

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

Policy Committee

Tuesday, January 19, 2021
5:00 p.m.

Physical Location: SAU 1 Board Room
106 Hancock Rd.
Peterborough, NH

Virtual Location:

<https://us02web.zoom.us/j/81978101588?pwd=OHl6N1FqQWtUL0dKaEUyT1BvMStBdz09>

Meeting ID: **819 7810 1588**

Passcode: **2snb4Y**

Phone: +1 312 626 6799 US

Meeting ID: **819 7810 1588**

Password: : **678761**

Agenda

School Board Committee Members:

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

1. **Call to Order**
2. **Approve the minutes of December 15, 2020 (pg. 1-3)**
3. **Updates of policies under legal review: Title IX series, EHAC**
4. **First read: DJD-Local Purchasing, with correct language**
5. **Second read: DI-Fiscal Accounting and Reporting**
6. **Committee pass: EBCG-Communicable & Infectious Disease, JLCG -Exclusion of Students, EBCF-Pandemic/Epidemic Emergencies (pg. 4-9)**
7. **Rescind JHCC-Communicable Disease Control Policy (pg. 10)**
8. **Committee consider adding to the above JHCB/JLCB-Immunization of Students (pg. 11-12)**
9. **Committee review IHAM-Health Education and Exemption from Instruction (pg. 13-15)**
10. **Committee review DKA-Payroll Procedures, DM-Cash in School Buildings, DN-Equipment & Supply Sales, DJC-Petty Cash Accounts (pg. 16-19)**
11. **Committee review JFA-Residency (pg. 20)**
12. **Committee review EBBB-Reporting Accidents Involving Physical Harm of Students, EBBC-Emergency Care & First Aid (Student Accidents & Reports) (pg. 21-26)**
13. **Adjourn**

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

Policy Committee

Tuesday, December 15, 2020
5:00 p.m.

Physical Location: ConVal High School Library

Virtual Location:

<https://us02web.zoom.us/j/87353795741?pwd=bFJzTzd0TEdqb1BjM3lLZ3V6S21idz09>

Meeting ID: **873 5379 5741**

Passcode: **0irGzq**

Phone: +1 312 626 6799 US

Meeting ID: **873 5379 5741**

Password : **132504**

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, Robert Short, Jr., Jim Fredrickson

1. Call meeting to order
Janine Lesser called the meeting to order at 5:07 p.m.
2. Approve the minutes from November 17, 2020
Stephen Ullman moved to approve the minutes of November 17, 2020. Katherine Heck second. Unanimous.
3. Update on any policies returned from legal: Title IX series AC **Non-Discrimination**, ACAC **Sexual Harassment & Grievance**, GBAA **Sexual Harassment, Employees/Staff**, JBAA **Sexual Harassment Students**, JICK **Pupil Safety and Violence Prevention** and EHAC **Electronic/ Digital Records & Signatures**
Kimberly Saunders reported that legal review is pending.
4. Update on EBCG **Communicable & Infectious Disease** review by Cari Coates and Gretchen Shippee
Janine Lesser said that this policy was looked at in August as part of the activity the committee was doing to determine the impact. This is on the Spring update and that is why it came back again.
A policy on masks and PPE was developed as well.
5. JLCG **Exclusion of Students Who Present a Hazard** will go on a second read December 15th
Tim Theberge said that the Superintendent has wide authority to determine a student as a hazard or risk by statute. The purpose of policy is to communicate it to the public that it can happen and place additional parameters around what it looks like at ConVal.

Kevin Pobst said that he looked at multiple policies related and they are meant to work as a set and reinforce each other. They presume each other. He said that he had no issue with EBCG. It is a pulling together of all of the authority. JHCC is our current equivalent policy and does not say much other than we will work with specified agencies

Kevin asked what the concerns are with JLCG. Tim Theberge said that it should say something that limits it to the pandemic. The RSA says that a student can be removed.

