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All policies have been adopted, revised or readopted effective August 19, 1997 unless another date is listed at the end of an individual policy.

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Curriculum Development

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The curricula of the Jemez Valley Schools shall be consistent with the board's adopted instructional goals.

Subject matter shall be developed and modified by the district professional staff at appropriate levels to meet changing district instructional goals and state requirements.

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In accordance with the requirements of SB1019, Jemez Valley Public Schools will provide a set of textbooks for every class. These textbooks will conform to curriculum requirements and class sets will be sufficient in number to meet the needs of enrolled students.

Class sets of textbooks will be housed within the classrooms. Students will be allowed to take textbooks

home only if the teachers check the books out to the students. Students will be responsible for bringing textbooks they have checked out back to class on a daily basis. If a student loses or damages a book, the student will be fined the replacement cost of the textbook.

Students and parents will be provided a copy of this policy at registration. Students and parents will sign that they have received and understand the policy.

Homebound Instruction[Back to top](#)

Homebound instruction is available for students. These services are open to any student who, because of handicapping illness or accident, is unable to attend school for a period of four weeks or more, and who, because of physical, mental health or special education problems, cannot attend or study in group situations. Pupils considered for this program should be referred by the principal to the school nurse or special education department if appropriate. Placement into a homebound program for a special education student must have prior recommendation by the I.E.P. Committee. The attending physician of the pupil concerned must present a statement requesting this placement prior to final approval. Reentry into the regular program shall be contingent on approval by the attending physician.

See policy 465 - Communicable Diseases.

See policy 336-10.

School Calendar[Back to top](#)

No later than February of the current year the board will adopt a school calendar for the ensuing year after hearing the superintendent's presentation of two or more calendars developed by a superintendent-appointed employee-parent-student committee chaired by the superintendent or designee.

The adopted school calendar will provide for at least the minimum days required by law.

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Teachers will be encouraged to provide students for public performance when

1. the performance fits both the aims of the schools and the needs of the students;
2. no student is excluded because of race, color, creed or gender;
3. such performance is appropriate to the age group;
4. a participation plan from the principal is submitted to the superintendent.

Students may perform under school sponsorship when admission fees are charged only if the proceeds are used for charitable, educational, or civic purposes. Payment for performance under school sponsorship may be accepted by the schools but not by individual students. Costs directly related to the supervision of students and liability protection for the participants will be responsibilities of the school district. Costs of the performance will be paid first from the proceeds of the admission fees. Any other costs must be addressed in the participation plan approved by the building principal.

No attendance at or performance or service by a school-sponsored student organization which is solicited by and which furthers the private commercial or business interest of a for-profit entity shall be permitted without a written contract. The contract shall be first negotiated by a committee composed of the principal of the school, the club or activity sponsor, and a student representative of the club or organization if the performance or service involves secondary school students, or a parent of a student if the performance or service involves elementary school students.

If a school-sponsored student organization enters into an agreement with a commercial or private organization or persons without approval of the office of the superintendent, that organization shall not use the name of the school or the school district and shall assume its own liability coverage, sponsorship and travel arrangements.

School-sponsored trips by students involving an overnight stay must have the superintendent's advance approval.

Approval for all public performances will be given by the office of the superintendent when the above criteria have been met.

See policies 251, 548.

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The board supports the School Library Bill of Rights, provided by the American Library Association, which asserts that the responsibility of the school library is:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. to provide materials that will stimulate growth in factual knowledge, literary appreciation, esthetic values, and ethical standards.
3. to provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. to provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical reading and thinking.
5. to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

See policy 428.

Biased Materials

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The teacher is responsible for presenting a balanced view of controversial issues. No materials shall be introduced into the school curricula by an individual or organized group to promote a biased viewpoint on religious, racial, sexual, or political issues.

See policies 252, 427, 428, 430.

