

# John Baker Elementary School

## Parent/Student Handbook



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(505) 298-7486  
[www.johnbaker.aps.edu](http://www.johnbaker.aps.edu)

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# JBES Parent Agreement

We believe educating your child is a partnership between the staff at John Baker Elementary School and your home.

We appreciate all you do to support your child and want to work together in any way we can.



This Parent Agreement serves as a guideline to assist us at school. We are thankful to have your family at our school and look forward to a great year!

As a parent/guardian of a child at John Baker, we ask you to agree to:

1. Help your child with homework and nightly reading.
2. Make sure your child is in school regularly and follows the APS/JBES Attendance Policy, in addition to adhering to the following:
  - Arrive on time: The tardy bell rings at 7:30 AM and all gates are closed and locked. If arriving after the 7:30 AM bell, a parent/guardian must bring the student to the front entrance to be checked in by our office staff. We have staff on duty beginning at 7:15 AM. Do not drop off students prior to 7:15 AM as duty teachers arrive at 7:15 AM to provide supervision.
  - Stay the entire day: We count every minute of your child's day towards instruction and don't want them to miss even one minute of their exciting day! Please attempt to make all appointments (doctors, etc) after school dismissal. If at all possible, please do not sign out students between 1:45-2:15 PM. This is a busy time in the classroom and important class reminders/announcements are shared.
  - Important: Please notify your child's teacher (note in backpack, note in agenda, email, etc.) if their afternoon dismissal routine has changed.
3. Update ParentVue when any contact information changes; phone numbers (home, work, cell) and/or emergency numbers. Contact the school when court documents are involved.
4. Follow the APS Volunteer Policy, the arrival and dismissal procedures, and the APS Acceptable Use Policy regarding computers, emails and the internet.
5. Read the [APS Handbook for Student Success](#). We maintain a JBES school wide behavior and expectation program. In this program we strive to offer positive behavior supports, but also include "refocus" forms, and discipline referrals if needed.

## **Welcome to John Baker Elementary!**

The John Baker Handbook is one way to communicate important information regarding our school. Our Handbook incorporates APS policy and procedures. At John Baker, we strive to be responsible, respectful, caring, and safe and have aligned the John Baker Handbook around these guiding principles. If you have any questions please contact Katie Sievert at [katie.sievert@aps.edu](mailto:katie.sievert@aps.edu) or (505) 298-7486.

### **SCHOOL DAY**

The instructional day is 7:30 a.m. - 2:15 p.m. Supervision is provided on the playground before school beginning at 7:15 a.m. The tardy bell rings at 7:35 a.m. Please do not drop your students off before duty staff have arrived.

**Breakfast will be provided between 7:15 a.m. and 7:35 a.m. in the cafeteria.**

We respectfully ask that students arrive on time every day and are not checked-out early at the end of the day (especially between 1:45 p.m. and 2:15 p.m.) . Every instructional minute counts! When students are tardy or picked-up early it interrupts the learning process.

- **Students arriving after 7:35 AM are considered late and must be signed in at the front office by a parent or guardian.** After the bell has rung and the gates are locked, students may not be dropped off in the drive-through lane and left to walk in alone.
- If a student is picked up during the instructional day, parents must call the office at 505-298-7486. Students will be escorted to the front door and the parent/guardian must show ID to the office staff.

### **STUDENT DROP-OFF 7:15 a.m. - 7:35 a.m.**

- **Vehicles:** All students should be dropped off at the green drop-off curb. (Parents may not park or exit their vehicle in the drop-off lane.) The right drive-through lane is for drop-off. Students should not exit their vehicle until duty teachers wearing vests are present on the curb.
- **Bikers/Walkers:** Students who are biking or walking to school need to enter the playground through entrance points along the drive-through curb or at the Comanche pedestrian bridge. (The playground and campus are closed to parents and visitors before school. Visitors must always check-in through the office.)
- When students arrive, they will stay on the playground until the second bell rings at 7:35am.
- When the tardy bell rings at 7:35 a.m., all gates will be locked.
- When the second bell rings at 7:35am, students will proceed directly to their classrooms.

- Students who ride the bus will be dropped off at 7:15 a.m. and enter school through the cafeteria doors.
- Please do not enter or block the staff parking lot before school.

### **STUDENT PICK-UP/DISMISSAL AT 2:15 P.M.**

- Students who walk or bike home unescorted will leave campus immediately.
- Parents who park and walk to campus can meet their child at the Hoover Crosswalk or at the Comanche Bridge.
- Students who ride the bus will walk through the cafeteria or room 205 to get to the bus lane and board the bus immediately.
- Parents driving through the pick-up lane are encouraged to display the grade level colored card with their child's name on the dashboard to expedite the dismissal process.
- Students who are being pick-up by car in the drive-through lane will remain inside the fence on the playground until they are called to the curb.
- Students attending Holiday Park will meet program leaders on the west side of the playground by the lower basketball court to be escorted as a group to the Rec Center.
- Students who attend the after school program, Children's Choice, report to the school cafeteria.
- Remaining to play on the playground after school is not allowed.

### **TRAFFIC FLOW GUIDELINES**

Dropping off and picking up students requires patience. We have very limited parking and only one drive-through lane. Please follow these guidelines when dropping off and picking up your child:

- Be respectful to the duty staff; their main concern is keeping students safe
- Follow pedestrian and traffic rules and obey speed limits
- The right lane is for drop-off and pick-up along the green curb
- The left lane is a drive-through only lane (no stopping or merging into the right lane)
- Do not park or leave your vehicle unattended along the curb
- Please be patient and kind. The drop-off and pick-up process takes time.

### **TRAFFIC FLOW/DROP-OFF & PICK-UP**

Please adhere to these strict guidelines:

- Please follow pedestrian and traffic rules
- The right drive through lane is to drop-off and pick-up students only.
- Do not park or leave your vehicle unattended along the green zone curb.
- If you park in designated areas and walk across traffic, use marked crosswalks.

### **ABBREVIATED DAY**

When weather conditions require a delayed start, John Baker will begin classes at 9:30 a.m. and will dismiss at 2:15 p.m. Delays will be announced on local television and radio

stations as well as through the APS website ([www.aps.edu](http://www.aps.edu)). If students are at school and weather conditions worsen, early dismissal may be required. This information will also be distributed via local media sources and our automated phone system, School Messenger.

## **ATTENDANCE**

### **APS School Attendance Policies and Procedural Directives**

Regular attendance is a key to school success. Students can learn only if they are on time and present in class daily. School districts and schools are held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process.

It is understood that sometimes families may need support to help their child be successful. School staff can assist with locating possible resources within the school community.

- **Absences**

John Baker adheres to the APS Board of Education absentee policy. Attendance is monitored by the district's online record-keeping system. If a parent does not call the school to report an absence, the automated system will call and let you know your child's absence is unexcused. Additionally, the automated system will generate a letter for excessive absences. Interventions and plans may be implemented to improve attendance if needed.

Please call the school attendance line at 298-7486 before 8:00 a.m. to report an absence. Be prepared to provide your name, the child's name, and the date of absence, the teacher's name and grade level, and the reason for the absence. If your child has a chronic condition or will be out of school for an extended period of time, please contact the school principal and your child's teacher. We will work with you to decrease the educational impact of the absences.

- **Make-up Work:** Students are entitled to make up work for absences. Please allow 24 hours for teachers to compile make-up work. Once the make-up work has been assigned, students have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been made.

## **LATE ARRIVAL/EARLY DISMISSAL**

- Teachers will take attendance within the first 20 minutes of school. Every instructional minute counts! Therefore, arriving on time and remaining until the end of the day is crucial for all students. When students arrive late or are picked up early it interrupts their teacher, their learning, and other students' learning. When a student is tardy or returns after an appointment - **an adult must check them in through the office.**
- In order to minimize interrupting the end of the day routines and procedures, we respectfully ask that you do not call to sign your child out between 1:45 p.m. - 2:15

p.m. unless there is an emergency. Also, please coordinate after school plans with your child before the school day begins.

- When being checked out during the instructional day, students will be called to the office. The parent/guardian must show their ID to the office staff before the student is released from school.

## **BEHAVIOR**

John Baker follows all guidelines outlined in the Student Code of Conduct in the APS Student Handbook: [APS Handbook for Student Success](#). Please review the handbook together so children and parents will be familiar with the policies and expectations.

### **John Baker Bobcat Rules:**

1. I will keep my hands, feet, and hurtful comments to myself.
2. I will respect myself and others.
3. I will take care of school property and equipment.
4. I will keep all personal toys and sports equipment at home.
5. I will behave in a way that allows everyone to learn.

Students are expected to treat other students, adults, and school property with respect. John Baker staff will teach school-wide expectations. Minor behavior incidents will be handled by teachers. Major incidents that pose a safety threat or cause harm will be referred to administration.

In accordance with the *Family Education Right and Privacy Act (FERPA)*, the school may not disclose information about other students involved in an incident or the consequences given. Consequences will be given following the matrix in the *APS Student Handbook*.

## **BULLYING**

To qualify as bullying, an incident must involve an imbalance of power between the aggressor and target. Bullying usually involves multiple incidents. The aggressor and the target have drastically different reactions to the incident and the target feels powerless. At John Baker, we are committed to providing a safe and respectful learning environment.

Students are encouraged to report bullying to an adult. Each incident is responded to through a discovery process where students are interviewed. If the incident is deemed bullying, parents will be notified regarding their child.

## **CAFETERIA/MEALS ~ BREAKFAST AND LUNCH ARE FREE FOR ALL STUDENTS THIS SCHOOL YEAR**

Breakfast will be provided in the cafeteria beginning at 7:15 a.m.

Thirty minute lunch times vary by grade level. There is also a snack zone outside on the way to the playground for students to finish their lunch or eat a snack during recess.

John Baker promotes proper nutrition and an active lifestyle. To help meet this challenge, **students are asked not to supplement their school lunch with chips, candy, and/or sodas or sweetened beverages.** For students who bring lunch, think about portions and healthy food choices. Remember, eating healthy provides fuel for our bodies so students can work and think ALL day!

### **CLASSROOM OBSERVATIONS**

In an effort 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. In accordance with federal and state law, the credentials of all public school employees working with students can be obtained by the principal.

### **CLASSROOM PLACEMENT POLICY**

At the end of the year, teachers and the counselor will work with the principal to create balanced classes for the following year. Parents may not request a specific teacher, but they can provide information about learning styles and teaching models. **Individual teacher requests will not be granted.** Great care is exerted in keeping classroom enrollment balanced as well as finding the optimal classroom placement for each child who attends John Baker Elementary.

### **Change in Classroom Requests:**

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/guardian continues to have concerns, the parent/guardian must notify the principal via email or written letter about those concerns. The principal will arrange a formal conference with the parent/guardian 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 to placement criteria, which includes but is not limited to ESL requirements, Special Education requirements and other criteria for maintaining balanced classrooms.

### **Creating/Closing Classes:**

Class lists are not final until the 20th day of school due to circumstances around student enrollment. Changes may be made due to staffing and/or enrollment increases or decreases.

In the event we need to create a new classroom at the beginning of the year due to an overage in class size averages, we will follow this following procedure:

- A. First, parents and students will be given the opportunity to volunteer to move to the new classroom.
- B. After the volunteers are placed, additional classroom spots will be filled using our usual placement method. The rest of the class will be formed to ensure balanced classrooms of all abilities and gender.

If on the 20<sup>th</sup> 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.

We appreciate the support you will offer your child and his or her new teacher during this time of transition. It is important to remember that the students will be observing how the adults in their lives handle the change during this transition.

### **COUNSELOR**

We have a full-time counselor who works with staff, children and families to achieve their fullest academic, social, and emotional potential. The counseling program includes classroom guidance lessons, some small group and/or individual guidance for identified students. The counselor is available to assist with items such as: food and clothing, housing referral, insurance, completion of forms, before and after school program information, medical service referrals, community service referrals, and information regarding individual and/or family counseling. If you would like to contact our school counselor, Mrs. Andraka, she may be reached at 298-7486.

### **DRESS CODE**

“Albuquerque Public Schools shall prohibit student dress that may present a health or safety hazard, violate municipal or state law or present a potential disruption to the instructional program. The APS Board of Education shall not allow for the imposition of punishment, discrimination or disparate treatment against a student based on the student's racial identity, sex, gender identity or expression, sexual orientation, cultural or religious identity and observances, household income, body size/type or body maturity or because of the student's use of protective hairstyles or cultural or religious headdresses.

Prohibited clothing and accessories include, but is not limited to:

- obscene or violent language or images
- depictions of alcohol or drugs or other illegal item or activity
- racist content, hate speech, profanity or pornography
- accessories that could be considered dangerous or used as a weapon

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.”

## **Guidelines for School Adopted Dress Code**

“Individual Albuquerque Public Schools shall adopt student dress codes in compliance with the minimum requirements set forth in this procedural directive and board policy. Each school community shall develop a dress code. Each school shall develop, implement and document processes utilized to ensure student, parent/legal guardian, school staff, and school community input and involvement in the planning and adoption process. The process shall include:

- a distribution of the proposed dress code to all parents/legal guardians and students
- an advertised public meeting at the school to allow discussion and comment on the proposed dress code
- a dress code process approved by the school site instructional council

The school shall submit the proposed dress code and the family involvement and polling plan to the appropriate associate superintendent for approval prior to holding any community vote.

The school shall document a vote on the proposed dress code with each student family having one vote. The school shall facilitate a voting process. At least sixty-five percent (65%) of the votes must be in support of the proposal before the school may adopt a student dress code.”

If an acceptable change of clothing is not available (i.e. some spare T-shirts will be kept in the nurse’s office), parents will be called to arrange for acceptable clothing to be brought to the school for your student. Inappropriately dressed children will wait in the administration office until their parents can provide a change of clothing.

Teachers are responsible for implementation and should adhere to the following procedure:

1. If a student is out of dress code, the teacher will call the parent (immediately) and request a change of clothing.
2. If the parent is unable to bring dress code attire, we have a clothing bank at school. The teacher will send the student with a note to the health room with documentation that they have contacted the family.
3. The teacher will notify the counselor, health room staff, or administration if you feel a student needs assistance with dress code clothing (trip to APS clothing bank).

## **FIELD TRIPS**

During the year, teachers schedule field trips for instructional purposes. Written permission is required when students are transported away from the school. Permission forms will be sent home prior to the scheduled trip. Any fees must be paid in advance; teachers will include the due date on the permission form. **Money paid for a field trip is non-refundable if a child misses the activity for any reason.** Students who have not

returned a signed permission form to their teacher by the required date may not be allowed to go on the field trip. Granting permission over the phone is not acceptable.

All family members attending a field trip as a chaperone or meeting the class at the site **must have an unsupervised background check through APS**. Siblings or other minors may not attend field trips; their presence may distract from the experience planned for the students.

In addition, students must return to school on the bus with their class.

## **HEALTH**

### **Illnesses and Injuries**

When a child becomes ill or is injured while at school, he or she will be sent to the nurse's office for evaluation; each visit is documented in the health office. If the nurse or health assistant determines that your child needs to be picked up from school, parents/guardians or emergency contacts will be notified.

### **Medication Policy**

The following precautions must be observed when a student must receive/store medication at school:

- A special medication form must be completed and signed by you and your doctor detailing the name of the medicine, dosage, time to be given, etc. This form is available in the health office.
- An adult must bring in the medication in the prescription bottle – the child is not to transport the medication.
- Over-the-counter medication must have a physician's authorization to dispense at school. This applies to Tylenol, cold tablets, and all other non-prescription medications.
- Medication will be kept in a safe place at school and we will take every precaution to safeguard the medication.
- Please remind your child about reporting to the office at the designated time to receive his or her medication.
- Sunscreen may be brought to school and used without a doctor's note or prescription.

## **ONLINE REGISTRATION & CONTACT INFORMATION**

In order to protect the health and safety of our students, it is important that all pertinent information collected during online enrollment be accurate at all times. Please remember that your child will **ONLY** be released to individuals who are named on your child's information page and who are able to provide photo identification. It is helpful to have a minimum of 3 emergency contacts listed for your child.

It is important that we continuously have accurate contact information for parents/guardians and emergency contacts as well. If there is a change in this or other student information, please contact the office to make changes as soon as possible. The type of information that needs to be kept current includes: telephone numbers, home

address, custody and other pertinent legal information, and medications or health concerns.

### **PARENT/TEACHER CONFERENCES**

Parents who have concerns about their child's progress or well-being in school should **first** contact the child's teacher and make arrangements to discuss these concerns. Most concerns are alleviated during this step. However, should there be continuing concerns, please do not hesitate to contact the principal.

Your child's teacher will schedule a conference with you after the 1<sup>st</sup> and 3<sup>rd</sup> reporting periods. This is a time to discuss the academic performance, social skills, work habits, and behavior of your child. It is also a time for you to ask questions about curriculum and instruction. Teachers are happy and willing to meet with parents at other times if necessary.

### **PETS**

Pets are not allowed on campus. With prior approval from the Administration, animals may be brought to classrooms only if they serve a direct instructional purpose or are used as a certified service animal.

### **TOYS & PHONES**

We ask that students not bring personal toys, games, or electronic devices (MP3, iPod, Gameboys, PSP's, Smart Watches, etc.) to school. These are a distraction to the educational process. If a student brings a phone to school, it must be powered off during the school day (bell to bell). It may be confiscated if it is being used during the instructional day. There is also a risk of loss, breakage, and theft when expensive items are in the possession of students. The school will not assume responsibility for items brought to school.

### **Cell Phone Policy**

Please reference APS' Student Acceptable Use of Technology policy: [PJ40: Student Acceptable Use of Technology](#).

**1st Offense:** Warning and reminder of school policy.

**2nd Offense:** Phone will be confiscated and the Principal will contact the parent/guardian. Parent/guardian must retrieve the phone from the school office.

**3rd Offense:** Parent/guardian may retrieve the confiscated electronic device at the end of the semester.

### **VOLUNTEERING AT SCHOOL/BACKGROUND CLEARANCE**

Volunteers are welcome at John Baker. State law requires a background check from volunteers before participating in any volunteer activity at any APS school.

There are two categories of volunteers who receive differing levels of background check clearances and badging:

- Unsupervised School Volunteers with unsupervised access to students.

- Supervised Volunteers whose access to students must always have line of sight supervision by an APS staff member who is not Food and Nutrition.

You can apply to volunteer on the APS website. Here is the link: [APS Volunteer Clearance Request](#)

Guests, visitors, and volunteers must sign in at the office and wear a visitor pass. Guests are those individuals, with principal approval, who assist, on campus, on a non-regular or one-time basis. Visitors are those who attend a district sponsored event or activity for a short period of time. A volunteer is an individual who helps in the school on a regular basis. **ALL volunteers must undergo an APS background check to authorize them to perform volunteer services like helping in the classroom or accompanying a class on a fieldtrip.** Volunteers must apply online at [www.aps.edu/volunteer-with-aps](http://www.aps.edu/volunteer-with-aps).

In addition to the site specific information above, please click on the following link to read the district's handbook to ensure a safe learning environment: [APS Handbook for Student Success](#)

The APS Handbook establishes student expectations and provides guidelines for conduct. It is our goal to provide a safe and positive learning environment. Thank you for doing your part to ensure all students succeed!

**GO BOBCATS!!!**