

DEXTER MIDDLE SCHOOL

**STAFF
POLICIES
&
GUIDELINES**



Revised July 2023

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DMS STAFF POLICIES AND PROCEDURES

ABSENCES (STAFF)

Refer to Dexter Consolidated Schools Board Policy Manual regarding staff absences.

ACCESS TO STUDENT PERSONAL RECORDS

The following stated position personnel of the Dexter Consolidated Schools have access to student personal records:

- Superintendent and Principals
- Special Education Teachers
- Current Special Program Teacher
- Current Regular Classroom Teacher
- Counselor
- Special Education Coordinator
- Special Education Secretary
- High School Secretaries
- Audiologist
- Occupational Therapist/COTA
- Physical Therapist
- Speech and Language Pathologist
- Contract/Staff, Psychologist and Diagnostician
- Nurse
- Other ancillary personnel currently providing service
- Instructional/Clerical Assistants
- Personnel of State and Federal Government monitoring agencies
- Other recognized technical assistance advisors

ACCIDENTS/ILLNESS (STUDENT)

If the injury or illness is severe and life threatening, 911 must be called immediately and the principal informed of the situation as soon as possible. If the injury needs the immediate attention of the nurse, contact the middle school office. A written injury/accident report must be turned into the high school office as soon as possible after incident (*Injury/accident forms are located in the high school office*).

ACCIDENTS/ILLNESS (STAFF)

Notify the office immediately if you have been injured on the job. Complete the appropriate forms and return them to our office the day of the accident if at all possible.

ACTIVITY ACCOUNT

Each teacher or program will be allowed to establish an activity account where money from fund raising activities can be deposited and purchase orders can be secured to spend the money. You must have money before you can spend it. All money raised for any school purpose must go through the schoolbooks. Purchase orders must be obtained prior to purchasing. All money that is made by the organization/club will be placed into a specific activity account which may only be used by that specific organization/club. (*Refer to student handbook section IX student activities – E. fundraising*)

AUDITORIUM

All activities to be held in the Miller Auditorium must be scheduled and cleared with the Activities/Athletic Director and the Principal. Food or drinks are not allowed in the auditorium. Students will not be allowed in the auditorium without adult supervision.

BOARD POLICY

The board policy manual can be accessed by going to the public folder – faculty – board policy

CAFETERIA SERVICES

Staff must pay, daily, for their tray if they choose to eat in the cafeteria. No charge accounts are permitted.

CALENDAR OF EVENTS

School events and programs will be scheduled on a master calendar maintained by the Activities/Athletic Director. The principal will coordinate and schedule all middle school activities.

CHECK OUT PROCEDURES

Staff leaving during the school day, except during their lunch period must notify the office and sign out in the office. When leaving for the day before 3:30 p.m., a leave request must be submitted in absence management (formerly ASEOP).

CHILD ABUSE AND NEGLECT

Any school employee is mandated by state law and school board policy to immediately report known or suspected child abuse, neglect or starvation to the New Mexico Department of Social Services. The employee may report to the principal, the school nurse or school counselor, but has the right to report directly to the police department or social services. The principal should be notified if a report is made by staff.

CREDIT UNION

School employees are eligible to join the Chaves County School Employees Credit Union.

CUSTODIAL SUPPLIES

Notify your building custodian if you need custodial supplies. Students are not allowed in the custodian rooms.

DRESS CODE—STAFF

In order to facilitate understanding and consistent practice regarding employee dress and grooming, the following administrative procedure is adopted:

It is the intent of the Dexter Board of Education for all employees to be neat and modest in their dress and grooming. All staff, professional and classified, will be expected to lead by example in dress and grooming. Staff will not wear shorts, but female members may wear capris (short pants) that are mid-calf or below. Capris that are mid-calf or above are considered shorts and are not acceptable.

Beginning in the 2023-2024 school year, Dexter will be moving to a professional dress code. Professional dress includes slacks, dress pants, polo shirts, blouses, button up tops, skirts and dresses. On Mondays, school building staff may wear jeans with a college or post-secondary shirt. A post-secondary shirt could include a shirt depicting a branch of the military or a local employer such as Leprino, AirSale, Krumland, etc. Fridays all staff may wear jeans with a Dexter shirt or Dexter colors to convey school spirit. Jeans may not be ripped or otherwise disruptive to the educational process. Please note colored jeans (red, black, etc.) are still considered jeans and can only be worn on Mondays at the school buildings and on Fridays district wide. The Board of Education reserves the right at any time during the year to revert back to no jeans if the above criteria is not adhered to by staff.