Kimberly Saunders said that the concern goes back to what is hazardous and what is not. For example, 20 years ago a Superintendent or Board could exclude an HIV positive student. There was a time where students who had lice would be excluded across the country. Kimberly said that if a child proves to be a hazard through behavior or actions, we have the right to remove the student until the situation is removed in a number of ways. Janine Lesser said that in the example of lice, if a student had lice and another student was nearby and also got lice, that second student might need to be anesthetized to remove the lice. The first student might be the hazard to the second.

Kevin Pobst said that ConVal has a lice policy that prohibits removal of a student due to lice.

Stephen Ullman asked if IDEA protects a student who might be COVID positive to be admitted while a regular education student might be prohibited.

Kimberly Saunders said that IDEA is a set of process requirements that basically say that we have to provide students with a free appropriate public education. If we are going to exclude a student for any reason, we have to provide an appropriate public education. We would require a student who is COVID positive to stay home but we would still be responsible to provide that student an education. If we do not provide services, parents can come back and claim FAPE was not provided. Compensatory education lawsuits are costly.

Katherine Heck said that this is not a behavioral policy.

Robert Short, Jr. asked the burden of proof to prove that one has a communicable disease to keep them from the classroom. Kevin Pobst said that the policy states that a student may be excluded if they exhibit symptoms of a contagious or communicable disease. It doesn't say that they have the disease it states that they exhibit symptoms.

Robert Short, Jr. said that symptoms can be applied to multiple illnesses.

Kimberly Saunders said that this was designed for diseases such as mumps. The piece that we are not looking at is that COVID long term effects are unknown. It is not like other childhood disease.

Stephen Ullman referred to EBCG and said that he was impressed with the accreditation process for school nurses.

Kevin Pobst said that Policy JLCG assumes Policy EBCG.

ConVal JLCG does not reference EBCG because we don't have that policy yet. It will be pulled from tonight's School Board agenda approval.

Kevin suggested looking at EBCE as well. He suggested putting the package together and bringing them back together for first Board meeting in January.

Tim Theberge said that JLCG is fine as is. Kevin Pobst disagreed and suggested language.

6. **DJD Local Purchasing (O) (with DJ Purchasing and DJE Bidding Requirements)** Kimberly & Katherine

Katherine Heck said that she reviewed DI and DJD. She did not review DJ and DJE as well as she would have preferred.

7. **DI Fiscal Accounting & Reporting (R)** Katherine

Katherine Heck said that the second #5 was suggested for removal. This policy meets best practice.

Robert Short, Jr. asked if any other policies specifically mention GAP and GASB. Katherine said that more specific policies get into it but generally if procedures are in place this policy suffices.

Lori Schmidt said that this policy works for her with recommendations she made.

Katherine said that she will provide language for the second #5 rather than abatement language.

DI would be ready for a first read with the replacement language in January.

8. **JLC Student Health Services and School Nurses (P), JLCA Physical Examinations of Students (R), JLCB Immunizations of Students (R), JLC Head Lice/Pediculosis (R)**-Kevin

9. **JLCD Administering Medication to Students (P)**, includes forms for Administration Authorization, EpiPen Self Administration, Inhaler Self Administration and "R" protocol; **JLCI Coordinate School Health Program (O)**, **JLCF Wellness (P)** Janine

10. **JLCE Emergency Care & First Aid (P)**, **EBBB Physical Harm of Students Reporting Accidents Involving (R)**, **EBBC Emergency Care & First Aid (Student Accidents & Reports) (P)**-Stephen

11. Adjourn

Katherine Heck motioned to adjourn at 6:04 p.m. Kevin Pobst second. Unanimous.

Respectfully submitted,

Brenda Marschok

Category: *Recommended*

Related Policies: EBB

ADOPTION/REVISION NOTES -

All text between the highlighted lines "~~~~" above and below, and all highlights within the policy should be removed prior to adoption.

