

**Dexter Middle School
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Donna Sterrett, President
Troy Thompson, Vice President
Orlando Chavez, Secretary
Dan Lathrop, Member
Susan Garnett, Member**

2011-12

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.

July 2011

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2011

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2011

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2011

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2011

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Principal's Year

High School	Beg 7/20/2011	End 6/28/2012
Middle and Elementary School	Beg 7/25/2011	End 6/13/2012

Secretary's Year

All Schools	Beg 7/25/2011	End 6/13/2012
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**Dexter Consolidated Schools
2011-2012**

	1st/Last School Day		New Teacher In-service
	Student Holiday		Teacher In-service
	Progress Reports		Parent/Teacher Conferences
	6th-9th Grade Orientation		Parent Visitation
	STARS Reporting		End of 9 week
	Sem 1	Sem 2	Total
Student Days	85	92	177
Teacher Days	90	94	184

August	1	Two A Days Start Football
	3	New Teacher Orientation
	8	Two A Days Start Volleyball
	8-10	Teacher In Service
	10	Orientation for 6th and 9th 9:00 -11:30
	11	1st Student Day K-12
	22	Parent Visitation 5:00-7:00 Full Day with students— see December 16
	22	1st Student Day Pre-K
September	5	Labor Day
	13	Progress Reports
	19	Teacher In Service—Teach Like A Rock Star
October	3	Fair Day
	12	STARS 1st Reporting Period
	14	End of 1st Nine Weeks
	24	Parent/Teacher Conference 11:30-7:00
November	14	Progress Reports
	23-25	Thanksgiving Holiday
December	1	STARS 2nd Reporting Period
	15	End of 2nd Nine Weeks/1st Semester
	16	Teacher In Service 8:00-1:00 See August 22
	Dec 19—Jan 2	Winter Break
	3	Teacher In Service
	4	Classes Resume
	16	MLK Day
February	1	Progress Reports
	8	STARS 3rd Reporting Period
	20	President's Day
March	2	End of 3rd Nine Weeks
	12-16	Spring Break
	19	Parent/Teacher Conferences 11:30-7:00
Mar. 19—April 13		SBA Test Window
April	6	Good Friday
	9	Easter Monday
	18	Progress Reports
May	23	End of 4th Nine Weeks/2nd Semester
	23	STARS End Of Year Reporting Period
	24	Teacher In Service
	28	Memorial Day

Board Meetings

Pay Periods

7/11/2011	1/9/2012	July 8/25	Jan. 10/25
8/8/2011	2/13/2012	August 10/25	Feb. 10/24
9/12/2011	3/19/2012	Sept. 10/24	March 9/23
10/10/2011	4/9/2012	Oct. 10/25	April 10/25
11/14/2011	5/14/2012	Nov. 10/23	May 10/25
12/12/2011	6/11/2012	Dec. 9/23	June 8/25

January 2012

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2012

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March 2012

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2012

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2012

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12 Month Staff Paid Holidays

July 4, 2011	Independence Day
September 5, 2011	Labor Day
October 3, 2011	Fair Day
November 23-25, 2011	Thanksgiving Holiday
December 23-27, 2011	Christmas Holiday
December 28-30, 2011	New Years Holiday
January 16, 2012	Martin Luther King Day
February 20, 2012	Presidents Day
April 6-9, 2012	Good Friday/Easter
May 28, 2012	Memorial Day

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CONCLUSION



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.

Belief Statements

We believe...

All students can learn.

Learning and leadership is a partnership between administration, faculty, student, parents, and community.

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 data.

In the value of criterion based evaluation which compares students with standards which are fair, valuable, and equitable.

We are committed to...

- Abide by State, Federal, and local school board policy.
- Align, implement, and continuously assess our Educational Plan for Student Success to ensure student success;
- Ensure an environment that promotes the safety and well-being of students, staff, and community;
- Create and maintain an environment that promotes student respect, responsibility, and accountability;
- Employ high quality staff who facilitate student learning, understanding and application;
- Provide opportunities that encourage respect, understanding and sensitivity of cultural diversity;
- Engage all students in integrated technology processes using state-of-the-art resources to meet societal demands;
- Provide opportunities for students and teachers to develop skills necessary for personal excellence and
- Encourage parent engagement to support excellence and life-long learning.

In order to meet these goals, it will require a cooperative effort on the part of students, teachers, administrators, parents, and the community. At Dexter Middle School, students, staff, and parents have the opportunity to help create a place where all want to be. We invite everyone in our learning community to join the continuing effort to help our children succeed!

