



Family handbook

2021-2022

5700 Hendrix Rd. NE
Albuquerque, NM 87110
505.881.9797- Phone
505.881-8885 - Fax

Governor Bent Vision

Growing Hearts
Growing Minds
Growing Together

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.

“When you support the family, you support the child”

**Jonathan Saiz, Ed.S.
Principal**

**GBES Office Hours – Monday - Friday
7:30 AM – 3:30 PM**

**GBES School Hours – Monday – Friday
7:53AM – 2:00PM**

Important Numbers

Office	881-9797
Attendance	881-9797 (ext. 2)
Health Office	881-9797 (ext. 3)
Special Education	881-9797 (ext. 4)
Counselor.	881-9797 (ext. 5)
Administration.	881-9797 (ext. 9)
Governor Bent Fax	881-8885
APS Transportation.....	880-3989
APS Service Center.....	855-9040
City of Albuquerque Pre-K	767-6500



Our website is: <https://governorbent.aps.edu/>

Index

General Information	4
APS Handbook For student Success Addendum	5
Academic Calendar	9
Attendance Policy	9
Accidents	10
After School Care	11
Background Checks	11
Banning Individuals from School Campus	11
Behavior Redirector	11
Behavior/Discipline/PBS	12
Birthday Celebrations	13
Bullying Procedures and Reporting	14
Bus Services/Student Transportation	15
Cafeteria	15
Cell Phone and Electronic Devices	16
Computer Policy	16
Counseling	16
Custody Issues	16
Dress Code	16
Drop Off and Pick Up	17
Emergency Information	17
Family Engagement	17
Field Trip, Permission Forms and Field Trip Chaperones	18
Fire Drill and Lock Down Procedures	18
Grading Periods	18
Harassment and Violence Prevention	19
Homework	19
Immunization Requirements	19
Internet Acceptable Use Policy	20
Illness and Injury	21
Library Policy	21
Lockdown & Shelter-In-Place	21
Lost and Found	21
Medications	21
Midterm Progress Report	21
Nurse and Health Office	22
Parent Teacher Association (PTA)	22
Parent-Teacher Conferences/Progress Reports	22
Personal Property	22
Phone Calls/Cell Phones	22
Photo Policy	22

Placement Policy 22
Personal Possessions-Student 23
Religious Matters 23
Immunization Requirements 23
Internet Acceptable Use Policy 23
Specials Block
Student Placement Policy
Tardies and Early Pick-Up
Traffic Procedures: Pick-Up and Drop Off
Student Walking Expectations
Transfers-Student
Social Media
Visitors to Our Campus
Website

You can find all of our school information, newsletters, staff contacts, and other valuable information.

General Information

Daily Time Schedule – Monday - Friday

7:48 First Bell

7:53 Students in seats and working

10:45 – 12:30 Staggered Lunches/ Recesses

2:00 End of School

We know life is chaotic at times. If you are tardy, please stop by the office. **Without exception**, students must report to the office accompanied by a parent/guardian before going to class. Once checked in, students in grades 1-5 will walk to class independently. This will guarantee that they are not counted absent. However, you may still receive a phone call from the ParentLink automated attendance system.

Note: Grounds supervision begins at 7:40 a.m. each day. *Plan for your student(s) to arrive at school no earlier than 7:40 a.m.*

Inclement Weather / Early Release

Severe weather means schools are closed for the day for safety reasons. This is announced on local TV, APS website 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 are as follows:

Classes Begin – 9:50 a.m.

Classes Dismiss – 2:00 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.



Please see the 2021-2022 APS Handbook for Student Success for additional information not covered in this document.

DUE TO COVID-19, PLEASE NOTE THE INFORMATION IN THE GBES FAMILY HANDBOOK IS SUBJECT TO CHANGE AS MORE INFORMATION AND DIRECTIVES COME IN FROM THE FEDERAL, STATE AND CITY GOVERNMENTS. VISIT OUR WEBSITE, AND FOLLOW OUR SOCIAL MEDIA ACCOUNTS FOR THE MOST RECENT DEVELOPMENTS.

- Students are NOT allowed on campus before 7:40AM
- Due to COVID-19, Parents, volunteers, visitors will **NOT** be allowed on campus only APS Employees.

We Follow the NMDOH, CDC and NMPED School Reentry Guidance:

The latest information on School Reentry Guidance for educators and families

<https://webnew.ped.state.nm.us/reentry-district-and-school-guidance/>

APS Handbook for Student Success Addendum (09/2020)

The 2020-2021 school year will be an unprecedented school year. Throughout the school year APS schools may move back and forth between fully virtual instruction, hybrid instructional schedules and fully face to face instruction. The following characteristics from the APS Handbook for Student Success are essential for all students and staff interacting with each other in any virtual or face to face educational environment:

- Trustworthiness – Being honest in one’s actions and words
- Respect – Showing high regard for self and others
- Responsibility – Being accountable for one’s actions and words
- Fairness – Treating everyone fairly
- Caring – Showing concern for others
- Citizenship - Being an informed, responsible, and caring participant in the community

The following guidelines are shared to maximize our students’ learning environments when they are participating in virtual learning:

- Attend class every day, on time
- Actively participate in class
- Do not share online class links with individuals not enrolled in the class
- Do not join or “bomb” other classes
- Dress appropriately
 - Follow the district dress code
- Maintain an environment that is free of distractions
 - Including cell phones or other electronic devices not being used for instruction, toys, animals, or other people
 - The background behind a student must be appropriate of the learning environment, nothing that is vulgar or derogatory to others or promotes illegal activities.
- Use appropriate language for an educational setting
 - Do not disparage, threaten, harass, or bully others
- Do not be on school grounds or any APS property when not assigned to be there

Violations of any of the above may result in administrative action which includes:

- *1st offense – staff/parent conference*
- *2nd offense – staff/parent conference and/or restorative practices*
- *3rd offense - staff/parent conference and/or restorative practices*
- *4th offense – removal from synchronous learning*

The following guidelines are shared to maximize our students’ learning environments when they are participating in in-person learning:

- Attend class every day, on time
- Follow screening protocols before attending school*
- Actively participate in class
- Dress appropriately
 - Follow the APS dress code
- Use appropriate language for an educational setting
 - Do not disparage, name call, threaten, harass, or bully others
- Do not be on school grounds or any APS property when not assigned to be there
- Wear a mask** on the school bus and school grounds (minimal exceptions for students with medical exemptions)
- Masks must be worn over the nose and mouth and fit snugly against the sides of the face to contain respiratory droplets
- Maintain appropriate social distance from others

Violations of any of the above may result in administrative action which includes:

- *1st offense – staff/student conference*
- *2nd offense – staff/parent conference*
- *3rd offense – staff/parent conference and/or restorative practices*
- *4th offense – suspension*

All aspects of the APS Handbook for Student Success are in effect in all settings, virtual, hybrid or fully face to face. Consequences for infractions will be assigned as outlined in the handbook and may include parent conference, restorative practices, suspension from a class or classes.

