

BOARD OF EDUCATION

1.01 Authority

The legal basis for education in the Springer Municipal School District is vested in the will of the people as expressed in the New Mexico Constitution, the statutes pertaining to education, court interpretation of the validity of these laws and the powers implied under such laws.

Board members have no authority except when functioning as a member of the Board of Education in an official meeting. No individual member of the Board may exercise authority with respect to the operation of the schools or services of school employees by virtue of his/her status as Board member, unless specifically delegated the authority to do so by valid action of the Board.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.02 Mission Statement

The Springer Municipal Schools Board of Education believes that each individual should be accepted into the educational program as he/she is, that he/she shall be provided with a stimulating environment and opportunities for learning experiences designed to promote academic achievement and civic responsibility to the end that each student will continue a satisfactory adjustment to life. Our primary purpose is to strive to educate all students to meet their potential.

The school, under local control and direction, recognizes its shared responsibility with the community for the effective and efficient use of public and private resources and for the continuing involvement of the community in education.

The Board of Education of the Springer Municipal School District believes our mission is to provide a quality education for each student, emphasizing each student's development as a whole person.

GOALS:

To achieve each student's potential through strategies that emphasize self-esteem, intellectual growth, and personal development.

To provide a forum through staff and community to recognize student achievement.

To promote quality learning through continuous staff development and evaluation.

To seek avenues to improve staff compensation for their commitment to the quality education of our students.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.03 Philosophy

The Board of Education believes that the purpose of education is to foster, promote, and develop democracy as a way of life. Education must be concerned with the development of the whole child, to prepare him/her to participate intelligently in the democratic society of which he/she is a part. To implement this philosophy, it is necessary to recognize each child as an individual with the potential to become proficient in the skills and attitudes associated with productive living in a great democracy.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.04 Membership and Election of the Board

The Board of Education shall consist of five (5) members elected for staggered four-year terms. The will of the legal voters of Springer Municipal School District #24 shall be expressed at a regular election held on the first Tuesday in February of each odd-numbered year. A candidate for membership on the School Board must be a qualified elector and a resident of the district in which he/she is a candidate. All Board members shall take the oath of office prescribed by Article 20, Section 1 of the Constitution of New Mexico.

The full term of office of a member of the Board shall be four years from March 1 succeeding his/her election to office at a regular school district election. A Board member whose term of office has expired shall continue in that office until his/her successor is elected and qualified.

No candidate shall have his/her name printed on a ballot for election to membership on the Board without having filed, in writing, an application with the County Clerk for a place on the ballot.

Each polling place shall be accessible for the elderly and physically disabled and otherwise meet the standards of accessibility as provided by law.

The school district shall provide bilingual election materials, as specified by law.

The Board shall provide for absentee voting in Board elections, as provided by law.

Adopted: November 10, 2005

Revised:

Legal Reference: 22-5-1; 22-5-8; 22-5-9.1, 1-22-1 *et. seq.*

1.05 Powers and Duties of the Board

The local Board shall have the following powers and duties:

[Replaces previous policy in its entirety with powers and duties as set forth in NMSA 1978 § 22-5-4]

1. subject to the rules of the Public Education Department, develop educational policies for the school district;
2. employ a local superintendent for the school district and fix his/her salary;
3. review and approve the school district budget;
4. acquire, lease and dispose of property;
5. have the capacity to sue and be sued;
6. acquire property by eminent domain pursuant to the procedures provided in the Eminent Domain Code [42A-1-1 to 42A-1-33 NMSA 1978];
7. issue general obligation bonds of the school district;
8. provide for the repair and maintain all property belonging to the school district;
9. for good cause and upon order of the district court, subpoena witnesses and documents in connection with a hearing concerning any powers or duties of the local school boards;
10. except for expenditures for salaries, contract for the expenditure of money according to the provisions of the Procurement Code [13-1-28 NMSA 1978];
11. adopt or reject any charitable gift, grant, devise or bequest. The particular gift, grant, devise or bequest accepted shall be considered an asset of the school district or the public school to which it is given; and
12. offer and, upon compliance with the conditions of such offer, pay rewards for information leading to the arrest and conviction or other appropriate disciplinary disposition by the courts or juvenile authorities of offenders in case of theft, defacement or destruction of school district property. All such rewards shall be paid from school district funds in accordance with rules promulgated by the Public Education Department.
13. adopt regulations pertaining to the administration of all powers or duties of the local school board.
14. In addition, NMSA 1978 § 22-5-4.3 specifically requires local school to establish student discipline policies and file them with the Public Education Department. The statute requires the local school board to involve parents, school personnel and students in the

development of these policies, and to hold public hearings during the formulation of these policies.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.06 Presiding Officer

The President of the Board shall preside at Board meetings. To address the Board, a member must be recognized by the President. The President shall have the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.07 Vacancies and Removal from Office

Vacancies

Any vacancy or vacancies occurring on the Board, whether by death, resignation, forfeiture, lack of qualifications or removal, shall be filled with citizens having the same qualifications as candidates for election.

A vacancy occurring in the membership of the Board shall be filled at an open meeting at which a quorum of the membership is present, by a majority vote of the remaining members appointing a qualified person to fill the position.

A qualified person appointed to fill a vacancy occurring in the membership of the Board shall hold that seat until the next regular school district election, when an election shall be held to fill the vacancy for the unexpired term.

If a qualified person is not appointed to fill the vacancy within forty-five (45) days from the date the vacancy occurred, the **State Secretary of Education** shall appoint a qualified person to fill the vacancy until the next regular school district election.

In the event vacancies occur in a majority of the full membership of a local School Board, the State Secretary of Education shall appoint qualified persons to fill the vacancies. Those persons appointed shall hold office until the next regular or special school district election when an election shall be held to fill the vacancies for the unexpired term.

Removal

The term of any member of the Board, if the member misses four consecutive regular meetings, may be declared vacant by a majority vote of the remaining member of the Board. The office of any member of a Board, if the member misses six consecutive regular meetings, shall be vacant. For the purpose of this policy, a “regular meeting” is a meeting of the Board at which notice has been published and at which normal school district business is transacted. No two consecutive meetings may be counted for determining a Board member’s absence under this policy if at least seven days have not elapsed between the two meetings.

Any vacancy of an office on the Board created by reason of failure to attend regular meetings as set forth above, shall be filled in the same manner as other vacancies on the Board are filled. Any member of the Board whose seat is declared vacant or vacated by reason of failure to attend regular meetings as set forth above, shall not be eligible for appointment to the Board until the term for which the member was originally elected or appointed has expired.

Adopted: November 10, 2005

Revised:

Legal Reference: NMSA 1978, Sections 22-5-9 and 22-5-12

1.08 Meetings of the Board

All meetings of a quorum of the Springer Board of Education for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or delegated authority of the Board are declared to be public meetings open to the public at all times. Such meetings shall be held only after reasonable notice to the public.

1. Any meeting subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public. The Board of Education shall determine annually what constitutes reasonable notice of its public meetings.
2. Regular meetings shall be on the second **Wednesday** of each month, and will be held at the Springer Schools Board Room, Springer High School, or at a place indicated on the meeting notice.

For the purpose of regular meetings, notice requirements shall be met if the meeting is legally posted in the Office of the Superintendent of Schools and the United States Post Office, Springer, New Mexico. The Superintendent of Schools shall also mail copies to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, which have made a written request for notice of public meetings.

