



TURQUOISE TRAIL CHARTER SCHOOL WELLNESS POLICY 2018-19

12.20.18

To support the relationship between student health and academic achievement, School Accountability Standards Child Nutrition and WIC Reauthorization Act of 2004 (PL # 108-265) requires each local school to establish a local school wellness policy. New Mexico State Agency NMPED requires the recommendations made by New Mexico School Districts to be based on a coordinated approach to school health. TTCS is committed to supporting academic achievement through school health programs that ensure every child has the opportunity to be fit, healthy and ready to succeed.

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TTCS BOARD affirms its commitment to providing a healthy environment for students and staff. The board directs elementary and middle school principals to coordinate the components of the district's wellness policy. The wellness policy shall be developed with the involvement of the Safety and Wellness Committee. This wellness policy shall be reviewed and approved by TTCS BOARD annually. TTCS Wellness Policy will be regularly updated and uploaded/published for public access on official TTCS website ttschool.org.

All enrolled students TTCS shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff members TTCS are encouraged to model a lifestyle of healthy eating patterns and moderate physical activity as a valuable part of their daily lives.

To meet this goal, TTCS adopts the school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

This policy includes the following requirements established by the federal legislation and USDA and meets the individual needs of TTCS students, families, faculty and staff.

Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local education agency determines is appropriate;

Nutrition guidelines selected by the USDA and local educational agency NMPED for all foods available on each school campus under the USDA/NMPED local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;

Assurances that guidelines for reimbursable school meals are not less restrictive than the regulations issued by the USDA; Ways of measuring how well the school wellness policy is being implemented, including designation of one or more persons at each school with operational responsibility for ensuring that the school is meeting the policy;

Involvement of parents, students, representatives of TTCS MIDDLE, TTCS board and school administrators, and the public, in developing the wellness policy.

TTCS Board affirms its commitment to providing a healthy environment for students and staff. The board directs TTCS Principals to coordinate the components of TTCS wellness policy. The wellness policy shall be developed with the involvement of TTCS Safety and Wellness Committee. This wellness policy shall be reviewed and approved by TTCS Board annually.

All students in TTCS shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff members in the TTCS are encouraged to model a lifestyle of healthy eating patterns and moderate physical activity as a valuable part of their daily lives.

To meet this goal, the TTCS adopts the school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

This policy includes the following requirements established by the federal legislation and meets the individual needs of all TTCS students, families, faculty and staff.

Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that NMPED, local education state agency determines is appropriate; USDA/NMPED provides Nutrition guidelines selected by the USDA/NMPED for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;

Assurances that guidelines for reimbursable school meals are not less restrictive than the regulations issued by the USDA enforced by NM State Agency NMPED; TTCS ways of measuring how well the school wellness policy is being implemented, including designation of one or more persons at each school with administration and operational responsibility for ensuring that both TTCS is meeting the policy; involvement of parents, students, representatives of the school food authority, the school board and school administrators, and the public, in developing the wellness policy.

TTCS is meeting the policy; students, representatives of the school food authority, the board and school administrators, and parents, were involved in developing TTCS wellness policy. TTCS Wellness Policy input coordinated by:

TTCS Safety/Wellness Committee Parent Committee Members,

Jeffrey Davis

Jennifer Farquhar

Ray Griffin

Sharyn Gray

Sonya Jacobs

Joe Maes

Mel Martino

Jill Miyagawa

Tammie Padilla

Mike Evans

Peter Grendle

Elizabeth Vinhatton

TTCS Safety Wellness Committee meets on a regular basis (3 times per year) and maintains agenda/minutes from those meetings. Goals and guidelines are developed to best fit the needs and concerns of TTCS and are updated. As goals are met, nutrition, physical activity, and food guidelines are addressed each year.

TTCS Safety Wellness Committee is involved in the implementation process. TTCS Wellness Policy helps to educate the school and community — and its importance for TTCS students. TTCS Safety Wellness Committee is involved in measuring progress towards local goals related to nutrition, physical activity, and student wellness.

Local School Wellness Policy

Rationale:

The link between health of students and learning is well documented. If children are to be successful in school they cannot be tired, hungry, sick, suffering from drug abuse, or worried that school is an unsafe environment in which they could become a victim of a violent act. It has become apparent that problems such as poor nutrition, lack of physical activity, substance abuse, depression, teen pregnancy, obesity, bullying, and more — can adversely affect not only a child's health, but also his or her *ability to learn!* And that is precisely why a coordinated approach to school health can make a difference! A coordinated approach to school health improves kids' health and their capacity to learn through the support of families, schools, and communities working together. At its very core, a coordinated approach to school health is about keeping students healthy over time, reinforcing positive healthy behaviors throughout the school day, and making it clear that *good health and learning go hand in hand.*

Goal:

All students included in TTCS Local School Wellness Policy

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Goal:

All students in TTCS shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff in TTCS ELEMENTARY/TTCS MIDDLE SCHOOL are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet these goals, TTCS adopts/implements this school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

Commitment to Nutrition

Requirements:

TTCS will offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture State Authority NMPED and abide by State and Federal Child Nutrition Programs.

TTCS will offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture/NMPED. Promote participation in school meal programs to families and staff. TTCS website is available to offer menus and USDA recommendations for all parents.

TTCS will operate all Child Nutrition Programs with school foodservice provider, CANTEEN of New Mexico, personnel properly qualified according to current professional standards and comply to N.M. Dept of Health Standard and USDA/NMPED standard.

TTCS will follow NMPED policies on competitive foods and extra food sales.

TTCS will promote USDA/NMPED nutrition education, physical activity and other school-based activities to promote student wellness.

TTCS will include goals for nutrition promotion, nutrition education, physical activity and other school-based activities to promote student wellness.

TTCS will implement Nutrition Standards as adopted by state authority NMPED in accordance with all USDA/NMPED Standards.

TTCS will implement: Healthy food and beverage choices;

-Healthy food preparation;

-Marketing of healthy food choices to students, staff and parents;

-Minimum/maximum time allotted for students and staff lunch and breakfast; Availability of food items during the lunch and breakfast periods

Child Nutrition Breakfast and Lunch/Programs; Methods to increase participation in the Child Nutrition School Breakfast and Lunch Programs

TTCS will Establish guidelines in accordance with USDA/NMPED Smart Snacks in Schools for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. (see Nutrition Environment and Services section of the *Tools That Work – Your Guide to Success for Building a Healthy School Toolkit*.)

TTCS will establish guidelines in accordance with USDA Smart Snacks in Schools for the sale of food items for fundraising. **Smart Snacks Resources to educate the school community about the importance of offering healthy snacks for students and staff members.**
<http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks> Smart Snacks Product Calculator:

The Alliance for a Healthier Generation Smart Snacks Product Calculator is an effective online instrument that has been determined by the USDA, Food and Nutrition Service to be accurate in assessing product compliance with the federal requirements for Smart Snacks in Schools. The calculator can be used for food and beverage products.
<https://www.healthiergeneration.org/take-action/schools/snacks-and-beverages/smart-snacks/alliance-product-calculator/>

Availability of food items during the lunch and breakfast periods of the Child Nutrition Breakfast and Lunch Programs; there are not any food items sold in competition with school meals. No Student vending takes place at TTCS ELEM. Methods to increase participation in the USDA Child Nutrition School Breakfast and Lunch Programs. At student orientation “Gathering of the Pack” parents are encouraged to allow their children participate in school meals. Free and reduced meal forms are given to all students. They choose to opt in or out of the program and return the form to school. Students on free and reduced meals proceed thru the cafeteria line and enter their TTCS lunch ID number just like all other students.