Sensitive Instructional Materials and Guest Speakers

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Instructional materials dealing with personal or sensitive subjects must be previewed by the teacher before they are introduced into the classroom. If materials are sensitive but the instructor feels they are germane to the subject being taught, the principal, in consultation with the superintendent or designee, shall adjudge their propriety and pertinence. The principal's deliberation should include among other things, consideration of the general standards of the clientele served by the Jemez Valley Schools. Videos and motion pictures to be shown in classrooms must have prior approval by the principal before being used.

Guest speakers in the classroom must be approved in advance by the building principal. Teachers shall provide their students advance notice of the possibility of the use of sensitive materials prior to their use so that students finding the materials offensive may be excused from that portion of the assignment or presentation and provided with an alternative assignment more in keeping with their beliefs. Parents/guardians may make such a request on behalf of their currently enrolled children.

Teachers should notify the building principal of any apparent problem which arises from the use of sensitive materials or from remarks by a guest speaker.

At appropriate developmental levels, parents should be given advance notice of presentations on topics involving human sexuality.

See policy 252.

Gifts of Library and Instructional Materials

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The district reserves the right to review any printed or filmed library and/or instructional materials with respect to their appropriateness using the guidelines provided in policies 425, 426, 427 and 430. After such a review has been conducted by the principal and other appropriate personnel at the school level, a recommendation regarding acceptance of the material will be made to the superintendent who will make the decision.

Appeals to the superintendent's decision may be made to the board of education, whose decision will be final.

Controversial Materials, Methods and Issues

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The board of education recognizes that it is sometimes necessary for pupils to study controversial issues and topics and that in order to deal effectively with them, teachers will sometimes use materials or methods that might lead to misunderstandings. In considering such matters, it shall be the purpose of our schools to recognize the pupil's right and/or obligation

1. To study any controversial issue which has political, economic, or social significance and concerning which the student should begin to have an opinion.
2. To have free access to all relevant age-appropriate information.
3. To study under competent instruction in an atmosphere of freedom from bias and prejudice.
4. To form and express independent opinions on controversial issues without jeopardizing relations with teachers, staff and administration.
5. To recognize that a reasonable compromise is often an important facet in decision-making in our society.
6. To respect the opinions of others, including opinions of the minority.

Complaints and Challenges to Teaching Methods and Materials

If a school or staff member is challenged on the use of methods or materials, the following procedures will apply.

1. An attempt will be made to resolve the challenge or complaint informally. School personnel shall meet with the complainant to hear the specific concerns and recommendations and to explain how and why the challenged material or method was selected for use in the classroom or library.
2. The complainant may still challenge the material or method by submitting a written statement which identifies the complainant's specific concerns. No action to review challenged materials or methods will be taken until a written request for review is filed.
3. The review shall be undertaken by the appropriate district curriculum committees. The review process shall always include the opportunity for citizen comment. The superintendent may but is not required to delay use of the challenged materials or methods by students until the entire review process is completed and has been reviewed by the superintendent.
4. The superintendent shall accept or reject the review committee's recommendation and so inform the board. The complainant may again challenge the superintendent's recommendation to the board at this time.
5. The decision of the board shall be final.

Religion in the Schools

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It is the intent of the Jemez Valley Board of Education that the schools will not actively promote or interfere with any particular religious tenet or belief. Religions may have an appropriate role in school curricula so long as the purpose is educational rather than proselytizing and is not for the purpose of advancing or inhibiting religion.

For further guidance see policies 252, 425, 426, 427, 428, 430 and 355.

HIV/AIDS Education

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The board of education recognizes the need for schools to assume a key role in teaching students about Human Immune Virus (HIV) Infectious Disease and Acquired Immunodeficiency Syndrome (AIDS) and how to avoid contracting the disease.

Preferably, each child will have the opportunity to receive instruction about HIV/AIDS each school year. At a minimum, all students in grades 5, 7, 9, and 12 will be instructed on HIV/AIDS, Education Competencies and the Jemez Valley School District HIV/AIDS Curriculum.

