

Superintendent's Message

This guide is designed to welcome and introduce you to the Roswell Independent School District. Our schools are a source of great community pride and we are pleased that you are seeking an association with us. One major reason for our success is the close relationship between the community and the schools. We invite you to become a partner in the education of our children. Many parents and community leaders take advantage of the building and district advisory councils, open school board meetings and the accessibility of all personnel. Call on any of us when you are in need of assistance.

Mission Statement

Focusing on Quality Education for Each and Every Child



Roswell's Location is Ideal

Roswell is located in Southeastern New Mexico in the fertile legendary Pecos River Valley, one of the State's most productive agricultural regions. In the heart of the American Southwest, the city is situated at an altitude of 3,600 feet between picturesque 12,000 foot Sierra Blanca to the west and the Llano Estacado—or Great Plains—to the east. Just a short drive from Roswell are scenic attractions which are unequalled in the Southwest.

Roswell and the surrounding region has a colorful and intriguing history. It boasts historic landmarks which depict a fascinating story of the region.

Once a part of Lincoln County, Roswell was born in strife and violence. In spite of these troubles, however, it emerged as a frontier village, then to a town—finally to the largest city in Chaves County.

This region of New Mexico boasts such spectaculars as the Carlsbad Caverns National Park, Bottomless Lakes, White Sands National Monument, Old Lincoln Town and Museum, and Valley of the Fires State Park.

During the winter in the White Mountain high country, one may enjoy winter sports at Sierra Blanca, which is located a few miles out of the quaint town of Ruidoso. Ruidoso Downs features summer-time horse racing—including the world-famous All-American Futurity.

These attractions—and many more—offer visitors, as well as newcomers, the best in vacation or sightseeing activity.

Board Goals

- 1) We will ensure discipline and student safety.
- 2) We will improve academic achievement.
- 3) We will continue to implement technology to:
 - Raise academic achievement
 - Improve learning efficiency
 - Increase student motivation
 - Focus on inquiring, collaborating, problem solving, student centered learning, and interdisciplinary instruction.
- 4) We will facilitate parent/guardian involvement

EPSS Goals

Educational Plan for Student Success

1. All students will increase their comprehension and application of informational reading material across the curriculum.
2. All students will improve their comprehension and application of math skills across the curriculum
3. To improve parent involvement for their children's academic achievement and success through a collaborative approach as a member of the school community

It is the policy of the Roswell Board of Education to forbid acts of discrimination in all matters dealing with employees, students, and with applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. This policy forbids discrimination in any education program or activity operated by the Roswell Independent School District. The policy covers, but is not limited to: recruitment, hiring, training, and promotion of persons in all job classifications, without regard to race, color, religion, sex, national origin, disability or age, as well as all actions relating to student participation in courses, counseling, athletics and any other school sponsored activity.

Discipline Practices

Expectations and consequences for responsible behavior are defined in RISD Board Policy 5130. Please refer to handbook and district web page www.risd.k12.nm.us.

Discipline is to:

- Establish the practice of behavior that provides a safe and healthy school environment
- Create an atmosphere that maximizes teaching and learning
- Foster self-discipline and individual accountability by promoting the six pillars of character; i.e., Caring, Citizenship, Trustworthiness, Respect, Responsibility, and Fairness
- **Character Counts** Develop and maintain an environment of mutual respect

Discipline is not to:

- Control through fear and intimidation or act upon personal prejudice

Teachers' responsibility is to:

- Teach and model responsible thinking
- Review policy with all students at the beginning of the school year
- Exhibit awareness of students' rights

Students' responsibility is to:

- Behave responsibly in all interactions
- Contribute to a positive school environment
- Engage in self-directed learning
- Resolve conflicts appropriately

Parents' responsibility is to:

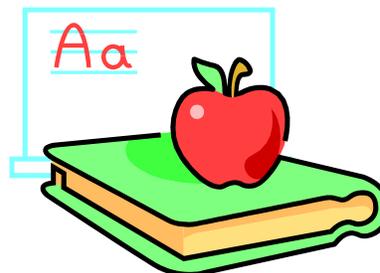
- Model responsible behavior
- Follow through on behavioral expectations
- Maintain dialogue with school

Your Public Schools

Educators in the Roswell school system believe that children should receive a well-rounded education. The world is ever changing; therefore, education is subject to changes according to youth needs. Children must be able to meet the challenges of the society in which they must function. The Roswell schools approach this challenge by assuring that each child is offered a sound program regardless of race, religion, or socio-economic status.