TTCS School staff, Canteen of NM food service provider nurses and teachers will utilize materials from My Plate and MS Healthy Students Act (Senate Bill 2369) and USDA/NMPED Standard when implementing nutrition education programs. Materials are posted in cafeteria to encourage healthy food choices.

Establish guidelines in accordance with USDA/NMPED Snack Regulations for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. All foods sold on TTCS campus follow USDA/NMPED Regulations.

TTCS will always establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students. TTCS will allow 30 minutes for lunch meals.

TTCS will provide USDA nutrition information for parents, Menus and USDA guidelines of menu items can be found at ttschool.org. Marketing strategies such as web information, posters, menu education all support nutritious food and beverage choices. Overall, junk food is not available at TTCS. Parents and teachers are encouraged to monitor party and celebration menus to make certain that healthy nutritious foods are available.

Occasional candy and cupcakes (high calorie sweets) or drinks, are permitted for classroom birthday celebrations, but are not to make up the entire menu for these functions. If high calorie sweets are served teachers are permitted to allow 15min. of outdoor exercise. It is strongly encouraged that all teachers eliminate use of foods as rewards for student accomplishment and the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems).

TTCS will encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy at any game or fundraiser is strongly discouraged. TTCS PTO is permitted to sell popcorn after school, fund-raiser is scheduled, twice per semester. This fundraiser is entitled "Pop and Toss", popcorn ingredients include, non-gmo popcorn and kosher salt. Fundraising will not be permitted in TTCS food service area or during meal service times per NMAC standard 6.12.5.8. Vending is Not available to TTCS students. Beverages for meals are limited to low-fat and non-fat regular milk, flavored milk and water. No competitive foods or beverages are sold at this school. Parents and students are encouraged to bring healthy lunches if students do not eat in our cafeteria. All snacks brought from home should be nutritious and meet snack guidelines as set forth by the school. TTCS Policy, only Healthy Snacks will be promoted and marketed, set forth by the Smart Snack in School Nutritional Standard. TTCS will publish in New Mexico State Newspaper of legal record, "The Santa Fe New Mexican" verifying TTCS will abide by NMPED/USDA nutritional standards, non-discrimination statement, and full and reduced meal pricing. TTCS WATER is tested monthly by Santa Fe County Utilities. TTCS provides students with 3 carbon filtered fountain/water bottle filling stations. Regular PMI service including carbon filter changes is preformed and documented by Donner Plumbing Inc. TTCS will NEVER charge a student, parent/guardian or any member of the public for water. TTCS will provide consistent nutritional education activities that align with New Mexico Health Education Content Standard with Benchmarks and Performance Standards as set forth in 6.29.6 NMAC. All TTCS students participate mouthy/bimonthly in "Cooking With Kids" an organization dedicated to teach and promote healthy food preparation, healthy lifestyles and healthy food habits.

Healthy Food Preparation; All Food Service Mangers, Food Provider Canteen of NM, are certified in Serve Safe and certified by the NM Dept of Health NMPED, Managed by food provider Canteen of NM and oversite by NM Dept of Health, USDA. Canteen of NM, food service staff are trained locally, Food Provider Canteen of NM does meet all USDA and PED Training Standards. Marketing of healthy food choices to students and staff; lunch menus, posters around campus, teachers, school nurse, and food service staff encourage students to make healthy choices for meals.

TTCS Food Preparation Ingredients and Products; TTCS is implementing a whole foods approach to provide fresh produce for meal preparation and individual choices too include a fresh fruit/vegetable salad bar. Processed items are gradually being replaced.

TTCS Commitment to Food Safe Schools Requirements

TTCS will implement a food safety program based on HACCP principles for all school meals, as required by the USDA/NMPED, and ensure that the food service permit is current for the school site. TTCS Business Manager and/or Food Service Director, Canteen of NM schedules staff into training and in-services as required by NMPED State guidelines for district food Service staff. Develop a food safety education plan for all staff and students, consistent with Fight Bac® (www.fightbac.org) and other national standards for safe food handling at home and in school. All Canteen of NM food service staff is certified as necessary and provided 12 hours of in-service training annually. TTCS food service provider Ensure that all staff has received instructions to support food safety on the school campus. Food safety resources have been developed by federal and state authority USDA/NMPED to assist with the training of school staff members. These resources which include a training power-point presentation, food Safety Post Test and Food Safety <https://webnew.ped.state.nm.us> All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the TTCS Wellness Policy to include food safety policies and procedures and relevant professional development. Adequate access to hand washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food. Restrooms, sinks, and hand sanitizers are located near all eating and food preparation areas.

The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances. Parents/teachers are responsible to report all food allergies for students/teachers to the school nurse or food service manager. A form is completed by the parent and the students doctor to state which foods the student has an allergy to. Food service Provider Canteen of NM and school nurse flag the student file in the computer noting the restrictions. The student is monitored as he/she in the lunch line for the meal each day to assure they have not taken something onto their tray that might cause them a problem. The nurse and/or food service staff educate the student on what foods are restricted.

Optional policy statements:

TTCS will provide hand sanitizer before/after each meal.

School nurse or other health designee in the school will identify students with food allergies.

Alternative food choices will be made available for students with allergies upon direction from student/parents Licensed Physician

Encourage students to make food choices based on the Healthy Hunger-Free Kids Act of 2010 (HHFKA) and the Choose MyPlate resources, by emphasizing menu options that feature baked (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products. Read more about HHFKA at <http://www.gpo.gov/fdsys/pkg/FR-2013-06-28/pdf/2013-15249.pdf> and ChooseMyPlate at <http://www.choosemyplate.gov/>

TTCS will establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students. Make school meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go lunches, or alternate eating sites.

TTCS will provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents improve food that they serve at home.

Add nutritious and appealing options (such as fruits, vegetables, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school, concession stands at sporting and academic events, parties, celebrations, social events, and other school functions.

TTCS will eliminate use of food as rewards for student accomplishment and the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems). Also, do not use any type of physical activity as a means of punishment.

TTCS will encourage all school-based organizations to use services, contests, non-food items, and/or healthy foods for fundraising programs. TTCS will always discourage the sale of candy and other foods and beverages that do not meet the Smart Snacks Standards. The sale of candy is prohibited from being sold as fundraisers during the school day.

Commitment to Physical Activity/Physical Education

Requirements:

TTCS will provide activity-based instruction for all students in grades K-7 NMPED/NM DEPT/HEALTH Accountability Standards.

Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by state authority NMPED.