*(a) *Former identical policy JLI is withdrawn with the 2020 Fall Policy Update. For additional notes see "NHSBA revision notes" below.*

(b) General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision 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.*

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

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**A. Workplace Safety Program.**

The Superintendent shall prepare and maintain a current workplace safety program as required under RSA 281-A:64, which program shall be filed with the Commissioner of the New Hampshire Department of Labor, and updated at least biennially. The workplace safety program shall meet the requirements established by the Department of Labor (see NH Code of Admin. Rules Lab 602.01-02), and, among other things, shall include a plan for responding to violent acts committed by students against employees, volunteers, and visitors.

**B. Joint Loss Management Committee.**

The Superintendent will cause the formation of the Joint Loss Management Committee (the "Committee") as required by RSA 281-A:64, III. The purpose of the Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. The Committee's recommendations are advisory only, and are intended to assist the employer.

The composition, function and duties of the Committee shall be as provided under New Hampshire Department of Labor rules Lab 603.01, 603.02 and such other rules as the Department of Labor may, from time to time, adopt. The Committee shall also address protocols for employees to follow in relation to workplace violence, including training as required by RSA 281-A:64, III.

The Committee shall meet at least quarterly, with the first meeting each year to occur before the beginning of the student school year.

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***District Policy History:***

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

**District revision history:**

***Legal References:***

*RSA 281-A:64, Worker's Compensation, Safety Provisions; Administrative Penalty*

*NH Code of Administrative Rules, Ed 306.04(a)(2), School Safety*

*NH Code of Administrative Rules, Ed 306.04(d), School Safety Procedures*

*NH Code of Administrative Rules, Lab 602.01-02, Safety Programs*

*NH Code of Administrative Rules, Lab 603.01.04, Joint Loss Management Committee*

**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.*

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***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 - November 2020, June 2013, May 2008, February 2008, October 2005

**NHSBA revision notes, November 2020** - Removed the provisions relative to general safety plans and programs which are now addressed in EBB, and also removed provisions regarding the establishment of a crisis/emergency plan (addressed in sample policy EBCA). With the removal of those policies, EB is no longer designated as a "Priority/Required by Law" policy. Rather, as the requirement of a joint loss management committee is required for all NH employers with 15 or more employees, the policy is now classified as recommended. Revisions also includes specific requirements of the Department of Labor relative to workplace safety programs, as well as the Joint Loss Management Committee. Finally, the revisions include reference to requirements imposed by 2020 Legislative amendments to RSA 281-A:64 relative to school employee safety and violence against employees. Those amendments also require the Dept. of Labor to adopt additional rules regarding that subject matter. As of November 2020, those rules have not yet been proposed.

w/p-update/2020-U3 Fall/EB - Joint Loss Management 2020-U3 (2)

(Download policy)

**Category: Recommended**

**Related Policy: EBCG**

**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) {\*\*} 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.

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***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



(Download policy)

### **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](http://www.dhhs.nh.gov/DHHS/CDCS/LIBRARY/Policy-Guideline/dphs-influenza-plan.htm)

Revised: February 2007

New Policy: August 2006

## **ConVal JHCC**

### **JHCC – Communicable Disease Control Policy**

The Contoocook Valley School District will work cooperatively with the Division of Public Health Services of New Hampshire Department of Health and Human Services to enforce and adhere to the Public Health Code (Chapter He-P 300 Diseases) for the prevention, control, and containment of communicable disease in schools. To insure adherence to current law and medical practices, these policies and administrative regulations will be reviewed annually by the school nurses.

#### ***Legal Reference:***

*Statutory Authority: RSA 141-C:6*

#### ***Category: R***

1st Read: February 2, 2016

2nd Read: March 1, 2016

Adopted: March 1, 2016

(Download policy)

**Category: Recommended**

**Related Policies: EBCF, EBCG, JFABD, JLC & JLCA**

**ADOPTION NOTES -**

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*(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.