***SCREENING**

Passive Screening – Occurs at home prior to leaving for school

- Parents should take the daily temperature of students when able to - Internal temperature of less than 100.4 degree per CDC guidelines. Keep the student home and contact physician.
- Students must complete a daily questionnaire prior to arrival to the school.

Active Screening – Occurs at school

- Students displaying symptoms will be placed in a designated isolation room
- Staff or visitors with symptoms or exposure to COVID-19 will not be allowed on campus

****FACE MASKS**

Allowable Face Masks include:

- Face masks made of two or more layers of cloth
- Disposable masks for people who forget to bring their masks to school.
- Face masks with a clear plastic window or that are made of clear plastic material
- Surgical, procedural, N95 or KN95 masks that are approved by the federal Food and Drug Administration (FDA)

The following face coverings do not meet state guidelines:

- Masks that have exhalation valves or vents
- Bandanas
- Scarves
- Neck gaiters (also known as neck fleece)
- Face shields alone (can be worn in addition to a mask)

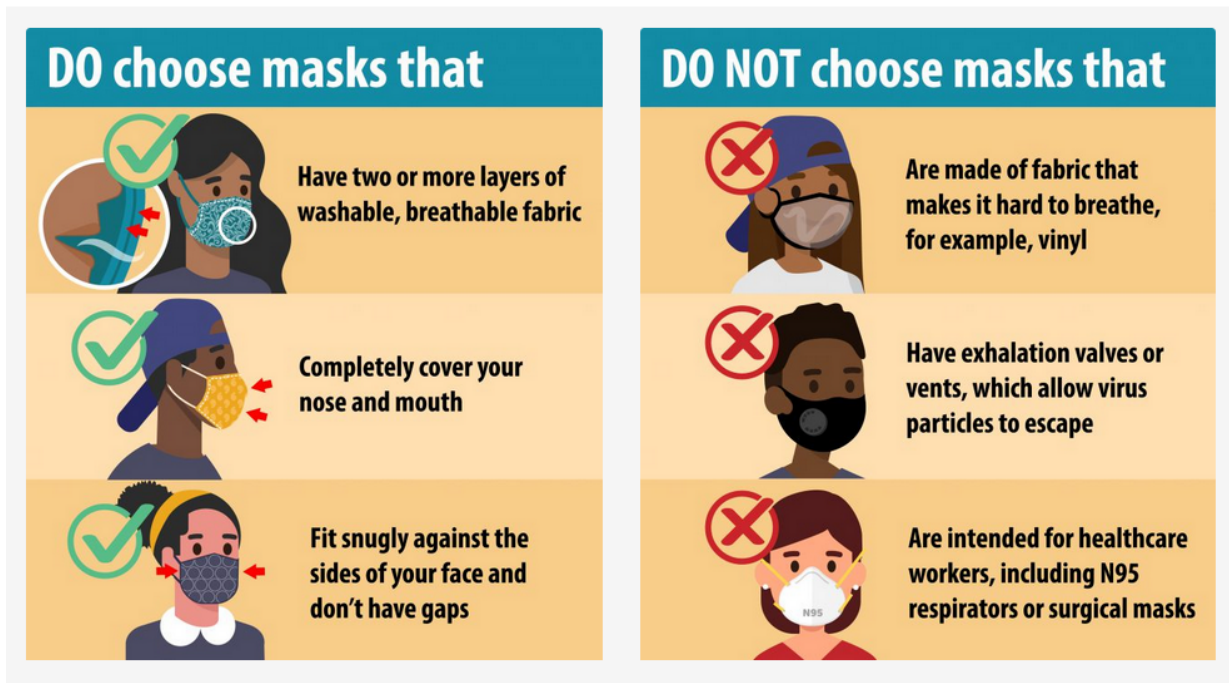
In addition, for Governor Bent Elementary School

Allowed- Face Masks shall cover the mouth and face shall cover the face and nose at all times.

Not Allowed -Face Masks that cover the entire head, eyes and neck.

If a student needs a mask one will be provided so the students are in compliance with the face mask expectations.

See example of face masks allowed



source- www.cdc.gov

Face Mask that cover the entire head, eyes, mouth, ears are **NOT** Allowed at GBES



The ABCs of Governor Bent Elementary School

APS Academic Calendar- Visit APS.edu

APS School Attendance Guidelines

The State of New Mexico requires that students between the ages of 5 and 18 attend a public or private school (including charter and alternative schools) or register with the Public Education Department if a parent is providing home school or the student is in a state institution.

Student attendance in school is a critical component of the educational process. Students, families and APS personnel must all work together to promote student success. Regular attendance in school every school day is an important element of student success. Attendance positively correlates to student success and should not be treated as a disciplinary issue, but rather lead to conversations with students and families about the means to improve attendance.

EXCUSED AND UNEXCUSED ABSENCES

Schools shall comply with state statute and the Albuquerque Public Schools Handbook for Student Success when determining excused and unexcused absences. Unexcused and excused absences and out-of-school suspensions all count toward student absences, that require student intervention plans, when the number of absences reach the standards for chronic or excessive absenteeism. Differentiating between excused and unexcused absences is only helpful in informing student attendance intervention plans. Students may obtain make-up work for any absence, excused or unexcused, with the exception of long-term suspensions and expulsions. Suspension shall not be used as a consequence for absences.

Attendance Policy

- A parent/guardian must notify the school at 881-9797 ext. 2, when a student is going to be absent.

ABSENCES MAY BE EXCUSED FOR THE FOLLOWING REASONS WITH PROPER NOTIFICATION:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies
- Family Deaths
- Medical, health or legal appointments
- Religious commitments
- College visits
- Deployment of a military parent
- Limited extenuating circumstances as approved in advance by the school principal
- Tribal obligations

RELIGIOUS INSTRUCTION EXCUSAL

A student may, subject to the approval of the school principal, be excused from school to participate in religious instruction for not more than one class period each school day with the written consent of the student's parents at a time period not in conflict with the academic program of the school.

TRIBAL OBLIGATIONS EXCUSAL

A student may, subject to the approval of the school principal, be excused from school to participate in tribal obligations with the written consent of the student's parents/guardians.

UNEXCUSED ABSENCES

All absences for reasons not included under excused absences shall be considered unexcused.

Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks

INTERVENTIONS

- Families will be provided a call in the evening notifying the parents of each child's absence for any part of the day so parents can accurately track their child's attendance.
- Interventions for students with disabilities who have IEPs (other than students receiving "gifted" services only) will involve consultation with the IEP team and/or performance of an FBA (Functional Behavior Assessment).
- Parents/guardians are asked to schedule an appointment with their child's school to discuss the absences and develop a plan to improve attendance.
- School staff may contact the family and schedule an appointment with the parent on strategies and support, especially when the student has not attended 5/10/20 percent of the required attendance days.
- Ten (10) percent of school is approximately two (2) days per month (18 days for the school year).

Interventions for Students with Excessive Absences of Any Kind

Unexcused Full Day Absences	5	10	20	20+
Parent/Guardian Contact	•	•	•	•
School Interventions and Strategies	•	•	•	•
Written Notice to Parents from District		•	•	•
Phone Call to Parent from District	•	•	•	•
Parent & Student Conference with School Staff		•	•	•
Referral to Principal			•	
Referral to CYFD/JPO			•	

Students who miss more than half of their school day are considered absent a full day.

-APS Student Handbook 2020-2021

Accidents

- If your child is injured (or becomes ill) at school, you will be contacted to pick him/her up immediately. In the event the office cannot reach you, the emergency contact you

have listed on the registration card will be called. Please keep the school advised of any change in phone numbers.

After School Care

- Rio Grande Educational Collaborative, call 873-6035 for more information.
- Off-site childcare is also offered through privately owned daycare centers. Visit our website for the most up-to-date contacts.

Background checks for potential volunteers (aps.edu)

Background checks for potential volunteers are based on database searches of criminal records, Departments of Correction records, sex offender registries, and driving records. Volunteers are authorized based on satisfactory background check results. APS background checks are valid for 2 years.

To apply to volunteer and complete your background check, complete an [online application](#). (APS background checks are valid for 2 years. If you have completed an APS background check within the last 2 years, you do not need to complete an application at this time)

1. Cost for a background check to become a volunteer is \$12.00. Payment will be requested within the application through PayPal.
2. Background checks will be conducted based on information provided within the application.
3. The clearance will be communicated directly to the school site's volunteer coordinator within 10 days of application submission.
4. We can provide with you a computer to complete the background check. Please stop in the office.

Banning Individuals from School Campuses

While schools make every reasonable effort to welcome parents and other community members to participate in school activities, an individual may be banned from a school campus if:

1. he/she presents a threat to the safety of students and/or employees of the District, or other individuals appropriately participating in a school activity, or
2. he/she creates a disruption to the educational process.

Banning a parent from campus is a serious action that the District wishes to avoid if at all possible. Principals are urged to attempt other interventions, such as a warning letter, before turning to banning a parent. However, safety concerns for the school community must take priority. Contact the Student Service Center for a copy of the Warning Template. Visit APS.edu for more information.

Behavior Redirector

In order to provide additional academic and behavioral support to students, families and teachers, Governor Bent will utilize the skills of a Behavior Redirector. As we know, all teachers and families want to see their students succeed in school and life. The role of the Behavior Redirector is to recognize students who require behavior interventions and intervene early in order to improve student behavior. The Behavior Redirector will work with students, families and

teachers to support students in developing self-awareness, self-monitoring and self-control to empower students to take responsibility for their own actions.

A Behavior Redirector:

- Provides behavior redirection strategies to reduce the use of punishment techniques and promote learning.
- Guides student behavior from inappropriate to appropriate providing immediate and consistent interventions.
- Meets with students referred for inappropriate behavior(s) and intervenes early in the behavior cycle.
- Provides a structured format which helps students investigate their inappropriate behaviors and focus on making positive choices.
- Develops and keeps accurate records of written plans with students, teachers and/or families to improve inappropriate behavior(s).
- Return the student to the classroom, as soon as possible, with a plan for possible choices that enable learning to occur for everyone.
- Attends Student Assistance Team and Health and Wellness Meetings

Behavior/ Discipline / PBS

Governor Bent is committed to providing and maintaining a safe, fair, affirmative, and appropriately challenging learning environment that promotes excellence in education and positive personal growth. This venture involves commitment from both home and school. This partnership is aimed at jointly strengthening and guiding the welfare of the students in a common direction ensuring our community functions smoothly where everyone assumes accountability for being safe, respectful, and responsible. Governor Bent's Student Discipline and Self-Management Policies reflect APS' student discipline and anti-bullying procedures to provide

consistency in helping our students develop positive and acceptable behavior skills.

- Staff, students, and parents/guardians are all responsible for the creation, promotion and maintenance of our desired campus environment.
- All school employees are responsible for monitoring the behavior and safety of all students at Governor Bent Elementary School.
- Students must accept correctional guidance from all adults working in a supervisory capacity including administration, cafeteria staff, teachers, educational assistants, office staff, and custodians. Classroom teachers have the primary responsibility in instructing students concerning our expectation of respect toward all.
- Staff members are encouraged to engage actively in recognizing and reinforcing positive behaviors exhibited by individual students throughout the school. Staff members are also encouraged to involve the principal, parents/guardians, and/or other staff members in assisting a student with self-management skills as the need arises.
- Classroom teachers will discuss rules, rights, and responsibilities on a regular basis.
- Every classroom teacher will establish a process for recognizing, rewarding, and reinforcing good self-management behaviors exhibited by students.
- Students need to realize that they have control over their behaviors, and they are empowered to choose among alternatives that carry either positive or negative consequences. Students will learn to self-regulate and manage their behavior.
- The entire school community - students, staff and parents/guardians - will be made aware of the school's behavioral aims, rules, and procedures.

- Parents/guardians will be asked to join in a partnership with the staff to assist our children in the development of strong, positive self-management behaviors.

Students who choose not to follow the rules will receive a Discipline Referral, which will be sent home for the parent/guardian to sign. Any staff member may issue a discipline referral to a student at any time on the school grounds or at school-sponsored events for inappropriate behavior. Please discuss this policy with your children so they understand that they must comply with all Governor Elementary School staff members at all times and follow all school rules and expected behaviors. Student behaviors are broken into three levels based on severity. There are consequences associated with each level. Please review the Governor Bent Elementary Discipline Pyramid for specific behaviors and consequences. Students are expected to have good behavior and follow all school behavior guidelines and expectations on their way to school, during the entire school day and on their way home from school including on the bus. Families may access the [APS Student Handbook](#) online.

What is PBS?

Positive Behavior Supports is a proactive systems approach to preventing and responding to classroom and school discipline problems.

The purpose of PBS is to create positive, respectful, and responsive learning environments for all students, by developing consistency across staff and settings regarding:

- Stated expectations for student behavior;
- Staff response to occurrences of *unwanted* behaviors;
- Staff response to occurrences of *desired* student behavior; and
- How discipline infractions are handled.

Emphasis is directed toward teaching expected behavior, supporting behavior and positively reinforcing behavior in order to develop and maintain safe learning environments where teachers can teach and students can learn.

