

Dexter[®]

2023-2024 Student & Family Handbook



Table of Contents

Table of Contents	2
General Information	8
Dexter History	8
Dexter Purpose Statement	9
Dexter Vision	9
Dexter Mission Statement	9
Moral and Ethical Foundation	9
Professional Memberships and Accreditation	9
Notice of Nondiscriminatory Policy	11
Parental Responsibilities	11
Parental Involvement	11
Parent Investment	12
Homework Supervision	12
School Readiness	13
Parent Responsiveness and Investment	13
Required Forms	14
Student Emergency Contact Information	14
Record Request	14
Parent/Guardian Background Check Consent	15
Field Trip and Activity Form	15
Medication Authorization Form (MAF)	15
Court Orders	15
Homework	15
Summer and Holiday Homework	16
Attendance	16
Attendance for Final Grade/Course Credit	16
Official Time-Taking for Attendance	17
Documentation After an Absence	17
Doctor’s Note After Absence	18
Family Vacation Affecting Attendance	18
Notice of Absences	18
Tardy/Late Policy	18
Parents and Guardians	19
Dress Code	19

Student Dress Code	19
Skirts and dresses	20
Shorts and skorts	20
Footwear	20
Additional clothing requirements	20
Hair	21
Headwear	21
Glasses	21
Makeup	21
Piercings	21
Tattoos	21
Labeling	21
Personal Hygiene	22
Hygiene Packs	22
Student Technology and Chromebooks	22
Bathrooms	22
Names	22
Pronouns	23
Re-Enrollment Process	23
Parent & Family Involvement	23
General Information	23
Field Trips	23
Social Media	24
Academic Calendar and School Day	25
Academic Calendar	25
Parent/Guardian Escort for Arrival and Dismissal	27
Early Arrival	27
Late Pickup	27
School Closures/Delayed Openings	27
School Supplies	28
Food Policy	28
Food and Drink in Classrooms and Hallways	28
School Breakfast and Lunches	28
Food Allergy Management	29
Nut Policy	29
Junk Food Policy	29
Birthday Policy	30
Animals/Pets in School	30

Vehicle Use on Campus	30
Visitor Sign-In/Sign-Out	30
Recess	30
After-School Programs	31
Open-Door Policy	31
Visitor Policy	31
Health and Wellness	31
Keeping Your Sick Student at Home	31
Pink Eye (conjunctivitis)	32
Body Lice	33
Head Lice	33
Bed Bugs	33
Scarlet Fever	34
Ringworm	34
Medical Policies	35
Asthma Policy	35
Seasonal Allergies Policy	35
Guidelines for Bringing Medicine to School	36
Asthma Inhalers and Auto-Injectors (such as EpiPens)	37
Diabetes Management at School	37
Field Trips	38
Sample Medications	38
End of Year Medication Collection	38
First Aid / CPR / AED	38
Medical Care	38
Vaccinations	39
Health Screening	39
Spinal Screening Program	40
Academics	40
Curriculum	41
Electives	41
Sexual Education	42
Dexter Upper School Course Requirements (9th-12th Grade)	42
For more information about High School requirements please visit the Dexter High School Academic Policies & Procedures.	43
Dexter Middle School Requirements (6th-8th Grade)	43
Dexter Lower School Requirements (3rd-5th Grade)	43
National Anthem and Pledge	44

School Reports	44
Student-Teacher Ratio	44
Parent-Teacher Conferences	44
Grade Advancements and Holdovers	45
Class Changes	45
Private Tutoring	45
Student Aides/Shadows	45
Communication	45
Graduation	46
High School Examination Options	46
Honors	46
Transcripts	46
School Culture	47
Behavioral Expectations	47
Dexter Ethos	47
Respecting Diversity	48
Academic Integrity	49
Student Discipline	49
Dexter Code of Conduct	50
Prohibited Items	54
Bag Search	56
Staff and Student Interaction	56
Detention	58
Suspensions and Expulsions	58
Suspensions	58
Expulsions	59
Violence and Aggression	60
Anti-Harassment, Anti-Discrimination, and Anti-Bullying Policy	60
Harassment, Discrimination, and Bullying	60
Preventing Harassment, Discrimination, and Bullying	61
Reporting Harassment, Discrimination, and Bullying	61
Suspension and Expulsion	61
No Retaliation	61
Texas Department of Family and Protective Services	62
Privacy Policy	62
What We Collect	62
Use of Personal Information	62
Child Privacy Policy and Parental Consent Statement	62

Sharing of Personal Information	63
Information Choices and Changes	64
Financial Information	64
Current Tuition Rates (2022-2023 school year)	64
Sibling Discount	65
Military Discount	65
Max Discount Per Student	65
Monthly Payments	65
Convenient Online Enrollment	65
Payment Plan Account Withdrawals	66
Payments with Insufficient Funds	66
Late Payments	66
Change in Payment Date	67
Late Enrollment	67
Other Payments	67
Refund of Tuition and Fees	67
Financial Aid	68
Tuition Assistance Scholarship Policy	68
Student Technology, Internet Safety, & Social Media Acceptable Use Policy	69
Electronics at School	69
Gaming	70
Online Behavior	70
VPNs (Virtual Private Networks)	71
Online Behavior Outside of School Hours	71
Be Safe	71
Be Appropriate	71
Be Responsible	72
Keeping Our School Community Safe	72
Cyberbullying	73
Miscellaneous Policies	74
Fundraising	74
Gifts to Staff	74
Lost and Found	74
Personal Items	74
Requests for Specific Teachers	75
Potty Training and Diapers	75
Public School Admittance	76

General Information

The *Dexter Student and Family Handbook* consolidates Dexter's policies and procedures in one central location. It sets out the expectations we have of Dexter families and is intended to provide information to help you acclimate quickly and smoothly to the Dexter school and culture.

Parental understanding and support of the policies and procedures contained within this handbook contributes enormously to the maintenance of the values, norms, and culture that we revere at Dexter. We ask parents and guardians to study the Handbook in its entirety and review the contents with their children, discussing the philosophy, policies, and procedures contained within, as is appropriate to their age. Each student is expected to be familiar with the Handbook contents.

Dexter reserves the right to amend any of its academic policies and procedures in order to uphold the School's philosophy and objectives. Revisions will be made as needed to the online document, that can be accessed via our website at any time.

Dexter parents are responsible for their student's actions and for their use of all the resources the school provides, including facilities, property, and all Dexter-managed technology. We require that each family acknowledge receipt and acceptance of the policies in this Handbook.

Dexter History

Dexter was founded in 2017 by a group of scientists and engineers on a mission to inspire a generation of artists, scientists, and engineers. The school began as a supplemental and after school program focused on STEM (Science, Technology, Engineering, and Mathematics) by offering free workshops and programs to local students. The program grew from these free workshops to stand-alone courses and a partnership with the local school district. A small campus was acquired in 2018 and served as a proof of concept for a more comprehensive education program.

Dexter continued to develop curriculum, staff, technical infrastructure, and organizational structure in preparation for the launch of the full-time Dexter School in August of 2019. A cohort of 26 students joined the program and engaged in a full-time education that included a strong focus on core knowledge, project-based learning, small group tutoring, and direct instruction led by practitioners. A diverse group of students joined that included private, public, and homeschooled students. An emphasis placed on social and emotional learning led to a strong culture that has formed the bedrock for future students.

In the Fall of 2020, a new campus was acquired to allow for additional expansion and growth. The former Fain Presbyterian Church, our current campus, offers 31,000 square-foot of

classrooms, recreation space, a cafeteria, and more. It is serving as a beacon for education, community development, and intellectual growth.

Dexter Purpose Statement

We believe that education is a great equalizing force and a key to a healthy society. Our purpose is to provide a transformative education to students that will empower them to actively participate in society at large. We also seek to exemplify and promote the project and inquiry-based learning as well as constructivist learning and teaching principles. Dexter is founded on a belief in American exceptionalism and adheres to the concepts, principles, and beliefs enshrined in its founding documents and ideals.

Dexter Vision

The vision of Dexter provides students with a challenging, neoclassical learning environment to inspire joy at the prospect of discovery, and foster a culture of innovation based on ethical behavior and the shared interests of humanity.

Dexter Mission Statement

The mission of Dexter is to hyper-focus on acquiring and building basic, universal, core knowledge within our students. Through a rigorous curriculum, we will equip students with problem-solving skills that will enable them to become tomorrow's leading citizens: engineers, scientists, artists, and entrepreneurs. Small class sizes, high teacher-to-student ratios, and lessons that balance classical education with modern technology provide the structure and space for students to develop the discipline, diligence, and attention to detail necessary for lives of productivity, creativity, and lifelong learning.

Moral and Ethical Foundation

Dexter believes there must be a core basis for morals and ethics in education just as there was in founding our country. As stated in our purpose statement, Dexter is founded on a belief in American exceptionalism and adheres to the concepts, principles, and beliefs enshrined in its founding documents and discourse. The moral and ethical foundation of Dexter is firmly rooted in these same principles.

Professional Memberships and Accreditation

Dexter is accredited through Cognia with NCA CASI, NWAC and SACS CASI; and is recognized by the Texas Private School Accreditation Commission (TEPSAC); and therefore recognized with the Texas Education Agency (TEA). Dexter also has a memorandum of understanding with

Midwestern State University to partner in dual credit courses, along with an authorization to offer and administer AP College Board exams and courses.

Admissions Policy

Dexter seeks to know its applicants and families as well as possible to make decisions that are in the best interests of the applicants. Dexter is committed to a diverse and well-rounded student body.

Among the factors considered for entrance to Dexter are character, interests, ability, record of achievement, parent and student commitment to learning, available space, and the ability of the school to serve the individual needs of the student.

Admissions at Dexter are open year-round. We offer enrollment as space is available, but we do things a little differently. We believe that a safe and productive environment for students is the starting point for a great educational experience. This informs our admissions process. We also believe that your children should have the opportunity to give Dexter a try, so we offer something that other schools do not, we offer a "Shadow Day". Below is the process for admissions to Dexter.

STEP 1:

Campus Tour - schedule a tour with us, come in and we will take you on a tour guided by our Principal to see if Dexter is a good fit for your family. You will see the halls of Dexter, the auditorium, cafeteria, playground, sanctuary and campus grounds where the students learn, grow and play. You will meet some of our team and obtain more information.

STEP 2:

Shadow Day - your student will be invited to live a day in the life as a Dexter student. They'll be scheduled to come in and partnered with a student buddy for a day, go to class and meet new friends. Along the way our educators will evaluate how they treat others around them as well as how they perform in a classroom setting. Are they kind? Are they respectful? Are they passionate about learning?

STEP 3:

Enrollment Decision - The Campus Administrators will review your student's shadow day evaluations to determine if they will receive an invitation to enroll. Our primary responsibility is to ensure that every new Dexter student will be a productive and kind member of our school community. You will be notified by email if your student is invited to enroll.

Dexter reserves the right to deny admission to any student whose conduct or progress demonstrates disharmony with the school's standards and policies.

Notice of Nondiscriminatory Policy

Dexter admits students of any race, color, sex, nationality and ethnic origin and accords to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Dexter does not discriminate on the basis of these factors in the administration of its educational policies, financial aid, athletic program, or any other school-administered programs.

Parental Responsibilities

Parental Involvement

Ongoing research shows that family engagement in schools improves student achievement, reduces absenteeism, and restores parents' confidence in their children's education. Students with involved parents or other caregivers earn higher grades and test scores, have better social skills, and show improved behavior. As a Dexter parent it's crucial that you stay deeply involved by asking about what your student is learning and practicing at Dexter.

As part of your child's enrollment, you must thoroughly read this Handbook and agree to abide by all of the policies and values contained within it. These policies and values work together to ensure Dexter's successful school model.

As a Dexter parent or guardian, I agree to take *action* to succeed in the following ways:

- I will teach, model, and live by the Dexter values every day. I will inspire my student to love learning and strive to be exemplary.
- I will ensure that my student is meeting all the learning objectives set by their teacher.
- I will ensure my student comes to school well-presented and ready to learn every day.
- I will notify the school of an absence no later than 9:00 am on the day of the absence.
- I will ensure that I am aware of my student's whereabouts and actions after they are dismissed from school. I will reinforce that they are accountable for their actions even outside of school.
- I will ensure that my student observes the *Dexter Ethos*, upholds the highest levels of academic integrity, and follows guidelines for expected behavior.
- I will regularly and carefully read all information provided by Dexter, sent in any media format, including emails.
- I will respond to all non-emergency school communications as soon as reasonably possible, and any urgent communications immediately.

- I will provide all the necessary information for Dexter to provide a safe environment for my student including, but not limited to, medical documents, contact information, and any necessary updates.
- I will work with Dexter to provide my student with all of the support they need to be successful, including giving my consent for specialized evaluations services if required.
- I will ensure that my student completes and turns in all assignments (including reading assignments) on time. This includes actively checking my student's progress.
- I will be an active member of my school community. I will interact with Dexter staff frequently and contact my student's facilitator before problems arise.
- I will attend all required family meetings and academic events.
- I will treat all members of the Dexter team with respect.
- I will not actively sow discord among the Dexter community.
- I will abide by the *Dexter Student Technology, Internet Safety, and Social Media Acceptable Use Policy*, and ensure that my student does the same.
- I will abide by the *Dexter Student & Family Handbook* in its current and future forms. It is my responsibility to keep up to date with the handbook by frequently checking for updated versions at www.dexterschool.org/downloads.