Staff members with questions regarding appropriate dress or grooming should consult their building principal or immediate supervisor prior to wearing the questionable attire. This policy is to be adhered to on all contract days unless announced otherwise by the administration. Administration will have authority to authorize additional jean days as they deem appropriate.

DISCIPLINE

Refer to the Student Handbook regarding discipline. All students sent to the office for disciplinary reasons must have a referral with them.

DUPLICATING

There is a copy machine available for school use in the designated work areas. If there is a problem with the machines, please inform the office as soon as possible so repair work can be scheduled. Personal copies or copies for organizations outside the school may be paid for in the office.

DUTIES

All staff members will be assigned duties as appropriate leaving a 30-minute duty free lunch. When a duty is assigned, the staff member is responsible for being at the designated place on time, and must remain on duty for the scheduled time. **Teachers are not to be out of their classroom while students are present except in case of dire emergency.** In emergency situations, another staff member must be asked to watch the absent teacher's students. **Students are not to be left alone in the classroom at any time without supervision.**

EQUIPMENT AND FURNITURE

The principal will assign equipment and furniture. Each staff member is responsible for the furniture and equipment assigned to his/her classroom/individual. Equipment or furniture may not be loaned or removed from school property without prior permission from the principal. New purchases will be requested through the principal.

FIELD TRIPS

All students must have an equal opportunity to participate in field trips. Field trips at the Middle School can be classified into two types— curriculum related field trips and incentive field

trips. Curriculum related field trips are for all students and must provide a positive learning experience. In addition during the school year, there may also be an incentive field trip. These field trips are for students who meet a certain set of requirements established by the teacher. Requirements for incentive field trips will be approved by the Principal and provided to both students and parents in advance of the field trip. When students leave campus, it must be approved by the principal and placed on the master calendar. The teacher then needs to submit a form requesting leave for the day, marking “absent from duty in charge of students.” An “Activity Trip Ticket” must be completed if a vehicle is needed. The principal and activity director must sign it. An approved driver will be assigned by the activity director. The teacher is responsible for all arrangements and payments. Parents will always be notified when students will be leaving the campus, and Emergency Medical Forms must be taken on every trip. The teacher must have a list of students on each trip so roll can be called and the information will be readily available in an emergency situation. If special arrangements are necessary for handicapped students, the principal will assist.

FIRE DRILLS

In compliance with state law, fire drills will be held at least once a week at the beginning of the year and once a month thereafter. Teachers will drill their students on emergency exits the first day of school and on a regular basis. All available exits will be discussed including a meeting place in case a student is separated from the group. The teacher must have a readily available list to take any time the fire alarm rings so roll can be called. The list must be available to substitutes. Fire exits will be marked with a sign in each room. The teacher will lead students out of the classroom and designate a student to turn out the lights and shut the door when all have exited.

FIRST AID

The staff can administer minor first aid. Each teacher will have supplies for minor first aid. Replacement supplies are available from the nurse. However, the school nurse is available for injuries or illnesses. In case of a life-threatening situation, the staff member must call 911. If for some reason the nurse cannot be reached, do not move the student. Contact the office and we will get help. Parents will always be contacted in a serious situation.

FLAG ETIQUETTE

Dexter students are encouraged to follow these guidelines for paying respect to state and national flags. (Note: Students have the right to choose not to participate. Should a student choose to exercise this right, he/she should do so in a respectful manner.)

New Mexico—The New Mexico pledge should be recited while standing at attention facing the New Mexico Flag. The official salute is: *I salute the flag of the State of New Mexico, the Zia symbol of perfect friendship among united cultures.*

United States—The Pledge of Allegiance should be recited daily while standing at attention facing the U.S. flag with the right hand over the heart. The Pledge of Allegiance is: *I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands, one nation under God, indivisible with liberty and justice for all.*

The Star Spangled Banner is designated as the U.S. National Anthem. During the National Anthem, persons should stand at attention facing the U.S. flag with their hand over their heart. If the U.S. flag is not displayed, everyone should face toward the music and act as if the flag were displayed there.