Positive Behavior Support is comprised of three levels of intervention implementation: Tier 1, Tier 2, and Tier 3. While the three intervention tiers build upon one another, each tier has a specific intervention focus and process for implementation.

- *Tier 1: Interventions*: Teach and reinforce a consistent set of behavioral expectations for all students, staff, and settings school-wide;
- *Tier 2: Interventions*: Provide small group and individual support for students with repeated behavior problems; and
- *Tier 3: Interventions*: The Functional Behavioral Assessment (FBA) and the Behavior Intervention Plan (BIP) are formal ways for parents, teachers, and other school professionals to work collaboratively to determine the best way to help a student behaviorally.

How will students be taught school wide expectations?

Students will be taught school wide expectations with **I**ndependent Charts. I –Charts highlight different areas on campus and list the expected behavior for that area. Teachers will teach the behavior and students will practice expected behavior. Following I-chart behavior is referred to as being “Cougar Cool.”

Birthday and Celebrations

As we hold student and class celebrations, please note the following.

To prevent the spread of COVID, GBES will ONLY allow individually wrapped snacks to be given to students. The snacks must be commercially wrapped.

~~Birthday goodies are allowed for the last 20 minutes of the day, but please be mindful of healthy snacks and food allergies. Please notify the teacher in advance before planning any birthday or other celebration. Please provide all paper/plastic goods and utensils. Invitations to non-school parties are never distributed in class unless the entire class is invited.~~ **No deliveries of gifts, flowers and balloons for students will be allowed in classrooms for a birthday party or celebration. We will keep the gifts in the office and may be picked up at the end of the day by the student.** Please arrange to give these gifts to your children at home, as it is disruptive to the learning environment.

Bullying Procedures and Reporting

Knowing the Difference Between Normal Peer Conflict and Bullying	
NORMAL PEER CONFLICT	BULLYING/HARASSMENT
Equal power - or are friends	Imbalance of power - not friends
Happens occasionally or rarely	Repeated negative actions
May be accidental	Purposeful
May not be serious; no threat of harm	Serious threat of physical or emotional harm
Equal emotional reaction from both peers	Strong emotional reaction on part of the target
Not seeking power or attention/not trying to gain something	Seeking power or control/trying to gain material things
General remorse - takes responsibility	No remorse - blames target
Effort to solve the problem from both sides	No effort to solve the problem
Adapted from Bully-Proofing Your School, 2004	

Per APS procedural directive, "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. Bullying often takes place in a social context. Cyberbullying is a form of bullying. To qualify as bullying, an incident must involve an imbalance of power between the aggressor and target. Bullying usually involves multiple incidences, the aggressor and the target have drastically different reactions to the incident, and the target feels powerless to self-advocate. Reporting Incidents of bullying: Incidents of bullying are viewed as serious offenses.

1. Reported incidents are investigated and documented. The student who is alleged to be the aggressor and the alleged target will be interviewed separately.
2. The parents of all students involved are notified.

3. If disciplinary steps are warranted, the school will follow the APS Student Handbook.
**Mediation by the School Counselor is available to all students to prevent the escalation of conflicts.

Bus service/student transportation

Students who ride buses will report to the bus loading area immediately after dismissal at the end of the school day. Students (K-5) living more than one mile from school (one way) and inside the school boundaries may be transported by APS Transportation Services (880-3989). Students living outside the school boundaries, however, must provide their own transportation. Students riding buses will be provided an APS transportation handbook. Please refer to it for bus rules and regulations.

NOTE: Requests are often made about students riding home with other students on buses other than their own. For clarification purposes:

1. The school bus will pick up children at their designated stop and return them to their designated stop. They MAY NOT get on or off at any other stop.
2. A non-school bus riding friend MAY NOT accompany a student.
3. A student MAY NOT, for any reason, ride a different school bus.

Riding a school bus in New Mexico is a privilege, not a right. When students choose to behave inappropriately or unsafely, they risk losing this privilege.

1. Students are to maintain appropriate behavior while waiting in line or walking to the bus.
2. While on the bus, students must follow all rules as described by the bus driver and bus company.

The following process will be followed in case of behavior referral on student discipline from the bus company:

- 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

For parent complaints and concerns regarding the bus ride, routes, procedures or bus drivers, please contact APS Student Transportation Services at 880-3989. Please have your bus number available when you call.

Cafeteria

Your child's lunch menu is available on the [Governor Bent website](#) by clicking on the Menu icon. On occasion, the lunch menu items may change due to warehouse availability. These changes are announced on the daily morning announcements. All children who attend Governor Bent may participate in the breakfast and lunch program at no charge to them. If your child has a food allergy, please contact the school nurse **immediately** to process this special dietary need.

If you would like to eat with your child, you will be required to check in the office. If you bring special food, we will have a specific location to accommodate the special lunch in our cafeteria.

Cell Phone and Electronic Devices

Use of personal cell phones, iPads, iPods, MP3 players, etc. during instructional time or at a time that would be disruptive to the educational process are not permitted unless the classroom teacher is using a device for instructional purposes. The misuse of cell phones and other forms of technology that could include, but not be limited to the unauthorized taking of pictures, cheating, invading privacy, receiving or making texts or calls, etc. will not be tolerated. If a student is being disruptive to the educational process with any of these devices, the item will be taken away and stored in the administrative office. The school is not responsible for theft; loss or damage to personal electronic devices brought to school by a student while the device is under the student's care. Cell phones must be turned off during the school day and placed securely in the student's backpack. Students cannot receive texts or calls or make texts or calls during any part of the day (including lunch and recesses). If a student disregards this policy with any personal electronic device, it will be taken and held for parent pick up. If needed, students may use the office phone or classroom phone during school hours.

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.

Counseling

When students are dealing with emotional issues, they may have difficulty focusing on learning. Governor Bent has a counselor who works with parents and children according to a comprehensive, data-driven counseling program. The counselor provides individual, small group, and in class lessons that focus on meeting the physical, social, intellectual, and emotional needs of all students. You may reach the counselor at 881-9797.

Custody Issues

The office and Nurse and the teacher should be notified of any custody issues involving your child. This notification should be in the form of 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 as you receive the documents.** The office staff will adhere to paperwork we have on file. "Word-of-Mouth" agreements will not be accepted.

Dress Code

"The Board of Education expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program."

Students and their parents/guardians have the responsibility to be aware of the dress code and plan accordingly for school attire.

