

# Dexter Middle School

## Student Handbook

### 2023-2024

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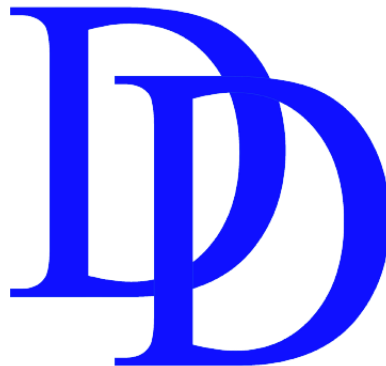
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**Secretary**

Kellie Cobos –  
**Member**

Juanita Segovia –  
**Member**

NOTE: It is the responsibility of students and parents to inform themselves of current Board Policies and of administrative and school rules regarding conduct that is subject to disciplinary action.



## Dexter Consolidated Schools 2023-2024

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

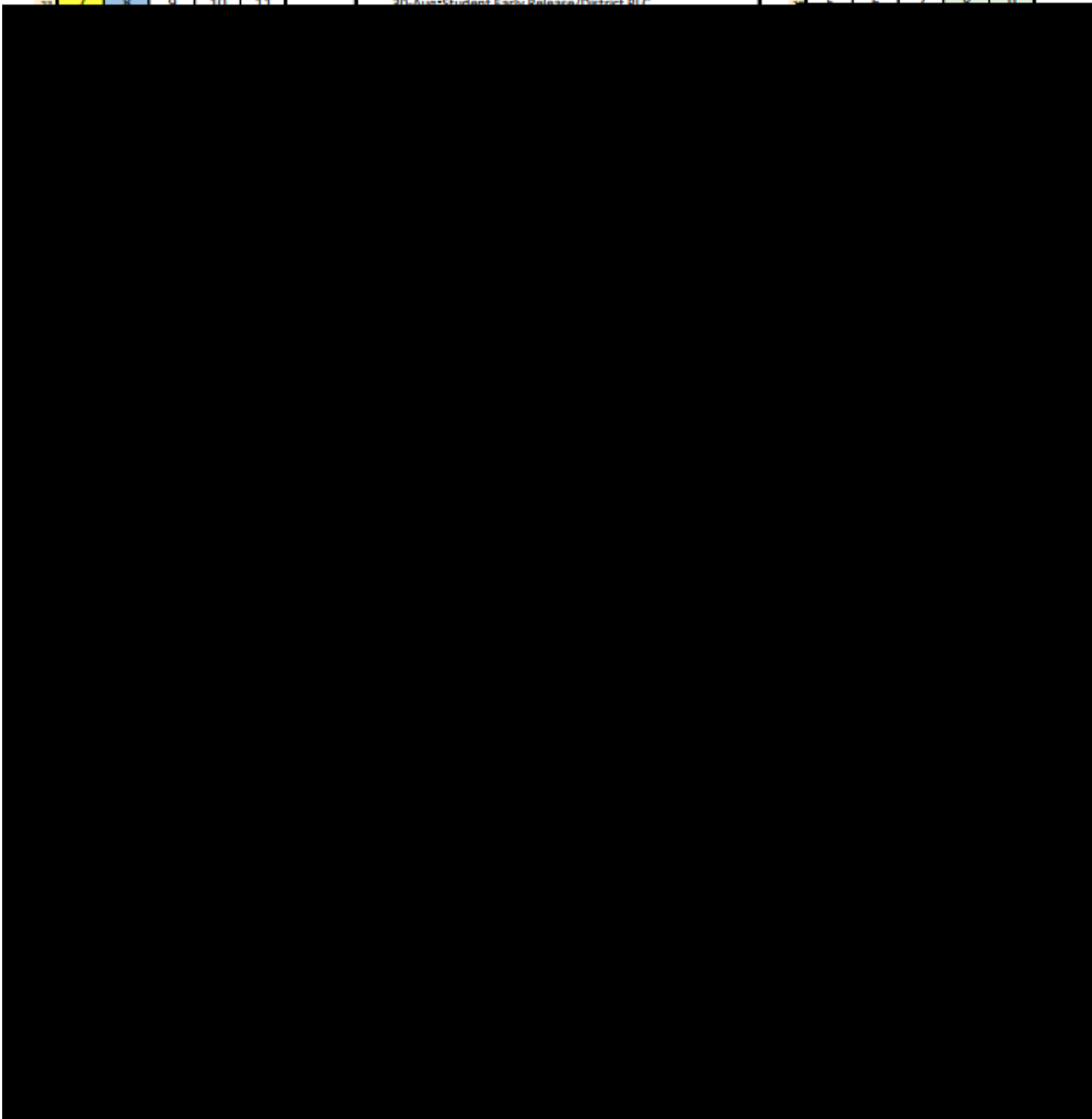
- Back to School Orientation
- 1st/Last Day Student Day
- Student Early Release/Staff PLC
- Parent/Teacher Conference
- Staff Inservice/PLCs
- Holiday-District Closed
- State Reporting
- Mid/End of Quarter

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

AUGUST				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11

4-Jul	District Closed
31-Jul	New Staff Orientation
1-4 Aug	Staff Professional Development Day, No School
7-Aug	Student Orientation to 5:15 pm
8-Aug	First Student Day, K-12
21-Aug	First Student Day, PreK
20-Aug	Student Early Release/District PLC

FEBRUARY				
M	T	W	Th	F
5	6	7	8	9



## DMS Bell Schedule for 2023-2024

<b>MIDDLE SCHOOL</b>		<b>Class Time</b>
<b>Teacher Report Time</b>	<b>7:35 AM</b>	<b>n/a</b>
<b>1<sup>st</sup> Bell &amp; Breakfast</b>	<b>7:45 AM – 8:05 AM</b>	<b>20 min</b>
<b>Transition</b>	<b>8:05 AM - 8:10 AM</b>	<b>5 min</b>
<b>(A)1<sup>st</sup> Period / (B) 2<sup>nd</sup> Period</b>	<b>8:10 AM – 9:40 AM</b>	<b>90 Min</b>
<b>Transition</b>	<b>9:40 AM – 9:45 AM</b>	<b>5 Min</b>
<b>(A) 3<sup>rd</sup> Period / (B) 4<sup>th</sup> Period</b>	<b>9:45 AM – 11:15 AM</b>	<b>90 Min</b>
<b>Transition</b>	<b>11:15 AM – 11:20 AM</b>	<b>5 Min</b>
<b>Lunch</b>	<b>11:20 AM – 11:50 AM</b>	<b>30 Min.</b>
<b>Transition</b>	<b>11:50 AM – 11:55 AM</b>	<b>5 Min</b>
<b>(A) 5<sup>th</sup> Period / (B)6<sup>th</sup> Period</b>	<b>11:55 AM - 1:25 PM</b>	<b>90 Min</b>
<b>Transition</b>	<b>1:25 PM - 1:30 PM</b>	<b>5 Min</b>
<b>(A) 7<sup>th</sup> Period / (B) 8<sup>th</sup> Period</b>	<b>1:30 PM – 3:00 PM</b>	<b>90 Min</b>
<b>6<sup>th</sup> Grade Town-Bus Dismissal</b>	<b>2:50 PM</b>	
<b>Dismissal</b>	<b>3:00 PM</b>	

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## **Dexter Consolidated Schools Vision: Student Excellence**

### **Mission Statement**

Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical, contributor to society.

### **We Believe:**

- All students can learn.
- Learning and leadership is a partnership between administration, faculty, and society to support community and cultural unity.
- Respecting diversities and cultures is important to our families and society to support community and cultural unity.
- Systematic educational decisions are made using student-centered performance data.
- In the value of criterion-based evaluation, which compares students with standards, that are fair, valuable, and equitable.

### **We Are Committed to:**

- Abiding by State, Federal, and local school board policy;
- Aligning, implementing, and continuously assessing our Educational Plan for Student Success;
- Ensuring an environment that promotes the safety and well-being of students, staff, and community;
- Creating and maintaining an environment that promotes student respect, responsibility, and accountability;
- Employing highly qualified who facilitate student learning growth, understanding and application;
- Providing opportunities that encourage respect, understanding, and sensitivity of cultural diversity;
- Engaging all students in integrated technology processes using state-of-the-art resources to meet societal demands;
- Encouraging parent engagement to support excellence and life-long learning.

