

# Dexter Elementary School



**400 W. First Street  
Dexter, NM 88230  
734-5420**

**2007-2008**

**Parent & Student Handbook**





**ELEMENTARY  
PRINCIPAL**  
Nancy Corn  
734-5420 Ext 412



**SUPERINTENDENT  
OF SCHOOLS**  
Patricia Parsons  
734-5420 ext. 310



**COORDINATOR OF  
SPECIAL PROGRAMS**  
Diane Sandoval  
734-5420 ext. 337

**MEMBERS OF THE BOARD OF EDUCATION**

Donna Sterrett, President  
Troy Thompson, Vice-President  
Orlando Chavez, Secretary  
Dan Lathrop  
Susan Garnett

**Dexter Consolidated Schools Vision is**  
**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.*

*The Dexter School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies.*

Patricia Parsons, Superintendent  
P. O. Box 159  
Dexter, NM 88230  
(505) 734-5420

**STAFF ROSTER***Three & Four Year Old Program*

Ms. Silva      Rooms 105 &amp; 107

*Kindergarten*

|              |          |           |          |
|--------------|----------|-----------|----------|
| Ms. Cobos    | Room 106 | Ms. Robb  | Room 103 |
| Ms. Duran    | Room 102 | Ms. Wilde | Room 101 |
| Ms. Regalado | Room 104 |           |          |

*First Grade*

|            |          |              |          |
|------------|----------|--------------|----------|
| Ms. Foster | Room 418 | Ms. Ramirez  | Room 421 |
| Ms. Lucero | Room 419 | Ms. Northrup | Room 420 |

*Second Grade*

|             |          |               |          |
|-------------|----------|---------------|----------|
| Ms. Johnson | Room 417 | Ms. Prudencio | Room 414 |
| Ms. Sanchez | Room 415 | Mr. Quiroz    | Room 416 |

*Third Grade*

|             |          |           |          |
|-------------|----------|-----------|----------|
| Ms. Tenorio | Room 402 | Ms. Roden | Room 403 |
| Ms. Reyes   | Room 400 |           |          |

*Fourth Grade*

|            |          |            |          |
|------------|----------|------------|----------|
| Ms. Jensen | Room 311 | Ms. Peña   | Room 310 |
| Ms. Gomez  | Room 313 | Mr. Campos | Room 312 |

*Fifth Grade*

|             |          |             |          |
|-------------|----------|-------------|----------|
| Ms. Seifert | Room 303 | Ms. Savage  | Room 301 |
| Ms. Duncan  | Room 305 | Ms. Montoya | Room 307 |

*Other Services*

|                    |                    |            |          |
|--------------------|--------------------|------------|----------|
| Ms. Amaro          | Gym                | Ms. Coats  | Room 302 |
| Mr. Bell           | Room 405           | Ms. Knight | Library  |
| Ms. Berry-Sandoval | Room 227           | Ms. Nuñez  | Room 409 |
| Mr. Campbell       | Gym                | Ms. Cooper | Room 309 |
| Ms. Gutierrez      | Fine Arts Portable |            |          |

**SUPPORT SERVICES**Barbara Walsh—*Nurse*Lee Ann Berry-Sandoval—*Counselor*Diana Brown—*Technology Coordinator*Jamie Saenz-Anderson—*Technology Assistant*Amy Deutsch—*District Librarian*Genia Devenport—*Physical Therapist*Suzanne Diggs-Munson—*Speech/Language Pathology*Lynn Nichols—*Speech/Language Pathology*Lyman Graham—*Director of Food Services*Martha Luna—*Kindergarten Assistant*Donna Chamber—*Library Assistant*Frances Gomez—*Bilingual Assistant*Glee Swarengin—*21st Century After School Program*Gina Hamman—*Fine Arts Associate*Christina McDonald—*Preschool Assistant*Nancy Miles—*Library Assistant*Denise King—*K-12 Program Director*Sally Peach—*Preschool Assistant*Irene Gutierrez—*Special Education Assistant*Mary Thomas—*COTA*Monica Ulibarri—*Preschool Assistant***OFFICE STAFF**Lenora Bowles—*Secretary*Marina Perez—*Clerk*

**OPPORTUNITIES FOR PARTICIPATION AND HONOR**

**End of the Year Awards-** Academic awards given at the end of the school year in an assembly to all students meeting criteria.

