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**SECTION K**

**SCHOOL-COMMUNITY RELATIONS**

### **SCHOOL - COMMUNITY - HOME RELATIONS GOALS / PRIORITY OBJECTIVES**

The Superintendent shall interpret the educational program to the people and invite discussions and suggestions on important educational issues, and shall attempt, at all times, to represent the entire community rather than any single group or section. The District shall pursue the following school-community relations goals:

- To develop intelligent citizen understanding of the District in all aspects of its operation.
- To determine how the citizenry feels about the District and what it wishes the District to accomplish.
- To develop citizen understanding of the need for adequate financial support for a sound educational program.
- To help citizens assume a more direct responsibility for the quality of education the District provides.
- To earn the goodwill, respect, and confidence of the citizenry in the personnel and services of the District.
- To bring about citizen understanding of the need for the improvement and what must be done to facilitate essential change.
- To involve citizens in the work of the District and the solving of its educational problems.
- To invite the assistance, cooperation, and understanding of elected and appointed community officials and committees in the development of educational programs and facilities.
- To promote a genuine spirit of cooperation between the District and community in sharing leadership for the improvement of the community.

*Adopted:* September 19, 2017

## PARENTAL INVOLVEMENT IN EDUCATION

The Superintendent, in consultation with parents, teachers, and administrators, shall develop a procedure for parental involvement in the school(s). This shall include:

- A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- Giving notice to parents, explaining the budget process and inviting parental involvement and input in that process prior to the date for the public hearing.
- Giving written notice to parents and other community members and inviting parental involvement in the instructional materials adoption process at the District level. Also giving public notice regarding the instructional materials adoption process, such notice may include publication in a newspaper of general circulation in the School District.

*Parent* means parent or person who has custody of the student.

*Adopted:* September 19, 2017

LEGAL REF.: 22-15-8 NMSA (1978)  
22-15-10 NMSA (1978)

CROSS REF.: ABA - Community Involvement in Education  
IJ - Instructional Resources and Materials  
KDB - Public's Right to Know/Freedom of Information

## PUBLIC GIFTS / DONATIONS TO SCHOOLS

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

- Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.
- Report to the Board all gifts that have been offered to the District, for their review and action.
- Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.

Gifts shall be recorded in appropriate inventory listing(s) and property records.

*Adopted:* September 19, 2017

LEGAL REF.: 22-5-4 NMSA (1978)

**REGULATION****REGULATION****PUBLIC GIFTS / DONATIONS  
TO SCHOOLS**

To be acceptable, a gift must satisfy the following criteria:

- It will have a purpose consistent with those of the school.
- It will be offered by a donor acceptable to the Board.
- It will not begin a program that the Board would be unwilling to take over when the gift or grant funds are exhausted.
- It will not bring undesirable or hidden costs to the school system.
- It will place no restrictions on the school program.
- It will not imply endorsement of any business or product.
- It will not be in conflict with any provision of the school policy or public law.

All gifts, grants, and bequests shall become District property and subject to policies of the District.

**PUBLIC INFORMATION  
AND COMMUNICATIONS**

The Superintendent has the responsibility of keeping the public informed as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, creating better relationships between the District and the community. All school personnel are responsible for good public relations.

All written notices, bulletins, newsletters, and matters pertaining to students are to be approved prior to release. Matters that pertain to an individual school are to be approved by the principal prior to release. Matters that pertain to the District are to be submitted for approval to the Superintendent prior to release.

Non-school-originated material of a commercial, political, or religious nature shall not be released through the students.

This policy is not intended to interfere with the responsibility of District personnel to communicate directly with the parents or legal guardians of a particular student in areas affecting that student's progress at school. It is intended to ensure that prompt, reliable, and accurate information is released to the parents and patrons of the District.

*Adopted:* September 19, 2017



**PUBLIC'S RIGHT TO KNOW /  
FREEDOM OF INFORMATION**

The Board recognizes the right of the public to information concerning its actions, its policies, and the details of its educational and business operations. The Superintendent is appointed the custodian of public records and may delegate this duty as necessary. The custodian of records shall follow the directives of 14-2-7 NMSA (1978) in providing access to public records including the posting in a conspicuous place at the administrative office of the district the proper notice of a person's rights and the procedures.

The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

Requests for access to records shall be made in writing (which may include electronic communication such as e-mail or facsimile) directed to the office of the Superintendent. Any written communication should contain the name, address and telephone number of the requestor and should state the record required with reasonable particularity.

The Superintendent may permit access to, or provide for the copying of, the records requested within a reasonable period of time following receipt of the written request (fifteen [15] days) or will provide an explanation of a cause for delay if the records are not available and will give notification of the time the records will be available, or, may deny access if there is no record to match the request. If the inspection of the requested records is not permitted within three (3) days the Superintendent will explain in writing when the records will be available for inspection or when the Board will respond to the request.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if (1) the record is made confidential by statute, or (2) the record involves the privacy interests of persons. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Board.

A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, etc. Fees will be collected prior to releasing material.

The fees will be based upon the following:

- 10¢ per page for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- 35¢ per copy for materials not listed above that require additional clerical and/or professional staff time to make available.
- Actual cost, if available, will be assessed.
- Free copies shall be furnished if they are to be used in claims against the United States.

*Adopted:* September 19, 2017

LEGAL REF.:       14-2-1 to 14-2-12 NMSA (1978)  
                      14-3-1 to 14-3-24 NMSA (1978)

<b>EXHIBIT</b>	<b>EXHIBIT</b>
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**PUBLIC'S RIGHT TO KNOW /  
FREEDOM OF INFORMATION**

REQUEST FOR PUBLIC RECORDS OF THE SCHOOL DISTRICT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
                                Street                                City                                State                                Zip

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of request:

- Opportunity to review records (no original record may leave the custodian's office)
  
- Copies of records.

