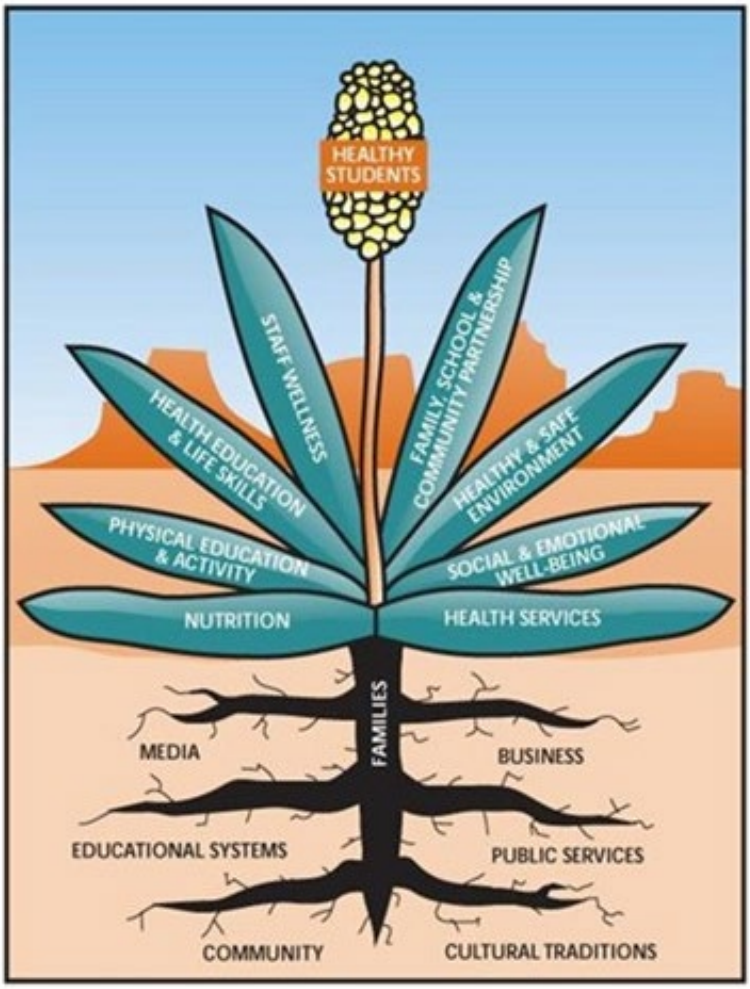
HEALTHIER SCHOOLS – NEW MEXICO

A Model of Coordinated School Health



COORDINATED SCHOOL HEALTH MODEL

December 2026 / FY26-27

COORDINATED SCHOOL HEALTH AND WELLNESS PROGRAM

CIEN AGUAS INTERNATIONAL SCHOOL

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Section I: Introduction



Overview

Cien Aguas shall maintain a coordinated school health and wellness program to maintain healthy students and employees. This program shall promote the Coordinated Health Model, which includes the following eight components.

- Nutrition
- Physical education and Activity
- Family, School and Community Partnership
- Health Education and Life Skills
- Healthy and Safe Environment
- Social and Emotional Well-Being
- Health Services
- Staff Wellness

The Executive Director will create procedural directives to outline the implementation of possession, storage and administration of medications and non-FDA approved drugs when legally permissible.

Legal Cross Ref.:

- 6.12.2 NMAC
- 6.12.5.8 NMAC
- 6.12.5 NMAC
- 6.12.6 NMAC
- 7 CFR Parts 210 and 220

Why Coordinated School Health?

A coordinated, comprehensive approach to creating health-promoting schools provides a framework for developing and strengthening practices to address the health-related issues that can be barriers to learning and student success.
New Mexico and federal laws now call on every school district to have a policy and plan to address the wellness needs of students and staff. Our school wellness policy is an important tool to promote wellness through improvements in school programs, practices and environment. Our school wellness plan supports all the interconnected components of coordinated school health:

- Family, School & Community Partnership
- Physical Education and Activity
- Health Education
- Nutrition
- Healthy & Safe Environment
- Social & Emotional Well-Being
- Health Services
- Staff Wellness

Successful school-wide wellness implementation requires working collaboratively with departments, schools and the community. This presents an opportunity to get involved at the school level. Cien Aguas has a designated wellness committee responsible for school-wide wellness.

The goal of this section of the *Wellness Plan* is to provide direction for school staff for establishing a safe, healthy, caring learning environment.

Executive Director: Sra. Velia Cortalano – vcortalano@cienaguas.org
Assistant Director: Sra. Tonya Troske – ttroske@cienaguas.org
Dean of Students: Sra. Elizabeth Pfeffer – lpfeffer@cienaguas.org

School Address: 2501 Buena Vista Drive SE Albuquerque, NM 87106
School Phone: (505) 255-0001

School Size: 420 Students

School Health Advisory Council (SHAC)

The Cien Aguas School Health Advisory Council (SHAC) meets during our Café y Plática gatherings. At Café y Plática, families and community members are invited to

the school to review policies, including this Wellness Policy, and to share their ideas and recommendations.

The SHAC is open to parents, students, school staff, school administrators, food service partners, Governing Council members, and community members, and all are invited to take part. Members of the school staff are always welcome to participate. The SHAC meets at least two times each school year. The Executive Director brings the SHAC's recommendations on the development, revision, implementation, and evaluation of this policy to the Governing Council.

Families, students, staff, and community members learn about their opportunity to take part in developing, reviewing, updating, and carrying out this policy through their invitations to Café y Plática.

The school keeps the agenda, sign in sheet, and notes from each SHAC meeting in the school's shared policy drive to document the work of the council.

Policy Leadership, Evaluation, and Public Access

This Wellness Policy is written to follow federal regulations at 7 CFR Parts 210 and 220 and New Mexico rule 6.12.6.8 NMAC.

The Executive Director is the person responsible for making sure Cien Aguas carries out this policy.

At least once every three years, the Executive Director leads an assessment of the policy. The assessment looks at how fully the school is following the policy, how the policy compares to model wellness policies, and the progress made toward its goals. The Executive Director shares the results with the SHAC and the Governing Council, and the policy is updated as needed.

The Wellness Policy is posted on the school website, cienaguas.org, and kept in the school's shared policy drive. The results of the most recent three year assessment are shared with the public in the same place, in clear and easy to understand language.

Emergency Phone Numbers

Emergency Phone Number(s):	**911**
Name of Emergency Medical Service:	
Average Emergency Response Time of First Responders:	
Cross streets for your building/facility:	Randolph & Yale

Be prepared to provide the following information when you dial 911 and stay on the line until the call isterminated by the answering party. It is not unusual to be asked the same question multiple times to ensure accuracy.

- Your name and phone number
- School/facility name, phone number and address
- Nature of emergency
- Address and easy directions, including best entrance to use.
- Exact location of injured person (e.g., behind the gym parking lot)
- Type of injury/condition suspected (e.g., head or neck injury, shock, etc.)
- Help already given to victim (e.g., epinephrine, CPR, AED, etc.)
- Ways to find the entrance easily (someone standing out front, a flagpole, etc.)

Other Important Phone Numbers:

School Nurse	Beth Sanchez
Responsible Administrator	Velia Cortalano
Poison Control	1-800-222-1222
Emergency/Disease Reporting	Velia Cortalano & Beth Sanchez
Fire Department 911	
Police 911	
Local Health Agency	
Child Abuse Hotline	1-855-333-7233
Rape Crisis Hotline	
Domestic Violence Hotline	
Other:	
Hospital or Closest Medical Facility	University of NM Hospital
County Family Services Division/Child Protective Services	1-855-333-7233

Capacity Assessment of Staff Skills

This list provides and overview and number of current staff who can provide specific emergency response and potential lifesaving functions during an incident.

Types of Emergency Response Training and Skills of current staff		
Training	**# Trained**	**Willing to support response Y/N, Contact Information**
First-Aid	3	Y ; Tonya Troske, Patrick West, Beth Sanchez
CPR	3	Y
AED	3	Y
EMT	1	Y ; Nurse Beth Sanchez
Search & Rescue		
HAZMAT		
Media Relations		
Nursing, Counseling, Mental Health	3	Y ; Nurse Beth Sanchez, Sarah Mitchell Social Worker, Liz Pfeffer Dean of Students, Antonio Maestas, School Social Worker
Firefighter		
Critical Incident Debriefing		Velia Cortalano, Tonya Troske

Section II: Nutrition and Competitive Food Sales

Cien Aguas International School contracts the APS Food and Nutrition Program. Nutrition at APS is an integration of programs that allow Cien Aguas to provide access to:

- A variety of nutritious, affordable and appealing meals for students.
- Nutrition education.
- An environment that promotes healthy eating behaviors.

