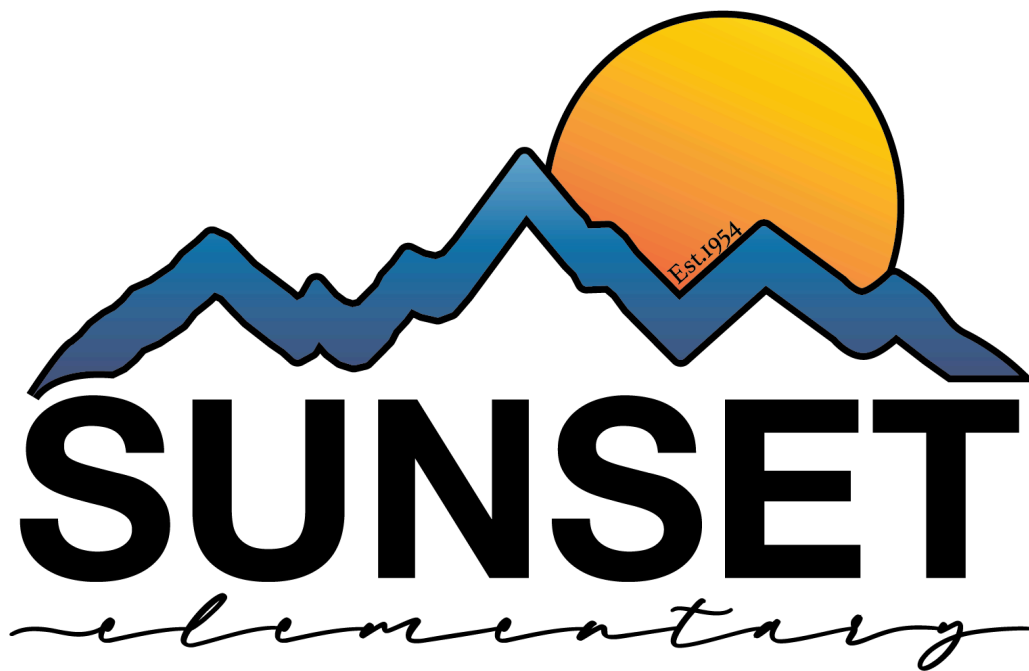


SUNSET ELEMENTARY

Parent/Student

HANDBOOK

2025-2026



Mission: Sunset Elementary will **EDUCATE** and **INSPIRE** students to **THRIVE** in an environment of change.

*WELCOME to OUR HOUSE where there is ONLY ONE
YOU...*

Voted Best Place to Work - 2021

PLTW Distinguished School - 2020 & 2021

SHAPE Young Professional Teacher of the Year Mr. Ford 2019-2021

Colorado Teacher of The Year Runner Up - Mrs. Amy Jones 2019

Governor's Distinguished Improvement Award - 2017

Classroom Teachers - Hometown Heros - Mrs. Campbell and Mr. Ford

National Science Award- Allison LeWarne 2023 and 2024

SHAPE Colorado Elementary School PE Teacher of the year 2024- Mr. Ford

SUNSET ELEMENTARY

800 West 7th Street

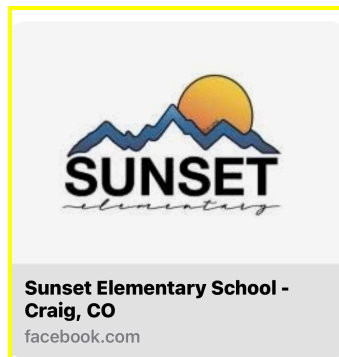
Craig, CO 81625

Phone: 970-824-5762

Fax: 970-824-2816

Website: sunset.moffatsd.org

Facebook: <https://www.facebook.com/sunsetelementarycraig1>



Student Attendance Hours:

Monday - Thursday

7:55am - 3:46pm

Tardy Bell Rings @ 8:00am



MOFFAT COUNTY

SCHOOL DISTRICT RE-1

2025-2026

| S | M | T | W | T | F | S |
|-----------|----|----|----|----|----|----|
| JULY 2025 | | | | | | |
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| AUGUST 2025 | | | | | | |
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| 31 | | | | | | |

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| SEPTEMBER 2025 | | | | | | |
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| NOVEMBER 2025 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| S | M | T | W | T | F | S |
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| DECEMBER 2025 | | | | | | |
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| JANUARY 2026 | | | | | | |
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| FEBRUARY 2026 | | | | | | |
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| MARCH 2026 | | | | | | |
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|-----------|----|----|----|----|----|----|
| JUNE 2026 | | | | | | |
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| | |
|--|-----------------------------------|
| | Student School Day |
| | Student School Day/End of Quarter |
| | Student Conference |
| | Graduation |
| | Holiday |

| |
|----------------------------|
| 2 Conferences (9 hrs) |
| Graduation Day |
| Labor Day |
| Full week for Thanksgiving |
| 2 Full Weeks Christmas |
| Week for Spring Break |

A place where EVERYONE can learn!

Sunset Elementary 2025-2026 Staff

Principal: Mrs. Andi Murphy

Counselor: Mrs. Erin Stoffle

Counselor: Coming Soon!

Secretary: Mrs. Brandy Caldwell

Health Tech: Mrs. Laurie Davidson



Kindergarten

Mrs. Katie Smith & Mrs. Amy Jones

1st Grade

Mrs. Angela Reed & Ms. Suzanne Meyer

2nd Grade

Mrs. Anael Guereca & Miss Lily Van Ness

3rd Grade

Mrs. Laurie Fraher & Mrs. Natosha Markham

4th Grade

Mrs. Heather Trapp & Mrs. Latosha Thomas

5th Grade

Mrs. Lisa Campbell, Miss Ashlyn Simpson, & Mrs. Jessica Baker

SPED

Ms. Elizabeth Conroy (aka..Hart), Mrs. Dawneen Bennett, &

Miss Candice Moya (aka..Marin), & Mrs. Toni Tuttle

PLTW

Mrs. Allison LeWarne

Music

Mrs. Jordan Anderson

PE

Mr. Johnny Ford

Art

Mrs. Teesha Reidhead

Learning Coordinator

Mrs. Melissa Reed & Ms. Elizabeth Conroy

Interventionist

Mrs. Nicole Skrdlant & Mrs. Sara Musgrave

Lunch Monitors

Mrs. Scotia Pepping,

Mrs. Alysha Rinker & Mrs. Taylor Peck

Paraprofessionals

Mrs. Celeste Sanchez, Ms. Kim Hernandez, Mrs. Denise Jenkins,
Miss Hailey Collins, Mrs. Heidi Richards, Mrs. Megan Lowther,
Mrs. Carla Knez, Mrs. Kathleen Satterwhite, Miss Jazlin Quezada,
Ms. Julie O'dell,



Parent involvement in education is crucial. Students with involved parents are more likely to attend school regularly, have higher grades and test scores, as well as stronger social skills, improved behavior and better adapt to school.

