



Albuquerque Public Schools

Sunset View Elementary School

Office Hours are 7:00 am to 3:00 pm M-F

Bell Schedule

First Bell.....7:25 am
Tardy Bell.....7:30 am –Instruction begins
Dismissal.....2:15 pm

Breakfast.....7:15 AM (no students allowed on campus before this time)

HELPFUL PHONE NUMBERS

Attendance Line.....505 792-3254 Dial 2
Principal.....505 792-3254 Dial 9
Dean of Students.....505 792-3254 Dial 9
Office Staff.....505 792-3254 Dial 9
Fax number.....505 898-9233
Cafeteria, Manager.....505 792-3254 Dial 38194
Health Room.....505 792-3254 Dial 3
Special Ed Department.....505 792-3254
Counselor.....505 792-3254 Dial 5

BUS INFORMATION

APS Transportation.....505 880-3989

APS PHONE NUMBERS

City Center Switchboard.....505 880-3700
Student and Community Service Center.....505 855-9040
APS Board of Education.....505 880-3739
Community Relations Office.....505 881-8421
Food and Nutrition Services.....505 345-5661

IMPORTANT DATES: See APS website for traditional calendar www.aps.edu

WEBSITE: www.sunsetview.aps.edu

ABBREVIATED DAYS

When weather conditions prevent starting school on time, APS schools will go on a "2-Hour Delay." On a delayed day bus schedules are also delayed two hours. Lunch will be served on a delayed day, but we will not serve breakfast.

***Classes begin 9:30 am (No AM YMCA) *Classes dismiss 2:15 pm**

ATTENDANCE/SAFE ARRIVAL

Prompt regular school attendance is essential for a student to attain success in school and is required by the NM Compulsory School Attendance Law. **When a student is ill, call the school Attendance/Safe Arrival number, (505) 792-3254, before 8:00 am on the day of the absence.**

If a child has been vomiting in the past 8 hours or is currently running a fever, they should not be at school. Please allow them to stay home until they are fever free without medication for over 24 hours.

Students will not be dismissed early from class after **2:00 PM** (unless in an extreme emergency). *During standardized testing, students will not be admitted to class if they arrive late, nor will they be dismissed early once a test has begun.*

BEFORE/AFTER SCHOOL PROGRAMS

See the school website for a list of available programs. <https://sunsetview.aps.edu>

BEHAVIOR EXPECTATIONS

Disciplinary measures will be aimed toward assisting each student in the development of self-control, self-worth, social responsibility, and the acceptance of appropriate consequences for their actions. Our school discipline plan is based on the use of conflict mediation and adult support and intervention. We also use Zones of Regulations to help students learn how to better regulate themselves. Students are expected to treat other students, adults and school property with respect. **Incident Slips** are given to students who are not following school or classroom rules. A student who is intentionally cruel (uses physical or verbal abuse with the intent to inflict harm) or intentionally damages school property, or deliberately defies authority will receive appropriate consequences and a **Synergy Report/Discipline Report** will be written to document the misbehavior. Students will receive **Safety Slips** for unsafe and inappropriate drop-off and pick-up. A copy of the report will be sent home for parents to review with their child, sign and send back to school.

POSITIVE BEHAVIORS

We promote good behaviors and teach students what it means to display character using Character Counts. These behaviors are rewarded with **Shadows Paws**. We teach them to regulate and control impulses with Zones of Regulation and get them up and moving frequently using Brain Based movements in the classroom.

BUS SERVICE

Bus service will be furnished to students who qualify. Bus privileges may be revoked for students who do not obey bus safety rules or display inappropriate behavior. Parents will be advised of problems by means of Bus Incident Reports, Discipline Reports and contact from school administrators.

Kindergarten parents or older siblings must be present for drop-off of Kinder Students or they will be transported back to school or APS bus corral.

CAFETERIA

All cafeteria meals will be free for the 2025/2026 school year.

CELL PHONE/CELL WATCHES/COMMUNICATION DEVICES

Students are **not permitted to use cell phones/watches or other communication devices while on campus or on the bus**. If a device is heard or seen, it will be confiscated and given to the Administration. After the first offense, the Administrator will return it to the parent at the end of the school day. Second offense, the phone/watch will be held for a week. Third offense, the phone/watch will be held for a month. If the phone is confiscated a fourth time, the phone can be held until the end of the school year.

DRESS CODE:

Students are expected to follow APS and Sunset View dress code. For specifics, please see the school website. <https://sunsetview.aps.edu/our-school/handbook>

HEALTH SERVICES

A half-time nurse and full-time health assistant staff our Health Office. Should your child be injured or become ill, he/she will be sent to the Health Office. If the injury is serious, parents will be contacted. In the event of a critical injury or illness, 911 will be called. Vision, hearing and dental exam tests will be conducted. School personnel and students are not allowed to administer medication to students; **ONLY** the nurse, health assistant or their trained designee may do so. **Parents must provide a doctor's prescription with instructions on dispensing medication. Parents must keep home and work phone numbers updated. Notify the office when changes occur.** If a student is required to take medicine during the day, the parent or adult must bring the medicine directly to the nurse and fill out the proper medication form. Please notify the nurse and the child's teacher of allergies so we can keep them on file.

STUDENT DROP OFF AND PICK UP AREA- SAFETY STANDARDS

The student drop-off and pick-up area is off the parking lot on the **south east side** of the school. Kindergarten students and their older siblings Students are **never to be dropped off or picked up in the James Monroe Middle School** parking lot, which is located on the north side of our building where the APS school bus drop is located. Parents may also park and walk their child across the crosswalk onto campus to drop off in the mornings. For the safety of all, students are not permitted to walk between campus and the parking lot without an adult caregiver present.

STUDENT POSSESSIONS

Please encourage your children to leave their electronics and toys at home, including Pokeman or sports cards. Electronic games, toys or technological devices are not allowed on campus at any time and will be confiscated if brought to school. No weapons or weapon-like items permitted. The school will not be responsible for replacement of any lost, damaged or stolen item brought to school.

For other APS Student information/expectations, refer to the APS Student Behavior Handbook.