**Geography Bee-** An opportunity for fourth through eighth graders to compete against each other with knowledge of geography facts.

**Honor Roll-** All students in the fourth & fifth grades are eligible for recognition for academic excellence each nine-week grading period. The following criteria must be met:

|                      |                      |
|----------------------|----------------------|
| Roll of Excellence - | 96-100 grade average |
| “A” Honor Roll -     | 90-95 grade average  |
| “B” Honor Roll -     | 85-89 grade average  |

Subjects included in the Honor Roll are: Language, Science/Health, Reading, Spelling, Math, and Social Studies.

Students receive honor roll awards and recognition at an assembly after each nine-week period.

**Academic Fitness Awards-** Given each year to students who meet criteria at the National or Presidential level.

**Science, Math, and Reading Night-** An evening when elementary students have the opportunity to exhibit projects, read books and do math for parents and the community.

**Spelling Bees-** Four different spelling bees are held to allow students to compete against their peers. There are English and Spanish spelling bees at different grade levels.

**Student Mediators-** Students trained to assist in peer conflict resolution. These students are on duty during recesses.

**Student Celebration-** An award given monthly to honor students in grades one through five. Every student will be celebrated during the year.

**SCHOOL PROGRAMS**

**Character Counts-** A program emphasized throughout the curriculum supporting six core elements of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Contact LeeAnn Sandoval, Dexter Elementary 734-5420—Ext. 418.

**Computer Education-** The opportunity for all students K-5 to gain computer knowledge. Contact , Dexter Elementary 734-5420.

**Conflict Resolution/Peer Mediation-** Teaches students to work through their own problems. Contact LeeAnn Berry Sandoval, Dexter Elementary 734-5420—Ext. 418.

**Counseling and Guidance-** A comprehensive program to meet the needs of all students directed by a school counselor. Contact LeeAnn Sandoval, Dexter Elementary 734-5420—Ext. 418.

**Free or Reduced Lunch and Breakfast-** Available to students who qualify by the National Eligibility Guidelines. Applications may be obtained in the cafeteria office. Contact Isidora VandenBout, 734-5420—Ext. 334.

**Gifted and Talented-** Services for qualifying students. Contact Diane Sandoval 734-5420— Ext. 337

**Migrant Program-** Support for families involved in agriculture who have moved in the past three years. Contact Denise King, 734-5420—Ext. 341.

**Music/Art-** Special music and fine arts classes are provided for elementary students. Contact Rossana Gutierrez 734-5420 ext. 428 or Gina Hamman, 734-5420. Ext.403.

**Occupational Therapy-** Services for qualifying students. Contact Diane Sandoval, 734-5420—Ext. 337.

**PTO-** Parent Teacher Organization, all parents and teachers are invited to join this group which works toward school improvement. Contact Nancy Corn, Dexter Elementary 734-5420.—Ext. 412.

**Physical Education-** All students Pre-5 are enrolled in a P. E. class for at least one hour per week. Contact Heather Amaro, Dexter Elementary 734-5420 —Ext. 422.

**Physical Therapy-** Services for qualifying students. Contact Diane Sandoval, 734-5420—Ext. 337.

**Reading First-** A K-3 program designed to ensure that all students read at grade level before exiting third grade. Contact Sally Knight, 734-5420.

**Special Education**- Assistance for students with special needs. Contact Diane Sandoval, 734-5420 —Ext. 337.

**Speech Therapy**- Services for qualifying students. Contact Diane Sandoval, 734-5420—Ext. 337.

**State Bilingual Program**- Support for the district in meeting the needs of students who are aspiring to be literate in two languages (English and Spanish) Contact Denise King, 734-5420 —Ext. 367.