Behavior Matrix - Hot Stuff says: Do the Right Thing!

	Be Respectful	Be Responsible	Be A Good Citizen
Office/Nurse	Be Quiet Wait your turn to speak Address staff politely Stay in front of counter/desk Ask first, then return borrowed items State purpose politely Use appropriate language and tone of voice	Be honest and considerate Sit in designated areas Have permission slip to be there	Use good manners Dispose of trash appropriately; keep area litter free
Classroom/Library	Use appropriate language and tone of voice Take care of personal hygiene on your own time Wait your turn Do your best job, not your neighbor's Address others properly Allow teacher to teach and others to learn Be considerate of other people's property Be dismissed by the teacher	Complete and turn in work on time Participate as appropriate Take care of furniture/property Be there, be ready, and be on time Follow classroom procedures and rules Bring all needed materials Be accountable for your actions Pay attention	Stand during pledge Dispose of trash appropriately; keep area litter free Use good manners Ask first, then return borrowed items Have a positive attitude
Cafeteria	Take care of personal hygiene on your own time Wait your turn Be courteous to all staff and students Maintain your own personal space Use appropriate language and tone of voice Keep hands and feet to yourself - includes PDA	Push in chairs when leaving Go through cafeteria line Take care of furniture/property Clean up area when you are finished eating Walk at all times	Dispose of trash appropriately; keep area litter free Use appropriate table etiquette Pay charges in a timely manner Remind others to follow the rules
Playground	Use appropriate language and tone of voice Keep hands and feet to yourself- includes PDA Follow directions of any adult supervisor Be considerate of others' activities	Use equipment safely and properly Line up quickly in designated areas when bell rings Remain in designated areas Follow all playground rules	Dispose of trash appropriately; keep area litter free Be considerate of other people Be a team player Report injuries or inappropriate behavior to adult supervisors
Bathroom	Use appropriate language and tone of voice Keep hands and feet to yourself Take care of facilities Give others privacy Knock on stall door before entering Speak positively of others	Flush toilet Wash your hands Be sure your trash makes it to trash can Use sink appropriately Return to classroom promptly Take necessary breaks during passing periods	Dispose of trash appropriately; keep area litter free Report graffiti and vandalism to office Remind others to follow the rules
Hallway	Address others properly Maintain your own personal space Keep hands and feet to yourself - includes PDA Use appropriate language and tone of voice Wipe feet before entering Allow others to pass	Use drinking fountains appropriately Keep access ways clear Abide dress code upon entering Keep area around your locker litter free Put belongings in assigned locker	Stay out of other students' lockers Report unsafe/unruly behavior to staff Hold the door open for others Be considerate of custodial/maintenance staff Allow others their locker time Remind others to follow the rules
Bus/Vehicle Area	Be considerate of other people's property Listen to and obey bus driver/crosswalk guards	Remain in your seat Follow the bus rules Use the crosswalk	Be there, be ready, and be on time Be considerate of other people
Assemblies	Be considerate of presenter Sit quietly and listen Applaud appropriately	Focus on presentation Wait for dismissal instructions	Remind others to follow the rules Participate with enthusiasm Be considerate of other people

DEXTER MIDDLE SCHOOL CODE OF CONDUCT

The following school rules will guarantee that the rights of students and staff at Dexter Middle School (DMS) are respected. Infractions of the Code of Conduct 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 the code has varied options of response. The following represents the **recommended** guidelines in the disposition of discipline at DMS. Therefore, depending on the circumstances of your behavior and your prior history, or lack thereof, in matters such as these (or the degree to which you may have attempted to adhere to the accepted school rules), **responses may vary from situation to situation at the administrator's discretion.**

