportunity to volunteer to move to the new classroom.
- After volunteers are placed, additional classroom spots will be filled using the placement method. Names will be drawn ensure balanced classrooms of all abilities and gender.
- If at the 20th day we are required to lose a teacher, the students that are in the classroom to be closed will be equitably distributed among the other teachers at that grade level.
- The principal will place the students using teacher input and maintaining a balance of gender and ability ratios. Parents may not request a particular teacher. In either event, we appreciate the support you offer to your child

Change of Classroom Policy

Great care is exerted in finding the optimal classroom placement for each child who attends Helen Cordero Primary School. Students are given a minimum of two weeks to adapt to a new classroom environment before any changes in placement will be considered. After two weeks, if placement concerns are still present, the following steps will be initiated:

1. The parent/guardian meets with the classroom teacher to identify concerns, to establish open communication, and to develop a plan to solve or minimize any concerns. The plan must be implemented for a minimum of two weeks before proceeding to step two.
2. After the plan has been implemented for two weeks and all cooperative efforts are exhausted, if the parent continues to have concerns, the parent must notify the principal in writing about those concerns and request to set up a meeting (an email will serve this purpose). The principal will arrange a formal conference with the parent and teacher to discuss the previous plan and its outcomes, as well as the continuing concerns. A placement decision will be made at this meeting and a record of the conference kept on file in the office.
3. If a change in placement occurs, the principal will place the student according placement criteria which includes but is not limited to: ESL requirements, special education requirements, and other placement criteria for maintaining balanced classrooms. Individual teacher requests will not be granted.

Emergency Contact Information

Please notify the office of any information changes such as new telephone number(s), change of address, email and/or change of custody. If any changes occur during the year, please update your child's enrollment cards in the administrative 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. It is imperative that we have your current phone numbers, email address, physical address for best communication from the school and District to home.

Custody Issues

The office and the teacher should be notified of any custody issues involving your child. This notification should be in the form of written legal documents, which clearly state who has custody, who may have access to your child and any changes in the situation. The school cannot deny access to a custodial parent unless there are court documents prohibiting such contact. Please update the documents, when changes occur, in the office. The office staff will adhere to paperwork on file. Only legal court documents be accepted.

Student Messages

Please make every effort to arrange schedules, where to meet, etc., with your child prior to the start of each school day. We try to limit classroom interruptions to a minimum so that the delivery of valuable instruction is not disturbed.

ONLY EMERGENCY MESSAGES WILL BE DELIVERED TO STUDENTS.

We appreciate your cooperation.

CHANGE OF DISMISSAL PROCEDURE requires a written notice to your child's teacher via the homework/communication folder.

Lost and Found Personal Property

We encourage you to print your child's name in permanent ink on all school supplies, coats, and other personal belongings. It is the child's responsibility to find lost items. The schools will not assume responsibility for replacing any lost belongings. Helen Cordero has an area for lost and found items, located in building A near the north exit. Students are encouraged to check the lost and found area regularly if they have lost or misplaced items. Any unclaimed items will be donated twice a year to Helen Cordero's Comfort Closet or the APS Clothing Bank.

Personal Items

Backpacks are stored in public area. Please do not send valuable items. The school is not liable for missing items.

Cell Phones and Electronic Devices

Electronic devices are not allowed at school. Students are required to keep cell phones in backpacks while at school. Cell phones should be off. Cell phones will be taken from students if they are using them during the day and returned to a parent.

Field Trips

Field trips are considered a component of the curriculum and are intended to provide an introduction to a new unit of study or as a way to reinforce through a culminating experience the content that was studied. Prior to any field trip, teachers send home permission forms. Parents /guardians must sign the permission form and send it back to school for the student to be allowed to participate. Please note that a child will not go on a field trip unless the parent or guardian has signed both sides of the permission form. Telephone permission is not acceptable. All chaperones must have had a background check and have volunteer approval letter. Please see volunteer policy

Students earn the privilege of going on a field trip if they have demonstrated appropriate behavior at school. Our staff reserves the right to deny a student permission to attend any field trip. Parents are encouraged to accompany their child on field trips; parent participation also assists the teacher and helps them manage the group when away from the school setting. Please note that due to liability concerns, non-school aged children are not allowed to accompany on a field trip or not allowed by the bus company to ride the bus.

Field Trip Chaperones

Parents who accompany their child and the class must have a background check before permission slips are collected from students.

Due to school accounting procedures, money for field trips must be collected in advance. Money cannot be accepted after the due date set by the teacher or on the day of the field trip.

Parent Involvement

All parents are encouraged to be actively involved in the education of their children, which includes participation in their child's classroom, participation in PTA, volunteering for Watch D.O.G.S, or in the school instructional council. Please see volunteer policy.