The quality of education in the Roswell school system is dependent upon a competent and professional staff. This philosophy demands the expertise of highly qualified teachers. Therefore, the Roswell Independent School District seeks educators who will accept challenges. Varied and innovative educational facilities, materials and programs have much to offer the children of this community.

The Roswell school system serves more than 9,300 students from pre-kindergarten through twelfth grade in 20 schools.



RISD Web Page www.risd.k12.nm.us

Please visit the RISD Web Page for information about

- assessment/evaluation
- board meetings
- attendance policies
- district hiring policies
- athletics/activities
- school calendars
- instruction
- district policies regarding student discipline, and
- progress reports on facility updates

Your School Board

The Roswell Independent School District Board of Education consists of five members who serve staggered four-year terms. They are elected in odd-numbered years by voters in five election districts.

When Your Board Meets

Meetings of the board generally are held on the second Tuesday of each month at 6:00 p.m. in the Board Room of the Administrative and Educational Services Center, 300 N. Kentucky. Special meetings are called as needed.

How You Can Participate

Public participation at Board of Education meetings is encouraged by the Roswell Independent School District. Public comments provide the board with new insights and fresh ideas.

Citizens may speak to the board during its public hearing sessions. The Board requests that comments, which may be on any non-personnel subject, be limited to five minutes. Speakers are required to register prior to the beginning of the meeting.

High Schools

The RISD has two comprehensive four-year high schools and one alternative high school. Students have an opportunity to enroll in traditional, college-bound, or advanced placement courses in core content areas. A strong academic program is enhanced by courses in music, art, industrial arts, home economics, business, health assistance, vocational agriculture and auto technology. The high schools are fully accredited by the North Central Association of Schools and Universities. Over 60% of our graduating seniors continue their education beyond high school.

Guidance counselors are available at each school to assist students and parents in determining the appropriate Next Step Plan for a student's high school career. Concurrent enrollment with Eastern New Mexico University-Roswell Campus allows students to receive college credit for classes that also count toward high school graduation requirements.

Middle Schools

Four middle schools serve students in grades six, seven and eight. A balanced curriculum addressing educational and developmental needs, exploratory electives, and comprehensive counseling is delivered by a dedicated staff utilizing varied instructional strategies designed to meet the unique needs of middle-level students.



Elementary Schools

The RISD has 12 elementary schools for grades K-5, and one Early Literacy Center serving pre-school and kindergarten students. A comprehensive curriculum is offered which includes language arts, reading, math, social studies, health, science, art, music, and P.E. Programs offered at this level include bilingual education, remedial reading and math, After School Programs, and enrichment courses for gifted students.

An elementary counseling program at the elementary schools provides counseling services for students in kindergarten through grade five.

Attendance Practices

Definition: Regular and timely presence at school.

Attendance is to:

- ➔ Develop confidence and success
- ➔ Provide structure
- ➔ Promote academic and social growth
- ➔ Develop the individual and group responsibilities demanded by society

Students' responsibility is to:

- ➔ Assume the responsibility of contacting the teachers on the first day back at school about the work missed
- ➔ Adhere to attendance/tardiness requirements
- ➔ Display self-discipline and responsibility
- ➔ Understand the importance of continuity in the learning process

Teachers' responsibility is to:

- ➔ Inform students and parents of responsibilities and consequences for non-attendance
- ➔ Inform students and parents of right to make up work and timeline
- ➔ Model attendance behavior
- ➔ Follow up on consequences

Parents' responsibility is to:

- ➔ Promote regular and timely attendance
- ➔ Understand the attendance policy (5130), state law and consequences
- ➔ Understand the importance in the continuity of the learning process.