ASD = After School Detention

ISS = In-School Suspension

LD = Lunch Detention

OSS = Out of School Suspension

PD = Police Department

Level 1			
OPTIONS OF RESPONSE			
	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Tardies/per 9-week period (1 st – 3 rd offense=classroom consequence)	4th tardy = 1 day ASD, parent contact	5 th tardy = 1 day ASD, warning of ISS, parent contact, teacher/student conference	6 th and subsequent tardies = 1 day ISS, parent conference, referral to counselor/social worker
Missed After School Detention	1 day ISS	Repeat cycle	
Missed Lunch Detention	1 day ASD	2 days ASD	1 day ISS
Inappropriate display of affection	Warning	Parent contact & ASD	1 day ISS, parent conference, possible OSS
Dress Code Violation/ Per semester	1 day LD	1 day ASD, warning of ISS	3 rd and subsequent offenses = 1 day ISS, possible OSS, parent contact
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 ASD	Office Referral, ASD, teacher/student conference, parent contact	1 day ISS, parent conference, possible OSS
Level 2			
OPTIONS OF RESPONSE			
	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Horseplay (misbehavior in hallway, playground, classroom, bus, etc.)	1-5 days LD or ASD	1-5 days ISS, parent contact	1-3 days OSS, parent conference
Classroom Disruption	1 day ASD	1 day ISS, parent contact	1-3 days OSS, parent conference
Involvement in cheating, plagiarism, or lying	1 day ISS, parent contact	2-3 days ISS, parent contact	1-3 days OSS, parent conference
Defiance/Disrespect	1 day ISS, parent contact	2-3 days ISS, parent contact	1-3 days OSS, parent conference
Truancy (Skipping class/leaving campus)	1 day ISS, parent contact	2 days ISS, parent conference	3 days ISS, parent conference, referral to counselor/social worker
Disrupting a school activity (assemblies, field trips, after school activities, etc.)	Removal from event and suspension from next activity, unless accompanied by parent	Removal from event and suspension from all school activities for the remainder of the year	
Throwing or shooting objects (includes spit wads, pencils, sticks, rubber bands, paper)	1-3 days LD, ASD or ISS	1-5 days OSS, parent conference	
Use or possession of tobacco products in any form on school grounds	1 day OSS, parent conference	2 day OSS, parent conference	3 days OSS, parent conference
Inappropriate objects, materials and media (includes laser pointers)	1 day ISS	2 days ISS, parent contact	1-3 days OSS, parent conference
Inappropriate/abusive language (profanity)	1 day ASD	1-3 days ISS, parent contact	1-3 days OSS, parent conference

Level 3			
OPTIONS OF RESPONSE			
	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Removal from ISS due to refusal to follow ISS rules, refusal to complete assigned work, defiance/disrespect, etc.	OSS for duration of ISS term (minimum of 1 day), parent contact	OSS for duration of ISS term (minimum of 1 day), parent conference	OSS for duration of ISS term (minimum of 1 day), parent conference, mandatory counseling
Harassment or intimidation/threatening, or bullying of other students (includes verbal, written, sexual, and physical harassment)	Apology, 1-3 days ISS	Apology, parent conference, 1-5 days OSS	Apology, parent conference, referral to PD, 5-10 days OSS
Fighting (mutual combat, including self-defense)	1-3 days OSS, parent conference, and conflict mediation	4-9 days OSS, parent conference, and conflict mediation	10 days OSS, parent conference
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, 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 OSS, loss of privileges, parent conference, restitution and/or PD referral and restriction	10 days OSS, counseling, restitution, loss of privileges, PD referral and recommendation for expulsion	
Use/possession of combustible items	1-5 days OSS	10 days OSS and recommendation for expulsion	
Making false 911 calls (Includes pulling false fire alarm, bomb threats)	1-5 days OSS and PD referral	10 days OSS and recommendation for expulsion	
Forgery/theft (involvement in stealing)	1-5 days OSS, restitution, counseling and parent conference	6-10 days OSS, restitution, counseling, parent conference, and PD referral	10 days OSS, referral to PD, recommendation for expulsion
Verbally abusing or using obscenity toward staff members	1-4 days OSS and parent conference	5-10 days OSS, counseling, and parent conference	10 days OSS, referral to PD, and 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		
After School Detention will occur Monday and Thursday from 3:15 to 4:00 p.m. Students assigned detention should be in their seats no later than 3:20, 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 3:20 will not be allowed in ASD and will suffer the next consequence of ISS.	In-School Suspension will occur every day from 8:00 a.m. to 3:15 p.m. Students are expected to follow all ISS classroom rules and complete all regular assignments given while in ISS. If a student is removed from ISS for any reason, they will be suspended from school. In lieu of ISS, parents may shadow their child for the day(s) required for ISS.	Out-of-School Suspension is when a student is temporarily removed from school. 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

STUDENT RESPONSIBILITIES - Dexter Middle School students are proud of themselves, of their school, and of their community. They recognize their primary purpose at DMS is to learn and that they are expected to participate in and contribute to the learning atmosphere. Students at DMS are expected to:

Succeed academically by:

- Attending school regularly
- Getting to class on time
- Taking all necessary materials to class
- Staying on task
- Using a school agenda
- Completing homework and class work, including makeup work
- Dressing appropriately for school
- Celebrating academic success
- Respecting the learning of others

Show respect for people, property, and themselves by:

- Welcoming guests politely, including substitutes and parents
- Reporting vandalism
- Keeping the hallways and grounds clean
- Using language appropriate to school
- Expressing their ideas and opinions in a respectful manner so as not to offend others
- Responding to reasonable requests of adults and other students
- Respecting others' property

Promote physical safety and personal security for themselves and others by:

- Obeying safety rules
- Staying on campus during the school day
- Volunteering information in matters relating to the health, safety, and welfare of the school community
- Recognizing that fighting, shoving, horse playing, and abusing others on and off the school grounds will have consequences

Follow the school and classroom rules by:

- Accepting the rules of each classroom
- Listening to the announcements on the public address system
- Having a signed pass to be in the hallways other than passing periods
- Asking for clarification if you are unclear about the rules
- Knowing and upholding the rules of this handbook
- **DOING THE RIGHT THING!**

Dexter Middle School has a discipline process that is guided by the following fundamentals:

- Each student has the right to a physically or emotionally safe environment.
- Each student will allow the teachers to teach and others to learn.
- Each student will respect public and private property.
- Each student will respect the mission of school sponsored extracurricular activities.
- Each student will abide by state law and Dexter Consolidated School District policies.
- Each student will practice self-respect and respect toward others.

It is not our intent to list every behavior students should or should not practice. The following are guidelines developed to clarify the kinds of behaviors that are expected: **Students are.....**

- To WALK in and around the school building
- To be responsible to help keep the classroom, hallways, and campus clean
- To exhibit safe behavior always. **Shoving, pushing, or horse playing is not tolerated**
- To stay out of all restricted areas before and after school and during lunch
- To be dismissed by the teacher at the end of each class period. This means that students will not leave their seats simply by hearing the bell.

The following dangerous items are not permitted on school property. Possession of these items will result in confiscation, suspension, and possible legal citation:

- Knives, razor blades, or similar items
- Matches, lighters
- Firearms/firecrackers/other explosives
- Slingshots or other projectiles
- Clubs, blackjacks, pipes, nunchucks, etc.

PARENT RESPONSIBILITIES - As a parent, what can the school expect of you?

- That you send your child to school every morning, on time, clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn.
- That you treat school as important. That you are interested in every phase of what your child does, and let your child know your interest and concern by listening enthusiastically and often, to him/her, and by participating in school activities including parent/teacher conferences.
- That you check in with the office upon entering the school
- That you have taught your child to respect and cooperate with the teacher, the basic rules of fair play, safety and personal cleanliness, and skills for getting along with others.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by reading to him/her, and by loving him/her.
- That it is your responsibility to hold your child to reasonable standards of conduct.
- If a misunderstanding occurs about something concerning your child in school, that you make an appointment with the appropriate school staff to communicate your concerns and work toward a solution.
- That you be informed about current issues in education in general and the problems of your school in particular. That you support the school in its decisions about homework, safety rules, and discipline.
- That you be a partner with the school in the education of your child.

ACADEMICS

GRADING POLICY – REVISED JANUARY, 2010 Dexter Middle School is dedicated to helping every student achieve a quality education. A vital part of a quality education is the completion of assignments and/or assessments that are rigorous and relevant to students. In order for students to achieve the best education possible, it is imperative for all school work to be turned in and completed at a proficient level. The following is required of all Dexter Middle School students:

- All students must complete and turn in all required class and homework assignments in all classes.
- All students are required to perform all work at a proficient level on every assignment and/or assessment, with the exclusion of nine week and semester assessments.
- Proficiency is defined as a minimum score of 70%, based on a 100% grading scale.
- When an assignment of any type is not completed and turned in on time, the teacher has the option to assign the student to After School Detention until the assignments are completed and turned in. Teachers will also be making parent contacts regarding missing work.
- Any assignment not meeting the minimum 70% proficiency requirement must be redone until the minimum 70% proficiency requirement is met.
- A sliding scale for late work or work that must be redone will be implemented – 1 week late = 90% maximum grade, 2 weeks late = 80% maximum, 3 to 9 weeks late = 70% maximum grade.
- All work must be submitted within a given nine-week grading period.
- Students will not be required to redo nine week and semester assessments.
- Cheating is prohibited and will result in a 0%. Students who are caught cheating will not have the opportunity to redo the assignment for a higher grade and will receive the appropriate consequence as per the Code of Conduct in the Middle School Student Handbook.
- Until all assignments and/or assessments (excluding nine week and semester assessments) are completed, turned in, and meet the minimum 70% proficiency requirement, the student will receive an incomplete (“I”) grade for the class. No grade point average will be assigned to the student until all assignments and/or assessments are completed, turned in, and meet the minimum 70% proficiency requirement.
- If any assignments and/or assessments are not completed and/or do not meet the minimum 70% proficiency requirement within the given nine weeks, the student will receive a failing grade (F) for the specific grading periods in the affected classes.