**Note: In order to meet these goals, it will require a cooperative effort on the part of the students, teachers, administrators, parents, and the community. At Dexter Middle School, all stakeholders have the opportunity to help create a place where everyone wants to be. We invite everyone into our learning community in partnership to help our students grow and succeed.**



# DMS BEHAVIOR EXPECTATION MATRIX

	<b>CLASSROOM/ LIBRARY</b>	<b>HALLWAYS/ PUBLIC AREAS</b>	<b>BREAKFAST/ LUNCHTIME</b>	<b>RESTROOM/ NURSE</b>
<b>RESPECT</b>	LISTEN WHEN OTHERS ARE SPEAKING USE RESPECTFUL, APPROPRIATE LANGUAGE ONLY SHOW CARE FOR OTHERS & OURSELVES	USE RESPECTFUL, APPROPRIATE LANGUAGE ONLY PROCEED TO CLASS, DO NOT BLOCK HALLWAYS, ETC. RESPECT AND TAKE PRIDE IN OUR SCHOOL	BE PATIENT AND WAIT YOUR TURN IN LINE KEEP NOISE/VOLUME AT ACCEPTABLE LEVELS	RESPECT OTHERS PRIVACY KEEP THEM CLEAN QUIET VOICES USE FACILITIES PROPERLY
<b>RESPONSIBILITY</b>	COME PREPARED BE ON TIME WORK TOGETHER / PARTICIPATE USE TIME WISELY TURN IN WORK WHEN DUE	PROCEED TO CLASS PROMPTLY LOCKER ACCESS IS QUICK HAVE A HALL PASS DURING INSTRUCTIONAL TIME	CLEAN YOUR MESS AND ANY OTHERS YOU SEE PUSH IN CHAIRS BE CAREFUL WHEN THROWING AWAY YOUR TRASH	HAVE A PASS DURING CLASS GET IN AND OUT QUICKLY
<b>SAFETY &amp; SECURITY</b> (Always Inform Staff of Any Concerns)	STAY IN YOUR SPACE HANDS AND BODY TO SELF USE MATERIALS & EQUIPMENT APPROPRIATELY TAKE CARE OF ONE ANOTHER	HANDS AND BODY TO YOURSELF SHOW UP TO CLASS ON TIME USE ONLY YOUR ASSIGNED LOCKER	SINGLE FILE LINES HANDS AND BODY TO YOURSELF ASK PERMISSION TO GET OUT OF YOUR SEAT DO NOT MOVE FURNITURE	KEEP WATER IN THE SINK AND OFF THE FLOOR REPORT PROBLEMS WASH HANDS

## Dexter Middle School Behavior Expectations Infractions: 2023-2024

The following school expectations will guarantee that the rights of students and staff at Dexter Middle School (DMS) are respected. Infractions acquired, when behavior expectations are not met, are grouped into three sections: Level 1, Level 2, and Level 3. Each level is based on the severity of the infraction, and each violation of said expectations has varied options of response. These represent the recommended guidelines in the disposition of discipline. Depending on the circumstances, severity of the behavior, and education status of the student, disciplinary consequences may vary from situation to situation. For example, if the first offense is considered exceptionally flagrant, a higher consequence may be assigned even though it is the students' first offense. In all cases, administrative discretion will be exercised.

**ASD = After School Detention    ISS = In School Suspension    RC = Restorative Classroom  
OSS = Out of School Suspension    PD = Police Department    LD = Lunch Detention**

<b>Level 1</b>			
<b>OPTIONS OF RESPONSE</b>			
	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Tardies/per 9-week period (1 <sup>st</sup> – 3 <sup>rd</sup> offense=classroom consequence)	4th tardy = 1 day LD, parent contact	8 <sup>th</sup> tardy = 1 day ASD, parent contact, teacher/student conference	10 <sup>th</sup> and subsequent tardies = parent conference, referral to counselor/social worker, Saturday School as determined by the principal
Missed After School Detention	Rescheduled, parent contact	1 day ISS	1 day OSS
Missed Lunch Detention	Rescheduled, student conference	2 days LD	1 day ASD
Inappropriate display of affection or PDA	Warning	Parent contact & ASD	Parent conference, possible ISS/OSS
Dress Code Violation/ Per semester	1 day “dress code pass” if deemed appropriate by principal OR a phone call home to have appropriate attire brought for changing	1 day ASD and a phone call home to have appropriate attire brought for changing	1 day ISS and a parent conference
Gum/Candy/Drinks without permission	1 day LD	3 days LD Parent contact	5 days LD Parent conference
Incomplete Work/ Unprepared for class	1 day After School Tutoring	2 days After School Tutoring/ Parent Contact	Parent Conference/ Saturday School
<b>Level 2</b>			
<b>OPTIONS OF RESPONSE</b>			
	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Horseplay (misbehavior in hallway, playground, classroom, bus, etc.)	1-5 days LD/ASD/ISS	1-5 days LD/ASD/ISS, parent contact	1-3 days ISS/OSS, parent conference
Student Cell Phone/Device	Phone/Device confiscated and returned to student at the end of the school day	Phone/Device confiscated, parent contacted and required to pick up	Phone/Device confiscated and kept until the end of the current semester
Classroom Disruption	RC for reset or period, 1 day LD, parent contact	RC for the period, parent contact/conference	1-3 days ISS/OSS, parent conference
Involvement in cheating, plagiarism, or lying	0 on the assignment, parent contact	0 on the assignment, 1-3 ASD, parent contact	1-3 days ISS/OSS, parent conference
Defiance/Disrespect	RC for reset or period, parent contact	RC for the period, ASD, ISS, parent contact	1-3 days ISS/OSS, parent conference
Truancy (skipping class/leaving campus)	1 day ASD, parent contact	2 days ASD/ISS, parent conference	Saturday school OR 1-3 day OSS, parent conference, referral to counselor/social worker
Disrupting a school activity (assemblies, field trips, after school activities, etc.)	Removal from event sent to RC, parent contact	Removal from event and sent to RC, parent contact,	Suspension from all school activities for the remainder of



		suspension from the next event	the school year, parent conference
Throwing or shooting objects (includes spit wads, pencils, sticks, rubber bands, paper)	Sent to RC for reset of period, 1-3 days LD, or ASD	Sent to RC for period, 1-5 days ASD, or ISS, parent conference	1-5 Days OSS, parent conference
Inappropriate objects, materials and media (includes laser pointers)	Verbal warning, 1-3 days LD, or ASD Item/s confiscated	1-5 days LD, ASD, or ISS parent conference Item/s confiscated	
Inappropriate/abusive language (profanity)	Sent to RC for period, 1 day ISS, ASD, parent contact	1-3 days ISS/OSS, parent contact	1-3 days OSS, parent conference
<b>Level 3</b>			
<b>OPTIONS OF RESPONSE</b>			
	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Removal from LD/ASD due to refusal to follow LD/ASD rules, refusal to complete assigned work, defiance/disrespect, etc.	<b>1-3 day ISS/OSS &amp; parent contact</b>	<b>1-3 day OSS &amp; parent meeting</b>	<b>1-3 day OSS, parent meeting, mandatory counseling</b>
Harassment or intimidation/threatening, or bullying of other students (includes verbal, written, sexual, and physical harassment) <b>and on SOCIAL MEDIA</b>	Sent to RC, Student mediation, apology, 1-3 days ASD or ISS, parent conference	Student mediation, apology, parent conference, 1-5 days ISS/OSS, Bullying Curriculum with counselor	Apology, parent conference, referral to PD, 5-10 days OSS
Fighting (mutual combat, including self-defense) and videoing/recording fights	1-3 days OSS, parent conference, and conflict mediation, signed fight contract	5-9 days OSS, parent conference, and conflict mediation, review of signed fight contract, possible hearing	10 days OSS pending the scheduling of a hearing for recommendation or long-term suspension or expulsion
Substance abuse (selling, exchanging, distributing, or giving drugs, alcohol or any other controlled substances to another student, or consuming, in-possession of drug paraphernalia, or under the influence of alcohol, drugs, tobacco/vape, or other controlled substances)	5-10 days OSS, PD referral and participation in a school-based counseling program/evaluation and treatment program	10 days OSS, PD referral, recommendation for expulsion	
Vandalism/property damage (involved in altering, defacing or destroying school or private property, including technology)	1-5 days ISS/OSS, loss of privileges, parent conference, restitution	10 days OSS, counseling, restitution, loss of privileges, PD referral and recommendation for expulsion	
Use/possession of combustible items (including firecrackers)	1-5 days ISS/OSS	10 days OSS and recommendation for expulsion	
Making false 911 calls (Includes pulling false fire alarm, bomb threats)	1-5 days ISS/OSS and PD referral	10 days OSS and recommendation for expulsion	
Forgery/theft (involvement in stealing)	1-5 days ISS/OSS, restitution, counseling and parent conference	6-10 days OSS, restitution, counseling, parent conference	10 days OSS, referral to PD, recommendation for expulsion
Verbally abusing or threatening toward staff members	1-5 days ISS/OSS and parent conference, counseling	5-10 days OSS, referral to PD, counseling, parent conference	10 days OSS, recommendation for expulsion
Assault/Battery (includes physical abuse of staff members)	10 days OSS, referral to PD, and recommendation for expulsion		

Weapons (bringing weapons to school grounds or possession regardless of intent)	PD referral and suspension pending hearing: recommendation for expulsion	
Arson	PD referral and suspension pending hearing: recommendation for expulsion	
<b>After School Detention will occur Monday and Thursday from 3:05 to 4:00 p.m.</b> Students assigned detention should be in their seats no later than 3:05, must bring school assignments, and will remain until the end of the detention. Detention will be managed as a quiet study hall and all classroom rules will apply. Any student arriving after 3:05 will not be allowed in ASD and will suffer the next consequence.		<b>Out-of-School Suspension is when a student is temporarily removed from school.</b> Students who are suspended from DMS are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension.

