

The Animas Public School District shall follow all standards as prescribed by the New Mexico ~~State Department of Education~~ **Public Education Department**. These standards include the following areas:

- curriculum including academic content and performance standards;
- organization and administration of education within the Animas School District;
- the keeping of records, including financial records as prescribed by the ~~Department of Education~~ **Public Education Department**;
- membership accounting;
- teacher preparation;
- the physical condition of all school buildings and grounds; and
- the educational facilities of all schools, including laboratories and libraries.

**References: NMSA 1978, Section 22-2-8**

**Adopted: October 9, 2007**

**Animas Public Schools**

**Amended:**

**Board of Education Policy Manual**

The Animas School District’s budget shall be developed annually from the best estimates from the individual schools with appropriate consolidation as the estimates move upward through the higher levels of administration. The Superintendent of Schools shall determine the manner in which the annual budget is to be compiled.

Money budgeted by the District shall be spent first to attain and maintain the requirements for the Animas Public Schools as prescribed by law, by standards, and rules as required by the ~~State Department of Education~~ **Public Education Department**.

The school councils shall work with the school principal and give advice, consistent with state and school district rules and policies, relating to the school's proposed and actual budgets.

The Board of Education shall meet to consider tentative budget proposals prior to formal presentation of the budget for adoption. The Board shall also meet to present the budget to the public and shall adopt the budget as provided by state statute or regulation.

The Superintendent shall administer the budget in conformity with legal requirements and the decisions of the Board.

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5 Except for personnel required to meet staffing requirements mandated by the ~~State~~  
6 ~~Department of Education~~ **Public Education Department** due to increases in enrollment,  
7 the District shall not hire any personnel whose positions are not included in the budget, as  
8 adjusted, for the fiscal year in which they are hired without concurrently securing Board  
9 approval for any adjustments to the budget necessitated by the new positions.  
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Prior to the beginning of each school year the Superintendent of the Animas School District shall file with the ~~State Department of Education~~ **Public Education Department** the District's salary system which shall incorporate any salary increases or compensation measures specifically mandated by the legislature.

Salaries for teachers and school administrators shall be aligned with the licensure framework provided for in the School Personnel Act (See Policy 206 - Levels).

The Superintendent shall not reduce the District's salary system as established in the previous paragraphs without action by the Board of Education and the written approval of the New Mexico Secretary of Education.

**See Policies: Policy 206**

**References: NMSA 1978, Section 22-10A-4 and Section 22-5-11**

**Adopted: October 9, 2007**

**Animas Public Schools**

**Amended:**

**Board of Education Policy Manual**

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4 The Animas Public Schools' Board of Education is responsible for the control of all funds  
5 of the school district including all funds collected at individual schools, whether by  
6 school personnel or by others, if students are used to assist, or, if the name of the school  
7 or of the school district is used in connection with the process. The Superintendent or  
8 designee shall be responsible for detailing and maintaining all procedures necessary to  
9 assure adequate fiscal control.

- 10  
11 1. All schools and departments within the Animas Public School District shall  
12 comply with the regulations prescribed in the “Manual of Accounting and  
13 Budgeting” provided by the ~~State Department of Education~~ **Public Education**  
14 **Department**.  
15  
16 2. All schools and departments will use the established chart of accounts.  
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18 3. All school units and departments will use the accounting procedures as outlined  
19 for financial accounting and handling of all activity (trust and agency) funds.  
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46 **See Policies: 525, 526, 530**

47 **Adopted: October 9, 2007**

**Animas Public Schools**

**Amended:**

**Board of Education Policy Manual**

The Superintendent and business staff shall establish and maintain for the Animas School District a complete, auditable financial system which meets all statutory and regulatory requirements of the State of New Mexico and more particularly the School Budget Planning Office of the ~~State Department of Education~~ **Public Education Department**.

A complete statement of expenditures shall be presented to the Board of Education each month. The Superintendent or his/her designee will file all required state and federal fiscal reports. All funds over which the Board of Education has direct control shall be audited annually, as required by law. The Board of Education shall be notified of the time and place of the auditor’s exit interview. The final audit report must be made available to each board member and reviewed at a regular board meeting. An annual study session will be conducted to review the District's annual audit within 30 days of the Office of the State Auditor's release.

A quarterly report of actual revenues, expenditures and cash balances will be provided to the Board of Education within 45 days after the close of each fiscal quarter. The report will include discussions of variances and recommendations for adjustments.