TTCS will offer planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment. Program includes before and after school physical activity.

Additional requirements:

Assure all physical education teachers are appropriately credentialed.

Teachers are encouraged to schedule "Take ten" 5- to 10-minute physical activity sessions in classrooms to teach subject areas and to make transitions between different lessons (Examples can be found at www.ncpe4me.com/energizers.html and

www.opi.mt.gov/pdf/health/Mind&Body.pdf). Participate in a yearly fitness test for all students. Students participate in Fitness Gram® www.fitnessgram.net/ testing. It is strongly encouraged that teachers DO NOT use physical activity as a punishment such as running laps or withhold physical activity as a punishment such as take a recess. Establish or enhance physical

activity opportunities (like walking clubs or fitness challenges) for students, staff and/or parents. Provide staff-monitored recreational activities that promote moderate physical activity during all outdoor and indoor recess times.

TTCS will adhere to physical activity 6.12.6.8.D.3 NMAC guidelines. TTCS comply to this standard by consistently improving mental, physical, behavioral and social health. TTCS will forever believe that a healthy body, healthy nutrition equals a healthy and strong mind. ALL TTCS staff are encouraged to workout/exercise before school hours in our climate-controlled GYM all staff have swipe-card access. ALL TTCS students have the opportunity to exercise supervised by teachers, before, during and after school hours and on weekends. Exercise is done in a climate-controlled GYM and in a yearly safety inspected certified age appropriate playground. TTCS GYM teacher/coach is certified in NMPED core standards these standards are explained to and taught to all students, as part of a regular curriculum to include physical activity as well as improving mental, physical, behavioral and social health as set forth in New Mexico permanent standard 6.29.9 NMAC.

TTCS will continue to cooperate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities. TTCS will partner with City of Santa Fe and Santa Fe County, local park and recreation departments who offer after school, soccer, baseball and other extra-curricular activities for all students. TTCS offers many daytime physical activities. TTCS participates in daytime, afterschool and weekend, basketball, volleyball, soccer, archery, running club, Girls on The Run, swim team. TTCS encourages and assists with sign up for all these activities. In compliance with NM physical activity standard 6.12.6.8.D.3 NMAC. TTCS will schedule field days and field trips to encourage outdoor healthy lifestyle and outdoor activities. TTCS will schedule physical activities for students during the school year such as cardio activity days, hiking, camping, wilderness survival/bushcraft skills. The British SAS Survival Handbook will be referred to and taught prior to camping, hiking activities. All parents are encouraged to participate in all TTCS field trips, field days and special activity programs.

Commitment to Comprehensive Health Education

Requirements:

TTCS ELEMENTARY/TTCS MIDDLE SCHOOL will:

Implement the requirements of NMPED/NM DEPT HEALTH STANDARD, which requires 45 minutes per week of health education instruction as defined by NMPED for grades K through 7.

Instruction must be based on the NMPED/NM DEPT HEALTH STANDARD grades K-7.

Implement the sex education curriculum as defined by NMPED/NM DEPT HEALTH STANDARD students in grades 6-7.

Optional policy statements:

Emphasize the disease and prevention strand in the NMPED/NM DEPT Health Education Curriculum. Nurse/teacher will implement the core strands in their classrooms. Nurse/teachers will document these with their classroom academic objectives on their lesson plans. School nurse will assist teachers as needed for classroom health education programs. Example: How to make healthy snack choices, how to implement energy, nutritional breaks during transition periods and educate on student cleanliness guidelines.

HIV/AIDS 6.12.2.10 NMAC and TTCS/OSHA Standard 1910.1030, Exposure Control

TTCS will comply with NMPED opt-out policy regarding sexuality component of health education curriculum. TTCS parents may opt-into/or opt-out, courses of study in grade levels where the sexuality performance standards are addressed such as the state Health Education curriculum that includes all performance standards about human sexuality included in the state standards and benchmarks. At the time TTCS parents register their son/daughter for school in those grade levels in which the sexuality 62 performance standards are addressed, they will be asked to review and accept the instruction, alternatives will be considered as necessary. TTCS shall provide age-appropriate instruction about HIV/AIDS and related issues in the curriculum of the required health education content area to all students in the elementary grades, in the middle/junior high school grades as set forth in 6.12.2.10.C NMAC. TTCS will comply with 6.12.2.10 NMAC in reference to any student who may be diagnosed with HIV/AIDS. TTCS will provide equal access to any student who may be diagnosed with HIV/AIDS. TTCS will not discriminate against any student who may be diagnosed with HIV/AIDS. TTCS will protect the privacy of any student who may be diagnosed with HIV/AIDS. When age appropriate TTCS will educate students and/or staff in prevention of HIV/AIDS per 6.12.2.10 NMAC.

TTCS will adhere to TTCS board approved School Policy 330 pertaining to Federal Agency OSHA regulations. TTCS will require "Reduction of Risk" training for protecting TTCS employees from blood-borne pathogens. It is the policy of the Turquoise Trail Charter School that all employees adhere to the OSHA Standard, Exposure Control 1910.1030. Any TTCS employee exposed to blood or other potentially infectious material while on duty will be offered a three-injection vaccination series by a licensed medical professional, the expense to be paid by Turquoise Trail Charter School. All needed information is available at the nurse's office. TTCS will comply to OSHA Standard 1910.1030, Exposure Control. The Following TTCS job classifications will be trained in bloodborne Exposure Control 1. School Nurses who provide first aid to the sick and injured students and staff members. 2. School building secretaries who provide first-aid when the nurse is not in the building, 3. Custodians who clean up blood and body fluid spills on the school premises. 4. Special Education personnel who care for the high-risk students, i.e. those students who drool, bite, or are incontinent of stool or urine. This list includes the Occupational Therapist, the Speech Therapist and the aides to the high-risk students. 5. ES and MS teachers who may come in contact with blood or body fluid spills if a student is injured. ES athletic coach or PE teacher who is assigned to administer first-aid to an injured athlete or athletic coach who is assigned to administer first-aid to an injured athlete TTCS will train personnel in use of and supply/resupply of Biohazard spill and clean-up kits, TTCS will also document all possible Hepatitis and or HIV infections, as detailed in OSHA 1910.1030 Exposure Control Standard.

Health in Action

<http://www.healthyschoolsms.org> and <http://activities.healthyschoolsms.org>

TTCS will participate in USDA nutrition programs such as *Team Nutrition Schools* and all components of the Office of Healthy Schools. *Healthier US. School Challenge*. The school will conduct nutrition education activities and promotions that involve students, parents, and the community. The school team responsible for planning nutrition activities will include school food service staff, school nurses, health and PE teacher, coaches, and additional staff, as appropriate. TTCS will integrate health education into other subject areas (www.healthyschoolsms.org-Health in Action).

