



DEXTER ELEMENTARY
STUDENT & PARENT HANDBOOK
2023-2024

Elementary School
401 W. 1st Street Dexter
Dexter, New Mexico 88230

SCHOOL TELEPHONE ROSTER / 575-734-5420

Secretary, Anna Chavez	Ext 413	Principal, Bernadette Aragon	Ext 410
Secretary, Marina Perez	Ext 412	Counselor, Naeemah Reese	Ext 414
Nurse, Idania Aguilar	Ext 416	Social Worker, Miguel Vasquez	Ext 428

Kindergarten	First Grade	Second Grade
Deanna Contreras	Jacqueline Anderson	Lisa Granados
Teresa Maldonado	Heather Coats	Erminia Sosa
Tiffany Regalado	Ana Rodriguez	Christine Vanhorn

Third Grade	Fourth Grade	Fifth Grade
Jackie Aguilar	TBD	TBD
Maria Gomez	Mary Prudencio	Ali Cobos
Beatriz Jaquez	Vilma Velasco	Shellae Montoya

Physical Education	Special Education	IAs
Adam Sanchez	Arlene Rafols (Resource)	Jennifer Burch
	Katrina Torres	Laura Montanez
	Sarah Olivas (1/1 IA)	Kayla Banda

Pre-School	Ancillary	Fine Arts
Angela Robb	TBD (Speech)	Don Arganbright
Donna Chambers (IA)		Rebecca Aragon
KeriJo Rigtrip		
Ivette Calderon (IA)		
Ana Carrillo (IA)		

Welcome to the 2023-24 School Year!

Dexter Elementary School recognizes the value of partnership between home and school. This handbook will certify your understanding of common procedures and policies established to ensure success as the school year begins. We are partners in the learning process, and happy to have the opportunity to educate your children.

Parents are an integral part of the teaching team at Dexter Elementary and we encourage you to be involved in any way you can. We value your participation, and it is appreciated by students - let us know how we can help you get involved.

Thank you for the gift of your child. We will honor that gift by working diligently to help your student have a successful year. **Together we will** make Dexter Elementary school successful with excellence in education.

Sincerely,

Bernadette Aragon

Principal

Vision:

Empower all learners to pursue their passion.

Mission Statement:

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

THE GOLDEN RULE

Treat others the way you want to be treated.

We believe that by providing an atmosphere of safety, respect, and kindness, we achieve both our vision and mission statements.

THE BLUE PRIDE PROMISE

I show my Blue Pride, by having a positive attitude, being respectful and responsible, showing integrity, and doing my best to reach excellence.

Academic Assemblies

Academic assemblies are held once a semester; the last day of each semester. The assemblies recognize students for academics, leadership qualities, citizenship, and positive behaviors. Dexter Elementary has one kindergarten graduation and one fifth grade promotion at end of year; times and dates TBD. Awards distributed at assemblies are the following: Principal's Honor Roll (straight As), Honor Roll (As and Bs, only), perfect attendance (no absences, no tardies, no early check-out—exception is school sponsored field trips), Character Counts, and AR recognition.

ACCIDENTS/MEDICAL

When a student under your supervision has an accident or a medical emergency, which may require medical care, it must be reported immediately to the nurse/office. An Accident Report must be completed and given to the principal. Accident Forms are located in the school office. The supervising teacher must make contact with the student's parent.

ANTI BULLYING

The Dexter School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The Dexter School District will not tolerate behavior that infringes on the safety of any student or staff member. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. *Bullying is when a student repeatedly and targets, intimidates, manipulates, or threatens others using negative speech and/or action that target ethnicity, disability, gender, religion, or other personal characteristics.*

The Dexter School District expects students and/or staff to report incidents of bullying to the principal or counselor. Immediate intervention is required when staff witnesses a bullying incident. The principal promptly investigates each complaint regarding bullying. This policy applies to students on school grounds, while traveling to and from school, or on school-sponsored activities, and during the lunch period.

ATTENDANCE

Regular attendance is the opportunity to empower students and drive success. Please be cautious of student absences. Classroom instruction is rigorous; make-up work cannot compare to face-to-face instruction. Because of the importance of regular school attendance, please note the following:

1. New Mexico State Law requires that every student in the state who is at least 5 years of age by September 1st attend school.
2. A child should be in school every day that he/she is physically able. As a general rule, absences should occur only as a result of illness, injury, or family emergency.
3. Please notify the school office the morning of the absence, (575) 734-5420. Leave a message if you are unable to reach the secretary.
4. Parents of students who exhibit a pattern of absences will be contacted and referrals made to the student assistance team, principal's designee for attendance, or other appropriate authorities.