3. Special meetings may be called by the Board president or a majority of the members upon three (3) days notice. The notice shall include information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.

For the purposes of special meetings, notice requirements shall be met by posting notice of the date, time, place, and agenda in the Office of the Superintendent of Schools and the United States Post Office, Springer, New Mexico. The Superintendent of Schools shall also provide telephonic notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, which have made a written request for notice of public meetings.

4. Emergency meetings will be called only under circumstances; which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Board of Education will avoid emergency meetings whenever possible. Emergency meetings may be called by the Board president or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less

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notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

Notice requirements are met for emergency meetings by posting notice of the date, time, place, and agenda in the Office of the Superintendent of Schools and the United States Post Office, Springer, New Mexico. The Superintendent of Schools shall also provide telephonic notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, which have made a written request for notice of public meetings.

5. In addition to the information specified above, all notices shall include the following language.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Superintendent at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

6. The Springer Municipal Schools Board of Education may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement of the Open Meetings Act. The following are justifications for closing a meeting:
 - a. meetings pertaining to issuance, suspension, renewal or revocation of a license, except that a hearing at which evidence is offered or rebutted shall be open. All final actions on the issuance, suspension, renewal or revocation of a license shall be taken at an open meeting;
 - b. limited personnel matters; provided that for purposes of the Open Meetings Act, "limited personnel matters" means the discussion of hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee; provided further that this subsection is not to be construed as to exempt final actions on personnel from being taken at open public meetings, nor does it preclude an aggrieved public employee from demanding a public hearing. Judicial candidates interviewed by any commission shall have the right to demand an open interview;
 - c. deliberations by a public body in connection with an administrative adjudicatory proceeding. For purposes of this paragraph, an "administrative adjudicatory proceeding" means a proceeding brought by or against a person before a public body in which individual legal rights,

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duties or privileges are required by law to be determined by the public body after an opportunity for a trial-type hearing.

Except as otherwise provided in this section, the actual administrative adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an open meeting;

- d. the discussion of personally identifiable information about any individual student, unless the student, his parent or guardian requests otherwise;
 - e. meetings for the discussion of bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and a bargaining unit representing the employees of that policymaking body and collective bargaining sessions at which the policymaking body and the representatives of the collective bargaining unit are present;
 - f. that portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process. The actual approval of purchase of the item or final action regarding the selection of a contractor shall be made in an open meeting;
 - g. meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant;
 - h. meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.
1. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Springer Board of Education taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure, and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
 2. If the decision to hold a closed meeting is made when the Springer School Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed

meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

3. Following completion of any closed meeting, the minutes shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
4. Except as provided in the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Springer Board of Education in an open public meeting.

This policy shall be reviewed for needed changes and re-adopted annually in the month of July.

Adopted: November 10, 2005

Revised:

Legal Reference: NMSA 1978, Sections 10-15-1 to 10-15-4

1.09 Code of Ethics for New Mexico School Board Members

The citizens in my community have elected me to represent them. As a member of my local Board of Education, I will strive to improve public education for all children, and to that end, I will:

Attend all scheduled Board meetings insofar as possible;

Recognize that I have no legal authority outside the Board meetings, and that all decisions of the Board will be made at a public meeting where a quorum of the Board is present and only after a thorough review of all the available information;

Work in harmony with the rest of the Board members to always promote and preserve the integrity of the Board;

Avoid speaking on behalf of the Board except at those times when the Board, by official action, authorizes me to do so, and respect the confidentiality of information that is privileged under applicable law;

Upgrade my performance as a Board member by informing myself about current educational issues by individual study and through participation in programs provided by the local school district and by the state and national school boards associations;

Support the employment of those persons best qualified to serve as school staff and make every effort to ascertain that all employees are properly remunerated for their services, and that they are dealt with fairly in the performance of their duties;

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;

Accept that my primary function is to establish policy by which the Springer Municipal Schools are administered, and that the actual administration of the education program is delegated to the Superintendent and his/her staff;

Welcome and encourage active participation by citizens for better understanding of their needs and improvement of relations with the public that I serve;

Strive to promote and perpetuate our democratic way of life;

Remember that my first and greatest concern must be the fair and equal educational opportunities for all students attending the Springer Municipal Schools.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.10 Confidential Conditions

The Board recognizes that confidential information will be brought to the attention of individual Board members serving as a board as a whole pertaining to, but not limited to, the following:

- A. matters relating to the litigation or proposed litigation in which the Board is or may become a party, or attorney-client privileged communications;
- B. consideration of the acceptance of gifts, bequests or donations to the school district where confidentiality has been requested by the donor;
- C. consideration of wages and benefits during salary discussions as well as personnel performance evaluations or potential disciplinary action, termination or discharge of a school employee;
- D. consideration of suspension, expulsion or disciplinary action in connection with a student; and
- E. matters relating to the security of students, personnel, visitors and/or school property.

The Board recognizes that public disclosure of such information may result in injury to individuals or potential harm and possible liability to the school district; therefore, Board members are honor-bound by the Code of Ethics for New Mexico School Board Members to respect the confidentiality of information that is privileged under applicable law. It is the policy of the Board that Board members shall discuss or disclose confidential information only in connection with legitimate school district business and only with individuals with a legitimate right to know. All information discussed or documents provided to members of the Board which fall within the categories listed above or which are presented to members of the Board in executive session, authorized to be closed by the Open Meetings Act, NMSA 1978 § 10-15-1, *et seq.*, shall be kept confidential unless the Board authorizes disclosure.

It shall be the duty of each Board member to voluntarily excuse himself/herself from discussion of confidential information and abstain from voting on matters in which the Board member has a personal or financial interest, including an interest by a member of the Board member's immediate family, or where the Board member's participation will or may compromise the confidential nature of the discussion. Where a Board member fails or refuses to voluntarily excuse himself/herself from such discussions and confidential information is disclosed as a result, the Board may enforce this policy by requiring the Board member to excuse himself/herself from future discussions of the same or similar matters and abstain from voting, publicly censuring the Board member or by such other remedies available under applicable state law.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.11 Board - Superintendent/Administration

The authority and responsibility of the Board of Education is delegated through the Superintendent along paths shown in the Board approved organizations chart (see page2).

The Superintendent is responsible for establishing an effective administrative organization and may reorganize and revise the organizational chart subject to Board approval.

Appointment of Superintendent

A vote of the majority of Board members is required to appoint a new Superintendent. The Superintendent contract will cover term of service, salary, method for payment, the cause for termination and other provisions. By statute, the term of the contract will not exceed three years.

Superintendent – CEO and Professional Consultant to the Board

The Superintendent is the chief executive office of the school district, and under the direction of the Board, is responsible for managing the schools. It is his/her duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board, and in this capacity, makes recommendations to the Board for changes in board policy and the educational program.

Evaluation

The Superintendent will be evaluated yearly at a scheduled Board meeting in a formal setting. In January of each year, the Board will devote a duly convened executive session to a discussion of the Superintendent's performance (with the Superintendent present), and to a discussion of the Superintendent's evaluations of the performance of all school personnel.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.12 Statutory Powers and Duties of the Superintendent

The local Superintendent is the chief executive officer of the school district, and pursuant to NMSA 1978 22-5-14, shall:

- A. carry out the educational policies and rules of the Public Education Department and local School Board;
- B. administer and supervise the school district;
- C. employ, fix the salaries of, assign, terminate or discharge all employees of the school district;
- D. prepare the school district budget based on public school's recommendations for review and approval by the local School Board and the Public Education Department. The local Superintendent shall tell each school principal the approximate amount of money that may be available for his/her school and provide a school budget template to use in making school budget recommendations; and
- E. perform other duties as required by law, the Public Education Department or the local School Board.