We do not have a required school uniform. However, in addition to the district's policy, GBES dress code includes, but is not limited to, the following prohibited items:

- No gang-related attire or clothing that distracts from learning

- No tight or revealing clothing (spaghetti straps, exposed midriffs or backs, tube tops, low cut or off the shoulder)
- Straps on sleeveless shirt should be at least 1 ½ inches wide
- No See-through shirts
- No inappropriate slogans on clothing
- Shorts must be “finger-tip” length
- No hats allowed in the buildings (may wear for warmth or sun protection)
- No sagging pants or wide-legs. Pants should fit at the waist, crotch, and legs.
- No long belts or chains, spiked jewelry
- No makeup
- No flip flops or shoes with heels** (for safety reasons)
- No Fake tattoos
- No face paint

Students, staff, or visitors shall not advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or show bigotry toward any group.

Hair color, length, style, including hair coverings or styles related to an individual’s personal, cultural or religious beliefs cannot be considered for disciplinary action.

**Exception: picture day, performance, awards assembly, class presentation approval from administration/teacher.

Drop Off and Pick Up- Student

It is not safe to drop children before 7:40 a.m. or to leave them more than 15 minutes after the school day ends.

- Students will not be allowed on the campus before 7:40AM. The only exception is when the school busses arrive early and need to get to their next location.
- Parents must not leave their children on a school campus longer than fifteen (15) minutes after the school day.
- School grounds are not supervised except during the school day from 7:40-2:15
- If extenuating circumstances prevent a family from picking up a student on time, the school must be notified at least fifteen (15) minutes before the end of the school day.
- If students are repeatedly left on campus outside of the school day hours (7:40-2:15), an administrator will attempt to contact the family to discuss and resolve the problem. If the safety concern is not addressed by the family the school will contact CYFD and APS police for family support.
- APS schools will do their best to abide by parenting plans provided to them but are not responsible to enforce specific pick-up days.
- APS Police will be called if the students are not picked up 30-minutes (2:30) after the release bell.
- If the students are not picked up, they may be considered abandoned and the APS police and CYFD will be notified. Such children may be subject to transportation to a designated state shelter.

Emergency Information

It is vital to have current phone numbers so we can contact you. Please notify the office and nurse 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 information, which is located on ParentVUE.** If you don't have technology, please have a government issued picture identification card with you when you come into the office to make any changes. Changes cannot be made over the telephone.

Family Engagement (visitors are not allowed on campus until further notice.)

We welcome your participation! Please remember that this school belongs to all of us and we all share the responsibility for meeting the academic, social, and emotional needs of the children. If you can, check with your child's teacher and see what you can do to help. The classroom teacher may not need assistance and we can find another classroom or location where we can use your support. Due to student privacy we do not allow volunteers into specific classrooms. Please check with the administration. 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.~~
- ~~Follow the APS School Volunteer Conduct and Code of Ethics~~
- ~~Keeping student information private~~

Field Trip, Permission Forms and field trip chaperone (canceled until further notice)

APS district policy requires that a student must obtain his/her legal guardian signature and return the **FULLY** completed field trip form (front and back) to the teacher prior to the field trip departure. Only the school's permission form will be accepted. No verbal or handwritten approvals will be accepted. If a child does not attend a field trip, the child is expected to attend school and arrangements for academic activities will be made in an alternate classroom.

Only approved parents/volunteers with an APS Background Check clearance can chaperone on field trips. For parents/volunteers who accompany the class on the field trip, please note that younger or older siblings or other adults may NOT attend classroom field trips. Parents/volunteers have to be cleared by the office **3 WORKDAYS** before the field trip. We cannot accept parents/volunteers the day of the trip, unless approved by the principal. A field trip is an extension of the classroom and classroom teacher is the lead on the field trip. **A student attending the trip will be required to take the bus to and from the field trip.** We will NOT allow students to be checked out from the field trip location. If a student is taken from the field trip without approval by the principal this will jeopardize future field trips for you and your child. We cannot collect money from parents/volunteers to attend the field trip. The parents/volunteers must pay for the entrance fee (if there is one) at the field trip location. Only Approved Parents/volunteers will be allowed to ride the school bus **if** there is an available seat.

Fire Drill and Lockdown 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 lockdown, 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 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 10-minutes.

Grading Periods

Elementary School Grading Periods

Elementary schools follow a trimester grading schedule.

Traditional and Extended Calendars Elementary School Grading Periods

Grading Period	Grading Period End Date
First Midterm	Sept. 17, 2021
First Trimester	Nov. 1, 2021
Second Midterm	Dec. 17, 2021
Second Trimester	Feb. 18, 2022
Third Midterm	April 8, 2022
Third Trimester	Traditional: May 25, 2022 Extended: June 2, 2022

Harassment and Violence Prevention

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

Homework

There are many positive aspects to homework, including providing opportunities for parents to understand the content their child is learning while also developing a sense of responsibility for children. Homework should be reasonable, limited, and purposeful.

- The age of the student should be considered when assigning homework.
- Homework should be evaluated and reviewed promptly.
- Care should be exercised to ensure that assignments do not place an unreasonable burden on the home and students.
- Homework should reinforce and extend the work in the classroom and benefit the student by providing practice and reinforcement.

Children who are absent for multiple days benefit from staying current on their assignments. Your child's teacher will need time to prepare homework materials. Please allow 24 hours from the time the homework request is called into the office. Homework may be picked up in the office or from your child's teacher if arranged beforehand. Assigned homework is decided on a teacher-by-teacher basis.

Immunization Requirements

New Mexico state statute requires all students be currently immunized before entrance into public school. It is a violation of New Mexico's compulsory school immunization law (Section 24-5-2, NMSA, 1978 Comp) for any student to enroll in school without up-to-date records of immunization. All immunizations must be up to date or in progress. Please check with your child's pediatrician or our health office for complete immunization requirements. Students who are not in compliance with the immunization law shall be disenrolled from school after 7 weeks of Health Office/Principal attempts through phone calls and letters. If a student is determined as "In Progress" by Health Office, they will not be disenrolled.

Internet Acceptable Use Policy

Student and Staff APS policy requires that all instructional and library media materials be consistent with district adopted guidelines, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. In the past, such materials could usually be screened, prior to use, by committees of educators and community members interested in subjecting all materials to reasonable selection criteria. With access to the Internet and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. APS firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. Compliance with this policy is expected. Violation of this policy is grounds for school disciplinary and/or appropriate legal action. The Albuquerque Public School District provides technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence in the Albuquerque schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. Internet use, including email, will have an educational focus and be supervised by an adult at all times. The use of these technology resources is an educational right, however with this right come responsibilities and consequences for not meeting those responsibilities. Proper behavior, as it relates to the use of computers, is no

different than proper behavior in all other aspects of APS activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner as outlined in this document. APS does not attempt to articulate all required or prescribed behavior for students. Violation of any part of this policy is grounds for disciplinary action. Users will respect accepted rules of Netiquette including but not limited to the following:

Users will not:

- A. Access, upload, download or distribute pornographic, abusive, hate related, obscene or sexually explicit materials or language.
- B. Violate any local, state or federal statute.
- C. Violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citation.
- D. Vandalize, damage or disable the property, including electronic files, of another person or organization.
- E. Access, assist or allow others to access another person's materials, information or files without the implied permission or direct permission of that person.
- F. Use another's password.
- G. Reveal any passwords or user codes.
- H. Use APS resources for commercial purposes.
- I. Interfere with or disrupt other users, services or equipment.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. It is impossible for APS to restrict access to all controversial materials. The district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network, however we reserve the right to do so. Student e-mail accounts, when granted by APS, are good only for the current school year, and will automatically be deleted at the end of the school year.