**Three & Four Year Old Program**- Services for qualifying students. Contact Albertina Silva, Dexter Elementary 734-5420.ext. 485

**Title I Reading**- Assistance for students in need of extra help in Reading. Contact: Nancy Corn, Dexter Elementary 734-5420.

**21st Century 3-5 Alive After and Out of School Program**– After School Program is a program to provide homework help, increase nutrition and physical fitness, pursue creative arts and crafts. The program is Mon-Thurs during the school year and during the summer. Contact Glee Swarengin 734-5420 Ext 370.

*DAILY SCHEDULE*

**Students should go directly to the cafeteria when they arrive at school.  
If students do not ride a bus, they should not arrive before 7:45 AM.**

|                   |  |
|-------------------|--|
| <b>7:30 a.m.</b>  | <b>Kindergarten Breakfast and Others as arrive</b>   |
| <b>8:10 a.m.</b>  | <b>Tardy Bell and Classes Begin</b>                  |
| <b>11:00 a.m.</b> | <b>Kindergarten Lunch</b>                            |
| <b>11:10 a.m.</b> | <b>First Grade Lunch</b>                             |
| <b>11:15 a.m.</b> | <b>Third Grade Lunch</b>                             |
| <b>11:45 a.m.</b> | <b>Second Grade Lunch</b>                            |
| <b>11:48 a.m.</b> | <b>Fourth Grade Lunch</b>                            |
| <b>11:50 a.m.</b> | <b>Fifth Grade Lunch</b>                             |
| <b>11:50 a.m.</b> | <b>First and Third Grade Recess Ends</b>             |
| <b>12:20 p.m.</b> | <b>Second, Fourth, &amp; Fifth Grade Recess Ends</b> |
| <b>2:55 p.m.</b>  | <b>Students released for the town buses</b>          |
| <b>3:05 p.m.</b>  | <b>Students released for all remaining buses</b>     |

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**SCHOOL INFORMATION FROM A to Z****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 will be made known to radio and TV stations in Roswell.

**ABSENCES**

1. All absences require a note or phone call from parents.
2. If absences are due to illness, a note from the doctor may be required.
3. 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.
4. Parents will be notified in the event of excessive absences.
5. When students have been absent for ten unexcused days in a semester their names will be submitted to authorities.

**ATTENDANCE****A. DISTRICT POLICY**

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 –

Compulsory School Attendance: Responsibility

Any qualified student and any person who because of his/her age is eligible to become 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 sixteen 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;
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- 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 New Mexico, to be unable to benefit from instruction because of learning disabilities or 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 allows 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.

## **B. DEFINITIONS**

- A. **Attendance** – 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. **Unexcused Absence** – 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 (6.10.8.7 NMAC-N, 12-30-04).
  - C. **Truancy** – Truancy means the unexcused absence of a student from school or class that results in the student being deemed truant.
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- D. **Truant** – A student who has accumulated five unexcused absences within any twenty-day period is considered truant.
- E. **Habitual Truant** – A student who has accumulated the equivalent of ten or more unexcused absence within a school year is considered habitual truant.
- F. **Tardy** – Tardiness means the unexcused lateness of a student who fails to be in attendance on time, as determined by the class and/or class period bell schedule.
- G. **Home School** – 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.
- H. **Home School Truant** – 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.
- I. **Early Identification** – The process used by the district to promptly determine and identify students who have excessive absences and tardiness from classes or school. Early identification includes the school district's and individual school's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's central administration.
- J. **Intervention** – The partnering the district engages in with other agencies, such as, the local Law Enforcement Office, to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in the school district.
- K. **Prevention** – The school-based innovative or successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.

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.

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### **C. ENFORCEMENT OF ATTENDANCE LAWS**

Upon the accumulation of 5 unexcused absences the Principal of the school will be responsible for sending a letter to the parent, legal guardian or custodian of the student.

Student tardiness to class can become a serious disruption to the educational process. Therefore, students are expected to be prompt, on-time, and ready to work at the start of the instructional class and/or class period.