- Middle School semester grades will be figured by the following – 1st nine weeks = 45% of grade, 2nd nine weeks = 45% of grade, semester exam = 10% of grade
- After an absence, it is the student’s responsibility to contact his/her teachers and determine what work is to be made up. The student will be permitted the same number of days to complete make-up work as the days absent 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 and assessments that were to have been taken on the first day absent are to be taken on the first day the student returns to school.
- 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 Middle School office no later than 5 days after that specific grading period. A report card grade appeal hearing will be scheduled within 10 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.
- Academic eligibility will follow the same basic guidelines as in the past. Any student who has below a 2.0 grade point average or has more than one “I” or “F” on his/her report card is not eligible for athletic or extracurricular activities for that entire grading period.
- There is a five day grace period from the date that eligibility/ineligibility is announced for any ineligible student to complete and turn in work. The work must meet the 70% minimum proficiency requirement and the teacher must have the student work in hand, graded, and exported no later than 3pm on the fifth day of the grace period. Grace period deadlines are determined by the Athletic Director.

ACADEMIC PROGRAM- All students are eligible to be recognized for academic excellence each nine-weeks.

Roll of Excellence-	95-100 grade average
“A” Honor Roll -	90-94 grade average
“B” Honor Roll -	84-89 grade average

*Note: Students receiving academic awards must have all grades “C” or above.

Grading system: A=90-100, B=80-89, C=70-79, F/I=69 or below.

REPORT CARDS/PROGRESS REPORTS - Report cards are given out four (4) times a year. If a student owes a library fine or other fee, the student must pay charges before the report card will be issued. Progress reports are sent to parents mid-way through the grading period in order to inform parents of the standing of their student in each class. You may be asked to come to a parent conference or a Student Assistance Team meeting with your student’s teachers to find a way to correct any problems. If you would like to schedule a meeting with your student’s “team” of teachers, please call the office. Daily updates on student grades may be accessed by parents from the Parent PAWs through the internet. See office personnel for sign-up information.

EXTRA ACADEMIC OPPORTUNITIES –

When funding is available and for qualified students, tutoring services will be offered. Please contact the K-12 Programs director at 734-5414 ext. 367 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 student will take it to each teacher, the library and the counselor to 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.

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 school's, 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.

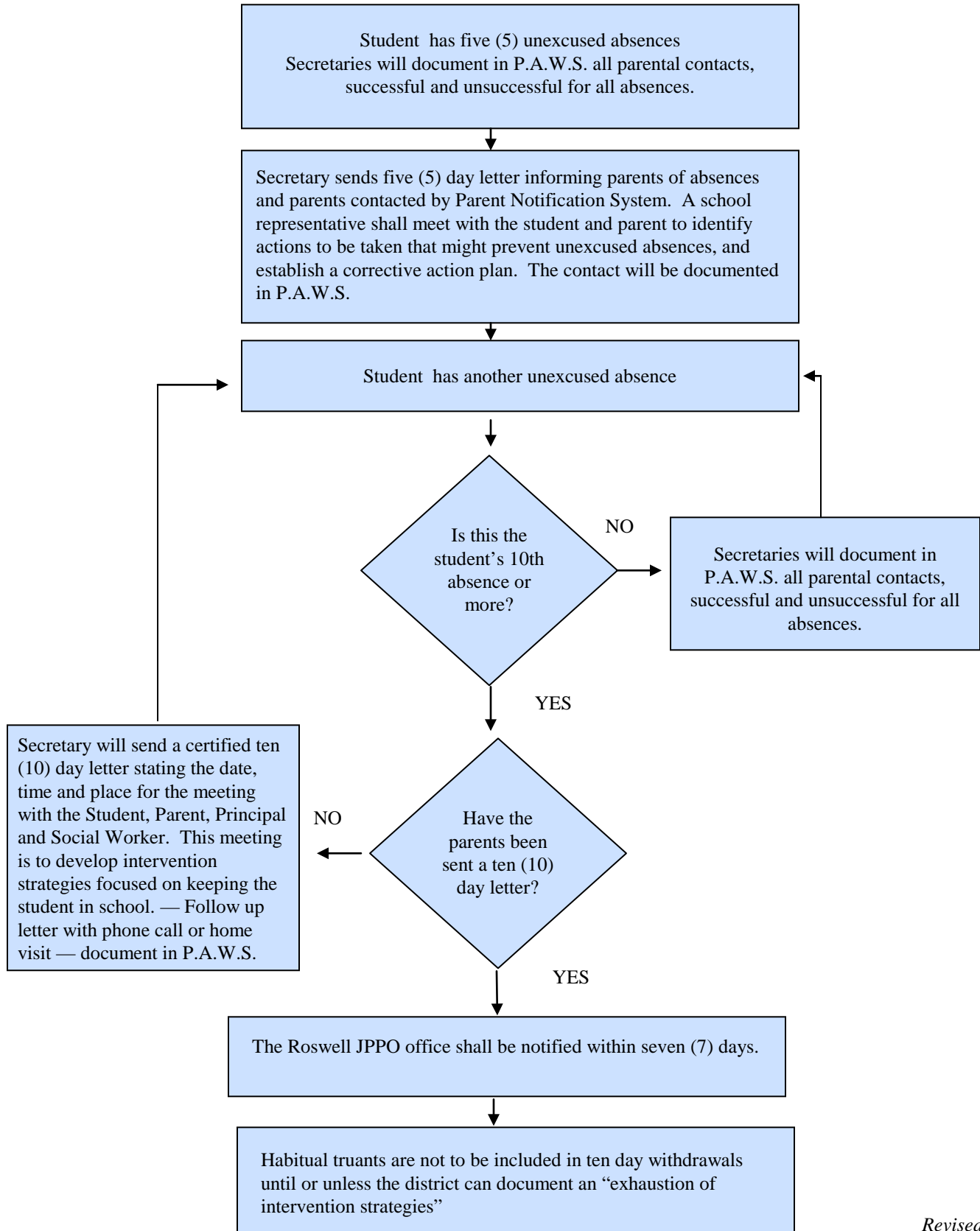
The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

