

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCOOK VALLEY SCHOOL BOARD**

Policy Committee

**Tuesday, July 21, 2020
5:00 p.m.**

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/82990765405?pwd=RzZhNmZsbUFGQlUyVGZvaFdXMFhaQT09>

Meeting ID: 829 9076 5405

Password: CVyq3H

Phone: +1 312 626 6799 US

Meeting ID: 829 9076 5405

Password: 976963

AGENDA

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

- 1. Call Meeting to Order**
- 2. Accept Minutes of June 23, 2020**
- 3. Adoption of Inclusive Pronouns in Policy Language**
- 4. DGA: Authorized Signatures/Check-Writing Services (ConVal Policy & NHSBA)**
- 5. DK: Payment Procedures (ConVal Policy & NHSBA)**
 - a. School Board Members Assigned to Manifests

EBCG: Communicable & Infectious Diseases (NHSBA Policy)

EBCF: Pandemic/Epidemic Emergencies (NHSBA Policy)

GBGA: Staff Health (ConVal Policy & NHSBA)

JLCA: Physical Examinations of Students (ConVal Policy & NHSBA)

JLCB: Immunizations of Students (NHSBA Policy)

JLCG: Exclusion of Students Who Present a Hazard (NHSBA Policy)

- 6. Other**
- 7. Adjourn**

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106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

**Tuesday, June 23, 2020
5:00 p.m.**

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/83819227047?pwd=Q3NVTkZPV2RqY2lZVVh0ckZOVysrUT09>

Meeting ID: 838 1922 7047

Password: 7tyrqV

Phone: +1 312 626 6799 US

Meeting ID: 838 1922 7047

Password: 648501

MINUTES

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

Present: Janine Lesser, Katherine Heck, Kevin Pobst, Tim Theberge, Stephen Ullman,
Dr. Kimberly Saunders, Dr. Ann Forrest, Lori Schmidt

1. Call Meeting to Order

Janine Lesser called the meeting to order at 5:01 p.m.

2. Accept Minutes of June 2, 2020

Katherine Heck moved to accept the minutes of June 2, 2020. Stephen Ullman second. Unanimous.

3. Suicide Prevention Policy

Stephan Ullman noted typographical corrections needed.

Policy JLDBB will go on the June 30th School Board agenda for a first read and a second read. A waiver will be needed to conduct both reads at the same meeting.

Discussion took place about a statement of where information will be present/posted on this topic. Kimberly Saunders cautioned that if our attorney did not include specifics, not required by law, that ConVal should not extend beyond the law.

4. Town Payment Policy

The draft town payment policy needs call letters; Kimberly will consult with NHSBA to assign letters.

Italics on page one is intended to be removed. Monthly payments or quarterly payments were discussed.

Consistency in terms of expectations across all nine towns is critical.

The placeholder in II, under I, was discussed. It currently states that the payment is due no later than the 10th of each month.

Lori Schmidt shared concern with the November 15th date in I, II. It was revised to read *"Within 15 days of the setting of the annual tax rate, any revision to the monthly payment will be communicated to each member town. Monthly payments will be due to the district Treasurer no later than the 10th of each month."*

5. Title IX Policy Changes

Kimberly Saunders said that she is waiting for the Spring update, which should be coming any time.

Janine Lesser said that she has a list of policies that would be affected by this. A protocol and support system should be developed.

Kevin Pobst commented that he thought that workshops would be coming forward.

Kimberly Saunders suggested waiting to see what the New Hampshire School Board Association (NHSBA) brings forward.

Stephen Ullman asked if we have a Title IX Coordinator. The Superintendent serves this role at ConVal.

This needs to be in place by August 14th.

The committee decided to wait to see what comes forward from the NHSBA.

Kimberly Saunders said that the intensity of a Title IX investigation can not be carried out by ConVal; it would have to be outsourced.

Discussion took place about a Department of Education talking point about remote learning opportunities moving forward. Tim Theberge and Kimberly Saunders were asked to develop a list of talking points for the June 30th School Board meeting.