ALL School Family Connection Day!

Sunset Elementary needs and values the partnership with our parents and guardians. Research from Professor John Hattie states that when pursued consistently throughout a child's development, parental engagement could amount to the equivalent of *an additional two to three years' schooling* for a child, adding substantially to their overall achievement.

In order to build this partnership, Sunset Elementary has implemented a Family Connection Day in lieu of an Open House for grades 1st-5th. Families will come during a scheduled time on **August 12th** to meet with their child's teacher. Families will also attend essential training topics to ensure they have all the tools to navigate and partner with their child's school. Kindergarten will have their traditional Family Connection Day on the first day of school, August 13th and two more throughout the school year.

With your partnership, we will **EDUCATE** and **INSPIRE** students to **THRIVE** in an environment of change.

Sunset Elementary



Sunset Elementary is one of three elementary schools in the Moffat County School District. Built in 1954, additions over the years have allowed our walls to expand with the needs of the community it serves. Sunset Elementary currently serves approximately 375 students in grades Kindergarten through 5th offering PE and Music/Fine Arts to every student every day, Art once a week, and Project Lead the Way (PLTW) every other day.

EVERY student that attends Sunset is assigned their own iPad. We have Apple TV's in every room, which connect to staff and student iPads and/or laptops to instruct throughout the day.

Sunset has a strong support team for our students, parents and classroom teachers. Our Special Education staff is led by full-time Special Education teacher and para-professionals, who support student needs per their IEP's; English as a Second Language (ELL) services are offered to those who qualify; students reading below grade level or are reading above grade level are provided support through our Intervention team.

Sunset Elementary's staff is committed to meeting the needs of all who attend by providing an effective instructional program designed to improve students' academic, social, emotional and physical growth. We are in full support of the mission of the Moffat County School District (MCSD) which is to educate and inspire our students to thrive in an environment of change. We are able to accomplish this through the cooperative efforts of educators, support staff, parents, community members, and students.



IMPORTANT DATES FOR THE 2025-2026 SCHOOL YEAR

FIRST DAY OF SCHOOL (1st - 5th Grades) - Wednesday, August 13, 2025

September

September 1 - No School: Labor Day

September 19- HOMECOMING

September 24 - School Picture Day

October

October 15 Evening P/T Conferences

October 16 Evening P/T Conferences

November

November 11-Veterans Day Celebration

November 17 Kindergarten Family Connection Day

November 24-27 Thanksgiving Break

December

December 22-January 5 Winter Break

January

January 5 NO SCHOOL

January 6 School Resumes

February

February 2 Kindergarten Family Connection Day

March

March 16-19 Spring Break

March 25 Evening P/T Conferences

March 26 Evening P/T Conferences

LAST DAY OF SCHOOL (Kindergarten ONLY) - Tuesday, May 19, 2026

LAST DAY OF SCHOOL (1st - 5th Grades) - Thursday, May 21, 2026

GET READY FOR KINDERGARTEN

Kindergarten Start Timeline

August 13, 2025 - (family scheduled time with student) Family Connection Day

August 14, 2025 - 7:55 am-11:45 am (lunch)

August 18, 2025 - 7:55am-3:46pm 1st Full Day for Kindergarten

Kindergarten Family Connection Days:

August 13, 2025

November 17, 2025

February 2, 2026



A child may enter kindergarten in the Moffat County School District RE-1 if they are five years old on or before August 31st of the year of enrollment. ([Policy JEB](#))

Family Connection Days will be scheduled with each parent to attend an hour at school with their child and then they will return home for the rest of the day!

If you do not attend these Connection Days with your child, it could result in an unexcused absence.

Bell Schedule: Students are to arrive at school between **7:40-7:55 a.m.** The tardy bell rings at 8:00 a.m. and classes begin promptly at **8:00 a.m.** each morning. When your child arrives at school, they are to report directly to the cafeteria. There they will have the option to eat breakfast or go to their **CLASSROOM. Yes...this year students will go to their classroom, instead of the playground. We will be implementing a soft start to get students ready for learning. This helps with creating a welcoming environment, promoting self-regulation, building community, enhancing focus and engagement, and encouraging positive relationships. Learning will continue to promptly start at 8:00am.**

***Note:** Please do not drop your child off before **7:40 am** unless prior arrangements have been made.*

School ends at **3:46 p.m.**

Attendance: [\(Policy JH\)](#)

Attendance is taken in the morning and after lunch. If your child arrives between 8:00-8:20 your child is marked tardy. If your child arrives after 8:20 the AM attendance is marked as absence. The secretary will check your child in and Infinite Campus will calculate minutes of instruction lost. If your child is taken out of school for any reason during the AM or PM session, attendance will be marked as absent for both. If your child is taken out of school during the PM session, attendance will be marked for PM only. Again, Infinite Campus will calculate minutes of instruction time lost.

Excused absences

The following will be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable the district may require suitable proof regarding the above exceptions, including written statement from medical sources.



Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, **a student who has 16 total absences in a school year, whether the absences are excused or unexcused may be identified as "chronically absent" by the principal or designee.** Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is identified as "chronically absent," the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to monitoring, prevention and intervention. When practicable, the student's parent/guardian will participate in the development of the plan. Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Student Responsibility for School Attendance

- a. To attend school on all days of the established school calendar.
- b. To appear in class on time, prepared to learn.
- c. To contact teachers immediately upon return from absences and arrange for completion of make-up work.

Parent/Guardian Responsibility for School Attendance

- a. To encourage the student to develop good attendance habits and communicate that any absence or tardy, regardless of cause, may have a detrimental effect on achievement.
- b. To be familiar with the school's attendance policies and procedures and follow them.
- c. To contact the school regarding absences - please call the school (970) 824-5762, indicate the reason for the absence if you leave a message.
- d. To contact the school and request a conference with the appropriate administrator or teacher upon notification from the school that attendance is a concern.

e.To furnish the school with a telephone number or other means of contacting them during the school day.