We use GoGuardian to monitor all APS issued technology. If you student is viewing any alerted content you will be informed via email. Please make sure your email address is current and on file on ParentVue.

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
- Unidentified Skin rash -Students unable to return to class after 20 min

Library Policy

Governor Bent students will go to the library with their class at a regularly scheduled time each week. Students will be allowed to check out a book(s) for one week. All books not returned at the next library time will be considered overdue. Additional books may not be checked out until the overdue book is returned. Students having a book overdue by two weeks will receive a notice to take home to their parents/guardian. All books overdue by four weeks will be considered lost. Lost books must be replaced at current value. Out of print books must be paid for at a comparable price. Library Services will determine appropriate fines and charges for overdue,

damaged or lost library materials. They will allow a replacement book to be purchased. If a lost book is found after it has been paid for, you may keep the book. **No refunds will be given.** Parent suggestions for new books are always welcomed.

Lockdown & Shelter-In-Place

APS follows the ALICE ([Alert, Lockdown, Inform, Counter, Evacuate](https://www.alicetraining.com/)) Training protocols on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, ALICE Training option based tactics have become the accepted response, versus the traditional “lockdown only” approach. Visit <https://www.alicetraining.com/> for more information.

Lost and Found

We ask all families to please label your child's belongings and outerwear (jackets, coats, gloves, hats, sweaters, etc.). We have many articles found each week and would like to ensure their prompt return to the owner. The Lost and Found is located on the clothing rack near the library. Unclaimed items will periodically be donated to the APS Clothing Bank every summer.

Medications

Any student receiving prescription medication at school **must** have a Physician's *Authorization to Administer Medication* 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. Please contact the GBES Health Office for more information – 881-9797 x3

Midterm Progress Report

Primarily used in elementary school, a progress report to inform parents of their children's progress between report card periods.

Nurse and Health Office

Governor Bent has the services of a registered nurse and a health room assistant. Please do not hesitate to call to advise them of any health issues that would affect your child's learning. We must adhere to strict APS medication policies. Speak with our health office about any medications your child may need to take at school. Medications **must** be delivered by a parent/guardian. Students **cannot** bring in medications. Food and/or other allergies may require special placement in the cafeteria as well as classroom accommodations and medication in the Health Office. The Health Office will provide parent/guardian with appropriate paperwork to bring necessary safety matters into place.

All students must have current immunizations in order to enter or remain in school. Please bring your child's current immunization record in to be copied by staff. APS nurses screen all kindergartners, third graders, fifth graders and all students new to APS on height/weight, vision, hearing, and dental to detect any problems that might interfere with learning. If, for any reason, you do not want your child to be screened, please notify the health room **in writing**. Please contact the GBES Health Office for more information – 881-9797 x3

Parent Teacher Association (PTA)

The PTA is an organization of parents and teachers who actively support a variety of programs that enhance your child's education. By joining the PTA, you can be a powerful voice for children and a strong advocate for public education. We need and welcome your support! Families are strongly encouraged to become involved in our PTA. Contact them at mjmondloch@gmail.com.

Parent-Teacher Conferences/ Progress Reports

Parent-Teacher Conferences Dates Monday, Nov. 22 and Tuesday, Nov. 23, 2021 and Thursday, March 17 and Friday, March 18, 2022

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.

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

Personal Property

School personnel cannot be responsible for personal property. Students will NOT be allowed to bring personal items, including (but not limited to): bikes, roller blades, scooters, skateboards, bats, balls, radios, jewelry, toys, trading cards, and fidget spinners.

Staff may take the personal property away if it becomes distracting to the learning environment. The property can be picked up at the end of the day by the student or parent.

Phone Calls/ Cell Phones

Classrooms will NOT be interrupted with phone messages. It is the parent's/guardian's 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.

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 principal know **in writing**.

Placement Policy

Classroom placement is always a challenging process. It is important to remember that we must have equitable placement for ALL children.

The Placement Team will take into consideration all categories, such as gender, language needs, etc. to form balanced, equitable classes. Balance must be maintained. 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:

The class will be formed using an equity lottery method; 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.) The principal will have the final authority building this class.

If on the 20th day we are required to lose a teacher, the students that are in the classroom that will lose the teacher will be distributed through the same equity lottery method among the other teachers at that grade level.

Personal Possessions- Student

School personnel cannot be responsible for personal property. Students should leave personal items at home. Personal items including (but not limited to): bikes, roller blades, stuffed animals, skateboards, iPods, headphones, bats, balls, radios, jewelry, toys and trading cards. The item(s) can be easily lost, broken, or traded and cause problems at school. Items will be taken away and given to the legal guardian to prevent possible issues at school. Weapons of any kind are not allowed on school grounds, including look-alikes. Pets and non-service animals are not allowed on school grounds.

Religious Matters

Each year, please help your child's teacher by notifying him/her in writing if there are foods or activities that are restricted by your religion or beliefs. Without written notification from you, the teacher will assume no restrictions apply. Appropriate individual modifications will be made to encourage each child's positive feelings regarding his or her family's values and beliefs. Please visit the APS website for Instructional Guidelines, Religious Issues and Holiday Practices.

Immunization Requirements

New Mexico state statute requires all students be currently immunized before entrance into public school. It is a violation of New Mexico's compulsory school immunization law (Section 24-5-2, NMSA, 1978 Comp) for any student to enroll in school without up-to-date records of immunization. All immunizations must be up to date or in progress. Please check with your child's pediatrician or our health office for complete immunization requirements. Students who are not in compliance with the immunization law shall be disenrolled from school.

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- D. Vandalize, damage or disable the property, including electronic files, of another person or organization.
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- F. Use another's password.
- G. Reveal any passwords or user codes.
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Specials Block

PE, Library, ART, Counseling & Music

Student Placement Policy

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.

We are thoughtful as we place students into classrooms. 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 five-step process is required:

1. Students are given a minimum of two weeks to adapt to a new classroom environment before any changes in placement will be considered.
2. After two weeks, if placement concerns are still present, the parent/guardian meets with the classroom teacher to identify concerns, establish open communication, and develop a plan to solve or minimize any concerns. The plan must be implemented for a minimum of two weeks before proceeding further.
3. After two weeks and all cooperative efforts are exhausted, the parent must notify the principal via email or letter about existing concerns. 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.
4. If a change in placement occurs, the principal will place the student according to placement criteria, which includes but is not limited to ESL requirements, Special Education requirements and additional criteria for maintaining balanced classrooms.
5. Individual teacher requests will not be granted.