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.

INSERT ATTENDANCE FLOW CHART HERE

Absences Flow Chart



After the 10-Day Notification letter, the social worker will maintain all hard copy and P.A.W.S. documentation

*Revised
1/5/10*

TRUANCY

A student with five (5) unexcused absences within any twenty day period is a "truant" and one with ten (10) or more unexcused absences within a school year is "habitually truant". The Superintendent will establish procedures to identify, intervene and discipline truant students, beginning with notification of parents and requesting an opportunity to discuss interventions. 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 within twenty (20) school days parent(s)/guardian(s) shall be contacted to inform them of the truancy and request their cooperation 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 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) 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" 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.

FIGHTING - Fighting is not considered an acceptable method of settling disagreements. Any student engaged in a fight or in encouraging a fight while on school property, at school or at school sponsored activities will be subject to suspension. Repeated incidents will result in stronger 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 DISPLAY OF AFFECTION - 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 - In any form can result in suspension, reimbursement and possible referral to police.

CHEATING/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.

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, 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 - Dexter students are expected to dress appropriately for the business of education. Cleanliness and good grooming are elements of appropriate dress. Students at Dexter Middle School are required to be in a school uniform. New students will have one (1) week upon entrance to be in uniform. The colors of the school uniform are solid Khaki, Navy Blue, Royal Blue, Light Blue, and White for the shirts, pants, capris, shorts, skirts, and jumpers. No jean-like pants (denim material), gym shorts, or sweat pants are allowed. The polo style, collared button, turtleneck or mock turtleneck shirts will be solid White, Light Blue, Navy Blue, Royal Blue, or Khaki. The shirts must be tucked in at all times while on the school campus. All but the top two buttons of a shirt must be buttoned starting with the collar button. Only sweaters with uniform colors are allowed and must have a collared shirt underneath. Collared, sleeveless shirts must have at least a 4-inch shoulder seam. Special team/school shirts may be worn on specific days if approved by the Principal. Female students may wear pants, capris, shorts, skirts, and jumpers with the uniform shirts. Male students may wear pants or shorts with the uniform shirts. Uniforms must fit appropriately. Please keep in mind skirts, jumpers, and shorts can be no shorter than the fingertips when placed at the side or a reasonable length as deemed appropriate by office staff. If clothing length appears immodest, the student will be required to change. If this is not possible, other arrangements to remove the offending student from the standard educational setting will be made. No pants can drag the floor or have the bottom of the pant leg wider than the shoe. Any tags on the pants must be removed. Uniforms may not be purchased any larger than one (1) size than what the student wears. This is to allow for shrinkage and growth. Uniforms must also not be skin tight. Sagging is not allowed. Top of pants cannot be any lower than the top of the hip. Pants, of any style, cannot be frayed or cut-off (must have a hem). Pants are allowed to have pockets (inside and out). Cargo, painter, or carpenter pants (pants with large outside pockets) are not allowed. Clothing will not bear any additional emblems, jewelry, or insignias. Shoes or durable footwear must be worn on campus at all times. Slippers or house-shoe type footwear are not acceptable. Belts may be black, brown, or in school uniform colors and must fit inside the belt loops. Belts that are not worn inside the belt loops are considered accessory items and can only be in school uniform colors. Accessory items such as scarves, hair ribbons, etc. must be in school uniform colors. Students may not wear extended (hanging) belts, suspenders/shoulder straps, bandanas, wallet chains, spiked jewelry, or hairnets. Earrings and other adornment or jewelry must not present a health or safety hazard. No hats, caps, or sunglasses should be worn in the school building. Jackets will be uniform colors of khaki, white, light blue, royal blue, or navy blue. Only jackets that are uniform colors are to be worn in the building. Non-uniform color jackets or oversized jackets are not to be worn inside the building. Teachers may request students to remove jackets in the classroom.