*Notice:* A fee will be charged for copying based upon actual cost for providing the information.

*Records requested* (please be as explicit as possible as to the records you desire):

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\_\_\_\_\_

Date

Signature

**SCHOOL - SPONSORED  
INFORMATION MEDIA**

Publications issued by and in the name of the schools of this District shall reflect a high quality of editorial content and format. The exercise of appropriate economy in materials and production is expected as long as the main purpose is not jeopardized.

Articles circulated or submitted for publication by District employees in which the District, or employees of the District, are mentioned directly or indirectly must be cleared by the Superintendent.

*Adopted:* September 19, 2017

### USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

The participation of students in interpreting the educational program of the schools to the community shall be encouraged with the understanding that:

- Students shall not be exploited for the benefit of any individual or group.
- Students shall participate only in appropriate situations.
- The use of students shall always be evaluated in terms of the effect on the students.
- Students shall not solicit or promote District issues without approval by the Superintendent's office.
- The best possible community relations grow from a superior teaching job in the classroom. Enthusiastic students with serious intentions, well directed by sympathetic and capable teachers, communicate positively with parents and the community. This shall be the cornerstone of good community relations in the District.

*Adopted:* September 19, 2017

**MEDIA RELATIONS**

The Board recognizes its responsibility to provide information to the community and actively seeks to establish a good working relationship with local news media.

To promote a positive relationship between the District and the media, the Board shall provide information to the media concerning the programs and activities of the District as well as matters pending before the Board.

*Adopted:* September 19, 2017

CROSS REF.: KDC - School-Sponsored Information Media

**PRESS RELEASES, CONFERENCES,  
AND INTERVIEWS**

All communication with the news media for the purposes of seeking or arranging news coverage, providing official statements from the District, or responding to requests from the news media shall be channeled through the office of the Superintendent.

*Adopted:* September 19, 2017

CROSS REF.:       KD - Public Information and Communications  
                      KDC - School-Sponsored Information Media

## VIDEO /PHOTOGRAPHY OF SPECIAL EVENTS

### Request to Video-Tape Event(s)

Parents, guardians, and family members may video tape school events or programs if they are not to be used for commercial purposes or if not in conflict with the New Mexico Activities Association rules. All other requests for video-taping of school events or programs must be approved by the Superintendent.

### Exclusive Rights

The School District will have exclusive rights to commercial ventures providing all funds derived from the sale will be deposited to the school account of the respective organization.

Exceptions to this are:

For a reasonable fee to be determined by the principal, commercial videographers will have access to Homecoming, Prom and Graduation events but will be under the supervision of the school as to access and location of equipment. Advertising and solicitation shall be controlled by the principal.

The Superintendent has the authority to apply this policy to other activities.

### Interviews/Photographs of Students

No entity may interview or photograph students individually on school premises without the approval of the school administrator and parent/guardian. Parental consent will be requested before photographs, use of photographs, video tapes and other audio or visual reproductions of students will be released to the public.

*Adopted:* September 19, 2017

CROSS REF.:       KD - Public Information and Communications  
                      KDC - School-Sponsored Information Media  
                      KDDA - Press Releases, Conferences and Interviews



## **PUBLIC CONCERNS AND COMPLAINTS**

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and resolution, if possible.

The administration will develop a procedure for courteously receiving complaints, and will take steps to make proper replies to complainants. If resolution of a problem cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.

The Board will consider hearing citizen complaints when they have not been resolved by the administration. Matters referred to the Board as a whole must be in writing, should clearly identify the problem, and specifically state the desired action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

*Adopted:* September 19, 2017

**REGULATION****REGULATION****PUBLIC CONCERNS AND COMPLAINTS**

If a member of the community has a complaint, the following procedures are intended to assist in its resolution:

- If the matter relates to a student, and it is appropriate, talk with the student's teacher. If the matter remains unresolved, talk with the school administrator.
- If resolution of a problem cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.
- When a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and resolution, if possible.

**EXHIBIT**

**EXHIBIT**

**PUBLIC CONCERNS AND COMPLAINTS**

**(This Form to be Submitted to the Superintendent)**

Person(s) or group filing complaint: \_\_\_\_\_

Complainant's address: \_\_\_\_\_ Phone: \_\_\_\_\_

Complainant's E-mail address: \_\_\_\_\_

Date complaint is filed: \_\_\_\_\_

Has problem been discussed with the administration?

Yes  No

Date: \_\_\_\_\_

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):

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Identification of other witnesses or persons with information about concern:

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**The Projected Solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

*The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT PERSONNEL**

Trust in staff members and support for their actions should be such that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.

In spite of this, criticisms and complaints may be forthcoming from the community. These complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels.

All complaints shall be referred to the Superintendent for investigation. The employee involved shall be given an opportunity, at each administrative level at which the matter is reviewed, for explanation, comment, and presentation of facts, either formally or informally. The employee will be afforded elements of due process as provided in New Mexico law.

*Adopted:* September 19, 2017

CROSS REF.:       BBA - Board Member Authority and Responsibilities  
                      BEDH - Public Participation at Board Meetings  
                      CBA - Qualifications and Duties of the Superintendent

**REGULATION****REGULATION****PUBLIC CONCERNS / COMPLAINTS  
ABOUT PERSONNEL****Required Information**

The following information concerning a complaint is required:

- The name(s) of the person(s) making the complaint.
- Whether the person(s) making the complaint represents an individual or a group. If a group is represented, information shall be provided about the nature of the group and the manner in which the group has reviewed and taken a position on the matter.
- Whether the person(s) making the complaint has discussed the problem with the employee in question.
- A summary of the complaint(s) and of the above three (3) items.