The Superintendent may apply to the State Secretary of Education for a waiver of certain provisions of the Public School Code relating to length of school day, staffing patterns, subject area or the purchase of instructional materials for the purpose of implementing a collaborative school improvement program for an individual public school.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.13 Board - Superintendent Relations

Legislation of policies is the most important function of the Board, and execution of the policies is the function of the Superintendent. Delegation by the Board of its executive power will provide freedom for the Superintendent to manage the schools with established policies. The Superintendent will be held responsible by the Board for results.

- A. The Board shall require the Superintendent to maintain an instructional program through the twelfth grade which will be broad and varied enough to address all content area requirements as defined by state law, as being the responsibility of the district.
- B. The Board shall require of the Superintendent a program of Special Education for exceptional children as is generally provided for and in accordance with the law and policies of the Public Education Department in accordance with the individual needs of the students of the district.
- C. The Board shall hold the Superintendent responsible for the efficient administration and supervision of the entire school system.
- D. The Board shall be responsible for the enactment of broad general policies and plans, and for appraising the outcomes; which result after implementation of them.
- E. The Board will have input on all budgetary matters.
- F. The Board, in cooperation with the Superintendent, shall appraise and evaluate the results of the educational process.
- G. Board members shall refer persons making complaints about the schools, or any phase of the total school operation, to the Superintendent.
- H. Equally important in a successful Board - Superintendent relationship is for both parties to know what is expected of the Superintendent. In accordance with Public Education Department regulations, the local Superintendent shall:
 - 1. administer local Board policies, state law and federal regulations;
 - 2. be accountable for student achievement; school district business; budget management; expenditure of funds; dissemination of information; district communications; and the development, implementation and evaluation of the Educational Plan for Student Success;
 - 3. attend all Board meetings, or when necessary, designate a licensed administrator to attend;

4. ensure that school district patrons and the public are informed and involved in the acquisition, planning and development of school district facilities, and that students are provided with adequate facilities which conform to state and federal mandates;
5. ensure that all students are supervised, and administer and implement the school district's approved staff accountability plan and procedures.

I. In addition, the Superintendent of schools shall:

1. conduct school business in a fair and ethical manner at all times;
2. work with Board members on an equal basis and not show undue preference to individual members of the Board;
3. strictly enforce the policies set forth by the Board and operate within the established procedures;
4. keep the Board fully informed on all matters of its concern;
5. interpret accurately the needs of the school system to the public;
6. work toward the improvement of the instructional program and staff relations;
7. avoid unexpected issues, topics and areas of action at Board meetings so the Board can have adequate time to respond after being fully advised of all the facts;
8. operate the school system in a fiscally sound manner;
9. support Board decisions at all times;
10. evaluate the staff on a regular basis and in a fair and objective manner;
11. keep the Board advised of changes, innovations and trends in education that might be applicable to the system; and
12. function effectively as the Board's Chief Executive Officer.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.14 Board Committees

The Board may from time to time, as it deems necessary, create committees to facilitate the efficient operation of the Board.

Temporary or Standing Committees

Temporary or standing committees may be created by the Board for regular or special assignments. When so created, such committees shall be terminated upon completing their assignments, or such committees may be terminated at any time by a majority vote of a quorum of the Board. No action or decision of a special committee is legally binding or official unless authorized or approved by the Board in an official meeting. The special committee shall automatically be dissolved when it has performed its function.

Committees of the Whole

Except as provided, committee work shall be done by members of the Board sitting as a committee of the whole. The committee of the whole may be called to meet by the President of the Board, when, in his/her opinion, it is desirable, or when requested by three members of the Board.

Official committees composed a majority of members of the Board, meeting to formulate recommendations for the disposition of matters pending before the Board, must comply with the notice and open meetings provisions of New Mexico's Open Meetings Act, NMSA 1978 §§ 10-15-1 through 10-15-4.

Adopted: November 10, 2005

Revised:

Legal Reference: NMSA 1978 §§ 10-15-1 through 10-15-4

1.15 Consultants

The Board may retain consultants and contract for professional services to provide expertise in specific areas, in a manner consistent with the requirements of the Procurement Code.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.16 Annual Reports

The Board may require an annual report covering certain phases of school system operation from the Superintendent and staff.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.17 Access to Legal Counsel

Legal counsel for the Springer Municipal Schools is appointed to serve the Board. The Board President and Superintendent are authorized to consult with the Board's attorney(s) as needed. In the event of any dispute between the Superintendent and the Board, it shall be clearly understood that the Board's attorney(s) shall represent the Board's interests.

If the Superintendent and Board President refuse to consult with the Board's legal counsel on a matter raised by at least two members of the Board, the attorney(s) shall respond to a request for information made in writing to the firm by the two members. The response from the attorney(s) shall be made available to the Superintendent and/or Board President and distributed to all members of the Board.

Copies of written responses from legal counsel must be provided to Board members within two weeks of receipt.

No district employee may consult the Board's legal counsel without permission of the Superintendent.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.18 Board Training

Members of the board shall attend such training as is necessary to satisfy state law requirements, and to assure that the members are proficient in and knowledgeable about the tasks required to carry out their powers and duties as specified by law and these policies.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.19 Policy Development

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the School system. They shall be recorded in writing.

Policy Development System Adoption

The formulation and adoption of policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policy Draft Writer

The Superintendent will be responsible for the drafting of proposed Board policies.

Policy Proposals

Adoption of new policies, or changing existing policies, is solely the responsibility of the Board.

Proposals for new policies, or changes to existing policies, may be initiated in writing by any Board member, by any citizen of the school district, or by any employee of the Springer Municipal Schools

Attorney Involvement

The Board attorney will review all policy proposals and make recommendations for clarity, brevity and legality.

Staff Involvement

In the development of policies affecting personnel, the Board may seek the judgment and counsel of appropriate personnel before adopting such policies. Members or organization of the staff may seek consideration of policies which will be processed through regular administrative channels and, whenever appropriate, will be considered and acted upon by the Board.

Policy Adoption

Policies introduced and recommended to the Board shall not be adopted until a subsequent meeting, unless the Board makes a specific determination that immediate action is warranted. Thus, time shall be given to permit further study. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

Policy Review

Written policies shall be reviewed regularly by the Board and shall be used consistently by the Board as the basis for its actions.

Review of Administrative Rules

The Board shall review administrative rules adopted by the Superintendent as needed.

Absence of Policy

It shall be the duty of the Superintendent to inform the Board promptly of the need for policy development in an area where the Board's policies are silent and a policy position is needed for effective school operations.

Suspension of Policies

The policies of the Board shall be subject to suspension only upon a majority vote of the members of the Board present at a meeting for which the proposed suspension has been placed on the agenda.

Amendment of Policies

The policies of the Board shall be subject to amendment only upon a majority vote of the members of the Board present at a meeting for which the proposed amendment had been placed on the agenda.