5. **MAKE-UP WORK:** If possible, the student should give their teacher/s prior notice when they are going to be absent. This will allow the teacher/s and student to plan together for make-up work. However, if prior notice is not an option, after an absence, it is the student's responsibility to contact their teacher/s and determine what assignments/assessments must be made up. The student will be permitted two days for every one day missed to complete the make-up work with an excused absence from school. However, assignments that were due to be turned in on the first day absent are due to be turned in on the first day the student returns to school. Any missed tests/assessments must be scheduled for retake on the first day the student returns to school.

BUS TRANSPORTATION

Bus transportation is provided to meet the needs as defined by law of all students within the school district. Parents/guardians of students who ride the bus will be required to sign a form agreeing to the enforcement of bus rules. Students are responsible for meeting the bus at the proper time and place and are under the supervision and direction of the bus driver. Failure to show proper respect to the bus driver or follow instructions posted in the bus will make one liable for consequences. The consequence may result in loss of school bus transportation privileges.

CHARACTER COUNTS

Character Counts is a fundamental part of our community, and we look forward to reinforcing the character counts concepts throughout the year. These concepts include respect, trustworthiness, responsibility, fairness, caring, and citizenship. We integrate the universal values into our classroom instruction, and they are an important part of our code of conduct at Dexter Elementary School.

CHILD ABUSE AND NEGLECT

New Mexico State Law requires staff to report any suspected cases of child abuse or neglect to the Department of Social Services.

CODE OF CONDUCT

*Students and parents are responsible for informing themselves of current School Board policies and administrative and school rules regarding conduct that is subject to disciplinary action. *Dexter School Board Policies are found on the following page at the bottom right (Board Policy) website URL: https://www.dexterdemons.org/district_information/board_of_education*

Student discipline is the shared responsibility of the school staff, students, parents and the community. It is our goal that students become self-disciplined, self-directed learners in a safe environment of mutual respect. At the elementary school, we have a unique opportunity to utilize student choices as learning opportunities as we work together to help students learn effective methods for solving their problems. Students *never* have the right to disrupt the educational process. Student expectations:

- Respectful,
- Responsible,
- Caring,
- Safe.

Classroom teachers will provide parents with a plan that will outline positive and restorative practices and/or consequences for student behavior in each classroom and non-instructional settings. We reference a Behavior Matrix that outlines behaviors and definitions. The principal will handle cases of misbehavior, by referral, on an individual basis.

Restorative practices and/or consequences for misbehavior at school may include, but are not limited to verbal or written warning, time out, walking the track during recess, loss of privileges, loss of field trip privileges, consequences relating to the offense, apology letter, school based conflict resolution, referral to counselor, referral to law enforcement, community service, in or out of school suspension, a written behavior contract, long term suspension or expulsion.

COMMUNICATION

Feel free to contact your child's teacher or the principal with any questions or concerns. Best practice is to first set up a meeting with the person most directly involved. If your child is having a problem, start with the teacher. This is the person most familiar with your child. See the principal when it is a general school problem or if you have spoken with your child's teacher and still have concerns.

DAILY SCHEDULE

LUNCH AND NOON RECESS

		Grade Level	Lunch	Noon Recess
7:50am	First Bell			
8:00am	Tardy Bell	PreK	11:40-12:00	10:45-11:00
		K	11:10-11:30	10:45-11:00
2:40pm	Town Bus	1	11:20-11:40	11:00-11:10
2:50pm	Regular Dismissal	2	11:40-12:00	11:20-11:30
3:10pm	Late Bus	3	12:00-12:20	11:40-11:50
		4	12:20-12:40	12:00-12:10
		5	12:40-1:00	12:20-12:30

Students who are dropped off, should not arrive at school prior to 7:40AM. *Duty teachers arrive at 7:40AM. After school, students are expected to leave school by 3:00PM. Only students who ride a late bus should remain at school. If you are picking up your child at the end of the day, you are required to drive through the parent pick-up by preschool at the eastside of the building. **PLEASE** do **NOT** check-out your child prior to 2:50PM

TRANSPORTATION CHANGES: PLEASE BUILD ROUTINE and daily expectations with your students. All students will be required to follow their regular after-school transportation arrangement. *All changes in transportation need to be called into the office **before 2:00pm**. The **only** office phone number now is 575-734-5420.