TTCS will teach healthy life skills, physical activity and nutrition. TTCS comprehensive health model and core objectives are taught in each classroom and during regular indoor/outdoor PE instruction time by NMPED licensed PE Teacher. TTCS will provide students with quality disease prevention instruction based on the Comprehensive Health Education Framework and other selected materials approved by NMPED. Implemented in all classrooms, TTCS school nurse is active in individual student health plans for students with medical needs and fully follows and secures students plans for conditions such as asthma and diabetic care plans. TTCS PE teacher is active in individual student health plans for students with medical needs. TTCS SPED DEPT will review all IEP's and determine if any accommodation will be made in regard to required ADA compliance or documented IEP Individualized Health Plan. TTCS will verify students with healthcare needs that may affect their school attendance and/or performance have Individualized Health Plans (IHP), which are separated from Individualized Education Program (IEP) plan but attached to the IEP of 504 plans based on a student's needs. Action Plans for TTCS student's accommodation and improvement with IHP and IEP will be coordinated by licensed TTCS Principal/Head Administrator, TTCS SPED department and TTCS licensed school counselor.

TTCS nurse administers medications in full compliance with the Self-Administration of Medications set for NM State Board of Nurses.

VISION SCREENING NMPED licensed school nurse or designee, primary healthcare provider, and/or a lay eye screener (Lions Club) shall administer a vision screening test for TTCS students enrolled in pre-kindergarten, kindergarten, first and third grades, and for transfer and new students in those grades. Students who fail a vision screening should be referred to an eye care specialist for a comprehensive diagnostic exam. TTCS will follow these standards stated in the NM School Health Manual Chapter 11, page 26, section II.

IMMUNIZATION REQUIREMENTS New Mexico State Law, House Bill 223 requires that all students be immunized against certain communicable diseases. These requirements are determined by the NM Department of Health (NMDOH) in collaboration with the NM Vaccine Advisory Committee. The State's official immunization requirements for schools and childcare facilities are released annually. TTCS will follow these standards based on state law so that no child may be registered without the proper up to date immunizations or approved waiver filed with the NMDOH.

Commitment to a Healthy/Safe School Environment

Minimum requirements:

TTCS will maintain and regularly convene a Safety/Wellness Committee.

TTCS will ensure all students entering and attending TTCS have had an accurate and up to date immunization and records.

TTCS will ensure that parents and guardians of all students receive information about disease and the effectiveness of the vaccination against the disease.

TTCS will ensure that there are no pad locks or chains on exit doors; exits should never be obstructed (in accordance with NM State Fire Code and Santa Fe County Standard).

TTCS will ensure that all exit signs are illuminated and clearly visible.

TTCS will ensure that *all* chemicals are stored properly (in accordance with the Material Safety Data Sheet www.msdssearch.com).

TTCS will ensure that all playgrounds are safe and meet state and federal standard as well as regularly inspected. Refer to the U.S. Consumer Product Safety Commission's Handbook for Public Playground Safety (www.cpsc.com); for federal guideline standard for playground safety.

TTCS will ensure that fire extinguishers are inspected each year and properly tagged.

TTCS will ensure that complete yearly maintenance of the heating and cooling system in your school; check coils, filters, belts, etc. in order to maintain safe operation and healthy air quality.

TTCS will ensure that TTCS conduct TTCS is in compliance with the following:

[6.29.1.9\(N\) NMAC](#). Emergency drills and practiced evacuations.

1. Emergency drills shall be conducted in each public school and private school in the state, as follows:
 - a. at least once per week during the first four weeks of the school year, and at least once per month during the remainder of the school year;
 - b. two of these drills shall be shelter-in-place drills;
 - c. one of these drills shall be an evacuation drill;
 - d. nine of these drills shall be fire drills, with one fire drill required each week during the first four weeks of school.

TTCS will ensure that means of egress are available and clearly marked in each classroom in case of an emergency; if there is only one door, designate a window (properly sized) as a means of egress.

TTCS will ensure that TTCS never use extension cords as a permanent source of electricity anywhere on a school campus.

TTCS will ensure that TTCS school will have an anti-bullying policy that outlines procedures for dealing with bullying situations in the school.

TTCS Transportation

Operation of TTCS transportation program shall be in accordance with the NMPED Policies and Standards.

TTCS will inspect all buses on a quarterly basis and ensure that they are well maintained and clean.

TTCS will require that bus contractor Herrera Coaches and all bus drivers have a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. TTCS will require that bus contractor Herrera Coaches maintain a record of yearly motor vehicle reports on each bus driver and evidence that each driver has proper regular training and meets physical/mental standard required by NMPED Transportation.

TTCS will ensure arrival of all buses at their designated school sites prior to the start of the instructional day.

School Facility

TTCS will provide facilities that meet the criteria of NMPSFA Accreditation FMAR Standard.

TTCS will Provide facilities that are clean.

TTCS will Provide facilities that are safe.

TTCS will provide proper instruction that explains tobacco, weapons, and drugs are prohibited on the school campus and at school functions.

TTCS will provide operational facilities that are equipped and functional to meet the instructional needs of students and staff in accordance with state authority NMPED Guidelines and Standards.

TTCS will provide air conditioning in all classrooms that meet the criteria of NMPSFA Accreditation FMAR Standard.

TTCS will comply with the requirements for Safe and Healthy Schools NMPSFA Accreditation FMAR Standard.

TTCS will maintain a comprehensive School Safety Plan on file that has been approved annually by state authority NMPED NM Safe Schools Accreditation Standard

TTCS will maintain a School Safety Manual and the School Safety/Crisis Response Plan for public view at ttschool.org: this plan outlines and prohibits the possession, firearms or weapons by any person on school premises or at school functions requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion. TTCS Principals are authorized to modify the period of time for expulsion on a case-by-case basis.

TTCS will prohibits students from possessing tobacco on TTCS educational property per NMPED Standard and NM Santa Fe County further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school receiving federal and state funding building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity.

TTCS will provide periodic health eye and hearing screens.

Optional policy statements:

TTCS will implement a procedure for lock-down of both TTCS ELEMENTARY/TTCS MIDDLE SCHOOLS.

TTCS will require all staff will wear name badges at all times.

Bullying, Harassment, or Discrimination

TTCS will protect students from bullying, harassment, or discrimination of any type. TTCS Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, religion, marital or parental status, political beliefs, sex, or disability shall be subject to disciplinary action including, but not limited to, suspension and/or expulsion. Conduct self-assessments can be viewed and referred to at [www.healthyschoolsms.org/healthy school environment/buildinggrounds.htm](http://www.healthyschoolsms.org/healthy_school_environment/buildinggrounds.htm).

Healthy/Safe Schools

TTCS will encourage student and staff hydration to provide students access to water during the school day in all classes and when loading the school bus in the afternoons when temperatures reach 80 degrees or above. Teachers are to allow students access to a water bottle brought from home, access to water fountains during the school day.

TTCS will conduct self-assessments of the school(s) safety and security annually.

TTCS will Complete a periodic comprehensive health and safety assessment of the school building and grounds and report to TTCS Principals and board; using the HealthySEAT Assessment Tool (www.epa.gov/schools/healthyseat) and other applicable resources.

TTCS will not allow school buses not to idle at the school in order to prevent emissions that causes pollution and creates health risk for children such as; asthma, allergies, and other respiratory problems (www.epa.gov/cleanschoolbus) TTCS Teachers are encouraged to limit air fresheners, markers with odors, and cleaning chemicals due to them being possible triggers for asthma and other allergy and respiratory disorders in students.

