

Dexter High School

P.O. Box 159
(575) 734-5420

Website: www.dexterdemons.org

Facebook: <https://www.facebook.com/groups/16669032111741>

FOUNDATION  FAMILY  FUTURE



Home of the Demons

2023-2024

Student Handbook

Dexter High School Vision Statement

The Dexter Consolidated School District strives for student excellence. Every student will be challenged in an engaging, inspiring, and safe learning environment. Our goal is to prepare every student for the 21st-century workforce.

Mission Statement

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

Board of Education

Andrea McGarrah, President
James Salas, Vice President
Nancy Miles, Secretary
Juanita Segovia, Member
Kellie Cobos, Member

Superintendent

Heather Garner
(575) 734-5420 ext. 310

High School Principal

Debie Dumlao
(575) 734-5420 ext. 710

Dean of Students

Melissa Duran
(575) 734-5420 ext. 711

Welcome!

The administration, faculty, and staff of Dexter High School welcome you, our students and parents! We are excited to work with you throughout your high school experience and to help you become career and college ready. The policies and procedures contained within this handbook have been carefully developed to provide you, the students, with a safe, productive, and supportive educational environment. Dexter High School is ultimately your school. Be proud of it. Be proud to be a student here. Be proud of what you will accomplish here. Respect the building and those individuals within the building. Take advantage of the opportunities available and get involved. Let's work together to make 2023-2024 a great school year!

Student Handbook Disclaimer

The items contained in this handbook are a small part of the many policies and regulations that the board of education has mandated for Dexter High School. This is not meant to be an exhaustive policy book, but it is a snapshot of the procedures, policy, and regulations that most often affect the students of Dexter High School. The full policies are available on the District Website. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted will prevail. Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the parents/guardians or students. It may be amended at any time at the discretion of the School District.

We Look Forward to Having a Great Year!

SCHOOL SPIRIT

SCHOOL COLORS

Blue and White

MASCOT

Blue Demon

ALMA MATER

Rise ye men of Dexter High School, rise ye men today. We'll forever stand beside you. In our hearts you'll stay. Through the darkness we'll be faithful, faithful to our school.

Rise ye men of Dexter High School through eternity. Keep her colors ever floating, sing her praises due. Hail to thee our Dexter High School, hail the white and blue

FIGHT SONG

Cheers, cheers for old Dexter High
We never falter. We never die.
For our school and for our team
We're going forward at Full Steam.
For all the demons, so great and strong
We always sing this victory song.
Our goal reaches to the sky
We're the Demons of Dexter High. Rah!! Rah!!

Dexter Consolidated Schools 2023-2024

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

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

AUGUST				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	Th	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	Th	F
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16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	Th	F
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Report Cards	
13-Oct	19-Apr
12-Jan	31-May

Beginning/Ending Contract Day			
180	Bus Driver	7-Aug	24-May
188	9-Month	1-Aug	24-May
188	Cafeteria	1-Aug	24-May
210	Secretaries	14-Jul	10-Jun
210	Program Director	14-Jul	10-Jun
210	Principal-ES/MS	14-Jul	10-Jun
218	Principal-HS	17-Jul	21-Jun
237	12-Month	3-Jul	28-Jun

4-Jul	District Closed
31-Jul	New Staff Orientation
1-4 Aug	Staff Professional Development Day, No School
7-Aug	Student Orientation to 5:15 pm
8-Aug	First Student Day, K-12
21-Aug	First Student Day, PreK
30-Aug	Student Early Release/District PLC
1-Sep	Mid 1st Quarter
4-Sep	District Closed
14-Sep	Regular Student Day/Parent Conferences 3:15-6:15
15-Sep	Parent/Teacher Conferences, 7:45-11:45, No School
27-Sep	Student Early Release/District PLC
2-Oct	District Closed
6-Oct	End of First Quarter
11-Oct	1st PED Reporting Period
25-Oct	Student Early Release/District PLC
15-Nov	Mid 2nd Quarter
20-24-Nov	District Closed
29-Nov	Student Early Release/District PLC
1-Dec	2nd PED Reporting Period
21-Dec	Student Last Day/End of Second Quarter
22-Dec	Staff Inservice, 9-month staff release at 1:00
25-Dec-5-Jan	District Closed
8-Jan	Staff Professional Development Day, No School
9-Jan	Students Return to Class
15-Jan	District Closed
31-Jan	Student Early Release/District PLC
2-Feb	Mid 3rd Quarter
8-Feb	Regular Student Day/Parent Conferences 3:15-6:15
9-Feb	Parent/Teacher Conferences, 7:45-11:45, No School
14-Feb	3rd PED Reporting Period
19-Feb	District Closed
28-Feb	Student Early Release/District PLC
8-Mar	End of Third Quarter
18-22-Mar	Spring Break, 12-month staff on duty
29-Mar	District Closed
1-Apr	District Closed
12-Apr	Mid 4th Quarter
24-Apr	Student Early Release/District PLC
18-May	High School Graduation
24-May	Last Student Day/End of Fourth Quarter
27-May	District Closed

Board Meetings	
10-Jul	8-Jan
14-Aug	12-Feb
11-Sep	11-Mar
09-Oct	08-Apr
13-Nov	13-May
11-Dec	10-Jun

Pay Dates	
Jul 10/25	Jan 10/25
Aug 10/25	Feb 9/23
Sep 8/25	Mar 8/25
Oct 10/25	Apr 10/25
Nov 10/24	May 10/24
Dec 8/25	Jun 10/25

Teacher Days	
Semester1	97
Semester2	91
Total	188

Student Days	
Semester1	92
Semester2	90
Total	182

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

FEBRUARY				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

MAY				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

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

District Closed	
4-Jul	Independence Day
4-Sep	Labor Day
2-Oct	Fair Day
20-24-Nov	Thanksgiving
25-Dec-5-Jan	Winter Break
15-Jan	Martin Luther King Day
19-Feb	Presidents Day
29-Mar-1-Apr	Easter Break
27-May	Memorial Day

Bell schedule

Teacher Report Time: 7:35 AM		
Student Report Time: 7:45 AM		
School starts promptly at 7:50 AM		
Student Breakfast: 9:20 AM to 9:30 AM		
Student Lunch: 12:45-1:20		