## Responsibilities

DMS Students are expected to:	DMS students are hard-working and proud of their accomplishments, of their school, and proud of their community. They recognize their primary purpose at DMS is to learn; meaning they are expected to participate and contribute to the learning atmosphere.
Succeed Academically By:	<ul style="list-style-type: none"> <li>• Attending school regularly</li> <li>• Getting to class on time</li> <li>• Being prepared, with necessary materials</li> <li>• Staying on task</li> <li>• Completing assignments, including make-up work, in a timely manner</li> <li>• Dressing appropriately for school</li> <li>• Celebrating academic successes</li> <li>• Respecting the learning of others</li> </ul>
Show Respect for People, Property, and Themselves By:	<ul style="list-style-type: none"> <li>• Welcoming guests politely, including substitute teachers and parents</li> <li>• Reporting vandalism</li> <li>• Keeping the hallways and grounds clean</li> <li>• Using language that is appropriate for the school environment</li> <li>• Expressing their ideas and opinions in a respectful manner, so as not to offend others</li> <li>• Responding to reasonable requests of adults and other students</li> <li>• Respecting others' property</li> </ul>
Promote Physical Safety and Personal Safety for Themselves and Others By:	<ul style="list-style-type: none"> <li>• Obeying safety rules</li> <li>• Staying on campus during the entire school day</li> <li>• Volunteering information in matters relating to health, safety, and welfare of the school community</li> <li>• Recognizing that fighting, shoving, horse playing, and abusing others on and off the school campus will have consequences</li> </ul>

<p>Follow the School and Classroom Rules By:</p>	<ul style="list-style-type: none"> <li>• Accepting the behavior expectations of each classroom and school campus at large</li> <li>• Listening to the announcements on the public address system</li> <li>• Having a signed, or designated, pass to be in the hallways other than passing periods</li> <li>• Asking for clarification if the behavior expectations are unclear</li> <li>• Knowing and upholding the expectations (rules) of this handbook</li> <li>• <b>DOING THE RIGHT THING!</b></li> </ul>
<p>DMS has a discipline process that is guided by the following fundamentals:</p>	<ul style="list-style-type: none"> <li>• Each student has the right to a physically and emotionally safe environment</li> <li>• Each student will allow the teachers to teach and others to learn</li> <li>• Each student will respect public and private property</li> <li>• Each student will respect the mission of school sponsored extracurricular activities</li> <li>• Each student will abide by state law and Dexter consolidated school district policies</li> <li>• Each student will practice self-respect and respect towards others</li> </ul>
<p>It is not our intent to list every behavior student's should or should not practice. The following are guidelines developed to clarify the kinds of behaviors that are expected.</p>	
<p>Students Are:</p>	<ul style="list-style-type: none"> <li>• To walk in and around the school building</li> <li>• To be responsible to help keep the classroom, hallways, and campus clean</li> <li>• To exhibit safe behaviors, always. (Shoving, pushing, or horse playing are not safe and will not be tolerated)</li> <li>• To stay out of all restricted areas before and after school and during lunch</li> <li>• To be dismissed by the teacher at the end of each class period; this means that the bell does not dismiss students.</li> </ul>
<p>The following dangerous items are not permitted on school property. Possession of these items will result in confiscation, suspension, and possible legal citation:</p>	
<p>Prohibited items include, but are not limited to, the following:</p>	<ul style="list-style-type: none"> <li>• Knives, razor blades, or similar items</li> <li>• Matches, lighters</li> <li>• Firearms</li> <li>• Firecrackers or other explosives</li> <li>• Slingshots or other projectiles</li> <li>• Clubs, blackjacks, pipes, nunchucks, etc.</li> <li>• ECigarettes, vape pens, alcohol, tobacco, marijuana, any other illegal substance</li> </ul>

**Parent Responsibilities:** The parent and school partnership is a critical component of student success. As a parent, we respectfully set forth the following expectations:

- Please send your student to school every morning, on time, clean, healthy, rested, suitably dressed, and in a frame of mind to learn.
- Please set the expectation at home that education is important. When parents show interest in every phase of their students' educational career by actively participating and listening, the success rate of said student increases exponentially.
- Please check in at the office upon entering the school.
- Please stress the importance at home of being respectful and cooperative with other students and school staff.
- If a misunderstanding occurs about something concerning your student in school, please make an appointment with the appropriate school personnel to communicate your concerns and work toward a resolution.
- Please strive to be informed about current issues in education, and your students' school specifically.
- Please be informed, and supportive, of the schools' policies.

## **Academics**

Student Excellence Learning Policy: Dexter Consolidated Schools

New Mexico, 45 other states, and the District of Columbia have adopted the Common Core State Standards (CCSS) for public schooling, thus establishing guidelines for both teachers and students. The Common Core State Standards are a different approach to learning, teaching and testing that engenders a deeper understanding of critical concepts and the practical application of that knowledge. Developed over many years, tested, and proven to be effective, these updated standards better prepare students for college and both national and international job markets. Because the CCSS focus on preparing students throughout all grade levels to be college and career ready by the end of high school, there is considerable continuity across all grades. Core skills and knowledge in each strand are addressed at every grade with the application of those skills and that knowledge progressing in depth and complexity across successive grades. Students advancing through the grades are expected to meet each year's grade-specific standards, retain or further develop skills and understandings mastered in preceding grades, and work steadily toward meeting the more general expectations described by the College and Career Readiness standards. The Dexter Schools' Learning Policy has been revised to be aligned to the Common Core State Standards and College and Career Readiness standards. It is the goal of Dexter Schools to have all students complete all assignments and assessments at proficiency level in order to be academically prepared for the next level of learning.



# **DEXTER CONSOLIDATED SCHOOLS**

## **STUDENT EXCELLENCE**

### **GRADING POLICY**

**This policy will be effective beginning the Fall Semester of 2021.**

1. Students at all grade levels are expected to complete assignments/assessments on time!
2. To be considered proficient, assignments/assessments need to be quality work - meaning it must receive a minimum score of 70% or higher.
3. Earned grades will be entered into gradebooks so that students are aware of their current standing in a class. Graded assignments/assessments below a 70% may be redone. The student will receive help from a teacher (i.e., re-teaching) in understanding the part of the assignment that was not correct. Teachers will determine deadlines for redo/make-up assignments, however the time period shall not exceed the nine-weeks term.
4. All students may choose to redo assignments/assessments to improve their overall grade.
5. Nine Weeks tests and Semester tests may not be redone.
6. General grading scale will be:
  - A = 90 and above
  - B = 80-89
  - C = 70-79
  - D = 60-69
  - F = 59 and below
7. High School and Middle School semester grades (S1 & S2) will be calculated as follows:  
1<sup>st</sup> nine week period = 45%, 2<sup>nd</sup> nine week period = 45%, semester summative assessment = 10%. Elementary School semester grades (S1 & S2) will be figured by each nine weeks = 50%
8. **MAKE-UP WORK:** If possible, the student should give their teacher/s prior notice when they are going to be absent. This will allow the teacher/s and student to plan together for make-up work. However, if prior notice is not an option, after an absence, it is the student's responsibility to contact their teacher/s and determine what assignments/assessments must be made up. The student will be permitted two days for every one day missed to complete the make-up work with an excused absence from school. However, assignments that were due to be turned in on the first day absent are due to be turned in on the first day the student returns to school. Any missed tests/assessments must be scheduled for retake on the first day the student returns to school.

9. If a student or parent believes a failing report card grade is the result of circumstances beyond the student's control, a written appeal form may be completed and submitted to the school office no later than 5 days after that specific grading period. A report card grade appeal hearing will be scheduled within 5 days of receiving the written appeal. The school advisory committee will hear the case and make a decision based on the individual merits of the specific appeal. The final decision will be made at the appeal hearing.
10. An average of two (2) grades per week will be kept in numerical values in the teacher's gradebook for each subject. Average numerical values for the nine (9) weeks will also be recorded in the grade book.
11. Grade reports to the parents are made on an approximate mid-nine and nine (9) week basis; per the current school calendar. Report cards include an explanation of the system of marks used. Before progress reports/report cards are distributed, teachers will explain the grading system to students.
12. To receive full credit, a student must have a passing average for each semester. At all levels, academic grades shall be determined on the basis of academic achievement. Attitude and behavior shall not be reflected in the academic portion of the report card. Grades may be subject to review by the principal or his/her designee. Semester grades are computed as follows: Each nine (9) weeks counts as forty-five percent (45%) of the total semester grade and the semester exam is ten percent (10 %).

### **Extra Academic Opportunities**

When funding is available, and for qualified students, tutoring services will be offered. Please contact the K-12 Programs director at 575-734-5414 ext. 371 for information.

### **Withdrawal**

When a student withdraws from school, the parents or guardian must provide reason for withdrawal. The Middle School office will fill out a withdrawal form. The office will verify that books have been checked in and that no fees or fines are owed. A counselor's interview also may be required. The completed form must be returned to the Middle School office for final clearance and a copy provided to the student/parent.

### **Attendance**

Consistent with the Compulsory School Attendance Law (Compulsory School Attendance – New Mexico Public School Codes Article 12) and the provisions of HB 106 passed by the 2004 New Mexico Legislature and amended by SB189 in 2009 and included in Dexter School Board Policy.

Any qualified student and any person who because of his/her age is eligible to become a qualified student as defined by the Public School Finance Act (22-8-1 to 22-8-42 NMSA 1978) until attaining the age of majority shall attend a public school, a charter school, a private school, a home school or a state institution. A person shall be excused from this requirement if:

- A. The person is specifically exempted by law from the provisions of this section;

- B. The person has graduated from a high school;
- C. The person is at least eighteen years of age and has been excused by the local school board or its authorized representative upon 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;
- D. With consent of the parent, guardian or person having custody and control 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; or
- E. The person is judged, based on standards and procedures adopted by the State of N. M., to be unable to benefit from instruction because of learning disabilities, mental, physical or emotional conditions.

A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7 NMSA 1978) 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.

Any parent, guardian or person having custody and control of a person subject to the provision of the Compulsory School Attendance Law is responsible for the school attendance of that person. Parents and/or guardians of a student who, after receiving written notice, knowingly allow the student to continue to violate the Compulsory School Attendance Law may be fined accordingly. They may also be reported to Children, Youth, and Families Department for neglect and violations of New Mexico's State Children's Code.