DRESS CODE

Good standards of dress and appearance reflect the goals for success we have for all students. Our dress code helps create an atmosphere of pride and respect while assuring student safety at school. The guidelines are as follows:

- Hats, hoods, or sunglasses may not be worn in the building.
- Footwear must be worn at all times. **Tennis shoes must be worn for PE.*
- Profane, derogatory, suggestive, or advertises alcohol or tobacco is UNACCEPTABLE. Sagging, dragging, boxers as shorts, gang identifiers, or clothing more than one size too big may not be worn. No pants may be worn that have holes in any part of the leg.
- No makeup.
- No halter tops, spaghetti straps, see-through, or other revealing shirts. No skin showing in the waist/abdomen/chest area.
- No accessory chains.
- The hemline for shorts, skirts, and dresses must not be shorter than thumb length when hand/arm is extended at the side.
- Students will keep hair clean, neat and trimmed so that the face is visible at all times.

When, in the judgment of the principal, a student's appearance, mode of dress, and/or cleanliness is distracting and disruptive to the educational process, the student will be required to call home and make requested modifications.

FIELD TRIPS

Field trips are part of the educational process as an extracurricular activity. We provide the opportunity for two field trips each school year. Typically, one each semester. There are grade levels that may attend more than two field trips because they are age appropriate. Field trips are an extracurricular privilege. Good behavior is an essential part of students attending field trips. Students with 3 or more referrals a school year will **not** attend field trips.

Field trips are for grade level students only; *siblings are not permitted* on field trips. Volunteers attending are at the discretion of individual grade levels.

FOOD/DRINKS

No food (candy, chips, etc.) or drinks are permitted during recess other than water. Exception are special events.

FUNDRAISERS

Fundraisers are an important part of sponsoring extracurricular activities including field trips. Thank you for your support in participating. Families choosing not to participate will pay \$50 for field trip expenses for the school year. The \$50 is **non-refundable**.

HOMEWORK

Homework is an important tool for building responsibility and helping students gain self-discipline. As adults we all know that success in life depends on organizational skills and the ability to manage our time. Homework allows a student to develop these important skills at an early age. Details regarding each grade level's expectations will be provided by individual teachers. Homework is up to the discretion of individual grade level teachers. Reading is an expectation every evening.

LOST AND FOUND

Please label all of your student's belongings with their name in permanent ink. Found items will be placed in the box near the front door. Periodically, items in the box will be donated to charity.

MEDICATION

The school cannot dispense prescription medication unless an official form completed by a physician is on file. These forms are available at the main office. A single dose of non-prescription medication may be given if brought in the original container by the parent/legal guardian and given to the nurse.

OUTDOOR RECESS

Recess is scheduled as part of the regular school day. All children will go out on the playground when they arrive before school, during noon recess, and at other times when their class is scheduled for recess. This time serves as a break for students and gives them a few minutes to expend some energy, socialize, and learn to get along with other children. Children should wear shoes that are practical for playing safely in a variety of settings at school. Please make sure your child is dressed appropriately for the weather. If your child is recovering from an illness and you wish for them to stay in during recess, please send a signed doctor's note to the school nurse.

PLAYGROUND RULES

In the interest of safety and due to the inherent risks of the playground, we actively supervise recreational activities. There are both general playground rules and rules specific to various pieces of equipment. Teachers will review these rules with their students at the beginning of each year, and there will be consequences for poor choices made on the playground. The school assumes no responsibility for equipment brought from home. It is encouraged for to keep equipment at home.

Treat others with respect.

Use appropriate language.

Share and take turns on equipment.

Hands to self-no pushing, pulling, shoving, slapping, hitting.

No tackle or hard contact games.

No rock nor sand throwing.

No climbing trees or breaking tree branches.

Do not play near building windows and doors.
Never leave the playground without permission.

Obtain a pass to enter the restroom. DO NOT go into the hallways.

Stay within sight of the duty teacher(s).

Listen and respond to adults supervising on the playground.

SWINGS

One person per swing.

Swing straight.

No twisting.

No swinging sideways.

No under ducks.

No kicking shoes off.

No twisting of chains to raise swing.

Stop swing to get off - no bailouts.