A Day		B Day	
7:45	1st bell	7:45	1st bell
7:50-9:20	1st period	7:50-9:20	2nd period
9:20-9:30	Breakfast	9:20-9:30	Breakfast
9:35-11:05	3rd period	9:35-11:05	4th period
11:10-12:40	5th period	11:10-12:40	6th period
12:45-1:20	Lunch	12:45-1:20	Lunch
1:25-3:00	7th period	1:25-3:00	8th period

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I. ATTENDANCE

A. DISTRICT POLICY

The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

B. STUDENT ABSENCES AND EXCUSES

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 an emergency, such as illness, the parent is expected to telephone the school office within 24 hours of absence. When checking a student out of school the parent/guardian must come to the school and check the student out **in person**. 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. If a doctor's note is not presented to the front office in person or via fax, the absence will be considered unexcused (Emails can not be accepted.) Excuse notes signed by a parent/guardian **MUST** be submitted to the high school office within three (3) days of the student's return to school in order for the absence to be considered excused. A handwritten, parent signed note that is scanned and faxed (FAX number: 575-734-6709) to the Secretary, Mrs. Rebecca Levario, is acceptable.

Students who are 18 years of age and older must still submit excuse notes signed by a parent/guardian .

C. 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 fever. **Strep throat must be treated with antibiotics 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 nurses or doctors instructions.
7. **Covid-19** or symptoms of Covid-19.
Call your child's doctor when any illness worries you.
Call your school nurse if you have any questions about this policy.
Call the school office to report your child's absence due to illness.

D. TRUANCY

In order to support students' attendance and enforce state laws and District policies, the following regulations and procedures will be in effect for the High School:

- A student with 10 or more consecutive absences will be automatically withdrawn from Dexter High School, after receiving 3, 5 or 7 days absent letters.
- If a student is found to be skipping any class period, students will be held to discipline Matrix policy.
- Dexter High School is a closed campus. Students are not to be in the parking lots or off campus without permission. If a student wishes to leave campus, the student must follow the regular checkout procedures to obtain an off-campus pass with the main office. Students will only be allowed to leave campus if a parent or guardian has checked them out through the front office.
- Students who leave the building without following the correct procedure will be processed with a truancy. Students are subject to be searched upon returning to campus. *No exceptions.*

Unexcused Absences by Class Period	21 Class Periods	35 Class Periods	70 Class Periods	70+ Class Periods
Phone call to guardian.	X	X	X	X
Written notice to guardian.		X	X	X
School interventions and strategies.		X	X	X
Referral to CYFD		X	X	X
Parent and student conference with school staff.		X	X	X
Referral to the district attendance office.			X	X
Referral to DA office, Juvenile			X	X

Probation Office, and Income Support.				
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Discipline shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting with an in-school suspension (ISS) plan.

E. NOTICE OF HABITUAL TRUANCY

Upon a student's tenth (10th) unexcused absence or 70th missed class period within a school year, written notice of the habitual truancy shall be given by regular 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. The notice shows the date, time and place for the parent to meet with a district representative to develop intervention strategies focused on keeping the students in school.

Should an additional unexcused absence occur after delivery of a written notice of habitual truancy, the probation services office of a 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 their probation office determines 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.

F. MOVEMENT BETWEEN CLASSES

The time allotted between classes is for the express purpose of changing books/ materials, restroom use and moving directly to the next class. Students are expected to be in their assigned places, prepared to begin the class period, when the tardy bell rings. Students are allotted 5 minutes between classes.

G. TARDINESS

Students are expected to be in class and ready to work when the tardy bell rings. Behavioral consequences will be used to deter tardiness. Tardiness over 10 minutes will be marked as truant and unexcused. Refer to the discipline matrix for further details.

- Teachers will be responsible for tracking tardies and submitting office referrals after a student has 4 tardies.

- Students with 4 or more tardies are subject to disciplinary actions including but not limited to; ISS, lunch detention, student-led truancy Court, and Saturday school.

H. MAKE-UP WORK

Students who are absent from school are responsible for collecting missed assignments on the first day following the absence and submitting make-up work in no more than twice the number of days missed.

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 students return to school and tests that were to have been taken on the first day absent are to be taken on the first day the student returns to school. Students must arrange with the teacher to take any exams after school.

I. WITHDRAWAL FROM SCHOOL

State law requires attendance in school until the student becomes 18 years of age. If a student is considering the possibility of leaving school, he/she should talk with the Dean of Students as soon as possible to discuss options and alternatives to withdrawing from high school. Students who intend to transfer to another school district or other school and entity should consult with the high school office as soon as possible in order to make the necessary arrangements to have the records transferred. Students are responsible for fulfilling all obligations to the school district and for returning all textbooks and school materials. A student withdrawal formula needs to be signed by a parent/ guardian and a withdrawal clearance sheet completed by the student verifying that all obligations have been cleared.

II. DRESS CODE

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

When in judgment of the principal, the students' appearance, mode of dress, and/or cleanliness is distracting and disrupts the educational process, or constitutes a threat to the safety or acceptable standards of sanitation, or does not meet the following regulations the student may be required to make the requested modifications. Anything that can be considered gang-related will be prohibited.

To implement the above, the following apply:

- Shirts and tops must be long enough to conceal the midriff. Shirts and tops must have shoulder straps wider than two fingers widths (at least one inch). Chest area must be adequately covered.

- Pants must fit at the students waist; they must be large enough to be pulled up to the waist and must not sag below the waist. No undergarments may be exposed.
- Shorts and skirts should reach to 5 inches. above the knee cap as measured by a ruler. Jeans with holes and/or tears will follow the same rule. Anything holes/tears above this mark will be subject to change and/or other disciplinary action.
- Tights, leggings, or other hosiery must be accompanied by a top, dress, shorts or skirt that also reaches the 5in. rule.
- Garments determined to be unacceptable because of slogans or artwork, particularly, those that depict drugs, alcohol, tobacco, weapons, or things of an obscene nature are not allowed.
- Outer garments (jackets/coats) that extend below mid-thigh are fingertip length, hats, sunglasses, or similar articles will not be worn in buildings.
- Shoes must be worn at all times.
- Pajama pants and house slippers (shoes) are not permitted.
- Blankets are not permitted to be worn as coats or jackets during school hours.
- Students identified as homeless under the McKinney-Vento Act or migrants under Title I part C, cannot be sent home for dress code violations. These students should be referred to family services for assistance in finding appropriate clothing for school.