Teacher Responsibility for School Attendance

- a.To take attendance daily and maintain accurate attendance records
- b.To notify parents of attendance concerns.
- c.To provide quality learning experiences that encourage regular attendance.

Principal Responsibility for School Attendance

- a.To support the development of school-wide attendance policy
- b.To provide parents or guardians with information about the school's attendance procedures and their child's attendance records.
- c.To inform parents of absences.
- d.To facilitate the use of available resources for students who exhibit attendance problems.

Parents will receive a phone call mid morning if their child is absent and communication has not been made with the office.

The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school.

When your child returns to school, they will find a 'Ketchup' folder on their desk with the work they will need to complete at home. Please be aware that much of what we do during our school day is not worksheet oriented – more student/teacher dialogue/discussions, hands on, in the moment learning. Therefore, the paperwork they will bring home will need your support. ([Attendance Policy JH](#), [Truancy Policy JHP](#))



Leaving School During the Day: If your child is to leave school during the day, please send a note, DoJo and/or email the office/classroom teacher with the time. **If someone other than a parent is picking up your child, please include that information in your note and call the office to add this person to Infinite Campus if they are not currently listed as a contact.** For their safety, children are to be picked up by a parent or designated guardian and are not to walk home or to appointments during the school day.

Tardiness: Tardies occur anytime your child arrives from 8:01-8:20. If your child is late to school for any reason, he/she must check in at the office. For an excused tardy (medical appointment, etc.), the parent must accompany the child to the office or have notified the office by phone/email. The student will be given a Tardy pass by the school secretary to present to his/her teacher so they are aware that the student has checked in. No late student will be admitted to class without a Tardy pass.

At Sunset Elementary, we require that children attend school regularly and promptly. We hold our staff to high standards of educating our students, therefore we will hold our parents to a high standard of ensuring their students attend school.

Expectations

Illness (JLCC): Unfortunately, children will be affected by illness from time-to-time. There are common illnesses such as colds and the flu. Also, there are communicable diseases that may affect children at school. First and foremost, use common sense and good judgment when making a decision about your child's attendance at school relative to illness. Children should not attend school if:

- They have a fever. Students may return to school when they are **24 hours fever free** without the use of fever reducing medicine (even if they feel better).
- They are vomiting.
- They have a communicable disease



Water Bottles are allowed in the classrooms - filled with only water.

Medication at School:

You may always come to school and give medication to your child at the needed time. ANY medication, prescription or over-the-counter, will only be administered at school on the written authorization from the physician and the parent. A permission form is available in the health office for your convenience. The medication must be in a current pharmacy labeled container with your child's name, name of medication, and dosage.

Medication may be administered to students only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student's parent/guardian to administer the medication to the student And: a. Written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or
3. The parent/guardian shall be responsible for providing all medication to be administered to the student, including over-the-counter medication.
4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).

([Policy JLCD](#))

Cough Drops are NOT allowed at elementary schools



Immunizations

The Board directs the Superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given. No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will not be allowed to attend school according to this policy's accompanying regulation. ([Policy JLCB](#))

Please visit the [Colorado Department of Education](#) website for further recommendations.



Kiss & Go Zone: Kiss and Go Zones: There are 2 Kiss and Go Zones at Sunset. One is on the North/East side of the building and the other Kiss and Go Zone is directly in front of the building. When using the Kiss and Go Zones – pull all the way up to eliminate back up on Green Street. Please have your child exit out a door closest to the sidewalk/school building. Avoid having your child walk behind or in front of your vehicle. **NOTE:** Please NEVER get out of your vehicle while in the KISS and GO Zone. You can greatly assist in an efficient drop-off procedure by making sure that your child is ready to exit the car with lunch, backpack, jacket, etc. packed and ready! If your child needs your assistance to exit, please find parking in the front parking lot of Sunset or alongside the street. **Again, please do not ever get out of your car in the Kiss and Go Zone.** If you want to accompany your child onto Sunset Elementary campus in the morning, you must legally park in the designated areas and walk your child to the crosswalk zone. **THERE IS NO PASSING IN THE Kiss & Go Zone, unless directed by Sunset Staff.**

Supervision Before and After School: Supervision before school does not begin until **7:40 a.m.** Students arriving prior to supervised times will be brought to the office and parents/guardians may be contacted. There is no supervision before 7:40 a.m. Supervision after school is provided for 10 minutes after the dismissal bell at 3:46p.m. All walkers must leave school grounds immediately after dismissal. Students not picked up within 10 minutes will be brought to the school office and parents/guardians will be contacted. **If we are unable to reach you or your emergency contacts during school hours/activities, we may have to use the services of the Craig Police Department and/or the Department of Social Services to help with the well-being of your student.**

Bicycles, Skateboards & Roller Blades: Students may ride bicycles, skateboards & roller blades to school. Please remind your child to walk their bike/skateboard or remove roller blades once on Sunset's campus. Students are responsible for locking up their bikes or bringing in their skateboard/roller blades, as Sunset Elementary is not responsible for stolen bikes, skateboards, or roller blades.

Accidents or Illness at School: Parents must fill out/update emergency information each year. This information is extremely helpful to us when a child needs medical attention. Please make sure this information is updated if there are changes. **If we are unable to reach you or your emergency contacts during school hours/activities, we may have to use the services of the Craig Police Department and/or the Department of Social Services to help with the well-being of your student.**



Grading Procedures: Your child will receive a report card 4 times per year at - Quarterly (October, January, March, May). You will see the following markings:

Academic Performance Level for Standards Based:

1=Below Standard

2=Approaching Standard

3=Meets Standard

4=Exceeds Standard (working one grade level ABOVE)

N/A or blank=Not introduced

Academic Performance Level for Behaviors:

N=Needs Improvement

W=Working on it

S=Satisfactory

H=High Quality

At any time, you can meet with your child's classroom teacher to check progress. Your classroom teacher will maintain a Matrices (grade book) of the Colorado State Standards, guiding the teacher's instruction.

In addition to the day to day instruction and practice, your child will be assessed along the way to help guide their teacher's next instructional steps. Your child will engage in the following district assessments:

****Dibels 8** - Reading Assessments for Kindergarten through the fifth grade - (Beginning of Year - BOY, Middle of Year - MOY, End of Year) - reports will be sent home 3 times a year in your child's Bulldog Notebook.

****MAPS (NWEA)** - Multiple content area assessments K-5 are administered in the Fall (September), Winter (November), and Spring (March) - in the areas of Reading (K-5), Math (K-5), Science (3-5)- reports will be sent home shortly after this assessment is administered and reports are available in your child's Bulldog Notebook.