**Processing of Complaint(s) Following Written Summation**

The complaint shall be presented to the employee toward whom it is directed, together with a suggested solution, personally and in writing, by the person(s) filing the complaint. It is the responsibility of the employee's supervisor to keep the Superintendent informed as the matter is reviewed at the various administrative levels.

The employee will have a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.

If the complaint is not resolved between the originator of the complaint and the employee, the complaint shall be reviewed by the employee's supervisor. Until the matter is resolved, it may be reviewed at each successive administrative level.

The Superintendent shall be the final level of review.

**EXHIBIT**

**EXHIBIT**

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT PERSONNEL**

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

**(This Form to be Submitted to the Employee's Supervisor)**

Person against whom the complaint is made: \_\_\_\_\_

Employee's position: \_\_\_\_\_ School/dept.: \_\_\_\_\_

Person(s) or group filing complaint: \_\_\_\_\_

Complainant's address: \_\_\_\_\_ Phone: \_\_\_\_\_

Complainant's E-mail address: \_\_\_\_\_

Date complaint is filed: \_\_\_\_\_

Has problem been discussed with the employee?

Yes  No

Date: \_\_\_\_\_

Has problem been discussed with the employee's supervisor?

Yes  No

Date: \_\_\_\_\_

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**The Projected Solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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Signature of complainant

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Date

*The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*



**PUBLIC CONCERNS / COMPLAINTS  
ABOUT INSTRUCTIONAL RESOURCES**

Occasional objections to the selection of instructional materials may be made by the public despite the care taken to select materials most valuable for the student and the teacher. The complainant will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material." Upon receipt of a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request form and the report will be sent to the principal and the citizen.

If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board.

Should a complaint reach the Board, the Board may refer the matter back to the Superintendent for further review, or the Board may review the materials in question in the light of its policy establishing criteria for the selection of materials.

*Adopted:* September 19, 2017

**EXHIBIT**

**EXHIBIT**

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT INSTRUCTIONAL RESOURCES**

**CITIZEN'S REQUEST FOR RECONSIDERATION  
OF INSTRUCTIONAL MATERIAL**

Author: \_\_\_\_\_ Hardcover \_\_\_ Paperback \_\_\_ Other media \_\_\_

Title: \_\_\_\_\_ Copyright date: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Complainant's E-mail address: \_\_\_\_\_

Complainant represents:

- himself or herself
- (name organization): \_\_\_\_\_
- (identify other group): \_\_\_\_\_

**Please use the reverse side for additional space or comments**

To what in the material do you object? (Please be specific; cite pages.)

What do you feel might be the result of the use of this material?

For what age group would you recommend this material?

What do you feel is good about this material?

Did you review the entire material?\_\_\_\_\_ What parts?

Are you aware of the judgment of this material by literary critics?

What do you believe is the theme of this material?

Are you aware of the instructional purpose in using this work?

What would you like the District to do about this material?

- Do not assign or recommend it to my child (children).
- Do not assign it to students.
- Withdraw it from all patrons of the library.
- Refer it to an official committee for reevaluation.

In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective?

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT FACILITIES AND SERVICES**

The Superintendent shall establish procedures to be used by citizens of the District who have complaints about District facilities or services. Such procedures shall provide for administrative review of such complaints and, further, shall provide for Board review at the request of the complainant if the matter is not resolved by administrative review.

*Adopted:* September 19, 2017

LEGAL REF.: 29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

**REGULATION****REGULATION****PUBLIC CONCERNS / COMPLAINTS  
ABOUT FACILITIES AND SERVICES**

Citizens of the District who have complaints about District facilities or services may register such complaints with the site administrator.\*

***Required information concerning complaint:***

- Name(s) of person(s) making the complaint.
- Whether the person(s) represents an individual or group.
- Whether the person(s) making the complaint has discussed the problem with the site administrator.
- A summary of the complaint and suggested solution.

***Processing of complaint:\****

- *Level 1.* The complaint shall be presented in writing, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.
- *Level 2.* If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.
- *Level 3.* If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

\*If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator.

**REGULATION**

**REGULATION**

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT FACILITIES AND SERVICES**

Date of presentation: \_\_\_\_\_

School (if appropriate): \_\_\_\_\_

Prior contacts with the site administrator or teacher

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of complaint:**

**Action requested:**

Signature \_\_\_\_\_

## COMMUNITY USE OF SCHOOL FACILITIES

### Leasing (renting)

The mission of the District is to provide comprehensive, success-oriented learning activities for young people in our schools.

These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development, and community contribution.

School facilities and property may be leased to a group or organization for any lawful purpose in the interest of the community. The purposes include but are not limited to success-oriented activities, designed to develop a student's potential but may include other purposes such as:

- recreational,
- educational,
- political,
- economic,
- artistic,
- moral,
- scientific,
- social,
- religious,
- other civic,
- or governmental.

A reasonable use fee shall be charged for the lease of school facilities and property for all of those that meet the above criterion and this fee may be offset by goods contributed or services rendered by the lessee. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

### Uncompensated use

The Superintendent may permit the uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the District. "Education function" means uses that are directly related to the educational mission of the District as adopted by the Board and includes the educational mission related uses of parent - teacher organizations, youth organizations and school employee organizations. Use of facilities or property by



organizations indicated above that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District.

The Superintendent shall require the person requesting the use of school property for a non-scholastic youth activity to sign a certification that the non-scholastic youth athletic activity will follow the brain injury protocols established pursuant to 22-13-31.1 NMSA 1978 in practice or preparation for an organized athletic game or competition against another team, club or entity before approval of use of the school property.

The mission statement found at the beginning of this policy and the group's or organization's promotion of the educational function through the activity, as interpreted by the Superintendent in good faith, will be the basis upon which uncompensated use of District facilities and property shall be approved or denied.