School Meals and Nutrition Practices

School meals at Cien Aguas are provided through the APS Food and Nutrition Program and meet or exceed local, state, and federal nutrition requirements and USDA nutrition standards. All foods and beverages sold to students on campus during the school day meet federal school meal standards and the Smart Snacks in School nutrition standards (7 CFR 210.11 and 6.12.5.8 NMAC). Cien Aguas does not operate an afterschool snack, afterschool meal, or summer meal program.

Drinking water. Free drinking water is available to all students during the school day, including in the place where meals are served during meal service.

Seated time for meals. Students have 20 minutes of seated time to eat lunch, after their lunch recess.

Food allergies. Families report food allergies to the school nurse. A student with a reported food allergy is offered a different meal through our APS food service provider. Cien Aguas follows state and federal requirements regarding food allergies in schools.

Food provided to students. The school itself does not provide food to students outside of the school meal program. When families bring food to share for a celebration, we encourage healthy snacks, such as fruit, vegetables, and water, and we ask families to plan with the teacher ahead of time so that food allergies are considered. Each year, examples of healthy snacks are shared with families at the beginning of year parent meeting.

Food and beverage marketing. Cien Aguas does not market or advertise food or beverages to students. If that ever changes, only foods and beverages that meet the Smart Snacks in School nutrition standards may be marketed or advertised on campus during the school day.

Food and Beverage Information

The U.S. Department of Agriculture along with **New Mexico Nutrition Standards for Competitive Foods** have updated the nutrition standards for all food and beverage items that can be sold or given to students during the school day, this includes fundraising and snack bars.

- Smart Snacks – NMPED External link
- Summary Snack Fact Sheet (PDF)
- Frequently Asked Questions (FAQs)

Resources and Materials

A number of tools and resources are available to help schools identify food and beverage items that meet federal, state and district regulations. See the resources below for information about the Smart Snacks requirements, helpful tools, and ways to encourage children to make healthier snack choices that give them the nutrition they need to grow and learn.

- A Guide to Smart Snacks in School External link
- Know Your Products! Use the Smart Snacks Calculator and/or Navigator External link to help identify if your current food/beverage meets the nutrition standards.

Birthday / Celebration Policy

Celebrations honoring a specific student may not interrupt instruction or make anyone feel left out of the celebration.

- A parent who wants to bring in snacks or other celebratory food must **contact the teacher in advance**. The teacher may schedule the celebration during the last ten minutes at end of the school day. Considerations have to be made regarding food allergies and the promotion of healthy eating habits among our students.
- Bouquet, candy, or outside food deliveries will not be delivered to a student or their classroom for any reason.
- Actual birthday parties are to be held outside of school and invitations have to be given to everyone in the class in order to be handed out at school.

Fundraisers

Food and beverages sold as fundraisers during the school day meet the Smart Snacks in School nutrition standards. A fundraiser that does not meet those standards is limited to no more than two occasions per semester or trimester, may not take place during meal service or in the food service area, and is approved by the

Executive Director and documented with the school office before it is held (6.12.5.8 NMAC).

Nutrition Promotion and Education Goals

Cien Aguas provides nutrition education activities that align with the New Mexico Health Education Content Standards with Benchmarks and Performance Standards (6.29.6 NMAC). Our goals for nutrition promotion and education are:

- Students in every grade take part in nutrition education each school year.
- Students learn to read and understand food labels through our physical education program.
- Students connect food, health, and the environment through hands on learning in the school garden.
- Families receive information about school meals and healthy eating through the school newsletter and website.

These goals draw on evidence based strategies, including hands on learning, lessons built into the school day, and partnership with families.

Section III: Physical Activity

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

At Cien Aguas, this includes before and after-school programs, intramurals, physical activity clubs, walk and bike to school programs and integrating movement into the school day.

Physical Education

Physical education is the instructional program that provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary for life-long fitness. In Cien Aguas, the program meets the NM content standards with benchmarks and performance standards.

All Cien Aguas students in kindergarten through 6th grade receive at least 60 minutes of physical education instruction every week. In 7th and 8th grade, physical education is offered as an elective course.

Physical education at Cien Aguas follows a planned, sequential, and developmentally appropriate curriculum aligned to the New Mexico Physical Education Content

Standards with Benchmarks and Performance Standards (6.29.1 NMAC), and is taught by a licensed physical education teacher.

Cien Aguas serves students through 8th grade. The one unit of physical education required for graduation is completed in high school.

Adaptive Physical Education

Students with an IEP also participate in physical education. At Cien Aguas, our special education coordinator evaluates all students' IEPs and ensures that Adaptive PE is available and offered to those who need it.

Recess

Studies show that physically active children are more likely to perform better on standardized tests. At Cien Aguas, all students have a morning recess and an afternoon lunch recess. Cien Aguas students are not issued consequences in a way that keeps them from participating in their normal recess activities.

Lunch recess lasts 20 minutes and takes place before lunch, so students come to the table ready to eat. Students then have 20 minutes of seated time for their meal. Physical activity, including recess, is never withheld as punishment.

Physical Activity Goals

Physical activity is taught as a health education topic at Cien Aguas, so students learn why movement matters as well as how to enjoy it (6.29.9 NMAC). Our goals for physical activity are:

- Every student in kindergarten through 6th grade receives at least 60 minutes of physical education each week.
- Every student has recess every school day, including a 20 minute recess before lunch.
- Students have opportunities to be active before and after school, such as our soccer and volleyball teams, the Fall Bosque Walk, and community events.
- Teachers build movement into the school day.

These goals draw on evidence based strategies, including daily recess, recess before lunch, and quality physical education.

Section IV: Health Education

Health Education Curriculum

Cien Aguas provides health education to students in kindergarten through 8th grade. Instruction addresses the physical, mental, emotional, and social dimensions of health and is aligned to the New Mexico Health Education Content Standards with Benchmarks and Performance Standards (6.29.1 and 6.29.6 NMAC).

Beginning in February 2027, every grade at Cien Aguas, including middle school, follows the Rights, Respect, Responsibility (3Rs) curriculum. In middle school, 3Rs lessons are taught during Crew or Peacekeeping time. Nutrition and physical activity are included as health education topics.

Family Opt Out

Families may ask that their child be exempted from the parts of the health education curriculum that address the sexuality performance standards. To opt out, a parent or guardian completes the Health Education Opt Out Request and Family Learning Plan, or writes a letter to the Executive Director, describing the family's plan for providing that learning to their child. The family's plan serves as the alternative lessons for the exempted parts of the curriculum. During those lessons, the student takes part in a supervised alternative learning activity at school.

HIV Instruction

Instruction about HIV and related issues is provided as part of health education in the elementary and middle school grades, using materials chosen for each age group, as required by 6.12.2.10 NMAC. Instruction covers what HIV and AIDS are, symptoms and prognosis, how the virus is and is not spread, ways to reduce risk with an emphasis on abstinence, the effects on society, local resources for medical care, and skills for refusal, resisting peer pressure, and decision making. Parents, staff, and students are invited to review the instructional materials.

Health Education and Graduation

Cien Aguas serves students through 8th grade. The half credit of health education required for graduation is completed in high school.

Section V: Social and Emotional Well-being

School behavioral and mental health programs focus on breaking down health and

social barriers to students' learning with emphasis on meeting each student's individual health needs. Behavioral health programs supportthe student's process to become a fully functioning and happy adult. Programs encourage and support links among youth, families, schools, communities, and private and government agencies to create and maintain an environment in which all students can learn and thrive.

Wellness Room

Cien Aguas International School maintains a Wellness Room, a calm and welcoming space where students can pause, regulate their emotions, and return to learning ready to participate. Students may ask to visit the Wellness Room, or a trusted adult may invite them to use it.

Our school social workers support students in the Wellness Room. They help students name what they are feeling, practice calming strategies, and plan their return to class. Time in the Wellness Room is a support for students. It is not assigned as a consequence, and it does not replace recess, physical education, or meals.

The Wellness Room is also open to Cien Aguas staff, who may use the space to take a quiet moment and care for their own well-being during the school day.

Soft Room (Special Education Regulation Room)

Cien Aguas also maintains a Soft Room, a regulation space designed for our young students who receive special education services. The Soft Room offers a safe, soft, sensory friendly environment where a student can move, calm their body, and get ready to rejoin their classmates.

Students use the Soft Room as described in their Individualized Education Program (IEP). The special education team partners with each family to decide how the room will support their child, and a trained staff member stays with the student the entire time.

The Soft Room is a supportive space. It is not used for seclusion or as a disciplinary consequence.

Healthy and Safe Environment

Cien Aguas maintains a Safe School Plan, our Site Safety Plan, that supports a healthy and safe learning environment. The plan includes school policies and procedures, prevention, and an emergency operations plan, and it is submitted to the Public

Education Department for approval on a three year cycle, as required by 6.12.6.8 NMAC.

Behavioral and Mental Health Programming

Cien Aguas International will inform families that we have a Site Safety Plan in our website, cienaguas.org, via our newsletter once a trimester, and at the open house at the beginning of the year.