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***District Policy History:***

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

**District revision history:**

***Legal References:***

*RSA141-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

## **ConVal IHAM**

### **IHAM – Health Education And Exemption From Instruction**

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

#### **Opt Out Procedure and Form**

Parents/guardian of students under eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is made exempt by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the principal.

Parents/guardians who do not want their child to participate in a particular health-related program, health unit, or physical education for religious reasons must complete a Health or Physical Education Opt Out Form. Opt Out forms are available from either the health education teacher or the Principal. Opt out requests must be submitted annually and are valid only for the school year in which they are submitted.

#### ***Legal References:***

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*  
*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*  
*RSA 186:11, IX-b, Health and Sex Education*  
*Appendix IHAM-R, Health or Physical Education Opt-Out Form*

Category: P  
See also, IHAM-R

1st Reading: January 20, 2011  
2nd Reading: February 15, 2011  
Adopted: February 15, 2011

**IHAM - HEALTH EDUCATION & EXEMPTION FROM INSTRUCTION**

(Download policy)

**Category: Priority/Required by Law**

**Related Policy: IGE**

**Related Form: IHAM-R**

**ADOPTION NOTES -**

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

***(a) As indicated in the first sentence of the last paragraph of this sample, that provisions of that paragraph apply only to districts which receive moneys from any US DOE funded programs.***

***(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.***

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

***Opt-Out Procedure and Form***

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, Parents/guardians have additional opt-out rights under Board policy {\*\*} IGE.)**

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

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**District Policy History:**

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

**District revision history:**

**Legal References:**

*20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights*

*RSA 186:11, IX, Instruction as to Intoxicants and Sexually Transmitted Diseases*

*RSA 186:11, IX-b, Health and Sex Education*

*RSA 186:11, IX-c, Objectionable Course Material*

*RSA 186:11, IX-e Notice to Parents/Guardian Required*

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*

*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*

**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.*

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***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 - July 2020, September 2017; New policy - September 2008

**NHSBA revision notes, June 2020,** amendments intended to (1) more directly connect requirements for education about sexually transmitted diseases (previously found in policy IHAMC/GBGAA/JLCCA) into health education provisions, (2) adding language distinguishing parental opt-out of health education based upon religious reasons (RSA 186:11, IX-b) from opt-out process for other "objectionable course material" as spelled out in policy IGE, and (3) clarifying the inspection right/process; September 2017, added language to reflect enactment of RSA 186:11, IX-c and its requirements of notice and rights of inspection of materials regarding human sexuality/sexual education (see **September 2017** update for additional information).

w/p-update/2020/spring//IHAM - Health Education & Exemption (d1) 2020-U1



## **ConVal-DKA**

### **DKA – Payroll Procedures**

All wages earned by employees will be paid through the business office.

Payroll procedures are dependent on accurate accounting of hours worked. The process for this will be established by the Superintendent and carried out by administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

### **Pay Day Schedule**

The School District pays salaries on a regular schedule throughout the school year. There will be no salary advances.

### **Salary Deductions**

Salary deductions are allowed within the limits of the accounting software and/or procedures equipment. All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

### ***Legal Reference:***

RSA 194-C:4 (II) (a), Superintendent Services

*Category: R*

1st Read: September 18, 2012

2nd Read: November 13, 2012

Adopted: November 13, 2012

## **ConVal DM**

### **DM – Cash In School Buildings**

Monies collected by school employees and by student treasurers shall be handled with prudence. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuable. All vending machines shall be emptied of cash daily. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight. This policy shall be well publicized to deter burglary attempts.

The School District shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty, and may include a comprehensive dishonest, disappearance, and destruction bond, with optional coverages depending on the exposures at various locations.

*Category: R*

April 2, 1991

Amended: August 14, 2012

Amended: October 16, 2012

## **ConVal DN**

### **DN – School Properties Disposal Procedure**

The School Board authorizes the Business Administrator to dispose of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town transfer station or recycling center.