I agree to follow these steps to ensure success. I understand that these school policies are essential to the success of my student. I acknowledge that Dexter reserves the right to dismiss families from Dexter for any reason, including but not limited to, breaches of good character, breaches of this policy, or when Dexter feels the family is not a good fit for the school.

Parent Investment

Your student(s) cannot achieve their greatest potential without you. As a parent, you play a critical role in setting your student up for success. It is your responsibility to ensure that your student is prepared for school each day and that coursework completion is a priority at home. You must also engage in respectful, timely, and responsive communication with school staff to create a strong foundation to support your student. As a parent, you commit to meeting the following expectations:

Homework Supervision

You make homework completion and reading a priority at home. Your child completes all regular and vacation homework. Effective homework advances a child's understanding and knowledge, and factors into whether a student is ready to advance to the next level. Homework assignments help develop the self-discipline and time-management skills that are critical for success in college, where almost all work is done outside of class.

School Readiness

Your child attends school regularly and arrives on time and well-presented. Your child has no unexcused absences, tardies, or suspensions. Your child acts responsibly at school and while in transit to and from school.

Students miss so much learning when they aren't in school. Each day is full and being even a few minutes late can impact your student's progress. Disruptive behavior takes away from important learning time as well. Understanding the importance of being on time and embodying the *Dexter Ethos* will help students succeed long after they leave Dexter. Together, we are helping them become responsible and productive citizens.

Parent Responsiveness and Investment

Dexter expects parents to regularly check the Parent Portal through FACTS and assist us in helping enforce deadlines. Please check your student's tasks regularly and follow up on any past due items that may need additional support from you, or from the teaching team.

At Dexter, we encourage self-management. This includes time management. Students know our expectations and are expected to be timely when attending classes. Students will be flagged on the system each time they are late for group instruction and parents will also receive a notification.

We ask that parents and guardians respond to all communications (including meeting requests) from your child's teachers, or school staff as soon as reasonably possible - just as you can expect us to respond to your requests in a timely manner. We ask that you complete requests (such as submitting required forms) by the stated deadline. You attend all required school events and meetings, such as Student Forums. You **read the *DexterWeekly* newsletter** to stay aware of announcements and school events, along with checking the Parent Portal on FACTS regularly. You are respectful when interacting with your child's teachers, or any school staff, just as we are respectful to you.

Good communication between school staff and parents and guardians is essential. When issues arise, it is important they are addressed at the moment to ensure that students are getting the support, reinforcement, or congratulations they need for progress. Second, our community is built on respect. Even if you don't agree with something happening at school, discussing it from a place of respect allows for progress. Some meetings are required when information is best delivered in person with the opportunity to ask and respond to questions.

If you have any questions or concerns that cannot be answered by your student's teacher, please reach out to a member of the school's leadership team. We can be contacted by phone at 940-613-0123 or by email at info@dexterlearning.com. Please do not contact us via social media - Dexter's social media page or personal staff social media accounts.

Availability of Dexter Staff

Dexter staff will make every reasonable effort to be available to parents or guardians for general questions and support. If there is an issue that may take more time or attention to resolve, the parent or guardian should email info@dexterlearning.com. The issue will then be addressed through email, phone, or a meeting will be set up. This protocol is established to ensure that staff remain available to the greater student body throughout the school day.

Additionally, the nature of the Dexter environment requires a great deal of trust from parents and guardians. Students need a degree of autonomy and independence on campus. We encourage parents and guardians to voice their concerns; however, it is necessary for them to trust Dexter to handle concerns on campus without excessive parent/guardian entanglement or involvement.

Required Forms

Most of the information we need to ensure the health and safety of your student is collected electronically through the *Student Registration & Enrollment Agreement*. It is imperative that you notify the School Office of any changes to this information as soon as they occur.

Student Emergency Contact Information

Parents submit emergency contact information during the enrollment and re-enrollment process. If there are any major changes in your child's health and/or medication procedures, or any changes in phone numbers, please advise the School Office, or email info@dexterlearning.com. Please ensure that you keep this information up-to-date at all times. In an emergency, every attempt will be made to reach the parent, however, if the parent cannot be reached, the alternate contact person listed in the Emergency Contact section of the *Student Registration & Enrollment Agreement* will be called.

Record Request

Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school must notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies must immediately notify each school, including private primary schools, when a report of a missing child is received. Texas Code of Criminal Procedure §§63.019 through 63.022.

Parent/Guardian Background Check Consent

To ensure the wellbeing and safety of our students on campus, Dexter reserves the right to run background checks on the parents and guardians of Dexter students. By enrolling, you consent to Dexter running a background check.

Field Trip and Activity Form

Our students participate in numerous field trips and activities throughout the school year, and you are asked to sign one form consenting to your child's participation in all off-campus activities, including field trips. This form is contained within the electronic *Student Registration & Enrollment Agreement*. This applies to all field trips within 50 miles of our campus. Any trips further afield will require a separate permission slip, and you may also be asked to complete additional consent forms for certain types of field trips.

Please review the DexterWeekly newsletter and other communications to learn about scheduled field trips for your child.

Medication Authorization Form (MAF)

If your child needs to take any prescription or over-the-counter medication during the school day, including for asthma or allergies, you must bring the properly packaged and labeled medication to school and submit a MAF each year. The MAF must be completed by a doctor and include their license number.

Court Orders

If applicable, we ask that you submit any court orders relating to the custody and/or safety of your student to the school. It is critical that you provide our staff with these any time a court order is updated.

Homework

We believe in homework at Dexter. Effective homework is work that advances a child's understanding and knowledge. Homework is critical for different reasons at different ages. In middle school, homework is crucial for preparing for upcoming lessons. Students read texts and solve problems that provide necessary information for future learning. Students need to experience learning as an independent act and plan for both long-term projects and quick turnaround assignments to develop a robust set of time-management skills.

Students must not only read often but also write on a regular basis. By writing about a variety of topics and in various styles, students strengthen their skills and find their own voices. Homework is preparation for more rigorous high school coursework.

Even with students' growth in responsibility and independence, it is still your responsibility to ensure that your child completes all homework assignments on time. You can help support the development of your student's study habits, which will be critical for college admission.

The amount of student homework will depend upon their grade level and how productive they are during the Dexwork (independent work) time allocated to them each day. Facilitators may also assign a reasonable amount of homework over a weekend if it pertains to working on long-term projects that require additional out-of-class effort, studying math facts or vocabulary, or reading a class novel or independent reading book. Students will have access to the school library and are expected to read at least four independent reading books per month.

It is your responsibility to ensure that your child completes all homework assignments on time. Satisfactory completion of homework is one of the components we evaluate in assessing a student's overall performance.

Summer and Holiday Homework

During school breaks, students can lose the gains they made during the school year. To combat this, we offer Summer Terms and/or Summer Camps. We encourage parents to take advantage of this opportunity to keep their students academically motivated and prepared to move to the next level when school resumes.

Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences. Two important attendance policies are addressed below.

Attendance for Final Grade/Course Credit

To receive credit or a final grade in a class, a student must attend the class, in-person, at least 90 percent of the days it is offered each semester. Each semester, a student has 9 absences that will be excused. A student who attends fewer than 90 percent of the days (missing more than 9 days of school) will be subjected to attendance review which will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. Additionally, a gradebook average of less than 80 percent will trigger an expectation that the student make up days and school work outside of normal school hours.

To determine whether there were extenuating circumstances for any absences, the attendance review will use the following guidelines:

- If makeup work is completed, absences will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- Absences incurred due to the student's participation in school-approved extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences
- The committee will consider whether the student or student's parent had any control over the absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and discuss ways to earn or regain credit or a final grade. A parent or guardian must be present for the attendance committee results meeting.

Official Time-Taking for Attendance

The campus will take official attendance every day at 8:00 a.m. and 1:00 p.m. All parents of students who are absent during this time, and have not notified the office of the absence, will be called. A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation After an Absence

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note. A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. The campus will document in its attendance records whether the absence is excused or unexcused.

Doctor's Note After Absence

Within 3 days of returning to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Should the student develop a questionable pattern of absences, the principal may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Family Vacation Affecting Attendance

Should a student's family take a family vacation during the school year that affects attendance, a parent is required to submit a written note with the dates of travel **at least five days** before the student leaves. With the appropriate time to prepare, teachers can supply the student with the course material that will be missed. The student is solely responsible to complete the assignments he or she missed in each course while on vacation. Makeup work must be completed in a timely manner upon the students return to school, as this is essential for his or her academic success.

Notice of Absences

Please advise the School Office of absences via the channels below. Please do not advise individual staff members on campus, by email or social media messages.

Report student absences via:

- Email: info@dexterlearning.com
- Phone: 940-613-0123 (voice only)
- Text: 940-400-0154
- School Office: In person

Tardy/Late Policy

Regular school attendance is essential. Tardiness to class may result in disruption of a student's education and disruption/distraction for the other students in class. The student and parent should avoid unnecessary tardies. Students are expected to be in class and prepared to work when the first period begins at 8 AM. The following actions will be considered for tardies to their first-period class, regardless of the number of minutes they arrive late to class. Tardies will be counted every six weeks grading period.

The actions resulting from tardies are outlined below:

- 1st - 5th tardies within a six-week grading cycle: Parents will be notified from the front office of the number of tardies a student has. During this call, parents will be reminded of the daily start time and further actions, should tardiness continue occurring.
- 6th - 10th tardies within a six-week grading cycle: After six tardies within the same six-week grading cycle, a student will earn a single absence. 6-10 tardies accumulated within a six-week period result in one absence.
- 11th - 15th tardies within a six-week grading cycle: The student will be given another absence. As a result of excessive tardiness, the leadership team will schedule a parent conference to discuss the issue and come to a resolution.
- Please note: if a student is late to school, and has a doctor's note, this late arrival is **NOT** included in the above tardy policy.

Parents and Guardians

Parent or guardian attendance is also essential for your student's success. We appreciate parental attendance at all meetings and school events. It will be clearly noted in communications when your attendance is required.

Dress Code

Student Dress Code

Many things we do as people living our daily lives make a statement about who we are. How we dress is one of the ways we do this. At school, students should not define themselves by how they dress or what they wear, but by their character. By having this dress code we can further emphasize that they demonstrate their individuality by character traits primarily through living up to the Dexter Ethos. While the dress code also serves the purpose of establishing professionalism, it's ultimately not about appearance. It's about accentuating your character and showing others who you are by your qualities.

We expect students to be well-presented and dressed in a manner that is conducive to an educational and physical activities environment. If an aspect of the dress code is not met the student will be asked to remedy the situation immediately, contacting their parent or guardian if necessary in order to enable this.

Dexter does not require a specific uniform, but we do strictly follow a dress code. The dress code will be followed by the requirements below.

Skirts and dresses

When skirts or dresses are worn, the student must wear shorts or compression apparel underneath. As students don't wear specialty gear for physical activities, and due to the nature of some of our relaxed seating options this is a mandatory requirement. Skirts and dresses must reach to the fingertips of the extended arm, when arms are placed straight at the sides of the body.

Shorts and skorts

All pants must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending. Shorts must reach to the fingertips of the extended arm. Hemlines and slits on dresses and skirts above mid-thigh are not acceptable. Length cannot be shorter than the tip of the fingers when arms are placed straight at the sides of the body.

Footwear

All students are required to wear appropriate footwear for school. Clean, tidy close-toed footwear that is suitable for physical activity is preferred. We ask that no flip flops, heels, or slippers are worn at Dexter, as they are not safe for students participating in physical education.

Additional clothing requirements

- All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops with straps thinner than an inch, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
- Clothing must be size-appropriate.
- Excessively tight, clinging, or form-fitting clothing like Spandex is not permitted unless worn as described in the "Skirts and dresses" section or under another otherwise permissible article of clothing.
- See-through (sheer) clothes are not permitted.
- Clothing and accessories must not contain any inappropriate logos or symbols, such as those expressed in our profanity and obscenity policy.
- Clothing cannot depict any of the alcohol, tobacco, or firearms related items on the prohibited items list.
- Clothing items cannot be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction.
- Clothing that is torn, tattered (has frays), or has holes is not permitted. Clothing should be properly hemmed.
- No writing or drawing on students, no fake or drawn-on tattoos are allowed at school.

- Any clothing or style of dress that may be construed to provoke fear, violence, controversy, or intimidation, including gang-related attire, is not acceptable.
- Clothing and hair accessories that are unsafe and/or dangerous are not permitted.
- Clothing or jewelry that depicts any “gang style” writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.

Hair

Hair is to be neat, clean, well-groomed and styled so that vision will not be obstructed. Hair must also be of a natural color. Beards and mustaches must be kept clean and neatly trimmed.

Headwear

In the interest of student identification, no headwear shall be worn that covers the majority of the face once inside the school facility. Please note that masks required due to the Covid-19 situation are exempt from this provision.