We communicate with our community partners (Stephanie Wilson; Community Recreation Center Supervisor: Thomas Bell Community Center) regularly through e-mail, phone calls and face-to-face. Our community center participates with our evacuation drills every year and is part of our afterschool program.

Family and Community Engagement programs:

Cien Aguas offers the following services and/or programs that seek to engage families and the community:

Bullying Prevention Program through advisory and peacemaking

Restorative justice (6-8)

Student led conferences

Family Representation on School Advisory Council, Governing Council, PTA

School Events

Risky behavior	Prevention practices
use of tobacco, alcohol, drugs	Recognition of "Red Ribbon Day"
poor dietary patterns	Promoting good nutrition/lunches, our P.E. program encourages healthy food choices through understanding of food labels, specific grade level focus through instructional unit of studies, Kinder promotion of healthy snacks through collaboration for healthy snacks,
sedentary lifestyles	PE Coach – Extra P.E. day to program, Gardening through environmental educator, responsibility of maintaining the eco system around the school through community work days, Students Soccer Team, Student volleyball team, Fall Bosque Walk, Ciqulovia, Jump for the heart,

Risky behavior	Prevention practices
behaviors that result in sexually transmitted diseases and unintended pregnancy	Middle School – Health and Development, 3 Rs Curriculum, Collaboration with Enlace Comunitario (non-profit organization)
behaviors that result in unintentional injuries	School-wide Peace Makers Curriculum, Safety Drills, School-Wide Standards, CAIS Positive Behavior Committee, GSA, Peer Counseling Group (middle schoolers are mentors), Student Council (addresses playground safety), Restorative justice
violent and other anti-social behaviors	School-wide Peace Makers Curriculum, Anti-Bullying Agreement (signed by staff and students), School-wide Standards, Bullying Campaign (Mid-schoolers)

Health and Behavioral Health Services

Cien Aguas International School shall provide health services that include activities addressing the health needs of students topromote student well-being, optimal development, and strong educational outcomes.

Cien Aguas International School provides information to students and/or families about school site School-Based Health Centerand/or local Health Centers and

community health centers.

District Based Health Centers & Behavioral Mental Health Centers	Phone #	Address	Services Provided
Kaseman Children's Behavioral Health	505 291-5300	8312 Kaseman Ct NE ABQ 87110	Assessments, counseling, rehab, crisis intervention
Agora Helpline	505 277-3013		6 am - midnight
NM Crisis & Access Line	855 662-7474		
UNM Children's Psychiatric Center	505 272-2920	2600 Marble NE ABQ 87106	Inpatient care and patient hospitalization
UNM Ped Emergency	505 272-2111	2211 Lomas Blvd NE ABQ 87106	

Social emotional learning/school climate supports

Cien Aguas International School implements the following programs to support/promote students' social and emotional well-being:

Social Emotional learning and school climate supports	
Substance Abuse	**Y/N**
Crossroads Program/Project Success	N
Parent Involvement Program (PIP)	Y
Protecting You Protecting Me (PY/PM)	N
Teens in Prevention (TIP)	N
Other (Please Indicate)	N
Family Engagement	**Y/N**
School Training for Engagement Planning (STEP) participation	N
Family Representation on Instructional Council, SHAC, Community School Council or another committee	Y
School Title One Family Engagement Policy	N
School Family Engagement Compact	Y
School Family Center and/or Supports for Basic Needs	N
School Events	Y
Volunteer Programs	Y

Social Emotional learning and school climate supports	
Other (Please Indicate)	N
School Climate - Conflict Resolution - Mediation	**Y/N**
Mediation in the Schools Program	Y
Kelso's Choice – Elementary School	N
Other (Please Indicate)	N
Restorative Practices-Recommended	**Y/N**
Connection Circles	Y
Restorative Conversations	Y
Restorative Agreement Meetings	Y
Problems Solving Circles	Y
Restorative Mediation	Y
Community Group Conferences	N
Behavior Redirectors	Y
PBIS	N
AIM	N
Mind Up	N
Other (Please Indicate)	Y/N
Suicide Prevention	**Y/N**
Jason Foundation – A Promise for Tomorrow	N
Question, Persuade, Refer (QPR)	N
Trevor Project	N
Peer Helpers (Suicide Awareness and Prevention Grant)	N
Other (Please Indicate): School Social Workers	Y
Violence Prevention	**Y/N**
Bully Proofing	Y
Connected and Respected	N
Safe Schools Ambassadors	N
Safe Zone	N
Safe Spot	N
School Wide Positive Behavior Support (SWPBS)	Y
Second Step	N
Steps to Respect	N
Why Try	N

Social Emotional learning and school climate supports	
Let's Get Real – Middle School	N
Resiliency Builder Program for Children and Adolescents – Elementary and Middle School	N
Owning Up – Empowering adolescents to confront social cruelty, bullying and injustice Middle School	N
Botvin Lifeskills Training High School Program	N
School Counseling	**Y/N**
Individual and Group Counseling Supports	Y
Child Protection Unit Lessons	Y
Suicide Prevention	N
Bullying Prevention	Y
Tolerance and Diversity Lessons	Y
Academic Support Lessons	Y
Interpersonal Relationship Lessons	Y
Kelso's Choice	N
SEL Lessons	Y
Individual and Group Counseling Supports	Y
Mentoring	**Y/N**
Big Brothers Big Sisters	N
First Nations	N
Peer Facilitations	**Y/N**
Little Buddies	N
Attendance Promotion	**Y/N**
Attendance Social Worker	Y
School Attendance Team	Y

Support Services and Required Reporting

Behavioral health support services are available to all Cien Aguas students. Our school social workers offer individual and group support.

All licensed school staff complete training in the detection and reporting of child abuse and neglect, including sexual abuse and assault, and substance abuse, within their first year of employment, as required by Section 22-10A-32 NMSA 1978. Any staff member who knows or suspects that a child is being abused or neglected

reports it right away to the Children, Youth and Families Department (1-855-333-7233) or to law enforcement.

A school employee who knows or in good faith suspects that a student is using or abusing alcohol or drugs reports it following school procedures, as required by Section 22-5-4.4 NMSA 1978.

Internet Use-Health and Safety Impacts

INTERNET SAFETY

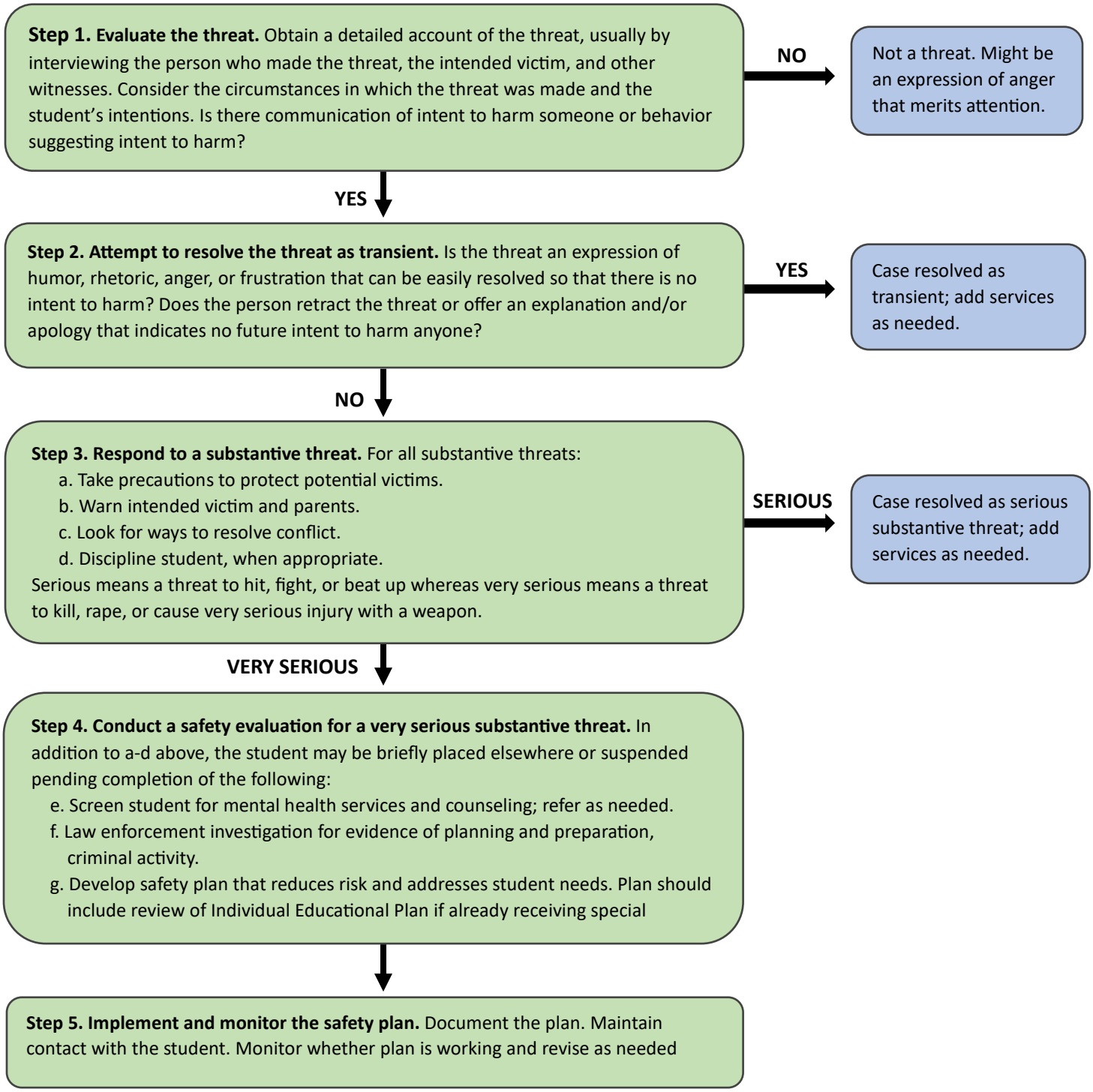
The Internet offers a world of resources and poses a **variety of dangers** for our youth, such as: viruses that could harm your computer; pedophiles that are trying to meet your child; disclosing personal information thatcould lead to identity theft; and cyber-bullying. **Every parent** and **EDUCATIONAL STAFF/ADMINISTRATORS** must recognize these dangers to help children and students learn to protect his/her self-online.
Cien Aguas International School ensures students and families receive internet safety information. Internet Safety information has been disseminated to students and families through the following methods.