TTCS will utilizes guidelines from state authority NMPED the local and state department of health to monitor communicable disease and these are included in the NM School Nurse procedures and standards of care.

TTCS will in mid 2018 utilizes safety and security cameras on the TTCS ELEM school campus.

TTCS will in mid 2018 will lock the front door while school is in session, permit that all access to enter the building is via the school office only during school hours. All other doors are locked for access from outside visitors. Students and staff evacuate freely from the building at all times.

TTCS will require all visitors to sign in at front desk on arrival to building and sign out upon departing the building. All visitors must wear a visitor badge while in the building.

TTCS will utilize regularly scheduled meetings with the Safety/Wellness Committee, principals

and school board to determine and discuss the current strengths, weaknesses, opportunities, and challenges associated with implementing and maintaining your school's healthy and safe environment.

TTCS will maintain and improve facilities, TTCS and its contractors, maintenance staff ENGIE/ACES inspects and maintain all ventilation systems replaces filters as necessary to limit exposures to respiratory contaminants. TTCS will provide facilities that meet the criteria of NMPSFA Accreditation FMAR Standard TTCS will utilize the U.S. Environmental Protection Agency's Indoor Air Quality (IAQ) Tools for Schools Program (www.epa.gov/iaci/schools) to obtain the information and skills needed to manage air quality in a low-cost, practical manner; the quality of indoor air affects the quality of education, per NMPSFA Accreditation FMAR Standard.

TTCS school ELEM nurse will attend mandatory NMPED of health trainings.

TTCS will utilize best practices for the use of pesticides and Integrated Pest Management (IPM) in school buildings and on school grounds; IPM Institute of North America (www.impinstitute.org and www.epa.gov/pesticides.ipm/index.htm)

TTCS will utilize incentives for integrating energy-efficient and money-saving technologies in schools (www.enrystangov) per NM PSFA/FMAR Standard.

Commitment to Quality Health Services

Requirements:

TTCS will ensure all school nurse is working under the guidelines of NM and NMPED Nurse Procedures and Standards of Care.

TTCS will ensure every child who has been diagnosed with asthma will have an asthma action plan on file.

TTCS will provide for teachers and nurse/staff training regarding signs and symptoms of asthma under the guidelines of NM and NMPED, NM Health Dept Procedures and Standards of Care.

Optional policy statements:

TTCS will offer “Make Healthy Choices” education in chronic health problems such as obesity, diabetes and changes in lifestyles to reduce risks for chronic health problems due to smoking, exposure to the sun, obesity, lack of exercise and poor nutrition.

TTCS school nurse coordinates with other school staff to provide health services as part of a Coordinated School Health Program.

TTCS will offer comprehensive quality counseling, psychological and social services provided by professionals such as certified school counselors, psychologists and/or social workers. This school has a full-time counselor and we have coordinated with NM PED, CYFD and Homeless Services. TTCS Students/parents have full access to mental health services with resource referrals and on-site services.

TTCS will provide suicide prevention education to all licensed teachers and principals. In-service training on suicide prevention education will be provided for all newly employed licensed teachers and principals.

TTCS will offer counseling, group assessments, interventions and other mental health services, as well as referrals to community health professionals. The school nurse, counselors, teachers and administrators follow the district plan for resource referrals for mental health.

TTCS will maintain a qualified counselor who will address the mental health, academic, and career needs of students in the school setting.

Commitment to Family and Community Involvement

Requirements:

TTCS will give parents and community the opportunity to serve on the Safety/Wellness Committee. Organize community resources to respond to crisis in the school environment too include but no limited to EMS, Fire, Police, Clergy, and Parents.

Optional policy statements:

TTCS invites family members to attend health and physical education classes and to tour physical education facilities.

Invites family members to a school meal any time during the school year and on special holidays.

TTCS provide families with and information on health topics that relate to our physical education facilities, recruits, train, and involve families as volunteers by utilizing their time, experience, and resources.

TTCS involves families and students in health education learning activities at home, including homework for health instruction, personal goal setting for healthy behaviors, and other health education-related activities.

TTCS develop homework assignments for students that involve family discussions about health topics and also age-related health issues.

TTCS will communicate with families about health education classes and courses and opportunities to participate in school health programs and other community-based programs.

TTCS will encourage family mealtimes at home to enhance both nutrient intake of children and their successful performance at school.

TTCS will encourage sustain/increase PTO membership

Commitment to Implementing a Quality Staff Wellness Program

Optional policy statements:

TTCS will promote health and reduce risk factors through professional and staff development programs, providing information flyers and newsletters, introducing incentives for participating in healthy practices and activities, and offering an employee assistance program. Provide health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management. Implement a healthy weight program for staff, such as Weight Watchers at Work Program®, www.weightwatchers.com. Encourage after school health and fitness sessions for school staff. Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities. Coordinate school employee wellness activities with student health-promotion activities. Organize employee walking teams or clubs.

Commitment to Marketing a Healthy School Environment

Optional policy statements:

TTCS will provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages. Involve students in planning for a healthy school environment. Students will be asked for input and feedback through the use of student taste tests, and attention will be given to their comments. Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events). There is not any advertising and or materials on the school campus that promote foods of minimal nutrition value. Work with local media, like newspaper, TV and radio, to inform the community about the health problems facing New Mexico children/students, as well as the need for and benefits of healthy school environments. Online resources provided by state authority NMPED.

TOBACCO, ALCOHOL AND DRUG FREE SCHOOL Definitions: “Tobacco” means substances that include, but are not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, dipping tobacco, snuff and similar substances. “Alcoholic beverage” means a beverage with no less than one-half percent alcohol and includes wine, beer, fermented, distilled, rectified and fortified beverages. “Illicit drugs” means steroids and prescription and over-the-counter medications being used for an abusive purpose or when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. “Mood-altering substances” means substances that include, but are not limited to paint, glue, aerosol sprays and similar substances. TTCS prohibits tobacco use, alcoholic beverage possession or use, and illicit drug possession or use by students, school staff, parents, and school visitors in school buildings, on school property, and for students at school functions away from school property. TTCS will communicate this policy to students, school staff, parents, school visitors, and the community. Notices should be posted on school grounds stating that the use of tobacco and possession or use of alcoholic beverages and illicit drugs is prohibited on school grounds according to NMAC 6.12.4.1 Reporting will include but not limited to, immediate communication to student’s teacher, TTCS principal/head administrator with a NMPED administration license, TTCS school licensed councilor and Santa Fe Police Department and/or Santa Fe County Sheriff’s Office. TTCS will document and maintain record of any substance abuse TTCS will comply with NM permanent standard per section 22-5-4,4NMSA1978.