Board Policies

The District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to Springer Municipal School District employees, citizens, and all interested individuals. Policies shall be updated at least annually and shall be

completely reviewed every three years. Policy manuals shall be available to all staff in the school offices, library and teachers' lounges.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.20 Boardmanship

Board Members:

1. Recognize that their responsibility is not to run the schools, but to see that they are well run.
2. Function as a part of a policy-forming and policy-control board, rather than as part of an administrative board.
3. Refer, as far as possible, all complaints and requests to the Superintendent of Schools.
4. Familiarize themselves in a broad and non-technical manner with the problems of the school system.
5. Try to interpret to the school staff the attitudes, wishes and needs of the people of the district, and try to interpret to the people the needs, problems and progress of the schools.
6. Voice opinions frankly in Board meetings and vote for what seems best for the children of the Springer Municipal Schools.
7. Recognize fully that the appropriate administrative office is entirely responsible for carrying out a particular policy in accordance with state law and local regulations.
8. Help to frame policies and plans only after considering the recommendations of the appropriate administrative officer, together with his/her reasons for making such recommendations.
9. Require oral and written reports for the purpose of keeping the Board properly informed on school matters.
10. Give all school officials authority in keeping with their responsibilities.
11. Vote only for the best trained technical and professional employees who have been properly recommended by the Superintendent of Schools.
12. Maintain harmonious relations with other Board members when harmonious relations are consistent with their obligations to the schools.

13. Visit the schools to gain a clearer understanding of school-problems, but not to interfere in the day-to-day administration of the schools.
14. Establish criteria for evaluating the efficiency of the administrative officers.
15. Present personal criticisms of school employees only to the Superintendent of Schools.
16. Support and protect school officials in the performance of their duties.
17. Give friendly counsel and advice to the Superintendent of Schools.

BOARD MEMBERS DO NOT:

1. Interfere with the day-to-day routine of school administration and supervision.
2. Refuse to support worthwhile school programs because of personal reasons.
3. Show favoritism to relatives or friends.
4. Make promises and commitments before the questions are fully discussed in Board meetings.
5. Join a clique to control board action.
6. Use Board membership for political or business advancement for themselves, their families, their relatives or their friends.
7. Indulge in petty criticism of the administration of the schools.
8. Divulge confidential information.
9. Assume authority in school matters when the Board is not in session.
10. Accept gifts from school suppliers or contractors, or make personal purchases through the schools to gain advantage of the school discount.

EFFECTIVE BOARDMANSHIP - A BOARD MEMBER:

1. Is legally a Board Member only when the Board of Education is in session. No one person, unless authorized, should speak on behalf of the Board.
2. Avoids administrative decisions or attempting to second guess the administration.

3. Is well acquainted with school policies.
4. Should vote at all times in the best interest of the school district.
5. Is flexible and realizes there are times when changes need to be made, when tradition cannot be honored and when pressure must be ignored.
6. Remembers that Board business at times requires periods of confidentiality, especially in processes involving personnel and/or land acquisition.
7. Is interested in obtaining facts, but remembers that the administration has the responsibility of operating the schools, not spending a great deal of time gathering data or making reports to the individual Board Member.
8. Knows that the reputation of the entire school district is reflected in his/her behavior and attitude.
9. Is able to sift fact from fiction, to sort out rumors from reality, and to know the difference.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.21 Scholarship Awards

This policy pertains to all scholarship funds under the control of the Springer Municipal Schools Board of Education.

For the purpose of determining how many scholarships can be given each year from the Sim Brown Scholarship Fund, the Board shall use five percent of the total amount in the fund for the greatest number of \$1,000 scholarships. The amount used for this determination is to be obtained from the State Investment Council at the end of the fourth quarter of the year, December 31st.

Recipients shall be members of the graduating class and must have attended Springer High School at least three of four years, beginning with the ninth grade or be a previous Sim Brown Scholarship recipient enrolled as a full time student in any post-secondary institution, who has not attained a Bachelor's Degree or its equivalent.

All other scholarship funds under the control of the Board of Education shall be given according to the guidelines set for each scholarship.

An initial award to a graduating senior at Springer High School shall neither imply nor promise that any continuation award will be made in successive years.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.22 Gifts and Donations

It shall be the policy of the Board to exercise appropriate control in respect to the receiving of gifts, including student awards, donations, or contributions of any kind, to any school or department within the school system from any source.

1. Employees of the Springer Municipal Schools shall not solicit or encourage the giving of gifts by students, fellow employees or parent groups. A gift that is given in a natural, normal way and one of genuine expression of appreciation is acceptable; price should be of “reasonable value.”
2. It shall be expected that individuals or organizations desiring to contribute supplies or equipment to the schools will discuss with school officials (principal or Superintendent) the nature and acceptability of such contributions in advance.
3. Contributions of equipment or services that may involve installation or major costs for maintenance, or initial or continuing financial commitments from school funds, shall be presented to the Superintendent for consideration and approval.
4. It shall be the general policy of the school to meet with those individuals who desire to make contributions to the schools, and to recommend that consideration be given to the donation of equipment or services which would not likely be funded through public fund expenditure.
5. It shall be understood that any gifts contributed to the school shall become the property of the school district and are subject to the same controls and regulations that govern the use of other school properties.
6. Monetary donations will be deposited with the district office and regular accounting requirements will apply. Signatures of appropriate building or program officials are required prior to purchases made using said donated funds, i.e., athletic director and building principal should approve purchases for athletic teams, and all procurement requirements shall be satisfied.
7. Donations of money, equipment, or personal or real property or services having a value in excess of \$1,000.00 shall be approved and accepted by action of the School Board. In addition, donations, gifts or bequests which are targeted to particular schools, programs or activities or certain conditions or reservation on their use shall be presented to the School Board for approval as a condition to acceptance.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.23 Complaints

Board members shall refer persons making complaints about the schools, or school operations, to the appropriate administrator for review, investigation or response.

The Board may choose to hear complaints; which have not been resolved through appropriate administrative channels, only after the Administration has been given an opportunity to address the issue. This policy shall not apply in circumstances in which the Board is legally required to act in the first instance.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.24 Board Members' Relatives Doing Business with the School District

It is the intent of the Board to allow lawful, open and fair bidding for all vendors wishing to conduct business with the district.

- A. Where the vendor is a member of the immediate family of a School Board member as defined herein, both parties shall adhere to the following requirements:
 - 1. The family member and Board member(s) shall publicly disclose the relationship of the vendor to the Board and shall sign an affidavit stating that the Board member has no financial interest in the business or transaction being considered and will not directly or indirectly profit from or receive compensation from the award of a contract.
 - 2. The Board member shall not participate in the discussion of the contract, nor shall they participate in the discussion or vote regarding payment of the contract. Action on such a contract shall be taken at a public meeting.

- B. In the event a Board member has a financial interest in the contract or transaction, the Board of Education reserves the right to grant a waiver from unlawful employee participation pursuant to NMSA 1978 §§ 13-1-190 and 13-1-194 of the Procurement Code, upon making the following findings:
 - 1. the financial interest of the Board member has been publicly disclosed;
 - 2. the Board member will be able to perform his/her procurement functions without actual or apparent bias or favoritism;
 - 3. the Board member's participation is in the best interest of the school district; and
 - 4. the Board member abstains from discussion or vote on award of contract or payment under the contract after award.