On certain occasions, a more stringent dress code may be enforced. For example, shorts will not be acceptable at special events such as graduation, award ceremonies, installations, or other events so determined by the administration and/or activities sponsors. Also, the prom at Dexter High School is a formal occasion and requires special dress attire.

Exceptions for special activities, religious considerations or health considerations may be pre-approved by the administrator. Students who attend or participate in extracurricular activities, such as athletic events are subject to these standards of dress.

III. STUDENT CONDUCT AND DISCIPLINE

A. STUDENTS RIGHTS AND RESPONSIBILITIES

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

B. DISCIPLINE MATRIX

The following are the suggested consequences of school violations. The School and District maintain the right to modify any consequence based on the nature of the specific incident. Any questions should be brought to the school Administrator.



DEXTER HIGH SCHOOL

Discipline Referral Flow Chart

Teacher/Staff Managed Behaviors

Intervention 1: Redirect student. Reteach behavior to meet DHS expectations. Document in Educator's Handbook (EHB).

- | | | | |
|---|--|--|---|
| <ul style="list-style-type: none"> • name calling • distracting others • excessive talking • profanity used in conversation | <ul style="list-style-type: none"> • wrestling • horseplay • pushing/shoving/kicking • moving around the class • running in the hallway • dress code violation | <ul style="list-style-type: none"> • not completing classwork • not following directions • non-compliance • sleeping • misuse of technology | <ul style="list-style-type: none"> • throwing food • PDA • cell phone use w/o permission |
|---|--|--|---|

Intervention 2: Re-teach and privately discuss behavior reviewing DHS expectations. Contact parents and document in EHB.

Intervention 3: Contact parents to set up conference. Document in EHB and minor referral (include info of previous interventions). Document outcome of conference.

Office Managed Behaviors

Intervention 4: Remain Calm. Call office/send student to the office. Complete office referral in EHB.

- | | | | |
|--|--|---|--|
| <ul style="list-style-type: none"> • racial taunting • fighting/physical aggression • hitting, pushing, shoving with intent to do harm • skipping class, hiding in other classes or restroom | <ul style="list-style-type: none"> • leaving school grounds without permission or checking out • vandalism of school property • vandalism of others property • major theft (items of high value) | <ul style="list-style-type: none"> • threat, bullying, intimidation • verbal/written threats of aggression against another person • cell phone use with unauthorized photos • recording fight • possession, distribution of profane material | <ul style="list-style-type: none"> • possession of weapons: guns, knives, bullets, tasers, pepper spray • possession of vapes, tobacco, drugs or alcohol • possession of medication without prior authorization |
|--|--|---|--|

While in the office, administration will conference with student.

While in the office, administration determines and assigns consequences according to policy.

DEXTER HIGH SCHOOL

The following are the suggested consequences of school violations. The school and district maintain the right to modify any consequences based on the nature of the specific incident. Any questions should be brought to the school Principal.

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
TARDY (not being in class when the bell rings)	TARDIES #1-3, sign into the front office and proceed to class.	TARDY #4, sign into the office with 1-day lunch detention. Teacher will write referral in EHB.	TARDIES #5-7, 3-days lunch detention. Tardies #8-9, 3-days ISS. Tardy 10 and beyond, Saturday School or extended ISS time, and parent conference.
MISC. CLASSROOM.SCHOOL VIOLATION (disrespectful behavior, inappropriate language, etc.)	Conference with Dean, student will write an apology letter to the adult and 1-day lunch detention. If necessary, student will report to ISS for the remainder of the class period.	Parent conference, student letter, remainder of the class in ISS, plus one full school day in ISS.	Saturday School or extended ISS time, parent conference and behavior contract.
ELECTRONIC DEVICES	Device can be picked up in the front office after 3:00 pm. If there is a confrontation with the device, student will report to ISS for the remainder of the class period.	A parent/assigned guardian can pick up the device after 3:00 pm. If there is a confrontation with the device, student will report to ISS for the remainder of the class period.	Student may no longer have their device on campus. Parent may pick up the phone at the end of the school day. If there is a confrontation with the device, student will report to ISS for the remainder of the class period.
DRUG, ALCOHOL, TOBACCO, AND VAPE (including paraphernalia)	Police referral and 5-days suspension. Student will report to ISS until parent pick-up.	Police referral and 10-days suspension. Student will report to ISS until parent pick-up.	Police referral, No Use Contract and or request for permanent expulsion from Dexter Schools depending on the drug/alcohol present.
BULLYING OR HARASSMENT OF STUDENTS OR TEACHERS (including cyber/social media behavior during school hours or school events).	Parent conference, 1-3 days lunch detention...depending on the incident.	Parent conference, 1-3 days ISS, depending on the incident.	Parent contact and 3-days suspension or possible police referral with suspension or possible long-term suspension.

FIGHTING	5-day suspension and possible police referral.	10-day suspension and possible police referral.	Police referral and request for long term expulsion from Dexter Schools.
WEAPONS (not limited to guns, gun likeness, knives, pepper spray, stun guns, tasers, etc.).	Police referral and 5-days suspension, confiscation of item, possible long term suspension depending on if the educational process was disrupted.	Police referral and 10-days suspension, confiscation of item, possible long term suspension depending on if the educational process was disrupted.	Police referral, confiscation of item, automatic long term or expulsion from Dexter Schools. A hearing is required with the superintendent.
DRESS CODE (details on pg. 11).	Student may correct and return to class. If a student cannot correct the matter, the student will report to ISS until the action can be corrected.	Student can correct and 1-day lunch detention. If the student cannot correct the matter, the student will report to ISS until the action can be corrected.	Student can correct and 3-days lunch detention or 1 day Saturday School. If the student cannot correct the matter, the student will report to ISS until the action can be corrected. Parent contact for further due diligence.
TRUANCY	Parent contact and 2-days lunch detention.	Parent contact and 1-day Saturday School.	Parent contact, 3-days ISS and attendance contract.
VANDALISM OR THEFT OF SCHOOL PROPERTY	Parent contact, possible police referral, 3-days ISS, and student must reimburse for the cost to replace.	Parent contact, possible police referral, 5-days ISS, and student must reimburse for the cost to replace.	Parent contact, police referral, 3-days suspension, request for long term suspension, and student must reimburse for the cost to replace.
LEAVING CAMPUS FOR LUNCH	2-day lunch detention	3-days lunch detention and parent contact	3+ occurrences will result in Saturday School or 3-days ISS and parent contact

C. PROHIBITED BEHAVIOR/ACTIVITIES

Dexter High School is dedicated to providing a learning and working environment free from discrimination. This policy addresses protection for students against discrimination and harassment and from harassing or expressing discrimination against others. All students are expected to treat their peers, supervisors, faculty, administrators, staff, board members, and members of the greater community in a manner that reflects equality and respect. Students and or staff may report discrimination to the high school principal and all reports will be recorded and action will be taken.