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. Boys' hair should not extend below the bottom of a standard collar.
- c. Students shall not wear beards.

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.

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 3:00 pm to 3:45 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 3:20 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 AGENDA BOOKS - Each student will receive a school agenda book to help with the organization of materials, assignments, and time. This agenda book will help the student keep track of all classes and the homework needed for each day. It will also assist in communicating between teachers and parents. Students are to bring their agendas to every class. Agendas will also be used as hall passes in the event a student needs to leave the classroom. Students will want to share their books with their parents as they discuss the daily school activities. If a student requires a second copy of the school agenda, it can be purchased for \$5.00 in the office as long as supplies last.

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. Pencils will be sold in the school office for twenty-five cents (\$.25) if you run out or forget to buy them elsewhere.

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 and need to be small enough to fit in a locker. Teachers may restrict the carrying of backpacks into the classroom.

LOCKERS - Lockers are assigned for the storage and protection of student belongings. 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 will need to provide their own lock for the lockers to protect belongings. The combination or key **MUST** be given to the homeroom teacher. 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, walkmans, 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. 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.

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. **Personal cell phones should not be used at school, will be confiscated if seen or heard, and must be picked up from the Principal's office by parents/guardians.**

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 is free for all students. Free and reduced lunches are available to students who qualify by the National Eligibility Guidelines. Applications may be obtained in the middle school office. **There will be a limit of 10 (TEN) lunch charges per student. Meals will be withheld once the limit has been exceeded.**

Lunch prices: Reduced Lunch = \$.40 Regular Student Lunch = \$2.25 Adult Lunch = \$3.25

Dexter Schools now offer Mealpay Plus (www.mealpayplus.com), a state-of-the-art online service that offers you the convenience and information you need to manage your student's meal account. This system will eliminate the need to send checks to school or worry about lost or forgotten lunch money, and speeds up serving lines in the cafeteria. If you have any questions, please contact the Cafeteria at 734-5414 ext. 334.

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 7th and 8th 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 2.0 grade point average with no more than one (1) F/I, 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 junior high for the first time 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.

ACTIVITY CODES—These codes are subject to changes approved by the Dexter Board of Education.

DEXTER SCHOOLS EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITY CODE

INTRODUCTION

The success of extra-curricular and/or co-curricular activities depends upon the total effort of both the participants and sponsors. This activities code is a statement of conditions, conduct and discipline that promotes positive morals, attitudes, and behaviors for all of those involved in any extra-curricular and/or co-curricular activity. This code lists expectations, requirements of all participants, and the consequences for inappropriate actions.

Participation in any extra-curricular and/or co-curricular activity 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 Schools extra-curricular and/or co-curricular activity participants.

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

All rules of the Dexter Schools extra-curricular and co-curricular activity code are in effect from the beginning of the school year until the last day of school for grades 7- 12.

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.).
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 sponsor.
6. Will not miss practice sessions/meetings without prior approval of the 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 activity or on Friday if the activity is a weekend activity, unless otherwise cleared by the principal's office. If a student is truant that student will be ineligible to participate in their next scheduled activity.

Consequences for the current school year

1st offense of rules 1 and 2 will result in immediate suspension from the activity involved for a period of 15 school days and the student will be referred to counseling. The student will be allowed to practice/meet with stipulations determined by the activity sponsor. A 2 activity minimum will also be administered.

2nd offense of rules 1 and 2 will result in dismissal from all activities for one calendar year, and the student will be referred to counseling.

1st offense of rule 3 will result in a minimum one activity suspension.