### **Generally**

The Superintendent shall recommend a fee schedule to the Board for the lease of school property and such schedule shall include a procedure for determining the value of goods and services being provided as compensation for the use of school property. The schedule shall include a designation of those groups whose activities promote the educational function of the School District as determined in good faith by the Superintendent and presented for Board review.

Property not associated with the use of facilities is covered in section E of the policy manual (see cross referenced policies below). The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

*Adopted:* September 19, 2017

LEGAL REF.: 22-5-4 (D) NMSA (1978)  
22-13-31.1 NMSA (1978)  
6.50.17 NMAC

CROSS REF.: A - Board Member Qualifications  
AC - Non - Discrimination / Equal Opportunity  
EDC - Authorized Use of School - Owned Materials and Equipment

**REGULATION****REGULATION****COMMUNITY USE OF SCHOOL FACILITIES****FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES**

A request is made at the campus on which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The principal of the campus involved shall review the submitted request form, checking to be certain that the applicant has filled in all of the necessary information and has signed and dated the form. The principal shall forward the request to the District Office. If approval is not recommended, the request shall be forwarded with an explanation.

If given approval by the District Office, costs and evidence of requirements are to be confirmed and the requests returned as indicated below.

- The request form is sent from the District office back to the principal once acted upon. The principal is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reason.
- If costs are involved, the principal asks the applicant to sign a form specifying the fees.

**EXHIBIT**

**EXHIBIT**

**COMMUNITY USE OF SCHOOL FACILITIES**

**APPLICATION**

Application Date: \_\_\_\_\_ Organization Name ("User"): \_\_\_\_\_

Commercial Group? \_\_\_\_\_ Street Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Date/Dates Requested: \_\_\_\_\_

Reservation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Facility/Facilities Requested: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Start Time: \_\_\_\_\_ [Person Responsible for Site Security during the Event.]

Cell Phone Number: \_\_\_\_\_

End Time: \_\_\_\_\_

Nature of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Proposed Use: \_\_\_\_\_ but specifically limited to area outlined in Exhibit "A" attached.

Detailed description of types and number of animals to be involved in the event, **if any**, and in detail what is the event and the means of protecting and separating animals from users or spectators.

Expected Attendance: \_\_\_\_\_ Is Admission to be Charged? \_\_\_\_\_

A/V Equipment Requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Set Up Time Required? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, date & time requested for set up: \_\_\_\_\_

We agree to all provisions of the Site Use Agreement and the Exhibits hereto are incorporated herein by reference.

Signed \_\_\_\_\_

I hereby certify that I am authorized by user to make this Application and to make all representations on behalf of: \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

## SITE USE AGREEMENT

**1. General Conditions:** This Agreement is entered into between

\_\_\_\_\_ and \_\_\_\_\_  
("School Facility") ("User")

for the use of \_\_\_\_\_  
(Rooms or Areas to be Used)

between \_\_\_\_\_ and \_\_\_\_\_  
(Time and Date) (Time and Date)

The above named User and School Facility agree, in consideration of the promises and representations made by user in the Application, all of which are deemed material and made by the user intending the School Facility to rely on each one and intending to be legally bound, to the Terms and Conditions set forth below. The School Facility does not guarantee the suitability of the facility or of the facility's contents for the uses intended by the User. User agrees that in the event this Permit is canceled by User, or due to User's failure to meet Agreement requirements, refunds of any fees paid by User will be at the discretion of the School Facility. Any change to this Site Use Agreement shall be made in writing at least five (5) business days prior to the date of the event and subject to approval by the School Facility.

**2. Lawful Use:** The use shall be conducted in compliance with all federal, state and municipal statutes, ordinances, rules and regulations including those with regard to discrimination. School facilities shall not be used for any unlawful purpose and in addition to the safety rules and policies specific to the School Facility, which are attached hereto (**if any**), the User shall not:

- (a) Allow litter or debris and shall keep the premises clean at times.
- (b) Allow use of alcohol, illegal drugs and tobacco which are prohibited on all school property at all times.
- (c) Allow guns on school property except for those in the possession of duly certified law enforcement personnel.
- (d) Use the facility without providing security as required by the school facility for the type of function they have planned.

- (e) Allow use of swimming pool facilities without having a certified life guard on duty at all times.
- (f) Allow events involving animals unless they are described in detail in the Application for Use and in compliance with any limitations or restrictions written into the Agreement. All animals must be leashed, penned, caged or otherwise properly contained, constrained or under supervision and control at all times. In the event of ambiguity of language in the Application or Agreement, restrictions on use of animals shall be strictly construed against the User.
- (g) Allow open fires including candles, torches, and bonfires except pursuant to prior approval and permit by the school facility or other official having jurisdiction.
- (h) Allow building exits to be blocked for any reason.
- (i) Allow parking except in designated areas.
- (j) Fail to provide vehicle and pedestrian traffic management sufficient to insure safe and orderly movement of vehicles and people.
- (k) Allow design, placement or construction of booths, displays, viewing stands, platforms, theater sets, temporary stages or any other structures without adequate precautions for the safety of those building, using and disassembling such structures.
- (l) Allow non-fire resistant decorations cover more than 20 percent of the wall area with decorations. Decorations shall never be placed within close proximity to incendiary sources.
- (m) Create tripping hazards unless tripping hazards are unavoidable due to the nature of the event. Signage adequate to warn participants of obstacles must be provided.
- (n) Allow hazardous materials, including pyrotechnic devices, fireworks, explosives flammable material or liquids, poisonous materials or plants, strong acids or caustics onto the premises or to be used in any way while occupying the premises except with the approval prior to use by the fire marshal or other authority having jurisdiction.
- (o) Allow amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, bow and arrow shooting activity or equipment or devices related thereto onto the premises or to be used in any way while occupying the premises except with the express permission of the school facility and on proof of insurance carried by the User written by a company acceptable to the New

Mexico Public School Insurance Authority (“Authority”) of at least \$1,000,000 per occurrence naming the school facility as an additional insured. All such activities shall be operated and overseen by experienced, trained persons and, if possible, they must be certified to do so.