In accordance with the definition of "attendance," class attendance will be taken by class and/or class period for every instructional day, for each student in each school or school program, in the district and reported as per district and state guidelines.

## **Definitions**

- A. "Attendance" means students who are in class or in a school-approved activity are considered in attendance. If a student is in attendance up to half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.
- B. "Early identification" means the process by which school districts including charter schools promptly determine and identify students who have excessive absences and tardiness from an instructional day. Early identification includes the school district's, individual schools, or charter school's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's or charter school's central administration.
- C. "Habitual truant" means a student who has accumulated the equivalent of ten or more absences within a school year.
- D. "Home school" means the operation by the parent of a school-age person of a home study program of instruction that provides a basic academic educational program, including reading, language arts, mathematics, social studies and science.
- E. "Home School Truant" means a school-age child whose parent(s)/guardian(s) have filed a home school notification about the child with the department but the child has failed or

refused to participate in, or is no longer being offered, any home-study program of instruction.

- F. "Intervention" means the partnering that schools engage in with other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district or charter school.
- G. "Prevention" means school-based innovative or proven successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.
- H. "School-age person" means a person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twenty-one shall be used for a person who is classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institution.
- I. "Student in need of early intervention" means a student who has accumulated five unexcused absences within a school year.
- J. "Tribe" means an Indian nation, tribe or pueblos located within New Mexico.
- K. "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, governing authority of a private school, or governing board of a charter school.

Students subject to and in violation of the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7 NMSA 1978), due to tardiness and/or truancy will face the identification, intervention, and prevention steps as set forth by the school district.

### **Enforcement of Attendance Laws**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to those reasons approved by the school administration such as, illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.



State law mandates that children be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one (1) day in length, the school should be notified each day of the absence.

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone, if possible, no later than the close of school on the school day next succeeding the three-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three-day period, has contacted the school to explain the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

It is the student's responsibility to make up work assignments. Students will have the same number of days that they were absent to make up assignments.

Parents are to call 734-5434 by 8:15 a.m. to report a student's absence. If there is no phone at home, parents are to make arrangements to call or send a note when the student returns to school. All absences are checked. Parents need to check their student out through the office to take him/her off campus.

## **Truancy**

A student with five (5) unexcused absences, or forty (20) class periods, within any 5 day period is "truant" and one with ten (10) days or more than eighty (40) class periods as unexcused absences within a school year is "habitually truant". The Superintendent and/or Principal will establish procedures to identify, intervene and discipline truant students, beginning with notification of parents and requesting an opportunity to discuss interventions via the Chaves County Court System. Discipline shall not include out-of-school suspension or expulsion, but should focus on fostering retention of truant students in the educational setting.

Parental Involvement--Upon a student's fifth (5th) unexcused absence or (20) class period absences from school days, parent(s)/guardian(s) shall be contacted to inform them of the truancy and request their cooperation with Chaves County Truancy Court to meet and establish a cooperative arrangement to prevent future truancy by identifying:

- the cause(s),
- preventive measures
- resources to address the causes, and
- a corrective action plan and ATTENDANCE CONTRACT including follow-up procedures

The parental meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s).

Notice of Habitual Truancy--Upon a student's tenth (10th) or (40) class period unexcused absence within a school year, written notice of the habitual truancy shall be given by certified mail to or by personal service on the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law. Should an additional unexcused absence occur after delivery of a written notice of habitual truancy, the probation services office of the district where the student resides shall be notified within seven (7) days. Follow up with the probation office shall be accomplished within a reasonable time to determine the disposition of the violation of the Compulsory School Attendance Law, and may, if no referral was made to the children's court, include contact with the children's court attorney to determine what action is to be taken. If the probation office determined that the parent or guardian may have caused the habitual truancy and no charges have been filed, the school district may contact the district attorney's office to determine what action will be taken.

## **CONDUCT**

### **Principal's Guarantee**

If a student is having a problem with another student or students, he/she should notify the counselor or principal so the problem can be mediated. No one will be punished; we will simply work on solving the problem. This is not "ratting" or "snitching" because no one is getting into trouble. However, if a student chooses not to notify the office and a fight occurs, all parties involved will be placed in ISS or OSS, and will still have to work out the problem by discussing it with the principal or counselor.

### **Prohibited Behavior/Activities**

Dexter Middle School is dedicated to providing a learning and working environment free from discrimination. This policy addresses protection for students against discrimination and harassment and from harassing or expressing discrimination against others. All students are expected to treat their peers, supervisors, faculty, administrators, staff, board members, and

members of the greater community in a manner that reflects equality and respect. Students and/or staff may report discrimination to the middle school principal; all reports will be documented and an investigation initiated for a determination of further action.

### **Fighting**

Fighting is not considered an acceptable method of settling disagreements. Any student engaged in a fight, encouraging a fight, or videoing/recording a fight while on school property (or sharing a video/picture of a fight via social media) or at school sponsored activities will be subject to disciplinary action that may result in suspension. Repeated incidents will result in increased disciplinary measures.

### **Respect for Public Property**

Any student responsible for destroying, defacing, littering or removing property belonging to Dexter Consolidated Schools must reimburse the school for damages caused by such vandalism. Students may also be suspended from school, and all credits and grades held until all fees are paid. Criminal and/or civil charges may be filed with legal authorities as appropriate.

### **Public Displays of Affection (PDA)**

Public displays of affection, which include but are not limited to: hand holding, kissing, and prolonged embracing are inappropriate and will not be tolerated during school hours.

### **Stealing**

Stealing, in any form, can result in suspension, reimbursement and possible referral to police.

### **Cheating and/or Plagiarism**

It is the aim of Dexter Schools to instill a spirit of complete honesty and a high standard of integrity. Cheating/plagiarism damages education by offering a substitute for learning, and is unacceptable in our society. Therefore, a student involved in cheating/plagiarism is liable for punishment as determined by the teacher and/or principal and in accordance with the schools' disciplinary policy.

### **Sexual Harassment**

Sexual harassment is unwanted and unwelcome sexual behavior and can take many forms: physical, verbal, or nonverbal.

**Examples of physical sexual harassment may include:** Standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting, hugging, or kissing; or grabbing, touching or pinching.

**Examples of verbal sexual harassment may include:** Threats; insults; comments about a person's body; sexual jokes, suggestions, or remarks; sexual stories or rumors; notes, letters or graffiti; pressure to go out on a date; or whistles, cat calls, or rude noises.

**Examples of written sexual harassment may include:** Written notes, e-mails, text messages, social networking posts of any kind, writing on bathroom walls, etc. that have sexual connotations

**Examples of nonverbal sexual harassment may include:** Staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks—winking, lip licking, or suggestive body movements.

While examples of physical, verbal, and nonverbal sexual harassment were given, the examples are not all inclusive. Any such activity will be considered inappropriate activity at school, and the parents of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record.

### **Dress Code Expectations:**

The District encourages students to take pride in their attire as it relates to the school setting; we are professionals. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. When in the judgement of the principal, the students' appearance, mode of dress, and/or cleanliness is distracting and disruptive to the educational process, or constitutes a threat to safety or acceptable standards of sanitation, or does not meet the following regulations, the student may be required to make the requested wardrobe modifications.

Anything that can be considered gang related/affiliated will be prohibited.

To implement the above, the following should be applied:

- Shirts/tops must be long enough to conceal the midriff. Shirts/tops must have shoulder straps wider than two fingers widths (at least one inch). Spaghetti straps/camisole tops do NOT meet dress code expectations, even when worn under hoodies/jackets. They are ONLY to be worn under a qualified dress code top. The chest area must be adequately covered.



- Pants cannot be ripped or torn. They must fit at the students' waist without any issues of sagging. No undergarments may be exposed. Pants need to be more of a casual professional material and MUST include a top button/s and/or zipper; **i.e. no sweats or pajama style bottoms, leggings and/or jeggings.**

- Shorts and skirts must reach at least to students' mid-thigh (halfway from waist to knee) and/or fingertip length; whichever is longer. **Basketball shorts in PE only.**



Garments determined to be unacceptable because of slogans or artwork, particularly, those that depict drugs, alcohol, tobacco, weapons, or things of an obscene nature are NOT allowed.

Outer garments (jackets/coats/hoodies) that extend below the mid-thigh, hats, sunglasses, or similar articles will not be worn inside the building/s.

Closed-toed shoes must be worn at all times (slippers/slide-ons/flip-flops are not considered school appropriate/safe foot wear).

On certain occasions, a more stringent (professional) dress code may be required and/or enforced. For example, shorts will not be acceptable at special events such as awards ceremonies and career day, or other events so determined by the building principal and/or activity sponsor.

Exceptions for special circumstances, activities, and health or religious considerations may be pre-approved by the building administrator.

Students who attend or participate in extracurricular activities, such as athletics or FFA, are subject to the standards of dress.

**The following items are prohibited:**

- Clothing, jewelry, or hair styles/colors that are deemed inappropriate or disrupt the educational process or endangers students, including, but not limited to body piercing jewelry, i.e. nose, eyebrow, lip, or tongue rings (with the exception of earrings worn in

the ear). No piercing retainers, spacers/plugs, or band aids covering piercings will be allowed. Visible tattoos, heavy gauge metal (spiked) jewelry, wallet chains, or items worn as jewelry such as bicycle chains, locks, etc. are not allowed.