FUND RAISING

The activity director must approve all fund raising. Staff will request permission from the principal first and then complete the form that will be signed by the principal, sent to the activities director and then returned to the teacher marked approved or not approved. All funds must be deposited into a school account and accessed through a purchase order system. School organizations may earn money for activities and events through fund raising projects. Students will have input regarding fundraising projects as well as how funds raised will be spent. Guidelines to raise funds are as follows:

- a. Activity or project events will be proposed by the organization and approved by the head sponsor.
- b. The number of fund raising projects will be determined by the organization's anticipated costs. Fund raising projects will include time, dates, location, and specific fundraising activity.
- c. The Activities Director will maintain a master calendar of fund raiser and other

special functions to insure there is no conflicts with the Master Calendar in the main office, which shall be reviewed before granting permission for any activity.

- d. The Head Sponsor must receive clearance for the event from the Activities Director and Principal.
- e. A designated student and a minimum of one adult sponsor must count, receipt, and deposit all fundraising money on the date it was received.
- f. Monies collected must be turned into the secretary by the end of the school day and deposited within 24 hours or one banking day.
- g. No activity account shall be permitted to incur a deficit cash balance. Emergency/temporary situations may be allowed with prior approval of principal or designee. Under no circumstances shall a fund remain in a deficit balance at the end of the fiscal year (June 30).
- h. An internal control structure is in place to safeguard the assets and promote reliability of the activity financial reports.

(Refer to student handbook section IX student activities – E. fundraising)

GRADES

Teachers must grade student assignments in a timely manner. A minimum of two grades per week (as stated in board policy) are required. Each Monday, detailed progress reports are sent home to parents and as such, teachers should strive to keep their gradebooks up-to-date.

GUIDANCE AND COUNSELING

Counseling services are available for all Middle School students. See the principal for student referrals.

HOMEWORK/MAKE-UP WORK

Homework will be assigned as deemed appropriate by the teacher. Students needing to make up work may be required to do so at home. When students are absent, they will be given a day for each day they were absent to make up work. Students who have been suspended (ISS and OSS) from school will be allowed to make up work, given a day for each day they were absent.

IN-SERVICE

Teachers are required to attend all in-service days. Please do not plan medical appointments, etc. on in-service days. If it is necessary to miss

an in-service day, permission must be granted in advance by the principal.

KEYS

Keys are issued to staff so that each person is able to gain access to the areas necessary to do their job. If your keys are lost, please notify the office at once. Duplicates are to be issued only through the office. It is never permissible to have keys duplicated or to loan them to anyone. Keys will be turned in at the end of each school year. Staff may request through the principal to keep their keys for summer use.

LAMINATING MACHINES

Any item that needs to be laminated can be submitted to the office. Typically, expect a 24 hour turn-around.

LESSON PLANS

Weekly lesson plans are to be prepared by all teachers and submitted via PlanBookEDU by 8:00 AM on Monday morning. Lesson plans will be a focal point during weekly PLC meetings.

LIBRARY/MEDIA CENTER

Any class may be scheduled for library time. **The teacher must accompany the class to the library and be responsible for the class at all times.** Student and professional materials are available for checkout.

LOST AND FOUND

There will be a Lost and Found box in the Middle School lobby. Please encourage students to recover items from this box.

MAIL

Each staff member will have a mailbox in the Middle School building. Boxes need to be checked frequently, preferably daily. Mail to other buildings may be placed in the mail organizer located in the office. Outgoing mail will be taken to the Administration Office on a daily basis. This is for school related mail only.

MAINTENANCE

If you have a repair job that needs attention, please complete a maintenance request through School Dude located on the school website. If it is an emergency notify the office immediately.

MEDICATION AT SCHOOL

The school nurse must be consulted concerning utilization of procedures and records for dispensing medication at school. Medication will be dispensed only according to policy and the district shall not be liable as the final responsibility lies with the parent and student. If a student shows up with medication, take the student and medication to the nurse.

MOVIE POLICY

Movies that are shown in the classroom must be tied to the curriculum being taught. It is a good practice to notify parents anytime a movie is shown. If a movie is part of the school library, then it is deemed acceptable to show in the classroom. If a movie is not part of the school library, then prior approval of the Principal must be made, as well as parent permission forms obtained before showing the movie. Lights must be left on during movies or anytime students are in the classroom.

NURSE

The school nurse will be available every day. Please exercise discretion in sending students to the nurse. If it is an emergency, send for the nurse and send another person to the office for help. Do not leave the student alone.

BREAKFAST BREAK

Breakfast is free to all students. Teachers will be rotated for a duty to help supervise students in the cafeteria during breakfast first thing in the mornings.

PARAPROFESSIONAL STAFF

Each paraprofessional will be given classroom assignments and other duties by their supervisor. Certified staff will be responsible for lesson planning, making copies, doing bulletin boards, and reporting grades. The paraprofessional may be assigned to several classrooms but will be responsible for carrying out duties in the manner assigned by the supervisor.

PARENT/TEACHER CONFERENCES

Teachers are encouraged to keep in close contact with all parents. Conferences to discuss progress will be held on two days. All instructional employees are expected to be present at these conferences. There are interpreters available if you need translation assistance.

PHONE FOR STUDENT USE

A phone is available in the main office for student use. Students may use the phone before school, after school and at lunch. In case of emergency, office personnel may allow phone use at any time. Students who are ill must report to the school nurse **before** a call is made to the parents. **The calls must be regarding school business. If phone call is a long distance call, students will be required to place a call collect.** Phones located in individual classrooms are for teacher use only. Students are not allowed to use classroom phones.

PRIVACY ACT—STUDENT RIGHTS

See Dexter School Board Policy Manual (FERPA)

STUDENT ASSISTANCE TEAM (SAT)

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

STUDENT RECORDS

Permanent records including test scores are kept in the main office and are accessible at all times to school personnel who work with the student. These files are confidential records. Any person who has access to records must sign before viewing the files and sign in the individual file. These records may not be removed from the main office.

SECRETARY

The secretaries' first responsibility is to the administrative office work. They are always available to assist staff when possible. Feel free to ask questions.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in any form. Any form of sexual harassment must be reported immediately to the principal.

STUDENT POLICY

Student policy is based on School Board Regulations governed by the School Board Policy manual and the Student Handbook. A current Board Policy Manual is located in the Public Folder and a Student Handbook will be issued to each staff member at the beginning of the school year. A Student Handbook will be given to each student. Both the Board Policy and the Student Handbook are also posted on the school website.

SUBSTITUTE TEACHERS

Please let the principal know as soon as possible if you will be absent. The absence must also be entered into the absence management system at the time of absence (or before if possible). Teachers are to keep a current substitute folder including class roll, schedule, (reading lab, special education classes, etc.), and current lesson plans. An “emergency” assignment must be submitted to the front office prior to the end of the first week of school each year.

SUPPLIES

Supplies are kept in the storeroom in the main office. Notify the office if you need supplies. Also, teachers will be asked at the end of each school year what supplies they will need for the upcoming school year. Requests can be turned into the office for purchase.

STAFF LOUNGES

All staff lounges are open to all staff members of the school system. No students will be allowed in the lounges at any time. It is the staff’s responsibility to keep the lounges orderly. Custodians will sweep floors, dust, and clean bathrooms and sinks. They will not do dishes or keep the refrigerator clean.

STAFF WORK DAY

The contract workday is from 7:35 a.m. to 3:15 p.m. with a 30-minute duty free lunch. Staff may leave the school grounds during their lunch period but must check out through the office when leaving the grounds at any other time during duty hours.

TECHNOLOGY

The DMS technology committee members will be the first contact for all technology matters. All technology planning, ordering, maintenance, repair, software selection, etc. will be in

cooperation with the technology coordinator. Ongoing training will be provided for all staff and any assistance needed is readily available.

TEXTBOOKS

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

VISITORS

Parents are welcome and encouraged to visit the school and to participate in their child’s education. They are advised to make arrangements with teachers in advance to ensure that students will be in their classroom and will not be taking tests or engaged in other activities not conducive to visitation. All other visitors must have either the permission of the teacher or principal and sign in at the office before visiting. Visitors will be issued a visitor pass which they must wear at all times while on campus. Students not enrolled in our district will not be allowed to spend the day on campus.