- (p) Allow use of playground equipment unless at least one adult supervisor for every fifteen (15) children is in attendance.
- (q) Use the school facility without appropriate signage to inform participants of the safety rules. A list of emergency agencies and phone numbers shall also be posted.
- (r) Allow access to areas not specified for use in the Site Use Agreement.
- (s) Allow access to anyone to School Facilities without securing an Accident Waiver and Release or Liability Form.

**3. Notice of Accidents:** All users shall give written notice to the school facility of any accident resulting in bodily injury or property damage occurring on school facility premises or in any way connected with the use of the school facility premises within twenty-four (24) hours of the accident. The notice shall include details of the time, place and circumstances of the accident and the names, addresses and phone numbers of any persons witnessing the accident.

**4. Damage to User’s Property:** The School Facility assumes no liability or responsibility for any personal property of the User or of its employees, agents, representatives, guests, volunteers or invitees brought onto the premises during the term of this Agreement.

**5. Parking and Security:** The School Facility may determine at its sole discretion whether the event requires additional parking arrangements or security staff. If such a determination is made by the School Facility, the User must arrange for and be responsible for payment of personnel or the other arrangements necessary to provide those additional parking and/or security requirements. User must provide proof within five (5) days prior to the event that the arrangements have been made and that User has guaranteed payment to those providing those additional services. During the event all motor vehicles of participants must be parked in accord with all posted and/or painted restrictions.

**6. Insurance:** General Liability insurance provided to the School Facility by the Authority shall be excess over any valid and collectible insurance carried by the User. General Liability insurance for the User provided to the School Facility by the Authority is limited to one million dollars (\$1,000,000) per occurrence. The User must carry Workers Compensation insurance if mandated under New Mexico law and Automobile Liability insurance naming the School Facility and its School Board, Board of Trustees

or Governing Body as Additional Insured's, with limits no less than one million dollars (\$1,000,000) per occurrence for all motor vehicles owned or rented by User to be used in connection with the event. User shall deliver Certificates of Insurance along with a copy of the Additional Insured endorsement to the School Facility no later than forty-eight (48) hours in advance of the facility use or this Site Use Agreement shall be cancelled.

**7. Use by Commercial Groups:** Commercial groups shall provide a copy of a current business license. Commercial groups shall inform participants in writing that the activity is not sponsored by the School Facility.

**8. Site Security:** The User must assure that activity participants and/or guests/spectators only access those site areas designated for the activity. The designated Event Contact Person shall verify that all the areas utilized were properly checked and secured upon departure from the School Facility's premises.

**9. Fees:** The attached schedule sets forth fees to be paid for use of the School Facility. In addition to the use fee, users may be required to reimburse the School Facility for special services such as setting up tables and chairs, use of school equipment such as projectors or video equipment or abnormal wear and tear on the premises, equipment and other school property. All fees shall be made by check or money order and shall be made payable to the School Facility. It is inappropriate to pay school employees directly for services in kind or in cash. The fees are payable to the School Facility with the Application.

**10. Clean Up:** Users of school facilities shall provide prompt and thorough clean-up and removal or storage of all special structures within no more than twenty-four (24) hours after the end of the event, but in no case later than the beginning of the next school day or if school is out no later than prior to use of the area by school personnel. Users shall ensure that any furniture and equipment moved during the use of the facilities is replaced.

**11. Non-Assignability:** This agreement may not be assigned to another party without prior written consent of the School Facility, which consent may be withheld by the School Facility at its sole and absolute discretion.

**12. Choice of Law:** This agreement is to be governed and interpreted by the laws of State of New Mexico.

**13. Entire Understanding:** This agreement contains the entire understanding of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waiver or modification of any of the terms shall be valid unless in writing and signed by both parties.

**14. Statement of Information:** The undersigned, as a duly authorized representative of the User, states that to the best of his/her knowledge the School Facility, use of which is



being applied for, will not be used for the commission of any crime or any act which is prohibited by law. By my signature below, I acknowledge that I am authorized to sign on behalf of the User and bind the User to the terms of this Agreement. I understand and agree to all terms, conditions and Rules in this Agreement.

**15. Release:** *User accepts School Facility's premises and adjoining areas as is and releases and discharges the School Facility, the Board of Trustees, School Board, or other Governing Body and each of their agents, employees and representatives from any and all liability, claims, judgments or demands, including reasonable attorney's fees and costs, which may arise from all injuries, deaths and damage to property arising directly or indirectly out of this Site Use Agreement including but not limited to User's use of the premises and the adjoining areas, including parking areas. Users, groups and their individual participants shall be required to give waivers of liability and releases for personal injury or property damage on the attached form. User understands that this Site Use Agreement can be cancelled and the event terminated if the User fails to comply with the above terms and conditions or if the User has misrepresented the nature or extent of the proposed use in any material way.*

User's Authorized Representative's Signature: \_\_\_\_\_

Name of Representative: (Please Print) \_\_\_\_\_

Title: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Representative of School Facility)

Title: \_\_\_\_\_

Fee for Use: \_\_\_\_\_

Application-permit (NMPSIA) Rev. 7/2/10

## COMMUNITY USE OF SCHOOL FACILITIES

### SCHOOL FACILITIES USER FEES

The School District has established four (4) levels of fee structure as follows: There are *no* rental fees for Category I and Category II

#### User Categories

<b>Category I</b>	School District Activities (School-sponsored Events, School Sponsored Clubs)
<b>Category II</b>	School-age Youth Activities (Student-initiated Clubs) Public Education Institutions/Government Agency Activities (NTUA, Police, Fire Fighters, SJC, Dine College, KYA, Boys and Girls Club)
<b>Category III</b>	Non-profit organization, outside clubs of groups/non-revenue producing/no fundraising
<b>Category IV</b>	Private Non-profit activities/revenue producing/fundraising
<b>Category V</b>	Commercial Activities (revenue producing/fundraising) See the attached hourly rental fee schedule (copy to be provided).