- Clothing (flannel shirts, bandanas, hats, team emblems, gloves, etc.), hairnets, tattoos, insignias, or accessories, which advertise gang affiliation, abuse, or promote any drug, sexual innuendo, violence, weaponry, profanity, hatred, or bigotry towards any group. This includes wording and/or pictures on clothes regarding racism.
- Chains, straps and/or anything hanging out of pockets or off belts or belt loops.

Sponsors of any activity at which students represent Dexter Middle School may have requirements beyond those stated above. The principal shall determine additional requirements for special events. The administration reserves the right to ban additional clothing or accessory items if necessary. Considerations and consequences may vary, but may include using clothing loaned by the school, being sent home to change, asked to remove prohibited accessories, requesting a change of clothes from home, or being suspended (ISS or OSS) from school. If the staff and administration feel the clothing or accessory to be inappropriate, disruptive, unsafe, or unhealthy, students will not be able to appear with that item on campus. Students are expected to be neat, clean, and appropriately dressed for learning. Prohibited item(s) will be confiscated and may be returned to a parent by appointment with an administrator.

**Hair Guidelines:** Students will keep their hair clean and neat.

- a. All students' hair around the face should be trimmed so their face is visible at all times. This includes the "bangs" of students not to be covering their eyes.
- b. Students shall not wear beards.
- c. Students shall not have colored hair that is deemed a disruption to the instructional process.
- d. Students may grow mustaches but must be kept clean and trimmed. The mustaches may extend to the corners of the mouth but must be trimmed so as not to extend past the top of the upper lip.

Sponsors of any activity at which students represent Dexter Middle School may have requirements beyond those stated above. The principal shall determine additional requirements for special events. The administration reserves the right to ban additional clothing or accessory items if necessary. Considerations and consequences may vary, but may include using clothing loaned by the school, being sent home to change, asked to remove prohibited accessories, requesting a change of clothes from home, or being suspended (ISS or OSS) from school. If the staff and administration feel the clothing or accessory to be inappropriate, disruptive, unsafe, or unhealthy, students will not be able to appear with that item on campus. Students are expected to be neat, clean, and appropriately dressed for learning. Prohibited item(s) will be confiscated and may be returned to a parent as per the confiscation procedures listed below:

### **Confiscation Procedures.**

Upon confiscation, the staff member shall place the item in a secure location in the classroom. As soon as possible, but not later than the end of the same instructional day, the staff member

must take the dress code item to the administrative office. Parent pick up of the item is at the end of the instructional day.

### **Tobacco Use/Smoking/Vaping by Students**

Dexter Middle School is committed to maintaining a campus environment that is pleasant, safe and conducive to learning for all. Toward this end Dexter Middle School is dedicated to providing a consistent discipline policy, which will encourage appropriate and socially acceptable behavior. All staff members are responsible for promoting a desired campus environment and for the consistent implementation of the Dexter Middle School Discipline Policy. This responsibility carries authority from every employee to every student and shall not be limited by position assignment or job description. Students are responsible for their behavior and are expected to respect all adults and fellow students. Each teacher will develop their own classroom rules and post them in plain sight in their rooms. The plan is approved by the principal, taught to students during the daily procedures, and a copy is sent home to parents. Rewards and consequences should be a part of all plans. This system is consistent throughout the school, yet allows each teacher to tailor the specific rules to work with their unique group of students and personal teaching style. Students are taught to take responsibility for their own actions and function in an atmosphere of respect. Communication with parents is a key factor in any discipline system.

The following behaviors will result in an immediate call to parents requesting a conference with the parents, teacher, and principal. The behavior may result in suspension. Appropriate authorities will be notified if necessary.

- Controlled Substance Possession:** Having any substance capable of producing a change in behavior or altering a state of mind or feeling. These include any narcotic drug, hallucinogenic drug, inhalants, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Also included are "look-a-likes", items that look like a controlled substance whether or not they are capable of producing a change in behavior or altering a state of mind.
- Controlled Substance Sale or Distribution:** Selling or distributing a substance capable of producing a change in behavior or altering state of mind or feeling including "look-a-likes".
- Tobacco:** Using any form of tobacco is prohibited on school ground.
- Vandalism:** Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.
- Gang-like Behavior;** Gang-like behavior is disruptive to the educational process. Although this list is not inclusive, examples of unacceptable behaviors include gang graffiti on

school property, intimidation of others, gang fights and/or initiation rituals, wearing gang attire or colors.

☐ Weapons Possession on school ground: Possessing a weapon, including "look-a-likes" such as, but not limited to: a firearm, any type of gun, knife (including pen/pocket knives), or club is prohibited, and will result in immediate suspension.

☐ Alcohol and Drug Abuse: In accordance with State Board of Education 81-3, the Dexter Consolidated Schools prohibits students from use, possession, sale, or transportation of alcohol and/or illegal drugs on school property, at school, at school-sponsored activities, or in school vehicles.

The Superintendent or his designee has the authority to expel or long-term suspend students who, after a notice and a hearing, have been found by a preponderance of the evidence to be guilty of an alcohol/drug related violation of the schools' rules or state laws. (Refer to State Board of Education Regulation 81-3). Long-term suspension and expulsion decisions may be appealed to the School Board.

Due Process rights for students and parents are guaranteed under State Board of Education Regulation 81-3 and school officials shall follow procedures for long-term suspension and expulsion, as defined in State Board of Education Regulation 81-3.

EXCEPTION: Lawful possession or use by a minor of a tobacco-cessation product approved by the United States food and drug administration shall be permitted by students following district policies for student self-administration of medications.

### **Consequences**

**LUNCH DETENTION** – Lunch detention may be assigned by teachers as a classroom consequence or by the Principal as a disciplinary consequence. Students serving lunch detention will sit at a designated table and will have a limited amount of time to eat lunch. When lunch is over, students must begin helping to clean the cafeteria. This will include wiping tables, taking trash to the dumpsters, sweeping and mopping, and washing trays.

**AFTER-SCHOOL DETENTION** – Detention occurs on Monday and Thursdays from 3:05 pm to 4:00 pm. Students may be assigned detention by teachers as a classroom consequence or by the Principal as a disciplinary consequence. Students assigned detention should be in their seats no later than 3:05 pm, must bring school assignments, and will remain until the end of the detention. Detention will be managed as a quiet study hall and all classroom rules will apply. Any student arriving after 3:05 pm will not be allowed in ASD and will suffer the next consequence of ISS.

**IN-SCHOOL SUSPENSION** - The student is temporarily removed from the classroom.

- A student does not attend required classes but does school work under the direction of the ISS teacher
- Student must make up any regular class work that is missed while in ISS



- A student is ineligible to participate or attend school activities during suspension period
- Parents will be notified

**OUT-OF-SCHOOL SUSPENSION** - The student is temporarily removed from school. It is the student's responsibility to make up work assignments. Students will have the same number of days that they were suspended to make up assignments. Conditions for out-of-school suspension are as follows:

- A student may not participate in or attend any school activities, including any after-school activities during the term of the suspension
- Students may not be on school property or within 300 feet of school property. Student may accompany parent to scheduled conference with school authorities. Failure to recognize school authority in the matter can result in referral to police authorities for a charge of "criminal trespass".
- A parent/guardian conference with school authorities will be required before the student can return to classes. Parents unable to attend this conference in person shall contact the Principal or designee prior to the RETURN DAY by telephone.
- Upon return to class, the student may contact the teacher and arrange for make-up work to be completed. The make-up work must be completed within the same number of days as the term of the suspension, and will be graded on the basis of full credit. The student alone is responsible for requesting make-up work, and can expect to complete certain requirements (tests, etc.) before school, after school, and during lunch time, as arranged by the teacher involved. Parents may request homework from the Middle School office to be completed by the student during the suspension period.
- A student who accumulates 3 separate occurrences of out of school suspension will be subject to placement on a Behavior Contract or long term suspension (suspension of more than 10 days). A Behavior Contract and/or long term suspension may be recommended for students with less than 3 separate occurrences of out of school suspension, depending on the severity of the infraction(s). A student who has been validly suspended is not entitled to receive any educational services from the local district during the period of the exclusion from school. A local school board may provide alternative arrangements, including correspondence courses at the student's or parent's expense pursuant to State Board of Education Regulation No. 77-8, if the board deems such arrangements appropriate.

**EXPULSION** - The student will not be allowed to attend school as determined by the Dexter Board of Education for a designated period of time. Students having been expelled from school are not to be on school property or within 300 feet of same at any time without expressed written permission of the administration. Students having been expelled are also prohibited from attending any school activity on or off campus. Failure to comply will result in referral to police for "criminal trespass."

## **Guidelines**

**SCHOOL SUPPLIES** - A list of what your student will need will be available in the school office. Please check with your student periodically about pencils and paper.

**TEXTBOOKS** - If books are lost, damaged, excessively soiled, or worn beyond normal use, the student must pay for the damages. Books are to be returned at the end of the year, at which time they will be examined for damages. The NM legislature passed House Bill 93 during the 1989 session, and we must follow the law as cited: "A school district may hold the parent, guardian, or student responsible for the loss, damage, or destruction of instructional material while in the possession of the student. A school district may withhold the grades, diploma, transcripts of the student responsible for damage or loss of instructional materials until the parent, guardian, or student has paid the replacement value." See the Instructional Resources Policy in the policies section of this handbook.