- ☒ Newsletter
- ☒ School Webpage
- ☒ District Webpage
- ☒ Email
- ☒ Classroom with guided discussion with teacher/counselor
- ☒ Other: Annual Presentation in person with the Attorney General's Office for parents
  Annual in-person presentation with the Attorney General's Office for students K-8

Behavioral Threat Assessment Matrix

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. A transient threat means there is no sustained intent to harm and a substantive threat means the intent is present (or not clear) and therefore requires protective action. A threat assessment is not a crisis response. If there is indication that violence is imminent (e.g., a person has a firearm at school or is on the way to school to attack someone), a crisis response is appropriate. Take immediate action such as calling 911 and follow the school crisis response plan. *Reference: Dewey Cornell, PHD*

Behavioral threat assessment steps. Reference: Dewey Cornell, PhD



Recommended Procedures for Potentially Suicidal Student

Reference: Dewey Cornell, PHD

SUICIDE IDEATION DEFINITIONS AND PROMPTS	Since Last Contact	
Ask questions that are bold and <u>underlined</u> Ask Questions 1 and 2	**YES**	**NO**
1) ***<u>Have you wished you were dead or wished you could go to sleep and not wake up?</u>***	☐	☐
2) ***<u>Have you actually had any thoughts of killing yourself?</u>***	☐	☐
If YES to 2, ask questions 3, 4, 5, and 6 **If NO** to 2, go directly to question 6		
3) ***<u>Have you been thinking about how you might do this?</u>*** E.g., "*I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it….and I would never go through with it.*"	☐	☐
4) ***<u>Have you had these thoughts and had some intention of acting on them?</u>*** As opposed to "*I have the thoughts but I definitely will not do anything about them.*"	☐	☐
5) ***<u>Have you started to work out or worked out the details of how to kill yourself? Did you intend to carry out this plan?</u>***	☐	☐
6) ***<u>Have you done anything, started to do anything, or prepared to do anything to end your life?</u>*** Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc.	☐	☐
Item 1: Behavioral Health Referral		
Item 2: Behavioral Health Referral		
Item 3: Behavioral Health Referral		
Item 4: Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room		
Item 5: Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room		
Item 6: Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room		

Referral network for suicide assessment/intervention

Name of Mental Health Centers/Resources	Phone	#Address	Services Provided
UNM Children's Psychiatric Center	505 272-2920	2600 Marble NE ABQ 87106	Inpatient care and patient hospitalization
UNM Ped Emergency	505 272-2111	2211 Lomas Blvd NE ABQ 87106	
Kaseman Children's Behavioral Health	505 291-5300	8312 Kaseman Ct NE ABQ 87110	Assessments, counseling, rehab, crisis intervention

Cien Aguas Procedures: Suicide Threats/Attempts/Ideation

CALL 911 IMMEDIATELY IF THE SITUATION IS AN EMERGENCY **and contact the School Nurse.**

Intervening

When a student threatens suicide or shows signs of intent, immediate action is taken to intervene on behalf of the student. The student must be under adult supervision at all times. Schools are not equipped to make a formal assessment of risk, nor do the necessary in-depth counseling. All school personnel are in the position and have the duty to secure assistance.

Reporting the Information

Any school employee who has knowledge of a suicide threat must report this information to the School Counselor immediately. If the School Counselor is not on campus, the threat is reported to the School Nurse or school Director.

Student Interview

The School Counselor (or School Nurse or Director) will interview the student.

Parent Contact

The School Counselor, School Nurse or Director will contact student's parent immediately after the interview, requesting they come to pick up the student for a same-day suicide assessment. While waiting for their parent/guardian, the student is to remain in the counselor's or nurse's office with adult supervision under all circumstances.

Same-day Suicide Assessment – Referral to Clinical Provider

School Counselor, Nurse or Director will determine the best location for same-day suicide assessment. Parents also have the option of taking their child to a facility of their choice that is equipped to do same-day suicide assessments (at their own expense.) The purpose of the assessment is to determine if the student is at risk of immediate harm to himself or herself - and to suggest additional help.

Albuquerque Police Department Involvement

If a parent or guardian cannot be reached and school officials believe the student to be at immediate risk, School Counselor, School Nurse or Director will call the Albuquerque Police Department to assist in next steps.

Hospital Emergency Room

Except in cases of emergency, the decision to transport the student to the hospital must be the responsibility and decision of the parents or law enforcement (if the parent/guardian cannot be reached.) School personnel are not allowed to transport students.

Child Protective Services Involvement

CPS does not act on suicide threats unless they are accompanied by suspected child abuse or neglect. Therefore, if there is a history of abuse or abuse is suspected, the School Counselor, School Nurse or Social Worker must contact CPS to make a report and to determine next steps. If there is no suspected abuse or neglect, omit this step. However, should no action be taken by the parents after an initial threat, and threats and/or attempts continue, this can be viewed as neglect and CPS will be notified when appropriate.

Training / In-Service

The Director will ensure that all staff members are advised about warning signs as well as policies and procedures on an annual basis. The Director will work with the School Counselor to present the appropriate information to all staff members. A sign-in sheet for the training/in-service, listing staff names and signatures will be kept on file.

Warning Signs

- A previous suicide attempt
- Current talk about suicide, or making a suicide plan
- Strong wish to die, preoccupation with death
- Giving away treasured belongings
- Abrupt changes in behavior

- Mood swings, crying spells
- Recent grief or losses
- Changes in eating or sleeping habits
- Signs of serious depression, such as moodiness, hopelessness, withdrawal
- Refusing help or support
- Increased alcohol and/or other drug use
- Recent suicide attempt by a friend or family member
- Persistent boredom -losing interest in hobbies, school, work
- Becoming suddenly cheerful after a severe period of depression

Other Risk Factors

- Ready access to firearms
- Impulsiveness, taking unnecessary risks, running away
- Lack of connection to family & friends (no one to talk to)

Section VI: Physical Health

Health Services

Cien Aguas International School has a nurse on a full time basis to assist with verifying immunization records, conduct hearing and vision screenings and coordinate with other agencies in referring pupils who need follow-up care. The CAIS School Nurse assists in writing health care plans for students with special health issues. The School Nurse and Health Assistants are NOT at the school for making health diagnoses.

The Health Assistant deals with health related matters including verifying immunization records, assisting the nurse in vision and hearing testing, and referrals on special health problems. The Health Assistant is NOT a Registered Nurse!

Teachers and the health assistant are continually alert to signs of illness and parents are notified when these signs occur in school. Parents are encouraged to keep children home when they show signs of beginning illnesses. During periods of winter weather, unless there is a possibility of their getting wet, children will be encouraged to go outside during their free time. For this reason, it is helpful if the children come to school properly dressed.

Students whose health care needs may affect their attendance or learning have an Individualized Health Plan (IHP), written by the school nurse together with the family. The IHP is separate from the student's Individualized Education Program (IEP) and is attached to the IEP or Section 504 plan based on the student's needs.

The nurse's office provides vision and hearing screenings at school. At a minimum, vision screenings are given to students in PreK, kindergarten, 1st grade, and 3rd grade (7.30.11 NMAC).

Medication

- Whenever possible medication should be given at home.
- Medication is provided for students to self-administer in the office under supervision of our nurse or health assistant.
- A physician's order is required on all prescription medications and forms are available at your doctor's office. If a medication order form is not available an order will be accepted written on the doctor's prescription pad or stationary. The order must include:
  - Name of student and date of birth
  - Name of medication
  - Dosage of medication

- Time of administration
- Physician's signature

The parent must sign a medication authorization form giving permission for the student to take the medication while at school before the student will be allowed to do so.

