



Sunset Elementary Handbook

2023-2024
School Year

606 W. O'Connor Rd.,
Roswell, NM 88203



(575) 637-3575



Secretary:
blozano@risd.k12.nm.us



Principal:
dtrujillo@risd.k12.nm.us



Welcome to Sunset Elementary!

This year's theme is:

Ready, Set, Grow!





Letter from the Principal

CONTACT



ADDRESS

606 W. O'Connor Rd.
Roswell, NM 88203



PHONE

(575) 637-3577



EMAIL

dtrujillo@risd.k12.nm.us



WEBSITE

<https://sun.risd.k12.nm.us/>

August 7, 2023

Dear Families,

We have missed you over the summer and are ready to begin a new school year.

Our theme this year is "Ready, Set Grow!" We are thrilled to help our children grow in many areas including academics, social development, appreciation of culture, etc.

For safety reasons, our front doors will remain locked. Please know that the safety and well-being of our students is our #1 priority. If you need to speak with us, please do not hesitate to reach out to our front office at (575) 637-3578. We are willing and happy to communicate with you and, when necessary, to schedule appointments to meet with you. When picking up children, please be prepared to show your identification (i.e. driver's license, state issued ID, etc.).

We will work diligently to make sure this next school year is filled with learning activities and opportunities! We value your input and the trust you place in us to educate your children.

I got married this summer, and my last name has changed to Trujillo. I am still the principal from the last several years here at Sunset. I look forward to seeing you all soon!

Sincerely,
Dana Trujillo
Principal, Sunset Elementary



Carta de parte de la Directora

CONTACT



ADDRESS

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7 agosto 2023

Queridas familias,

Los hemos extrañado durante el verano, y estamos listos para comenzar un nuevo año escolar.

Nuestro tema este año es "¡Listos, listos para crecer!" Estamos encantados de ayudar a nuestros hijos a crecer en muchas áreas, incluidas las académicas, el desarrollo social, la apreciación de la cultura, etc.

Por razones de seguridad, nuestras puertas delanteras permanecerán cerradas. Tengan en cuenta que la seguridad y el bienestar de nuestros estudiantes es nuestra prioridad número 1. Si necesitan hablar con nosotros, no duden en comunicarse con nuestra oficina principal al (575) 637-3578. Estamos dispuestos y felices de comunicarnos con ustedes y, cuando sea necesario, programar citas para reunirnos con ustedes. Cuando recojan a los niños, estén preparados para mostrar su identificación (es decir, licencia de conducir, identificación emitida por el estado, etc.).

¡Trabajaremos diligentemente para asegurarnos de que este próximo año escolar esté lleno de actividades y oportunidades de aprendizaje! Valoramos su aporte y la confianza que depositan en nosotros para educar a sus hijos.

Me casé este verano y mi apellido cambió a Trujillo. Sigo siendo la directora de los últimos años aquí en Sunset. ¡Espero verlos a todos pronto!