If you have a child in the 3rd, 4th, and 5th grade, he/she will be participating in the state assessment **CMAS** for Reading, Math, S.S (4th grade), and Science (5th grade) in April.

If you have a child that is an English Language Learner, he/she will be participating in the state assessment **ACCESS** to measure progress in reading, writing, listening, and speaking in Jan/Feb.

No matter the assessment (classroom assessments, district assessments, state assessments), if your child receives accommodations, they will receive these same accommodations on the assessment.

At any point in a school year, if you have questions in regards to assessment results, please do not hesitate to reach out to your child's teacher.

[\(Policy IKA\)](#)

Homework/Practice

School policy is that incomplete school work may be taken home as homework. Parents are encouraged to spend at least 20 minutes every day interacting positively with their child about school and learning. Individual grade levels will communicate specific grade-level homework requirements for students.

Parent Advisory Committee (PAC)

We would like each classroom to select a “classroom parent” to represent that classroom as a member of the Sunset PAC. Meetings will be held the 1st Thursday of every month at 5:00 p.m. in the Sunset Cafeteria. The time and date is subject to change depending on the needs of those contributing to the PAC. All parents are welcome and encouraged to come! It is the perfect venue to share information and suggestions for the betterment of our school, and our students! We hope to see you there!

Technology

Our preference is that all electronic devices stay at home. If you feel that your child MUST have a cell phone for emergencies, we ask that they PLEASE stay turned off and in your child's backpack. This will ensure the phone is safe and not used for inappropriate reasons. IF there is an emergency during school, it is appropriate that school staff members call, or be with your child, when they call. ***ALSO, we are not responsible for lost, stolen, or broken items if the student brings electronic devices to school. If a student chooses to use a phone, lpad or other electronic devices (aside from educationally relevant devices such as school assigned lpads or calculators) during school without permission, school personnel are authorized to take the electronic device. The device will be returned to a parent at the main office.***

Technology Expectations

The Moffat County School District offers students access to computers and the Internet to support the district vision and mission. In order to provide open access to the resources, tools and equipment we believe are essential to teaching and learning, it is important that users understand their responsibilities and conduct themselves as responsible learners at all times.

[IS*-E-2 Student Responsible Use of Technology, Access and Digital Communication Expectations](#)

[IS*-R Student Responsible Use of the Internet and Electronic Communications Guidelines](#)

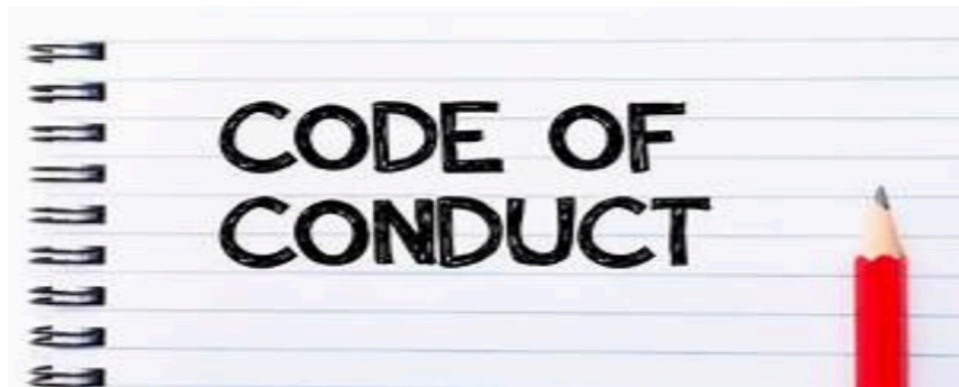
[IS & IS* Student Use of the Internet and Electronic Communications](#)

iPad Expectations ISE and ISR

To receive an iPad Sunset students will:

- Pay the \$20 iPad fee (***Free and Reduced applications may be filled out at any time throughout the school year to provide those in need of assistance.***)
- Review, sign and turn in the [SS K-2nd iPad Expectations](#) or [SS 3rd-5th iPad Expectations](#)
- Review, sign and turn in the [Parent/Student Agreement Form](#)
- Review and determine if you will opt into the [Optional Insurance](#)
- Review the [MCSD Student Expectations for iPads](#) and [MCSD Parent Expectations for the iPads](#)
- Review the [MCSD Instructional Technology Plan](#)
- Commit to taking care their iPad: [iPad Care](#)

iPads are property of Moffat County School District, concerns regarding equipment, charges, etc should be directed to the District Technology Department.



Code of Conduct & Student Code of Conduct: The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code emphasizes that certain behavior, especially behavior that disrupts the classroom and/or the wider school community, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code. ([Policy JICDA](#))

Harassment/Bullying

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (as defined by state law), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

[IJCDE* Bullying Prevention and Education](#)

Any student who feels he/she is being harassed should follow this process:

3-STEP HARASSMENT PROCESS

1. Confront a student with an adult witness (teacher, counselor, assistant principal or principal) and make a direct statement requesting that the specific behavior stop. (Adults will document the conversation.)
2. Same as point 1 AND if the behavior continues, the person being harassed must report to the assistant principal, principal or counselor.
3. A formal written report is submitted to the principal with details about the incident with all previous documentation.

Safe 2 Tell: 1-877-542-SAFE (7233) OR safe2tell.org

Party Invitations: Parents and students are **not allowed** to bring party invitations to school and/or distribute them through the backpacks. Also, the office cannot provide students addresses or phone numbers to parents or students. This rule not only protects the feelings of students not invited to parties, but also ensures that our office and communication systems are used exclusively for educational purposes.



Birthday Treats: The Alternative “Birthday Treat”

Consider a truly “healthy” birthday alternative this year...

Let’s face it, sometimes a frosted cupcake or a glazed doughnut really hits the spot, but too many sugary snacks can be problematic. Also, the need to be alert to a variety of food allergies as well as nutritional preferences can complicate finding the perfect “one size fits all” edible birthday treat. So, why not find an alternative (and healthier) way to celebrate your child’s big day? At Sunset Elementary it’s definitely OK to consider alternative birthday treats. Some options include:

Have your child bring in a favorite book to share with the class. No one is allergic to books! A family could donate a book to the class or school library in honor of a child’s birthday.