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.

Tardies and Early Pick-Up

- 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, picture identification (i.e. a driver's license) is required for early release. Students will not be released to any adult without proper ID.
- Arriving on time for class is expected and essential. It is important that your child(ren) arrive on time and stay until the dismissal bell each day. Tardiness impacts the student and school in many ways: academic time is lost; directions and introduction of new concepts are missed; classroom instruction is interrupted; information needs to be repeated for the latecomer; and the child may be embarrassed by the late arrival.
- If your child comes to school after classes have begun, they must report to the office accompanied by a parent/guardian, before going to class without exception. Once checked in, students in grades 1-5 will walk to class independently. This will guarantee that they are not counted absent. However, you may still receive a phone call from the ParentLink automated attendance system.
- **There will be no student checkouts after 1:30 PM.** We do understand, however, that there are times when your child must be picked up early for an important appointment. 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. You may be asked to provide written documentation of this visit.

- iDismiss will be used as a dismissal Please see the video on iDismiss the NEW way for pick up and drop off: <https://youtu.be/vp5TmS-SSVU>
- 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 child.

Traffic Procedures: Pick-Up and Drop off

Essential information with vehicle drop-off and pick-up

Some essential information with vehicle drop-off and pick-up at Governor Bent Elementary School starting on April 5, 2021.

To keep our students and community safe and healthy, we have implemented a new drop-off, and pick-up system as no visitors and/or families will be allowed on campus to limit the exposure of COVID-19.

To expedite student drop off, please do the following:

- Student(s) cannot be dropped off before 7:40 AM.
- Drop off student(s) between 7:40 AM and 8:00 AM. If you arrive after 8:00 AM, you will have to call the office at 505-881-9797 to have school staff assist you before your student exits the vehicle.
- Please have your yellow iDismiss number tag (see example below) hanging from your rear-view mirror when you arrive on campus. If you don't have an iDismiss number tag, you will be given one on Monday, April 5.
- Please have students exit out of the passenger side of the vehicle.
- Before the student exits the vehicle, they will have their temperature checked by school staff with a school infrared thermometer. If your child has a fever, you will be given directions.
- Students will go directly to the classroom once they arrive on campus.

To expedite student pick-up, please do the following:

- We will start to call students from their classroom at 2:00 PM.
- Students will not be allowed to leave the classroom until you have arrived in your vehicle.
- Please have your yellow iDismiss number tag hanging from your rear-view mirror when you arrive on campus. If you don't have a number, you will be given one on Monday, April 5. As soon as we enter your iDismiss number tag, your student(s) will quickly exit the classroom and go to your vehicle.
- Please update all emergency contacts in ParentVue ASAP. We will verify the adult picking up your student if they do not have a yellow iDismiss number tag or do not know the iDismiss number. A government-issued ID will be only accepted to confirm the correct person is picking up your student.
- If you arrive after 2:15 PM, wait in the North Front Pick-Up, and call the office at 505-881-9797. The school staff will assist you before your student exits the campus. Again wait in your vehicle.

A few other items for drop-off and pick-up:

- If your student walks or rides the bus, they will be dismissed at 2:00 PM.
- RGEK after school care will start on April 12th. They will work with you on their system for pick-up and drop-off.
- If the adult walks to the school, please provide the iDismiss number to the duty staff. This will not expedite the drop-off and pick-up process.
- Masks are required when interacting with school staff. If you do not have a mask, we cannot assist you.

Pick-up and Drop-off locations:

(if you have two+ children go to the location with the youngest student)

- Kindergarten - 2nd grade- North Front Pick-Up
- 3rd-5th grade - East Back Pick-Up

Please note this system is new and will take time. Please plan for 15+ minutes to drop-off and pick up your student. Again, we are doing this for the health and safety of your child.

Video on how the system works- <https://youtu.be/vp5TmS-SSVU>

Governor Bent averages approximately 150 vehicles during the student drop-off and pick-up times. During drop-off and pick-up times, we ask for your patience and tolerance in all areas. We understand that everyone is excited for the school day to start and end but there are a lot of us in a few areas. Please practice PATIENCE and RESPECT as we model good examples for our children. SAFETY MUST be a concern for the entire Governor Bent Community. To ensure the safety of all of our children, please abide by the following traffic procedures. FASTEN YOUR SEAT BELT.

We have four Pick-Up and Drop off ZONES on our campus:

ZONE A - FRONT PARKING LOT (North Side of the campus)

This parking lot is designated for Kindergarten through 2nd grade students

ZONE B- BACK PARKING LOT (East Side of the campus)

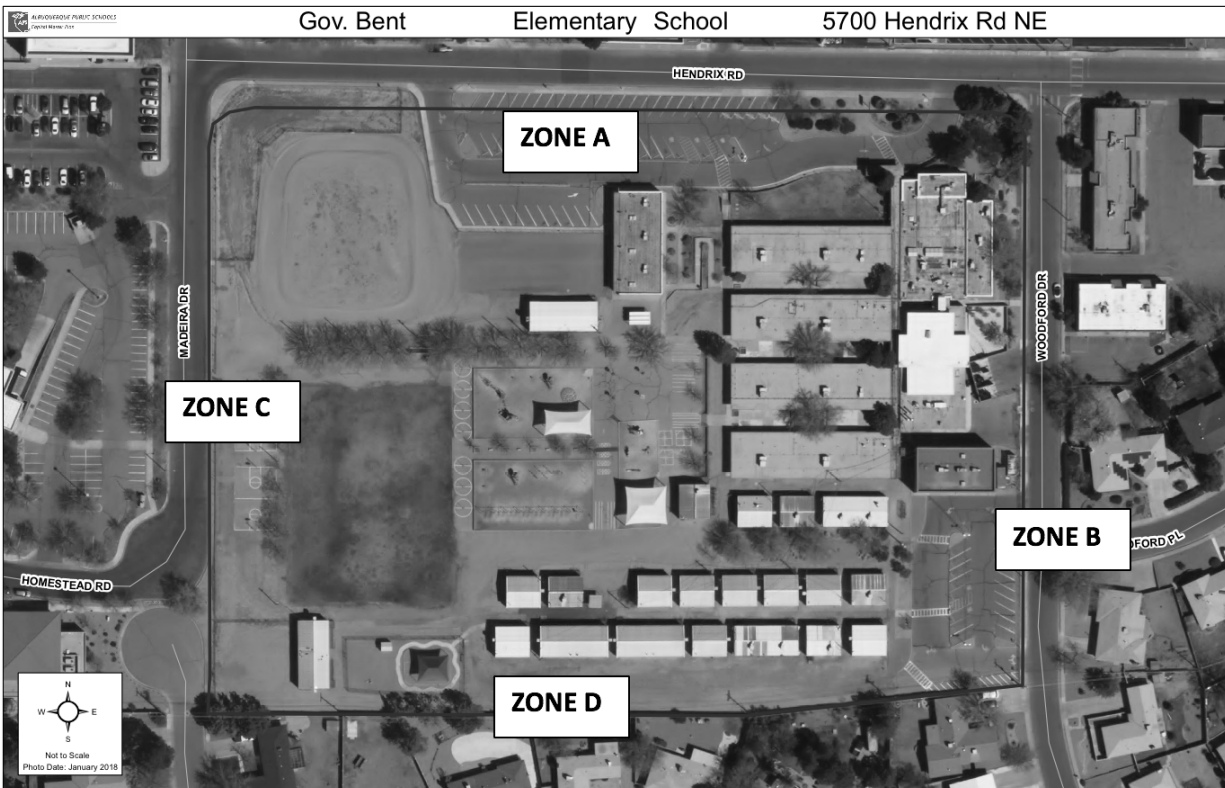
This parking lot is designated for 3rd through 5th grade students