Atentamente,
Dana Trujillo
Directora, Escuela Sunset

**Roswell Independent School District
2023-2024
District Calendar**

Jul-23					Jul 31 & Aug 1	New Teacher Orientation	Jan-24					
M	T	W	TH	F	Aug 2, 3, & 4	In Service	M	T	W	TH	F	
3	4	5	6	7	Aug 7	First day of School	1	2	3	4	5	
10	11	12	13	14			8	9	10	11	12	
17	18	19	20	21	Sept 4	Labor Day Holiday	15	16	17	18	19	
24	25	26	27	28	Sept 8	Mid. 9 weeks ends	22	23	24	25	26	
31					Sept 13	Mid. 9 weeks Report Cards Issued	29	30	31			
					Sept 14	Parent Conf. 4:00 pm to 7:00 pm						Feb-24
M	T	W	TH	F	Sept 15	Parent Conf. 8:00 am to 12:00 pm				1	2	
31	1	2	3	4	Sept 29	Students in class Professional Development	5	6	7	8	9	
7	8	9	10	11			12	13	14	15	16	
14	15	16	17	18	Oct 2	Community Learning Day	19	20	21	22	23	
21	22	23	24	25	Oct 11	9 weeks ends	26	27	28	29		
28	29	30	31		Oct 11	NM State Reporting 40th Day						March 2024
					Oct 13	9 weeks report cards issued	M	T	W	TH	F	
M	T	W	TH	F								
				1	Nov 1	Professional Development					1	
4	5	6	7	8	Nov 13	Mid 9 weeks ends	4	5	6	7	8	
11	12	13	14	15	Nov 15	Mid. 9 weeks Report Cards Issued	11	12	13	14	15	
18	19	20	21	22	Nov 22 - 24	Thanksgiving Break	18	19	20	21	22	
25	26	27	28	29			25	26	27	28	29	
					Dec 1	NM State Reporting 80th Day						Apr-24
M	T	W	TH	F	Dec 22	End Semester	M	T	W	TH	F	
2	3	4	5	6	Dec 25 - Jan 8	Winter Break	1	2	3	4	5	
9	10	11	12	13			8	9	10	11	12	
16	17	18	19	20	Jan 8	Professional Development	15	16	17	18	19	
23	24	25	26	27	Jan 9	Classes resume	22	23	24	25	26	
30	31				Jan 15	Community Learning Day	29	30				
					Jan 16	Semester Report Cards Issued						May-24
M	T	W	TH	F			M	T	W	TH	F	
					Feb 8	Mid. 9 weeks ends						
6	7	8	9	10	Feb 8	Parent Conf. 4:00 pm to 7:00 pm	6	7	8	9	10	
13	14	15	16	17	Feb 9	Parent Conf. 8:00 am to 12:00 pm	13	14	15	16	17	
20	21	22	23	24	Feb 12	Mid. 9 weeks Report Cards Issued	20	21	22	23	24	
27	28	29	30		Feb 14	NM State Reporting 120th day	27	28	29	30	31	
					Feb 16	Students in class Professional Development						Jun-22
M	T	W	TH	F	Feb 19	Community Learning Day	M	T	W	TH	F	
				1			3	4	5	6	7	
4	5	6	7	8	Mar 12	9 weeks ends	10	11	12	13	14	
11	12	13	14	15	Mar 15	9 weeks Report Cards Issued	17	18	19	20	21	
18	19	20	21	22	Mar 18 - 22	Spring Break	24	25	26	27	28	
25	26	27	28	29	Mar 29	Spring Holiday						<div>School Calendar</div> <div>06.05.23 Revision</div>
					Apr 19	Mid. 9 weeks ends						
					Apr 19	Students in class Professional Development						
					Apr 23	Mid. 9 weeks Report Cards Issued						
					May 24	Last Day and 180-Day Count						
					May 19	Baccalaureate Program						
					May 23	UHS Graduation						
					May 24	GHS Graduation						
					May 25	ECHS Graduation						
					May 25	RHS Graduation						
					May 30-31	Cafeteria Closed						

TRADITIONAL DAILY SCHEDULE

ARRIVAL:	7:40	Teacher Reporting Time & EARLY Student Drop-Off
	7:55	REGULAR Student Drop-Off
	8:00	Announcements
	8:00	Student Tardy Bell
LUNCH:	PreK:	11:00-11:30
	Kinder & 1 st :	11:00-11:30
	2 nd & 3 rd :	11:15-11:45
	4 th & 5 th :	11:30-12:00
DISMISSAL:	1:45	Wednesday - Early Dismissal
	2:45	EARLY Parent Pick-Up
	2:50	Dismissal 1 st Bus Run
	3:00	Dismissal 2 nd Bus Run & REGULAR Parent Pick-Up
	3:25	Teachers Depart

Students who are dropped off at school should not arrive prior to 7:40 a.m. There is no playground/cafeteria/classroom supervision prior to that time. After school, students are expected to leave school at 2:50 and 3:00 p.m. To ensure student safety when dropping off students or when picking them up after school, please exercise care and follow the instructions of duty staff. The parent zone to pick up/drop off students is located directly in front of the building, with traffic moving from west to east. Please refrain from dropping off student in our parking lot (unless you are signing them in). The bus loading/ unloading zone is located on the Northeast corner of the school property. The bus zone is to be utilized by school buses only. Please use the school parking lot when visiting the school.