Glasses

Dark tinted/shaded glasses or sunglasses should not be worn indoors or during educational sessions.

Makeup

Makeup should be of a natural appearance and not distracting from the learning environment.

Piercings

Piercings are restricted to ear lobe piercings containing professional studs only. Any body piercing that presents a safety issue or major distraction will not be allowed.

Tattoos

We strongly discourage students from having tattoos. Should an incoming student have a tattoo it must always be concealed.

Labeling

Please remind your child to use a permanent marker to write their first and last name on the tag of all clothing.

Dexter Administration has the final say in matters not addressed specifically in the dress code.

Personal Hygiene

We encourage students to maintain personal hygiene and understand that some hygiene products have scents, however, students should not apply additional fragrance products before or during school.

Hygiene Packs

Dexter has limited supplies of emergency clothing and sanitary products. We suggest that if necessary students keep a hygiene pack in their school bag. The hygiene pack could include deodorant, refreshing wipes, large baggies (for any dirty or wet clothes), sanitary products (if appropriate), a set of undergarments, an undershirt, and a pair of socks.

Student Technology and Chromebooks

Dexter students in grades 3 and above must provide their own laptops. All students will participate in a digital curriculum that will expose them to typing and digital citizenship and will prepare them for the increased digital workload as they move through school.

The Dexter team can provide guidance on laptop product specifications for the parents of new students if necessary.

Dexter is not liable for any damaged, lost or stolen laptops and Dexter students are expected to abide by the following:

- Be accountable for knowing where their laptop is at all times.
- Understand that they are responsible for the proper care of their laptop.
- Be responsible for keeping food and beverages away from their laptop and not leave their laptop outside, unattended in a vehicle, in an unsecure location, or near water.

Students are forbidden to handle the technology (and personal property) of other Dexter students or staff without the express permission of the owner.

Bathrooms

Students must use the bathroom of their biological gender whenever a gender-neutral bathroom is not available for student use.

Names

A student's legal first name will be used by staff and other students unless parental permission and notice is given for another reasonably appropriate name or nickname. Common short versions of names will also be acceptable without parental approval.

Pronouns

Students will occasionally be addressed by the pronoun traditionally associated with their biological gender. With parental approval, a request may be made to use their name instead of a pronoun. Staff will be notified and make a reasonable effort to use their name instead of a pronoun. In this case, the student may also request of other students that they address them by their name in the manner just described.

Re-Enrollment Process

Dexter is committed to the long-term development of our students. Our curriculum is designed to meet the evolving needs of students as they progress through Dexter.

Beginning in the spring of every school year, Dexter parents are required to declare whether they intend to re-enroll for the next school year. All students are entitled to re-enroll for the following school year. In the spring and again over the summer, families will submit all necessary student information for the upcoming school year. The school may also require an in-person meeting as part of the re-enrollment process.

Failure to complete the re-enrollment process by the deadline, including failure to submit required forms or pay required fees, may result in your child's loss of their place at Dexter.

Parent & Family Involvement

General Information

There are many ways for parents to get involved at Dexter. You can participate in Dexter activities and help with school events. As a parent, the best way to support your student is to ensure that they do their reading every day and complete all homework.

Volunteers who will have direct and substantial unsupervised contact with students must undergo a background check and must be approved by the Dexter leadership team.

Field Trips

We take students on field trips as part of our classroom curriculum and to provide meaningful learning experiences. Information about upcoming field trips will be emailed to you in the *DexterWeekly* newsletter.

To make these trips possible, we often ask adult volunteers to serve as chaperones. If you would like to chaperone a field trip, please notify the School Office. You will receive materials or be asked to attend training that outlines chaperone guidelines.

If you sign up to chaperone a field trip, we ask that you honor your commitment. For safety reasons, we are required to provide a certain number of chaperones per trip. If a chaperone does not follow through on a commitment, we may have to cancel that day's field trip.

Chaperones who cancel on the day of the field study, show up late, do not follow the guidelines, or fail to adhere to the policies contained within our *Student & Family Handbook* may not be allowed to chaperone future field studies.

If the school's leadership decides that a student requires individual supervision to ensure their safety or the safety of others on a field trip, Dexter may request that a parent or volunteer chaperone chosen by the parent accompany the student. If a parent or other chaperone cannot accompany the student, Dexter may place the student in a supervised classroom or make other accommodations to ensure that the student is receiving education during the field trip.

It is up to the discretion of the school's leadership whether a student is not allowed to participate in a particular field trip due to the safety of the student or others or excessive school culture infractions.

Social Media

Dexter has a large and growing social media community, and we love sharing photos, videos, and the latest news across all our social media channels. Search for Dexter on Facebook or reach out to the Dexter team to connect online. We encourage you to follow and engage with us through our social media channels:

- [Dexter School Facebook page](#)
- [Dexter School Instagram Page](#)
- [Dexter YouTube Page](#)

We welcome family participation on social media and encourage you to share photos and videos with the hashtags #DexterSchool #LearnWithDexter and #DexterKids. We love to

celebrate our student's achievements and appreciate your help in building safe and welcoming online communities. **Please always be respectful in posts**, especially when responding to people who disagree with you. Don't post information that is false, use inappropriate or discriminatory language, or solicit advertising.

If your student uses social media, please discuss what is appropriate to post on these platforms. If your student is interested in using social media, remember that most platforms require users to be over the age of 13.

Social media channels are not the appropriate forum for complaints. If you would like to raise an issue please contact Dexter directly at the School Office, or call 940-613-0123, or email the School Principal at brittany@dexterlearning.com. We welcome your feedback.

Academic Calendar and School Day

Academic Calendar

The academic calendar marks key events, such as school breaks, public holidays, special events and the first and last days of school. A link to the academic calendar can be found on our [website](#). The dates are subject to change, so please be sure to read the *DexterWeekly* newsletter regularly and keep up with the key dates.



SCHOOL CALENDAR

2023

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES	
Aug 10	Meet the Teacher Night
Aug 14	First Day of School
Sept 4	Labor Day
Oct. 9	Columbus/Indig. Peoples' Day
Oct. 5 & Feb 16	Parent/Teacher Conferences
Nov 20-24	Thanksgiving Break
Dec 22- Jan 5	Winter Break
Jan 15	MLK Day
Feb 19	President's Day
Mar 11-15	Spring Break
Mar 29	Good Friday
May 23	Last Day of School
May 23	Commencement

GRADING PERIODS	
Aug 14 - Oct 13	First Quarter
Oct 16 - Dec 21	Second Quarter
Jan 08 - Mar 08	Third Quarter
Mar 18 - May 23	Fourth Quarter



LEGEND

- First/Last Day of School
- Staff/Student Holidays
- Inclement Weather Day
- Staff Development/Student Holiday
- Early Release (Noon)
- Progress Reports
- Parent/Teacher Conferences
- Commencement

2024

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Parent/Guardian Escort for Arrival and Dismissal

To ensure the safety of our students, parents and guardians are required to maintain visual contact with them until they are within the doors of the school building. If a student is 13 years of

age or older, the parent or guardian may request a waiver from Dexter to allow the student to check in or out without a parent or guardian.

Under special circumstances, a parent or guardian may request Dexter staff escort a student to or from a vehicle in our parking lot.

If someone other than a parent or guardian is authorized to pick up a student, written authorization must be provided prior. Such individuals can also be listed as authorized to pick students in the *Student Registration & Enrollment Agreement*.

Early Arrival

Dexter opens at 7:30 am. Please do not drop off your child prior to this time. We cannot guarantee that we will have enough resources available to safely supervise your child before that time. If an early drop off happens repeatedly we will schedule a meeting to discuss the issue and potentially start issuing fines.

Late Pickup

Please ensure you pick up your child from school on time. Parents of students who are not picked up within ten minutes of dismissal time will receive a fine. If late pickups become a pattern, we will contact you to schedule a meeting to discuss the reasons for the late pickup and strategies for arriving on time.

Arrival and dismissal times are subject to change for special events and activities. Any changes will be communicated in the *DexterWeekly* newsletter.

School Closures/Delayed Openings

When inclement weather that may affect the safety and operations of the school is forecast, the following will be the procedure for closures, delayed openings, and notifications.

- All weather notifications will be sent via text message and email in addition to being posted on social media and our webpage
- Notice of a decision to close or delay for the following day will be posted at 8pm on the evening prior to the expected weather
- Local news sources will be contacted to post our closure status
- In the event of a delay decision, an additional assessment of the weather conditions will be made the morning of the delay prior to 6am to determine if it will remain a delay or change to a full closure
- Notice of a change from a delay to a full closure will be made at 6am the morning of the delay

- When the expected weather does not justify a delay or closure but may affect the ability of some families to safely get to campus, the school will remain open for a “flexible weather day”
- A “flexible weather day” will be a day during which some classes may not run as usual but will be substituted with study hall or other activities and during which attendance will not be counted against students that do not attend school

In the event of a tornado warning, Dexter students will be relocated downstairs to the basement area. No students will be released from the building during a tornado warning.

School Supplies

Dexter provides campus students with the majority of school supplies, excluding laptops, headphones, and books. All materials used on campus are provided by Dexter, with the exception being when students use above their allocated amount of materials, such as with 3D printing. In such cases a materials charge will be made to parents.

At the beginning of each school year, Dexter will send a school supply list to Dexter families via the [Dexter website](#) and *DexterWeekly* newsletter. The bulk of the materials are communal supplies, with exceptions to some items, such as laptops and water bottles.

Food Policy

Food and Drink in Classrooms and Hallways

Any food or drink besides water is not permitted in the classrooms or hallways.

School Breakfast and Lunches

Dexter does supply school breakfast and lunch at an additional cost. This cost is \$5 for breakfast and \$7 for lunch. Dexter families are responsible for keeping student breakfast and lunch accounts fulfilled via the FACTS Parent Portal. Dexter staff will not accept cash or checks as a form of payment for school meals.

Dexter has limited refrigeration available for students, so any lunches taken to school must be kept in the student’s school bag. We no longer provide microwave access due to the large number of spills and food explosions within the microwaves.

We also ask that students bring their own reusable drink bottles and utensils to school. Dexter is committed to minimizing waste, by not contributing plastic cups and utensils to the landfill on a daily basis.

For students with dietary restrictions or allergies, parents must provide lunch and snacks as appropriate.

Food Allergy Management

Dexter may at any time enact a Dexter-wide prohibition of any food type to ensure the safety of students with allergies. Any specific food type will be banned across all Dexter facilities and on any Dexter trip or activity. Banned food types are subject to confiscation and disposal.

Nut Policy

Nut allergies have increased in prevalence and severity over the past years. Exposure to peanuts and tree nuts can cause a mild reaction for some students and adults, while others can have serious life-threatening anaphylactic reactions. If your student has ever suffered an anaphylactic reaction to any foods or insect bites, Dexter requires an up-to-date medical action plan signed by the treating doctor.

Dexter is a peanut and tree nut conscious school. Currently, we do not have students enrolled with severe, life-threatening nut or tree nut allergies. However, for the safety of students with less severe nut allergies, all snacks and lunches brought to school should seek to not contain nuts. Families should remind students not to share food with other students at school. We need to make sure there is little opportunity for students to be exposed to foods that could harm them.

We recognize that checking labels and finding nut alternatives requires extra effort. However, we all have a shared responsibility to follow this policy and take any additional precautions necessary to support the health and safety of all community members, including students with the subtle nut allergies.

Junk Food Policy

Dexter has a strict ban on sugary drinks and junk food. We will not supply these in our school cafeteria and we encourage our families and students to make healthy food choices. Research has clearly shown that children with healthy diets perform better in school than children with unhealthy diets. Studies have also shown that diets with high levels of saturated fats impair learning and memory. Students with an increased fruit and vegetable intake and less caloric intake from fat have been seen to perform better in assessments.

Birthday Policy

We ask that you do not bring in celebratory birthday food for the wider student group due to food allergies and the different nutritional requirements of other children. You are of course welcome to bring in any special food for your child on their birthday.

Animals/Pets in School

Animals can be an important part of a student's family environment, education, and personal growth. From time to time, faculty or students may wish to bring an animal to school for a specific, generally curricular, purpose. In such cases, permission must be obtained from the School Office and the animal must be well trained, appropriately watched, free of fleas, properly inoculated, and leashed at all times.

Otherwise, faculty, staff, students, parents, and guests are discouraged from bringing family pets or other animals to and on campus, with the exception of service animals. This policy is intended to respect and accommodate community members who may have allergies or other discomforts with animals and help minimize incidents, including confrontation or sanitation, involving animals upset by unfamiliar circumstances, surroundings, and the excitement, noise, and crowds frequently associated with the school environment and events.

Vehicle Use on Campus

Students and parents are required to follow all traffic signs while on the Dexter campus. The speed limit on campus is 20mph. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked. Any student driving on campus must submit copies of their driver's license and current proof of insurance to the School Office.

Visitor Sign-In/Sign-Out

All visitors to the school campus must sign in and out at the front office. After signing in, each visitor will be issued a visitor badge to be worn if they are on campus. Before leaving campus, each visitor must sign out and return their badge to the front office.