- **Everyone can use a new pencil or eraser now and then.** Giving every classmate an inexpensive school tool that reflects your child's interest (dinosaurs, soccer, dance, etc.) will be a welcome and useful way for your child to be recognized.
- Did someone say **Glue Sticks**? Imagine the thrill on the teacher's face when your child presents the class with a set of brand new glue sticks (or sharpies, or colored pencils, etc.) in honor of his/her birthday! Now, THAT will put some extra spirit into the Happy Birthday song!

Get the idea? Please know that whatever a family chooses to do (or choose not to do), we will always help a child feel special on his/her birthday. We do ask that parents resist the temptation to provide elaborate goodie bags or bring in distractions like balloons or party favors. If these items are brought in, they will remain in the office for pick up by the student at the end of the day.



Bus Information and Expectations ([Policy JICC](#)): For specific information regarding how the bus system operates, contact the Moffat County Bus Garage at (970) 824-5511.

The following school bus rules are issued by the Moffat County School District. These rules apply to both home-to-school-to-home transportation and to bus field trips. Any action that provides a distraction to the bus driver is considered a safety hazard.

While on buses, you will be supervised by the driver and may lose your riding privileges for failing to follow bus rules. If there is an issue on the bus please report it immediately to the bus driver. For guest riders, a parent note must be in the hand of the student at the time of bus dismissal.

Student Conduct In School Vehicles Procedure

The procedure as outlined below shall be used for handling misconduct of students on the bus.

Misconduct shall include violation of the following rules.

1. Following directions of the driver.
2. Staying in his/her seat.
3. Keeping all parts of his/her body in the bus.
4. Pushing, shoving, or horseplay.
5. Drinking.
- 6 Eating.
7. Other

- First Offense: Driver notifies transportation supervisor. School and parents will be notified.

- Second Offense: Driver notifies transportation supervisor. School and parents will be notified. Driver will have meeting with principal and student.
- Third Offense: Discipline report written, student and driver meeting with principal. Parents notified. Student denied bus transportation for stated length of time. (5 to 30 days)
- Fourth Offense: Discipline report written, student, driver, and parents meet with principal, transportation privileges suspended.
- **The following inappropriate behavior will result in automatic suspension of transportation privileges:**
 - a. Vandalism
 - b. Physical harm to another student
 - c. Failure to give a correct name
 - d. Use or possession of alcohol, drugs or tobacco.
 - e. Severe disruption.

Phone Use: Office and classroom phones can be used for medical emergencies or with teacher permission. As a way of teaching responsibility, students are discouraged from phoning home for forgotten items such as homework, musical instruments or tennis shoes, unless it is habitual or written into a plan of some sort.



Cell Phones: Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft or damage, we understand that many families want their children to have a cell phone to contact parents before or after school hours.

Therefore, if a student chooses to bring a cell phone to school, it must be turned "OFF" during the school day and placed where it will not be accessed during the instructional day -- in a backpack, jacket, etc. It should not be visible to other students or staff during the day. If a student does not follow these expectations and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned in to the office. Parents will be contacted to come to school and pick up the phone at their convenience.

We believe that this policy allows families the flexibility to use cell phones as needed, but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter. ([Policy JICJ](#))



Dress Code: Please remember to use good judgment when choosing appropriate clothes for your child to wear to school. Students' clothing should be safe for themselves and for the children around them. Therefore, the following guidelines should be considered:

- Shoes should be safe and appropriate for recess and PE. Close-toed shoes are best for school and are required for "PE days." Flip-flops, shoes without a heel strap, boots, "wheelies," dress shoes or shoes with high heels are not safe.
- Casual, loose clothing that allows children to move and play comfortable
- Beach attire, such as halter tops, bare midriffs, strapless shirts or dresses, spaghetti strap shirts or dresses, see-through clothing, off-the-shoulder blouses and short skirts/shorts are not appropriate for school.
- In hot weather, students may wear shorts that are at least mid-thigh in length. Remember, however, that long pants protect knees better than shorts do! Pants and shorts must be worn at the waistline and must not expose undergarments.
- Clothing which displays vulgar language or symbols or promotes drugs, alcohol or other inappropriate or illegal messages are not permitted.
- Bracelets and other dangling jewelry can tangle in play equipment and cause injury.
- No decorative headbands.
- Students are not allowed to wear "cosmetic" eye contacts.

Before your child walks out the door, please make sure he/she is wearing appropriate clothing for an elementary school. Students may be sent home to change clothing or asked to change here at school if their attire is inappropriate or disruptive to the educational setting. ([Policy JICA](#))

Winter Outdoor Clothing: Students in grades K-2nd must have their 5 winter items to play in the snow during recess; boots, snow pants, coat, hat, and glove/mittens. Students in grades K-2nd that do not have their 5 items must stay on the blacktop during recess to ensure they stay dry.

Students in grades 3rd - 5th are not required to have all 5 winter items to play in all designated playground areas. Our older students are being asked to execute independent decision making that leads to positive outcomes when it comes to dressing properly in winter conditions. To avoid being wet and uncomfortable in frigid temps, students must choose to take the time to dress appropriately for the area they would like

to play in during recess. Students are given the time and encouragement by staff to wear the appropriate outdoor clothing that will keep them dry and warm. Natural consequences of being cold and wet are a direct result of not taking the time to dress appropriately for the areas students want to play in. If you anticipate your 3rd-5th grade child not making appropriate choices for outdoor winter play, please send them with backup items to be kept in their backpack. Staff are not responsible for students in grades 3rd-5th coming home wet and cold.

Indoor Recess: When temps are below 10 degrees or rain is pouring down, students will have an indoor recess. Staff will be using the “The Weather Channel” app and “Weather Bug” app to determine outdoor temps. They must take into consideration the wind factor, “real feel” temps, and actual temperatures. Staff will use their best judgement based on the information provided on these apps. Lunch recess will be determined by the office staff and communicated out to classroom teachers. Grade level recesses will be determined by grade level teachers.



Communications: Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the principal. The school number is (970) 824-5762. If you prefer, the school secretary can forward your call to the voicemail of any staff member. Also, e-mail addresses for individual staff members are available on the school's web site (moffatsd.org).

The school uses these methods to communicate with our Sunset families:

- SMOREs newsletters - linked to DOJO
- DOJO school wide
- Report cards and parent conferences
- Newsletters and/or e-communications from teachers to parents
- Family Connection Days
- Sunset Website
- Monthly PAC meetings
- "School Messenger" phone system
- Facebook: <https://www.facebook.com/sunsetelementarycraig1>

Communication works best when all parties are communicating open and freely. Therefore, when any of your contact information (phone numbers, addresses, contacts...) changes, please be sure that the information is changed in Infinite Campus. Lastly, only certified copies of any court orders curtailing or restricting the rights or privileges of either parent must also be shared with the school in order for us to properly support the orders and/or directives.