If parents do not wish their child to receive HIV/AIDS education through the school program, they must submit their request in writing to the school principal and provide to the director of Instruction, for his or her approval, an HIV/AIDS lesson plan meeting the requirements of the New Mexico State Health Education Competencies and the Jemez Valley School District HIV/AIDS Curriculum which the parent(s) propose to teach the student. If students are required to take a post-test on the HIV/AIDS lessons, all students will be required to test.

The board shall ensure the involvement of parents, staff, students, and community health care representatives by formation of a committee which shall annually review and make recommendations to the superintendent concerning this policy and the HIV/AIDS education curriculum. The superintendent shall review the committee's report and recommendation and make a report to the board for final action.

See policy 465.

Testing Program of the School District

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The school district will establish and maintain a standardized basic testing program which can be used, communicated and interpreted by school personnel and by district patrons.

The program will provide

1. A qualitative assessment of the educational program of the district for purposes of reporting the overall status of the district and charting the growth of its pupils, grades, schools, and areas from year to year.
2. Data for preparing appropriate reports to the board.
3. Interpretation and use by the teacher, counselor, and administrator so that the test findings may be used to improve the guidance and counseling of individual children and the development of a high quality curriculum.

The program will reflect

1. The academic growth of pupils according to their own mental capacities and to local and national norms.
2. Minimum workload of school personnel in terms of test administration, scoring, interpretation, and use.
3. Adequate and financially feasible training for involved school personnel.
4. Assessment of the growth of pupils in the basic skills and subjects in the elementary and secondary grades.

The district program shall incorporate any tests required by state law.

Selection of Equipment, Books and Materials

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In every case where feasible, the selection of equipment, books and materials shall be made only after consultation with the employees who will be held responsible for their use.

For the selection of basic textbooks for general use, parent representation will be invited from each school involved in the selection process, with notice provided to parents and the community of the selection process.

Pledge of Allegiance

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The Board believes that proper instruction in the principles on which this country was founded and an understanding of the democratic heritage and ideals which are symbolized by the flag and expressed in the Pledge of Allegiance are an important educational component in developing an appreciation of this country's government and the freedoms afforded by our constitution. The Board also believes that instructing students in the proper etiquette toward, correct display of respect for the flag and reciting the Pledge of Allegiance in school ceremonies helps students learn these principles and reminds them of their importance in our democratic society. New Mexico state law and NMAC 6.10.2.8 also require the proper display of the United States flag and daily recitation of the Pledge of Allegiance in all public schools throughout the state. Each school will therefore provide an opportunity each school day for appropriate exercises which include the pledge of allegiance by those who choose to participate and the proper display of the flag.

The Jemez Valley Public School board also recognizes that no one shall be compelled to participate in pledging allegiance or saluting the flag if to do so would be objectionable to his or her beliefs or conscience. Those who do not participate in the pledge of allegiance or flag salute will not be harassed or intimidated. During the recitation or other patriotic ceremony in which such student or employee does not participate, he or she shall remain quiet and will conduct him or herself in non-disruptive manner out of respect for those who are conducting and participating in the exercises.

Reference: §22-2-9 NMSA 1978; §22-5-4.5 NMSA 1978

Revised and Adopted by the Jemez Valley Public School's Board of Education on October 17, 2006

Flag Display

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The flag of the United States and the flag of the State of New Mexico shall be on display at all buildings and in each classroom in the school district.

Administration of Medications at School

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A. Notification of School Nurse

Regardless of the means of administration used for a particular student, the school nurse shall be notified in writing of each student taking medications at school by that student's parents. The parents shall notify school personnel when the student begins taking a medication, when the medication or its dosage is changed, and when the medication is discontinued.

B. Options for Medications Needed by Students While at School

Regardless of the option chosen for administration of medications to students, parents are expected to instruct their children, including young and disabled students according to their level of ability, in the reasons the student takes the medication and according to what schedule it should be given.