In the event that the Board determines that it is in the best interest of the school district to waive unlawful employee participation, an affidavit stating that the terms of the waiver have been complied with shall be completed by the participating employee(s) and appropriate school district officials and remain on file in the school district's finance department and in the procurement file for the applicable transaction.

- C. Definitions – for the purpose of this policy, the following definitions apply:

1. “Immediate Family” means a spouse, children, parents, brothers and sisters.
2. “Financial Interest” means holding a position in a business as officer, director, trustee or partner, or holding any position in management or ownership of more than five percent (5%) interest in a business.
3. “Employee” means an individual receiving a salary, wages or per diem and mileage from a state agency or local public body whether elected or appointed official or otherwise for a state agency or a local public body.

Adopted: November 10, 2005

Revised:

Legal Reference:

1.25 Springer District Wellness Policy

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, fully physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and decreases the development of many chronic diseases as adults. Schools have a responsibility to help students and staff to establish and maintain lifelong, healthy eating patterns. Well-planned and well-implemented school nutrition programs have been shown to positively influence students' eating habits.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life. The Springer Municipal School District shall prepare, adopt and implement a comprehensive plan to encourage healthy eating and physical activity. This plan shall make effective use of school and community resources and serve the needs and interest of all students and staff, taking into consideration differences in cultural norms.

Component 1: Family, School and Community Involvement

Definition:

Family, school and community involvement means an integrated family, school and community approach for enhancing the health and well-being of students by establishing a district school health advisory council that has the responsibility to make recommendations to the local school board in the development or revision, implementation and evaluation of the wellness policy.

The family, school and community involvement component promotes long-term effective partnerships between families, schools, and communities in the planning and implementation of health promotion projects and events both within the school and throughout the community. The partnership can encourage and sustain environmental changes that support healthy lifestyles for children and their families.

Requirement:

Each local board of education shall establish a district school health advisory council that consists of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s).

The school health advisory council shall have the responsibility to make recommendations to the local school board in the development or revision, implementation, and evaluation of the school district wellness policy.

The school health advisory council shall meet for this purpose a minimum of two times annually.

Goal:

The goal of family, school and community involvement within a coordinated school health approach is to create a total school environment that is conducive to student health and academic achievement. This inclusive atmosphere features a shared responsibility that supports healthy

children and families. Effective partnerships between families, schools and communities support the development and the maintenance of this comprehensive learning environment.

Activities

The Springer Municipal School District shall recognize the School Health Advisory Council members (SHAC) and assign responsibilities to develop, implement, monitor, and evaluate the district wellness policy. The SHAC committee will have as its mission to address nutrition and physical activity issues in the schools and support a healthy school nutrition environment. This committee shall offer revisions to these guidelines as needed.

Springer District Wellness Policy guidelines will provide physical activity opportunities to students before, during and/or after school. (See Component 2: Physical Activity)

Springer School District nutrition guidelines for a la carte offerings will meet the guidelines as stated in the competitive food sales rule. (See Component 3: Nutrition)

Springer School District guidelines for school-sponsored fundraisers during normal school hours will meet guidelines as stated in the competitive food sales rule. (See Component 3: Nutrition)

Springer School District guidelines for school sponsored fund raisers before and after school hours will ensure that at least 50% of the offerings shall be healthy choices as stated in the competitive food sales rule. (See Component 3: Nutrition)

Component 2: Physical Activity

Definition:

Physical activity means body movement of any type which includes recreational, fitness and sport activities.

Note: physical activity is a component of, but is not a substitute for, quality physical education. Physical education is an instructional program taught by a certified physical educator and focuses on developing skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity.

Physical education is one source, but should not be the only source of physical activity before, during and/or after school.

Requirement:

The wellness policy shall include guidelines to provide physical activity opportunities to students before, during and/or after school.

Goal:

The goal of physical activity within the coordinated school health approach provides students with increased opportunities to engage in moderate to vigorous physical activity before, during and/or after school.

There is increasing evidence that physical activity supports learning. School programs can

promote physically active life-styles for children by incorporating activities in the school's environment.

Activities:

- Physical activity will be integrated across curriculum and throughout the school day when possible. In collaboration with the physical educator, classroom teachers will link physical activity to math, science, social studies, and language arts.
- School staff will provide physical activity breaks during classroom time.
- Elementary school's schedule will provide times within every school day at least two supervised recess. Elementary students will be provided at least 20-30 minutes of supervised daily recess for all students.
- Schools will provide opportunities and encouragement for students to voluntarily participate in before and after school physical activity programs.
- Schools will encourage basic physical activities of walking and biking, if determined safe for students, as transportation modes to and from school. Bike racks are available at Wilferth building for bike safety.
- Schools will be encourage to provide community access to and encourage student, staff, and community members to use the school's physical activity facilities outside of the normal school day. Prior arrangements need to be made with administration for the use of the school facility.
- Schools will provide parents and community members with information to help them incorporate physical activity into their student's lives through newsletter and take home flyers.
- Springer Elementary will provide body activity classes once a week for students K-5th providing them with another means to express self through movement.
- Recess will compliment, not substitute for physical education classes.
- Lunch recess will not be denied to a student as punishment unless directed from administration.
- Physical Education will be offered at the high school level with a certified physical education instructor.
- Springer Middle School will be given physical education daily with a certified physical education instructor.
- Kindergarten through fifth grade will have weekly physical education with a certified physical education instructor.
- Springer School District will provide education on the health benefits of physical activity that align with the New Mexico health education content standards with benchmarks and performance standards.
- Elementary and Junior High students participate in a field day each year, which emphasizes physical activities.

COMPONENT 3: NUTRITION

Definitions:

Nutrition means programs that provide access to a variety of nutritious and appealing meals that accommodate the health and nutrition needs of all students.

Nutrition Education aims to teach, encourage and support healthy eating by students. Nutrition Education and healthy eating will allow for proper physical growth, physical activity, brain

development, ability to learn, emotional balance, a sense of well being, obesity prevention and the ability to resist disease.

Requirement:

The wellness policy shall include nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in Subsection B of 6.12.5.8 NMAC.

The wellness policy shall include guidelines for school sponsored fund raisers during the normal school hours minimally meeting guidelines set forth in Paragraph (1) of Subsection C of 6.12.5.8 NMAC.

The wellness policy shall include guidelines for school sponsored fund raisers before and after school hours ensuring that at least 50% of the offerings shall be healthy choices in accordance with the requirements set forth in Paragraph (2) of Subsection C of 6.12.5.8 NMAC.

Goal:

The goal of nutrition is to promote the role of nutrition in academic performance and quality of life, and to ensure the adoption of school policies, which provide adequate nutrition opportunities.

Activities.

- Springer District will require that no vending of food or beverages will be allowed at the Elementary schools except for water.
- Springer District middle school will not have any vending machines on their campus that provided food or beverages except for water.
- Springer District high school will not have any food vending machines on campus.
- Springer District high school will only allow sports drinks and water in beverage vending machines. These beverage machines will be on a timer. Timer will come on after lunch and after school hours.
- No food products through private or school fundraising efforts will be sold to elementary school students during lunch or during school hours.

Food products through private or school fundraising efforts to middle school and high school students after lunch but not during school hours will be restricted to nuts, seeds, cheese, yogurt, and fruit and foods that meet the following guideline: no more than 200 calories per container or per package or amount served, and no more than 8 grams fats per serving with not more than 2 grams from saturated and trans fats per container or per package or amount served and no more than 15 grams of sugar per container or per package or amount served.