**BACKPACKS** - Students are allowed to bring backpacks to school however, they need to be small enough to fit in a locker. **Students are NOT allowed to carry backpacks to and from classes during the school day. Backpacks are to be stored in lockers between 8:00 AM and 3:00 PM.**

**LOCKERS** - Lockers are assigned for the storage and protection of student belongings. Combination locks accompany each assigned locker. Should a student have a problem with his/her locker, immediately notify the office. Any student who deliberately slams a locker of another student will face disciplinary actions. Lockers remain the property of the Board of Education and are a service and privilege to our students. The school reserves the right to hold periodic locker checks. Students are responsible for the condition of their lockers. Students are not to write on the inside or outside of lockers. Students may tape appropriate pictures and paper to the inside of lockers, but decoration should be easily removable to avoid fines and excessive clean up at the end of the school year. Students are not to share lockers or locker combinations. Locker security is the student's responsibility. Valuables, such as money, cameras, jewelry, etc. and items not applicable to the school setting should NEVER be stored in the lockers. A student can only change lockers if the teacher/administrator gives permission to do so.

**PERSONAL BELONGINGS (Money/Valuables/Toys)** - Students should have their name on all personal belongings so lost items can be returned. There is a "lost and found" box located in the main office. Students are urged never to carry unnecessary sums of money. If a student is asked to bring money to school to pay for something, he/she should bring it only on the day it is needed and turn it in as soon as possible. Students are not allowed to sell any type of merchandise at school unless authorized by a school club sponsor or administrator. Students are not to bring skateboards, rollerblades, trading cards of any kind, squirt guns, etc. to school. They can become a distraction to the learning process and will be confiscated. Students should also not bring CD players, IPODs, MP3 Players, CDs, cellular phones, pagers, and electronic devices to school. If a teacher sees or hears these items, they will be confiscated. See procedures, below. Dexter Middle School cannot assume the responsibility for looking after student belongings and is not responsible for lost, stolen, or damaged items. Items confiscated will be

properly labeled and turned into the Principal's Office. Items will be returned to parents/guardians – NOT students.

**INTERNET USE** - Internet usage is a privilege. The student must sign an Internet Use Agreement before access to the Internet is allowed. If the student misuses the Internet, his/her privilege may be revoked.

**OFFICE PHONE FOR STUDENT USE** - A phone is available in the main office for student use. A pass must be obtained for use of the phone during school hours. The calls must be regarding school business. If phone call is a long distance call, students will be required to place the call collect.

**STUDENT-OWNED ELECTRONIC DEVICES** - Student Electronic Devices, including cell phones, shall not be used at school at any time during the school day or on school property. Students should not bring Electronic Devices to campus. However, if a student is in possession of an Electronic Device while at school, the Electronic Device must be turned OFF and stored in a student's backpack or purse, locker, or vehicle at all times. Vibrate or silent are NOT considered "off."

**"Electronic Device"** shall mean any and all devices which accomplish their purposes electronically and include, but are not limited to, cell phones; pagers; electronic emailing devices; film, digital and video cameras; laser pointers; portable video or game players; laptop and tablet computers; personal digital assistants, electronic readers (e-books); Personal Digital/Computing Devices; personal music players (e.g., radios, tape/CD players, ipods or other MP3 players); and any device that provides a wireless connection to the Internet.

**"Personal Digital/Computing Devices"** shall mean any handheld or portable electronic device that can combine computing, telephone/fax, internet and networking features, including, but not limited to, file transfer, digital photography, web browsing, text and/or voice communications, and computing applications (such as word processing).

**NOTE: A student's Electronic Device is not the responsibility of the school district. The school will not be responsible for financial compensation of any Electronic Device confiscated by staff if the Electronic Device is stolen, damaged or lost due to failure to follow the confiscation procedures, or any other damage, loss, or theft that may occur when the Electronic Device is in the possession of the student.**

This procedure does not prohibit a student from using a student-owned Electronic Device,

1. if the student reasonably believes, in good faith, that an emergency exists involving a threat to life or safety and he/she is using the Electronic Device to communicate the emergency to first responders, District officials, or family members;
2. when the student has a medical or instructional services need for the Electronic Device as documented and instructed by the student's Health Management Plan, 504 Accommodation Plan, or Individualized Educational Plan;

3. when a particular Electronic Device has been authorized in writing by the principal to be used for educational curriculum and instruction purposes;
4. on school buses or extracurricular activity buses, unless otherwise prohibited by this procedure or restricted by District staff, sponsors or volunteers responsible for the activity; or during intramural and NMAA authorized athletic events.

### **Disciplinary Consequences.**

The disciplinary consequences described in this section of the Handbook represent guidelines in the disposition of discipline. Disciplinary consequences may vary from situation to situation depending on the circumstances, severity of behavior, or education status of the student. For example, if the first offense is considered exceptionally flagrant, a higher consequence may be assigned even though it is the student's first offense. In all cases, administrative discretion will be exercised in assigning the appropriate disciplinary consequence.

Students who violate this procedure will, at a minimum, be subject to the following consequences:

### **Confiscation Procedures.**

1. Upon confiscation, the staff member shall place the Electronic Device in a secure location in the classroom. As soon as possible, but not later than the end of the same instructional day, the staff member must take the Electronic Device to the administrative office.
2. The staff member shall log in the Electronic Device in Educators Handbook.
3. The administrative office will keep the confiscated Electronic Device until it is picked up. Parent will need to sign the referral in order to pick up the device from the office. The referral should contain at a minimum the following information:
  - A. Student's name
  - B. Date/time of confiscation
  - C. Name of person who confiscated the cell phone.
  - D. Previous violations of cell phone use with dates of the previous violations.
  - E. Date cell phone was returned to parent/legal guardian
  - F. Name and signature of person to whom the cell phone was returned.

In addition, students may be subject to other disciplinary consequences, up to and including suspension or expulsion, for using Electronic Devices to engage in misconduct which violates other District policies, procedures and rules, or is in violation of state or federal laws and regulations. Students may be disciplined for uses of Electronic Devices that occur outside of the school day and off school property when the use creates a substantial disruption of or material interference with school activities.

Examples of misconduct that may result in additional disciplinary consequences include, but are not limited to:

1. Using an Electronic Device to send, record, publish or distribute inappropriate, bullying or harassing communications (e.g., voice calls, emails, text messages, instant messaging, social networking posts or messages, pictures/video).
2. Using an Electronic Device to access the internet to view, download or distribute inappropriate, obscene or other materials harmful to minors.
3. Using an Electronic Device to engage in unethical behavior, such as cheating or plagiarizing.
4. Using the camera or video/audio recording functions on an Electronic Device without authorization to initially record, or subsequently distributed, digital/audio content. For example, students are prohibited from taking and subsequently distributing pictures or recordings recorded in bathrooms, locker rooms, classrooms, and student fights on and off campus.

**VISITORS** - We want to encourage parents to visit our school. For our students' safety, we ask that all visitors check in at the office. Students not enrolled in our school are not allowed to attend class. **Students will not be allowed to leave campus unless signed out in the office by a parent or guardian.**

**CLOSED CAMPUS** - Students are not allowed to leave campus at any time unless escorted by a teacher or checked out at the office by parent or guardian. **Students may not bring friends/relatives to school to visit for the day.**

**FIRE DRILLS** - DMS holds a practice emergency drill three times the first month of school and once a month thereafter. The drill can consist of a fire drill, evacuation drill, or a lockdown drill. DMS works closely with the Dexter Police Station regarding drills and safety codes. Students need to know that setting off a false alarm is punishable by a fine of \$300, ninety days in jail, or both.

**ABBREVIATED DAY** - In case of unusually bad weather or other emergency situations, school may be delayed or canceled. This decision will be made by the Superintendent of Schools and be made known to radio and TV stations in Roswell.

**CHILD ABUSE** - Any school employee is mandated by state law and school board policy to immediately report known or suspected child abuse, neglect, or starvation to the New Mexico Department of Social Services.

**TOBACCO FREE CAMPUS** –Smoking is not allowed on the Dexter School property. No tobacco is allowed. This is a School Board Policy. Students who violate this policy will be placed in ISS or suspended from school.

## Services

**COUNSELING** - Dexter Middle School has professionally trained staff to work with students wanting or needing help. They are also available to assist parents and teachers. The student should ask to see the counselor between classes, but teachers may give permission to go to the counselor's office at other times. Parent request for conferences regarding their child's social and/or academic concerns are welcomed.

**STUDENT ASSISTANCE TEAM (SAT)** - Students who are having difficulty in their regular classes for any reason may be referred to the Student Assistance Team (SAT). The Student Assistance Team is comprised of an administrator, counselor and classroom teachers (as needed). Parents are notified when their student's needs are going to be discussed during a SAT meeting. The team reviews all school records pertinent to the student, obtains information from the student's teachers, and makes recommendations, which will promote greater success for the student.

**HEALTH SERVICES** - Health care is available to all students. A nurse is on campus to provide medical assistance and maintain health records for all students. Any student becoming ill or injured should tell a teacher or report to the Principal's Office. Students leaving school for any reason must be signed out in the office by a parent or guardian.