6. Other

None.

7. Adjourn

Stephen Ullman motioned to adjourn at 5:56 p.m. Tim Theberge second. Unanimous.

Respectfully submitted,

Brenda Marschok

DGA – Authorized Signatures/Check-Writing Services

Checks

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the School District Treasurer, who is authorized to sign only after certification of manifests by the Business Administrator. Checks drawn on an activity fund will require the signature of the building principal or the Building Administrator.

All checks used by the school district will be pre-numbered.

Direct Deposit

Vendors may elect to have payments electronically transferred to their bank accounts.

Vendors must agree to complete the Vendor Direct Deposit Authorization Form and send it directly to the ConVal School District Finance Office.

The direct deposit will be processed to only one (1) account as identified on the Vendor Direct Deposit Authorization Form. Once enrolled for direct deposit, all future payment to the vendor will be through ACH.

If a vendor/business closes its account with one financial institution and opens an account with another financial institution, the vendor must notify the ConVal Finance immediately, and submit a new Vendor Direct Deposit Authorization Form.

Such payments will not be made until authorized by the Business Administrator, as per policy DJ (Purchasing).

See also DJ

Category: R

1st Read: September 1, 2015

2nd Read: October 6, 2015

Adopted: October 6, 2015

< DG - Depository of Funds

DH - Bonded Employees (<https://schoolboard.convalsd.net/district-policies/d-fiscal-management/dh-bonded-employees/>)

DGA - AUTHORIZED SIGNATURES

Category: *Priority/Required by Law*

Related Policies: *BDC, DFA, DIH, DK & EHAC*

ADOPTION NOTES -

This text box, and all highlights within the policy should be removed prior to adoption.

(a) *General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*

(b) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

(c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

The Superintendent is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and District liability, and to comply with applicable state or federal laws and regulations.

In general, the Superintendent or his/her designee may sign documents on behalf of the District or the Board. When a signature of one Board member is required, the Chair, or in his/her absence, the Vice Chair, is authorized to sign on behalf of the Board. Other District personnel and District officials (e.g., Treasurer, school nurses, etc.) are authorized to sign documents or instruments on behalf of the District or School Board as required by any statute, regulation, or Board policy or as directed by the Superintendent.

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.

Electronic signatures may be used if in accordance with Board Policy **{**}** EHAC.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised - June 2020, March 2004, November 1999, and July 1998.

NHSBA revision notes, June 2020, NHSBA revised sample policy **DGA** generally to give more structure to who should be signing documents on behalf of the district, to more clearly reflect the provisions of RSA 197:23-a, and to recognize the use of electronic signatures and pre-approval of payments.

w/p-update/2020/spring//**DGA** Authorized Signatures 2020 (d2)

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DK – Payment Procedures

In keeping with the District's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

All manifests, supported by original invoices, must be certified by the Business Administrator.

In order that Board Members be fully informed, and have the opportunity to ask questions concerning payment, a copy of the detailed check register will be noticed to the Board in advance, upon completion of the preparation of that manifest.

Payment by the Treasurer will be authorized on the basis of two (or more) School Board members.

When vendor manifests are due between Board meetings, the Treasurer is authorized to pay on the signature of the Superintendent or the Business Administrator.

In the event that a Board Member requests that a particular vendor payment be held for additional questions, that Board Member will contact the Business Administrator directly, and that particular check will be held until the matter has been resolved.

All manifests will be submitted at the next Board meeting, and must be approved by a majority of the School Board, immediately following certification by the Business Administrator.

The District's Treasurer will sign all checks that will be mailed from the central office.

Electronic payments to vendors made be made according to the procedure outlined in policy DGA (Authorized Signatures).

Legal References:

RSA 197:23-a, Treasurer's Duties

Category: R

1st Read: May 5, 2015

2nd Read: October 6, 2015

Adopted: October 6, 2015

DK - PAYMENTS, CHECKS & MANIFESTS

Category: Priority/Required by Law

Related Policies: DAF, DGA, DIH & EHAC

ADOPTION INSTRUCTIONS -

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(b) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.