ZONE C- SCHOOL BUSES AND DAYCARE (West Side of the campus)

- Only daycare and school buses may use this area
- NO Student Pick-Up or Drop-Off in this ZONE

ZONE D- Staff Parking ONLY (South Side of the campus)

- This ZONE is ONLY to be used by Governor Bent Staff and PreK families



General expectations in all ZONES:

- MORNING drop-off time is 7:40 AM - 7:53 AM.
- AFTERNOON pick-up time is from 2:00 PM - 2:15 PM.
- Please park in the designated spaces only, and never leave your vehicle idle in the parking lot unattended.
- Parking along the fire zone and curbs is PROHIBITED.
- Handicap parking spaces are for individuals issued parking permits for disabilities. ONLY the individual assigned the permit may park in the handicap parking spaces.
- Parents and students must use the crosswalk at all times.
- Watch the staff on duty: They will signal when you can enter and how far you should drive forward to accommodate the maximum number of vehicles.
- Once your vehicle is in the pick-up ZONE your child must load immediately.
- Consider staggering your pick-up time. The DRIVE-THRU system works best if not every vehicle is in line for the 2:00 PM dismissal bell.

Student Expectations for Drive-Thru ZONE A and B:

- ALL students must exit the parked vehicle from the right side of the vehicle only, so no students are walking in front of or behind vehicles. (Even if you have more than one student.)
- Students must be ready and walk to the drive-thru ZONE after the dismissal bell rings.
- Students must remain on the sidewalk and actively watch for their vehicle and be ready to load when their name is called giving them permission to walk to and enter their vehicle.
- Student belongings must be placed inside the vehicle and not in the trunk to ensure time efficiency and help the line run smoothly.

Adult Expectations for Drive-Thru ZONE A and B:

- ALL students must exit the parked vehicle from the right side of the vehicle only, so no students are walking in front of or behind vehicles. (Even if you have more than one student.)
- Parents should remain inside their vehicles and proceed in line.
- Vehicle doors should be unlocked so students can enter the vehicle quickly.
- Student belongings should be placed inside the vehicle and not in the trunk to ensure time efficiency and help the line run smoothly.
- Due to the volume of traffic, parents will need to follow staff directions to pull forward in line.
- Remain alert at all times.
- Put away your cellphone.
- Always obey school zone speed limit signs.
- Be alert for children who might dart across the parking lot or street.
- Obey all traffic rules, signs and signals.

Student Expectations for School Buses and Daycare ZONE C:

Free school bus transportation is provided to and from school for students living beyond a 1-mile walking distance from an elementary school.

Students Walking Expectations:

- Students walking to and from school must ALWAYS cross the streets with a crossing guard present, even when accompanied by an adult.
- We will NOT permit students to cross the MADEIRA, HENDRIX AND/OR WOODFORD crosswalk alone to meet a parked vehicle. Families must use the drive-thru or walk with their child to and from their vehicle. Safety first!
- Choose the safest route from your home to the school.
- Select a route that is most direct and has intersections with crosswalks when possible.
- Leave on time for school and/or in plenty of time to arrive at school or the bus stop.
- Stay on the sidewalk and be aware of traffic in the area.
- If there is no sidewalk, walk and stand facing traffic.
- When near the street, don't push, shove, or chase other students.
- Students should not wear headphones, on their cell phone text while walking, as they may not hear the sounds of oncoming traffic.
- Cross the street safely:
- Stop at the curb or edge of the street.
 - Look left, right, left and behind you and in front of you for traffic.
 - Wait until no traffic is coming and then begin crossing.
 - Keep looking for traffic until you have finished crossing.
 - Walk, don't run across the street.
 - Obey traffic signs, signals and school crossing guards.
 - Cross roads in crosswalks instead of making mid-block crossings.
- Be aware of drivers in parked cars that may be ready to move.
- Look for cars that may be entering or exiting driveways or alleyways.
- Do not enter the street from between parked cars or from behind bushes or shrubbery.
- Be extra alert in bad weather.
- Wear bright colors so that motorists can easily see you.
- Wait for the school bus at least 10 feet from the road and further away if the weather is bad.

- Never accept a ride from people not arranged or approved by your parents.
- Develop a buddy system and always walk in groups of at least two or three.
- If possible, an adult or older student should walk with young children.
- Students should not take shortcuts or cut through alleys, private property or across vacant lots.
- Students should immediately report anyone suspicious to an adult – a parent, school personnel or the school resource officer.

Source- Arlington Public Schools

Transfers- Student

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

Social Media

We invite you to follow us on our social media (Facebook and Twitter) for the most up to date information. @GovernorBent

Visitors to our Campus

We welcome and encourage your visits to Governor Bent and strive to keep a close surveillance of our campus. In accordance with state law, all visitors to our campus between 7:40 – 2:40 **must** first check in at the office and **must** wear a "Visitor" badge. We do this to ensure the safety and security of our students and staff.

- Upon arrival, please state the purpose of your visit and present a valid photo ID.
- If you need to leave something for your child, you may leave this at the front office, and we will get it to your child.

Conferences with school staff should be arranged before or after school and scheduled in advance to prevent interruption of the educational process. It is unacceptable to visit a classroom unless you are scheduled to help the teacher.

Students, staff, or visitors shall not advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or show bigotry toward any group.

Please Visit the APS website on visitors on APS campus. [Link to the website can be found here.](#)

Website

Our website is: <https://governorbent.aps.edu/> You can find all of our school information, newsletters, staff contacts, and other information located on our school website.