- All medication must be in a prescription labeled container that matches the physician's written order. At no time will a student be allowed to carry a medication classified as a controlled substance.
- Parents who wish to have their student take an over the counter medication while at school must sign an authorization form. The medication must be in the original bottle or packaging. If this medication is taken for more than five consecutive school days, a physician's authorization must be obtained.
- The Health Assistant should be notified of all students taking ANY medication at school,
  INCLUDING INHALERS!
- A physician's order for medication administration and religious conscientious objection for immunizations MUST BE RENEWED each school year.

The following are exceptions to the office based practice described above.

Asthma and anaphylaxis medication. As provided in 6.12.2.9 NMAC, a student in any grade may carry and self administer asthma medication or emergency anaphylaxis medication prescribed by their health care practitioner. The practitioner and the school nurse confirm that the student can use the medication correctly and write a treatment plan together, and the parent or guardian submits the plan and the required signed forms each school year. Families may provide backup medication, which the nurse's office keeps in an easy to reach place for emergencies.

Diabetes. Students with diabetes have the right to manage their diabetes at school, as described in the Student Diabetes Management Policy in this section (6.12.8 NMAC).

Student Illness/Injury at School

- Parents will be contacted immediately when a child needs to be sent home due to illness or injury.
- WORK AND HOME TELEPHONE NUMBERS MUST BE CURRENT, SO CONTACT CAN BE READILY MADE!
- An emergency number MUST also be provided. This may be a neighbor, friend, relative, etc.
- Students who are ill WILL NOT be permitted to walk home.
- If a student needs emergency care and a parent or guardian cannot be

reached, the child will be transported to a hospital for medical attention. (Parents should know that hospitals will not administer medical treatment or medication without parental consent, unless the injury is life threatening).

- Each student must have on file an Emergency Health Form. This form is provided upon enrollment.

Immunizations

In accordance with New Mexico State Law, the school must have a current immunization record on file as follows:

It is a violation of New Mexico's compulsory school immunization law (section 15-5-3, NMSA, 1978 Comp.) for a student to enroll who is not:

1. Appropriately immunized or;
2. In the process of receiving needed immunizations; or
3. Properly exempted to school immunizations. Transfer students are no longer allowed a six (6) week conditional enrollment period to provide proof of immunizations; they are subject to the same limitations on enrollment as other students.

Medical exemptions to school immunizations are only acceptable from licensed medical doctors of osteopathy. The written statement from the duly licensed physician must state that the physical condition of the child is such that immunization would seriously endanger the life or health of the child. Medical exemptions must be kept in the child's school/health file.

Religious exemptions to school immunization are only acceptable if the parent/guardian completes a CERTIFICATE OF RELIGIOUS/CONSCIENTIOUS OBJECTION TO IMMUNIZATION and submits the notarized certificate to the Immunization Program for approval. All certificates are kept by the Immunization Program, and a letter of approval of disapproval is sent to the parent/guardian who has the responsibility of forwarding a copy to the child's school.

Note: Exemptions, both medical and religious, are for a period not to exceed nine (9) months and do not extend beyond the school year in which they are submitted/approved.

These requirements are set out in 6.12.2.8 NMAC and 7.5.3 NMAC. A student who is experiencing homelessness is enrolled right away and is not kept out of school because immunization records or other records normally required for enrollment are not yet available, as provided in the McKinney-Vento Homeless Assistance Act.

Pediculosis (Head Lice) Policy

Cien Aguas International School is committed to maximizing students' academic

performance and physical wellbeing in a healthy and safe environment. The school recognizes that head lice infestations do not pose a health hazard, are not a sign of un-cleanliness, and are not responsible for the spread of any disease. Misinformation about head lice causes anxiety for parents and school staff. The school director, school nurse and health assistant will make every effort to assist parents with the treatment of infected students in order to ensure continued to access their education.

Procedure: To better manage and to limit the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or health assistant. The following procedures will be initiated:

- Call the student to the nurse's office.
- School Nurse or Health Assistant will (in complete privacy), check the student's hair for live lice or viable nits.
- After an examination, the student will be sent back to class whether or not child shows any evidence of head lice. Students will not be sent home early.
- If live lice or viable nits are found, the parent will be notified and receive a Lice Information Letter that is to be sent home with the child. Information regarding treatments will be provided.
- If live lice or viable nits are found, the School Nurse or Health Assistant may assess other appropriate household members who attend our school as soon as possible. This includes siblings or other students at the school who are living in the house. Parents will be instructed to check other members of the household that are not at our school.
- Assessment of other students at the school may be conducted as determined by the school nurse or health assistant.
- Students infected with lice or nits will be allowed to return to school as soon as the first treatment is completed
- For resistant/persistent cases of pediculosis, Public Health resource information will be provided.

Communicable Disease Outbreak

Level 1 – Daily Operations & Preventative Measures	**Level 2 – Suspected GI Cluster / Concern**	**Level 3 – Outbreak**
Regular surveillance of baseline clusters of cases, and absenteeism.	School Nurse will notify the Administration Team of the suspected outbreak.	The school community will be notified of the outbreak, and non-essential afterschool events will be rescheduled.

Level 1 – Daily Operations & Preventative Measures	**Level 2 – Suspected GI Cluster / Concern**	**Level 3 – Outbreak**
Follow-up with routine vomiting and diarrheal illness reports to ensure appropriate person(s) is/are notified and clean-up procedure is followed.	Complete daily NM DOH Line List. School Nurse will fax the line list to Environmental Health Department and New Mexico Department of Health.	Complete daily NM DOH Line List. Director of Nursing will fax the line list to Environmental Health Department and New Mexico Department of Health.
Send children home promptly with nausea/vomiting/diarrhea (n/v/d).	Send children and staff home promptly with n/v/d.	Send children and staff home promptly with n/v/d. Isolate ill children from the rest of nurses' office visitors.
		Personal Protective Equipment for Nurses. PPE (facemasks and gloves) for kitchen personnel when out of kitchen area. PPE for students and staff.
Utilize District specified cleaners but switch to an EPA Certified Norovirus Disinfectant or Chlorine bleach upon notification of an issue.	Utilize EPA Certified Norovirus Disinfectant or Chlorine bleach for disinfecting activities.	Increase frequency of cleanings in high contact areas like doorknobs, light switches, handles, etc. Utilize EPA Certified Norovirus Disinfectant or Chlorine bleach for disinfecting activities.
	Collect specimens	Collect specimens

Level 1 – Daily Operations & Preventative Measures	**Level 2 – Suspected GI Cluster / Concern**	**Level 3 – Outbreak**
Routine cleaning of all kitchen and bathroom surfaces.	Switch all QUAT products to chlorine bleach solutions. Air dry surfaces, or rinse all surfaces intended for food or mouth contact with plain water before use. Kitchen and dining facilities will switch all service items (spoons, forks, knives, plates, cups, trays) to disposable.	Switch all QUAT products to chlorine bleach solutions. Continue to use disposable service items. Clean and sanitize all items including dining carts each time with a 1,000 PPM bleach solution before they return to the kitchen. Clean and sanitize kitchen area and restrict access in/out of the kitchen-to kitchen service personnel ONLY.
Conduct annual Norovirus trainings with nurses and health assistants.	Identify and notify possible high-risk individuals in the community.	
Host annual hand washing education workshops for facility staff, teachers, and students.		Implement double hand washing procedure.
Employ diarrheal and vomiting clean-up protocol for all reported instances.	Employ diarrheal and vomiting clean-up protocol for all reported instances.	Employ diarrheal and vomiting clean-up protocol for all reported instances. The school health office might require more frequent cleanings due to a high volume of ill individuals.

Level 1 – Daily Operations & Preventative Measures	**Level 2 – Suspected GI Cluster / Concern**	**Level 3 – Outbreak**
Assure food handlers who are ill with GI symptoms are sent home and stay home for 48-72 hours after symptoms resolve.	Assure food handlers who are ill with GI symptoms are sent home and stay home for 48-72 hours after symptoms resolve.	Assure food handlers who are ill with GI symptoms are sent home and stay home for 48-72 hours after symptoms resolve.
If carpeting or upholstery was contaminated use absorbent to isolate the bodily fluid and then employ the cleanup protocol to sanitize the area	If carpeting or upholstery was contaminated use absorbent to isolate the bodily fluid and then employ the cleanup protocol to sanitize the area	If carpeting or upholstery was contaminated use absorbent to isolate the bodily fluid and then employ the cleanup protocol to sanitize the area
	Increase frequency of cleanings in high contact areas like doorknobs, light switches, handles, etc.	Contract with outside provider to address detailed cleaning if a larger area was impacted.
	An un-alarming notification to teachers, coaches, etc. to encourage cleanings and vigilance for ill individuals	Pre-approved letter to be sent home to all students, including cleaning and precautionary measures. Host a staff meeting, or post to Blackboard, to answer questions and increase understanding. Inform PIO about the issue.
	Inform District PIO about the issue, state that it is being monitoring and school/district are responding but are not yet calling it an outbreak.	Inform District PIO about the issue, state that it is being monitoring and school/district are responding but are not yet calling it an outbreak.