(c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board _____ or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require **{enter according to business office/district protocol - EXAMPLE #1}** [dual signatures from the _____ and the _____] **EXAMPLE#2** [the building principal or assistant principal.]} The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy **{**}** DAF through **{**}** DAF-11.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy **{**}** EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. [**{OPTIONAL}** The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.]

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised - June 2020, March 2004, November 1999, and July 1998.

NHSBA revision notes, June 2020, NHSBA revised and retitled sample policy **DK** to better align with Board policies relative to authorized signatures and digital signatures (new), with, RSA 197:23-a, and additional general practices regarding protocols for disbursement of District moneys.

w/p-update/2020/spring//**DK** Payment Procedures 2020 (d1)

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EBCG - COMMUNICABLE & INFECTIOUS DISEASES

Category: Recommended

Related Policies: EBCF, GBGA, IHAM, JLCA, JLCB & JLCG

ADOPTION NOTES -

This text box, and all highlights within the policy should be removed prior to adoption.

(a) Sample policy ALA is a new policy intended to address responses to a broad class of communicable diseases, and replaces former identical sample policies JLCAA/GBGAA/IHAMC, which addressed only HIV/AIDS. This policy will overlap but extend further than current sample EBCF which is more specific to larger scale pandemic/epidemic emergencies.

(b) General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.

*(c) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

A. POLICY:

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are so infected.

As described in Board policy {**} JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC"). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

1. Students.

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of

the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in section B of this policy.

2. Employees.

It is the policy of the School Board that employees (which for the purposes of this policy will include individual consultants/contractors, and volunteers) with communicable diseases not be excluded from attending to their customary employment and duties so long as they are physically able to perform tasks assigned to them and so long as their employment results in a situation where the risk of transmission of illness to students or other employees of the District, or hazard to themselves, is negligible.

3. Special Circumstances and Conditions.

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who display biting behavior and students and employees who are unable to control their body fluids or have uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

B. PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED:

1. Reporting. School District employees, including contracted individuals and/or agencies who are performing contracted responsibilities for the School District, and who become aware of a communicable disease or other potentially serious health problem regarding themselves, or of students or other employees, unless prohibited by statutory confidentiality, they will report it to the school nurse, or building Principal/designee.

2. Response. The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease of the kind in section A of this policy, s/he will take the following steps:

- a. The parent/guardian(s) of a student will be contacted in order to discuss the situation and determine whatever facts are available; the same information will be communicated promptly among the Superintendent/designee, school nurse and Principal/designee.
- b. Upon receiving written consent from the parent(s) or guardian of a student or, in the case of an employee, the employee or his/her health care agent (i.e., adult to whom authority to make health care decisions is delegated under an advance directive meeting the requirements of RSA 137-J:20), the school nurse/Superintendent's designee will attempt to confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease.

c. Notify and consult with the health care professionals knowledgeable about the particular disease. Following such consultation, the school nurse, Superintendent or his/her designee, shall determine the immediate, short-term action to be taken relative to educational placement of the student or work assignment for the employee.

d. When a communicable disease of the kind identified in section A of this policy is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to protect other members of the school population. Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

In addition to the information obtained in steps a-c, decisions to exclude shall consider criteria from NHDHHS Bureau of Infectious Disease included in its publication *"When Children Should be Excluded or Dismissed from a Childcare Setting"*, or the American Academy of Pediatrics' *"Red Book: Report of the Committee on Infectious Diseases"*, or other general or specific guidance from the NHDHHS or the United States Centers for Disease Control.

i. Decisions regarding students. Unless the school nurse is unavailable, the ultimate decision to exclude a child from school under this Policy due to a contagious or communicable illness shall be made by the school nurse after consulting with the Superintendent/designee and Principal/designee.

If the school nurse is unavailable, a decision to exclude shall be made by the Superintendent/designee.