Recess

Recess is a critical part of a student's day and is not optional. Our students need a break from the rigors of the academic day and the opportunity to exercise outside and socialize with their peers. We go outside for recess almost every day. Even in the winter months, we do not stop outdoor play. Unless it is raining heavily or there is ice on the playground, weather should not be

a barrier to outside play. Please ensure that your child comes to school dressed appropriately for the weather so that they can fully enjoy recess.

After-School Programs

If your child attends an offsite after-school program, you must arrange for an adult from the program to pick up your child and add that person to the school's pickup list. Students may be picked up by a car or van service, if an after-school program operates or provides such transportation services and Dexter has been notified and authorized by a parent/guardian to release the student to the service. It is also your responsibility to inform the after-school program about special circumstances, such as events, holidays, school closures, early dismissal days, etc.

Open-Door Policy

We believe in transparency. You are welcome to schedule a 1-hour window to visit our school and observe any classroom session. Please contact the School Office or email info@dexterlearning.com if you would like to arrange this.

Visitor Policy

The Dexter campus is not open to the public, except for specifically designated events. Permission to bring any visitors to the campus must be obtained in advance of the visit. Requests should be made with sufficient notice to info@dexterlearning.com, or 940-613-0123.

Health and Wellness

Keeping Your Sick Student at Home

Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, Dexter requires adherence to the guidelines of this policy.

If your child has a fever of 100°F or higher, a contagious illness like the flu, or any of the symptoms or ailments listed below, please keep them at home and seek a doctor's care. If a staff member believes that your child has any of these illnesses, we will notify you and send your child home immediately. Your child may return to school only after we receive proof of treatment. Your child does not need a doctor's note to return to school after having a fever.

Children will not be allowed to attend Dexter or school-related activities if they have anything contagious such as, but not limited to the following:

- Fever: May return when fever-free (under 100 degrees) for 24 hours, without medication.
- Diarrhea / vomiting: May return when symptom-free for 24 hours.
- Strep throat: May return after 24 hours of antibiotic treatment and no fever for 24 hours.
- Conjunctivitis (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
- Head lice: May return after treatment and removal of all live lice and nits from hair.
- Ringworm: May return after treatment begins; area should be covered while in school for the first 48 hours of treatment.
- Impetigo / staph / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides.
- Communicable diseases (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent or guardian will be contacted and asked to pick the child up as soon as possible.

The parent or guardian needs to maintain direct contact with the Dexter team if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

Other medical conditions that may prevent your child's attendance at school, or require immediate medical treatment include the following.

Pink Eye (conjunctivitis)

Pink eye is redness and swelling of the eyelid and eye surface. Pink eye is very common and can be caused by viruses, bacteria, or allergies and is highly contagious.

We prevent the spread of pink eye by asking students to frequently wash their hands at school. Please make sure you do the same at home. Poor handwashing is the main cause of the spread of pink eye.

Pink eye typically goes away in seven to ten days without medical treatment, but if you suspect your student has pink eye you should consult with your doctor to confirm the appropriate treatment plan. Keep your child at home until symptoms are gone. Students who come to school with symptoms of pink eye will be sent home to prevent it from spreading.

Body Lice

Body lice are tiny insects, about the size of a sesame seed, that live in clothing and bedding and travel to skin several times a day to feed on blood. The most common sites for bites are around the neck, shoulders, armpits, waist, and groin. They are different from head lice and are spread by skin-to-skin contact. They are a common problem among school-age children and are not an indicator of poor hygiene. They do not transmit diseases or infections, and do not jump or fly from host to host.

Routinely check your child's head and body for rashes/skin bumps, itching, bites, or bruises on arms, torso, or thighs. Symptoms may not appear for days or weeks.

If your student has body lice you must take your child to the doctor to be evaluated and treated. Your child cannot come back to school without a doctor's note and proof of treatment. If your child is brought to school with lice, we will send them home. All clothing, towels, and bedding that an affected person has used must be washed in hot water and dried thoroughly on high heat. All carpeting and rugs must also be thoroughly vacuumed. Hair accessories, such as hair elastics and ribbons, should be thrown away. Treat household members who have had skin-to-skin contact with an affected person at the same time to prevent re-infestation.

Head Lice

Head lice are parasites that are found on human heads. Head lice are spread by personal contact or the sharing of combs, brushes, caps, and other clothing and are a common problem among school-age children. They are not an indicator of poor hygiene, do not transmit diseases or infections, and do not jump or fly from host to host.

Please routinely check your child's head/hair for lice, rashes/skin bumps, or bites. Pay attention to signs of itching.

If your student has head lice you must take your child to the doctor to be evaluated and treated. Your child cannot come back to school without a doctor's note and proof of treatment. If your child is brought to school with lice, we will send them home. All clothing, towels, and bedding that an affected person has used must be washed in hot water and dried thoroughly on high heat. All carpeting and rugs must also be thoroughly vacuumed. Hair accessories, such as hair elastics and ribbons, should be thrown away.

Bed Bugs

Bed bugs are tiny insects that live in furniture such as mattresses, sofas, and couches. Bites may consist of a raised red bump or trails of bites in one area. They are often accompanied by intense itching.

When a bed bug is found on a student's clothing, backpack, or seat pack, it is our policy that the student be sent home and remain out of school while the family has the student's home inspected. The student may return to school once the family shows proof of inspection and extermination.

If you suspect your home may have bed bugs please notify the school immediately and arrange to have your home inspected and, if necessary, treated by an exterminator. Learn more at epa.gov.

Scarlet Fever

Scarlet fever is a bacterial illness that develops in some people who have strep throat. Also known as scarlatina, scarlet fever features a bright red rash that covers most of the body. Scarlet fever is almost always accompanied by a sore throat and a high fever. Scarlet fever is most common in children 5 to 15 years of age. Although scarlet fever was once considered a serious childhood illness, antibiotic treatments have made it less threatening. Still, if left untreated, scarlet fever can result in more-serious conditions that affect the heart, kidneys, and other parts of the body.

We prevent the spread of strep throat and scarlet fever by asking students to frequently wash their hands at school. Please make sure you do the same at home. Poor handwashing is the main cause of the spread of infections. We also encourage students to always cover their mouths with their elbows when sneezing.

If you suspect your student may have strep throat/scarlet fever keep your child home and talk to your doctor if he or she has a sore throat with:

- A fever of 102°F (38.9 °C) or higher
- Swollen or tender glands in the neck
- A red rash

Ringworm

Ringworm (tinea or dermatophytosis) is a type of fungal infection of the skin, it has nothing to do with worms. The specific symptoms of ringworm depend on the location but typically include:

- Itchy skin
- Red, scaly, or cracked skin
- A ring-shaped rash (from which ringworm gets its name)
- Hair loss in the affected area (if hair was present)

Ringworm is highly contagious. We ask students to frequently wash their hands at school. Please make sure you do the same at home. Poor handwashing is the main cause of the spread of infections. You can catch ringworm by:

- Having direct, skin-to-skin contact with affected areas of an infected person's body
- Touching an infected animal, particularly cats, dogs, guinea pigs, and cows
- Touching an object or surface that's contaminated with the fungi, such as clothing, towels, bed linens, brushes, chairs, and toilets

If you suspect your student might have a ringworm, keep your child home and talk to your doctor. While ringworm can often easily be treated with over-the-counter antifungal medications, which are available as creams, gels, lotions, sprays, and powders, it is best to speak with your doctor about the best treatment option.

Medical Policies

Asthma Policy

Difficulty breathing is one of the leading causes for emergency services calls to schools. If your student exhibits difficulty breathing, at home or at school, they may have asthma and may need medication to treat the symptoms. Asthma is a chronic condition that makes it harder to move air in and out of the lungs. It can be serious, even life-threatening. There is no cure for asthma, but it can be managed so your student can live a normal, healthy life.

To diagnose asthma, a doctor must evaluate your child's symptoms, conduct a physical exam, and prescribe the right next steps. If your child is prescribed an inhaler, please ensure that you have the proper forms on file at school and provide the medication to the school.

If your child needs to take any medication (prescription or over the counter) during the school day or on any Dexter-sponsored trips or activities, please make sure you and your doctor have completed the *Medication Administration Form*, which is available from the School Office.

Seasonal Allergies Policy

Many of our Dexter students suffer from seasonal allergies, and we want them to be happy, healthy, and able to focus during school hours. If your child suffers from seasonal allergies, please make sure he or she is receiving the care needed, including the administration of prescribed medication if necessary.

Seasonal allergies, sometimes called "hay fever" or seasonal allergic rhinitis, are allergy symptoms that happen during certain times of the year, usually when outdoor molds release

their spores, and trees, grasses, and weeds release tiny pollen particles into the air to fertilize other plants.

If your child suffers from seasonal allergies, wash your child's arms and face after walking outside to remove pollen and decrease irritation to the child's eyes, and keep windows closed at home to keep pollen outside.

If your child needs to take any allergy medication (prescription or over the counter) during the school day, make sure you and your doctor have completed the *Medication Administration Form*, which can be obtained from the School Office.

Guidelines for Bringing Medicine to School

Prescription Medication

Ideally, all medication should be given at home. Time schedules can often be adjusted to accomplish this. For medications given at a specific time, medications will be administered per the guidelines listed in the *Medication Administration Form*.

Ask your pharmacist for an extra bottle with a label if school use is needed.

Over the Counter Medication

By following best practice standards, Dexter will not be providing medication for your student (i.e. Motrin, Benadryl, etc.). If there is medication that you would like for your child to be given while at school, you will have to provide the medication to be kept at the school for your student along with the signed appropriate *Medication Administration Form* for your student.

Provision of Medication

A parent or responsible adult must bring the medication to the School Office. No students are permitted to bring in medication. If a student is found with any unauthorized drug on his or her person, it will be dealt with by Dexter leadership. Depending on the medication found, charges may be filed for endangering the student or other Dexter students.

For medication to be given in school, please fill out the *Medication Administration Form*. No medication will be given without a signed Medication Administration Form.

Medication Requirements

Prescription medication shall contain a clear and legible label with:

- Name and address of pharmacy
- Name of patient
- Name of prescribing doctor

- Date prescription was dispensed
- Instructions for use

Prescription medication may not be shared, even with siblings.

All medication must be current, with the date clearly shown on the label. Parents may be questioned if the prescription is not recent. If there is a discrepancy that may harm the student, Dexter has the responsibility to question that discrepancy, and refuse to give the medication until clarified by the doctor.

Over the Counter (OTC) medication must be provided in its original container. The label should include recommended dosage, directions, and an expiration date.

Changes for administering a medication can be received via telephone from the parent but must be confirmed in writing within three days of the change.

Student's medication will be stored in a locked cabinet or drawer in the School Office. A daily log will be kept for each student taking medication.

Teachers will be notified when their student(s) are required to take medication.

Students may not carry medication with them unless they have written permission from a physician stating that they have a condition which requires immediate treatment.

Asthma Inhalers and Auto-Injectors (such as EpiPens)

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed medication at school and school-related events if they have written authorization from a parent and a physician. The student must demonstrate to a physician the ability to use the prescribed medication, including devices required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with Dexter administration.

Dexter has a standing order for unassigned EpiPens. A standard and junior size EpiPen are stored on site and maintained according to manufacturer's guidelines. Specially trained staff are on hand to administer EpiPens if necessary.

Diabetes Management at School

In accordance with a student's individual health care plan, a student with diabetes is permitted to possess and use monitoring and treatment supplies at school or during school-related activities. They are permitted to do this after a Diabetic Action Plan has been completed and provided by their physician.

Field Trips

For field trips, legal permission to administer medication is granted to employees of Dexter, when authorized by Dexter Administration.

Sample Medications

Sample medications provided by a physician can be administered when the medication is accompanied by a written order for the medication from the student's health care provider and written permission from the child's parent or guardian.

End of Year Medication Collection

At the end of the school year all medication must be picked up by a parent or authorized adult. Students are not allowed to take it home. Medication not picked up will be disposed of. Reminders will be sent out two weeks prior to the last day of school.

First Aid / CPR / AED

Dexter staff are trained and current according to the American Red Cross standards in First Aid, CPR, and AED usage for adults and pediatrics. Staff are directed to proactively act within the scope of their training to treat students as necessary. Additionally, an AED will be maintained on site for use in an emergency.

Medical Care

If a child is injured at school, the parent will be notified by telephone to pick up the child from school. If the school is unable to reach a parent, the person listed as the alternate contact will be called to pick up the child. Where the school is unable to contact the parent or the alternate, and the situation appears to be one in which the child requires emergency attention, the child will be taken to either the child's doctor or to the hospital.

In the case of serious injury, 911 will be called and the student taken to the nearest medical facility.

Any accident or injury that occurs to a student will be documented and reported to the parent or guardian within 24 hours of its occurrence.

Parents are responsible for all medical expenses.

Vaccinations

Vaccination records must be submitted by the first day of school. You will receive an email with information on how to forward these prior to commencing the school year.

Vaccinations for all students are required according to state public school standards as specified on this [website](#). Proof of vaccination must be provided prior to campus attendance.