- Responsibilities for School Nurses, Health Assistants and Other Staff
- The following communication methods are used for providing communicable disease information:
- Check all that apply

- ☒ Family Newsletters
- ☒ School E-mail
- ☒ School Website
- ☒ Nursing Services Website
- ☒ School bulletin boards
- ☒ School Nurse office hours
- ☒ Paper notifications sent home with student
- ☐ Traditional Mail
- ☒ Other (Describe): Robo-call

Students and Staff Living with HIV

As required by 6.12.2.10 NMAC, Cien Aguas ensures that a student living with HIV or AIDS has appropriate access to public education and that the student's right to privacy is protected. Cien Aguas also protects the right to privacy of any school employee living with HIV. Health information about a student or an employee is kept safe and confidential, and it is shared only with the person's written consent or as the law requires.

Student Dental Exam Verification Policy

New Mexico law requires CAIS to verify student records of dental examination prior to the student's initial enrollment in CAIS. Parents/guardians of students (or, if over 18, the student) are required to provide an executed Student Dental Examination Verification Form as part of the school's enrollment process prior to CAIS initially enrolling the student. Parents/guardians/students over 18 may request a waiver from this verification process by checking the correct box on the Form.

This Form shall be collected and stored by CAIS as part of student records; confidentiality shall be maintained and shall be only accessible to CAIS staff on a need-to-know basis, consistent with the privacy protections of FERPA. End-of-year student data regarding student dental examination shall be reported to NMPED consistent with NMPED requirements.

Parents/guardians/students over 18 who wish to receive information about local resources regarding access to oral health case should see the School Nurse for information. In addition to local resources, the New Mexico Department of Health, Office of Oral Health is available at 505-827-0837.

Ref: 6.12.13 NMAC

Student Diabetes Management Policy

Definitions. As used in this Policy:

1. "diabetes" means a metabolic disorder of type one or type two diabetes mellitus; complications related to diabetes mellitus; or prediabetes;
2. "diabetes care personnel" means a School employee who volunteers to be trained and is trained in accordance with the Student Diabetes Management Act, NMSA 1978, §§22-34-1 et seq. and NMPED rule; the employee need not be a health care practitioner;
3. "diabetes medical management plan" means a document that the student's personal health care practitioner and parent/guardian develops that sets out the health services that the student needs at school and that is signed by the student's health care practitioner and the parent/guardian;
4. "health care practitioner" means a person licensed to provide health care in the ordinary course of business;
5. "school employee" means a person employed by the School, a person employed by the department of health or a local health department or by the public education department who is assigned to a school, or a contractor designated to provide diabetes management services at the School.

Diabetes Care Personnel Training.

1. School shall ensure that annual diabetes training programs are provided for all School nurses and diabetes care personnel.
2. Training shall be in accordance with NMPED rule 6.12.11 NMAC for the training of school employees for the care of students with diabetes.
3. At minimum, the training shall address:
    a. Identification and treatment of hypo- and hyperglycemia;
    b. Understanding the appropriate actions to take when blood glucose levels are outside of the target ranges indicated by a student's diabetes medical management plan;
    c. Understanding the interpretation of health care practitioner instructions regarding diabetes medication drug dosage, frequency and manner of administration;
    d. Performance of finger stick blood glucose testing and ketone testing and recording of results;
    e. The administration of glucagon and insulin and the recording of results;
    f. Understanding how to administer glucagon and insulin through the insulin delivery system;
    g. Recognizing diabetes-related complications that require emergency assistance; and
    h. Understanding recommended schedules and food intake for meals and snacks, the effect of physical activity upon blood glucose levels and actions to be implemented in the case of schedule disruption.

4. The training shall be provided by the school nurse (if the School employs a school nurse), or by a health care practitioner with expertise in diabetes.
5. The training shall be provided to a minimum of two School employees willing to act as diabetes care personnel; the employees acting as diabetes care personnel need not be health care practitioners. If the School employs a school nurse, the School nurse must receive the training.
6. If at any time fewer than two School employees are available to be trained as diabetes care personnel, the Director/Director shall distribute to all School staff a written notice stating that the School is seeking volunteers to serve as diabetes care personnel.
   The notice shall inform the staff that:
   a. The School is required to provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;
   b. The tasks to be performed by diabetes care personnel;
   c. That participation is voluntary and the School will not take action against any staff member who does not volunteer to be designated;
   d. That training will be provided to employees who volunteer to provide care; and
   e. The contact information of the person whom staff should contact in order to volunteer to be diabetes care personnel.
7. The annual training shall take place as soon as possible after the beginning of a new School year, and no later than December. Employees volunteering to replace trained individuals no longer acting as diabetes care personnel shall be trained within 3 weeks.
8. The Director/Director shall confirm that the training has occurred in an annual report to the Governing Council.

Training for School employees with primary responsibility for supervision of a student with diabetes.

1. All School employees who have primary responsibility for supervising a student with diabetes during some portion of the school day, including bus/school activity drivers responsible for the transportation of a student with diabetes, shall be trained annually on:
   a. Recognition of hypoglycemia;
   b. Recognition of hyperglycemia; and
   c. Actions to take in response to diabetes related emergency situations.
2. This training shall be provided by the school nurse, or a health care practitioner with expertise in diabetes.
3. New employees with primary responsibility for supervising a student with diabetes hired after the annual training shall be trained within 4 weeks of hire.
4. The Director/Director shall confirm that the training has occurred in an

annual report to the Governing Council.

Parent/Guardian Responsibilities.

1. Upon enrollment at the School or at annual registration, the parent/guardian of each student with diabetes who seeks diabetes care while at school shall submit to the school a diabetes medical management plan.
2. Upon submission of the diabetes medical management plan, the School shall review the diabetes medical management plan with the parent/guardian, and shall implement the plan.
3. The School shall not require or compel parents/guardians to provide diabetes care for a student with diabetes at school or school-related activities.
4. Upon the written request of a parent/guardian of a student with diabetes and authorization by the student's diabetes medical management plan, and upon demonstrated proficiency, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system that the student uses, treat hypoglycemia and hyperglycemia and other wise attend to the care and management of the student's diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity.
    a. The student shall be permitted to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring/treatment functions; however, the student shall be responsible for keeping supplies/equipment safe, and shall not make it available to other students.
    b. If the student or parent/guardian requests, the student shall have access to a private area for performing diabetes care tasks.
5. The parent/guardian of a student with diabetes may volunteer to assume the official responsibility of diabetes care for their student, should the parent/guardian be attending a school-sponsored activity, trip, extended offsite excursion, or extracurricular activity in which the student with diabetes is participating. The parent/guardian must prearrange with the School Nurse to assume these responsibilities, if desired.

School Implementation of Diabetes Medical Management Plans.

1. The School shall ensure that all students with diabetes receive appropriate and needed diabetes care at school, as specified in the student's diabetes medical management plan.
2. In accordance with the request of a parent/guardian of a student with diabetes, and in accordance with the student's diabetes medical management plan, the school nurse or, in the absence of a school nurse, diabetes care personnel, shall perform diabetes care functions that shall include, at a minimum:
    a. Checking and recording the student's blood glucose levels or ketone

levels and assisting the student with checking and recording those levels;
   b. Responding to blood glucose levels that are outside of the student's target range;
   c. Administering glucagon and other emergency treatments as prescribed;
   d. Administering insulin or assisting a student in administering insulin;
   e. Providing oral diabetes medications as prescribed; and
   f. Following instructions regarding meals, snacks and physical activity.
3. The school nurse, or at least one diabetes care personnel, shall be available at the School to provide care to each student with diabetes in accordance with subsections E.1 and E.2 above, during regular school hours and during all school-sponsored activities, trips, extended offsite excursions and extracurricular activities in which a student with diabetes is a participant, and on buses/activity vehicles where the bus/activity driver has not been trained in diabetes care and the student with diabetes is a passenger.
4. The School Nurse and/or diabetes care personnel shall safely store medical supplies and diabetes medication in the manner appropriate for the supplies/medication. The supplies/medication shall be stored in the nurse's office.

Right to Attend.

The School shall not restrict a student who has diabetes from attending the School on the basis that the student has diabetes, that the School does not have a full-time school nurse, or that the School does not have trained diabetes care personnel.

Governing Council Reporting.

The Governing Council shall provide a report to the New Mexico Public Education Department by October 15, 2020 and by each October 15 thereafter, as follows:

1. Stating how many students with diabetes are attending the School; and
2. Providing documentation regarding the School's compliance with the provisions of the Student Diabetes Management Act.
3. In accordance with the requirements of 6.12.11.13(B) NMAC.