MISSION AND VISION STATEMENTS

It is the responsibility of the school, in close collaboration with families, to provide a comprehensive educational program. Sunset Elementary strives to ensure that all students develop the character and academic skills necessary for success. Sunset's educational program emphasizes the following:

- Thinking and communicating effectively
- Respecting one's own culture and that of others
- Developing moral responsibility and physical fitness
- Acquiring skills necessary for economic and social fulfillment
- Providing opportunities to develop individual talents and a desire for learning
- Offering diverse programs, materials, methods, and curriculum
- Instilling a sense of appreciation of community for living in a changing democracy

Mission Statement: Sunset Elementary will prepare all children to be respectful and resourceful.

Vision Statement: "Do the best you can until you know better. Then when you know better, do better."
~Maya Angelou

Core Beliefs:

- Sunset’s Professional Learning Communities will work collaboratively on continuous school improvement initiatives as we strive for academic excellence.
- We believe that regular attendance is necessary for student growth and achievement.
- We believe that families play an integral role in the educational process.
We believe that positive relationships among students, staff, families, and the community help build the value of education.
- We believe literacy is the foundation for all learning and critical to future success.
- We believe elementary reading instruction should be a combination of phonemic awareness, phonics, vocabulary development, fluency, and comprehension.
- We believe that writers need time to develop the writing process, coaching and conferring to experience continuous growth.
- We believe students need to collaborate and share their writing with peers, teachers, and authentic audiences because writing is meant to be read and acknowledged.
- We believe students need opportunities for oral language development, both speaking and listening.
- Students will continuously improve their math fluency throughout the year.
- Students will develop and use effective strategies for problem solving.
- Sunset staff will share effective strategies and practices to improve student achievement.

BUS TRANSPORTATION

Each bus has a route number assigned to help students remember which bus they ride. In order for you to understand the regulations covering the conduct of students while riding the bus, you will be provided a copy of “**Student Transportation Handbook for RISD.**” Please review the regulations with your child. Parents should sign and return the regulation document. Please remind your child that riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied, since misbehavior could result in injury to all riders on the bus. Students displaying inappropriate behavior at bus stops and/or to and from school on the buses are subject to suspension from the bus. Questions concerning bus transportation services (pick-up/drop-off sites, routes, or times) should be directed to the school office at 637-3575 or Hamill Transportation at 622-9269.

VISITING SCHOOL

You are welcome and encouraged to visit Sunset Elementary and take an active role in the education of your child. We appreciate and value your support, volunteer time, and parental involvement. For the safety of the students, we ask that you follow school and district procedures. Please check-in at the office and be prepared to state the purpose of your visit prior to entering the school or classrooms. Be prepared to show identification, sign-in on the visitor roster, and wear the visitor badge while in the building. When you leave the building, please remember to sign out on the visitor roster.

To request a conference with your child’s teacher, please contact the teacher through the school office (637-3575) and request an appointment. Please arrange visits with your child’s teacher ahead of time or before/after the instructional day to ensure confidentiality and minimize disruptions within the instructional day.

SNOW DAYS

The Roswell Independent School District announces the cancellation of school due to weather conditions when the Superintendent of Schools determines that roads/streets are unsafe. When the district calls for a delayed opening, school will begin at 10:00 a.m. Public announcements will be made on the radio and TV stations. The district's automated phone system will also be used to make calls. Please maintain your current and correct contact information and phone numbers in the office.