2nd offense of rule 3 will result in dismissal from the activity for the, remainder of the school year and the student will be referred to counseling.

1st offense of rules 4-6 will be handled by the sponsor on an individual basis.

2nd offense of rules 4-6 will result in a one activity suspension or five school day suspension.

Additional violations of rules 4-6 may result in dismissal from an activity for the remainder of the school year.

Any student who has a first violation of rules 1 – 6 while at a specific activity will be dealt with according to the aforementioned rules and consequences, in that particular activity only.

Any student who has a second violation of rules 1 – 3 while at a specific activity will be dismissed from all activities according to the aforementioned consequences.

Any student who has a second violation of rules 4 – 6 while at a specific activity will be subject to the aforementioned consequences, in that particular activity only.

Extenuating circumstances and/or exceptions to these rules will be determined by the Principal.

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 Principal. Such discipline may include suspension or complete removal from the activity.

Any behavior unbecoming a Dexter Schools extra-curricular and/or co-curricular activity participant will be handled on an individual basis by the sponsor and administrator.

On trips the sponsor shall be in FULL CHARGE and may take such disciplinary actions as is necessary to maintain the safety and welfare of the group. Action shall be prudent and may include returning individual students to their parents so as not to punish the whole group for the actions of a few.

I HAVE READ THE PRECEDING RULES OF CONDUCT AND FULLY UNDERSTAND THE CONTENTS, INCLUDING THE CONSEQUENCES.

Student/Participant

Parent or Guardian

Date

Date

DEXTER SCHOOL ATHLETIC CODE

INTRODUCTION

The success of the Athletic Program depends upon the total effort of both the participants and coaches. This athletic 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 Program. This code lists expectations, requirements of all participants, and the consequences for inappropriate actions.

Participation in the Athletic Program 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 Program participants.

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

All rules of the Dexter School Athletic Code are in effect 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.

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.).

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.

6. Will not miss practice sessions without prior approval of the coach (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 or on Friday if the game is a weekend game, 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

1st offense of rules 1 and 2 will result in immediate suspension from the sport involved for a period of 15 school days and the student will be referred to counseling (rule 1). The student will be allowed to practice with vigorous physical training given by the coach. A 2 games suspension minimum will also be administered.

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

1st offense of rule 3 will result in a minimum one game suspension.

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

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

2nd offense of rules 4-6 will result in a one game suspension or five school day suspension.

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

QUITTING AND/OR REMOVAL FROM TEAM

1. If a participant quits or is removed from a sport less than 10 days after the first practice, there are no consequences.

2. If a participant quits or is removed from a sport after 10 days up to 20 days after the first practice, they may not participate in their next participating sport until the current sport's season is completed.
3. If a participant quits or is removed from a sport more than 20 days after the first practice, they are suspended 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.

Athletes 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.

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

On trips the coach shall be in FULL CHARGE and may take such disciplinary actions as are necessary to maintain the safety and welfare of the group. Action shall be prudent and may include returning individual students to their parents so as not to punish the whole group for the actions of a few.

Extenuating circumstances and/or exceptions to these rules will be determined by the Principals and Athletic Director.

I HAVE READ THE PRECEDING RULES OF CONDUCT AND FULLY UNDERSTAND THE CONTENTS, INCLUDING THE CONSEQUENCES.

_____ Student/Participant

_____ Parent or Guardian

Date_____

Date_____

Revised 1/17/11

DUAL PARTICIPATION

Student Name _____

I understand, as a dual participant in sports and/or activities, there may be days that I have to choose between sporting events and/or activity competitions to participate in.

I further understand that this choice needs to be made as early as possible, so that coaches and/or sponsors can make adjustments early enough to help benefit the team/group. Practices will be handled by the coaches and/or sponsors working together.

On days in which scheduled games and/or activities fall on the same day, the coaches and/or sponsors, along with the participant will try and reach an agreement on which event will be attended. If no agreement can be reached, then a primary sport/activity must be chosen.

I choose the following as my list of priorities:

Primary sport/activity _____

Secondary sport/activity _____

Subsequent sport/activity (if more than 2) _____

If I find it too difficult to participate in two sports/activities at one time, I may quit one sport/activity with no consequences. However, I must finish the season for the sport/activity that remains.

Student Signature _____

Parent Signature _____

Coach Signature _____

Coach Signature _____

Sponsor Signature _____

Sponsor Signature _____

Athletic Director Signature _____

Activities Director Signature _____

Date _____

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:

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

You may access the Dexter School Board Policy online at 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.

HAVE A GREAT SCHOOL YEAR!!!