It is the responsibility of parents seeking to have medications administered to their children by school personnel, to determine the option for administration in consultation with the school principal, school nurse, or other school personnel whose knowledge of the student may assist in such determination.

1. Self-Administration

Older students may be allowed to assume responsibility for administration of their own medications, provided that self-administration is recommended, in writing, by the prescribing physician and/or the parent/guardian. The child must be instructed by the parent or physician on how to take the medication. Parents should provide the student only one day's supply of medication per day.

2. Administration by the School Nurse

In instances in which a student's parents and school personnel determined that the student is too young for, or otherwise incapable of, reliable self-administration, the school nurse should administer the medication to the child.

The parents shall provide the school nurse clear and explicit written instructions from the student's physician or family for administration of the medication. The container with the medication must be labeled with the name of the drug, the strength and correct dosage schedule for administration, the name of the student and the name of the physician.

3. Supervised Self-Administration

In circumstances in which a school nurse is not available at a school to administer a medication to a child who is either too young for, or otherwise incapable of, reliable self-administration of medications, the following approach may be adopted by the parent and school personnel if the child in fact requires the medication in order to remain in school and must take the medication during school hours.

The parent must give the child's teacher or other authorized school personnel a sealed envelope on which is written the child's name, the name of the medication, and the date and time the medication is to be taken. The teacher or other authorized

person will give the envelope to the child and direct him or her to take the medication at the specified time.

In every case in which parents and school personnel have determined that student self-administration of medications is not appropriate, parents shall not provide the medications to be taken at school directly to the student himself or herself but shall provide the sealed envelopes directly to the teacher or other authorized school personnel. A parent may provide a teacher with up to a week's supply of medications, but only in five separate envelopes, one for each day.

This third options reserved for those situations in which circumstances do not permit the use of self-administration or administration by a school nurse. If a school nurse is present in a school on some but not all days, a combination of options 2 and 3 should be followed, in which the nurse administers the medications on the days he or she is present at a school, and option 3 is used on other days.

C. Storage of Student's Medications at School

Medications shall be kept in a central location in a locked closet or cabinet at each school.

See policy 461--Emergency Assistance to Diabetic Children.

Emergency Assistance to Diabetic Children

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The Jemez Valley Public Schools intend to cooperate fully with the families and physicians of students who are diabetic. The superintendent is directed to establish a protocol for needed procedures and guidance to district personnel. Because of the potentially great harm attendant upon a student entering a diabetic coma, each school unit should establish a team of volunteers trained to take action in an emergency, so that immediate assistance is always available.

Once established, the protocol should be reviewed annually using such advisory resources as the State of New Mexico Office of School Health, the State Department of Education School Health Unit and the University of New Mexico College of Medicine.

See policy 460--Administration of Medication at School.

Communicable Diseases

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Upon discovery or being informed that a student attending a district school has been diagnosed as having a communicable disease, the schools will endeavor to protect the health and safety of all students while concurrently safeguarding the legitimate interests and right to a free public education of the infected student.

Communicable diseases are defined as diseases caused by infectious agents that may be transmitted directly or indirectly from person to person. For the purpose of this policy, communicable diseases include, but are not limited to, the following: chicken pox, cytomegalovirus, diphtheria, herpes simplex, hepatitis B virus, acquired human immune deficiency virus, measles, pertussis (whooping cough), rubella, salmonella, tuberculosis, typhoid fever and similar communicable diseases with serious consequences.

Definitions

1. **Short-Term Communicable Diseases**
Short-term communicable diseases are those which have a communicable period generally lasting up to ten days. Included in this category are chicken pox, measles, and whooping cough.
2. **Long-Term Communicable Diseases**
Long-term communicable diseases are those which have a communicable period generally lasting for more than ten days.

Identification/Diagnosis of Students with Communicable Diseases

The district will not require mandatory testing, screening, or vaccination of students for communicable diseases as a condition before registration, admission, or readmission to school either initially or annually, unless required to do so under state or federal law or ordered to do so by the State District Health Officer. However, if school authorities have reasonable cause to believe that a student has or is a carrier of a communicable disease, such student may be required to submit to an appropriate medical examination.