A student membership report will be presented to the PED within 30 days of the final reporting date for the 40<sup>th</sup>, 80<sup>th</sup>, 120<sup>th</sup> and **EOY** student counts.

~~A report of any accounts payable invoices that are more than 90 days old will be provided on a monthly basis.~~

A monthly construction update will be presented outlining the status of projects, completion timelines, and budgetary data **when applicable**.

~~A monthly expenditure report will be provided to sites, departments, and programs no later than fifteen (15) days after the close of a month.~~

A complete inventory of the District’s property shall be maintained, as required by law.

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4 **PURPOSE**

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6 The purpose of this policy is to provide the procedures, rules and guidelines for use of the  
7 Animas Public Schools Intranet/Internet resources. Use of such technology is a  
8 necessary element of the Animas Public Schools educational mission, but is furnished to  
9 staff and students as a privilege, not a right. The Animas Public School District seeks to  
10 protect legitimate users of technology by establishing limits on such use and sanctions for  
11 those who abuse the privilege. Eliminating computer abuse provides more computing  
12 resources for users with legitimate needs.

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14 **DEFINITIONS**

15  
16 The definition of the Intranet is any configuration of hardware and software that connects  
17 users. The network includes all of the computer hardware, operating system software,  
18 application software, stored text and data files. This includes electronic mail, local  
19 databases, externally accessed databases, cd-rom, recorded magnetic or optical media,  
20 clip art, digital images, digitized information, communication technologies and new  
21 technologies as they become available. Stand-alone workstations are also governed by  
22 this policy. As used herein, the user shall mean the system operations, staff members,  
23 account holders, and authorized students afforded access and use of the school district  
24 computer systems as part of the school district curriculum.

25  
26 The definition of the Internet is any method or equipment used to access resources on the  
27 World Wide Web.

28  
29 **INTRODUCTION**

30  
31 Animas Public Schools' resources for teaching and learning, communication services,  
32 and business data services are provided through computer equipment and maintaining  
33 access to local, regional, national, and international sources of information. The school  
34 district permits use of its computer system and information resources by students and  
35 staff who must maintain respect for the public trust and through which they have been  
36 provided, in accordance with policy and procedures established by the school district.  
37 These procedures do not attempt to articulate all required or prescribed behavior by its  
38 users. Successful operation of the computer system and network requires that all users  
39 conduct themselves in a responsible, decent, ethical and polite manner while using the  
40 network. The user is ultimately responsible for his/her actions in accessing network  
41 services.

42  
43 Access to the computer system, information networks and to the information technology  
44 environment within the School District's system is a privilege and must be treated as such  
45 by all users of the network and its associated systems.

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4 The Animas Public Schools' Board of Education acknowledges that state law requires  
5 proper procedures for the handling of salvageable materials and hereby adopts this policy  
6 in order to implement such procedures.

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8 For purpose of this policy, the term “salvageable materials” shall mean materials,  
9 equipment, or items of tangible personal property owned by the Animas School District  
10 which have a current resale value of any amount and which are worn out, unusable or  
11 obsolete to the extent that the item(s) is not longer economical or safe for continued use  
12 by the District. The term shall include materials or equipment from school or building  
13 construction or renovation projects which have resale or salvage value, which have not  
14 been contracted for salvage or disposition to private entities.

15  
16 All building principals and department directors are responsible for assuring that all  
17 salvageable materials within their buildings or departments are disposed of in accordance  
18 with state law and with this policy. No salvageable materials shall be disposed of or sold  
19 by any school or department unless such disposition has first been approved by the  
20 Superintendent to assure that appropriate reporting of such disposition is made in  
21 accordance with NMSA 1978 13-6-1.

22  
23 All salvageable materials shall be included in the building or departmental inventory until  
24 disposed of in accordance with this policy, at which point it may be deleted.

25  
26 Procedures for the accumulation and disposition of property shall be in accordance with  
27 NMSA 1978 13-6-1. The Board of Education must approve a resolution and affidavit  
28 approving the disposition if the materials have a current resale value of five thousand  
29 dollars (\$5,000.00) or less. Such resolution shall be transmitted to the state auditor at  
30 least thirty (30) days prior to the proposed date of disposition.