- Beverages and food products may be sold as fundraisers outside of normal school hours for elementary, middle and high schools provided that at least 50% of the offerings are healthy choices. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.
- Any food and or beverage fundraiser during regular schools hours will need the prior approval from the Administration/Student Health Advisory Committee to assure healthy choices are available.
- Food and beverages sold at football or/and basketball concessions or any school-sponsored event will include at least 50% of the offerings, which must be healthy choice items.
- School staff will use non-food items to reward students for accomplishments.

- Springer School District will provide nutritional information to parents that will encourage parents to provide safe and nutritious foods for their children.
- Springer School District will encourage all staff when taking students on field trips, athletic events, or any activity, which requires meals and snacks to consider restaurants, and establishments that provide healthy choices for meals instead of “fast food” establishments where healthy choices are minimal.
- When food snacks are brought to the elementary, middle, or high school, teachers and staff will encourage that healthy choices be presented. A list of healthy food choices is attached at Addendum A. This list will be sent home to all parents at the beginning of the school year requesting that healthy choices be presented for snacks to students.
- Staff will be encouraged to be role models to students thus water and 100% juices will be the only drink allowed to be sold on campus to staff at elementary and middle school.
- School parties that consist of Autumn, Winter, Valentines, and Spring may select one food or beverage that does not meet nutrition standards for foods and beverage as listed: fried foods, fatty meats, buttery popcorn, chips, and carbonated drinks. Other food items served will be healthy choices.
- Healthy eating and physical activity will be actively promoted to students, parents, teachers, administrators, and community members at Open Houses, teacher in-services, and through school newsletters.
- Drinking fountains will be available for students and students will be allowed to have water bottles in the classroom unless individual students abuse the privilege.
- Springer Schools will serve protein at each breakfast, which will provide students long acting energy food for morning learning.

Attachment: A

Snacks served during the school day or in after-school care or enrichment programs will

make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water, milk, and 100% juices as the primary beverages. Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s age, and other considerations. The district will provide a list of healthful snack items (see below) to teacher, after-school program personnel, and parents.

At any school function (parties, celebrations, receptions, festivals, child find, etc) healthy food choices options will be available to students. Some suggested food items are listed below to be included on refreshment tables.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Dried fruits (raisins, banana chips, apricots, peaches, etc.)
- Trail mix (dried fruits and nuts)
- Peanut butter and crackers or bread
- Graham crackers and cream cheese
- Baked corn chips and fat free potato chips or baked potato chips and salsa
- Granola bars
- Low fat cookies
- Animal crackers
- Angel food cake with fruit toppings
- Low-fat yogurt
- Sandwiches – ham turkey, with low fat cheese
- Pizza with low-fat toppings, veggies, lean ham, green chili
- 100% fruit snacks
- cheese and crackers
- low-fat pretzels or popcorn
- vanilla wafers
- jell-o and low fat puddings
- flavored yogurt and fruit parfaits
- beef jerky

SCHOOL HEALTH ADVISORY COUNCIL (SHAC) MEMBERS

As per the Public Education Department Wellness Policy rule 6.12.6.1 NMAC, all New Mexico local boards of education shall establish a district School Health Advisory Council (SHAC) that consists of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s).

Identify below the members of your SHAC, their roles and contact information. Please note that you are not limited to only one person representing each category.

Each school district is to identify a wellness policy champion(s) within the school district, or at each school, as appropriate, charged with the operational responsibility for ensuring that each school fulfills the school district’s wellness policy.

NAME	ROLE	PHONE NUMBER	E-MAIL
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Candice Busa	Wellness Policy lead	505-483-3485	candiceb@springerschools.org
Zita Lopez	School administrator	505-483-3432	smszlopez@hotmail.com
Mary Duran	School board member	505-483-2877	
Darice Balizan	School staff	505-483-3496	dariceb@springerschools.org
Mary Garcia	School food authority personnel	505-483-3485	Maryg@springerschools.org
Marcy Jensen	Parent	505-483-3200	
Lauren Cole	Student	505-483-5934	Lauren_Cole_31@hotmail.com
Diane Alderette	Community member	505-483-5906	
Christina Vigil	Other (indicate)counselor	505-483-3465	christinav@springerschools.org
Effie Montoya	Other (indicate)parent		
Elizabeth Trujillo-Grimmig	Other (indicate)teacher	505-483-3409	elizabetht@springerschools.org
Nino Esquibel	Other (indicate)principal	505-483-3484	ninoe@springerschools.org
	Other (indicate)		
	Other (indicate)		

EVALUATION PLAN

Process Evaluation: Measuring implementation of Wellness Policy

Component/Activity	In Planning	In Process	In Place
School Board established a School Health Advisory Council.			
School Health Advisory Council contain all required members: parent(s), school food authority personnel, school board member(s), school administrator(s), school staff; student(s); and community member(s).		In process	
The School Health Advisory Council reports to the local school board recommendations for development/revision, implementation and evaluation of the wellness policy at least annually.		In process	
The School Health Advisory Council has met at least twice this year for the purpose of development or revision, implementation, and evaluation of the wellness policy.			
The School Health Advisory council designated one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy.		In process	
The school board has adopted physical activity guidelines for before, during and/or after school.			
Nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in subsection B of 6.12.5.8 NMAC.	No a la carte offered		
Nutrition guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC.		In process	
Nutrition guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.		In process	

Outcome Evaluation: Measuring impact of Wellness Policy

Component/Activity	Outcome Measures
School Health Advisory Council.	The local school board adopts ____% of the recommendation from the School Health Advisory Council
Physical Activity.	____% of students participated in physical activity offerings.
Nutrition	<p>100% of the offerings in al la carte meet the guidelines set forth in subsection B 6.12.5.8 NMAC.</p> <p>100% of the clubs/sports/etc are following the guidelines for school sponsored fundraisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC.</p> <p>100% of the clubs/sports/etc are following the guidelines for school sponsored fundraisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.</p>

Resources:

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us>.
2. School District Wellness Policy rule 6.12.6.6 NMAC
3. Action for Healthy Kids: www.actonforhealthykids.org/resources.php
4. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: www.nasbe.org/HealthySchools/fithealthy.html.
5. School Nutrition Association, <http://www.asfsa.org/childnutrition/wellnesspolicies/districtsamples.asp>
6. School foods Tool Kit, CSPI, www.cspinet.org/schoolfoods
6. Healthier Schools of New Mexico, <http://www.healthierschool>

HEALTH EDUCATION

Definition:

Health Education means the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-

related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Requirement:

The wellness policy shall include a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Activities:

- 1. Springer School district provides its student's kindergarten through twelve grades with health education that addresses the physical, mental, emotional, and social dimensions of health. Grades kindergarten through fifth receives classroom health plus outside teachings through the Dare to Be You program. Junior High students receive health in the classroom and also are provided with daily journals. High School students have the opportunity to participate in a health class and have outside programs available to them such as: Alternatives to Violence, Suicide Prevention Team, and Safe Driving Workshops.**
2. The Springer School District is aligning their health education curriculum to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
3. The Springer School District teachers provide health education activities that align with the New Mexico health education content standards.
4. Springer School District has in place a procedure that insures parents the ability to request that their child be exempt from parts of the health education curriculum that addresses the sexuality performance standards. Students are given alternative lessons for the exempt part of the curriculum.
5. The Springer School District does provide instructions about a HIV and related issues in health educations classes to students from elementary through high school grades as set forth in 6.123.10. CNMAC.