Custody or Other Parental Issues

Please provide a certified copy of any court orders that limit or forbid the rights or privileges of either parent. It is your responsibility to keep the school office informed. Without this information, we cannot legally restrict either parent privileges.

It is **YOUR** responsibility to keep the school office informed of any changes.



Bulldog Notebook – Parent Communications: Each student K-5 is required to have a Bulldog Notebook that will be used as a consistent daily communicative tool between school and home. **This is mandatory for ALL of our students.** The goal is to build healthy time management habits and responsibility. Please be watching and asking for these notebooks EVERY evening!

Lost and Found

The front hallway maintains a designated lost-and-found bin. Items that are unclaimed will be given to charitable organizations at the end of each quarter. Please feel free to look through these items any time!



Breakfast & Lunch - Information & Times: Breakfast is served at 7:40-7:55 a.m. every morning!

Lunch Times:

Kindergarten: 11:15-11:50 (lunch/recess)
1st Grade: 11:15-11:50 (lunch/recess)
2nd Grade: 11:35-12:10 (lunch/recess)
3rd Grade: 11:35-12:10 (lunch/recess)
4th Grade: 11:35-12:10 (recess/lunch)
5th Grade: 11:35-12:10 (recess/lunch)

Lunchroom Procedures: We encourage talking and visiting in a conversational manner and hope that students can relax and enjoy their meal. However, it is important that self-discipline be maintained and that rules are followed.

- Be respectful while waiting in line for washing and/or lunch
- Stay in your seat until you are dismissed
- Raise your hand if you need help, need to use the restroom, or have a question
- Talk in a quiet, inside voice – visit with students at your own table
- No sharing or trading lunch items
- When your table is dismissed, you may stay longer to finish your lunch, no need to rush

Clean up the space where you eat – don't leave trash or food at your table·

Stack your trays in the pattern established



Food Allergies: *Food Allergies Require Awareness, Compassion, and Attention*

It's hard to believe that the foods most of us eat and enjoy every day can be harmful to others. But, it's true! A handful of Sunset Elementary students are allergic, and in some cases, seriously allergic to peanuts, tree nuts, dairy products, wheat and eggs. While we have plans in place to address the needs of these students, it's important that our entire school community be aware of what causes allergies and what we can do to prevent allergic reactions, which for some children, can be a life-threatening incident.

We encourage parent support by asking you to join us in communicating the following messages to your children:

- 1) Never take food allergies lightly. Joking about it, teasing kids who have food allergies, or tricking someone into eating food are inappropriate and can be very dangerous.
- 2) Don't share your food. This advice runs counter to the environment of "sharing" we like to enjoy. However, sharing food can be very dangerous to students who have food allergies. Also, many families prefer that their children only eat or be exposed to certain types of food – therefore, sharing food with students who don't have allergies can have negative consequences as well. Therefore, students at Sunset have been told not to share food that their parents have packed with anyone.
- 3) Wash hands after eating. Washing hands after you eat is very important. Touching certain foods can cause an allergic reaction in some students. Therefore, it's a good practice to clean off any food that is on your hands after eating.
- 4) Ask friends if they are allergic to certain foods and help them avoid it. Learning what someone is allergic to is easy (just ask them). Finding out if foods are safe to eat is more difficult. Even foods that have ingredient labels can be tricky, since food companies sometimes use scientific names instead of everyday names (For example, did you know that casein is milk?). Many food items are made on assembly lines which can retain previously handled food ingredients, to which children may be allergic. Usually, students who are allergic are very careful about what they eat, but it's a good idea to remind friends who have food allergies to be extra careful of foods that are not brought from their own homes.
- 5) If someone becomes ill, get help from an adult immediately! Some symptoms of food allergies are vomiting, swelling of the face and lips, difficulty breathing, coughing, sneezing, watery eyes and skin that is bumpy, red or itchy.

Please let us know if you have any questions about our school's policies and practices regarding food and food allergies. Our goal is for all students to feel safe and protected in all situations at school. ([Policy JLCDA](#))



Free & Reduced Meals Information: Lunch menus will be sent home each month in your student's Bulldog Notebook. They are also posted on the school district website (moffatsd.org). All breakfast and lunch is free this school year. If a child would like an extra milk or one with their cold lunch, there is a charge of \$0.60.

Moffat County Nutrition Department supports learning by promoting healthy habits for lifelong nutrition and fitness practices. The Nutrition Department looks forward to providing our students with nutritious and tasty meals, which are essential to promoting their growth and development both inside and outside the classroom! Meals, foods, and beverages sold or served at schools meet state and federal requirements based on the USDA Dietary Guidelines. Moffat County School District serves breakfast and lunch each school day. Every enrolled child in MCSD may receive breakfast and lunch at no cost during the 2025-2026 school year. Meal substitutions or alterations are available for students with medical conditions with a medical doctor's request.

Please note, it is imperative that all families fill out a free and reduced application form for the current school year when they register online. When a household is approved, they can receive a discount on class fees, technology fees, athletic fees, and field trip fees. Much of MCSD's funding also is calculated from these numbers that have lasting impacts over future year funding opportunities. **Even if you do not think you will qualify, please fill out as your application provides other funding opportunities.**

Free and Reduced (also for the purpose of clubs, tech fees, etc.)

Free and Reduced:

[Free and Reduced Information Letter to Households](#)

[Free and Reduced Meal Application Instructions](#)

[Free and Reduced Application Template \(English\)](#)

[Free and Reduced Sharing Information Template](#)

CARTA, INSTRUCCIONES, SOLICITUD GRATIS Y REDUCIDA

[Free and Reduced Information Letter to Households](#)

[Free and Reduced Meal Application Instructions](#)

[Free and Reduced Application Template](#)

[Free and Reduced Sharing Information Template](#)



Visitor & Volunteer Guidelines:

Visitors/Volunteers MUST check in at the front office before going to classrooms and/or playgrounds.