31  
32 If the salvageable materials have a current resale value of more than five thousand dollars  
33 (\$5,000.00), the materials shall not be disposed of until approved by the School Budget  
34 Planning Office of the ~~State Department of Education~~, **Public Education Department**  
35 using such forms as may be required by the division.

36  
37 Any receipts of cash or other consideration for disposition of salvageable materials shall  
38 be forwarded to or directly handled by the District’s Business Office and accounted for as  
39 required by state regulation.

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46 **Reference: NMSA 1978 13-6-1**

47 **Adopted: October 9, 2007**

**Animas Public Schools**

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**Board of Education Policy Manual**

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5 The Board of Education provides teacherage units for district employees. These units  
6 include apartments, mobile homes and houses. The lessees shall use the housing units  
7 only for residential purposes. Any lessee must comply with all district policies.

8  
9 **Duties of the Superintendent**

10  
11 The Superintendent shall be responsible for the administration of teacherages at the site  
12 and is directed to provide essential information, a Teacherage Manual, for the tenants  
13 living in the units. It shall be the responsibility of the Superintendent to annually execute  
14 a lease for each occupied teacherage or private unit. The Superintendent will prepare the  
15 lease, obtain the lessee’s signature, and maintain an accurate the up-to-date file of leases  
16 on all units. The Superintendent shall be responsible to see that the teacherage inspection  
17 report is completed, with lessee signatures, whenever any housing or premises are  
18 vacated.

19  
20 **Payroll Deductions**

21  
22 Payroll deductions will be made for charges in which the school district has an ownership  
23 interest, teacherage rental, and reasonable care (security/cleaning) deposit. The  
24 authorization for the rental deduction will be in the completed lease contract.

25  
26 **Insurance**

27  
28 Property and liability insurance, which will cover the District owned buildings and  
29 furnishings, will be maintained by the Animas Board of Education through the New  
30 Mexico Public School Insurance Authority. Insurance for personal belongings and  
31 furnishings shall be the responsibility of the lessee. The District shall provide fire and  
32 extended coverage insurance upon all district owned house units, trailers, alterations,  
33 additions and improvements upon the premises. Fire and extended coverage insurance  
34 upon all personal contents situated in, upon, or about the premises shall be provided by  
35 the lessee if he/she desires such coverage.

36  
37 **Assignment of the Units**

38  
39 The assignment of personnel will be made by the Superintendent. Housing will be leased  
40 subject to educational needs, availability of housing and family need.

41  
42 District housing is intended to attract and retain district employees, not to compete with  
43 commercial enterprise. Housing shall be reserved for licensed employees or of the school  
44 district, the spouse of the employee and their children. No other persons may occupy the  
45 premises without the specific written approval of the Superintendent. The Animas Board  
46 of Education reserves the right to limit the number of persons residing in each unit.

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4 ~~It is the position of the Animas Public Schools' Board of Education that school-based~~  
5 ~~clinics are helping fill important unmet needs in providing students primary health care,~~  
6 ~~reducing absenteeism and helping students reach their full educational potential. The~~  
7 ~~School Based Health Clinics services will be easily accessible and designed to eliminate~~  
8 ~~or diminish barriers to care for students and for participation by parents/guardians and~~  
9 ~~community members. The Animas Public Schools' Board of Education authorizes and~~  
10 ~~supports the operation within the Animas School District of school-based clinics.~~

11  
12 ~~The Superintendent or his/her designee shall be responsible for oversight, monitoring and~~  
13 ~~coordination of the school-based clinics. A medical oversight committee shall be~~  
14 ~~appointed including, but not limited to, a representative of Animas Public Schools'~~  
15 ~~administration, a health care provider from each agency operating in a school based~~  
16 ~~clinic, one community physician, a school nurse, two parents whose children attend a~~  
17 ~~Animas public school served by a school-based clinic and one student. The committee~~  
18 ~~will meet quarterly and when appropriate.~~

19  
20 ~~A. Animas Public Schools' staff will develop procedures with respect to school-~~  
21 ~~based clinics which:~~

- 22  
23 1. ~~Define the role of the clinics in a manner that is consistent with the~~  
24 ~~Animas Public Schools' philosophy and principles on health and wellness;~~  
25  
26 2. ~~Delineate the procedures and processes for initiation, continuation, and/or~~  
27 ~~expansion of clinics and/or their services;~~  
28  
29 3. ~~Support the importance of parental involvement in the lives of their~~  
30 ~~children and affirm respect for the value of individuals and their families;~~  
31 ~~and~~  
32  
33 4. ~~Provide that no student shall be required to use the services of the school-~~  
34 ~~based clinics.~~