Additionally, there is a separate fee schedule for the following:

- Song and Dances, Pow Wows, and Tournaments as follows:
  - One (1) day event will be charged three hundred (\$300.00) dollars
  - One and a half (1.5) day event will be charged three hundred seventy five (\$375.00) dollars
  - Two (2) day event will be charged four hundred twenty five (\$425.00) dollars
  - Two and a half (2.5) day event will be charged four hundred seventy five (\$475.00) dollars

For each requested activity, a cleaning deposit fee of one hundred fifty (\$150.00) dollars will be charged, and must be paid prior to the event. A cleaning check list will be given to the applicant at the time of payment.

For each requested activity, a fee of sixty (\$60.00) dollars will be charged to open and close the facility.

The District reserves the right to require, if it should deem it necessary, a cash bond of five hundred (\$500) dollars, or more to cover any damages to any equipment, furniture, or facility.

All facility rental and open/close fees must be paid at least one (1) week in advance of the event by either money order/cashiers check or cash only. *No checks will be accepted.*

### **Goods and Services Contributed**

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another New Mexico School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

**EXHIBIT** **EXHIBIT**

**COMMUNITY USE OF SCHOOL FACILITIES**

**Non-scholastic Sport Users Certification**

As a condition of permitting non-scholastic youth athletic activity in practice or preparation for an organized athletic game or competition against another team, club or entity to take place on school district property, the superintendent requires the person offering the non-scholastic youth athletic activity to sign this certification that the non-scholastic youth athletic activity will follow the brain injury protocols established pursuant to 22-13-31.1 NMSA 1978. This form shall certify that coaches and youth training, and information regarding brain injury is to be provided to them as well as parents or guardians. Signatures will be received from the parents and guardians confirming receipt and understanding of the training and information before a youth participates in any activity.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby certify that I am authorized by user to make this certification and to make all representations on behalf of:

\_\_\_\_\_

## PUBLIC CONDUCT ON SCHOOL PROPERTY

A person commits interference with or disruption of an educational institution by doing any of the following:

- Willfully interfering with or disruption of the normal operations of an educational institution by either:
  - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
  - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Willfully entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Refuse to obey a lawful order given by the Superintendent or a person designated to maintain order.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution may be subject to misdemeanor or felony charges.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.

- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

#### **Additional Requirements of the General Public**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.

- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

*Adopted:* September 19, 2017

LEGAL REF.: 30-20-13 NMSA (1978)  
30-20-16 NMSA (1978)  
30-20-18 NMSA (1978)  
6.11.2.9 NMAC

CROSS REF.: GBEB - Staff Conduct  
GCQF - Discipline, Suspension, and Dismissal of Professional Staff  
Members  
GDQD - Discipline, Suspension, and Dismissal of Support Staff  
Members  
JIC - Student Conduct  
JK - Student Discipline

## TOBACCO USE / SMOKING ON SCHOOL PREMISES

The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in all district property and premises owned, leased or contracted by the district including the following locations:

- School grounds, including athletic fields and other outdoor property
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

These activities are prohibited at any time, including non-school hours (24/7).

The meaning of the terms included herein shall be as provided in New Mexico Administrative Code 6.12.4.1 through 6.12.4.9. In addition, products designed or manufactured to imitate the products included in the definitions are prohibited, regardless of whether they contain tobacco or nicotine. Notice and a listing of prohibited items will be included in a Tobacco, Drug and Alcohol Free School notice posted at the entrance to school buildings and athletic events.

The administration will develop a communication plan including information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage that contains a listing of prohibited items posted in buildings and on school property in a manner and location that adequately notify students, staff and visitors including at the entrance to school buildings and athletic events. Students, parents/guardians, staff, contractors and school volunteers will be notified annually of this policy in written materials, including but not limited to handbooks, manuals, contracts, newspapers and newsletters.

All District employees are expected to cooperate in the enforcement of this policy. Members of the public using or blatantly flaunting prohibited products on school premises and failing to respond to a verbal warning shall be requested to leave the premises by school supervisory personnel in accord with laws on trespass. Law enforcement may be



notified to assist with enforcement.

No school employee who in good faith reports any known or suspected use, possession or distribution of alcoholic beverages, mood-altering substances or illicit drugs shall be held liable for any civil damages as a result of such report or efforts to enforce this policy.

The prohibitions do not apply to an adult when possession or use of the prohibited products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is approved by the school.

Tobacco advertising is prohibited anywhere on the school grounds.

*Adopted:* September 19, 2017

LEGAL REF.: 24-16-3 et seq. NMSA Dee Johnson Clean Air Act  
6.11.2.9 NMAC  
6.12.4.8 NMAC  
1994 Op. Att'y Gen. No. 94-03, 1994 N.M. AG LEXIS 4.  
20 U.S.C. 6083 Pro-Children Act of 1994 (Environmental Tobacco  
Smoke).  
34 C.F.R. Part 85 Drug Free Workplace Act

CROSS REF.: GBED – Tobacco Use by Staff Members  
JICG - Tobacco Use by Students

**REGULATION****REGULATION****TOBACCO USE ON SCHOOL PREMISES AT PUBLIC FUNCTIONS**

All entrances to buildings and athletic facilities will be posted with a notice that these facilities are tobacco, alcohol and drug free and that use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs, in school buildings, on school premises is prohibited. Announcements will be made at school activities and events.