Addendum: TTCS Safe School Assurances

New Mexico Public Education Department (PED) ADA and LEP Assurance to PED for Public and State Charter Schools

TTCS is in compliance with the following Federal Laws:

[Americans with Disabilities Act](#)
[Limited English Proficiency](#)

Americans with Disabilities Act (ADA)

The Safe Schools Plans (SSP) approved by NMPED must comply with the provisions of the Americans with Disabilities Act (ADA), among other prohibitions on disability discrimination, across the spectrum of emergency management services, programs, and activities, including preparation, testing, notification and alerts, evacuation, transportation, sheltering, emergency medical care and services, transitioning back, recovery, and repairing and rebuilding. SSPs should include students, staff, and parents of students with disabilities.

Among other things, TTCS must:

- Address the provision of appropriate auxiliary aids and services to ensure effective communication with individuals with disabilities (e.g., interpreters, captioning, and accessible information technology);
- Document in student's Individualized Education Program (IEP) under medical/significant health information.
- Ensure that persons with disabilities are not separated from service animals and assistive devices and can receive disability-related assistance throughout emergencies (e.g., assistance with activities of daily living, administration of medications); and
- Ensure compliance with the law's architectural and other requirements.

School administrators and applicable personnel must be aware of the students who require a specialized evacuation plan that is documented in a student's IEP, [Individualized Healthcare Plan](#) or 504 Plan.

Information and technical assistance about the ADA is available at <http://www.ada.gov>. Additional information about the obligations of public schools with regard to the ADA is available at <https://nad.org/issues/education/k-12/section-504-and-ada-obligations>.

Limited English Proficiency (LEP)

Limited English Proficiency (LEP) refers to persons who are unable to communicate effectively in English because their primary language is not English or other mode of communication, and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English.

Effective communication with individuals with LEP, including students and parents, is an essential component of emergency planning and response. SSPs must comply with applicable legal requirements on language access, including Title VI of the Civil Rights Act of 1964.

Information on Title VI of the Civil Rights Act is available at <http://www2.ed.gov/about/offices/list/ocr/docs/hq43e4.html>. [Additional information on LEP is available at <http://www.lep.gov/>](#)

TTCS is required that SSPs include both of the assurances above in accordance with ADA and LEP standards for the PED's approval.

Bullying Prevention Assurance to PED for Public and State Charter Schools

TTCS will adhere to [6.12.7 NMAC](#)

No student should be faced with intimidation or threats at school, and no school should tolerate bullying. Every local school board and charter school is required to establish a written anti-bullying and cyberbullying policy under 6.12.7.8 NMAC.

6.12.7.7 NMAC defines “bullying” as any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes hazing, harassment, intimidation or menacing acts of a student, which may be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

Cyberbullying is defined as: an electronic communication that targets a specific student; is published with the intention that the communication be seen by or disclosed to the targeted student; is seen by or disclosed to the targeted student; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

TTCS will comply with anti-bullying policy required of every New Mexico public school must include, among other provisions:

- an absolute prohibition against bullying;
- a requirement that teachers and all other school staff report bullying incidents;
- extensive dissemination of the policy to students, parents, teachers, administrators and all other school or district employees;
- reporting procedures that ensure confidentiality and protection for those who report bullying;
- consequences for making false reports;
- provisions to comply with state and federal [Individuals with Disabilities Education Act](#) (IDEA) requirements;
- procedures by which the school administration can investigate bullying reports; and
- inclusion that anti-bullying be part of the health education curriculum as set forth in [6.12.7.8 NMAC](#) (Content Standard 5 of the Health Education Standards [PED Content Standards](#)).

A model TTCS anti-bullying policy will include, at a minimum, the following:

- zero tolerance policy for bullying and cyberbullying;
- annual distribution of anti-bullying policies to students, staff and parents;
- anti-bullying policies and procedures for reporting in student/parent handbook;
- requirement that all school staff are required to report bullying incidents;
- protections for individuals who report bullying;
- consequences for false reporting of a bullying incident;
- a bullying prevention program is taught as part of school health standards; and
- the inclusion of discussions on the disproportionate impact of bullying on persons with disabilities, racial minorities and Lesbian, Gay, Bisexual, and Transgender (LGBT) persons as part of our school health program.

TTCS will create a safe environment for LGBT youth:

TTCS will understand that bullying disproportionately affects lesbian, gay, bisexual, and transgender (LGBT) students. It is important to build a safe environment for all youth, whether they are heterosexual (“straight”) or LGBT. All youth can thrive when they feel supported. Parents, schools, and communities can all play a role in helping LGBT youth feel physically and emotionally safe by:

- building strong connections and keeping the lines of communication open. Some LGBT youth often feel rejected. It is important for them to know that their families, friends, schools, and communities support them.
- establishing a safe environment at school. Schools can send a message that no one should be treated differently because they are, or are perceived to be, LGBT. Sexual orientation and gender identity protection can be added to school policies.
- creating gay-straight alliances (GSAs). GSAs help create safer schools. Schools must allow these groups if they have other “non-curricular” clubs or groups. Learn more about the right to form a GSA under the [Equal Access Act](#).
- protecting privacy. Do not disclose someone’s sexual orientation if they do not want it to be known.

TTCS is required that SSPs include the above assurance in compliance with 6.12.7 NMAC for the PED’s approval.

Child Abuse and Neglect Reporting Assurance to PED for Public and State Charter Schools

TTCS is in compliance with the following:

All licensed school personnel, including substitute teachers, educational assistants, school nurses, school counselors, school psychologists and other instructional service providers complete training that is Department approved, such as the [PED-approved NMSU training](#), in the detection and reporting of child abuse or neglect, within their first year of employment by, or providing services to, a school district or charter school.

TTCS has a Child Abuse and Neglect policy that:

Requires all licensed school personnel to immediately (i.e., the same day) report suspected child abuse or neglect to either a law enforcement agency, the New Mexico Children, Youth and Families Department, or a tribal law enforcement or social services agency for any Indian child residing on tribal land.

TTCS Shall not require school personnel to first report to or notify designated school personnel or go through their chain-of-command before making the mandatory report described above.

TTCS Shall not adopt a policy that relieves any personnel of their duty to report suspected child abuse or neglect.

TTCS Requires background checks for licensed school personnel, in accordance with [6.60.8 NMAC](#).

The detection and reporting of child abuse or neglect is required by both the [Children's Code \(32A-4-3 NMSA 1978\)](#) and the Public School Code ([22-5-4.2 NMSA 1978](#)). Abuse of a child under the Children's Code refers to the physical, sexual, emotional or psychological abuse of a child by a parent, guardian or custodian. According to the Children's Code, failure to report abuse or neglect of a child is a misdemeanor. The terms "abuse" and "neglect" are defined in detail in Section 32A-4-2 NMSA 1978 of the Children's Code. There is also the crime of child abuse, which consists of anyone who knowingly, intentionally, negligently or without cause, causes or permits a child to be placed in a situation of endangerment to the child's life or health, torturing or cruelly confining a child, or exposing a child to the inclemency of weather.

TTCS will address the detection and reporting of child abuse or neglect, it is required that SSPs include the above assurances for the PED's approval.