Pre-Kindergarten Program Requirement

A requirement of students enrolled in the Pre-K program is that parents participate in a minimum of two-parent involvement activities scheduled at school and volunteer in the classroom at least once a month

Family Room

Helen Cordero Primary School encourages parents and community members to be involved with the school and their own life-long learning. Helen Cordero is one of APS' community schools that has an integrated focus on academics, health and social services, youth and community development, and community engagement which leads to improved student learning, stronger families, and healthier communities.

Our school has a family room dedicated for students and their families to engage families in being active participants in their children's learning at home and in school. Our school also has a Community Liaison who plans a variety of weekly events and activities designed to engage and support families. These activities are fun and range from things such as crafting, second language classes, and educational and parent development courses. Activities and events are offered in English and Spanish during the day and in the evening. Events and activities are posted on the calendar on the wall across the family room.

Visitor & Volunteer Policy

Guests and visitors shall comply with the following requirements:

- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Sign in at the main office.
- Upon approval, be required to display a volunteer/visitor identification badge, which they will surrender following the event or activity.

Volunteers in Schools

Individual volunteers shall be responsible for understanding the provisions of this procedural directive. Volunteers shall:

- Comply with appropriate district screening procedure and submit a school volunteer application
- Comply with sign-in procedures at the school site and wear volunteer identification while on campus.
- Perform volunteer work under the direction of assigned teacher, school volunteer coordinator, and/or school administration

All volunteers must have a criminal background check and be 18 years old or older to participate in volunteer activities.

The safety of all students is our first priority. While we encourage, appreciate and celebrate parental involvement at Helen Cordero, it's important that we avoid any situation in which a volunteer might compromise student safety.

Volunteer Activities include any activity that has potential contact with students when all students are not under the supervision of their parents/guardians:

Chaperone/Accompany Field Trips

Helping in the classroom

Having Lunch with your child in the cafeteria

Helping with school events (i.e. Book Fair)

Joining Watch D.O.G.S

You do not need a background check for evening events where all students are accompanied by their own parent/guardian (parent teacher conferences, open house, PTA meetings, class performances, literacy/math nights, family room events)

For example, if a book fair takes place during the school day and the teacher brings the class to the fair, volunteers would have to possess an approved background check. A book fair in the evening in which students are accompanied by parents would not require volunteers with approved background checks.

**When volunteering at school you will always need to present both:
Your Government Issued ID & Volunteer Verification Form**

How to apply:

Go online: www.aps.edu/volunteer-with-aps and fill out application

What you will need to apply:

- \$12 (credit and debit cards accepted)
- Social Security number (if you do not have one, contact APS background department)
- Driver's License number
- e-mail address

Applicants can also check all of the schools where they wish to volunteer. There's no need to fill out a separate application for each school.

The normal processing time is 7–10 business days.
Your notice of approval will be sent via e-mail.

If applicants don't have access to computers, they can go to the APS administrative offices at 6400 Uptown Blvd. NE to fill out the volunteer application, or they can go to the Helen Cordero Family room, where computers are available.

Volunteers are expected to

- Have a positive attitude and have an interest in and enthusiasm for working with children.
- Work cooperatively with school personnel.
- Have adequate communication skills.
- Have good health, moral character, dependability, and personal hygiene.
- Have the ability and willingness to participate regularly.
- Persons volunteering in the classroom during the instructional day may not bring children with them without permission from the principal and classroom teacher.
- Volunteers who have a current background clearance may be required to renew their clearance at the discretion of the school principal

“Visitor” means an unsalaried person who attends a district sponsored event or activity or visits a district site for a short time (i.e. to drop off a lunch/or other items for your child, attending holiday lunch with your child, attending a one time class event such as a school play.) Visitors shall report their presence and sign in at the school office if the visit occurs during the instructional day, but may not be required to sign in if the event or activity is after the instructional day. All visitors are subject to the policies and procedural directives of Albuquerque Public Schools.

“Volunteer” means an unsalaried person (i.e.; parents, guardians, family or community members) authorized by Albuquerque Public Schools to perform volunteer services for the district. A volunteer serve without compensation or employee benefits of any type. All volunteers serve at the discretion of the superintendent without any expressed or implied privileges beyond those found in this procedural directive and may be released from volunteering if so deemed by the superintendent or his/her designee. Volunteers may be considered to have supervised or unsupervised contact with children. Regardless, all volunteers shall be required to have a current background clearance. Volunteers who have a current background clearance may be required to renew their clearance at the discretion of the school principal. Supervised contact with children includes volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by district staff. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Examples of these situations include, but are not limited to: classroom tutoring, classroom reading, classroom assistance, after-school programs where the volunteer is supervised by district personnel, parent patrol volunteers.