Note: School consequences for class tardiness can range from detention and in-school suspension to the student being placed on a corrective action plan and/or contract.

Each building principal has the authority (through Board approval) to establish guideline to address student tardiness. Parents, or guardians are asked to familiarize themselves with their school's tardy guidelines by calling the Truancy Interventionist.

Research shows truancy is a major factor in academic school failure and often leads to juvenile delinquency within a community.

Note: School consequences for truancy can range from in-school suspension to the student being placed on a corrective action plan or contract. Although students may not be suspended out-of-school and/or expelled for truancy they may be placed in the district's secure school program if warranted. Each building principal has the authority (through Board approval) to establish guidelines to address student truancy.

### **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. 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 by the principal. This punishment may result in loss of school bus transportation privileges.

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**CAFETERIA SERVICES**

Breakfast and lunch are available every school day for all students. Breakfast is free for all students. Free breakfast is served from 7:30-8am (or until last bus arrives, if late). All students are required to walk through the breakfast line and obtain a tray. Free and reduced lunches are available to students who qualify by the National Eligibility Guidelines. Applications may be obtained in the cafeteria office.

**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.

**CLOSED CAMPUS**

Dexter Elementary students are not allowed to leave campus at any time unless escorted by a teacher or checked out at the office by a parent or guardian.

**DISCIPLINE**

**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.**

The staff has developed a school-wide program called Consistent Discipline. With this program, there are school-wide rules as well as rules for the classroom. Students can choose to follow the rules and can earn rewards or choose not to follow the rules and earn consequences.

**SCHOOL-WIDE RULES ARE:**

1. Follow directions the first time given.
2. Show respect for others at all times.
3. The following acts and/or actions are prohibited:
  - a. Fighting, using foul language, or hurting other students.
  - b. Bullying behaviors, which are intimidating verbal or physical conduct toward a student when such conduct is habitual or recurring.
  - c. Littering or abusing school property.
  - d. Having gum or candy, except when provided by the teacher.
  - e. Bringing items to school that detract from the learning process.(see PERSONAL BELONGINGS section)

**CLASSROOM RULES**

Each teacher will develop their own classroom rules. The student will be taught the rules and parents will receive a copy.

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**CORPORAL PUNISHMENT**

Corporal punishment (spanking) shall be given at the judgment of the Principal and only by the Principal or her administrative assistant, and with a witness present. Either the Principal or witness will be of the same gender as the child. Parents or guardians will be notified by phone or letter when their child has been punished.

Corporal punishment shall be given with good judgment and at no time shall punishment be given before other children.

IN NO CASE SHALL PHYSICAL PUNISHMENT be allowed other than under the conditions stated above.

**IN-SCHOOL SUSPENSION**

The student is temporarily removed from the classroom. Conditions for in-school suspension are:

- a. A student does not attend required classes but does school work under the direction of the Principal.
- b. A student is ineligible to participate in or attend school activities during the suspension period.
- c. 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. Students will receive half credit for assignments made up during the suspension period. Conditions for out-of-school suspension are as follows:

- a. A student may not participate in or attend any school activities, including any after-school activities during the term of the suspension.
- b. Students may not visit the campus unless accompanied by a parent or guardian for conference with school authorities.

**EXPULSION**

The student will not be allowed to attend school by the Dexter Board of Education for a designated period of time.

**DRESS CODE**

1. Students will be expected to dress in a manner which is conducive to the learning environment and presents a favorable impression.
  2. Students will be neat, clean and modest in regard to dress and grooming.
  3. Dress length will be handled individually. Should it appear immodest, the student will be sent or taken home.
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4. No midriff blouses/shirts or tank tops will be worn by Dexter students. Girls are not to wear clothing with spaghetti straps.
5. Boys and girls may wear jeans, but they must be neat.
6. Head bands or other group identifying articles are not to be worn on school grounds or at school sponsored activities.
7. Hats or caps worn by boys or girls will not be permitted inside school buildings.
8. Students will be allowed to wear appropriate hot weather attire.
9. Students will keep hair clean, neat and trimmed so that face is visible at all times.