If the student is a student with an IEP, 504 plan, or other such individualized learning plan, then decisions regarding alternative settings shall be made according to the applicable laws, regulations and policies.

Students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that s/he is eligible for special education or special education and related services. Excluded students who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

ii. Decisions regarding employees. Determinations regarding exclusion or reassignment of employees shall be made by the Superintendent/designee. Absent significant risk to the employee or risk of transmission to students or other employees, the Superintendent shall not alter the job assignment of the infected person. Volunteers are subject to any directives issued by the administration, as are contractors and consultants, subject to the terms of their respective agreements.

If the Superintendent/designee, after taking the steps above, determines that there is a medically recognized risk of transmission of disease in the School setting or that a significant health problem restricts the infected person's ability to work, or presents a substantial hazard to the employee, the Superintendent/designee shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information,

but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent/designee may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.

iii. Testing, Social Distancing and Other Extraordinary Measures. Some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great, that effective response will require broader measures. Based upon specific recommendations of local, state and/or federal health authorities, the Superintendent is authorized to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk: e.g., school closure, population exclusion (stay-at-home type instructions), mandatory screenings, mandatory use of personal protective equipment (PPE's), social distancing orders, administrative leaves or temporary adjustments in duties. These provisions are intended to complement, not replace any provisions of Board policy **{**}** *Pandemic/Epidemic Emergencies*. Such measures should be taken with prior notice to the Board, if practicable, or as soon as possible thereafter. The Board Chair may determine that the circumstances, or the measures implemented by the Superintendent, warrant a special or an emergency meeting of the School Board.

3. Practices to Minimize Contamination in Schools.

Good hygiene practices as recommended by local, county and state health authorities are to be followed at all times when handling blood or other body fluids of any student or employee. Parents and employees are not generally required to advise the school if their child has a communicable disease. (Some exception may exist under specific legislation or Executive/emergency orders, in which, such legislation or Executive orders shall supersede this policy to the extent necessary to remove any conflict.) Because the District may not rely on self-reporting, it is appropriate to adopt procedures for the handling of body fluids from any child or employee. This also eliminates the need to notify all maintenance, transportation and building personnel if the District becomes aware of a student or employee with communicable diseases. It is recommended the following procedures be used on a routine basis when blood or any other body fluids including vomitus and fecal or urinary incontinence are involved.

- a. Gloves should be worn when cleaning up any body fluids.
- b. Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.
- c. All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution described in B above.
- d. Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfection with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.
- e. Persons involved in the clean-up should wash their hands afterward.

Additional precautions may be recommended or required in certain instances (e.g., social distancing, masks, etc.).

4. Confidentiality and Data Privacy.

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses.

- A. Personally identifiable health information regarding students is private data and is not to be disseminated to the public or to staff without the strict observance of student privacy rights.
- B. Personally identifiable health data and information regarding employees is private data and may not be released to the public nor to fellow employees without strict observance of privacy rights of public employees.
- C. Parents of other children attending the school, or other school employees, may only be notified of a possible exposure to a communicable disease to the extent permitted, or required, under applicable law, regulations or Executive order. In general, such information will not identify the particular student or employee who has the disease.
- D. Any District employee who violates the confidentiality provisions of this policy shall be subject to discipline. A confidentiality breached by an independent contractor/consultant, could result in termination of the contract for cause.

5. Staff and Student Education.

The School Board recognizes that the education of its residents, staff, and students regarding the risks involved in the spread of infectious diseases in the school setting will help to minimize the risk of transmission to other students and employees while protecting the rights of infected students and employees.

- A. All school district employees should receive instruction regarding appropriate hygienic practices for use in school settings, precautions to be employed where contagious diseases may be encountered and community resources for referral and information.
- B. Any information provided as part of a student's instruction pertaining to sexually transmitted diseases shall comply with Board policy {**} IHAM.