All District employees are expected to cooperate in the enforcement of this policy. Student violations shall be reported to administrative personnel. Public and community violators should be given a verbal warning. If there is continued violation or a second violation of the prohibition by public or community persons, supervisory personnel must be notified for appropriate corrective action.

Members of the public using or blatantly flaunting prohibited products on school premises and failing to respond to a verbal warning shall be requested to leave the premises by school supervisory personnel in accord with laws on trespass. Law enforcement may be notified to assist if required.

**PUBLIC SOLICITATIONS IN SCHOOLS**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or students by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

*Adopted:* September 19, 2017

**ADVERTISING IN SCHOOLS**

No materials used for propaganda purposes shall be permitted in school buildings or on school grounds or properties.

Product advertisement may occur incidental to the use of the product or service in the school but posting of advertisement shall be permitted only by authorization of the Board as lawfully permitted.

Nothing herein shall be construed to prevent advertising in student publications that are published by student organizations.

Use of the school system personnel to promote the merit of any product by brand name or trademark shall not be permitted.

*Adopted:* September 19, 2017

**VISITORS TO SCHOOLS**

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

*Adopted:* September 19, 2017

LEGAL REF.: 6.11.2.9 NMAC

CROSS REF.: AD - Educational Philosophy/School District Mission  
KFA - Public Conduct on School Property

**REGULATION****REGULATION****VISITORS TO SCHOOL**

Parents are encouraged to visit the schools.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

## RELATIONS WITH BOOSTER / PARENT ORGANIZATIONS

### Purpose

The Board of Education recognizes the important of athletic and extracurricular activities in the well- rounded development of public school students. Participation in such athletic and activities programs builds character, a sense of responsibility and discipline, and promotes proper conduct, all of which are central to the educational mission of the public schools and the Board of Education.

The Board further recognizes the contribution and support which its athletic, extracurricular activities and educational programs receive from parents and members of the community who have organized booster clubs, parent-teacher organization (PTO's) and other support groups with similar purposes. This policy is adopted to define the relationship between the Board and athletic booster clubs, PTO's and similar groups whose purpose is to support the District's athletic activities and educational programs.

### Group Status

Booster clubs and parent-teacher organizations (PTO's) are neither school-sponsored clubs or student-initiated clubs as those clubs or groups are defined in School Board policy. Booster clubs and PTO's shall constitute "outside clubs or groups" which are school-related but must meet the terms of this policy in order to use the District's or an individual school's name, mascot or logo and to use District facilities as a school-related organization. [See Policy JJA - Student Organizations]

### Booster Clubs

Booster clubs for athletics, marching band, drill team, cheerleading, drama, choir, or other athletic, fine arts or academic activities are welcome to form, support and assist such student activities or programs, both financially and with volunteer assistance.

A booster club must prepare and submit to the Board a copy of its organizational bylaws and constitution by presenting the same to the office of the Superintendent prior to initiating such support or assistance. All booster organizations must operate within the applicable standards and guidelines set by the New Mexico Activities Association, and shall not either promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

Upon formation and annually thereafter, each booster club shall provide the Superintendent with the names, telephone numbers and addresses of each officer of the booster club, and the position held.

### **Parent - Teacher Organizations**

The Board of Education encourages the formation and operation of parent-teacher organizations at each school site or campus in the District to provide financial support or volunteer assistance to the school. Parent-teacher organizations must comply with the requirements of this policy in order to use the name of a school or the District, school or District mascots or logos, and to have access to District facilities as a school-related organization. Each parent teacher organization shall prepare and submit to the Board a copy of its organizational bylaws and to the site administrator and the Superintendent prior to initiating such support or assistance. Upon formation and annually thereafter, each organization must provide the site administrator and the Superintendent with the names, telephone numbers and addresses of each officer of the organization, and position held.

### **Accounting by Booster Clubs and PTO's**

Each booster club or parent teacher organization must have its own checking account and the bylaws for the group must require two (2) signatures for any disbursement from that account. Booster club or PTO funds and accounts are not District accounts and will not be included in District budgeting and accounting for annual District audit purposes. Funds collected by the booster club or PTO are not deposited in the District's student activity accounts.

However, as an express condition to the Board's consent for the booster club or parent teacher organization to use the District's name, school name, school or District mascots or logos, or to use District facilities as a school-related organization, the booster club or PTO shall conduct an annual Accounting or audit of its receipts and disbursements and submit a financial or audit report, performed in accordance with generally accepted auditing principles, to the Superintendent by October 1 of each calendar year. In the alternative, the booster club or parent teacher organization shall permit the Executive Director of Finance or designee to audit the accounts of the booster club or PTO on request, no less than annually. Officers of a booster club or PTO shall be responsible for safeguarding any funds raised by the organization and to ensure that funds are spent only for purposes related to the goals and objectives of the booster club or PTO, and the published or advertised reasons for the particular fund-raising activity. The organization's bylaws shall specify reasonable procedures for internal financial control which shall be reviewed by the Executive Director of Finance.

The booster club or PTO shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon any school of the District or the District itself. Such a statement shall appear on all purchase orders,



contracts or other forms of financial commitment issued by the booster club or PTO.

## **Fundraising**

Each booster club or parent teacher organization shall be limited to two (2) fundraisers each year which involve students in fundraising activities outside of the school setting. Booster clubs and PTO's shall notify and obtain the approval of the Superintendent or designee to assure that scheduling of fundraisers does not conflict with District programs or activities, and that the fundraising process is consistent with the goals and mission of the school or District. All fundraising activities shall comply with state and federal law, and in particular, shall assure compliance with any applicable provisions of the New Mexico Bingo and Raffle Act, NMSA 1978 Sections 60-2B-1 to 60-2B-14. School employees, including athletic coaches, trainers or sponsors of school sponsored student groups, shall not act as the primary organizers or spokespersons for any booster club or PTO fundraising event. Participation in fundraising activities by a booster club or PTO shall not be considered as a factor in a student's level of participation in any school activity or athletic program.