Discipline Policy Assurance to PED for Public and State Charter Schools

TTCS has a Discipline Policy that is in compliance with the following:

6.11.2.1 - 6.11.2.12 NMAC

§ 22-5-4.12 NMSA 1978

TTCS Documents and implements special considerations for students with disabilities in the student's Individualized Education Program under Special Considerations, including disciplinary removal for students with disabilities in accordance with 6.11.2.11 NMAC.

42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act of 2001, Title IX, Part A, as amended by the Every Student Succeeds Act (ESSA), Sections 721, 722(g)(1)(I), 722(g)(7) and 6.11.2 NMAC.

TTCS will comply with School Discipline Policy using [USDE Guiding Principles](#) contains the following:

- A commitment to maintaining a campus environment that is pleasant, safe and conducive to learning for all;
- A consistent discipline policy that encourages appropriate and socially acceptable behavior (e.g., a progressive discipline matrix);
- A discipline procedure for school bus disruptions that is consistent with the school's overall discipline policy and incorporates a formal incident reporting process and reporting form;
- An acknowledgement that responsibility for the above carries authority from every employee to every student and shall not be limited by position, assignment or job description; and
- A focus on Positive Behavioral Interventions and Supports.

TTCS will abide by School Policy on the use of restraint and seclusion techniques shall contain the following:

- A school may permit the use of restraint or seclusion on a student only if both of the following two (2) conditions apply:
 1. The student's behavior presents an imminent danger of serious physical harm to the student or others (students, staff, visitors, substitute teachers, contractors, etc.); and
 2. Less(er) restrictive intervention(s) appear insufficient to mitigate the imminent danger of serious physical harm.
- Restraint, seclusion techniques shall only be used and applied by school employees who are trained in the safe and effective use of restraint and seclusion unless an emergency situation does not allow sufficient time to summon those trained employees.
- Schools are required to establish reporting and documentation procedures that must be followed when a restraint or seclusion technique has been used with a student.
- Schools shall review strategies used to address a student's behavior if restraint or seclusion are used with individual students two (2) or more times during any thirty-calendar-day period.

School discipline policies and practices that do not disproportionately impact students experiencing homelessness shall include the following:

Annual review of discipline policies while taking into consideration issues related to the student's homelessness (e.g., change in residence or caregivers, transportation, truancy, tardiness, trauma and toxic stress, mental and physical health issues, lack of basic needs like sleep, food, proper hygiene, etc.);

Revising policies so that they do not disproportionately impact homeless students; and

Reviewing data and discipline records to identify patterns in punishment that could indicate an unfair bias against students experiencing homelessness.

Explanation of Why Assurance Must Be Provided

It is required that local school boards and school districts create discipline policies that are compliant with 6.11.2 NMAC, which provides a comprehensive framework within which local school boards and local school districts can carry out their educational mission and exercise their authority and responsibility to provide a safe environment for student learning, and further to provide students and parents with an understanding of the basic rights and requirements necessary to effectively function in the educational community.

All schools must comply with §22-5-4.12 NMSA 1978 that provides parameters on the use of restraint and seclusion techniques with students. Additional information and resources can be found in Section II of the *Planning for Safe Schools in New Mexico Guide* (Revised 2017).

All schools must comply with to 42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act, and its amendments, which provide additional protections for disciplinary actions for students experiencing homelessness.

TTCS will comply with assurance of adherence to 6.11.2 NMAC, §22-5-4.12 NMSA 1978 and 42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act for the PED's approval, and it is recommended that SSPs include the above elements in their discipline policy.

Emergency Drill Assurance to PED for Public and State Charter Schools

TTCS is in compliance with the following:

[6.29.1.9\(N\) NMAC](#)

Emergency drills and practiced evacuations *.

1. Emergency drills shall be conducted in each public school and private school in the state, as follows:
 - e. at least once per week during the first four weeks of the school year, and at least once per month during the remainder of the school year;
 - f. two of these drills shall be shelter-in-place drills;
 - g. one of these drills shall be an evacuation drill;
 - h. nine of these drills shall be fire drills, with one fire drill required each week during the first four weeks of school; and
 - i. in locations where a fire department is maintained, a member of the fire department shall be requested to be in attendance during the emergency drills for the purpose of giving instruction and constructive criticism.

*** Any drill conducted for the purpose of active shooter preparation/response should include parent/guardian notification.**

TTCS understands that: Failure or refusal to comply with the requirements in Subsection N of 6.29.1.9 NMAC for holding emergency drills shall constitute grounds to suspend or revoke the license of the person responsible for compliance. The due process procedures under the Uniform Licensing Act (Sections 61-1-1 through 61-1-31 NMSA 1978) shall apply.

TTCS is required that SSPs include the above assurance in compliance with 6.29.1.9(N) NMAC for the PED's approval.

Food Safety Inspections Assurance to PED for Public and State Charter Schools

TTCS is in compliance with the following:

[42 U.S.C Section 1758\(h\)\(1\)\(A\)](#) requiring that all school food authorities (SFA) participating in the National School Lunch Program (NSLP), must obtain a minimum of two food safety inspections per school year.

TTCS will report on the most recent food safety inspection it will be posted in a visible place in the school, and copy of the food safety inspection report will be provided to any member of the public upon request.

TTCS is required that each SFA (TTCS) must hold two annual inspections for food safety. The New Mexico Environment Department (NMED) conducts one. In areas where NMED inspectors are not available for a second inspection, SFAs may inquire with the NMED for suggestions for other local credentialed inspectors.

Inspections must be conducted at any school that participates in the school lunch program or school breakfast program. All participating school sponsors must hold a Food Safety Inspection for every kitchen and meal-serving site in their food service operation each school year. If a school sponsor purchases meals from another sponsor (Vended School Sponsor Meal Sites), the receiving and sending schools must hold a Food Safety Inspection.

TTCS is required that SSP include the above assurances in compliance with the Food Safety Inspection policies set forth in 42 U.S.C. Section 1758(h)(1)(A) for PED's approval.

**Identification and Badging Assurance to PED
for Public and State Charter Schools**

TTCS has an Identification and Badging Policy that contains the following:

All visitors and volunteers who are not school staff/employees are required to report to the office upon entering the campus to sign in and will be issued a “Visitor” pass/badge that is to be worn on campus at all times. Upon leaving campus, badges will be returned and visitors will sign out at the front desk, so that they can be accounted for in an emergency.

All school staff/employees are required to wear identifying badges at all times during school hours and while on campus.

All school staff/employees are required to question anyone seen on campus without an appropriate identifying pass/badge.

In an effort to monitor all individuals on campus, all persons entering a school campus who are not school staff/employees or students are considered either visitors or volunteers. All visitors and volunteers at the school are required to check in at the office and wear a visitor pass as identification. Badging of visitors is important not only to protect students and staff from unauthorized persons on campus, but also to help account for all persons on campus in case of a school emergency. Visitor passes/badges should contain the name of the visitor and the date for which it is valid and should be returned to the office upon leaving the campus. Staff/employee identifying badges should be worn at all times while on campus.

TTCS is required that schools or districts issue staff/employee identification badges and monitor visitors by means of visitor passes/badges for SSP approval by the PED.