6. Implementation.

The Superintendent is authorized to implement this policy through and procedures, or administrative directives which s/he deems necessary or appropriate.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:31, Removal of Teacher

RSA 186-C, Special Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:3, Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

RSA 200:32, Physical Examination of Student

RSA 200:36, Medical Examination of School Personnel

RSA 200:39, Exclusion from School

NHDHHS Bureau of Infectious Disease's: "When Children Should be Excluded or Dismissed from a Childcare Setting," may be found at:

<https://www.dhhs.nh.gov/dphs/cdcs/documents/childrendismissed.pdf>

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NHSBA history: New policy - July 2020

NHSBA revision notes, July 2020, Sample policy **EBCG** replaces former identical sample policies JLCAA/GBGAA/THAMC, which addressed only HIV/AIDS. The new policy is intended to apply to communicable diseases generally. This policy will overlap but extend further than current sample EBCF which is more specific to larger scale pandemic/epidemic emergencies.

w/p-update/2020/spring//JLCGA Communicable & Infectious Diseases (d1) 2020-U1

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EBCF - PANDEMIC/EPIDEMIC EMERGENCIES

Category O

The Board recognizes that a pandemic/epidemic is a serious threat that stands to affect students, staff, and the community as a whole. The Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic or epidemic. At all times the health, safety and welfare of the students shall be the first priority. The District shall follow the advice and recommendations in the State of New Hampshire's Influenza Pandemic Public Health Preparedness & Response Plan, as prepared by the Dept. of Health & Human Services.

Planning and Coordination

Planning for a pandemic requires a multi-faceted effort, and school preparedness should include input from a team of individuals to address their specific areas of expertise.

The Superintendent shall designate one or more employees to serve as a liaison between the school district and local and State health officials. This designee is responsible for communicating with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district. The Board encourages the designee to become a member of the Health Alert Network through the New Hampshire Department of Health & Human Services.

The principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

With fiscal concerns in mind, the district may purchase and store supplies necessary for an epidemic/pandemic response, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse.

The Superintendent shall develop procedures and plans for the transportation of students in the event students are released from school early.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in transmission to other students, faculty, or staff, that person shall be immediately isolated pending further medical examination. The New Hampshire Communicable Disease Control Section of the Department of Health and Human Services shall be notified immediately.

Infection Control

Any student or staff member found to be infected with a communicable disease that may bears risk of transmission will be excluded from school until that individual's primary care physician or other medical personnel indicating that the individual does not bear the risk of transmitting the communicable disease provide medical clearance.

Students with excessive absences due to a communicable disease may be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, schoolwork the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employees right to continued employment.

Continuance of Education

The Superintendent will develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year.

Legal References:

Influenza Pandemic Public Health Preparedness & Response Plan, New Hampshire

Department of Health & Human Services, Updated March 2, 2006,

www.dhhs.nh.gov/DHHS/CDCS/LIBRARY/Policy-Guideline/dphs-influenza-plan.htm

Revised: February 2007

New Policy: August 2006

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GBGA – Staff Health

I. Medical Examination of School Personnel

All school personnel shall be required to have a pre-employment post offer medical examination by a licensed physician. Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from the examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual.

II. Additional Examinations

The Superintendent or designee may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health may be inimical to the welfare of pupils or other employees. The cost of such examination will be borne by the District.

III. Responsibility

It is the responsibility of the building principal to report any violation of the above policy to the Superintendent or designee. It is HR responsibility to keep accurate records as evidence of compliance with the above policy.

Legal Reference:

RSA 200:36, Medical Examination of School Personnel

RSA 200:37, Medical Examination of School Bus Operators

Category: R

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013

< GBG - Employee Protection

GBGBA - Use Of Automated External Defibrillator(s)

(<https://schoolboard.convalsd.net/district-policies/g-personnel/gbgba-use-of-automated-external-defibrillators/>)

GBGA - STAFF HEALTH

Category: Recommended

Related Policy: [EEAEA](#)

ADOPTION NOTES -

This text box, and all highlights within the policy should be removed prior to adoption.

(a) *General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*

(b) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.