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

1. For **prescription** medications, the parent must provide a written order from the physician. A form for this purpose is available at the nurse's office.
2. The parent must provide **written consent** for administration of any medicine by school personnel (prescription or over-the-counter), including a valid telephone number for emergency contact. A form for this purpose is available at the nurse's office.
3. The child must be instructed by the parent or the physician on how to take her/his medication. Handicapped children should be taught according to their level of capability. It is the responsibility of the child to understand why they are taking the medicine and when to take it.
4. Middle school students may be allowed to take their medicine on their own, providing the doctor and the parent give written consent (for example, inhalers).
5. All **medicines must be in their original containers**, labeled with the student's name and the correct dose and time for administration. This also applies when only one dose of medicine is to be given. Only the dose needed should be brought to school, not the entire prescription, but it must be in the original container and with all the required information.
6. The school nurse should be notified by the student or parent of any and all medicines being taken at school.
7. Keeping medications at the school is an accommodation to the student, and the district is not responsible for loss or damage resulting from theft.
8. Please see the complete school policy for more detail. Medication will be dispensed only according to this policy and the district shall not be liable for failure to properly dispense medication, as the final responsibility lies with the parent and the student. Call the school nurse with any questions about this policy.

Compliance with the standards of conduct in this section is mandatory for all students and employees. The Dexter Consolidated Schools recognize that alcohol and other drug abuse are treatable health problems. Health problems of youth are primarily the responsibility of the home and community, but the Schools share that responsibility because dependency problems often interfere with school behavior, student learning, and the maximum possible development of each student. The School shall intervene with persons manifesting signs of misuse or abuse and make an effort to educate and aid them.

### **ILLNESS REQUIRING EXCLUSION FROM SCHOOL**

To protect your child and prevent illness from spreading, there are times you **must keep your sick child home:**

1. **Fever** over 100 degrees. Keep home until **24 hours after the fever has gone**, (without the aid of medication).
2. **Cough**, if severe and hacking.
3. **Sore throat**, if severe or accompanied by a fever. **Strep throat must be treated with antibiotic 24 hours before returning to school.**
4. **Vomiting or diarrhea**. Keep at home until 24 hours after the vomiting or diarrhea has stopped.
5. **Rash** of unknown origin, undiagnosed, or accompanied by fever or illness.
6. **Head lice**, evidenced by nits close to the scalp or live lice, until treated according to the nurse's or doctor's instructions.

Call your child's doctor when any illness worries you.

Call your school nurse if you have questions about this policy.

Call the school office to report your child's absence due to illness.

**CAFETERIA SERVICES** - Breakfast and lunch are available every school day for all students. Breakfast and lunch are free for all students.

Lunch prices:

Staff Breakfast \$2.00

Staff Lunch = \$5.00

Guest Lunch= \$7.00

If you have any questions, please contact the Cafeteria at 734-5414 ext. 718.

**LIBRARY** - Students are encouraged to utilize the library for research and are also encouraged to check out books for individual reading. The library will remain available for student use as much as possible. The librarian will establish rules for the library. Students are expected to become familiar with and follow the rules of the library. Students are responsible for books they check out and will be expected to pay for lost or damaged books.

**BUS TRANSPORTATION** - Bus transportation is provided to meet the needs as defined by law of all students within the school district. Parents/guardians of students who ride the bus will be required to sign a form agreeing to the enforcement of bus rules. If you have questions about routes, times, and stops, please contact the school office. Students will not be able to leave the bus except at their own assigned stop or school unless a parent provides a note. Students are responsible for meeting the bus at the proper time and place and are under the supervision and

direction of the bus driver. Failure to show proper respect to the bus driver or follow instructions posted in the bus will make one liable for punishment. It is the intent of the Board of Education of the Dexter School District that complaints from students or parents regarding school transportation be resolved at the earliest possible stage. In order to achieve this objective, the complainant shall observe the following chain of command in presenting concerns or complaints regarding transportation services:

Student>Parent>Bus Driver>Principal>Superintendent>School Board.

Punishment may result in loss of school bus transportation privileges. The law gives the principal permission to deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the student has transportation to and from school. Parents/Guardians may also be held responsible for property damage to the bus or for injuries to bus drivers or others in accordance with state law.

### **BUS RULES**

1. The bus driver may assign seats.
2. Student will remain in his/her seat at all times.
3. Student will keep his/her hands and head inside the bus.
4. Student will not destroy property—this includes the bus and other peoples' property.
5. Student will not eat or drink on the bus. Keep OUR bus clean. (You spill it, you clean it!)
6. Student will not use ANY type of tobacco products.
7. Student will be polite and respectful of others.
8. Student will not participate in violence. Weapons are NOT ALLOWED.
9. Student will not use profanity or inappropriate gestures.
10. Student will not distract the driver through misbehavior. STUDENT SAFETY IS THE BUS DRIVER'S JOB.

### **RIDING THE BUS IS A PRIVILEGE**

#### **Activities**

**CLASS/ORGANIZATION TRIPS** - It shall be the responsibility of the teacher/sponsor to plan each trip. Each activity should be scheduled in such a way as to provide rewarding experiences for the students while providing for their health and safety. The Principal shall approve all trips. All organization sponsors and/or class teachers must adhere to the following guidelines:

1. All students will be allowed to participate in “academic” field trips. Each grade level will provide students and parents with a list of criteria that students must meet to be eligible to participate in “incentive” field trips.
2. Buses will be approved by the Board of Education and also pass the safety inspection.
3. Every effort shall be made to accommodate activities using a school vehicle.
4. The use of privately owned vehicles for school functions is strongly discouraged. Permission to use privately owned vehicles must be granted in advance by the Superintendent and Principal.



5. The Activities Director and the Principal will approve drivers. Drivers must possess a valid operator's license for the type of vehicle assigned. Drivers of activity buses shall have a "School Bus Operators" license, First Aid card, and Defensive Driving Course certificate of completion.
6. Vehicles with a capacity of 16 or more shall carry a sponsor in addition to the assigned driver. Smaller vehicles need not carry two adults.
7. Rules of conduct will conform with those conditions outlined in the DEMON CODE and reflect favorably upon the group, school, and community.
8. Every effort will be made to limit evening activities that extend past 10:00 p.m. to Fridays and Saturdays. Should it be necessary to schedule late-hour activities during a weeknight, efforts will be made not to involve younger children.
9. Students participating in school trips will be under adult supervision and will cooperate with the responsible adult(s). Curfews will be obeyed.
10. Any deviation of the rules will result in corrective action as deemed appropriate by the sponsor/teacher and/or Principal.

**EXTRA-CURRICULAR ACTIVITIES** - Extra-curricular activities for 7<sup>th</sup> and 8<sup>th</sup> grade students are provided for student participation on a voluntary basis. These activities depend upon the overall efforts of participants and sponsors/coaches. Mutual cooperation, positive attitudes and high morale are ingredients insuring success of any school activity. Each school organization/athletic team is to develop and maintain a constitution outlining its particular rules and regulations. For information concerning a specific organization check with the sponsor/coach of that organization. Participation in extra-curricular activities is considered a privilege, not a right. Therefore, certain behaviors can be expected of individuals participating in the activities and organizations. Certain organizations establish specific guidelines for their members, while others are guided by the content of the Demon Code of Conduct. All trips, whether one day or over-night, shall be arranged well in advance with definite rules established to fit the existing conditions. The assigned coach/sponsor shall be in FULL CHARGE and may take such disciplinary action as is necessary to maintain the safety and welfare of the entire group. Action shall be prudent, and may include a request of the parent to secure their child at the activity site, or sent home by commercial vehicle at the parents' request and responsibility, or referral to police authorities as may be appropriate.

**Quitting and Suspension:** Refer to Demon Code.

**Travel Rules:** Teams and organizations will depart for activities as determined by the coach/sponsor, Activities Director and Principal. Coaches/sponsors will have a current Medical Release form in his/her possession for every trip. All organization members attending the activity are to ride the school transportation provided both to and from the activity. Exceptions to this will only be granted due to emergency circumstances, and can be granted only by the Superintendent, Principal or Activities Director with appropriate form.

**MIDDLE SCHOOL ATHLETIC PHILOSOPHY** - *This program is available to all students in the seventh and eighth grades. Sport activities offered are determined by the existence of student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition. Every effort will be made to allow for significant participation, for every student/athlete, at the middle school level.*

At the middle school level, we will make a concerted effort not to make cuts. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem or is problematic because of facility considerations, reducing team size may be necessary as a last resort. Ultimately, the number of teams and size of the squad in any sport will be determined by the availability of 1) financial resources, 2) qualified and certified coaches, 3) suitable indoor or outdoor facilities, and 4) a safe environment.

**ACADEMIC ELIGIBILITY** - A Student shall have a minimum of a 2.0 grade point average and no F's based on a 4.0 grading scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation. All class work counted for eligibility must be acceptable for graduation. The GPA is based on a 4.0 scale with an allowance for consideration of honors points. Any student entering the 7<sup>th</sup> grade may compete without reference to his/her record in the sixth grade.

**Cumulative provision:**

1. The cumulative provision may be applied only at the beginning of a semester.
2. Only semester grades can be used.

Additional regulations of the New Mexico Activities Association, the Public Education Department (PED), and the New Mexico Legislature are too lengthy to reproduce here. For general guidance, be advised that academic standards will be strictly enforced. Students will be required to demonstrate adequate progress toward completion of graduation requirements before activity/organization membership can be permitted. There can be no waivers of grade/academic standards.

Stricter guidelines may be imposed by the local school board/district.

**Additional requirements**

- A. A student must have on file an Emergency Medical Treatment Form.
- B. A student must have on file a signed Demon Code.
- C. A student must not have been disqualified from extra-curricular activities due to serious deviation from acceptable rules or inappropriate conduct.
- D. A student must have been present at school the entire day of the activity or on Friday if the activity is a weekend activity, unless otherwise cleared by the principal's office. If a student is truant during the week of an activity, that student will be ineligible to participate in their next scheduled activity.
- E. A student who has an absence from any of his/her classes on a given day will not be allowed to practice that day, unless otherwise approved by the administration.
- F. Students will be expected to attend all practices and contest/events.