Administrative Complaint.

Students with diabetes and their parents/guardians may bring an administrative complaint against the School before the NMPED for any School failure to meet its training obligations pursuant to the Student Diabetes Management Act, or for School's failure to permit self-management of diabetes pursuant to Subsection D.4 of this Policy. See 6.12.11.13 NMAC for the NMPED complaint procedure.

Ref: NMSA 1978 §§22-34-1 et seq.; 6.12.11 NMAC

Medical Cannabis Policy

Pursuant to the New Mexico Medical Cannabis in Schools Act ("Act"), qualified students certified for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act who require medical cannabis as a reasonable

accommodation necessary for the student to attend school may be administered medical cannabis before attending school, or at CAIS.

Medical cannabis may be administered at School only if:

1) A written treatment plan for the administration of the medical cannabis is agreed to and signed by the Director or designee, and by the qualified student's parent or legal guardian. The treatment plan must be on the written treatment plan form posted on the NMPED's website, and must include:
   (a) An affirmation of diagnosis of a qualifying debilitating medical condition, and description of the qualified student's debilitating medical condition per the Lynn and Erin Compassionate Use Act;
   (b) Description of the plan of treatment with medical cannabis, including:
      - Recommended dosage allotment;
      - Recommended frequency of administration in a school setting; and
      - Signature of the parent/guardian and the certifying practitioner;(treatment plan form may be found at https://webnew.ped.state.nm.s/bureaus/safe-healthy-schools/medical-cannabis-in-schools/); and
2) Before the first administration of medical cannabis in a school setting, the qualified student's parent or legal guardian completes and submits documentation to the Director that includes a:
   (a) Copy of the qualified student's written certification for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act from a certifying practitioner;
   (b) A copy of the student's New Mexico Department of Health (NMDOH)-issued ID card, which includes the name of the primary caregiver;
   (c) A signed Health Insurance Portability and Accountability Act (HIPAA) authorization, using the HIPAA authorization form posted on the NMDOH's website (http://nmhealth.org/publication/view/form/137/), which shall be retained by the School as a medical record; and
3) Written statement from the qualified student's parent or legal guardian releasing the school and school personnel from liability (see Director for copy of required form), except in cases of willful or wanton misconduct or disregard of the qualified student's treatment plan.
4) The written certification and written treatment plan shall be valid for no more than one year from the date of issuance and shall be presented to the School at or prior to the school year for which the certification and treatment plan shall apply.
5) In case of spillage or waste of medical cannabis on School premises, cleanup and destruction of spillage or waste shall be immediate and shall be documented by a School employee witness. If the School is administering the medical cannabis when spillage or waste occurs, the student's

parent/guardian must be notified the same day the spillage or waste occurs.

6) The parent/guardian shall provide the written certification and written treatment plan, a new release from liability, and a new package or container with clearly labeled identifiers including the qualified student's name, date of birth, and dosage allotment, upon enrollment in a new public school following disenrollment, withdrawal, transfer, or graduation from another school.
7) Only the following designated School personnel may administer medical cannabis to qualified students: the CAIS nurse, and other designated school personnel.
   (a) A School employee who refuses to administer medical cannabis shall not be disciplined for such refusal.
   (b) Medical cannabis prescribed to a qualified student to be administered by the School shall be provided to the School Nurse by the qualified student's parent/guardian in its original prescription packaging, with clearly labeled identifiers including the qualified student's name, date of birth, dosage allotment, and administration instructions from the certifying practitioner, and shall be stored by the School in a secured location in a locked storage container, accessible only by designated school personnel.
   (c) Medical cannabis administered to a qualified student at school by designated school personnel shall be administered only pursuant to the written treatment plan. Unless otherwise specified in the written treatment plan, medical cannabis shall be administered by designated school personnel at school only in the following location: nurse's office.
   (d) Medical cannabis used in a school setting outside of school premises shall be immediately returned to the locked storage container by the designated school personnel.
   (e) The qualified student's parent/guardian must pick up from the designated School personnel any unused medical cannabis at the end of each school year or upon disenrollment, withdrawal, transfer or graduation of the qualified student, whichever occurs first.
8) **A student shall not possess, store, or self-administer medical cannabis at a school setting or at a School-related activity.** A parent, legal guardian, and/or designated school personnel shall not administer medical cannabis at a school setting or during a school-related activity in a manner that creates disruption to the educational environment or causes other students to be exposed to medical cannabis.
9) **Administration and use of medical cannabis in a school setting is *not* authorized, and being under the influence of cannabis in a school setting is not authorized, where the student is not a qualified student pursuant to the Lynn and Erin Compassionate Use Act who requires**

medical cannabis as a reasonable accommodation necessary for the student to attend school, where the student's performance/behavior at school/school activities is adversely affected by such use, where it may pose a danger to other students, and/or where it disrupts or has the potential to disrupt the educational process.

10) Student possession, use, distribution, sale or being under the influence of a cannabis product in a manner inconsistent with this Policy, inconsistent with the Medical Marijuana in Schools Act, and/or inconsistent with the Lynn and Erin Compassionate Use Act, is banned and will be considered a violation of the School's policies against distribution/possession/use of an unlawful substance on campus, and shall be disciplined accordingly.
11) The School shall not discipline a qualified student on the basis that the student requires medical cannabis as necessary for the student to attend school, or deny eligibility to attend school to a qualified student on the basis that the qualified student requires medical cannabis as a reasonable accommodation necessary for the student to attend school or an in-state school-sponsored activity.
12) The School shall annually provide appropriate training on this Medical Cannabis Policy to all school personnel. As used in this section:
    (i) "certifying practitioner" means a health care practitioner who is licensed in New Mexico to diagnose a qualified patient and recommend medical cannabis as a course of treatment;
    (ii) "designated school personnel" means a school employee whom the School specifically authorizes to possess, store and administer medical cannabis to a qualified student in accordance with the Act;
    (iii) "medical cannabis" means cannabis that is:
        1. Recommended for treatment of a debilitating medical condition as defined in the Lynn and Erin Compassionate Use Act, in a written certification by a certified practitioner; and
            a. Dispensed by a cannabis producer that has received approval from the New Mexico Department of Health (NMDOH) to conduct sales of medical cannabis; and
            b. Is in the form of a capsule, extract, or concentrate to be ingested through the mouth that:
            c. May be safely divided into measurable doses;
            d. is not an aerosol product consumable through smoking or in particulate form as a vapor or by burning;
            e. is not a food or a beverage product;
            f. is not a salve, balm, or other topical product;
            g. does not require refrigerated storage; and
        2. If administered by designated school personnel, is provided to the school in package or container clearly labeled with the student's

name, date of birth, and dosage allotment; if administered by the parent/guardian, is brought to the school for administration by the parent/guardian in a package or container clearly labeled with the student's name, date of birth, and dosage allotment.

(iv) "qualified student" means a student who demonstrates evidence to the Director that the student is authorized as a qualified patient pursuant to the Lynn and Erin Compassionate Use Act to carry and use medical cannabis in accordance with the provisions of that Act, 6.12.10 NMAC, the Lynn and Erin Compassionate Use Act, and New Mexico department of health rules regarding the Lynn and Erin Compassionate Use Act. **Note: a qualified student is prohibited from possessing any form of cannabis in a school setting**;

(v) "school setting" means any of the following locations during a school day:

1. A school building;
2. A school bus or activity vehicle used within the state during, in transit to or in transit from a school-sponsored activity;
3. A public vehicle used within the state during, in transit to or in transit from a school-sponsored activity in the state; or
4. A public site in the state where a school-sponsored activity takes place;

(vi) "written certification" means a statement written by a qualified student's certifying practitioner in a qualified student's medical records or in the written treatment plan statement; certifying that the qualified student has a debilitating medical condition pursuant to the Lynn and Erin Compassionate Use Act; certifying that the certifying practitioner believes that the potential health benefits of the medical use of cannabis would likely outweigh the health risks for the qualified student; and signed by the certifying practitioner. A written certification is not valid for more than one year from the date signed by the certifying practitioner.

(vii) "written treatment plan" means a document developed by the parent/guardian in collaboration with the certifying practitioner that:

1. Includes the certifying practitioner's diagnosis and description of the qualified student's debilitating medical condition per the Lynn and Erin Compassionate Use Act;
2. Describes the plan for recommended treatment with medical cannabis, including:
    a. The recommended dosage allotment;
    b. the recommended frequency of administration of medical cannabis in a school setting; and
    c. is signed by the parent/guardian and the certifying practitioner.

This Policy is not applicable to any School-related activity-taking place outside of the state of New Mexico. **Hemp products are not covered by this policy.**

McKinney Vento Act

Notice. The McKinney-Vento Act and New Mexico Public Education Department (NMPED) rule, provide that CAIS ("School") must give notice of a homeless student's right to file a complaint to raise an enrollment, educational placement or compliance issue, or to file an appeal to NMPED when a disagreement arises between the School and the homeless student. The School shall post this notice and related complaint forms where homeless families and unaccompanied youths receive services, and on the School's website.