Below are listed guidelines and helpful hints for classroom volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the classroom as a whole. The following suggestions are the result of guidance from parents and staff. Understanding how grateful we are for parents' time and support, please accept the following guidelines with our thanks! When serving as a classroom volunteer, please:

- Complete the **district volunteer requirement** procedure prior to volunteering for the first time. **THIS MUST BE COMPLETED EVERY YEAR.**
- **Sign in** at the office when working at school. There is a "Volunteer Sign In" on the front counter in the office for this purpose. This is a school safety measure.
- **Arrive on time** to the classroom. Therefore, give yourself a few extra minutes to check-in at the office. Your scheduled time indicates the time you are expected *in the classroom*.
- **Make alternate arrangements for siblings.** It's best that your hands and attention are free to interact with the students in the class. Many parents "swap" babysitting so they can fully enjoy special time in their child's classroom.
- **Use the cell phone golden rule...** Turn it to off or on "vibrate" when you are working in the classroom.
- **Model "problem-solving"** for the students. Handle unexpected situations with common sense and good judgment. However, we recognize that some situations require teacher intervention. When in doubt, defer to the teacher.
- **Model school rules and procedures** – including stopping and listening while the teacher is speaking.
- **Have fun!** Enjoying yourself while in the classroom *also* facilitates a safe and nurturing learning environment for all students.
- **Remember to check-out** at the office when leaving Sunset.
([Policy KI](#))

The entire staff at Sunset Elementary School appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at Sunset Elementary.



Safety

Standard Response Protocols

Sunset follows the I Love U Guys standard response protocol. All students and staff will be trained and practice the standard response protocols.

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants. In addition to these safety protocols, the school will practice a fire drill each month. Parents will be notified via Infinite Campus text, calls, or emails when one of these safety protocols are practiced or used.



Hold is followed by the Directive: “In Your Room or Area” and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard people within the building.



Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the Hazard and Safety
Strategy for group and self protection.

Parking & Traffic Procedures

Bus Drop off Circle

The bus circle is reserved for buses only (South end of the building). Therefore, it is closed to cars for drop-off and pick-up at any time of day. Please do not drop-off and/or pick-up your children on any part of the bus drop off circle. Follow the proper drop-off and pick-up procedures described below.

Sidewalks & Crosswalks

Parents and children are to stay on the sidewalks and within crosswalk lines when walking to and from the loading zones. **Do not walk through the parking lots.**

A **Crosswalk Attendant** will be available every day starting at 7:40am and at the end of the day at 3:46 pm. Please encourage your child to cross at these zones for safety purposes. Be aware and ready to stop when the Crosswalk Attendant is needing to escort children across. If you fail to stop for our Crosswalk Attendant and students you will be turned over to the Craig Police Department.

Parking

Parking is available in the front parking lot of Sunset, across the street in the church parking lot, and along Green Street. Please do not park in church lots if snow has NOT been plowed. The Sunset parking lot is not to be used as a Kiss & Go Lane. It is for parking only. When you choose to park, please assist your child to the crosswalk to ensure his/her safety.



Morning Drop-Off for all students

Grades 3rd-5th will be dropped off and picked up in the north/east parking lot Kiss and Go Zone. Students in grades 3rd-5th will enter through the library outside door to proceed to their classroom or cafeteria for breakfast. Grades K-2nd will be dropped off and picked up in the front of the school Kiss & Go Zone. **CAUTION: Never use the**

front parking lot to drop your child off at school. Students in grades K-2nd grade enter through the front doors to proceed to their classroom or cafeteria for breakfast. Please note, if you have multiple children that are within both the grade level bands, you are welcome to use either Kiss & Go Zone. Our older students are excellent helpers with their siblings. **PLEASE REMEMBER TO NEVER PASS IN THE KISS AND GO ZONES, unless directed to do so by a Sunset employee.**

Kiss & Go Lane

NO PASSING!

ONE LANE ONLY

Afternoon Pick-Up

Parents can pick up students in the Kiss and Go Zones or park and walk to the sidewalk area to pick up their child/children. For safety reasons, children should not enter the parking lots without an adult. If you choose to use the Kiss and Go Zone you **MUST stay in your car and wait for your student.** Please never leave your vehicle unattended in the KISS & GO Zone! Supervision after school is provided for 10 minutes after the dismissal bell at 3:46p.m. All walkers must leave school grounds immediately after dismissal. Students not picked up within 10 minutes will be brought to the school office and parents/guardians will be contacted. **If we are unable to reach you or your emergency contacts, we may have to use the services of the Craig Police Department and/or the Department of Social Services to help with the well-being of your student.**



Animals on School Premises: No person shall bring, possess, carry, keep, maintain or exhibit an animal on school premises except for educational or instructional purposes as part of the curriculum or an educational enrichment program relating to a specific course of study.

A teacher must request and receive permission from the building principal before any animal is brought to school. The request for permission must state the period the animal is requested to be on District property and show how the animal in a school or classroom, as part of the curricula or in conjunction with a course of study, can enrich educational programs, facilitate the learning experience, and otherwise provide valuable educational benefits for students, particularly in the study of biological and life sciences.

([Policy IMC](#))



No animals will be allowed on the school premises for “show & tell” or during drop-off or pick-up of students.



Student Discipline:

Remedial Discipline Plans: The principal or designee may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student’s disruptive behavior and educational needs while keeping the child in school.

Discipline of Habitually Disruptive students: Students who have caused a material and substantial disruption on school grounds, in school vehicles, or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district’s schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student’s suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Discipline of Students with Disabilities: Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individual Educational Plan (IEP), any behavioral intervention plan and this policy. Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behaviors as a part of the student's IEP. Suspensions, expulsions and provision of services. Students with disabilities may be suspended for up to 10 days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive services. Within 10 school days from the date of the decision to take disciplinary action that will result in a disciplinary change of placement, relevant members of the student's IEP team, including the student's parents, shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability. The team shall determine:

(1) whether the student's conduct in question was caused by, or had a direct and substantial relationship to, the student's disability,

2) whether the student's conduct in question was the direct result of the school's failure to implement the student's IEP.

If the answer to either of these two questions is "yes", the student's behavior shall be deemed to be a manifestation of the student's disability.

If a student's behavior should lead to Removal from a Classroom, Suspension/Expulsion, and/or Physical Intervention and Restraint, parents will be engaged with meetings along the way to partner with the school as next steps are determined per policy.

Per policy, there are Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion. Please refer to [Policy JKA-E-2](#). ([Policy JK](#), [JK*2](#), [JKA](#), [JKD](#))

Violent and Aggressive Behavior:

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes but is not limited to the following behaviors:

1. *Possession, threat with, or use of a dangerous weapon - as described in the Board's weapons policy.*
2. *Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.*
3. *Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed, either orally (including by telephone) or in writing (including by text, social media, or other electronic means), to an individual, their family, or a group.*
4. *Intimidation - an act intended to frighten or coerce someone into submission or obedience.*
5. *Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.*
6. *Bullying – as described in the Board's policy on bullying prevention and education.*
7. *Gang Activity - as described in the Board's secret societies/gang activity policy.*
8. *Sexual Harassment or other forms of harassment - as described in the Board's sexual harassment policy and nondiscrimination policy.*
9. *Stalking - the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.*
10. *Defiance - a serious act or instance of defying or opposing legitimate authority.*
11. *Discriminatory slurs - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services.*
12. *Vandalism - damaging or defacing property owned by or in the rightful possession of another.*
13. *Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building. (Policy [JICDD](#))*

Drug and Alcohol Involvement by Students:

Moffat County School District RE: 1 shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students or the Board policy on administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Weapons in School:

Using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited.

As used in this policy, “dangerous weapon” means:

A. A firearm.

B. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

C. A fixed blade knife with a blade that exceeds three inches in length.

D. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.

E. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind. ([Policy JIC1](#))

Student Interrogations & Searches

It is the policy of the schools to cooperate with authorized outside agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To achieve this goal, it may be necessary for school personnel to search the person and or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. SEE [POLICY IJH](#) STUDENT INVESTIGATIONS, SEARCHES AND ARRESTS



PAWS – Positive Behavior Support: PBIS is an evidence-based framework used by schools to improve school culture and student behavior, promoting a safe environment for learning. PBIS is based on several decades of research by major universities across the country. A key aspect of PBIS is focusing on more **positive behaviors** and less on negative behaviors. At Sunset we strive for PAWS behaviors!

P – Practicing Respect
A – Acting with Kindness

W – Working Together

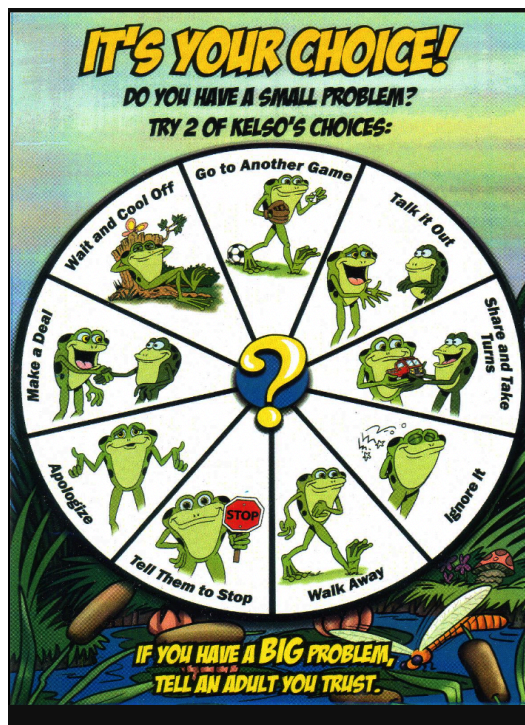
S – Staying Safe

We encourage and reward students for showing 4-PAWS everywhere; on the playground, in their classrooms, in the gym, in the hallways, in the cafeteria...EVERYWHERE! We have monthly challenges for students to demonstrate these behaviors as an individual and as a class. In order to do that we use common language when referring to our school rules and expectations, accompanied with PAWS. Even our subs are given our Common Behavior Expectations to ensure we are all on the same page. Check them out here....[Sunset's Common Behavior Expectations](#) (CLICK THE HIGHLIGHTED LINK).

The staff at Sunset Elementary will be communicating your child/children's positive behaviors through DoJo! Lastly, to keep expectations known for our students every class will participate in **3 Power Walks** throughout the year! During these walks, SUNSET'S COMMON BEHAVIOR EXPECTATIONS AND PAWS are PRACTICED AND communicated out to our students!

Problem Solving with Social Emotional Choices

When students are having minor peer issues we ask them to follow Kelso's Choices. We introduce Kelso's Choices in Kindergarten and continue to practice these skills all the way up to 5th grade. These are great problem solving skills to use at home too!





Student Records/Release of Information on Students:

Students Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records)

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See Regulation JRA/[JRC-R](#).
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. See Regulation [JRA/JRC-R](#).
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See Regulation JRA/[JRC-R](#).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

5. The right to refuse to permit the designation of any or all of the categories of directory information. See Policy [JRA/JRC](#)
6. The right to request that information not be provided to military recruiting officers. (Policy [JRA/JRC](#))

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in

law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

The principal is the official custodian of records in his or her building. Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor rating and observations; reports of serious or recurrent behavior pattern and any Individualized Education Program (IEP).

Access to student education records by parents and eligible students

A parent/guardian ("parent") has the right to inspect and review his or her child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records, and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

(Policy [JRCA](#), [JRA/JRC](#))



Professional Qualifications: It is the mission of Moffat County School District to provide quality, research-based academic services to students. We continue to identify what it is that students need to know, to monitor their academic progress and provide interventions for those students that are not learning. Some students may be identified as being able to benefit from targeted assistance in one or more academic areas. These services may be provided by either regular education, special education, education specialists, or literacy and math intervention staff. Please contact your child's teacher if you have any questions.

As a parent of a student, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this

information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major: whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact Human Resources at 824-3268 or email human.resources@moffatsd.org if you would like to receive any of this information.

Non-Discrimination: Federal Law requires that no person shall be discriminated against on the basis of race, color, national origin or sex. If for any reason you believe that you have been a victim of discrimination or harassment you may file a complaint with the building principal or with the compliance office for the Moffat County Schools.

The compliance office for the Moffat County Schools is:

Megan Caughey
600 Texas Ave
Craig, CO 81625
970-824-3268
megan.caughey@moffatsd.org

Note from the Principal~

Welcome To Sunset Elementary!

I would like to personally welcome you to our school. The staff and personnel of Sunset Elementary strive to provide a positive, safe learning environment for our students. This handbook has been prepared to help students and parents gain a better understanding of the expectations and requirements of Sunset Elementary. I hope it will help answer many questions that you may have regarding your educational plans for the future. If you have any other questions feel free to come by the office and visit with us about your needs. I, along with all of our staff and personnel, want to wish you a great and memorable year at Sunset Elementary.

Andi Murphy
Sunset Elementary Principal
andrea.murphy@moffatsd.org
(970) 826-6505