Attendance Officers' responsibility is to:

- ➔ Enforce district policies and procedures on attendance
- ➔ Follow up individual student referrals from schools
- ➔ File legal proceedings against parents when appropriate
- ➔ Produce yearly report on attendance referrals

RISD Attendance Policy

New Mexico State Law requires every student in the state who is five (5) years of age and not more than **eighteen (18) years of age** to attend school. When students exhibit a pattern of nonattendance, the principal and/or designee will refer students to the Student Assistance Team. Students who have been absent from class ten (10) or more times per semester may be subject to loss of grades. SAT will determine whether grades will be awarded.

The Roswell Independent School District shall maintain an attendance policy that:

- A. Provides for early identification of students classified as truant and habitual truant and provides intervention strategies that focus on keeping truants and habitual truants in an educational setting and prohibit out-of-school suspension and expulsion as the punishment for truancy.
- B. Requires that class attendance be taken for every instructional day in every school or school program in the district.
- C. Reports truancy and habitual truancy rates to the Department in a form and at such times as the department determines. (NMSA 22-12-7 and 22-12-8)
- D. Elementary schools will make referrals to the attendance officer after three processed truantries. Upon receipt of the truancy referral, the attendance officer will make contact with the parent/guardian for the purpose of determining why the student has continued to miss school.
- E. Middle Schools will make referrals to the attendance officer after three processed truantries. Upon receipt of the truancy referral, the attendance officer will make contact with the parent/guardian for the purpose of determining why the student has continued to miss school.
- F. High Schools will make referrals to the attendance officer after three processed truantries. Upon receipt of the truancy referral, the attendance officer will make contact with the parent/guardian for the purpose of determining why the student has continued to miss school. The student will be immediately placed on a 30 day contract and referred to counseling as appropriate.
- G. As used in this section and Sections 22-12-7 and 22-12-7 and 22-12-8 NMSA 1978:
 - (1) "habitual truant" means a student who has accumulated the equivalent of ten or more unexcused absences within a school year;
 - (2) "truant" means a student who has accumulated five unexcused absences within any twenty-day period; and
 - (3) "unexcused absence" means an absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a private school.
- H. Any qualified student and any person who because of his age is eligible to become a qualified student as defined by the Public School Finance Act until attaining the age of majority shall attend a public school, a private school, a home school or a state institution. A person shall be excused from this requirement if:
 - (1) the person is specifically exempted by law from the provisions of this section;
 - (2) the person has graduated from a high school;
 - (3) the person is at least seventeen years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or other person having custody and control consents; or
 - (4) with consent of the parent of the person to be excused, the person is excused from the provisions of this section by the superintendent of schools of the school district in which the person is a resident and the person is under eight years of age.
- I. A person subject to the provisions of the Compulsory School Attendance Law shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident.
- J. Any parent of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.
- K. Each local school board and each governing authority of a private school shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools."

Homework Practices

Definition: Independent practice(s) or extensions of classroom study

Homework is to:

- Foster responsibility
- Assist in preparation for the next day
- Reinforce learning
- Provide for formative assessment or extension opportunities
- Reinforce the home/school connection
- Encourage independent learning

Homework is not to:

- Provide students with busy work
- Be used as punishment
- Be a source of new learning

Teachers' responsibility is to:

- Provide homework with clear purpose, directions, expectations and consequences
- Communicate and collaborate with colleagues
- Individualize assignments as needed
- Provide consistent, timely and meaningful feedback

Students' responsibility is to:

- Complete and submit quality homework on time
- Follow board policy on homework guidelines when absent from school

Parents' responsibility is to:

- Provide a positive learning environment
- Support teacher/school homework policies
- Monitor student progress and communicate with teacher in an ongoing manner
- Sign Student Planners

Testing Practices

Definition: Any assessment to establish student mastery of critical learning

Testing is to:

- Evaluate student learning
- Ensure that the student has mastered material
- Assess student achievement
- Plan for future instruction
- Provide district wide report for Data Accountability Report

Testing is not to:

- Test uncovered material
- Punish or compare students

Teachers' responsibility is to:

- Evaluate student learning
- Inform students of test results
- Assess effectiveness of instructional and testing process

Students' responsibility is to:

- Give best effort and activity and participate in instruction
- Communicate with teachers when help is needed
- Prepare for and study presented or assigned lessons
- Be accountable

Parents' responsibility is to:

- Communicate with the teacher and child
- Assist child to prepare for test
- Require accountability from child
- Partner with the school and advocate for the child
- Strive to have students present on testing dates

Instruction

The teachers in our system recognize developmental differences among students. Effort is made to meet each child's diverse needs. Teachers are supported in this endeavor by individual professional development plans and a comprehensive staff development program.

The Roswell Independent School District supports a variety of instructional strategies based on teacher choice and focuses on student need. While it is important to allow the professional staff to make choices regarding strategies and materials to fit their style, philosophy and student need, the district holds all staff accountable for teaching content that addresses the New Mexico Standards, Benchmarks and Performance Standards and No Child Left Behind.

Curriculum

Philosophically, the Board of Education has always supported a strong, academic based curriculum in the elementary schools. The basic curriculum includes reading, language arts, mathematics, science, social studies, art, music, health and physical education. A computer literacy program is in place. The competencies addressed in the New Mexico Standards, Benchmarks and Performance Standards have been incorporated into all curriculum areas. Student progress is individually tracked. Emphasis is placed on active student involvement and authentic learning experiences.

The Board of Education supports annual review and revision of curriculum which results in continuous improvement of our instructional program. Teachers, administrators and parents are invited to participate in this process.

Staff Development

The Roswell Independent School District is committed to extensive staff development, with the understanding that teaching and learning are inseparable, lifetime endeavors. Opportunities for staff development address identified needs of teachers, administrators, parents, the business community and the School Board.

The Roswell Independent School District Teacher Center sponsors study groups and curriculum support groups, as well as houses a complete facility for making educational materials. Eastern New Mexico University Sponsors various courses, workshops, and degree opportunities for the Roswell area.

Grading Practices

Definition: Measure of progress and effort in mastery of critical learning

Grading is to:

- Provide feedback on students' academic progress and effort toward mastery of the curriculum

Grading is not to:

- Compare, control, discipline or belittle
- Provide the primary motivation for students and parents
- Measure individual worth

Teachers' responsibility is to:

- Clearly communicate objectives, criteria and expectations
- Maintain a record of students' grades
- Use valid and varied assessment practices to determine grades
- Align assessments with critical teaching and learning
- Ensure that the grade reflects the degree of mastery
- Give appropriate feedback in a timely manner

Students' responsibility is to:

- Understand grading expectations and take responsibility for his or her own learning

Parents' responsibility is to:

- Help student understand significance of grades
- Understand grading expectations
- Foster child's own responsibility in learning
- Communicate with teacher and child

Graduation Requirements

- English (4 credits)
 - Communications (1 credit)
 - Math (3 credits) (4 beginning with 9th grade class 2009-10)
 - Social Studies (3.5 credits) NM History; U.S. History, World History/Geography; Government/Economics
 - Lab Science (3 credits)
 - Health (.5 credit)
 - Physical Education (1 credit)
- Total: 16 credits (17 beginning with 9th grade class 2009-10)
Plus elective courses to total required credits

Advanced Placement Program

- Biology
- Calculus
- Chemistry
- Computer Science
- Economics
- English
- French
- German
- Government
- Physics
- Spanish
- U.S. History



Special Education Programs

Every exceptional student within the district has a right to a free, appropriate public education. The RISD operates in compliance with the Individuals with Disabilities Educational Act (IDEA), Federal and State guidelines and No Child Left Behind. Parents are strongly encouraged to be actively involved in their child's program and the IDEA Parent Advisory Council. Through Child Find students who qualify as developmentally delayed are provided service beginning at age 3.