35  
36 ~~B. The requirements for operation of the school-based clinics within the Animas~~  
37 ~~Public School District are as follows:~~

- 38  
39 1. ~~Clinic operations or expansion shall be governed by:~~  
40  
41 ● ~~The needs of specific school communities;~~  
42 ● ~~The school leadership's belief in and a commitment to the idea,~~  
43 ~~and~~  
44 ● ~~The clear and strong support of parents.~~

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- 5 ~~2. The Animas Public Schools shall continue to provide space, in-kind~~
- 6 ~~support and services to these clinics.~~
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- 8 ~~1. The clinics shall be operated by Public health care providers which are~~
- 9 ~~qualified under State Standards to provide services and which do not~~
- 10 ~~operate under the governance of the Animas Public School District.~~
- 11
- 12 ~~2. The Animas Public Schools shall establish an interagency agreement with~~
- 13 ~~clinic providers which includes a provision that the Animas Public School~~
- 14 ~~District is not responsible for the negligence or other misconduct of clinic~~
- 15 ~~personnel and that clinic personnel will be covered adequately by~~
- 16 ~~malpractice insurance.~~
- 17
- 18 ~~3. The clinics shall use a standardized parent/guardian consent form, but~~
- 19 ~~some portion of that form may be left flexible to reflect the unique~~
- 20 ~~characteristics of each clinic.~~

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22 **The consent form shall:**

- 23
- 24 ~~1. Fully comply with standards of informed consent on an annual basis;~~
- 25
- 26 ~~2. Indicate the scope of services available;~~
- 27
- 28 ~~3. Indicate what services can be provided to the student without parental~~
- 29 ~~consent or knowledge as dictated by state and/or federal law;~~
- 30
- 31 ~~4. State that the clinics are not operated by the Animas Public School District~~
- 32 ~~and that the Animas Public School District is not liable for their operation~~
- 33 ~~or the services provided therein; and~~
- 34
- 35 ~~5. Identify a contact person in the clinic who may be reached to:~~
- 36
- 37 ~~• Respond to questions about clinic services, procedures and treatments;~~
  - 38 ~~• Make referrals to the clinic staff; or~~
  - 39 ~~• Request that specific health information be sent to parents.~~
- 40
- 41 ~~6. Animas Public Schools' nurses shall coordinate the clinic activities in each~~
- 42 ~~school. The role of the Animas Public Schools' nurse assigned to school-~~
- 43 ~~based clinics shall be defined in nursing policy and the job description.~~
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7. ~~Coordination with other school services shall be improved by:
  - a. ~~Creating an awareness of the school as an environment whose many parts and activities define the health and well being of its staff and students;~~
  - b. ~~Supporting an approach in all subject matter that encourages healthy behaviors and life styles; and~~
  - c. ~~Developing a working relationship among teachers, administrators, counselors, nurses, health educators, food services and support staff that maximizes their areas of expertise.~~~~
8. ~~The school based health center will be designed to complement services provided by existing health care providers or to serve as a medical home. For managed care plans, the center can function as the principle provider of primary care.~~
9. ~~The school-based health center must coordinate care with the students' medical homes, including managed care providers as well as with other medical providers, social services agencies, mental health providers, and other agencies, programs, and organizations.~~
10. ~~The clinics shall continue to adhere to the requirements of law and professional ethics with regard to confidentiality. This includes the obligation to secure all clinic records so that such confidentiality is maintained.~~
11. ~~The Animas Public School District shall not dictate the services provided in the school based clinics with the exception that non prescription birth control devices shall not be dispensed from the clinics. The services shall be clearly defined jointly evaluated and monitored by the Animas Public School District and providers on a regular basis. Providers must agree to follow recommendations of the medical oversight committee.~~
12. ~~An annual report will be provided to the Animas Public Schools' Board of Education regarding the operation of the clinics.~~

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5 The Animas Board of Education recognizes that many students tend to eat non-nutritious  
6 or "junk" foods, which contribute to tooth decay, obesity, diabetes, and heart disease.  
7 Therefore, standards governing the types of food that may be offered or sold in the  
8 schools and the times and places each type of food may be sold will be enforced.  
9 Through its food service program, the Animas Board of Education assumes the  
10 responsibility of encouraging sound nutrition as part of an overall healthy lifestyle.