## **Title IX Compliance**

The Board discourages the formation or organization of booster clubs which sponsor, assist or support student activities or athletic programs which predominantly serve student participants of a single sex. In order to assure that contributions or support by booster clubs and PTO's do not create inequities or significant disparities in the program, equipment and facilities made available to students participating in single sex sports, the booster club or PTO shall report to the Superintendent or designee as part of its annual financial or audit report the amount of funds donated or tangible personal property contributed to the District's educational, extracurricular or athletic programs, by program or sport, on an annual basis. Documentation establishing such donations or contributions shall be submitted with the annual financial report. Such donations or contributions shall be considered by the District in determining whether comparable benefits are provided to extracurricular or athletic programs primarily designed for participants of a single sex. The Superintendent shall be authorized to decline particular donations or contributions to extracurricular or athletic programs which may result in inequitable or unbalanced programs for male versus female athletes. In the alternative, the Superintendent may accept such donations or contributions on the express condition that the donation or contribution be made to the general school or District student activity fund in order to prevent such imbalance. Support provided to a single athletic program, regardless of source, must be included in the District's evaluation of its overall athletic program and the comparability of benefits made available to male versus female athletics.

The Administration shall create and complete a gifts and donations form prior to approval or acceptance by the District of all donations or contributions of tangible personal property by the District. All such donations or contributions must be

considered in regard to the District's Title IX compliance prior to acceptance. Final approval of acceptance of all donations and contributions will be made by the Superintendent or designee.

### **Notice of Compliance**

At the beginning of each school year, the District will publish the names of those booster clubs and PTO's which are in compliance with this policy in the student handbook for the school or District. Groups or organizations which are not in compliance will not be identified, and the Superintendent may refuse the consent of the District to use of the District's name, school name, campus or District mascot and logos or the use of District facilities as a school-related organization.

*Adopted:* September 19, 2017

CROSS REF.: JJE - Student Fund-Raising Activities

**RELATIONS WITH INDIAN TRIBAL COUNCILS**

The Superintendent will maintain formal and informal communication channels between Indian tribal councils and the District staff, will keep the Board fully informed of the effectiveness of this policy and will, when necessary, make recommendations for improving its effectiveness.

*Adopted:* September 19, 2017

CROSS REF.: IHBJ - Indian Education

**RELATIONS WITH PARENTS OF CHILDREN  
EDUCATED PURSUANT TO  
FEDERAL IMPACT AID LAWS**

**(Parental Involvement)**

All students shall have the opportunity to participate in school programs on an equal basis, depending upon each student's individual ability and needs.

The District is governed according to state law by the local Board, which is elected by vote of the citizens residing within the District boundaries. District policies require that (1) the meetings of the Board are open to the public, (2) the public is invited and encouraged to attend meetings, and (3) the public may, upon request, speak to the Board regarding their views and desires as they pertain to the education of the students who attend the District schools. When it is deemed necessary and/or advisable, the Board has the authority to take steps that will promote an active role of the public. The District promotes a willingness to involve Indian people in the educational process of their children.

The main groups of parents with children who are eligible under Impact Aid provisions are (1) parents who are certified as American Indians and (2) parents who live on federal land or who work for the federal government.

The provision will be made to ensure that parents are involved in schools in different ways because of the different needs involved. The District will involve parents of Indian students. The majority of the parents serving on such committees will be those who reside on Indian lands. The purpose of such committees is to advise the District regarding the identification of special programs and services that are needed to help ensure that the educational and social development of all Indian students attending the District are as excellent and appropriate as possible. Meetings with such parents will be held during each school year. The dates of these meetings, as well as a record of the minutes, will be on file in the District office and will be available for inspection during normal office hours. In addition, the names and addresses of parents who have participated on such committees throughout the years will be on file. Normal business brought to such committees will include descriptions of regular District programs as well as programs designed specifically for Indian students. Parents will serve in an advisory capacity, assisting the District in planning the best programs possible. Included in such meetings will be public hearings designed for all parents of Indian students. The public hearings will be widely advertised, and all Indian parents will be encouraged to attend. These meetings will be designed to provide Indian parents the opportunity to advise the District regarding the education of Indian students. In addition to these meetings, each year the District will conduct a formal needs-assessment program that encourages

the participation of all parents in the identification of the educational needs of Indian students. The District has not limited its activities, in the area of attempting to gain Indian involvement, solely through the use of meetings of formal needs- assessment procedures. An administrator will serve as coordinator of all Indian education programs in the District. An Indian resource staff will also be employed by the District. Such personnel will work with Indian people to obtain their viewpoints regarding the programs that the District offers Indian students. The District will take formal action to accept federal funds, utilizing the parent committees as part of that formal application procedure. The Board, in formally approving the project, gives its formal approval to the formation of the Indian parent committees. Minutes of the Board will be available at the District office. Written notices of the meetings will be sent to parents, and parents are also contacted personally by telephone.

All parents will be informed of Board meetings through notices posted at the District office. Parents may take an active role in attending Board meetings, in petitioning the Board, in filing and campaigning for a seat on the Board, and by serving on Board advisory committees that advise the Board and the administration. Individual parents, students, or employees may ask to speak to the Board.

*Adopted:* September 19, 2017

LEGAL REF.: 20 U.S.C. 7701 *et seq.*, Impact Aid Act

**RELATIONS WITH GOVERNMENT AUTHORITIES**

The District shall seek to establish mutually beneficial relations with all local, county, state, and federal governmental agencies. Governmental agencies are an integral part of the community, and their participation shall be sought in matters that affect the educational program and quality of life in the community.

*Adopted:* September 19, 2017