Children may not be admitted to any elementary or secondary school unless they (1) have been immunized as required by the Texas Department of State Health Care Services; or (2) present an affidavit or certificate signed by a physician stating the immunization would pose a significant risk to the health and well-being of the student or his family; or (3) present an affidavit declining the immunization for reasons of conscience, including a religious belief. *Private schools may choose to accept or reject these affidavits.* A person who has not received the required immunizations for reasons of conscience, including a person's religious beliefs, *may be excluded from school in times of emergency or epidemic.* Texas Administrative Code, Title 25 §§97.61 through 97.72.

Whenever additional immunizations are received, please provide an updated copy of your child's immunization records to the School Office, or email them to info@dexterlearning.com. If your child's immunizations are not up-to-date, and you have not presented either of the above affidavits, your child cannot attend school.

Health Screening

Health screening will be conducted according to Texas Department of State Health Services (DSHS) standards as specified on the [DSHS website](#). Screening results will be made available to parents or guardians upon request or actively reported to the parent or guardian if health issues are identified.

Private school students must be screened to detect vision and hearing disorders and any other special senses or communication disorders specified by the executive commissioner of the Texas Health and Human Services Commission. The Texas Department of State Health Services may coordinate screening activities of private schools with school districts, state agencies, and volunteer organizations so that efforts are complementary and not fragmented or duplicative, and provide screening personnel, equipment, and services if the requirements cannot be otherwise met. Texas Health and Safety Code §36.004.

Screening to detect abnormal spinal curvature is mandatory for private school children in grades six and nine. The Texas Department of State Health Services may coordinate screening activities and provide technical assistance and educational materials to assist private schools. Texas Health & Safety Code §37.001.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening. Spinal screenings will be conducted as follows:

- Girls will be screened 2 times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7)
- Boys will be screened once at age 13 or 14 (fall semester of grade 8).

Academics

We are a school for aspiring artists, scientists, and engineers. As such, we provide a robust offering of STEAM classes. We also know that our students need a strong foundation in core knowledge in the humanities and STEAM because having core knowledge makes it easier to learn, but it also allows students to draw creatively across the disciplines for ideas and themes that will enhance their personal development and future work in STEAM. We also seek to develop students who are able to think critically and communicate complex ideas in the written and oral form and to construct logical, evidence-based arguments.

We emphasize the development of habits of effective learning:

- Works with thoroughness and attention to detail
- Works well independently
- Works effectively with partners and small groups
- Completes work in a reasonable amount of time
- Willingness to try new things and take risks
- Accepts, works through, and learns from mistakes

We also seek to support social-emotional learning among students, so they better understand themselves and others and are able to manage conflict with others and learn to build stronger friendships and build consensus within working groups.

We also support a compassionate and ethical orientation toward the world. We hope our students will want to help solve some of the most challenging problems of the present and future world and they will care about having a meaningful impact on their community and adding value and knowledge to the world at large.

Curriculum

We are a constructivist school, which means that active and inquiry-based learning is at the center of our teaching practice and that teachers and students work together to co-construct knowledge. We also incorporate short and long-form projects into our curriculum because we seek to promote student creativity and facilitate the application of knowledge to new situations.

Dexter aligns with TEKS standards, and we follow the Core Knowledge Curriculum Series™, which provides comprehensive, content-rich learning materials based on the Core Knowledge Sequence. The Core Knowledge Sequence is a detailed outline of recommended content knowledge and skills to be taught in language arts, history and geography, visual arts, music, mathematics, and science. The Sequence complements the general skills and objectives typically found in state and local curriculum guides, along with knowledge-based learning. Knowledge-based schooling puts the emphasis of early education on teaching and learning an enabling core of broadly shared knowledge—enabling because it builds strong foundations for later learning and opens doors to effective participation and mutual understanding in the wider society.

We use external and internal metrics to measure student learning. For example, we use MAP (Measure of Academic Progress) testing, a nationally-recognized and adaptive test to help teachers and administrators to better understand student learning profiles and to guide the development of individualized learning plans. We also use pre and post assessment within various courses to evaluate student learning.

Enrichment Courses

Enrichment Courses are a core element of the Dexter school program. Dexter strives to offer enrichment courses that engage and inspire all Dexter students. Enrichment courses provide students with opportunities to further explore interests during the school day. Students may choose to study a content area they're passionate about to deepen their skills or a new content area that they've never explored before. Each student takes multiple enrichment courses per week and has an opportunity to select an enrichment course each term.

Sexual Education

It is our conviction that sexual education is firmly in the domain of the family. Dexter will not offer any sexual education classes or curriculum. It is expected that families will discuss and educate on this topic at home when and how they feel is appropriate.

Dexter Upper School Course Requirements (9th-12th Grade)

The Dexter High School requirements are under the Texas legislature and **exceed** the Foundation High School Plan stated in Texas Administrative Code (see [19 TAC Chapter 74, subchapter B, rule §74.12](#)).

Specifically, regarding Dexter's course requirements, a student **must** earn at least the 24 credits listed as follows:

Math	4 credits required <ul style="list-style-type: none">• Algebra I• Geometry• Algebra II• Advance Math	8 semester classes
English Language Arts	4 credits required <ul style="list-style-type: none">• English I• English II• English III• English IV	8 semester classes
Science	4 credits strongly recommended, 3 credits required <ul style="list-style-type: none">• Biology• IPC or Chemistry or Physics• Advance Science	6 semester classes minimum
Social Studies	4 credits strongly recommended, 3 credits required <ul style="list-style-type: none">• World History and World Geography• US History• US Government (0.5 credit)• Economics (0.5 credit)	6 semester classes minimum
Foreign Language	2 credits required <ul style="list-style-type: none">• 2 credits in the same language or	4 consecutive semester classes

	<ul style="list-style-type: none"> • 2 credits from Computer Programming in addition to the Computer Science credit required to graduate. 	
Electives	5 credits required	4 semester classes
Fine Arts	1 credit required	2 semester classes
SAT or Math Contest Prep	1 credit recommended	2 semester classes
Computer Science	1 credit required	2 semester classes
Physical Education	1 credit required	2 semester classes

For more information about High School requirements please visit the [Dexter High School Academic Policies & Procedures](#).

Dexter Middle School Requirements (6th-8th Grade)

Math	3 credits required	6 classes
English Language Arts	3 credits required	6 classes
Science	3 credits strongly recommended, 2 credits required	4 classes minimum
Social Studies	2 credits required	4 classes minimum
Electives	2 credits recommended	4 classes minimum
SAT or Math Contest Prep	1 credit recommended	2 classes minimum
Computer Science	1 credit required	2 classes minimum
Foreign Language	1 - 2 credits required*	2 classes minimum

*For new students in 8th grade and above starting in Fall 2023, 1 credit is required. For students enrolled in 7th grade and below in Fall 2023, 2 credits are required.

**Each semester course at Dexter receives .5 credit for the subject.

***Each Summer Term course receives .25 credit per course.

Dexter Upper Elementary Requirements (3rd-5th Grade)

Math	3 credits required
English Language Arts	3 credits required
Science	2 credits required
Social Studies	2 credits required
Electives	2 credits recommended

National Anthem and Pledge

In keeping with the founding principles of Dexter, the national anthem and pledges of allegiance for the United States of America and Texas will occasionally be conducted on campus. We hold that it is reasonable and important to learn and demonstrate a healthy pride in our nation and the ideas and principles it was founded upon.

We also recognize there are reasons to disagree with the actions or policies of our country. We encourage a healthy and respectful approach to such opinions. There are many appropriate ways to discuss and stand up for such opinions and beliefs. During the anthem and pledge on campus, Dexter students will not be required to sing/say the anthem/pledge, however they will be required to stand and remain respectful.

School Reports

School reports are two forms: progress reports and report cards. Dexter operates on a six-week grading period. During each six weeks, Dexter families will receive one progress report and one report card. Both reports will be sent electronically to the email address in the FACTS system.

Student-Teacher Ratio

Dexter is committed to a high teacher to student ratio. The ratio for our in-person classes averages 12:1 but rarely exceeds 18:1. We also have small-group and one-on-one tutoring sessions with full-time students when needed.

Parent-Teacher Conferences

Parent-teacher conferences are held on campus or via Zoom twice a year.

We expect all Dexter parents to attend parent-teacher conferences, as they are an important opportunity for parents and educators to review a student's progress and highlight any potential opportunities or concerns that may need to be addressed.

Grade Advancements and Holdovers

We are fully committed to meeting every student's academic needs and finding the best fit for them. Sometimes we will recommend moving your student forward to another grade (skip) to ensure that they are engaged and challenged by the material, or we may require that your student repeat the current grade (holdover) to ensure that they have fully mastered the material. This could happen with individual subjects, or potentially the entire grade level. If a grade change is appropriate, the Principal will have a series of discussions with you. Final holdover decisions are made by the school's leadership team. Remedial summer classes may be recommended or required in some cases.

Class Changes

Class changes will not be allowed past the first six weeks of a semester. Extenuating circumstances may be considered in extending this deadline per parent request.

Private Tutoring

If your child needs additional support, please have a conversation with their teacher and/or consult with Dexter administration regarding your concerns. Tutoring with our staff may be an option. It should be coordinated with Dexter administration to ensure we are aware of any education concerns and fully able to facilitate the academic success of Dexter students.

Student Aides/Shadows

Aides, shadows, companions or any other non-student individual intended to accompany students on campus will not be permitted. Administration may review special circumstances to make an exception at their discretion. Parent/Guardian authorization must be obtained in such an instance.

Communication

Our teachers and facilitators will regularly use a messaging system to contact parents. Please respond promptly to requests. It is also a quick and easy way to stay up to date with what is happening at Dexter.

If digital/email communication occurs between school staff and students, it should be carbon-copied to parent/guardian if possible. Where carbon-copying is not possible, the

parent/guardian should be notified of the communication. The intent is to be transparent and have accountability in such communications.

Graduation

The Dexter leadership team has the ability to customize students' course lists and accommodate the curriculum to their studies. Any student graduating from Dexter must have completed the courses required for graduation. Students who fail to complete the full-time curriculum will earn credits for the courses taken and receive a course transcript, but will not graduate from Dexter.

Dexter will take particular actions to ensure that students are not accepted if there is no reasonable chance they can accomplish this standard.

Students who complete the full curriculum will graduate at the end of the school year and receive an official transcript.

Accelerated graduation will be considered for students at or above the sophomore level who hold a current GPA over 3.5, have never failed a course in highschool or been in remedial course(s), and have a graduation plan meeting with the Academic Counselor.

High School Examination Options

Credit via examination will be provided upon demand when available for specific classes and/or diploma equivalency.

Honors

Honors conferred during graduation shall be calculated by the campus, by class rank at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.

The valedictorian and salutatorian shall be the eligible students with the highest and second highest class rank GPA, respectively. To be eligible for such recognition, a student must have been enrolled in Dexter for their entire Senior year, hold a current GPA over 3.5, and not be graduating early.

Transcripts

Transcripts are provided to parents upon request when a student leaves Dexter. The transcript includes a detailed narrative about the student, the courses completed by the student and the grades awarded.

School Culture

Behavioral Expectations

Our first priority is to ensure the safety of our students and staff, and we believe that creating safe, orderly schools allows students to participate as productively as possible in the classroom. We cannot allow one child to disrupt the learning environment for all. To establish and maintain a school culture that promotes learning and respect for others, we have created the Dexter Ethos, a code that we expect the entire Dexter community to uphold, both inside and outside of school.

Our expectations for student behavior increase as students mature. Students must be prepared to make more decisions and understand the consequences of poor choices. Dexter families and the school are partners in guiding maturing students as they navigate these increasing responsibilities and consequences.

Dexter Ethos

In addition to being good readers, writers, mathematicians, and scientists, Dexter students need to be people of high moral character and be self-reflective about their actions. Values start with adults and filter to children. We expect our entire school community to live by the values contained within the *Dexter Ethos*. At Dexter, respect for others and proper behavior are taught, modeled, expected, and rewarded. Values and good character are a part of our daily instruction. The *Dexter Ethos* is more than just a slogan on a wall, it is central to who we are.

The Dexter Ethos

Honesty - Be truthful, being deceptive hurts you and others, own up to your mistakes.

Integrity - Demonstrate sound moral and ethical principles, living your values in relationships with others. Honesty and trust are central to integrity.

Kindness - Treat others as you'd like to be treated. A little kindness goes a long way.

Excellence - Go the extra mile, do more than is expected of you.

Self-Control - Exercise restraint over your own impulses, emotions and desires.

Respect - Have regard for the feelings, wishes, rights, or traditions of others.

Perseverance - Persist with tasks, dreams, ideas, and passions despite difficulties or opposition. Hard work beats talent when talent doesn't work hard.

Resilience - Coping with setbacks, barriers, or limited resources. Determination to overcome obstacles. Emotional strength.

Honor - Do what you say you're going to do.

Humility - Be humble, put others before yourself.

Our students are expected to act honorably at all times. Adhering to the Dexter Ethos means that students will act truthfully, with high moral character, both on and off school property.

Students should hold themselves to high standards and prepare themselves to be outstanding college students, professionals, and citizens. Consistent with these high standards, students must also bring forth knowledge of any violations of the Dexter Ethos to the school's leadership. Students engaging in, or choosing not to inform school staff of, behavior that violates the *Dexter Ethos* will receive consequences, including, but not limited to, detention, community service, suspension, expulsion, etc.