PHYSICAL EDUCATION

Definition:

Physical education means the instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthy physical activity. It meets the content standards with benchmarks and performance standards as set forth in Section 6.30.2.20 NMAC

Requirement:

A planned, sequential, K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as per 6.30.2.20 NMAC.

Goal:

To provide every student with daily physical education during which a certified physical educator uses appropriate practices to teach the skills, knowledge, and attitudes needed to be physically fit and active for a lifetime. Activities are based on goals and objectives which are appropriate for all children, and are planned after referring to a curriculum which has an obvious scope and sequence which aligns with the content standards with benchmarks and performance standards.

Activities:

1. Springer School district provides the opportunity for all students to be physically active and to participate in physical education classes. A certified instructor provides physical education classes to kindergarten through fifth grade. They receive one hour of instruction a week. Junior High students receive the benefits of physical education every day of the school week. Physical education is offered as a credit class for the high school students.
2. Physical education at Springer Schools is aligned to the physical education content standards with benchmarks and performance standards as per 6.30.2.20 NMAC.
3. Physical education instructors in the Springer School District are encouraged and given professional leave to attend workshops and training. These opportunities provide the certified physical education teachers with the latest information and innovations so that they may implement these new ideas into their physical education classes.
4. Students attending physical education classes at the high school are instructed in First Aid and CPR.

HEALTH AND SAFE ENVIRONMENT

Definition:

Healthy and safe environment means the physical and aesthetic surroundings and the psychosocial climate and culture of the school. It supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness and freedom from discrimination and abuse.

Requirement:

The wellness policy shall include school safety plans at each school building focused on supporting healthy and safe environments and including, but not necessarily limited to, prevention, policies and procedures and emergency response plans.

Goal:

The goal of a healthy and safe environment is to promote a climate and culture before, during and after school for students, teachers, staff, parents and community members that support academic achievement.

Activities:

1. Springer School District has in place a safety plan for each school building that focuses on supporting a healthy and safe environment for students and staff.

2. Springer School District performs 12 emergency drills in each school. Emergency drills consists of 9 fire drills, 2 shelters in place drills and one evacuation drill at the intervals forth in subsection M of 6.30.2.10 NMAC.
3. Springer School District encourages positive behavior with the Positive Behavior Support Program.
4. The Springer School District maintains their buildings and grounds to meet safety requirements. School buses have a safety check list that is followed before busses carry students. Evacuation practice of bus once a semester per NMPSIA.
5. Springer School District is a smoke free environment on all campuses. It also has in place a no alcohol and drug free policy.
6. Springer School District has recently constructed a safe children's pick for parents at the elementary school and middle school.
7. Springer Schools have adults and students monitor cross walks before and after school for safe crossing.
8. Monthly inspection of fire extinguishers and fire exit lights.

Social and Emotional Well-Being

Definition:

Social and Emotional well-being means services provided to maintain and/or improve student's mental, emotional, behavioral and social health.

Requirement:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well being.

Goal:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

Activities:

1. Springer School District has a full time social worker and counselor who addresses the behavioral health needs of all students. Some students are seen on a regular bases and others on an "as needed" schedule.
2. Springer School District has a transitional counselor who helps with special education student's transition from high school to work.
3. Springer School District is a small rural school that allows time for individual attention to be given to students. Principals, staff, and community members strive together to provide each student with a supportive environment.
4. Springer School District has the Dare to be You program for kindergarten through fifth graders. This program focuses on esteem for self and others and empathy development. This program is also taught at the ninth and tenth grade level. It builds on the concept of developing skills that young people need to successfully cope with external pressures.
5. The National Guard provides the seventh and eighth graders with a program "Stay on Track" which focuses on self-esteem and making healthy choices.

6. Springer School District also has access to additional emergency counselors through the Regional Education Cooperative if needed.
7. Springer Junior High staff is developing a peer mediation program to collaborate between staff and students to discuss student needs.

HEALTH SERVICES

Definition:

Social and Emotional well-being means services provided to maintain and/or improve student's mental, emotional, behavioral and social health.

Requirement:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well being.

Goal:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

Activities:

1. Springer School District has in place a SAT (Student Assistance Team) program that addresses any student that needs more individual assistance whether social, emotional, health, or behavioral. The team will work with parents and staff to provide extra help and assistance for those referred students so they may succeed.
2. Springer School District provides a nurse to address the health issues of its students.
3. Springer School District health employees work closely with Colfax County Public Health which provides a valuable linkage between school and community resources.
4. School health professions are encouraged to attend workshops to receive the latest information and ideas in their field and to implement them in their areas of expertise.
5. Health Service Programs at Springer Schools strive to meet all reporting, record keeping and confidential requirements.
6. Springer School District provides child abuse training for all their staff.

STAFF WELLNESS

Definition:

Social and Emotional well-being means services provided to maintain and/or improve student's mental, emotional, behavioral and social health.

Requirement:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.

Goal:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

Activities:

1. Springer School District provides a health conscious work environment for its staff and is compliant with the Americans with Disabilities Act, Part III.
2. Springer School District encourages staff to stay home when they are sick.
3. Springer School District has a weight and exercise room for staff to utilize.
4. Springer School district staff meetings provide time for staff to share thoughts and feelings.
5. Springer School District incorporates health tips in staff paychecks to encourage a healthy life style.
6. Springer School staff has the opportunity to have their blood pressure check, BMI read, and/or consult with the school nurse on health issues.

Resources

1. New Mexico Public Education Department, School and Family Support Bureau – online [http:// www.ped.stat.nm.us](http://www.ped.stat.nm.us)
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf>.
3. School District Wellness Policy rule 6.12.6.6 NMAC
4. Team Nutrition: Local Wellness Policy: A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process.
5. Fit, Healthy and Ready to Learn: Nation Association of State Boards of Education provides detailed guidance for development of school health policy following the Coordinated School Health Program [model:www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
6. Action for Healthy Kids: www.actionforhealthykids.org/resources.php.
7. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthytopics/wellness.htm>.

Outcome Evaluation: Measuring impact of Wellness Policy

Component/Activity	Outcome Measures
Health Education	____% of students meet the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
Physical Education	____% of students meet the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
Behavior Health	____% reduction in discipline referrals due to behavioral health problems.
School Safety	100% of teachers and other school staff are aware of and know how to implement the school level safety plans.
Health Services	____% reduction in student absenteeism. ____% of students who have been screened for vision/hearing
Staff Wellness	____% reduction in staff absenteeism.

**SPRINGER SCHOOLS
HEALTH EDUCATION**

Definition:

Health Education means the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Requirement:

The wellness policy shall include a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Activities:

- 6. Springer School district provides its student’s kindergarten through twelve grades with health education that addresses the physical, mental,**

emotional, and social dimensions of health. Grades kindergarten through fifth receives classroom health plus outside teachings through the Dare to Be You program. Junior High students receive health in the classroom and also are provided with daily journals. High School students have the opportunity to participate in a health class and have outside programs available to them such as: Alternatives to Violence, Suicide Prevention Team, and Safe Driving Workshops.