SLIDES

BARS/OTHER EQUIPMENT

No jumping off platforms/equipment.

TETHERBALL

Two players.

Referee own game.

Last person in line is the referee in dispute.

After three wins, go to end of line.

No climbing poles.

TAG

One person at a time.
Feet first facing forward.
No climbing up the slide.

Soft tag/No rough play
No tag on equipment including woodchip
areas.

THE DUTY TEACHER(S) ARE IN CHARGE ON THE PLAYGROUND

SCHOOL VISITORS

Parents are always welcome and encouraged to visit and observe the classroom setting. We ask that you make arrangements prior to your visit. We protect and treasure our instructional time, so if you would like a conference, please call for an appointment. For the safety of our children, we ask that you check in at the office prior to entering the hallways and wear an identification sticker.

STUDENT SIGN OUT

No student may leave school grounds during school hours without permission from the office. Parents must check students in or out through the office when leaving early, arriving late, or returning from appointments. When checking out, begin at the office and be prepared to show identification. Written permission will be necessary for any other adult to sign your child out. Please keep the principal apprised of any unique custodial arrangements involving your child.

TIMELINES

We will adhere to time lines for both staff and parents/families. Due dates will be followed **without** exceptions. Ample notice will be given, and due dates followed accordingly. The school has guidelines and expectations to follow; we will have to adhere to deadlines. Thank you for your understanding.

VALUABLES/CELL PHONES/ELECTRONICS

Students should not bring or wear valuable items, large amounts of cash or other costly items (tablets, electronic games, etc.) to school. School personnel cannot be responsible for loss or damage to items of this nature, and they are a distraction at school. Students should not bring cell phones to school, but if your student has a cell phone at school it is their personal responsibility. **It must be in their backpack and remain off at all times.** Cell phone **use** is prohibited during school hours including field trips. Cell phones being used at school are confiscated and parents are contacted. Electronics are not permitted at school nor field trips. Dexter School Board Policy outlines the Rights, Responsibilities, and Limitations of Students, and can be found on the district web page at www.dexterdemons.org.



DEXTER CONSOLIDATED SCHOOLS

STUDENT EXCELLENCE

GRADING POLICY

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

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

first day absent are due to be turned in on the first day the student returns to school. Any missed tests/assessments must be scheduled for retake on the first day the student returns to school.

9. If a student or parent believes a failing report card grade is the result of circumstances beyond the student's control, a written appeal form may be completed and submitted to the school office no later than 5 days after that specific grading period. A report card grade appeal hearing will be scheduled within 5 days of receiving the written appeal. The school advisory committee will hear the case and make a decision based on the individual merits of the specific appeal. The final decision will be made at the appeal hearing.
10. An average of two (2) grades per week will be kept in numerical values in the teacher's gradebook for each subject. Average numerical values for the nine (9) weeks will also be recorded in the grade book.
11. Grade reports to the parents are made on an approximate mid-nine and nine (9) week basis; per the current school calendar. Report cards include an explanation of the system of marks used. Before progress reports/report cards are distributed, teachers will explain the grading system to students.

Kindergarten Addendum

12. Kindergarten grading is a direct reflection of a students' mastery of the adopted Common Core State Standards. All Kindergarten standards for the year are listed on the kindergarten report card. If a standard has been met, it will be checked-off on the report card. Kindergarten students will not receive a letter grade.

High School Addendum

13. At the High School level in addition to regular classes, honors, advanced placement, and dual credit courses are offered. Honors and Advanced Placement (AP) classes are those which meet AP guidelines or are articulated feeders to AP courses. They shall be designated as "advanced placement" or "honors" following approval by the High School administration. Dual Credit classes are college level courses offered by colleges or universities with a dual credit agreement in place with the district. Students completing dual credit courses earn both high school and college credit. Per Board Policy, the High School Principal will determine the designation of all classes and apply the appropriate weighting to each course. For a complete list of Honors, Advanced Placement, and Dual Credit courses, please contact the High School Office.
14. To receive full credit, a student must have a passing average for each semester. At all levels, academic grades shall be determined on the basis of academic

achievement. Attitude and behavior shall not be reflected in the academic portion of the report card. Grades may be subject to review by the principal or his/her designee. Semester grades are computed as follows: Each nine (9) weeks counts as forty-five percent (45%) of the total semester grade and the semester exam is ten percent (10 %).