Disputes over enrollment and compliance issues: If a dispute arises over enrollment, educational placement or other compliance matters, the School will take the following steps to avoid unnecessary disruption to the student's education.

1. If a dispute over enrollment or educational placement issues arise, the homeless student shall be immediately enrolled at CAIS and be provided adequate and appropriate transportation services pending resolution of the dispute and any appeal.
2. For all disputes, the parent or guardian of the homeless student, or the student if unaccompanied (unaccompanied student), shall be provided with a written explanation of the School's adverse decision regarding enrollment or other matters related to homelessness services, and notice of the right to commence an Informal Dispute Resolution Process or Formal Dispute Resolution Process pursuant to this policy, and to appeal the School's decision to the New Mexico Public Education Department (NMPED).
3. If the parent/guardian/unaccompanied student are English learners, use a native language other than English, or need additional supports because of a disability, translators, interpreters, or other support services will be made available without charge in the appropriate language to ensure they understand the written decision and the process for dispute resolution and appeal. The School's Liaison is the person to contact for such assistance.
4. If a parent/guardian/unaccompanied submits a complaint to initiate a dispute resolution process, the School's Liaison for homeless families (Liaison) shall confirm receipt by using the most reliable contact method within three (3) business days.

Dispute Resolution Processes: The following dispute resolution processes are available to parents/guardians/unaccompanied youths wishing to dispute matters pursuant to the School's McKinney-Vento policy.

1. Informal Dispute Resolution Process. The Informal Dispute Resolution Process (Informal Process) is optional. The parent/guardian/unaccompanied youth may proceed directly to the Formal

Dispute Resolution Process described below.

2. After a determination is made by the School that negatively impacts the student's educational placement or rights under the McKinney-Vento Act, the parent/guardian/unaccompanied youth may contact the Liaison to request a meeting with the School's Director to discuss a possible resolution.
3. The Liaison may request that the parent/guardian/unaccompanied youth complete the McKinney-Vento Dispute Resolution Form (M-V Complaint Form) to help clarify the areas of disagreement between the two sides, but completing the form is not a prerequisite use the Informal Process.
4. A meeting will be schedule within ten (10) business days with the School's Director. The Liaison shall attend to help facilitate a resolution. Neither party shall be allowed to have outside representation during the Informal Process.
5. If a resolution is reached during the Informal Process meeting, the Director will create a written statement describing the resolution and each attendee shall sign the statement, or indicate by electronic mail, if the meeting is held virtually that each consent to the statement.
6. The Director, Liaison and the parent/guardian or unaccompanied youth will sign the written agreement. The written agreement will be prepared for signature at the meeting, or within three (3) school days of the meeting and then circulate to the parent/guardian or unaccompanied youth by email or in person.
7. If the Informal Process is unsuccessful, the parent/guardian or unaccompanied youth may submit a written complaint and ask to use the Formal Dispute Resolution process. If the Formal Dispute Resolution Process is not pursued by the parent/guardian or unaccompanied youth, the Liaison will follow the process described below under "Notice to NMPED of Adverse Decision and Appeals."

<u>Formal Dispute Resolution Process.</u>

1. The parent/guardian/unaccompanied youth must first complete the M-V Complaint Form and return it to the Liaison. The Liaison shall be available to the family and/or unaccompanied student to answer questions about completing the M-V Complaint Form.
2. The Liaison will deliver the M-V Complaint Form and any documentation to the Director within one (1) day of its receipt.
3. Parents/guardians/unaccompanied youth and the School are permitted to have an advocate or a legal representative and may submit documents, witness statements, and oral testimony to support their positions during the

Formal Dispute Resolution meeting.

4. The parents/guardians/unaccompanied student will provide written notice of having a representative appear at the Formal Dispute Resolution meeting to the Director by no later than five (5) business days prior to the meeting.
5. Upon receipt of a completed M-V Complaint Form, Director shall make reasonable attempts to schedule a meeting with the parent/guardian/unaccompanied student, and representative, if any, to discuss and resolve the complaint, within ten (10) business days. The Director shall notify the parents/guardians or unaccompanied student and any representative at least three (3) business days prior to the meeting.
6. During the meeting, the parent/guardian/unaccompanied youth and representative, if any, shall be given an opportunity to present evidence to support the homeless student's position. The School shall present its position and evidence after the family, unaccompanied youth or representative. Each side shall provide copies of documents they intend to submit to support their position to the other by email or hand deliver by no later than twenty-four (24) hours in advance of the meeting.
7. If a resolution is reached during the Formal Dispute Resolution meeting, the parties will jointly create a written statement describing the resolution and each attendee shall sign the statement, or indicate by electronic mail, if the meeting is held virtually that each consent to the statement.
8. If a resolution is not reached during the Formal Dispute Resolution meeting, the Director shall provide a written decision to parent/guardian/unaccompanied youth and representative, if any, within ten (10) business days following the meeting. The written decision shall include:
    a. All factual information relied upon for the written decision;
    b. The legal basis that supports the decision;
    c. A description of any options the Director considered and reasons why they were rejected;
    d. A description of other factors relevant to the Director's decision, including the facts, witnesses and evidence relied on and their sources.
9. The written decision will include notice to the parent/guardian or unaccompanied youth of the right to appeal the School's decision to the NMPED, including timelines to ensure any relevant deadlines are not missed.
10. All decisions and notices shall be drafted using language and formatting appropriate for low literacy, limited vision readers and individuals with disabilities.

11. The School shall provide electronic written notice to the parent/guardian/ unaccompanied youth who have email and shall follow up with the notice in person or by mail.

Notice to NMPED of Adverse Decision and Appeals. A homeless student has the right to appeal an adverse decision to the NMPED pursuant to 6.10.3.9 NMAC. In the case of a decision adverse to the homeless student, the Liaison shall forward the Director's written decision to the NMPED along with NMPED's required form **(**https://webnew.ped.state.nm.us/bureaus/student-success-wellness/mckinney-vento/**)** within five (5) calendar days of the issuance of the Director's written decision. Parents/guardians/ unaccompanied youth may also initiate the appeal by providing NMPED's required complaint form (at link above and on School's website) and related information to the NMPED's Homeless Liaison.

School McKinney Vento Liaison Information.

Margarita Bravo 505-255-0001 Registrar

NMPED McKinney Vento Coordinator.

Dana Malone; Dana.Malone@state.nm.us; 505-819-9537

The NMPED Coordinator of Education for Homeless Children and Youths works with New Mexico school districts, charter schools, schools and other partners in order to provide educational stability to students experiencing homeless by removing barriers such as enrollment in school, transportation, access to school meals, appropriate education and extracurricular activities.

Section VII: Staff Wellness

Caring for our Staff

Cien Aguas International School cares for the employees that help to run the school. In addition to the APS Employee Benefits and Wellness Program, Cien Aguas collaborates with community members and their businesses to offer our staff:

- Gym membership discounts,
- Self-Defense Seminars and
- Massage discounts.

In addition to the regular sick-leave policy, Cien Aguas Staff, have a 5-day COVID-19 Leave Policy.

Cien Aguas staff also have access to the school Wellness Room described in the Social and Emotional Well-being section. Staff may use the room to take a quiet moment, reset, and care for their own well-being during the school day.

All Cien Aguas Staff participate in the Sunshine Committee events, these include but are not limited to:

- Monthly breakfast burritos & coffee
- Holiday event and an
- End-of-School Year event

Staff Wellness Plan

Cien Aguas is committed to an equitable work environment where every staff member is treated with respect and has a fair opportunity to do their best work. This plan addresses the wellness needs of all school staff, as required by 6.12.6.8 NMAC.

Equitable work environment. Cien Aguas does not discriminate in hiring, pay, assignments, professional learning, or advancement. Staff are encouraged to raise concerns, and no one is retaliated against for doing so.

Americans with Disabilities Act. Cien Aguas follows the Americans with Disabilities Act (ADA). A staff member with a disability may ask for a reasonable accommodation at any time by contacting the Executive Director. Requests are handled privately, and the school works with the staff member to find an accommodation that fits. School buildings, programs, and events are kept accessible to staff, families, and visitors with disabilities.

Wellness opportunities. Staff have access to the Wellness Room, the Sunshine Committee events, and the benefits and community discounts described above.

Staff voice. Members of the school staff are welcome to serve on the School Health Advisory Council and to help shape this policy.

Privacy. The right to privacy of any staff member living with HIV is protected, and all staff health information is kept confidential (6.12.2.10 NMAC).

Governing Council Approval

This Wellness Policy was reviewed and approved by the Cien Aguas International School Governing Council on November 16, 2026

Governing Council President, signature

11/16/26
Date

Lisa Meyer

Lisa Meyer
Printed name