In addition, students who qualify as behaviorally disordered, communication disordered, gifted, hearing or language impaired, mentally handicapped, multiple impaired, physically impaired, or visually impaired are provided appropriate services based on student needs through age 21.

Programs include; pull-out, inclusion, specific course classes (middle school), seminar, internship/mentorship courses, and in some cases acceleration or partial acceleration. For the highly gifted students district programs are provided in elementary and middle school.

Related Services

Assistance from a wide variety of resources is available. The school staff includes specialized personnel in the following areas: psychological counseling, speech and language therapy, occupational therapy, physical therapy, educational therapy, interpreter services, orientation and mobility training, social work, special education counseling, nursing, educational diagnostics, and methods/materials resources.

In addition, programs offered by the school system are coordinated with services available through various community resources.



Cafeteria

A choice of healthy meals is offered each school day. Children who qualify under USDA guidelines may receive meals free or at a reduced price. All meals served meet nutrition standards established by the USDA.



Transportation

Free school bus transportation for students enrolled in the RISD will be provided for students who meet the following requirements.

1. Students, grades K – 5 who live a mile or more from their assigned school.
2. Students, grades 6 – 8 who live one and a half miles or more from their assigned school.
3. Students, grades 9 – 12 who live two or more miles from their assigned school.
4. Transportation is also provided for 3 and 4 year olds and special education students based on individual needs.

All drivers must pass a physical exam and complete 48 hours of special training for bus drivers, which includes: behind the wheel training, first aid, defensive driving, and emergency training. They must participate in additional training each year.

Roswell Independent School District contracts buses operated by Pollard Bus Company and Hamill Transportation.

Support Services

Title I – ESEA

Title I is a federally funded program that targets high-poverty schools and is used to provide funds for supplementary educational services, usually in reading/language arts and math to students who are educationally disadvantaged or at risk of failing to meet the state standards. Title I programs in the Roswell School District provide additional help for students in reading and math at 12 elementary schools, 4 middle schools, 2 high schools, and our charter school. More than 9,300 students in the Roswell School District receive reading and/or math services through our federally funded Title I program. For information regarding Title I services available in the Roswell School District, call 627-2684.



Language Support Programs

Roswell Independent School District (RISD) has provided four models of language instructional programs to English language learners (ELL). Four elementary schools provide language services either through a dual language immersion (50/50), and a 2-hour maintenance bilingual. At the secondary level, three middle and two high schools offer a 2-hour maintenance, and 1-hour enrichment and 1-hour heritage bilingual education program to ELLs and other interested students. The rest of the schools provide ESL/ELD instruction to ELL students either by the teachers endorsed in bilingual education, Teaching English to Speakers of Other Languages (TESOL), or teachers trained in research-based instruction i.e. Specially Designed Instruction in English (SDAIE) and Sheltered Instruction Observation Protocol (SIOP).

ELL students attending the dual language immersion school with a 50/50 model will receive 50% of instruction in Spanish and 50% in English. ELL students attending the schools implementing a 2-hour maintenance bilingual program receive 45-60 minutes instruction daily in English as a second language or English language development depending upon the student needs. These students also receive 45-60 minutes of instruction daily in Spanish language arts (elementary) and Spanish language arts for native speakers (secondary).

Materials Center

The Roswell Independent School District Instructional Materials Center provides print and nonprint media services to all grades. These print and nonprint media services include video cassettes, CD's, DVD's, filmstrips, audiotapes, computer software programs, multiple copies and classroom sets of books, models, transparencies, media kits, supplemental reading materials, bilingual materials, manipulatives, slides, study prints, and activity cards.

The Materials Center collection of resources is not only curriculum related, but is a supplement to and an enrichment of the curriculum.

Library/Media Services

One of the more important parts of any school system is its lifetime learning center known as the library/media center. Media centers provide students the opportunity to "learn on their own." The elementary, middle and senior high schools each have their own central media center staffed by competent librarians and associates who assist students with research and enrichment programs.

Extracurricular Activities

The RISD recognizes the importance of providing a strong extracurricular program to supplement its academic program. A wide range of extracurricular programs offers students an opportunity to learn valuable lifetime skills. These activities provide an effective laboratory for learning leadership, self-discipline, competitiveness, respect for rules and authority and for dealing with adversity and functioning under pressure.



Athletics

The RISD recognizes the important role that athletic competition plays in the development of a well rounded personality. Therefore, the district provides a large number of sports in which students may participate. At the middle school level, students may participate in football, volleyball, basketball and track. At the high school level, girls have the option of participating in volleyball, soccer, softball, cross country, basketball, track, tennis and golf. High school boys may participate in football, soccer, cross country, wrestling, basketball, track, tennis and golf.

Organizations

Many organizations in the RISD provide an opportunity for student involvement in activities that teach valuable life skills. This extensive list includes: Drama, National Honor Society, MESA, Journalism, Key Club, Dance Team, DECA, Future Farmers of America, Health Occupations Club, German Club, Spanish Club, College Bowl, Yearbook, Newspaper, Band, Chorus, Fellowship of Christian Athletes, Future Homemakers of America, Student Council and Cheerleading.

Career & Technical Organizations

Many of the district's extracurricular organizations are vocational clubs which provide students with opportunities to compete and have fun while learning skills in the career of their choice. These organizations include Future Farmers of America, Distributive Education Clubs of America, Business Professionals of America, Industrial Arts Student Association and the Vocational-Industrial Clubs of America.

Music and Performing Arts

The RISD provides a varied music program. Band, chorus and orchestra provide students with opportunities to compete and perform in concerts and musicals on district, state and national levels. Dramatic presentations by Drama Clubs provide valuable training in the performing arts for participants and entertainment for the school and community.

Enrollment

Children who reach 5 years of age on or before September first are required to attend school. State law requires school attendance through age 18 or high school graduation. A GED may be earned at age 17 under special circumstances.

Students are assigned to schools based on geographic location of their legal guardian's residence. Elementary and middle school students may be granted zone exceptions if the receiving school has sufficient room.

Full day kindergarten classes are available for children entering school for the first time. Parents must provide an immunization record and an official birth certificate

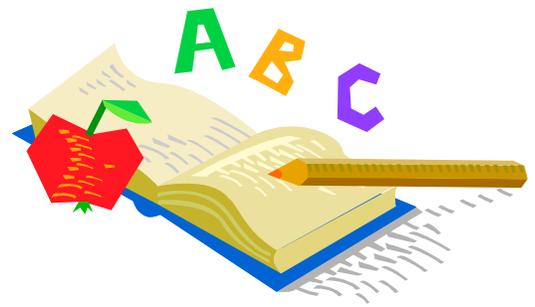


Personnel/Class Size

Roswell Independent School District employs more than 600 licensed personnel. Including the support personnel over 1,200 employees serve the needs of more than 9,300 students.

Class size is determined by New Mexico Statutes and State Standards. It is the intention of the legislature that New Mexico have the lowest possible pupil/teacher ratios.

New teachers and administrators in New Mexico schools must pass the New Mexico Teacher Assessment Exam.



New Teacher Orientation

The rich diversity of our teaching staff is greatly enhanced each year by the new teachers who begin their service with the Roswell Independent School District. We believe that new-to-the-district teachers already have the basic tools they need to become successful, long-term educators. We believe that professional development is best fostered within programs that allow for experimentation, evaluation, and reflection.

A three day teacher induction program is scheduled prior to each school year. The goals of the RISD Teacher Induction Program are to provide the support and resources that will:

- Provide beginning teachers an effective induction into the teaching profession
- Retain capable teachers
- Improve the achievement of students
- Improve the overall success of the school

Facilities

The Roswell Independent School District includes twenty school buildings, three of which are high schools, (grades 9-12), four middle schools (grades 6-8), twelve elementary schools (grades K-5) and one Early Literacy Center. Other facilities include the Administrative and Educational Services Center, the Planetarium, the Creative Learning Center, and the Central Receiving Building.