(c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

I. Medical Examination of School Personnel

Pursuant to RSA 200:36, all school personnel are subject to pre-employment post offer medical examination by a licensed physician/or authorized healthcare provider. (School bus operators are also subject to medical clearance under RSA 200:37 and Board policy **{**}** [EEAEA](#).) Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual.

II. Additional Examinations

The Superintendent may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health may be inimical to the welfare of pupils or other employees. The cost of such examination will be borne by the District.

III. Responsibility

The _____ [Superintendent/Human Resources/Business Administrator etc.] is responsible for implementing this policy, and maintaining records and the confidentiality of the same, consistent with Board policy **{**}** EBH and the District's record retention schedule (**{**}** EBH-R).

Legal Reference:

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 200:36, Medical Examination of School Personnel

RSA 200:37, Medical Examination of School Bus Operators

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised June 2020, November 1999, and July 1998.

NHSBA revision notes, June 2020, NHSBA revised GBGA as part of a health policy overhaul with assistance from the NH School Nurses Association. The changes to GBGA are minor, generally updating language to reflect current terminology and practice.

w/p-update/2020/spring//GBGA - Staff Health (d1) 2020-1

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JLCA – Physical Examinations Of Students

Each child must have a complete physical examination within one year preceding first entry to school. The Board also requires physical exams be completed prior to entrance to middle school and again prior to entrance to high school. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the District must present proof of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

All students participating in athletics must have a physical examination in accordance with the provisions of Board Policy JJI.

Legal References:

RSA 141-C:20-c, Exemptions

RSA 200:32, Physical Examination of Pupils

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Section Ed. 311.03, Physical Examination of Students

No Child Left Behind Act, Title X, Sec. 1061

Protection of Pupil Rights Amendment, 20 U.S.C. §1232h; 34 C.F.R. Part 98

Category: P

1st Read: September 1, 2009

2nd Read: October 6, 2009

Adoption: October 6, 2009

< JLC - Student Health Services

JLCC - Head Lice Policy (<https://schoolboard.convalsd.net/district-policies/jlcc-head-lice-policy/>)

JLCA - PHYSICAL EXAMINATIONS OF STUDENTS

Category: *Recommended*

Related Policies: *JFABD, JLC & JLCD*

Related Forms: *JLCA-R & JLCD-R*

REVISION/ADOPTION NOTES -

This text box, and all highlights within the policy should be removed prior to adoption.

(a) *General* - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.

(b) **Footnotes** - Unlike most NHSBA sample policies, this JLCA has a footnote which each district should review when tailoring the sample. **The NHSBA footnotes should be removed before final adoption.**

(c) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.

(d) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

A. General. Each child must have written evidence of a complete physical examination within one year preceding first entry to school. Additionally, each child shall have written evidence of a physical examination within one year before entry into seventh grade and again before entry into high school. 1

Parents of students transferring to the District must present documentation evidencing of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

B. Conditional Enrollment. If an examination required under paragraph A above has not been performed within the preceding year, the school will accept documentation of an appointment for a physical examination within two months of enrollment, or other time deemed appropriate by the Superintendent.

C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy **{**}** JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

D. Special Examination. - Pursuant to RSA 200:34 every child with a presenting problem and whom the school nurse, deems to require further evaluation, may be referred by the school nurse, with the consent of the principal, to the parents or guardian of said child for examination, and evaluation by an appropriate practitioner. If the parents fail or neglect to have said child so examined and fail to present the recommendations from said examiner within a reasonable period after the referral by the school, then said child may be examined by a qualified health care provider. In significant cases, the matter may be reported to DCYF pursuant to **{**}** JLF.

E. Religious Exemption. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

F. Participation on Athletic Teams. Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. At the District's sole discretion, the school may schedule physical exams with a single, qualified health care provider (i.e., physician, advanced registered nurse practitioner, or licensed physician's assistant),; any student who misses the scheduled physicals must present evidence of a physical exam from a licensed health care provider.