11  
12 **Nutrition Education** shall be a part of a comprehensive integrative, interdisciplinary  
13 health skills curriculum. Health education shall stress the importance of combining  
14 regular physical activity with sound nutrition as part of an overall healthy lifestyle.

15  
16 **The Student Nutrition Program** will model healthy dietary practices that promote  
17 healthy lifestyle choices for students, staff, and parents. All USDA requirements will be  
18 adhered to as set forth by the state and federal governments. Foods that are made  
19 available for students at school, during the school day, will be limited to those that are  
20 considered to be nutritious. Non-nutritional foods will not be offered or sold to students  
21 at anytime during the school day.

22  
23 ~~**Training in nutrition and/or fitness education** can increase the extent to which~~  
24 ~~teachers, nurses, coaches, and other school staff implement a curriculum and promote~~  
25 ~~healthy lifestyles. A minimum of two hours of nutrition and fitness education training~~  
26 ~~will be required for all elementary, secondary health, consumer science and physical~~  
27 ~~education teachers, coaches, and nurses. Science and Special Education teachers will be~~  
28 ~~encouraged to attend this fitness and nutrition training.~~

29  
30 **All food service personnel shall regularly participate in professional development**  
31 **activities** that address strategies for promoting healthy eating behavior in a student-  
32 friendly dining environment. Food service personnel shall also successfully complete  
33 district certification requirements every three years concerning proper food safety and  
34 sanitation.

35  
36 **Involvement of family members and the community** in supporting and reinforcing  
37 nutrition education and the promotion of healthy eating habits will be encouraged.  
38 Parents and classroom teachers will utilize the approved Healthy Food Choices list and/or  
39 other healthy alternatives in providing food for "class parties". School associations and  
40 activities will also follow the approved guidelines when using food to raise funds and  
41 look for alternative fundraising strategies.

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43 **A healthy and quality school nutrition environment will be provided.** This includes  
44 quality of food service and dining room (cafeteria) atmosphere with adequate and  
45 appropriate time to eat.

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5 **The effectiveness of the school nutrition program and polices will be evaluated**  
6 **annually.** The Animas School administration will utilize the Health Advisory School  
7 Council and the district's Food Service Director and Special Education Health Director,  
8 under the direction of the Superintendent, for implementation and evaluation of this  
9 policy.

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38 **References: 6.30.2.19 NMAC and 6.30.2.20 NMAC**  
39 **NMSA 1978, Section 22-13-13.1**  
40 **See Policies: 480 Fitness and Health**  
41 **518 Fund Raising Projects**  
42 **541 School Level Safety Plans**  
43 **586 Food Services**  
44 **587 Nutrition**  
45 **687 Discipline and Safety**  
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The District's annual accountability report will be presented to the Animas Board of Education for adoption. After the adoption by the Board of Education, the report will be published no later than November 15 of each year. The public shall be notified, utilizing the local newspaper, of the availability of the report titled the "The Animas Public School District's Report Card". This report shall be disseminated in accordance with the guidelines established by the Public Education Department.

The annual accountability report shall include the names of those members of the Animas Schools' Board of Education who failed to attend the mandatory annual training.

The annual accountability report shall include data on expenditures for central office administration and expenditures for all schools in the Animas Public School District.

The results of a survey of parents' views regarding the quality of their child(ren)'s school(s) shall also be reported.

The academic performances shall be reported by school and sub-groups as defined by the ~~State Department of Education~~ **Public Education Department** and The No Child Left Behind Act.

**References: NMSA 1978, Section 22-2A-11  
The No Child Left Behind Act of 2001**

1 **Personal Use of District Equipment/Vehicles/Procurement**  
2 **Credit Cards and Cell Phones**  
3 **591**

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7 The Animas Board of Education cannot allow the District's assets to be inappropriately  
8 used or unnecessarily risked. All District personnel are to take reasonable steps to ensure  
9 that the facilities, vehicles, **procurement** ~~credit~~-cards, **cell phones** and equipment are not  
10 subjected to improper use, wear and tear. Accordingly, all District **procurement** ~~credit~~  
11 cards, vehicles and equipment have been purchased and maintained for the District's use.  
12 Therefore, *any personal use of school **procurement**-~~credit~~ cards, **cell phones**, equipment*  
13 *or vehicles is prohibited.*  
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