Pest Management Assurance to PED for Public and State Charter Schools

TTCS is in compliance with the following:

6.29.1.9(O) NMAC

Chapter 7 from the Food and Drug Administration's Hazardous Analysis Critical Control Point, regarding the storage of poisonous or toxic materials.

TTCS assures that the school named above has a Pest Management Policy that contains the following:

No pesticide is applied to school property and no pest control device, as defined in the New Mexico Pesticide Control Act, Sections 76-4-1 through 76-4-39 NMSA 1978, is used on school property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture (NMDA).

No pesticide is applied to school property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.

Pesticides are only to be applied in or on the outside of school buildings when a pest is present, and will not be applied on a regular or calendar basis unless it is to treat an infestation and is a part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence, such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor herbicides.

Pesticides that are applied in a liquid, aerosolized or gaseous form through spraying, aerosol cans, bombs, fumigation or injections into the ground, foundation or plants are not applied on school property when students, staff or visitors are present, or may reasonably be expected to be present within 6 hours of the application. In emergency cases, where a pest infestation threatens the health or safety of the occupants of public school property, and which requires the immediate application of a pesticide to remediate [the infestation], students, staff and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.

At the beginning of each year, and when new students register, the school develops a list of parents and guardians who wish to be notified prior to pesticide application during the school year. These parents/guardians are notified in writing, prior to pesticide application. General notification of anticipated pesticide applications occurs by posting or dissemination of notices, by oral communication or other means of communication. In emergency cases where a pest infestation threatens the health or safety of the occupants of public school property, no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted, indicating that an application was made.

Written records of pesticide applications are kept for three years at this school site and are available upon request to parents, guardians, students, teachers and staff.

It is important for a school to provide a safe learning environment that maintains the health and safety of its students, faculty, staff and visitors when developing policy and procedures for the implementation of pest management. State statute [6.29.1.9\(O\)NMAC](#) establishes standards of excellence that require districts and charter schools to develop procedures for the implementation of pest management with consideration for reducing the possible impact of pesticide use on human health and the environment, including people with pesticide sensitivities.

Pesticides are powerful tools for controlling pests. However, pesticides need to be used carefully and judiciously, especially when used in areas where children are or will be present. Children are more sensitive than adults to pesticides. Young children can have greater exposure to pesticides from crawling, exploring, or other hand-to-mouth activities.

The [Environmental Protection Agency](#) (EPA) recommends that schools use integrated pest management (IPM) to reduce pesticide risk and exposure to children. Put simply, IPM is a safer and usually less costly option for effective pest management in a school community. A school IPM program uses common sense strategies to reduce sources of food, water and shelter for pests in school buildings and grounds. An IPM program takes advantage of all pest management strategies, including the judicious and careful use of pesticides when necessary.

Since children spend so much of their day at school, integrated pest management provides an opportunity to create a safer learning environment—to reduce children's exposure to pesticides as well as eliminate pests. EPA is encouraging school officials to adopt IPM practices to reduce children's exposure to pesticides. Two other resources that the EPA recommends for schools are: [STOP School Pests](#) and [iSchool Pest Manager](#).

TTCS is required that SSPs include the above assurances in compliance with the NMDA guidelines and 6.29.19(O) NMAC statute for the PED's approval.

**Review, Revise, Secure and Share Assurance to PED
for Public and State Charter Schools**

TTCS above is in compliance with the following:

The Safe Schools Plan is reviewed, at a minimum, annually, or more frequently, such as following a school emergency, and revised as necessary.

The Safe Schools Plan is secured (i.e., not available on a public website).

The Safe Schools Plan is shared with relevant community partners, Santa Fe County Fire Department, Santa Fe County Sheriff's Office, City of Santa Fe Fire department, City of Santa Fe Police Department:

Explanation of Why Assurance Must Be Provided

Review and Revise

Review of and revision to Safe Schools Plans (SSP) should be done on a continual basis, even after the plan is first published. SSPs should evolve as the school and Safety Team learn lessons, obtain new information and insights, and update priorities. Annual review of SSPs is recommended, however, schools should also consider reviewing and updating plans, if necessary, after:

- actual emergencies;
- changes have been made in policy, personnel, organizational structure, facilities, or equipment;
- formal updates of planning guidance or standards have been changed;
- formal exercises have taken place;
- changes in school and surrounding community have occurred;
- threats or hazards change or emerge; or
- ongoing assessments generate new information.

Secure

Schools should be careful to protect the plan from those who are not authorized to have it and should consider how they will secure documents that are shared electronically. Law enforcement agencies and first responders often have a secured, web-accessible site available to house copies of plans, building schematics, phone contact sheets, etc., so working with local emergency responders in securing your SSP is recommended. Schools must comply with state and local open records laws in storing and protecting the plan. Sharing relevant highlights of the plan with parents is recommended, so that they and their children can be better prepared for an emergency.

Share The School Safety Team should ensure that all community partners (e.g., first responders, local emergency management) have the most current version of the SSP. Additionally, other community partners who have a responsibility in the SSP should also have the most current version. This includes relevant local business, faith-based organizations, local health and/or mental health organizations and other local, regional or state agencies with whom the school coordinates in an emergency. The SSP should also be shared with organizations that may use the school building(s).

TTCS School Safety Team will maintain a record of the individuals and organizations that receive the SSP.

TTCS is required that SSPs include the assurances above for the PED's approval.

**Tobacco, Alcohol and Drug Free Schools Assurance to PED
Public and State Charter Schools**

TTCS does have an illegal substance use and misuse of legal substances policy that will result in parental notification and may result in the notification of other appropriate authorities that:

TTCS Complies with the Tobacco, Alcohol and Drug Free Schools Act as defined in [6.12.4 NMAC](#).

TTCS Complies with [7.34.3.15\(D\) NMAC](#) regarding the Prohibitions, Restrictions and Limitations on the Use of Cannabis by Qualified Patients

The objective of 6.12.4.6 NMAC is to prohibit the 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 and by students at school-sponsored activities away from school grounds.

6.12.4.7 NMAC provides definitions for the prohibited items in 6.12.4.6 NMAC.

6.12.4.8 NMAC provides the following requirements for each local school board or governing body to establish a tobacco, alcohol and drug free school policy that contains the following:

- The policy shall provide specific rules of conduct, prohibiting the 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 and by students at school-sponsored activities away from school grounds.
- Each school district and state-chartered charter school shall detail the prohibited acts and activities under the policy, and shall establish adequate provisions for its enforcement, including the enumeration of possible sanctions or disciplinary action, consistent with applicable statutory and case law.
- The policy shall provide that 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 the policy.
- Each school district and state-chartered charter school shall develop and implement a procedure for effectively communicating the policy to students, their parents and families, school personnel, visitors on school premises, and to local residents, groups, businesses and organizations served by the school.
- Each school district and state-chartered charter school shall post conspicuous notices on all school premises, prohibiting the 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 and by students at school-sponsored activities away from school grounds. Resources for appropriate signage can be obtained through organizations, such as [24/7 New Mexico](#).

TTCS is required that SSPs include the above assurances in compliance with 6.12.4 NMAC and 7.34.3.15(D) NMAC for the PED's approval.