7. The Springer School District is aligning their health education curriculum to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
8. The Springer School District teachers provide health education activities that align with the New Mexico health education content standards.
9. Springer School District has in place a procedure that insures parents the ability to request that their child be exempt from parts of the health education curriculum that addresses the sexuality performance standards. Students are given alternative lessons for the exempt part of the curriculum.
10. The Springer School District does provide instructions about a HIV and related issues in health educations classes to students from elementary through high school grades as set forth in 6.123.10. CNMAC.

PHYSICAL EDUCATION

Definition:

Physical education means the instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthy physical activity. It meets the content standards with benchmarks and performance standards as set forth in Section 6.30.2.20 NMAC

Requirement:

A planned, sequential, K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as per 6.30.2.20 NMAC.

Goal:

To provide every student with daily physical education during which a certified physical educator uses appropriate practices to teach the skills, knowledge, and attitudes needed to be physically fit

and active for a lifetime. Activities are based on goals and objectives which are appropriate for all children, and are planned after referring to a curriculum which has an obvious scope and sequence which aligns with the content standards with benchmarks and performance standards.

Activities:

5. Springer School district provides the opportunity for all students to be physically active and to participate in physical education classes. A certified instructor provides physical education classes to kindergarten through fifth grade. They receive one hour of instruction a week. Junior High students receive the benefits of physical education every day of the school week. Physical education is offered as a credit class for the high school students.
6. Physical education at Springer Schools is aligned to the physical education content standards with benchmarks and performance standards as per 6.30.2.20 NMAC.
7. Physical education instructors in the Springer School District are encouraged and given professional leave to attend workshops and training. These opportunities provide the certified physical education teachers with the latest information and innovations so that they may implement these new ideas into their physical education classes.
8. Students attending physical education classes at the high school are instructed in First Aid and CPR.

HEALTH AND SAFE ENVIRONMENT

Definition:

Healthy and safe environment means the physical and aesthetic surroundings and the psychosocial climate and culture of the school. It supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness and freedom from discrimination and abuse.

Requirement:

The wellness policy shall include school safety plans at each school building focused on supporting healthy and safe environments and including, but not necessarily limited to, prevention, policies and procedures and emergency response plans.

Goal:

The goal of a healthy and safe environment is to promote a climate and culture before, during and after school for students, teachers, staff, parents and community members that support academic achievement.

Activities:

1. Springer School District has in place a safety plan for each school building that

- focuses on supporting a healthy and safe environment for students and staff.
3. Springer School District performs 12 emergency drills in each school. Emergency drills consists of 9 fire drills, 2 shelters in place drills and one evacuation drill at the intervals forth in subsection M of 6.30.2.10 NMAC.
 9. Springer School District encourages positive behavior with the Positive Behavior Support Program.
 10. The Springer School District maintains their buildings and grounds to meet safety requirements. School buses have a safety check list that is followed before busses carry students. Evacuation practice of bus once a semester per NMPSIA.
 11. Springer School District is a smoke free environment on all campuses. It also has in place a no alcohol and drug free policy.
 12. Springer School District has recently constructed a safe children's pick for parents at the elementary school and middle school.
 13. Springer Schools have adults and students monitor cross walks before and after school for safe crossing.
 14. Monthly inspection of fire extinguishers and fire exit lights.

Social and Emotional Well-Being

Definition:

Social and Emotional well-being means services provided to maintain and/or improve student's mental, emotional, behavioral and social health.

Requirement:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well being.

Goal:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

Activities:

1. Springer School District has a full time social worker and counselor who addresses the behavioral health needs of all students. Some students are seen on a regular bases and others on an "as needed" schedule.
8. Springer School District has a transitional counselor who helps with special education student's transition from high school to work.
9. Springer School District is a small rural school that allows time for individual attention to be given to students. Principals, staff, and community members strive together to provide each student with a supportive environment.
10. Springer School District has the Dare to be You program for kindergarten through fifth graders. This program focuses on esteem for self and others and empathy development. This program is also taught at the ninth and tenth grade level. It builds on the concept of developing skills that young people need to successfully cope with external pressures.
11. The National Guard provides the seventh and eighth graders with a program "Stay on Track" which focuses on self-esteem and making healthy choices.

12. Springer School District also has access to additional emergency counselors through the Regional Education Cooperative if needed.
13. Springer Junior High staff is developing a peer mediation program to collaborate between staff and students to discuss student needs.

HEALTH SERVICES

Definition:

Social and Emotional well-being means services provided to maintain and/or improve student's mental, emotional, behavioral and social health.

Requirement:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well being.

Goal:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

Activities:

7. Springer School District has in place a SAT (Student Assistance Team) program that addresses any student that needs more individual assistance whether social, emotional, health, or behavioral. The team will work with parents and staff to provide extra help and assistance for those referred students so they may succeed.
8. Springer School District provides a nurse to address the health issues of its students.
9. Springer School District health employees work closely with Colfax County Public Health which provides a valuable linkage between school and community resources.
10. School health professions are encouraged to attend workshops to receive the latest information and ideas in their field and to implement them in their areas of expertise.
11. Health Service Programs at Springer Schools strive to meet all reporting, record keeping and confidential requirements.
12. Springer School District provides child abuse training for all their staff.

STAFF WELLNESS

Definition:

Social and Emotional well-being means services provided to maintain and/or improve student's mental, emotional, behavioral and social health.

Requirement:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students’ social and emotional well-being.

Goal:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

Activities:

- 7. Springer School District provides a health conscious work environment for its staff and is compliant with the Americans with Disabilities Act, Part III.
- 8. Springer School District encourages staff to stay home when they are sick.
- 9. Springer School District has a weight and exercise room for staff to utilize.
- 10. Springer School district staff meetings provide time for staff to share thoughts and feelings.
- 11. Springer School District incorporates health tips in staff paychecks to encourage a healthy life style.
- 12. Springer School staff has the opportunity to have their blood pressure check, BMI read, and/or consult with the school nurse on health issues.

Resources

- 8. New Mexico Public Education Department, School and Family Support Bureau – online [http:// www.ped.stat.nm.us](http://www.ped.stat.nm.us)
- 9. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf>.
- 10. School District Wellness Policy rule 6.12.6.6 NMAC
- 11. **Team Nutrition: Local Wellness Policy:** A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process.
- 12. **Fit, Healthy and Ready to Learn:** Nation Association of State Boards of Education provides detailed guidance for development of school health policy following the Coordinated School Health Program [model:www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
- 13. Action for Healthy Kids: www.actionforhealthykids.org/resources.php.
- 14. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthytopics/wellness.htm>.

Outcome Evaluation: Measuring impact of Wellness Policy

Component/Activity	Outcome Measures
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Health Education	___% of students meet the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
Physical Education	___% of students meet the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
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School Safety	100% of teachers and other school staff are aware of and know how to implement the school level safety plans.
Health Services	___% reduction in student absenteeism. ___% of students who have been screened for vision/hearing
Staff Wellness	___% reduction in staff absenteeism.

Adopted: January 18, 2007

Revised:

Legal Reference:

1.26 Student Representative to the Board of Education Policy

The school board may choose to add a non-voting student member from Springer High School. The student member shall have all the rights of a regular school board member regarding school board business except the right to vote. The student member shall be excluded from discussions and procedures of the school board involving subjects which are confidential.

Adopted: July 8, 2009

Revised:

Legal Reference: