

Parent/Student
Handbook

**SUNSET
ELEMENTARY SCHOOL**

606 West O'Connor
Roswell, New Mexico 88203
(575) 637-3575

WELCOME TO SUNSET

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SUNSET ELEMENTARY SCHOOL

Sunset Elementary



606 W. O'Connor Rd
Roswell, NM 88203
(575) 637-3578

August 19, 2020

Dear Sunset Family,

We welcome you to our very first school year, beginning in remote learning. Our theme this year is "Stay Connected." Although there will be many uncertainties about our schooling this year, we want to stay connected with you via zoom, telephone, and e-mail. We want our children to stay connected with us, with their families, and with the many aspects of their learning and social development.

I would like to ask your assistance with your children's attendance. Please make sure that they are logging into online instructional sessions and turning in assignments, whether they submit them online or turn them in hard copy to our Homework Distribution Boxes.

Please consider joining our Parent Advisory Committee. If you are interested, please call our front office at (575) 637-3578. Our children will benefit from working together to improve our school.

As we navigate through this pandemic, our school will remain locked and closed to the public in an effort to adhere to our state and district guidelines; however, if you have any questions, we are only a phone call away.

Respectfully,

Ms. Russ
Principal, Sunset Elementary
druss@risd.k12.nm.us

Sunset Elementary



606 W. O'Connor Rd
Roswell, NM 88203
(575) 637-3578

19 de agosto de 2020

Querida familia Sunset:

Les damos la bienvenida a nuestro primer año escolar, comenzando con el aprendizaje remoto. Nuestro tema de este año es "Mantente conectado". Aunque habrán muchas incertidumbres sobre nuestra educación este año, queremos mantenernos conectados con ustedes a través del zoom, el teléfono y el correo electrónico. Queremos que nuestros estudiantes se mantengan conectados con nosotros, con sus familias, y con los muchos aspectos de su aprendizaje y desarrollo social.

Me gustaría pedir la ayuda de familias con la asistencia de nuestros alumnos. Por favor asegúrense de que estén ingresando a las sesiones de instrucción en línea, por el internet, y entregando las tareas, ya sea que las envíen a través del internet o las entreguen en papel a nuestras Cajas de Distribución de Tareas.

Consideren unirse a nuestro Comité Asesor de Padres. Si están interesados, llamen a nuestra oficina al (575) 637-3578. Nuestros niños se beneficiarán de trabajar juntos para mejorar nuestra escuela.

Mientras navegamos a través de esta pandemia, nuestra escuela permanecerá cerrada al público en un esfuerzo por cumplir con nuestras pautas estatales y distritales; sin embargo, si tienen alguna pregunta, estamos solo una llamada de distancia.

Respetuosamente,

Sra. Russ

Directora, Sunset Elementary
druss@risd.k12.nm.us]

ROSWELL INDEPENDENT SCHOOL DISTRICT 2020-2021 CALENDAR

July 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2020				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
M	T	W	TH	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
M	T	W	TH	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

89 Staff Days - 87 Student Days

- New Teacher Orientation
- First/Last Day
- Student Holiday
- Parent/Teacher Conference
- Prof. Dev. - In Service

- Jan. 1 Winter Break
- Jan. 4 Classes resume
- Jan. 8 Report Cards Issued
- Jan. 18 Martin Luther King Holiday

- Aug. 13-14 New Teacher Orientation
- Aug. 17-18 Prof. Dev. - In Service
- Aug. 19 First Day of School
- Aug. 19 Virtual Parent Conf.
- Feb. 8 Mid. Nine Weeks Ends
- Feb. 10 Report Cards Issued
- Feb. 10 120th Day Reporting
- Feb. 15 President's Holiday

- Sept. 7 Labor Day Holiday
- Sept. 17 Mid 9 Weeks Ends
- Sept. 21 Report Cards Issued
- Mar. 16 Nine Weeks Ends
- Mar. 22-26 Spring Break
- Mar. 29 Report Cards Issued

- Oct. 14 40th Day Reporting
- Oct. 19 Nine Weeks Ends
- Oct. 26 Report Card Issued
- Apr. 2 Good Friday
- Apr. 16 Kindergarten Round-up
- Apr. 28 Mid Nine Weeks Ends
- Apr. 30 Report Cards Issued

- Nov. 18 Mid Nine Weeks Ends
- Nov. 20 Report Cards Issued
- Nov. 25-27 Thanksgiving Break
- May 31 Memorial Day Holiday
- May 31 Baccalaureate Program

- Dec. 1 80th Day Reporting
- Dec. 23 End Semester
- Dec. 24-31 Winter Break
- June 4 Last Day of School - Teachers and Students
- June 4 RHS Graduation
- June 5 UHS Graduation
- June 5 GHS Graduation
- TBA ECHS Graduation

January 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
M	T	W	TH	F
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
M	T	W	TH	F
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021				
M	T	W	TH	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

101 Staff Days - 101 Student Days



Staff Days - 190 Student Days - 188

Revised 07/16/2020 10:55 am

TRADITIONAL DAILY SCHEDULE

ARRIVAL:	7:40 7:50 8:00	Teacher Reporting Time, Students report to school Announcements Student Tardy Bell
LUNCH:	Pre-K: 11:00-11:30 K: 11:20-11:50 1: 11:30-12:00 2: 11:40-12:10	3: 11:50-12:20 4: 12:00-12:30 5: 12:10-12:40
DISMISSAL:	1:45 2:50 3:00 3:25	Wednesday - Early Dismissal Dismissal 1 st Bus Run & Parent Pick-Up Dismissal 2 nd Bus Run Teachers Depart

Students who are dropped off at school should not arrive prior to 7:40 a.m. There is no playground/cafeteria 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 busses 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 empower all children with the knowledge to become productive citizens in a safe and enriching learning community.

Vision Statement: Developing Leaders, One Child at a Time.

Sunset Creed: Teachers have a right to teach, students have a right to learn, and every day is a great day for learning at Sunset.

Student Puma Pledge: "I pledge today to do my best in reading, math and all the rest. I promise to obey the rules, in my class and in my school. I'll respect myself and others, too. I'll expect the best in all I do. I am here to learn all that I can, to try my best and be all that I am."

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. The school uniform colors are:

- Bottoms: Khaki, navy, or black uniform pants, shorts, skirts, jumpers or capris. Regular fit jeans in khaki, navy, or black (No decorations or tears in jeans).
- Tops: Any solid color polo shirt. School Sponsored tees are allowed.
- Closed toe shoes. No shoes with wheels.

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. Each month, one of the six pillars of character will be the focus of the character education for our students. 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.

Consequences for misbehavior at school may include, but are not limited to: verbal or written warnings, time out, loss of recess, loss of privileges, detention, consequences related to the offense, in or out of school suspension, a written behavior contract, or expulsion. 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.

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 services

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 services, and activities

Jennifer Cole

300 N. Kentucky Office 302

Roswell, NM 88201

575-627-2576 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>