Parents or guardians of students presently attending or enrolling in the schools of the district have a legal obligation, if there is no health care professional attending the student, to report to the Health Services division of the Health and Environment Department of the State of New Mexico, the fact that the child is a carrier of or is infected with a communicable disease, as soon as the parent or guardian becomes aware of the condition.

A student with a communicable disease whose medical condition causes a handicap, as defined under federal law, shall be referred to the Special Education division for determination of eligibility as an exceptional student.

Confidentiality

The number of personnel who will be informed of the student's communicable disease will be kept to a minimum to assure the confidentiality of records and other information regarding the student.

School personnel and members of any committee appointed according to the provisions of this policy, shall maintain the student's right of confidentiality with respect to the fact that the student has or is a carrier of a communicable disease, and with respect to any records, documents, statements, letters, or memoranda developed or prepared by the committee; provided, however, that nothing herein shall prohibit or prevent the disclosure of information that may be permitted or required by state or federal law on regulations promulgated thereunder as to the reporting of communicable diseases. The chairperson shall remind all committee members about the student's right to confidentiality.

Educational Services for Short-Term Communicable Diseases

For communicable diseases of short and well known duration, parents or guardians will be asked to absent their children from school during the contagious period. In the event that the parent or guardian refuses to do so, the principal shall suspend the child for up to ten days, following the procedures governing short-term suspensions of students. For communicable diseases of less well determined duration, parents or guardians may absent their children from school for any period during which the child's condition is infectious or communicable, provided that such absence is supported by a statement to the effect prepared by a medical doctor.

Educational Services for Long-Term Communicable Diseases

A student who qualifies as an exceptional student according to the Educational Standards for New Mexico schools shall have placement and services provided in the least restrictive environment as determined by an EA&R committee in accordance with those standards and will be afforded all protections under federal law as to a handicapping condition.

Decisions concerning the educational program and placement setting for non-exceptional students, according to the Educational Standards for New Mexico schools, who have or are carriers of long-term communicable diseases will be made by a committee composed of the following:

1. The student's physician,
2. The parent(s) or legal guardian(s),
3. The superintendent or designee,
4. School personnel with whom the student will interact and who are familiar with the student's educational abilities and needs.
5. Any person to be appointed by the superintendent, whose expertise would be useful to the committee in reaching and implementing its decision.

In determining the least restrictive educational program and placement setting for a non-exceptional student who has or is a carrier of a long-term communicable disease, the following factors will be evaluated:

1. The nature of the disease,
2. The age of the student,
3. The behavior of the student,
4. The neurological development of the student,

5. The physical condition of the student,
6. The expected type of interaction which the student will have with other students or with employees in the proposed placement setting,
7. The hygienic practices of the student,
8. The risk of transmission of the disease from the student to other students or employees, with whom the student may interact, and
9. Any other pertinent factor reasonably related to the decision.

Restrictions placed upon the educational program and/or the placement of a non-exceptional student with a long-term communicable disease will be imposed only when the committee determines that the risks of an unrestricted program and placement outweigh any benefits which the student may receive from an unrestricted program and/or placement.

The student's placement and program will be reevaluated, and modified if necessary, as often as the circumstances will require, but in no event will the educational program and/or the placement setting continue without reevaluation at least once a semester or twice a year. Any reevaluation will be done by the committee taking into account those factors listed above.

The parent or guardian of a non-exceptional student who has or is a carrier of a long-term communicable disease, who is aggrieved by a program or placement decision made pursuant to this policy, may appeal that decision to the board by requesting a hearing, in writing, within ten (10) days of the program or placement decision. Such hearing will be held at a time convenient to both parties and shall be held in closed session. The decision of the board shall be final.

See policy 410.