ATTENDANCE

Regular school attendance is critical. Missing a day may mean the student will miss the introduction or development of a necessary skill. Please note the following:

1. New Mexico State Law requires that every student in the state who is at least 5 years of age by September 1st attend school.
2. A child should be in school every day that he/she is physically able. As a general rule, absences should only occur as a result of illness or injury, and family emergencies.
3. On mornings your child does not come to school; please call the school (637-3575) to let us know. If you are unable to reach us in person, please leave a voicemail message. For doctor appointments, please remember to send the doctor's note upon your child's return to school.
4. Parents of students who exhibit a pattern of absences will be contacted and referrals will be made to the student assistance team, principal designee for attendance, or other appropriate authorities.
5. When an absence is planned in advance, please notify your child's teacher. If you will be gone for three days or more, please get a prearranged absence slip from the office and request the assignments for your child during the time they are gone. Please ensure that make up work is completed in no more than twice the amount of days in which they were absent.

GRADES

Report cards are issued for each nine-week grading period throughout the school year. Report cards in grades kindergarten through second grade indicate student progress by a developmental checklist of skill mastery. The third through fifth Grade report cards indicate student progress by letter grades for content/skill areas.

In addition, mid-nine-week reports are issued during each nine-week period. This is a good time to contact your child's teacher, if you are concerned about any subject areas/skills or behaviors. The RISD provides a parent portal accessible via the district website to access your child's records as well. Please contact the school office for assistance.

VALUABLES/LOST FOUND ITEMS

Parents are urged to monitor that students do not bring or wear valuable items, large amounts of money, or other costly items (cell phones, I-pods, electronic games, etc.) to school. School personnel cannot be responsible for the loss or damage to items of this nature, as well as they are a distraction at school. Please label all of your child's belongings with their name in permanent ink. Found items will be placed in the box near the gymnasium or front office. At the end of each nine weeks, items in the box will be donated to charity.

EMERGENCY / FIRE DRILLS

Emergency/fire drills are conducted during the school year to ensure the safety of our students and staff. The teachers and students are aware of announcement codes for "lock down" or the bells that signal a "fire" drill. A "lock down" drill requires teachers and students to remain inside their classrooms. A "fire" drill requires teachers and students to exit the building. Emergency/fire drills provide practice of routines and safety procedures for possible emergency situations.

PARENT ADVISORY COUNCIL

The Sunset Parent Advisory council (PAC) is a supportive partner in the education of our students. The PAC sponsors events and activities during the school year such as: fundraisers, sponsorships and incentives for positive recognition of our students, classrooms and staff, and special promotions of various events and activities throughout the school year. For additional information, please refer to the school newsletter, PAC notes going home, or contact the school office (637-3575). Take part in your school PAC.

COMMUNICATION

Please contact your child's teacher or the principal with any questions or concerns you may have. If your child is having a problem, contact the teacher as this is the person most familiar with your child. If you have spoken with your child's teacher and still have questions/concerns, contact the principal. For general school concerns, please contact the office. The school publishes a monthly bilingual newsletter in hard copy and on the school web site. The purpose is to keep you informed of school related activities as well as disseminate information about instructional programs and recognize student accomplishments.

HOMEWORK

Homework provides additional practice of academic skills taught at school. It is an important tool for building responsibility as well as self-discipline. Also, homework encourages students to develop organizational skills and time management. The details regarding each grade level or teacher's expectations in regards to homework will be given to you at the Open House and can be discussed during parent teacher conferences.

In kindergarten through second grade, folders will be used to assist with homework organization. Please check with your child each night as these will provide a means for daily home school communication. Agendas are used for grades three through five. The first agenda is free; however, lost agendas will be replaced at a cost of \$5.00.

PLAYGROUND RULES

In the interest of safety and due to the inherent risks on the playground, we make every effort to actively supervise recreational activities. Teachers will review these rules with their students at the beginning of each year. No baseballs, bats, roller blades, wheeled shoes, skateboards, bicycles or scooters are allowed on the playground during the school day. The school assumes no responsibility for equipment brought from home. The general playground rules are:

- Stay within the sight of the duty teacher(s). Listen and respond to supervising adults.
- Treat others with respect and use appropriate language.
- Share and take turns on the equipment.
- Never leave the playground for any reason without permission.
- Obtain permission to enter the building and walk quietly in the halls.
- No tackle or contact games. Hands/feet to self - no pushing, pulling, shoving, slapping, hitting.
- No rock or sand throwing, climbing trees or breaking tree branches.
- Play in designated areas, avoiding building windows and doors.

FIELD TRIPS

Your child's teacher will send a permission slip home for you to sign before he/she takes the class on a field trip off campus. Field trips that support the curriculum must be preapproved by the school administrator and/or district. It may include a visit to places of interest in the community such as museums, library, post office, etc. You may be asked to chaperone and/or attend the field trips, and your support is appreciated.

MEDICATION

The school cannot dispense prescription medication unless an official form completed by a physician is on file. These forms are available in the office. Please visit with the school nurse regarding health concerns and medications for your child. Do not send medication with your student to school.

TELEPHONE USE

Although students will be allowed to call home in emergency situations, please help limit school phone use and/or classroom disruptions by making sure your child is prepared for school. Refer to the uniform policy and make sure he/she has needed supplies and homework. Make sure you have made plans for after school procedures with your child before he/she leaves for school in the morning. Contact the school office at least 1 hour prior to the close of the school day if you have a temporary change in pick up procedures for your child.

STUDENT SIGN IN/OUT

No student is permitted to leave the school grounds/building during school hours without the permission from the office. Parents must check students in or out through the office when leaving early, arriving late, or returning from an appointment. When checking a student out, please sign the student out at the office. Please be prepared to show identification. If other custodial arrangements are in place for your child, please provide the office the specifics and official documents.

In the event of an emergency, you will be notified immediately. If you cannot be reached, we will contact an adult whose name and number you have given on the enrollment form. It is extremely important that you notify us of changes to telephone numbers listed on the form.

DRESS CODE

Our dress code helps create an atmosphere of pride and respect while assuring student safety at school. Please ensure that your children wear school appropriate clothing.

- Bottoms: Twill pants in any color. Regular fit jeans in khaki, navy, or black (No decorations or tears in jeans). Shorts, dresses, and skirts must be long enough that the bottom hem reaches halfway down the thigh area.
- Tops: All tops must cover to the end of the shoulder blade and reach past the waistline. No spaghetti straps on tops or dresses.
- Closed toe shoes. Please do not send students in open-toed shoes—they often participate in physical activities that require covered toes for safety reasons. No shoes with wheels.

If you need assistance in acquiring clothes within our dress code, please do not hesitate to reach out to our office.

For the first violation, students will call their parent/guardian to bring them the correct uniform. Students will be sent home for second uniform violations. They may return with the correct uniform. Students may receive additional consequences as determined by the school principal when not in compliance.

Please refer to School Board Policy, which all students receive at the beginning of the school year or upon enrollment during the school year. Please note the following guidelines:

- Footwear must be worn at all times.

- No clothing worn that is profane, derogatory, suggestive, or advertises alcohol or tobacco.
- No sagging, dragging, or clothing more than one size too big.
- No facial jewelry.
- No halter tops, spaghetti straps, tank tops, see-through, or other revealing shirts.
- No bare midriffs or chests.
- No accessory chains.

CHARACTER COUNTS

We are proud to partner with our community in providing a framework for helping our students learn about the character values of Respect, Responsibility, Citizenship, Caring, Fairness, and Trustworthiness. During the year, students will be recognized for demonstrating the character values and good character.

CODE OF CONDUCT

Student discipline is a shared responsibility of the school staff, students, and parents. It is our goal that students become self-disciplined, and develop problem-solving abilities in a safe environment of mutual respect. Sunset Elementary staff utilizes Positive Behavior Interventions and students are expected to follow these school-wide rules:

- Respect yourself
- Respect others
- Respect our school
- Be responsible

The teachers will provide parents with a Discipline Plan that will outline the classroom rules, and the positive and negative consequences for student behavior. These rules will be posted in the classroom as well as discussed and reviewed periodically in the classroom. Students will follow standards for good conduct and manners when outside of their classroom to maintain an orderly and safe environment.

Regarding behavior, the Roswell Independent School District Board Policy outlines the Rights, Responsibilities, and Limitations of Students, and can be found on the district web site at www.risd.k12.nm.us.

POSITIVE BEHAVIOR INCENTIVES

Students will be rewarded schoolwide, quarterly, for following school rules and demonstrating excellent character. Staff members will send home notes notifying families of the reward dates and details as each celebration time nears.

RECESS

Recess is a scheduled part of the regular school day. This time serves as a break for the students and gives them a few minutes to expend some energy, socialize, and learn to get along with others. Students should wear shoes that are practical for playing safely in a variety of settings at school. Please make sure your child is dressed appropriately for the weather. If your child is recovering from an illness and you wish for them to stay in during recess, please send a signed note to their teacher. Otherwise, the students will be instructed to play outside.

CHILD ABUSE

School personnel are required by New Mexico State Law to report any suspected cases of child abuse or neglect to the Department of Social Services.

ROSWELL ISD NOTICE OF NON-DISCRIMINATION

The Roswell Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups. These same non-discrimination safeguards apply to all hiring and employment practices. The following people have been designated to assist with inquiries regarding the non-discrimination policies:

Assistant Superintendent of Human Resources-Employee specific ADA and Title IX.

Mireya Trujillo
300 N. Kentucky Office 229
Roswell, NM 88201
575-627-2526 mtrujillo1@risd.k12.nm.us

Assistant Superintendent of Instruction-Student Educational programs including 504 Coordination.

Jennifer Cole
300 N. Kentucky Office 302
Roswell, NM 88201
575-627-2557 jcole@risd.k12.nm.us

Anyone experiencing or observing any form of discrimination or harassment should contact the school site administrator or Assistant Superintendent to report the incident.

For further information or to contact the Federal Office for Civil Rights, please visit; <https://www2.ed.gov/about/offices/list/ocr/index.html>

AVISO DE NO DISCRIMINACIÓN DEL DISTRITO ESCOLAR INDEPENDIENTE DE ROSWELL

El Distrito Escolar Independiente de Roswell no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad o edad en sus programas, servicios o actividades educativas y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados.

Estas mismas garantías anti-discriminatorias se aplican a todas las prácticas de contratación y empleo.

Las siguientes personas han sido designadas para ayudar con las consultas relacionadas con las políticas de no discriminación:

Asistente del Superintendente de Recursos Humanos: ADA específico para empleados y Título IX.

Mireya Trujillo
300 N. Kentucky Office 229
Roswell, NM 88201
575-627-2526 mtrujillo1@risd.k12.nm.us

Asistente del superintendente de programas educativos de instrucción para estudiantes, incluida la coordinación 504.

Jennifer Cole
300 N. Kentucky Office 302
Roswell, NM 88201
575-627-2557 jcole@risd.k12.nm.us

Cualquier persona que experimente u observe alguna forma de discriminación o acoso debe comunicarse con el administrador de la escuela o el asistente del superintendente para reportar el incidente.

Para obtener más información o para comunicarse con la Oficina Federal de Derechos Civiles, visite:

<https://www2.ed.gov/about/offices/list/ocr/index.html>

Student Handbook Disclaimer

The policies and procedures in this student handbook are meant as a reference and guide to the most needed policies and information for students and parents. The full list of Roswell ISD Board Adopted Policies are available on our website at

https://www.risd.k12.nm.us/human_resources/school_board_policies

or <http://z2.ctspublish.com/nmsba/browse/roswell/welcome/root>

In cases where this handbook is not in agreement with RISD Board Policy the most recently adopted RISD Board Policy will prevail.