Students shall not engage in improper behavior, including but not limited to the following:

- Students will not engage in any public display of affection (PDA) other than holding hands.
- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the board.
- Bullying, hazing and intimidation are inappropriate in all cases and will not be tolerated on campus or at school activities. No student has the right to make another feel uncomfortable, either verbally or physically. No student has the right to make fun of another for any reason. Cyber-bullying (use of the internet to threaten, tease or intimidate others) is not acceptable. Students may not tease other students when the teasing causes others to be uncomfortable. Students are to report such actions to an administrator, academic advisor or security person immediately. Students who bully, intimidate or attempt to intimidate or participate in hazing activities are subject to ISS or suspension.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance over their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Violation of District rules and regulations.

- Engaging in any conduct constituting a breach of any federal, state, or city of law or duly adopted policy of the Board.
- Has a record of excessive absenteeism.
- Carrying or possessing a weapon on school premises. (see section III, D Weapons)

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Reasonableness of use of physical force in self-defense, defense of others, a defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or others or to preserve property at risk.

Local law enforcement shall be notified by the administration regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat or death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for the individual schools.

D. PERMISSIBLE PENALTIES

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal Warning
- Written warning
- Written notification to parents
- Phone call to Parents/Guardians from Teacher/ Administrator
- In school suspension
- Lunch detention with Teacher
- Lunch detention with Administration
- Suspension from transportation

- Suspension from athletic participation
- Suspension from social/ extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- Community service
- Suspension
- Long-term suspension
- Expulsion

Depending upon the nature of the violation, student discipline may be progressive, i.e generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

E. STUDENT DISCIPLINARY PROCEEDING

Any teacher, administrator, board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

F. TOBACCO/VAPE PEN USE BY STUDENTS

The possession or use of tobacco/ vape products is prohibited in the following locations:

- School grounds
- School buildings
- School functions
- School parking lots
- Student vehicles
- School playing fields
- School buses and other District vehicles
- Off-campus school-sponsored events

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco/ vape or similar products may include, but are not

limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

G. WEAPONS IN SCHOOL

- I. No student shall carry or possess a weapon or simulated weapon on school premises without authorization by the school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the district.
- II. This policy shall not preclude the possession, custody or use of weapons for legitimate purposes related to established job functions or in the furtherance of approved educational programs or goals so long as the School Superintendent is advised of such purpose and approved such possession, custody or use of limited purpose.
- III. Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer.
- IV. A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than (1) year, suspended for a period of not less than (1) year, or expelled and not be readmitted within a (1) year, if ever. The Superintendent may modify the (1) year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purpose of this policy

Weapon means any of the following:

- A firearm
- A knife
- A destructive device

- A dangerous instrument

A simulated weapon means it is an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that is designed to or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- Any combination of parts that could be readily accessible to form a firearm

Destructive device means:

- Any device other than a firearm that is designed to, or maybe readily converted to expel a projectile by any means of propulsion; such as, a BB/ pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

A dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes. This includes: but not limited to school-sponsored events (athletic games, competitions, music competitions etc...) that are held away from district property.

H. DRUG/ALCOHOL POLICY

The non-medical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property or at school events is prohibited. Non-medical is defined as “ a purpose other than the prevention, treatment, or cure of an illness or disabling condition” consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property inside and be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For the purposes of this policy, “drugs” shall include, but not limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to board policy.
- Hallucinogenic substances.
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. Students who plan to participate in extracurricular activities, please see the District board policy on drug testing. This can be found on the district website.

I. SECRET SOCIETY/GANG ACTIVITY

For the purpose of District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others
- Claim a territory or area
- Have a name
- Have rivals/ enemies
- Exhibit antisocial behavior-often associated with a crime or a threat to the community

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/ or educational objectives.
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, over gesture, or threat of violence.
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/ or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

J. SEXUAL HARASSMENT

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

Examples of physical harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; padding, 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 are rumors; notes, letters or graffiti; pressure to go out on a date; or whistles, cat calls, rude noises.

Examples of non verbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures/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 parent(s) of the alleged victim may receive a recommendation to report to local law enforcement authorities for record. School officials can determine appropriate and necessary disciplinary action.

The procedure for reporting claims of sexual harassment will be for the student to report the details surrounding the incident to a school official. An investigation of the claims of sexual harassment will be conducted by school officials and dealt with accordingly.

K. SEARCH AND SEIZURE

School property assigned to a student and a student's persons property, while under the authority of the public schools are subject to search, and items found are subject to seizure.

Seizure of items: Illegal items and legal items that threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process, may be seized by authorized persons.

Seized items shall be released to appropriate authorities, a student's parent or returned to the student when and if the administrative authority deems appropriate.

In the instance that a police interview is requested:

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by a Children, Youth, and Family Department worker or a peace officer.

Except in child abuse and abandonment situations, should a peace officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish for the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be requested to complete and sign a "Form for signature of arresting officer." School personnel shall make every reasonable effort to make sure parents have been notified that you see that has been taken into custody. The personnel of the district should cooperate fully with the police.

For more information on District policy, please see the District website.