No equipment or supplies shall be disposed of until permission has been received from the Business Administrator. He/She shall determine whether the material involved has salable value, and if such shall be the case, he/she shall arrange for the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting.

Fixed asset inventories will be amended to reflect changes in values through disposal.

#### ***Legal Reference:***

*CFR 34, Sec. 80.32*

*Category: R*

Adopted: April 2, 1991

Amended: September 18, 2012

## **ConVal DJC**

### **DJC – Petty Cash Accounts**

Petty cash funds may be established for schools, the SAU office, and special programs when they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Authorization for the disbursement of petty cash funds must be signed by the principal and approved by the Business Administrator.

All petty cash accounts will be subject to the annual audit.

*Category: R*

1st Board Reading: August 14, 2001  
Board Adoption: September 18, 2001  
Amended: September 18, 2012

**JFA - RESIDENCY**

(Download policy)

***Category R***

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12.

***Legal Reference:***

*RSA 193:12, Legal Residence Required*

*Appendix JFA-R, Technical Advisory*

Reviewed: October, 2004

Revised: November, 1999

Revised: July, 1998

**ConVal-EBBB**

**EBBB – Reporting Accidents Involving Physical Harm of Students**

In the case of an accident occurring on school property or at a school-sponsored function, the supervising adult shall fill out an accident report and submit it to the Principal as soon as possible, but within 24 hours of the accident. This reporting obligation shall be in addition to any reporting required by law or other district policies. One copy shall be submitted to the Principal and the other copy shall be submitted to the SAU office. Both reports shall be filed within 24 hours of the incident.

At the beginning of each school year, the Principal shall review the policy on accidents and accident reporting with staff.

***Legal Reference:***

*NH Code of Administrative Rules – Section Ed. 306.12(b)(1), School Health Services  
Appendix KFD-R, NH Department of Safety Incident Report Form*

***Category: R***

See also Policies EBBC & JLCE

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

**EBBB - ACCIDENT REPORTS**

(Download policy)

**Category: Recommended**

**Related Policies: EBBC/JLCE, JLC & JLCD**

**REVISION 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. General Accident Reporting:** An accident report shall be required whenever an accident occurs:

1. in a school;
2. on a school playground; or
3. at any school-sponsored activity

which requires a student or employee to be:

1. out of class or absent from school;
2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant or dentist);
3. requires first aid; or
4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

**B. Insurance Notification:** For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.

**C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.**

- a. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.

b. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

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***District Policy History:***

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

**District revision history:**

***Legal References:***

*RSA 200, Health and Sanitation*

*RSA 277:15-b, Reports of Death or Serious Injury*

*N.H. Code of Administrative Rules, Section Ed 306.12, School Health Services*

*N.H. Code of Administrative Rules, Section Ed 311, School Health Services*

*N.H. Dept. of Education Administrative Rule - Ed*

**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.*

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***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 - September 2008, October 2005, November 1999 and July 1998.

**NHSBA revision notes, June 2020,** NHSBA revised this policy to reflect requirements imposed by the 2019 passage of HB406 (codified as RSA 277:15-b) on all employers to report workplace accidents involving death or serious injuries. (Note: while 277:15-b relates to "workplace accidents", the language of the reporting requirement applies to death/serious injury of "any person".) Additionally, the June 2020 revisions included a general overhaul of the policy language. The June 2020 revision of EBBB was completed with the assistance of the NH School Nurses Association. **September 2008,** NHSBA recategorized EBBB as "R" recommended, rather than "P" required by law.

w/p-update/2020/spring//EBBB - Accident Reports (d1) 2020-1

## **ConVal EBBC**

### **EBBC – Emergency Care and First Aid (Student Accidents and Accident Reports)**

All school personnel have responsibilities regarding injuries and emergencies as follows:

1. Administering first aid and/or summoning medical assistance
2. Notifying administration
3. Notifying parents/guardians
4. Filing accident reports

School personnel must use reasonable judgment in handling accident cases. Caution should be exercised not to minimize or maximize any injuries or emergency. Personnel will understand the proper steps to be taken in the event of an injury or emergency, including appropriate activation of EMS and obtaining additional staff assistance when possible. Personnel shall also understand their role as it relates to the District's Emergency Response Plan.