The *Dexter Ethos* extends beyond our classroom walls. We expect students to behave appropriately and be respectful of others whether they are on school property or not. When we receive reports of Dexter students behaving inappropriately outside our school walls, we will take swift and direct action, which may include a suspension. When a Dexter student acts in this manner, it harms the reputation of all our students. We want our students to be treated with respect and for them to succeed in their future endeavors. It is crucial that our students understand that their choices have long-term consequences. Please dedicate some time to discuss this with your student.

Respecting Diversity

At Dexter, we believe that mutual respect is at the heart of our school community. We talk to children about the responsibility we have to ourselves and to one another to do what is right and kind, to be honest and open, and to treat others as we wish to be treated. Discrimination is against the law, and it is the policy of Dexter to respect every member of our community. We do so not just because it's our legal obligation but because we believe that all people should be treated fairly.

Academic Integrity

One of our core values is honesty; we take academic integrity seriously. In general, academic cheating is:

- Claiming someone else's work as your own, including copying a fellow student's work or the unauthorized use or close imitation of the language and thoughts of another and the representation of such language or thoughts as original work (plagiarism).
- Taking an illicit, unfair advantage on work assigned, including through online resources or unauthorized technology.
- Changing answers when correcting work in class.
- Falsifying school work in any way.

At Dexter, we talk to students about cheating, and we increase the frequency of this message as they ascend grades. We explain why it is wrong. We explain what it looks like and what behaviors constitute cheating. We also explain that, like the colleges and universities they will eventually be attending, we have stiff penalties for cheating, and we explain why those penalties are in place. Students who cheat may face a three-day suspension. This helps dissuade students from cheating and prevents even greater moral misconduct later on in life, when the consequences are likely to be much more serious.

Our families play an essential role in supporting our students' core values. Please help us prevent cheating and other morally wrong behaviors by talking with your children about right and wrong.

Student Discipline

Student discipline shall be handled at the lowest possible level. The first level shall be through a teacher or support staff. If the behavior is serious or is not able to be corrected, then the parent or guardian will be notified of the situation and advised specifically on expectations or consequences. If behavior is not corrected to reasonable expectations or is deemed serious enough, the student shall be subject to suspension or expulsion at Dexter's discretion.

The escalation steps of discipline for repeated infractions or continued infractions may be as follows (depending on the infraction type and level of infraction as discussed in the next section):

1. 1st Offense: Addressing the issue immediately by staff who observed the issue
 - a. Call out the action
 - b. Cite policy and express why the action is unacceptable and how it impacts learning and others

- c. Inform of consequences for this and/or continued bad behavior (shared expectations, should be in accordance with infraction level)
 - d. Call parent/guardian to mention the issue and how it was handled
 2. 2nd Offense: Send to administration
 - a. Call out the action
 - b. Remind that they had been warned
 - c. Send to administrator for further action
 - d. Administration should further discuss policy, expectations, impact of the misbehavior, notify parent/guardian, and discuss what will happen if it continues (shared expectations, should be in accordance with infraction level)
 3. 3rd Offense:
 - a. Call out the action
 - b. Send immediately to administrator for further action
 - c. Administration to take action appropriate to the level of infraction.

If any instance of student misbehavior occurs, Dexter reserves the right to any of the following actions:

- Intervention and verbal reprimand by staff
- Reporting and logging of the misbehavior, potentially affecting the students standing with the school and restriction of privileges within the facility
- Suspension
- Expulsion

Dexter Code of Conduct

Please keep in mind that this list of infractions and consequences is not exhaustive.

Dexter leadership can supplement the Code of Conduct with additional rules as appropriate. In addition, the consequences for violations of the Code of Conduct are subject to the discretion of the school's leadership and may be supplemented or adjusted accordingly. A student's prior conduct and their disciplinary history may be factors in determining the appropriate consequence for an infraction.

The Code of Conduct will be enforced at all times. Students must adhere to the Code of Conduct when at school, on school grounds, participating in a school-sponsored activity, using technology or social media, and on the way to or from school or a school-sponsored activity.

Serious misconduct outside of school may be considered a school disciplinary offense when the misconduct or the student's continued presence at the school has or would have a significant detrimental effect on the school or has created or would create a risk of substantial disruption to the educational process.

Level 1: Infractions

- Engaging in minor disruptive or disrespectful behavior (including inappropriate noise level at any time)
- Failing to follow directions
- Arriving late to school or class or violating the school's attendance policy
- Violating the dress code
- Littering on school grounds or causing minor damage to school property
- Going to an area within the school building (such as other classrooms, the Administration Office, stairwells) without permission or at undesignated times
- Being unprepared for class (which includes, but is not limited to, failing to complete homework)
- Wearing clothing or other items that are unsafe or disruptive to the educational process
- Failing to obtain required signatures on assignments or documents as requested
- Gaming during school time

Level 1: Possible School Responses, Interventions, and Consequences

- A verbal or nonverbal warning by school staff
- Reminders about appropriate behavior and the task at hand
- Loss of privileges
- Deduction of class points
- Other in-school disciplinary actions
- Detention
- Contact Parents
- Other consequences or interventions deemed appropriate by the school

Level 2: Infractions

- Committing repeat Level 1 Infractions
- Using school equipment (such as computers, tablets, printers, and phones) without permission, improperly, or in an unsafe manner
- Unauthorized possession or use of a cell phone

- Verbally or physically disrespecting a fellow student, whether in person or through the use of the Internet, social media, or other technology, by teasing, name-calling, being rude, mocking, taunting, or engaging in similar behavior
- Verbally or physically disrespecting faculty, staff, other Dexter community members, or other adults whether in person or through the use of the Internet, social media, or other technology, by being disrespectful or rude, disobeying instructions, refusing to accept a consequence, or engaging in similar behavior.
- Consistently arriving late to school or class, or violating the school's attendance policy.
- Disrupting class or educational process in any way at any time (which includes, but is not limited to, making excessive noise in class, failing to participate, refusing to work with partners, etc.)
- Leaving class, a school-related activity, or school premises without the school's authorization.
- Posting, viewing, or distributing inappropriate or offensive materials.

Level 2: Possible School Responses, Interventions, & Consequences

- A conversation with school leadership
- Meeting with Dexter staff, the student, and a parent or guardian
- A verbal or written apology to the community
- Non-participation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Detention
- Suspension
- Other consequences or interventions deemed appropriate by the school

Level 3: Infractions

- Committing repeat Level 2 Infractions
- Seriously disrespecting a fellow student, faculty, staff, or other Dexter community member, whether in person, in writing, or through the Internet, social media, or other technology, by using profanity, making racial slurs, engaging in sexual harassment, or using any foul or discriminatory language or gestures.
- Obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity including, but not limited to, gestures, symbols, verbal, written, etc. is prohibited at Dexter and at all Dexter sponsored activities.
- Use of the "F" word will not be tolerated. Any student who uses the "F" word in any context will automatically be suspended out of school for three days. Students must choose their words carefully and consciously.

- Exhibiting blatant and repeated disrespect for school policies, community, or culture
- Violating the Student Technology, Internet Safety, and Social Media Acceptable Use Policy (Appendix B)
- Forgery
- Lying or providing false or misleading information to school personnel
- Engaging in academic dishonesty (which includes, but is not limited to, cheating, plagiarizing, copying another's work, or colluding or engaging in fraudulent collaboration)
- Tampering with school records, documents, or materials
- Falsely activating a fire alarm or other disaster alarm
- Making threats of any kind, whether in person or through the use of the Internet, social media, or any other technology
- Vandalizing or misusing school property or property belonging to any member of the Dexter community (which includes, but is not limited to, writing on desks, writing on school books, damaging property)
- Stealing or knowingly possessing property belonging to another person without proper authorization
- Throwing, slamming, or pushing classroom materials, doors, furniture, or other objects
- Engaging in physically aggressive behavior (which includes, but is not limited to play fighting or horseplay)
- Repeatedly failing to attend class, school, or any school activity or event or repeatedly violating the school's attendance policy

Level 3: Possible School Responses, Interventions, and Consequences

- A conversation with the school leadership
- Meeting with Dexter staff, the student, and a parent or guardian
- A verbal or written apology to the community
- Nonparticipation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Detention
- Suspension
- Expulsion
- Other consequences or interventions deemed appropriate by the school

Level 4: Infractions

- Committing repeat Level 3 Infractions
- Committing an infraction after repeated suspensions or other disciplinary actions
- Engaging in gang-related behavior (which includes, but is not limited to, wearing gang apparel, making gestures, or signs)

- Destroying or attempting to destroy school property or property belonging to any member of the Dexter community
- Engaging or attempting to engage in inappropriate, unsafe, or unwanted physical contact, including, but not limited to, sexual harassment, sexual misconduct, and physical or sexual assault
- Engaging or attempting to engage in stalking, intimidation, bullying, discrimination, harassment, coercion, or extortion of any member of the Dexter community
- Using social media, technology, or any web-based tool to impersonate, create false profiles or personalities, accessing systems without authorization (hack), or engage in similar deceitful behavior on any platform or school-issued or personal device
- Defaming members of the Dexter community, students, or staff
- Threatening violence or harm (including by claiming to possess a weapon)
- Engaging in behavior that creates a substantial risk of or results in injury/assault against any member of the Dexter community
- Gambling
- Possessing, selling/sharing, or using alcohol, tobacco products (including cigarettes, e-cigarettes, and vaping), or illegal or controlled substances
- Participating in an incident of group violence
- Possessing anything that could be considered as a dangerous object
- Engaging in any criminal or illegal activity

Level 4: Possible School Responses, Interventions, & Consequences

- Meeting with Dexter staff, the student, and a parent or guardian
- Nonparticipation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Suspension
- Expulsion
- Other consequences or interventions deemed appropriate by the school

Prohibited Items

Any and all generally and regionally prohibited and/or illegal items are prohibited on the Dexter grounds or campus, or when representing Dexter at a third party location.

The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden on campus. Whether designated

as a weapon or not, an object will be considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending administrative approval, exemptions for this may be granted for school projects.

In addition to illegal items, the following items are prohibited unless express permission is acquired beforehand and carried along with the prohibited item.

- Alcohol
- Ammunition
- Arc Lighters, Plasma Lighters, Electronic Lighters, E-Lighters
- Any Explosive, Flammable, Combustible or Concussive Material, Fluid, or Item
- BB Guns
- Bear Spray or Pepper Spray
- Bludgeoning Capable Object
- Bows and Arrows
- Brass Knuckles
- Caffeinated Energy Drinks
- Cap Guns
- Chemicals
- Compressed Gas
- Firearms of any kind
- HAZMAT items
- Knives or any sharp and/or bladed item
- Power or Hand Tools
- Parts of Guns or Firearms
- Party Poppers or any other item causing a sharp report
- Realistic Replica of Firearms, Explosives, or Incendiaries
- Saws
- Self-Defense Sprays
- Sling Shots
- Spray paint or other aerosol spray
- Stun Guns or Shocking Devices
- Tear Gas

- Vaping Devices
- Weapons of any kind

Bag Search

Storage is provided for all students, although in some cases, students may be expected to share space. Where possible, Dexter will assign students cubby or locker space.

For security reasons, there is no reasonable expectation of privacy in the use of school property, including cubbies or lockers. Dexter reserves the right to access a student's cubby or locker at any time at the sole discretion of the Campus Principal.

When backpacks are not in class or being carried from one to another they should be stored in a secure area, either in a locker or in an area where it does not violate fire codes or create a tripping hazard. Changes of clothing and/or equipment for athletics should also be stored in lockers. If equipment does not fit in an allocated storage area, students should ask staff members for an appropriate solution.

Staff and Student Interaction

Dexter staff are bound by the principles outlined in the abovementioned *Dexter Code of Ethics*, a document setting out the professional obligations and responsibilities of our school staff.

The following policy applies to both staff members and students, who must understand their own responsibilities for ensuring that they do not cross the boundaries as written in the policy. The following list, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

Unacceptable Behaviors:

- Kissing of ANY kind.
- Any type of unnecessary physical contact with a student in a private situation.
- Any type of malicious physical contact, including the use of a weapon or object.
- Making, or participating in, sexually inappropriate comments or conversation, to include discussions of orientation and gender.
- Sexual jokes, or jokes/comments with sexual double-entendre.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.

- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Behaviors, STAFF ONLY:

- Giving gifts to an individual student that are of a personal and intimate nature
- Intentionally meeting with a student away from the school
- Physical contact beyond reasonable social interactions (high fives, handshakes, etc)
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of a staff member
- Sending emails, text messages, social media responses, letters or any digital communication to students outside of the student communication platform
- Being alone in a room with a student at school and with the door closed
- Excessive attention toward a particular student
- Giving students a ride to/from school or school activities without parent permission (only in “emergency” situations)
- Students in teacher offices with the door closed

Acceptable and Recommended Behaviors:

- Obtaining parents' written consent for any after-school activity on or off campus.
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions.
- E-mails, text-messages, phone conversations, and other communications to and with students must be professional and pertain to school activities or classes. (Communication should be initiated via school-based technology and equipment.)
- Keeping the door open when alone with a student.
- Keeping reasonable space between staff and students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from senior staff or administrators if you find yourself in a difficult situation related to Boundaries.
- Involving your supervisor if conflict arises with a student.