G. Parent Notification - Certain Circumstances. Pursuant to the Protection of Pupil Rights Amendment, if the District utilizes federal money to perform physical exams or screenings on students, the District will notify parent(s) of such physical exam or screening and will allow the parent's to "opt out" their child of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

Protection of Pupil Rights Amendment, 20 U.S.C. §1232h; 34 C.F.R. Part 98

RSA 141-C:20-c, Exemptions

RSA 200:32, Physical Examination of Pupils

RSA 200:34, Special Examination

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Section Ed. 311.03, Physical Examination of Students

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised - June 2020, February 2007, and April 2003

NHSBA revision notes, June 2020, NHSBA revised JLCA as part of a health policy overhaul with assistance from the NH School Nurses Association. Revisions to JCLA included clarification of the Districts discretion to require additional examinations, addition of provisions relative to homeless students and conditional enrollment, as well as other minor language changes.

w/p-update/2020/spring//JLCA - Physical Examinations of Students (d1) 2020-U1

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JLCB - IMMUNIZATIONS OF STUDENTS

Category: Recommended

Related Policies: [EBCF](#), [EBCG](#), [JFABD](#), [JLC](#) & [JLCA](#)

ADOPTION NOTES -

This text box, and all highlights within the policy should be removed prior to adoption.

(a) General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.

*(b) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

(c) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

A. Immunizations Required. Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

B. Conditional Enrollment. A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy {**} [JFABD](#), homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

D. Health and Religious Exemptions.

1. Medical Exemption. A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption

under this paragraph shall apply only to the specific immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.

2. Religious Exemption. In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, and notarized, stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

E. Records. The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 141-C:20-a, Immunization

RSA 141-C:20-c, Exemptions

RSA 141-C:20-d, Exclusion During Outbreak of Disease

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Ed. 311.01, Immunization Program

NH Code of Administrative Rules, He-P 301, Communicable Diseases

42 U.S.C. § 11432(g)(3)(C)(iii) - McKinney-Vento Act

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NHSBA history: Revised - June 2020, February 2007, November 1999, July 1998

NHSBA revision notes, June 2020, NHSBA revised JLCA as part of a health policy overhaul with assistance from the NH School Nurses Association. Revisions to JCLB included clarification of statutory exemptions, formatting, and addition of exceptions under the McKinney-Vento Act for homeless children or unaccompanied youth.

w/p-update/2020/spring//JLCB - Immunizations of Students (d1) 2020-U2

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JLCG - EXCLUSION OF STUDENTS WHO PRESENT A HAZARD

Category: Recommended

Related Policy: EBCG

REVISION/ADOPTION NOTES -

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*(b) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

(c) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

A student may be excluded from school when he/she exhibits symptoms of a contagious or communicable illness, or is otherwise a hazard to him/herself or others. Determinations to exclude a child based upon a contagious or communicable illness, or other medical conditions shall be made pursuant to Board policy {**} EBCG.

Exclusions based upon hazards other than contagious or communicable disease may only occur with the approval of the Superintendent.

Parents will be notified if their child is excluded from school and provided with criteria for readmission.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to any child with a disability as defined in Ed 1102.01(t), those laws shall govern and shall supersede this policy to the extent this policy may be inconsistent with those laws.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal and Other References:

RSA 186-C, Special Education

RSA 193:38, Discrimination in Public Schools

RSA 200:32, Physical Examination of Students

RSA 200:39, Exclusion from School

The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794

Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.

NH Dept of Ed. Rules 1102.01(t) and 1124.01

References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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NHSBA history: Revised - June 2020; New policy - February 2007

NHSBA revision notes, June 2020, NHSBA revised **JLCG** as part of a health policy overhaul with assistance from the NH School Nurses Association. Substantial revisions include more closely tracking the language of RSA 200:39, and re-directing exclusions based upon communicable/contagious diseases to new policy **EBCG**.

w/p-update/2020/spring//**JLCG** - Exclusion of Students (d1) 2020-U1

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