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MEMORANDUM

TO: New Mexico Superintendents and Charter Leaders
FROM: Rebecca Reyes, Director of Safe & Healthy Schools Bureau
RE: Updates to 2024-2025 School Safety Plans
Date: December 12, 2024

In an effort to create a more user-friendly planning document that aligns to [6.12.6 NMAC School District Wellness Policy](#), we have condensed and reorganized the Safe School Plan template to promote collaboration with local first responders and enable effective documentation for the review process.

Significant updates include:

- New—Signature Required by School Board or Governing Council for Assurance J Acknowledgement by School Boards or Governing Council, pursuant to *6.12.6 NMAC, which requires that local school boards, school districts, and charter schools develop and implement a policy that addresses student and school employee wellness through a coordinated approach.*
- Removed Appendix G- Discipline Policy,
- New- Restraint and Seclusion policies shall be added to the Safe School Plan or uploaded into the secure drive as a separate document. Pursuant to [22-5-4.12 use of restraint and seclusion](#). “*Schools shall establish policies and procedures for the use of restraint or seclusion techniques in a school safety plan.*” Please also see [6.11.2.10\(E\) NMAC](#) for additional requirements pertinent to restraint and seclusion.

Pursuant to NMSA 1978, Section 14-2-1, the following records are exempt from public disclosure: *“Tactical response plans or procedures prepared for or by the state political subdivision of the state, the publication of which could reveal specific vulnerabilities, risk assessments, or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack.”*

You may wish to consult with your district counsel, to determine if any portions of your Safe School Plan should remain exempt from disclosure. Additionally, you can work with your school board and legal counsel to ascertain the best method to receive board approval while remaining in compliance with the Open Meetings Act and compliance with Inspect Public Records Request (IPRA) request.