- Informing your Dexter leadership about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-students.
- Asking another staff member to be present if you will be alone with any student who may have severe social or emotional challenges.
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high-five's, and handshakes are appropriate.
- Keeping professional conduct a high priority during all moments of student contact

When any staff member, parent, guardian, or student becomes aware of a staff member or student having crossed the boundaries specified in this policy, he or she must report the suspicion to Dexter leadership or staff. All reports shall be confidential. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Detention

A student who violates the Code of Conduct may be given detention for one or more days at the school's discretion.

Detention must be served the day it is issued, in its entirety. Failure to serve a detention, in whole or in part, may result in a suspension.

Suspensions and Expulsions

Suspensions

A student who violates the Code of Conduct may be suspended from school for one or more days.

A short-term suspension refers to the removal of a student from the school for disciplinary reasons for a period of five days or fewer.

Examples of infractions that may warrant a **one-day suspension** include, but are not limited to:

- Refusing to respect facilitators, staff, or a member of the school's leadership team
- Intentionally cursing
- Hitting another student

Examples that may warrant a **three-day suspension** include, but are not limited to:

- Repeating conduct that warranted a one-day suspension
- Cheating
- Physical violence toward a facilitator
- Theft or vandalism
- Inappropriate use of technology or social media.

Examples that may warrant a **five-day suspension** include, but are not limited to:

- Repeating conduct that warranted a three-day suspension
- The physical assault of staff members or school safety agents
- Inappropriate sexual conduct
- Use or possession of drugs or weapons.

A long-term suspension refers to the removal of a student for disciplinary reasons for a period of more than five days.

If your child is suspended, you will be notified by a member of the school's staff via phone, by email, or in person. You will receive a suspension letter within 24 hours of the school's determination of the length of the suspension. You must make arrangements with the school for alternate instruction for your child during their suspension. Parents are required to meet with the school's leadership on the first day a suspended student returns to school. These meetings are the most important part of any suspension, they are discussions about the future and preventing the incident from ever happening again.

Expulsions

Students who reach three suspension incidents may be subject to expulsion. Further, any student who commits a serious violation of the *Code of Conduct* may be expelled regardless of the number of suspension incidents.

Examples that may warrant an expulsion include, but are not limited to:

- Physical or sexual assault
- Bullying
- Engaging in criminal or illegal activity

- Use, possessing, or selling weapons, alcohol, or drugs
- Major integrity violations
- Threatening or attempting any behavior that could warrant an expulsion
- Level 3 and Level 4 infractions.

Dexter reserves the right to suspend or expel any student at Dexter’s discretion if any breach of the above items occurs. Additionally, Dexter reserves the right to suspend or expel any student should any situation occur with respect to the student or the student population that Dexter leadership deems detrimental to the school and students at large. Dexter may also suspend or expel any student if any information regarding a student arises that gives cause for concern for the best interest of the Dexter school or students in any way.

Violence and Aggression

Dexter does not tolerate aggressive or violent conduct that puts the safety of our students or staff in jeopardy. Violent conduct, such as assault, is illegal and could result in expulsion.

Anti-Harassment, Anti-Discrimination, and Anti-Bullying Policy

All students should feel safe and welcome at school. We have a zero-tolerance policy against acts of harassment, discrimination, or bullying. This includes behaviors that take place outside of school if they harm others or disrupt students’ education.

Harassment, discrimination, and bullying is unacceptable at Dexter and will not be tolerated. We come from different backgrounds, and have different beliefs and lifestyles, but we are united in teaching children that part of success is being respectful, kind, and caring citizens. The *Anti-Harassment, Anti-Discrimination, and Anti-Bullying Policy* sets forth guidelines for preventing, reporting, and responding to potential acts of harassment, discrimination, and bullying.

We are all responsible for stopping harassment, discrimination, and bullying before and when it happens.

Harassment, Discrimination, and Bullying

Harassment, discrimination, and bullying can be behaviors that are physical, verbal, social, and/or cyber (Internet). Following are examples of harassing or bullying behaviors when targeted and repeated:

- Physical: Hitting, kicking, pinching, pushing, throwing items, or damaging/forcibly taking others’ property

- Verbal: Name-calling, put-downs, making threats, teasing, or spreading hurtful rumors
- Social: Deliberately harming another student's friendships or relationships
- Cyber: Sending text messages or emails, or posting messages or pictures on social media that hurt or embarrass others

In general, bullying:

- Is targeted and repeated
- Involves a power imbalance
- Creates a hostile environment
- Has substantial negative consequences

Preventing Harassment, Discrimination, and Bullying

Respect toward others is one of our most important principles. Dexter students should always treat others as they would want to be treated themselves. It is never okay to engage in harassing, bullying, or discriminatory conduct.

Our students are responsible for their own actions, even if others are acting in an inappropriate manner. While our students don't have to be friends with every single student at Dexter, they do have to be respectful at all times.

Reporting Harassment, Discrimination, and Bullying

Students should tell their teacher, Dexter leadership, or another adult (including a parent or guardian) immediately if they believe they are being harassed, discriminated against, or bullied, or if they believe someone else is. The Dexter leadership team will ensure the school investigates and puts a stop to any harassment, discrimination, and bullying. Parents and guardians may also report potential acts of harassment, discrimination, or bullying to facilitators and administrators. Reports may be made orally or in writing.

Suspension and Expulsion

Students may be disciplined (including suspension, expulsion, or other consequence) for violating this policy.

No Retaliation

There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, discrimination, or bullying.

Texas Department of Family and Protective Services

If you suspect a student is being abused or neglected at home, you may make a report to the Texas Department of Family and Protective Services, [online](#) or by phone at 1-800-252-5400.

Privacy Policy

This privacy policy describes how Holon Ventures, dba Dexter, collects, uses and shares personal information of consumer users of our website, www.dexterwf.com. This Policy also applies to any of our other websites that post this Policy. This Policy does not apply to websites that post different statements.

What We Collect

We get information about you in a range of ways.

- Information You Give Us. We collect your full name, email address, phone number, username, password, age, as well as other information you directly give us on our Site.
- Information We Get From Others. We may get information about you from other sources. We may add this to information we get from this Site.
- Information Automatically Collected. We automatically log information about you and your computer using Google analytics. More information about Google analytics may be found on their website (<https://analytics.google.com/analytics/web>).
- Cookies. We may log information using "cookies." Cookies are small data files stored on your hard drive by a website. We may use both session Cookies (which expire once you close your web browser) and persistent Cookies (which stay on your computer until you delete them) to provide you with a more personal and interactive experience on our Site. This type of information is collected to make the Site more useful to you and to tailor the experience with us to meet your special interests and needs.

Use of Personal Information

We use your personal information as follows:

- We use your personal information to operate, maintain, and improve our sites, products, and services.

Child Privacy Policy and Parental Consent Statement

Dexter wants to protect the safety of children using the Site. To the extent applicable, Dexter complies with applicable laws and regulations, including the Children's Online Privacy Protection Act (COPPA), which governs information gathering online from or about children under the age

of 13. Verifiable consent from a child's parent or guardian is required before collecting, using, or disclosing personal information from a child under the age of 13.

Consistent with the requirements of COPPA, in any instance where Dexter asks for age and determines the user is under the age of 13, Dexter will require a parent or guardian consent via a verified digital payment before Dexter collects any personal information from children under the age of 13.

Without obtaining verifiable parental consent, online contact information collected from a child is only used to respond directly on a one-time basis to a specific request from the child and is not used to re-contact the child and is not maintained in retrievable form by Dexter.

In addition to obtaining verifiable consent according to the process described above, Dexter does NOT:

- Collect personally identifiable *offline* contact information of a child under age 13 without prior parental consent.
- Provide any personally identifiable information, regardless of its source, to any third-party for any purpose whatsoever concerning our Users under 13 years of age, unless otherwise disclosed to children and their parents during the information collection process.
- Give children under age 13 the ability to publicly post or otherwise distribute personally identifiable contact information without prior parental consent.
- Entice any child by the prospect of a special game, prize, or other activity to divulge more information than is needed to participate in the activity.

There are several exceptions that permit collection of a child's email address without receiving parental consent in advance:

- To provide the parents with notice and to seek consent for communications with the child. Note: this may require collection of the parent's email address as well.
- To protect the safety of a child who is participating on the site; i.e., in a message board
- To protect the Website or to respond to law enforcement; i.e., in the case of a Website compromise.

Sharing of Personal Information

We may share personal information as follows:

- We may share personal information with your consent. For example, you may let us share personal information with others for their own marketing uses. Those uses will be subject to their privacy policies.

- We may share personal information when we do a business deal, or negotiate a business deal, involving the sale or transfer of all or a part of our business or assets. These deals can include any merger, financing, acquisition, or bankruptcy transaction or proceeding.
- We may share personal information for legal, protection, and safety purposes.
- We may share information to comply with laws.
- We may share information to respond to lawful requests and legal processes.
- We may share information to protect the rights and property of Dexter, our agents, customers, and others. This includes enforcing our agreements, policies, and terms of use.
- We may share information in an emergency. This includes protecting the safety of our employees and agents, our customers, or any person.
- We may share information with those who need it to do work for us.
- We may also share aggregated and/or anonymized data with others for their own uses.

Information Choices and Changes

Our marketing emails tell you how to “opt-out.” If you opt out, we may still send you non-marketing emails. Non-marketing emails include emails about your accounts and our business dealings with you.

You may send requests about personal information to our Contact Information below. You can request to change contact choices, opt-out of our sharing with others, and update your personal information.

You can typically remove and reject cookies from our Site with your browser settings. Many browsers are set to accept cookies until you change your settings. If you remove or reject our cookies, it could affect how our Site works for you.

Financial Information

All tuition payments are processed by Dexter via the FACTS online payment platform.

Current Tuition Rates (2022-2023 school year)

Campus Learning Option USD \$8,500 per year

Tuition rates are subject to minor annual increases to account for economic changes.

Sibling Discount

Dexter offers a discount off the base membership for additional students from the same family. A 5% sibling discount is automatically applied to the account of any siblings who enroll at Dexter.

Military Discount

Dexter offers a discount off the base membership for students with a parent/guardian who is actively serving or has been honorably discharged from a branch of the U.S. Military. Proof of active or honorable prior service will be required. A 5% military discount to all students that are in the care of the parent/guardian who enroll at Dexter.

Max Discount Per Student

Discounts do not stack past 5% per student.

Monthly Payments

Dexter tuition is charged on a monthly basis. Equal payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card (with a 3% convenience fee added for credit card payments only) on the **5th** of the month.

Automatic Bank Payment (ACH)

ACH payments are those payments you have authorized Dexter to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card

If you elect to use this option, your payment, along with a 3% convenience fee, will be automatically charged to your credit card (Visa, MasterCard, AMEX, or Discover are accepted).

Convenient Online Enrollment

Enrolling online is simple and secure and takes place as part of the admissions process.

Be sure to have the following information ready:

- Account information for the person responsible for payment: bank name, telephone number, account number, and bank routing number. Most of this information is located on your checks.
- If paying by credit card, have your card information available.

Please review your information carefully before submitting it. You will receive an email confirming your enrollment, after being approved by our team.

If you have questions about your payments, please contact info@dexterlearning.com. You may also view your agreement and billing information online on the FACTS Parent Portal. You can log on with your username and password.

Whenever a payment is made, a receipt will be forwarded to the registered email address.

Payment Plan Account Withdrawals

While Dexter transacts each payment on the specified date (**5th**), it is your financial institution that determines the time of day the payment is debited. Dexter recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears.

With ACH payments, if a payment date falls on a weekend or holiday, the payment will be transacted the following business day.

Payments with Insufficient Funds

Should an automatic bank payment or credit card payment be returned, a reattempt will occur five days later, and every five days after that. For payments scheduled on the 5th of the month, a reattempt will occur on the 10th, and so on.

Late Payments

Payment is considered late if not received 15 days after the billing date and the account will be charged a \$10 late fee by Dexter. If extenuating circumstances prevent timely payment, please contact the School Office at (940) 613-0123 or info@dexterlearning.com to discuss payment options.

Additionally, a missed tuition payment due to a parent or guardian initiated “Stop Payment” or “NSF” check will result in a \$10 penalty.

If tuition or other charges become 30 days past due the account holder will be notified to make an appointment with Dexter Administration to rectify the delinquency. Failure to pay the account balance or establish a payment plan with the School Office within 45 days of the billing date may result in the termination of educational services and a Credit Bureau referral. All costs of collection of delinquent accounts, including, without limitation, reasonable collection agency fees, attorney's fees, and court costs are the responsibility of the account holder and will be added to the account as incurred.

At the end of the school year, billing account balances should be paid in full by the 20th of May. Records, report cards, and transcripts will not be released until all outstanding accounts are paid.

Change in Payment Date

If you need to change a payment date, please contact the School Office at (940) 613-0123 or info@dexterlearning.com at least five business days prior to the scheduled payment date to reschedule. It may not be possible to process requests that are received less than five business days prior to the scheduled payment date.