L. ELECTRONIC DEVICES (not limited to cell phones, tablets, earbuds, etc...)

- A. Cell phones, tablets and ear buds are allowed in the building as long as they are not visible and turned off. Vibrate or silent are not considered off.
- B. Cell phones and ear buds may be used before school, at breakfast, at lunch, between passing periods, and after school.
 - 1. First offense: electronic devices will be confiscated and returned back to the student after 3:00 pm.
 - 2. Second offense: electronic devices will be confiscated and returned back to the parent or legal guardian after 3:00 pm.
 - 3. Third offense: electronic devices will be confiscated and returned back to the parent or legal guardian. The student will not be allowed to bring the electronic devices for the remainder of the school year.
 - 4. Repeated offenses can result in short term suspension.
- C. CLASSROOM COLLECTION: Each teacher has been provided with an electronic device cubby. Students are responsible for placing their electronic device in their assigned cubby for the duration of the class

period. Devices will be returned to the students before the end of the class period. If students are not in compliance, devices will be confiscated and sent to the office.

D. Dexter Schools, and its likeness, will not be held responsible for lost, stolen, or damaged electronic devices. Personal non-school issued devices will be brought at your own risk and expense.

Beginning 2022-2023 school year, grades 6-12 will be following this procedure.

IV. ACADEMICS

A. PARENT-TEACHER PROTOCOL

Dexter High School prides itself in welcoming parent participation and involvement. Our teachers and administration communicate often to keep parents informed of school events and procedures. Because our primary concern is of the well-being and education of our students, the Dexter High School staff is committed to open, honest communication. Despite our very best efforts, questions and concerns do arise. In efforts to resolve matters quickly and effectively, we ask that parents/guardians first contact a teacher before involving school administration. In addition to the two district scheduled parent-teacher conferences, parents may request additional conferences with staff if concerns arise.

B. PARENT PORTAL

Parents may access their child's grades through the Parent Portal. Parents will need to submit a form with a valid email to the front office in order to access the Parent Portal, forms can be found in the high school front office. Parents may contact the front office (713) if they need additional assistance.

C. CHANGE OF ADDRESS AND TRANSFERS

When moving from one address to another within the district, the parent/guardian must come into the High School office to complete a change of address form. At this time, one proof of residency will be required.

When transferring to another school district, the parent/guardian must come into the High School office and complete a transfer form. Changing a bus route can take up to five business days to process.

Transcripts of grades will be forwarded to the students' new school provided the student has fulfilled all responsibilities; return all textbooks, materials, and equipment; and pay any outstanding fines and obligations.

D. GRADUATION REQUIREMENTS

Students are expected to make reasonable progress towards graduation. Students who do not complete class requirements to receive credit, or who attend so sporadically that they cannot keep up, will have the graduation plans reviewed. Students who DO NOT meet all state requirements for graduation WILL NOT be permitted to participate in the graduation ceremony.

Students shall have the opportunity to take honors or AP courses, dual credit courses and distance learning courses. Seniors may request to attend school partial days with the permission of the Principal, Dean of Students, and parent/guardian. Students must have adequate credits to graduate. Any new subjects offered will be assigned a rating according to the criteria or as set by the Principal after syllabus review.

For the 2024 graduating Cohort and beyond, NMPED has allowed school districts to develop Local Demonstration of Competency (LDC) Requirements. For this reason, every 12th grade student will be required to be enrolled in and pass the Capstone Seminar class in order to show competency in mathematics, reading, writing, science, and social studies.

E. TESTING REQUIREMENTS

New Mexico has specific testing requirements to be met before a student can graduate. The New Mexico Public Education Department sets these requirements, and are subject to change from year to year. For more information regarding specific testing requirements for high school students, schedule an appointment with the Principal, Dean of Students or visit NMPED's website: <https://webnew.ped.state.nm.us/>

F. STUDENT EXCELLENCE

Dexter High School has high expectations for ALL students. The following guidelines are to ensure autonomy for all.

- Students at all grade levels are expected to complete assignments/assessments on time!
- In order to receive credit for the course, the semester grade must be no lower than 60%.
- Per teacher policy, students may choose to redo assignments/assessments that received a grade lower than 60% to improve their overall grade.
- Students must follow teachers' policy regarding late work.
- Semester tests are not eligible for redo. Students will not be permitted to take exams early.
- Missing or incomplete assignments/assessments will result in a 0 (zero) in the gradebook until work is completed and submitted. Once work is complete and submitted, the grade

will be changed accordingly. Students who participate in sports will get a 0 (zero) for the work they have missed, however they will not be penalized once work is submitted within the allotted time frame.

- Missing or incomplete assignments/assessments at the end of the nine-weeks will result in an F (failing) for the assignment. Students must follow classroom teachers policy regarding missing/incomplete assignments/assessments. Students will not be permitted to make up any coursework for any previous 9-week grading period unless permission is given by the Principal.
- High School semester grades will be figured as follows: 1st nine week period= 40%, 2nd nine week period= 40%, semester summative assessment = 20%.
- MAKE-UP WORK: Students who are absent from school are responsible for collecting missed assignments on the first day following the absence and submitting make-up work in no more than twice the number of days missed. 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 students return to school and tests that were to have been taken on the first day absent are to be taken on the first day the student returns to school. Students must arrange with the teacher to take any exams after school.
- If a student or parent believes a failing report card grade is a result of circumstances beyond the students control, a written appeal may be completed and submitted to the school Principal no later than 5 days after that specific grading period. A report card grade appeal hearing will be scheduled within 5 days of receiving their 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.

G. ACADEMIC ELIGIBILITY

A student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.

Cumulative provision:

1. The cumulative provision may be applied only at the beginning of a semester.
2. Students have the opportunity to gain or lose eligibility at semester.
3. Students have the opportunity to gain eligibility at first and third nine-weeks grading periods.

Additional regulations of the New Mexico Activities Association, the (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.

Weighted Courses:

1.05

Accounting
Applied Agriculture
Gifted 09
Interactive Math I Honors
Honors Biology
Honors General Science
Pre-AP LA 9
Spanish II
Enrichment 9
Diesel Mechanics II
CAS 151 -Basic Computer Skills II
All Honors Classes

1.10

Agriculture Leadership and Communication
Anatomy/Physiology
Gifted10
Interactive Math II Honors
Interactive Math III Honors
Interactive Math IV Honors
Pre-AP LA 10
Spanish III/IV
Enrichment 10
CAS 263 – Microsoft Word
CAS 263L-Microsoft Word Lab
CAS 274 – Microsoft Excel
ACCT 201 – Accounting I
NURS 240/241 – Nutrition
DFT 211 – Computer Aided Drafting
All other Pre-AP Classes

1.15

Advanced Biology
Intermediate Algebra
/College Algebra Class
AP Anatomy/Physiology
AP Language Arts
AP Physics
AP Spanish Language
AP Spanish Literature
AP Statistics
Trigonometry/Calculus-
College Class
Gifted 11 and 12
Honor LA 11/College Class
Honors LA 12/College Class
Enrichment 11/12
All other AP Classes

Any subject transferred from another school that does not correspond with a subject offered at Dexter will be assigned a 1.0 rating.