Bloodborne Pathogens

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OSHA regulations require the reduction of risk to employees from bloodborne pathogens. It is the policy of the Jemez Valley Schools that employees or authorized volunteers adhere to the district's Exposure Control Plan. Complete information is available at the superintendent's office and at each school building office.

Any employee or authorized volunteer exposed to blood or other potentially infectious material while on duty will be offered a three-injection vaccination series by the district. All needed information is available at the superintendent's office.

Home Schools

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In accordance with Chapter 21, 1985 New Mexico Session Laws and in compliance with

regulations promulgated by the State Board of Education, the board of education acknowledges the right of parents or guardians to establish home schools. Home school, as defined by state statute, means "...the operation by a parent, guardian, or other person having custody of a school-age person of a home study program which provides a basic academic educational program including but not limited to reading, language arts, mathematics, social studies, and science." The following procedures will apply in the establishment of home schools:

1. The parent or guardian will complete and submit a notarized copy of State Department of Education form SDE-542-85, "Notification of Establishment of a Home School" or any subsequent revision of such form within thirty days of the establishment of the home school and on or before April 1 of each subsequent year to the superintendent. Attachments to SDE 542-85 are to include immunization records for each child to be taught.
2. The parent or guardian will complete and submit to the local superintendent of schools State Department of Education form 543-85, "Home School Enrollment Report," on November 1 or within five calendar days thereafter.
3. The parent or guardian will by November 1 confer with the principal regarding the state and local required standardized achievement tests for the student (s) enrolled in the home school. Home school students will be tested with the required achievement tests in the public school in their attendance area under similar conditions as are public school children. The parents will be responsible for the transportation required. Complete details outlined by the State Department of Education are available in the superintendent's office.
4. The parent or guardian will provide written notification to the superintendent of any changes in the information provided in the "Notification of Establishment of a Home School."
5. The grade placement of students in grades 1 through 8 who are in a home school program and who wish to enroll in the public schools shall be determined by the principal in consultation with the classroom teacher(s) and subject to satisfactory performance on grade level competency tests. The awarding of course credits for home school students in grades 9 through 12 shall be subject to satisfactory performance on district competency tests on the coursework in question or upon certification of satisfactory completion of the course from a board-approved school. Arrangements for testing will be made by the parents ten days prior to the last day of school.

The board authorizes the superintendent to make co-education arrangements for home-schooled children, if and only if, the home-schooled student will attend a district school at least one-half time, and the contemplated arrangements do not disrupt programs and services being provided to the district's full-time students. A student attending on that basis is subject to all rules, regulations and policies to which full-time Jemez Valley students are subject, including graduation requirements, but are also eligible for full participation in all student and school activities, curricular and extracurricular, available to full-time district students, if the student meets the state standards for extracurricular activity participation as outlined in Board Policy 304.

See policies 304, 316, 318, 319.

Parent-Teacher-Student Organizations

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The board of education encourages and supports the formation of organizations of parents and teachers at individual schools, with student membership also encouraged at the secondary level. Both "PTA" and "PAC" models may have useful roles to play. While recognizing that state and national affiliation enables these organizations to extend their influence at the state and federal levels, the board's primary concern is that effective mechanisms be created to promote and enhance home-school communications and cooperation.

Should the school principal perceive that any such group is becoming a negative influence on the school, the principal may, with the concurrence of the superintendent, withhold the privilege of the group meeting at the school or using school facilities, equipment or personnel for its purposes.

Adherence to Copyright

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It shall be the policy of the Jemez Valley Public Schools to discourage illegal copying or installation of any and all copyrighted materials, including videotaped materials and microcomputer software. Persons who duplicate copyrighted materials shall obtain the necessary permission to do so legally. The insurance and legal protection normally afforded to school district employees is not extended to include legal protection for willful violations of copyright laws.

See policy 476.

Use of District Computers

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Employees and students of the district are forbidden to load any software onto the district's administrative computer network without the written permission of the superintendent or designee.