- G. A student who misses practice, without prior approval of the sponsor or coach, the day before a contest/event will not travel with or participate in the next contest.
- I. In order for students to ride home with their parents following an away contest/event, they will be expected to turn in a district parental release form prior to the departure for the trip.
- J. All officers of co-curricular and extra-curricular organizations, which are selected from student membership, must have been a student of Dexter Schools for eighteen consecutive weeks prior to the election date. This requirement does not apply to athletic teams, which must comply with NMAA regulations.
- K. A contract on student conduct, signed by parent and student, must be on file in the Principal's office before the student will be allowed to participate in any extra-curricular and co-curricular activities.
- L. The following items must be filed with the Athletic Director prior to athletic participation:
  - (1) A signed permit granting the parents' consent to participate in that particular sport.
  - (2) Verification of physical examination by a doctor should be provided for the appropriate activity.
  - (3) Copy of birth certificate.
  - (4) Academic eligibility form completed and verified by the Athletic Director.

An emergency medical treatment form signed by legal parent or guardian shall be kept in possession of the coach or sponsor for all team, class, or organization travel.

### ***DEXTER SCHOOL ATHLETIC/ACTIVITIES CODE***

The success of the Athletic/Activity Programs depends upon the total effort of both the participants and coaches/sponsors. This code is a statement of conditions, conduct and discipline that promotes positive morals, attitudes, and behaviors for all of those involved in the Dexter Athletic/Activity Programs. This code lists expectations, requirements of all participants, and the consequences for inappropriate actions.

Participation in the Athletic/Activity Programs is strictly voluntary. It is a privilege rather than a right. Consequently, a student must know that by his/her participation they accept the obligation of certain established restrictions on their behavior that are not required of non – participants.

A student should develop and maintain pride in himself/herself and their actions at all times. The pride that he/she develops involves his/her self-concept as an individual within a society and includes general behavior and appearances that are expected to be developed and practiced. With this concept in mind, the following rules of conduct are established for all Dexter School Athletic/Activity Program participants.

All rules of the Dexter Student Handbook shall be adhered to by all student participants.

All rules of the Dexter School Athletic/Activity Code are in effect for athletics from the beginning of 2 – a – days until the last day of school for grades 7-11, the last day of all – star competitions will be the last day for seniors for athletics. For activities, the code will be in effect from the beginning of band camp till the end of all summer competitions. When participating in more than 1 extracurricular activity, a dual participation form must be filled out and signed.

### **Rules of conduct of grades 7-12**

1. Will not use or be in possession of illegal drugs and drug paraphernalia in any form (i.e., tobacco, marijuana, alcohol, etc.), and will not commit any criminal acts.
2. Will not receive an out of school suspension.
3. Will not attend a function where illegal drugs or alcohol is being consumed by minors.
4. Will not use profane, vulgar, or obscene language or signs.
5. Will not violate the Dexter Schools dress and grooming code, and will abide by additional dress code standards set by the coaches/sponsors.
6. Will not miss practice sessions without prior approval of the coach/sponsor (i.e., doctors appointment, family emergency, etc.). Missing practice due to "I's" is unexcused.
7. Will be present at school the entire day of the game/activity or on Friday if the game/activity is a weekend event, unless otherwise cleared by the principal's office. If a student is truant that student will be ineligible to participate in their next scheduled competition.
8. No seniors will be allowed to participate on JV teams unless prior approval is given by the principal and athletic director.

### **Consequences for the current school year**

1<sup>st</sup> offense of rules 1 and 2 will result in immediate suspension from the sport/activity involved for a period of 15 school days, for rule number 1 the student will be referred to counseling and must complete the NMAA course Life of an Athlete. The student will be allowed to practice with vigorous physical training or stipulations given by the coach/sponsor. A 2 games/activities suspension minimum will also be administered.

2<sup>nd</sup> offense of rules 1 and 2 will result in dismissal from all sports/activities for one calendar year, and the student will be referred to counseling (rule 1).

1<sup>st</sup> offense of rule 3 will result in a minimum one game/activity suspension.

2<sup>nd</sup> offense of rule 3 will result in dismissal from the sport/activity for the rest of the season, and the student will be referred to counseling.

1<sup>st</sup> offense of rules 4-6 will be handled by the head coach/sponsor on an individual basis.

2<sup>nd</sup> offense of rules 4-6 will result in a minimum one game/activity suspension or however many games/activities fall in five consecutive school days.

Additional violations of rules 4-6 may result in dismissal from a sport/activity for the remainder of the season.

### **QUITTING AND/OR REMOVAL FROM TEAM**

1. If a participant quits or is removed from a sport/activity less than 10 days after the first practice, there are no consequences.
2. If a participant quits or is removed from a sport/activity after 10 days up to 20 days after the first practice, they may not participate in their next participating sport/activity until the current sport/activity season is completed.
3. If a participant quits or is removed from a sport/activity more than 20 days after the first practice, they are required to have extra conditioning and miss any scheduled games for 15 days, with a minimum 2 games suspension, from their next participating sport.
4. For dual participation quitting rules, see dual participation form.

### **HAZING**

Hazing is prohibited at Dexter Schools, whether on or off school property, and whether during or outside school hours.

Hazing includes, but is not limited to: 1) engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student; 2) requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation; 3) subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to conduct reasonably likely to create extreme mental distress.

Students found to have engaged in hazing shall be subject to discipline by the Principals and Athletic Director. Such discipline may include suspension or complete removal from the team.

### **CYBER IMAGE POLICY**

Any identifiable image, photo or video which implicates a participant to have been in possession or presence of drugs or portrays actual use, or crime, may be considered as material evidence of violation of the code (see first page for consequences). Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the participant must assume. It must also be noted that there may be persons, who would attempt to implicate a participant by taking images to place them in situations where they might be in violation of this athletic/activity code. This is our rationale for demanding that our participants not place themselves in such environments.

### **ACADEMIC INELIGIBILITY**

If a participant is academically ineligible, they **MAY** be allowed to **practice only**, under the following circumstances:

1. Must have prior approval from head coach/sponsor (approval from coach/sponsor may or may not be given).
2. Must show weekly grades that they are eligible, once grades show that student is ineligible they can no longer practice.
3. Once 9 weeks and/or semester ends and participant is not on the new ineligible list, they are now officially a part of the team (participate in games/activities, travel, etc.).

Any behavior unbecoming a Dexter School Athletic/Activity Program participant will be handled on an individual basis by the coach/sponsor and administrator.

On trips the coach/sponsor shall be in **FULL CHARGE** and may take such disciplinary actions as are necessary to maintain the safety and welfare of the group.



## Policies

The Dexter School Board Policy was revised and adopted in July, 2009. The School Board Policy contains the following policies in the Student section:

<p>Student Policies Goals/Priority Objectives          Equal Educational Opportunities          School Attendance Areas          Student Attendance          Compulsory Attendance Ages          Entrance Age Requirements          Student Admissions          Admission of Resident Students          Tuition/Admission of Nonresident Students          Admission of Transfer Students          Admission of Homeless Students          Open Enrollment          Student Withdrawal from School/Dropouts          Assignment of Students to Classes and Grade Levels          Student Absences and Excuses          Truancy          Released Time for Religious Instruction          Exclusions and Exemptions from School Attendance          Student Due Process Rights          Student Government          Student Conduct          Student Dress          Care of School Property by Students          Student Conduct on School Buses          Student Publications          Secret Societies/Gang Activity          Tobacco Use by Students          Drug and Alcohol Use by Students          Weapons in School          Married Students          Student Interrogations, Searches, and Arrests          Student Concerns, Complaints, and Grievances          Student Organizations          Limited Open/Closed Forum</p>	<p>Student Social Events          Student Performances/Exhibits/Competition          Student Fund-raising Activities          Student Activities Funds          Contests for Students          Interscholastic Sports          Extracurricular Activity Eligibility          Student Discipline          Detention of Students          Student Suspension/Expulsion          Removal of Students from School-sponsored Activities          Student Wellness          Student Insurance Programs          Student Health Services and Requirements          Physical Examinations of Students          Vision Screening of Students          Immunizations of Students          Communicable/Infectious Diseases          Acquired Immune Deficiency Syndrome and Human Immunodeficiency          Administering Medicines to Students          Guidance and Counseling          School Counselors and Psychologists          Reporting Child Abuse/Child Protection          Student Safety          Supervision of Students          Student Dismissal Precautions          Student Automobile Use and Parking          Student Volunteers for School and Community Service          Student Donations and Gifts          Student Fees, Fines, and Charges          Student Records          Requires for Transfer of Records          Student Photographs</p>
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You may access the Dexter School Board Policy online at [www.dexterdemons.org](http://www.dexterdemons.org), or you may contact the Middle School Office or the Central Office for more information.

## Conclusion

This Handbook serves as a means to guide the activities of Dexter Middle School toward a quality learning environment. While any document of this type cannot expect to include every possible scenario, this handbook will hopefully provide a sense of understanding among students, staff members, administrators, Board of Education members, parents, and the community. The document may be changed as necessary, with revisions taking precedence over the materials contained herein. Situations not covered adequately in this handbook are left to the discretion of school administrators.