If a school nurse or licensed practical nurse is not available to a school for any reason, at least one other person who has a current first aid and cardiopulmonary certification (CPR), including AED training, (automated external defibrillator) will be available (per Ed 306.12). Also required is annual training of the Health Office delegatee and other authorized staff in assisting in the administration of an Epi-pen, a metered dose inhaler, and/or an opioid antagonist. Being available means they must be on school grounds during school hours or present at scheduled school activities so that they can provide emergency care immediately, without prior notification to parents/guardians. However, parents/guardians shall be promptly notified after emergency assistance has been provided.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal and SAU Office within 24 hours of the incident per policy EBBB.

The District makes it possible for parents to subscribe to student accident insurance at low rates. The program is offered each year during September. The District does not provide student accident insurance.

At the beginning of each school year, the Principal shall review the policy on accidents and accident reporting with staff. Each school may adopt procedures consistent with this policy for its effective implementation.

(Include in Staff Handbook)

#### ***Legal Reference:***

***RSA 200:40, Ed 306.12***

***See also: JLCE***

***Category: P***

1st Read: February 16, 2016

2nd Read: April 5, 2016

Adopted: April 5, 2016



**EBBC/JLCE - EMERGENCY CARE & FIRST AID**

(Download policy)

**Category:** *Priority/Required by Law*

**Identical policy:** JLCE†

**Related policies:** EBBB, JLC & JLCD

**REVISION/ADOPTION NOTES -**

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

*(a) †This policy is coded in two sections, Support Services (EBBC) and Students (JLCE). The two policies used to be written separately for each section/application, but have now been merged into this one version. Districts may, but need not, maintain both. If choosing to maintain one, NHSBA recommends using JLCE, and further that the board formally withdraw the other policy, with a permanent record of the withdrawn policy. See 2020 NHSBA Spring Update sample JFA-R for what record of a withdrawn policy might look like.*

*(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.*

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

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/guardians for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication

may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy {\*\*} JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy {\*\*} EBBB.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy {\*\*} JLCD and District procedures {\*\*} JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

#### ***Naloxone/Narcan and Opioid Antagonists: footnote1***

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy {\*\*} JLCD and District procedures {\*\*} JLCD-R.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

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#### ***District Policy History:***

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

#### ***District revision history:***

#### ***Legal References:***

*RSA 200:40, Emergency Care*

*RSA 200:40-a, Administration of Oxygen by School Nurse*

*RSA 200:44-a, Anaphylaxis Training Required*

*RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*

*RSA 200:55, Administration of Bronchodilator, Space or Nebulizer*  
*Ed 306.04(a)(21), Emergency Care For Students And School Personnel*  
*Ed 306.12, School Health Services*

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**NHSBA history:** Revised - July 2020, Sept. 2016, April 2016, May 2014, Aug. 2008, Feb. 2007, Oct. 2005

**NHSBA revision notes, June 2020**, amendments, made with the assistance of the New Hampshire School Nurses Association, included removal of redundancies/conflicts with other policies, and language changes to better reflect statutory or regulatory provision; **September 2016**, Amendments included provisions reflecting enactment of RSA 200:44-a, relative to epinephrine, and 200:53-57 relative to use of bronchodilators, spacers and nebulizers in school; **April 2016**, policy was amended to include provisions regarding obtaining and administration of naloxone/Narcan and other opioid antagonists.

w/p-update/2020/spring//JLCE EBBC - Emergency Care and First Aid (d1) 2020-1

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