Core dual enrollment classes will be weighted.

Elective dual enrollment classes will be weighted according to the following criteria:

- 100 level college electives will receive a 1.0 weighting.
- Any 100 level college elective that requires a pre-requisite will receive a 1.05 weighting.
- 200 level college electives will receive a 1.10 weighting.
- The syllabus for elective college coursework will be reviewed by the principal to determine if weighting changes commensurate to difficulty are warranted.

Any new subject offered will be assigned a rating according to the criteria or as set by the Principal after syllabus review.

Concurrent enrollment courses in the core area taken outside of high school will need pre-approval from the Principal who will determine weighting. All college course syllabuses will be compared to the district curriculum to determine weighting.

H. VALEDICTORIAN AND SALUTATORIAN

Each year, one senior will be honored with the title of Valedictorian and one senior will be honored with the title of Salutatorian upon completion of their academic course requirements for graduation. The following guidelines will be used to determine the awards:

1. A student must have attended and completed the entire senior year at Dexter High School.

2. The student having the highest combined weighted and non-weighted cumulative GPA using accredited high school classes and grades will be proclaimed Valedictorian and the second highest Salutatorian. Both students will deliver their administratively approved address as part of the graduation ceremony.
3. Include December graduates in the final semester class rankings and ceremony.

I. SCHOLARSHIP LETTER AWARDS

Students who maintain a 3.5 GPA or above with no grade below a 2.0 GPA each grading period throughout the year will be awarded a letter in Scholarship.

Highest honor medallion award of 4.0 or higher cumulative GPA will be awarded at the 4.0 banquet during the springtime of the current academic year.

J. HONOR GRADUATES

Students who are graduating with a cumulative average of a 3.5 GPA or above.

K. FINAL EXAMS

Students are required to take semester/final exams at the time designated. Failure to take semester exams at designated time will result in a zero for exam grade. Students and parents should avoid scheduling vacations/trips/appointments during testing times.

L. ACADEMIC INTEGRITY

Dexter High School strives to produce graduates who will be responsible and productive members of our society. Our learner outcomes include the demonstration of inquiry, communication, collaboration, creativity and respect for themselves, the school, and the community. Our school objective is to achieve these learner outcomes through honesty, trust, and integrity.

Cheating Defined:

Cheating is defined as “ tak[ing] credit for work by any dishonest means or assist[ing] another in doing so. Some examples of cheating include, but are not limited to, lying to obtain an academic advantage; copying from another's exam or assignment... taking or receiving copies of an exam without the permission of [teacher]; and using notes or other information devices inappropriate to the test conditions” Source www.oxy.edu

Plagiarism Defined:

Plagiarism is defined as- a student taking another person's ideas or exact words and language and uses it for their own work without giving credit to the original source. Even after rewriting it in the students' own words ,the original ideas must be cited in a reference, unless it is common knowledge, which is something known by most people. More commonly, plagiarism is when students copy sentences from another person's paper and submit it as their own work or words and/ or when students copy an assignment from the internet or other sources that are not their own.

The Offenses and Consequences:

When students engage in academic dishonesty such as cheating or plagiarism, it will result in disciplinary actions. It is up to the school community to enforce honesty and to validate the hard work achieved by students. The severity of a violation depends on the degree of premeditation, calculation, and the potential impact of the act on the students' or others' grades. Please see the Discipline Matrix.

Disclaimer: This policy may not encompass all acts and plagiarism. In the event that a violation occurs that does not clearly fit into levels 1,2, or 3 as defined in the above policy, teacher discretion per administrative approval may be used. All acts of plagiarism will be addressed on an individual basis. If the student feels falsely accused, the student may appeal to the Principal within 5-days of the incident.

M. 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.

Acceptable use- Each user must:

- Use the Educational Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the district's code of conduct.

- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

Personal Responsibility:

I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for free and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network Etiquette:

I am expected to abide by the generally acceptable rules of network etiquette therefore I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the system by others.

Observe the following considerations:

- Strive to use correct spelling and make messages easy to understand
- Use short and descriptive titles for articles
- Post only to known groups or persons
- Be brief

Services:

The School District specifically denies any responsibility for the accuracy of information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the (EIS) is used and bears the risk of reliance on the information obtained.

Dexter Consolidated Schools will monitor the online activities of the minors and will provide for educating minors about online behavior, including; interacting with other individuals on social networking websites, and in chat rooms, and cyber bullying awareness and response.

Students and parents are on notice that students may be subject to discipline for social computing, including; social computing that occurs off-campus or during non-school hours where such communications disrupt the school environment.

N. SPECIAL EDUCATION

1. The Individualized Educational Plan (IEP) committee shall be responsible for determining placement in regular or special education classes.
2. Dexter High School will comply with graduation requirements for students with disabilities as outlined in 6 NMAC 3.2.9.18.9.

O. LOCKERS

Each student shall be assigned a locker and a lock for personal use only. Personal combinations shall not be given to other persons, as it will compromise individual security. Students shall notify the office if a problem exists with the locker or lock. However, due to Covid-19 lockers are currently unavailable.

For the 2023-2024 school year, locker usage is under review during this publication.

NOTICE: Lockers and locks are provided by the school as a convenience for the student. Any locker that cannot be accessed is subject to having the lock removed by school personnel. As school property they may be subject to periodic inspection to protect the health and safety of building occupants. The school will not accept responsibility for theft or losses from lockers. Valuable items such as jewelry, collectibles, money, etc. should not be left in lockers at any time. If a student fails to maintain a locker according to school policy, the student will lose locker privileges

V. SPECIAL PROGRAMS

A. GUIDANCE SERVICES

The primary aim of the Dean of Students is to assist students in planning and preparing for their future whether it is college degree oriented, certification oriented for a highly skilled job requiring further education, or preparation for immediate employment right after high school.

Students are encouraged to consult with the Dean of Students when making important decisions about high school classes, dual-enrollment classes, work-related activities, college entrance applications, certification programs, or anything else related to their preparation for college or career.

Counseling services are available as needed through our Social Worker.

B. LIBRARY

The library is a very important tool for educational development. It is a place for study and can function effectively only if a learning atmosphere is maintained. Students whose behavior does not meet expected standards will lose library privileges.

The library will be open from 7:45 a.m. until 3:30 p.m. and students are encouraged to use it when they have work to do or want to read. Students assume the responsibility of returning books on time. Fees will be charged at 5 cents per day for every day the book is overdue. Students will also be charged for any book lost or damaged. Library privileges will be suspended until overdue materials are returned and fines are paid. As a courtesy, students are given a 1 day grace period before the fine is charged for overdue materials.

Computers are available in the library for use by students during lunch hour, before and after school. Rules for usage must be observed.

Every effort is made to adjust library services to individual needs without depriving other students of their needs and rights. This requires a cooperative attitude and a sense of responsibility on the part of their students and staff.

Students will follow all rules of the library or will lose their privileges.

Textbook Usage and Responsibilities- All students will be responsible for all textbooks issued or checked out to them and may take them home. Each teacher or librarian will maintain a record of the same. The student must pay fines for damaged and lost books before a new book can be issued.

Lost or Damaged Instructional Materials- The District may withhold the grades, diploma, and transcripts of all students responsible for damage or loss of instructional materials until the parent, guardian, or student has paid for the damage. When a parent, guardian, or student is unable to pay for damages, the District shall work with the individuals to develop an alternative program for payment.

Book lost or damaged	Amount of fine
Replacement of book	Full cost of replacement
Damaged but usable	½ cost of replacement

C. HEALTH SERVICES

Health Care is available to all students. A nurse is in the district to offer and 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 for the child to understand why they are taking the medicine and when to take it.
4. **All medicines must be in their original containers**, labeled with the students name and the correct dose in 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 their original container and with all the required information.
5. The school nurse should be notified by the student or parent of any and all medicines being taken at school.
6. Keeping medication at the school is in an accommodation to the student, and the district is not responsible for a loss or damage resulting from theft.
7. Please see the complete school policy for more details. 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.

D. CAFETERIA SERVICES

Dexter Consolidated Schools participates in the National School Lunch Program. This program is a federally funded program that provides a nutritious free breakfast and lunch to all students. The cafeteria offers extra snacks/ treats for students to purchase if they choose.

Students are expected to conduct themselves properly while in and going to the cafeteria. Walk to the cafeteria in a normal manner and do not hurry to beat others. No student will be allowed to cut in line. Students are expected to refrain from boisterous activities while in the cafeteria.

Dexter High School is a CLOSED campus. Students are not allowed to leave campus during lunch. All students are to remain on campus at all times unless checked out by a parent or legal guardian. Students may get a tray in the lunch line or bring their lunch.

Other lunch prices are as follows:

Adult Breakfast - \$2.00

Adult Lunch - \$4.00

Non-Staff Lunch - \$6.00

NOTE: Parents may deliver lunch to their child, but must be delivered to the High School's front office with the child's name on the package. Refrain from handing packages to your child through car doors, meet up places in the parking lot, the sidewalk, or in the middle of the street. This is for the safety of your child, and all students that attend Dexter Schools.

E. AUTOMOBILE TRANSPORTATION

Driving to school is a privilege, not a right. The school district does provide bus transportation. Failure to comply with established rules and laws may result in the suspension of driving privileges. The following school rules and state law regulations must be enforced:

School Rules:

- Upon arriving at school, the vehicle is to be locked and left parked in the side parking area until the end of the school day. Vehicles in all approved school parking areas are subject to all school regulations/policies regarding search and seizure as described in section VI of this handbook. If a vehicle needs to be re-entered or moved during school hours, the office must grant prior permission. Students are not to sit in or on vehicles during school hours, and are not to be loitering in the parking areas.
- Students may not use their vehicles to leave campus during the lunch period. The owner and driver of the vehicle share responsibility for all passengers in or on the vehicle.
- The owner and driver of the vehicle share responsibility for any and all actions arising from possession and/or use of the vehicle. The school district is not liable for any damages to or caused by the vehicle. Students are encouraged to ride the school bus transportation provided by the district at no cost. Students choosing to drive and/or ride in privately owned vehicles do so totally at their own risk.
- The owner and driver of the vehicle are jointly responsible for ensuring the vehicle is operated in a safe and conservative manner. Any episode of reckless operation of a vehicle may result in suspension of driving privileges. Any episode of reckless operation of a vehicle in an established school zone limit will result in suspension of driving privileges.
- A review of parking permits for the 23-24 school year was taking place during the publication of the handbook.

State Regulations:

1. All vehicles must meet appropriate state regulations regarding:
 - 1) Insurance
 - 2) Registration
 - 3) Equipment
 - 4) Valid Operator License

2. Students must Park in designated student parking areas only.

VI. STUDENT ACTIVITIES AND HONORS

A. ACTIVITIES CALENDAR

The activity calendar is kept in the office, once it is available. For after school activities, facilities should be scheduled through the Athletic Director (734- 5420 ext. 723). Generally, activities are scheduled by the faculty member who sponsors the activity rather than students.

B. ACTIVITY TICKET

Activity tickets/ passes can be purchased through the high school office. Activity season passes are available to DHS students for \$25 students or \$3 a game/ \$25 senior citizens or \$3 a game/ \$40 adults or \$5 a game/ \$90 family/ \$50 staff family/ALL STAFF is free. They are good for all regular-season athletic events throughout the year. JV games are \$1 students and \$3 adults.

C. NATIONAL HONOR SOCIETY

The National Honor Society recognizes students who are outstanding in academics, leadership, character, and service. Induction occurs during the fall of the sophomore, junior, or senior year. Being a member of the National Honor Society is a tremendous honor. There are several requirements that are expected of all members: (1) participation in chapter meetings and activities, (2) continued cumulative GPA of 3.7, (3) 20 hours of community service aside from school, and (4) \$10.00 membership dues. I encourage you to fill out the candidate information form. No more than two missed meetings will be excused.

D. PROM

Participation in the Junior-Senior prom is to be limited to the regularly enrolled Juniors or Seniors and their dates. Middle school students are not eligible to attend prom. Admission is by invitation only. Guests who ARE NOT Dexter High School students must be under the age of 21, pre-approved and must come to the dance with his/her date in order to be admitted. All school

policies will be strictly enforced for both students and their guests. Sponsors will consist of faculty and administration. Security will be our duty at all times during prom. Students are not permitted to loiter outside the building. NO GUEST OR STUDENT may re-enter once he or she leaves.

VII. SPECTATOR AT SCHOOL-SPONSORED EVENTS

It is the desire of the Board of Education that spectators at school sponsored events reflect the attitudes of good conduct and sportsmanship fostered throughout the school system. We feel that attitudes of good sportsmanship and mutual respect should be displayed at all times toward fellow participants whether their visitors, employees, or home fans. We realize that with non-students we have limited remedies to unacceptable conduct, whereas the options for students and school employees are many.

The Board of Education therefore addresses the two groups separately for remedial purposes:

A. SPECTATORS NOT DIRECTLY UNDER DISTRICT SUPERVISION

Should an adult, fan or spectator exhibit unacceptable behavior at any school-sponsored event, that individual may be required to immediately leave the event. Necessary force may be applied, including the assistance of law enforcement personnel if required, to remove the offender from school property. A letter outlining the purported conduct will be mailed to the person in question. The letter will invite that person to a meeting with the Board and discuss why he/she should not be barred from further attendance at school events. Should the individual decline to appear, then the Board would have just cause to exclude this person from further attendance.

B. STUDENTS

Misconduct at school sponsored events can result in the student being removed from school property, using whatever force and/or law enforcement assistance required. A meeting will be set with the Principal, at which time the student will be confronted with specific charges.

Disciplinary actions will be taken as appropriate to the severity of the infraction. The individual may be barred from participating in and/or attending extracurricular activities. As with other cases of disciplinary action, the Board of Education may assign penalties as deemed appropriate.

VIII. TITLE IX POLICY

The board of education for the Dexter Consolidated Schools finds that the Dexter Consolidated Schools must provide equivalence of benefits and all its boys and girls athletics, academics, and training programs as required by Title IX of the Education Amendments of 1972 (20 U.S.C 1681 et seq., which prohibits discrimination on the basis of gender by educational institutes that receives federal funds directly or indirectly. The Board further acknowledges that the school

district must undertake a continuous evaluation of its compliance with Title IX, and that the school district must therefore take care to maintain a balance in the benefits provided by the boys and girls programs.

To promote compliance with Title IX, it is the Board's purpose through this policy to help maintain the overall equivalence of opportunity for male and female students and employees to participate in athletic programs, academic programs, and training within the School District.

IX. VISITORS IN SCHOOLS

Parents/Guardians are welcome to visit school at any time, but must check in at the high school office immediately upon arrival at school, in order to ensure the activities of the class will not be impaired by the presence of a visitor. Normally, only testing times are inappropriate for parental visits. During testing days, Dexter High School is a closed campus to all visitors. We strongly encourage you to refrain from checking your child out early on testing days.

Students are not to invite other guests, friends, etc. to school, however, students may have a guest in the cafeteria with prior administrative approval. All guests visiting during lunch will be required to check in at the high school office, BEFORE entering the cafeteria.

X. NOTICE RIGHTS UNDER FERPA

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

- (1) The right to inspect and review the students education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate School official) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request Amendment of the students education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Dexter Consolidated Schools to amend a record that they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the pair of eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or attempts to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The district classifies the following as Directory Information: students name, parents name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, diploma and awards received, students photograph, and the most previous school attended by the student. School officials may release this information to any person without the consent of the parent. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Principal of the school where the records are kept by September 15th. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 15th, information designated above will be classified as Directory Information until the beginning of the next school year. Students who enroll after September 15th will have two weeks to notify the Principle of their objection to the release of Directory Information.
- (5) Copies of the complete FERPA Policy adopted by the District may be obtained from the superintendent's office or from the Principal's office of each School within the District.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administrators FERPA are:

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

XI. RELIGION IN SCHOOLS

The Board recognizes that religion has played an undeniable role in the formation of the world's peoples, its civilizations, the foundation of our country, and the lives of its citizens. The place of religion in our society should be recognized as an important one.

At the same time, under the Constitution of the United States, our school may neither actively sponsor nor interfere with religion.

The proper role of religion in the public schools is in its educational value in the study of subjects such as History, Literature, and Art, and in non-religious recognition of the place of religion in society. In that capacity, and when appropriate within the curriculum, the subject of religion can provide a basis for schools that teach our children about various belief systems, and their current and historical impact on human culture. The non-religious study of Religion also provides a basis for the schools to play a vital role in instilling understanding, tolerance and mutual respect among people of different backgrounds.

The Superintendent shall issue an administrative directive implementing this policy.

XII. BOARD POLICIES

If you have any questions/concerns, please visit the schools website for detailed information on board policy.

XIII. CONCLUSION

This handbook serves as a means to direct activities of Dexter High School toward establishment and maintenance of a quality learning environment. While any document of this type cannot expect to include every possible scenario, this one will hopefully provide a sense of understanding among students ,staff, administrators, Board of Education members and the community. The document may be changed as necessary, with revisions taking precedence over the materials contained herein. Students are encouraged to make their needs known and to suggest changes to the handbook, as deemed appropriate, by members of the student council.

Situations/ Issues/ Items not specifically covered in the handbook are left to the discretion of school administrators.

HAVE A GREAT SCHOOL YEAR!

Student/Parent Acknowledgment Form

Parents of Dexter High School,

We ask that you review the Parent/Student handbook carefully. Please return this form to your child's first period teacher or the front office. A form should be filled out for each child for his/her record.

Student's Name (please print): _____ Grade: _____

Please review the items below with your child, and sign where indicated. By signing below, parents and students confirm that they have read and fully understand the Dexter High school Student Handbook and understand that violating any policies of DHS may result in disciplinary action. By signing below, parents and students also acknowledge that they agree and will abide by the school's policies and procedures in letter and spirit.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____