Boys' hair should be trimmed with:

- a. Hair on sides of head not longer than the bottom of the ear lobe.
- b. Hair in back not extending below the bottom of a standard collar.

**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 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.

Tennis shoes that have wheels (called “heelies”) are not allowed at school.

**FIGHT SONG**

Cheers, cheers for old Dexter High  
We never falter, we never die,  
For our school and for our team  
We're going forward at full steam.

**FUND RAISING**

School organizations may earn money for activities and events through fund raising projects.

Guidelines to raise funds are as follows:

- A. The Activity Director will maintain a master calendar of
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- fund raiser and other special functions to insure there are no conflicts with the Master Calendar in the main office, which shall be reviewed before granting permission for any activity.
- B. The Head Sponsor must receive clearance for the event from the Activities Director and Principal.
  - C. A designated sponsor and one other staff member must count, receipt, and deposit all fundraising money on the date it was received.
  - D. Monies collected must be submitted to the secretary by the end of the school day and deposited within 24 hours or one banking day.
  - E. No activity fund account shall be permitted to incur a deficit cash balance. Emergency/temporary situations may be allowed with prior approval of principal or designee. Under no circumstances shall a fund remain in a deficit balance at the end of the fiscal year (June 30).
  - F. An internal control structure is in place to safeguard the assets and promote reliability of the activity financial reports.

### **HEALTH**

Health care is available to all students. The nurse will be 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 Principal's Office by a parent or guardian.

### **HOMEWORK POLICY**

At Dexter Elementary we believe in the importance of homework for students as a means of teaching responsibility, encouraging development of good study habits, and increasing communication between school and home. Homework will be assigned by teachers three to four days every week for students to complete at home and return to school the next day. The homework will typically consist of practice or review of relevant material introduced at school. Homework will be reviewed in class on a regular basis.

The amount of time that students spend on homework will depend on the grade level of the student. Students should not spend more time on homework than 20 minutes per night in first grade; 30 minutes per night in second grade; 45 minutes per night in third grade; 60 minutes per night in fourth and fifth grades. Please let the teacher know if your child is spending more than this amount of time on homework.

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**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 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.

**MASCOT - DEMON****NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“Eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Dexter Consolidated Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate

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educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**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, walkmans, CD players, IPODs, MP3 Players, CDs, trading cards of any kind, squirt guns, pagers, cellular phones, and electronic devices to school.** They can become a distraction to the learning process and will be confiscated. Dexter Elementary 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 – NOT students.

### **RETENTION**

If a child is not making satisfactory progress, he/she may be retained upon the recommendation of the teacher and the principal. Parent input will be an important part of the decision.

### **SEARCH AND SEIZURE**

The Board of Education, in recognition of the necessity of conducting searches and seizures from time to time in order to enforce school policies, adopts the following policy regarding searches and seizures.

I. Definition: As used in this policy “contraband” means any substance, material or

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object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

II. Rules Regarding Searches and Seizures: The District reserves the right to search persons, personal effects, and vehicles as follows:

A. A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted.

B. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.

C. Persons are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable suspicion that contraband is within such a vehicle.

D. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Reasonable notice of this policy shall be provided each school year.

### **SCHOOL COLORS - BLUE AND WHITE**

### **SCHOOL SPONSORED ACTIVITIES**

Field trips and other school sponsored activities are an important part of our school curriculum. Many activities are scheduled throughout the year.

### **STUDENT SUBSTANCE-ABUSE POLICY**

#### **A. Substance-Abuse Prohibited**

The prevention of substance abuse is critical to the educational environment. Accordingly, Board of Education policy forbids any student from possessing, using, distributing, or being

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under the influence of drugs or alcohol, and from possessing, using, or distributing drug paraphernalia, during school hours, while on school premises, and during any school-related activities, including transportation to or from such activities.

1. If a student is properly using drugs pursuant to an authorized prescription or properly using an over-the-counter drug, and such use may affect or impair such student's performance or behavior, such student shall report such use to his or her principal. Provided such a report is made, such use shall not be considered a violation of this policy.

### **B. Definitions**

1. Alcohol: Any liquor, wine, beer, or other beverage containing alcohol.

2. Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) substances.

3. Drug paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

4. Substance abuse: The use of drugs or alcohol in violation of state or federal law or in violation of school-district policy.

### **C. Enforcement**

This policy shall be enforced according to the district's search and seizure policy.

### **D. Penalties for Violations**

Students found to have been in violation of this policy may be subject to discipline, including expulsion.

### **TEXTBOOKS:**

If textbooks are lost or damaged, full price for a replacement book will be charged.

### **VISITORS**

We want to encourage parents to visit our school. For our students' safety, we require 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.*** The front door is the only door for entrance during the day. All other exterior doors will remain locked for the safety of all students.

### **WEAPONS IN SCHOOL (Revised 5/98)**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody and use of weapons by staff, students or other persons on school property

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or during school-sponsored activities.

This policy shall not preclude the possession, custody or use of weapons for legitimate purposes related to established job functions or in furtherance of approved educational programs or goals so long as the School Superintendent is advised of such purpose and approves such possession, custody or use for a limited purpose.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., \* 8921 and N.M.S.A. \* 22-5-4.7, and is the intention of the Board that it be interpreted broadly to conform to these provisions of law.

### **I. Definitions**

A. For the purposes of this policy, a “weapon” shall mean any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. The term “weapon” shall also include, but is not limited to, the following:

(1) Any firearm that is designed to, may readily be converted to or will expel a projectile by the action of an explosion. A “firearm” is further defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

(2) Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device.

(3) Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for nonviolent purpose, that have a potentially violent use, or any “look-a-like” objects that resemble objects that have a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use, as a weapon.

### **B. Special Rule as to Students with Disabilities**

For purposes of this special rule as applied to students with disabilities who may be placed in an interim alternative educational setting for bringing a weapon to a school or school function, the definitions of a weapon set forth above shall not include a pocket knife with a blade of less than 2 1/2 inches in length. The procedures of Section V below shall apply to students with disabilities.

## **II. Prohibitions**

It is the policy of the Board that no student shall bring a weapon to school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

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**III. Enforcement**

This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by State Board of Education Regulations on Student Rights and Responsibilities, and the policies of the District.

**IV. Penalties for Violations**

- A. Any student found to be in violation of this policy shall be subject to discipline, including immediate short term suspension and either long-term suspension or expulsion.
- B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a weapon as defined in Section I. A (1) or (2) of this policy, shall, at a minimum, be expelled from school for a period of not less than one year, *provided*, that the Superintendent of the Board of Education may modify such penalty in appropriate cases in their discretion.

**V. Procedures Applicable to Students With Disabilities**

As it applies to students with disabilities, this policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. \*1401 et seq. as amended.

(1) In accordance with the provisions of 20 U.S.C. \* 1415 (k) of the IDEA, a student with a disability who is determined to have brought a weapon (limited by the special rule above) to a school or school function under the jurisdiction of the School Board may be placed in an appropriate interim alternative educational setting, as specified by the IEP team or a hearing officer, for a period of not more than 45 calendar days.

(2) The procedural requirements of 20 U.S.C. \* 1415 (k) and State Educational shall be met when imposing disciplinary penalties upon a student with a disability.

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**FREQUENTLY CALLED SCHOOL PHONE NUMBERS:**

**PRINCIPAL, NANCY CORN 734-5420 EXT 412**

**SECRETARY, LENORA BOWLES 734-5420 EXT 410**

**CLERK, MARINA PEREZ 734-5420 EXT 437**

**NURSE, BARBARA WALSH 734-5420 EXT 415**

**COUNSELOR, LEE ANN BERRY SANDOVAL 734-5420 EXT 418**

**LIBRARY, NANCY MILES 734-5420 EXT 433**

**FAX 734-5424**

**Dexter Schools Website: [www.dexterdemons.org](http://www.dexterdemons.org)**