Late Enrollment

The end of our billing period is the 5th of the month. New families who enroll late will be billed a prorated tuition amount on the first day of attendance and then monthly on the 5th of each month.

Other Payments

Billing Statements are sent by email each month for charges incurred by students such as:

- Lunches
- Field trips
- Electives
- Course fees
- Enrollment fees
- Yearbook
- Miscellaneous charges

Financial information can be viewed anytime by logging into the Dexter Parent Portal.

Refund of Tuition and Fees

At Dexter, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we reserve a space for your child. Your signed and returned contract guarantees your child a spot.

When you execute the contract, you pledge to Dexter that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and facilitators in accordance with the number of students enrolled and must pay those staff contracts whether or not a student attends.

If you find it necessary to withdraw your child after enrollment, please contact the Dexter Office as soon as possible. You will be responsible for any outstanding tuition and fees incurred in the time your child has attended Dexter. No official records will be released until all school-owned materials are returned, withdrawal forms are completed, and all financial matters are cleared.

Financial Aid

Dexter is committed to a diverse student body, representing a variety of socio-economic backgrounds. Therefore, an effort is made each year to provide scholarships to qualified students who need assistance. Each year a specific amount of financial resources are designated to be used for this purpose, and scholarships are available to as many qualified applicants as the amount will allow.

We hope to provide financial aid to students primarily through scholarships and reduced tuition payments through the Dexter Foundation.

We rely on the generous support of outside donors to supplement the fund, so to some degree are dependent on the current economic climate. All financial aid inquiries should be directed to info@dexterlearning.com.

If tuition assistance is desired, we recommend asking friends and family to contribute toward tuition, even asking for tuition contributions for birthday and holiday gifts.

When scholarships become available, scholarships will be granted at the discretion of our scholarship committee based on verified financial need.

Tuition Assistance Scholarship Policy

When scholarships become available, parents who wish to apply for a scholarship should apply online through the link on our website as soon as possible prior to the new school year. Assistance is awarded on a first-come, first-served basis. Our Scholarship Committee will consider the merits of each applicant on an individual basis and based upon the data analysis of the FACTS Financial Aid report and scholarship application documentation.

Scholarships shall be given when, in the opinion of the Scholarship Committee, the student's ability and achievement will contribute to the high standards of the school, when it is thought the student will benefit from the Dexter programs and environment, and when the need for assistance is substantiated. Scholarships apply to tuition only. No assistance is available for any fees, lunch costs, or expense items.

No scholarship application will be considered until all required documentation has been reviewed and the student has been accepted for enrollment.

Any scholarship that has been awarded may be forfeited if the account becomes past due or if payment has been stopped.

Scholarship students must abide by the values and principles contained within the *Dexter Ethos*, have excellent school attendance, submit coursework on time, and achieve good grades.

Student Technology, Internet Safety, & Social Media Acceptable Use Policy

Technology can be a great learning tool. However, students must use technology safely and responsibly.

By “technology” we mean computers, tablets, phones, mobile devices, wearable devices, the Internet, social media (which includes Facebook, Twitter, and others), blogs, email, chat rooms, instant messaging, and other forms of direct electronic communication. “Technology” also includes educational websites, applications, and platforms that students use for educational purposes, including Google’s G Suite for Education.

This policy covers the use of any technology (not just technology owned by the school), including off-campus use, which could disrupt the school or students’ education or interfere with others’ rights. This policy is meant to be representative and does not cover every single situation.

Electronics at School

The use of cellular phones and other personal technology by students is prohibited except under direct Dexter staff supervision. Cellphones are consumptive, not productive devices, and distract students from learning. They provide unfiltered exposure through cellular networks, which presents a risk to our wider student body. We also want to encourage students to be independent, not to be constantly contacting parents or friends throughout the school day.

For cell phones and other devices such as smartwatches, our rule is clear: if we see it or hear it, we will take it away. Cellphones and other electronic devices must be kept in student school bags. Any Dexter facilitator or administrator has the authority to enforce this rule. If a student’s personal technology is confiscated, they may pick it up from the School Office at the end of the day.

- On the first offense, the phone will be taken to the front office for the day and the student's parents will be contacted by the front office.
- On the second offense, the phone will be taken to the front office for the day, students' parents will be called by administration, and the device will be asked to be kept at home. The student will receive detention time during PE courses, electives, and house time equivalent to a week, and student will also receive chore duties equivalent to a week.
- On the third offense, and thereafter, the phone will be taken to the front office and not released until a \$15 fine is paid each time by a parent and a conference occurs between parents and administration each time.
- Students found in severe violation of this policy shall be subject to appropriate disciplinary action in accordance with Dexter Student Handbook, up to and including expulsion.

We recommend that unnecessary electronic devices are left at home.

Dexter is not responsible for lost, stolen, or damaged cell phones or other personal technology that students choose to bring to school.

If a student needs to make an emergency phone call to a family member during the school day, they must first obtain permission from a facilitator or administrator.

Gaming

Students are not permitted to play computer games during school time, unless expressly given permission by a staff member or in the development of a game as part of our curriculum. It is important that our core curriculum takes priority over gaming, which is an activity that can be enjoyed at home. Disciplinary action will be taken when students are found to be gaming at school.

Online Behavior

Dexter students are expected to behave appropriately online. It is our expectation that students conduct themselves in a manner that is respectful to all other participants in the online classroom. Failure to follow the rules of good digital citizenship will lead to a student being muted, blocked, or expelled from a class.

Although we will teach the principles of good digital citizenship to our pupils, we request that parents reiterate the importance of such behavior at home. Younger students in particular will need coaching on the subject.

Elements of good digital citizenship are described in the following paragraphs.

VPNs (Virtual Private Networks)

Student use of VPNs is prohibited at Dexter. Students discovered to be using a VPN while on Dexter campus property will face disciplinary action, including potential expulsion.

Online Behavior Outside of School Hours

Dexter students sometimes meet each other on Google Hangouts and other online platforms. During and outside school hours, Dexter students are expected to behave in accordance with the Dexter ethos, especially with regard to respect and kindness. If students are found to be engaging in inappropriate conversations in online platforms outside of class, they will be subject to disciplinary action, which includes possible suspension and expulsion depending on the nature and instances of such inappropriate behavior.

Be Safe

Dexter students should always observe the following safety practices:

- Never share your login credentials (username and password) with anyone.
- Never share information about yourself or pictures with strangers.
- If you meet someone online, do not meet in person.
- If someone sends you a message that makes you feel uncomfortable, tell your parents or a facilitator right away.

Be Appropriate

Dexter students should always behave appropriately with technology:

- Never use someone else's device without their permission.
- Be polite, kind, and respectful. It's okay to disagree with others' views but do so respectfully.
- Do not take or use images of other students without their permission.

Bullying, including cyberbullying, harassment, inappropriate language, and discrimination will not be tolerated. It is not acceptable to be mean, make fun of, embarrass, or pick on others. You also cannot curse or use other language online that you would not be able to use at school.

Don't post anything you wouldn't want friends, parents, facilitators, college admissions officers, or a future employer to see! Even if you think your site is private, it's probably not—people can view and share what you post, now and far into the future.

- Don't "friend" your teacher or other Dexter staff online.
- Don't view, send, or post messages or pictures that would be inappropriate for school, would harm another person, or would disrupt school.
- Respect others' privacy.
- Don't hack or access computers or websites without permission.
- Don't pretend you are someone else or use someone else's identity online.
- Do your own work. Don't plagiarize (presenting others' ideas or writings as your own).

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored Event.

Be Responsible

Personal responsibility is paramount at Dexter and is especially applicable with the use of technology. Students need to understand the following policy.

- **You** are responsible for **your** online conduct.
- Don't copy or download books, music, movies, pictures, or anything else without the owner's permission.
- Don't gamble or engage in illegal activity online.
- If you are unsure whether something violates this policy, ask your facilitator.
- If someone violates this policy, report the violation to a facilitator immediately.

Keeping Our School Community Safe

For the safety of our school community and to comply with federal law, we will:

- Teach students how to be safe on the Internet (instruction will cover how to have appropriate online behavior, including on social networking sites and in chat rooms and how to avoid and address cyberbullying)
- Monitor the use of our technology at all times
- Use filtering software, to the extent practical, that blocks inappropriate content or websites deemed to be obscene, child pornography, or harmful to minors

Cyberbullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, School administration may impose consequences. The Administration may also report cyberbullying or Harassment to the police.

Action steps to respond to cyber bullying or harassment

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the cyber bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.

- Contact the cyber bully's parents.
- Contact the school administration.
- Contact the police.

If students violate this policy, they may lose technology privileges or be subject to other disciplinary consequences.

Miscellaneous Policies

Fundraising

Fundraising of any kind is not permitted at Dexter, we prefer that you focus your time and energy on your child's academic success and well-being.

Gifts to Staff

Our staff is thrilled to accept your student(s) appreciation and kind words, but they do not expect any gifts. To avoid issues of favoritism and competition, staff members can accept only gifts that are homemade (e.g., a card, a letter, your child's art, or baked goods), or low in value. Our staff cannot accept cash gifts directly from Students or Families. This ensures that all gifts are appropriate and avoids any appearance of impropriety.

An exception being gifts from Parent Teacher organizations. These should still not be cash, but may be gift cards and other non-cash items being from the organization and not directly associated with a particular family.

Lost and Found

Lost and found items will be kept in the School Office and, if unclaimed, will be donated to charity at Dexter's discretion. Please label your child's clothing and let your child know they are also responsible for keeping track of their belongings.

Personal Items

Dexter bears no responsibility for any personal items a student brings to school that are damaged, lost or stolen. Students bring personal items at their own risk and should secure them in a bag or locker. Dexter discourages students from bringing special items to school unless they are for learning purposes.

Requests for Specific Teachers

Each year, we do our best to ensure that your child has facilitators who will provide the best possible learning experience. However, we do not accept or accommodate requests for a specific teacher.

Potty Training and Diapers

Dexter is not able to administer diaper changes or assist with bathroom usage. All students must be fully potty trained and able to use the restrooms themselves. Dexter staff will not change diapers or pull-ups. Diapers may be used by students if absolutely necessary when they are able to change the diaper themselves in the restrooms and maintain reasonable personal hygiene.

We do understand that even toilet-trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. A toilet-trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 5-year-olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from
 - the classroom
- Wake up during nap time should they need to use the bathroom

We understand that each child arrives at this milestone differently, therefore we will allow two weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend the attendance of the child at such time.

A child will not be considered toilet-trained if he/she experiences consistent accidents after the first two weeks of school. After the first two weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the

- understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day two, the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- Upon return to the school, if the child has another accident, then they will be dismissed from the school.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time-consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at Dexter.

Public School Admittance

A transfer student from a Texas nonpublic school must complete all state requirements found in Texas Administrative Code, Title 19, Part II, §74.11(d)(1) for graduation. Texas Administrative Code, Title 19, Part II, §74.11(f).

Inclement Weather Guidelines for Physical Education & Recess

Time spent outdoors is an important part of the school day. Children should be exposed to fresh air and exercise. Time spent outdoors allows students an opportunity to engage in activities that allow them to relax from the structure of the classroom for a short while. However, there are times when it is not safe for students to be outside.

It is difficult to set guidelines that fit every circumstance and condition in regard to outside activities during hot or cold weather. School staff are advised to use their discretion and good judgment as to whether or not students will go outside, as well as the duration of the activity.

The following guidelines will be used for when school recess, other outdoor physical activity, or physical education classes should be modified. The decision-making process may vary from grade to grade.

Conditions that should be considered in the determination:

- Temperature
- Wind chill

- Humidity
- Heat index
- Age of students
- Length of time outdoors
- Adequacy of clothing of the children
- Condition of the playground

Recess and Outdoor Physical Activity During Hot Weather

1. When the temperature reaches 90 degrees or above, the school administration will provide for an inside physical activity in an air-conditioned environment.
2. Teachers should provide students a water break before and after recess. Additionally, any student who shows signs of heat exhaustion or overheating should be allowed a water break during the recess period.
3. Teachers should be aware of medical conditions such as asthma, diabetes, epilepsy (seizure), allergy, medications etc which puts students at a high risk of heat illness. These conditions could be intensified if exercising in hot weather; however, there is no reason to limit students' participation, unless a known risk is obvious or the parent has advised the school that their child should not participate.

Recess and Outdoor Physical Activity During Cold Weather

1. When properly clothed, children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution should be practiced when temperatures reach below 55 degrees including the wind chill factor.
2. When temperatures and wind chill factors fall below 45 degrees including the wind chill, students are kept indoors.
3. Each year Dexter will remind students and parents of the school's cold weather guidelines, along with reminders about the necessity of wearing appropriate clothing for cold weather activities.
4. Temperature considerations and proper clothing:
 - Below 60 degrees - jacket or long sleeves recommended.
 - Below 50 degrees - coat and long pants recommended.
 - Below 45 degrees - Indoor recess or physical activity.
 - Below 40 degrees - gloves and hats with previously recommended gear necessary.
5. Dexter will honor reasonable parent requests that students are allowed to stay indoors with asthmatic children possibly needing special accommodations. Dexter will work with the parent to determine a workable system for when the child should not participate in outdoor activities due to health reasons.