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All visitors to school campuses, including board members, district employees, and representatives from the media, shall report their presence to the school office at the beginning of each visit so that ~~so that~~ district administrators and other employees may fulfill their responsibilities for the protection of the persons and property of students and employees.

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3 In accordance with Chapter 21, 1985 New Mexico Session Laws and in compliance with
4 regulations promulgated by the Public Education Department, the Animas Public Board
5 of Education acknowledges the right of parents or guardians to establish home schools.
6 Home School, as defined by state statute, means “. . . the operation by a parent, guardian,
7 or other person having custody of a school-age person of a home study program which
8 provides a basic academic educational program including but not limited to reading,
9 language arts, mathematics, social studies, and science.” The following procedures will
10 apply in the establishment of home schools:

- 11
12 1. — The parent or guardian will complete and submit to the Superintendent a notarized
13 copy of the Public Education Department's form SDE 542-85, “Notification of
14 Establishment of a Home School” or any subsequent revision of such form within
15 thirty (30) days of the establishment of the home school and on or before April 1
16 of each subsequent year.
- 17
18 2. — The parent or guardian will complete and submit to the Superintendent the Public
19 Education Department's form 543-85, “Home School Enrollment Report”, on
20 November 1 or within five (5) calendar days thereafter.
- 21
22 3. — The parent or guardian will by November 1 confer with the principal regarding
23 the state and local required standardized achievement tests for the student(s)
24 enrolled in the home school. Home school students will be tested with the
25 required achievement tests in the public school within their attendance area under
26 similar conditions as the public school students. Parents will be responsible for
27 the transportation required.
- 28
29 4. — The parent or guardian will provide written notification to the Superintendent of
30 any changes in the information provided in the “Notification of Establishment of a
31 Home School”.
- 32
33 5. — The grade placement of students in grades 1 through 8, who are in a home school
34 program and who wish to enroll in the public schools, shall be determined by the
35 principal in consultation with the classroom teacher(s) and subject to satisfactory
36 performance on grade level competency tests. The awarding of course credits for
37 home school students in grades 9 through 12 shall be subject to satisfactory
38 performance on the district's competency tests on the coursework in question or
39 upon certification of satisfactory completion of the course from a board approved
40 school. Arrangements for testing will be made by the parents ten (10) days prior
41 to the last day of school.
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1 In accordance with the laws of the State of New Mexico and the regulations promulgated by the
2 New Mexico Public Education Department, the Board of Education acknowledges the rights of
3 parents to establish home schools. "Home school" means the operation by the parent of a school-
4 age person of a home study program of instruction that provides a basic academic educational
5 program, including reading, language arts, mathematics, social studies and science.
6

7 **A. Establishment of Home Schools.** A parent of a school-age person residing within the
8 boundaries of the District who intends to establish a home study program for their student, shall
9 comply with the following procedures:
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11 1. The parent shall notify the Public Education Department within thirty (30) days
12 of establishing a home school. The parent shall notify the Public Education Department in
13 writing on or before April 1 of each subsequent year of operation for renewal using the online
14 notification forms available at www.ped.state.nm.us;

15
16 2. The parent must maintain records of the student's required public health
17 immunizations or a waiver such requirements;
18

19 3. The home school must provide instruction by a person possessing at least a high
20 school diploma or its equivalent, and the home school must maintain documentation that verifies
21 the diploma or its equivalent;
22

23 4. The home school must maintain documentation of the school calendar followed
24 by the home school program; and
25

26 5. When a parent intends to establish a home school program for a student currently
27 enrolled in the District, the parent shall give written notice to the principal of the student's school
28 of attendance that the student is being withdrawn to be home schooled and shall provide the
29 principal with a copy of the public education department's home school notification confirmation
30 number no later than thirty (30) days after withdrawal.
31

32 **B. Transfer of Home School Students to the District.** When a student seeks to enroll in
33 the District from a home school into grade levels 1 through 8, the grade level at which the
34 transferring student is placed shall be determined by the principal in consultation with the
35 classroom teachers and subject to one of the following criteria:
36

37 1. The grade level appropriate to the age of the student; or
38

39 2. The student's score on a standards-based achievement assessment test
40 administered by the District.
41

42 The parent may appeal the placement decision to the Superintendent or Superintendent's
43 designee by providing written notice within three (3) school days after the parent receives the
44 principal's notification of placement. The parent's written notice of appeal shall contain a
45 statement of reasons why he or she is objecting to the student's placement and state the requested
46 remedy. The Superintendent or Superintendent's designee shall review, at a minimum, the
47 student's file, the placement decision by the principal and written statement by the parent. The
48 placement decision by the Superintendent or Superintendent's designee shall be final.
49
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It is the policy of the Animas Public Schools' Board of Education to design and implement its Title I ~~and Bilingual~~ projects in consultation with parents and teachers of the children being served. Activities should include, but are not limited to the following:

1. Notifying each student’s parents in a timely manner that the student has been selected.
2. Informing each student’s parent(s) of the specific instructional objectives for the student.
3. Reporting to each student’s parents on the student’s progress.
4. Establishing conferences between individual parents and teachers.
5. Providing materials and suggestions to parents to help them promote the education of their children at home.
6. Providing timely information concerning the Title I ~~and Bilingual Programs~~.
7. Soliciting parents’ suggestions in the planning, development and operation of the program.
8. Conducting an annual meeting to explain to parents of eligible students the programs and activities provided with Title I funds.
9. Coordinating parental involvement activities with programs funded under the “Adult Education Act” to the extent possible.
10. Assessing the effectiveness of the parental involvement program by consulting with parents about its successes and what action(s) could be taken to improve the program and increase parental participation.
- ~~11.~~ Abide by all federal and state regulations regarding parent involvement in Title I ~~and Bilingual Education~~.

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4 School buildings and grounds may be made available for educational, cultural, civic,
5 religious, recreational, governmental, and general political activities which are sponsored
6 by responsible, recognized organizations, agencies or institutions, provided that the
7 activity does not interfere with the programs and best interests of the Animas Public
8 School District. The Superintendent or designee is authorized to make all approvals and
9 set all conditions for community use of buildings and grounds under the directions of this
10 policy.

11
12 A rental fee schedule shall be prepared by the Superintendent for review and approval by
13 the Animas Public Schools' Board of Education.

14
15 The Superintendent is authorized to set aside or reduce any scheduled or normal rental
16 fees when a mutually beneficial relationship is established between the Animas Public
17 School District and a proposed user of school facilities. The Superintendent is authorized
18 to act on any rental proposal not covered in this policy. When this occurs, the
19 Superintendent shall report the action to the Board of Education and advise the Board of
20 any needed change in the policy.

21
22 It is the intent of the Animas Public Schools' Board of Education that parent-teacher
23 groups, booster clubs, and any other school-related organizations should have the use of
24 school facilities for their regular meetings without charge. When such groups hold
25 special events, any charge for facilities will be calculated on a cost-to-the district basis.
26 When kitchen facilities are to be used for food preparation and/or service, the user
27 organization must pay a member of the food service staff to be present.

28
29 It shall be the responsibility of the Superintendent to assure that adequate supervision of
30 school facilities is provided during periods of community use.

31
32 ~~Official representatives of all groups using school facilities must sign a liability waiver~~
33 ~~“hold harmless” agreement. Any non-school-related user group, which is covered by an~~
34 ~~existing liability insurance policy, must also provide in advance of use of the facility a~~
35 ~~certificate of liability insurance, which names the Animas Public School District as an~~
36 ~~additional insured. Representatives of all groups must fill out the Use of Facilities~~
37 **agreement** and must also sign a form, which indicates acceptance of responsibility for the
38 care and supervision of the facilities and for payment of the rental charges, if any.

39
40 The Superintendent may, when it is deemed to be in the best interest of the District,
41 require a cash deposit above the rent to be charged to cover damage to rental property.
42 The deposit, less payment for damage done beyond wear and tear on the property, shall
43 be refunded within thirty (30) days.

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4 Rental charges in this policy are for the facilities only and any normally required
5 furniture. Other charges shall normally be added when special equipment is to be
6 provided the facility user.

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8 All agreements for use of school facilities shall be reviewed annually.
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46 **See Policy: 615**

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4 The Animas Public Schools' Board of Education recognizes that every person has a right
5 to inspect any public records of this state except:
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- 7 • Records pertaining to physical or mental examinations and medical treatment of
8 persons confined to any institution;
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- 10 • Letters of reference concerning employment, licensing or permits;
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- 12 • Letters of memorandums which are matters of opinion in personnel files or
13 students' cumulative files;
14
- 15 • Law enforcement records that reveal confidential sources, methods, information
16 or individuals accused but not charged with a crime. Law enforcement records
17 include evidence in any form received or compiled in connection with any
18 criminal investigation or prosecution by any law enforcement or prosecuting
19 agency, including inactive matters or closed investigations;
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- 21 • As provided by the Confidential Materials Act (14-3A-1, 14-3A-2 NMSA 1978);
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- 23 • Attorney-client privileged information; and
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- 25 • As otherwise provided by law.
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28 **Designation of Custodian of Records**
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30 The official Custodian of Public Records for the Animas Public Schools shall be the
31 ~~Office of Learning Support Services~~ **Central Office** who shall:
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- 33 1. Receive and respond to requests to inspect public records;
34
- 35 2. Provide proper and reasonable opportunities to inspect public records, and
36
- 37 3. Provide reasonable facilities to make or furnish copies of the public records
38 during usual business hours.
39
- 40 4. Provide procedures for access, inquiry or appeal of inspection/review requests.
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- 42 5. Provide the first ten pages of requested single page copies or a district report, at
43 no cost to members of the community, each fiscal year, thereafter provide copies
44 at a rate of 25 cents per page. This charge also applies to employees requesting
45 copies of their personnel files.
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