

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

**Policy Committee**

**Tuesday, August 17, 2021**  
**SAU Office**  
**6:00 p.m.**

**Agenda**

**School Board Committee Members:**

- Keira Christian
- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Stephen Ullman

**1. Call to order**

**August 17<sup>th</sup> School Board Meeting:** 1st Read Policy: **JICFA-** Hazing

**Policy Review**

1. **JJ/JIA/JIC** Student Discipline Policies now covered under **JICD**
2. **DKA-** Payroll and Procedures
3. **EBCF** - Pandemic/Epidemic Emergencies
4. **JLCE** - Emergency Care and First Aid
5. **EBCG-** Communicable and Infectious Diseases
6. **JLCG-** Exclusion of Students Who Present a Hazard

Non-Public Session RSA 91-A:3 II (If Required)

**Policy status update:**

- **GBEF-** Acceptable use Policy :Staff
  - Under review
- **JRA-** Students records. Privacy , Family, Student Rights
  - Sent to legal for review
- **CBI** – Evaluation of the Superintendent and Goal Setting
  - Sub-Committee work continues on this policy
- **JICD-** Student Behavior, Conduct, Discipline and Due Process
  - Comments submitted for legal review
- **IHCD/LEB** – Advanced Course Work- Adopted 2015- **LCC-** Dual Enrollment-Adopted 2017-
  - Under review by district personnel, the Equity Committee will review.
- Review completed by District personnel:
  - **JLCL** -Concussions and Head injuries

**Next Agenda Items:**

- **“D”** Financial Policy Review Schedule
  - **DN-**School Properties Disposal Procedure

Requests for Policy Review:

- **IMC – Controversial Speakers and Programs**
- **LC – Relations with Education Research Agencies**
- **JBAB** -Transgender and Gender Non-Conforming Students

## DKA – Payroll Procedures

## CURRENT CV POLICY

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

## DKA - PAYROLL PROCEDURES

(Download policy)

### *Sample Policy*

#### **Category: Recommended**

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the 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 shall be no salary advances.

#### **Salary Deductions**

There will be no advance salary for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

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*

*RSA 275:43. Payment of Wages; Hourly School District Employees*

Revised: September 2017

Revised: September 2015

Revised: July 1998, November 1999, March 2004

**NHSBA note, September 2017:** House Bill 194, Chapter 45 of Laws of 2017, amends RSA 275:43 to permit weekly or biweekly payment of wages. Previously, a School District had to obtain approval of the Commissioner of the Department of Labor to make wage payments on terms other than weekly.

**NHSBA note, September 2015:** No changes are made to the content of this policy. NHSBA brings this policy to its members' attention in response to HB 347, which amends RSA 275:43, effective August 25, 2015. This new law allows the commissioner of the Department of Labor to permit payment of wages less frequently than weekly where a school district collective bargaining agreement for hourly employees provides an option to be paid in any number of equal installments with one additional installment. The new law contains further components as well. NHSBA brings this policy to its members' attention because the new law and this policy may have collective bargaining implications.

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## EBCF - PANDEMIC/EPIDEMIC EMERGENCIES

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(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~~ add below:

from the New Hampshire Department of Health and Human Services ("NH DHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC").

### 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 *during a pandemic* 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 bear 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.

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

This is a document that can be used as a procedure:

<https://www.cdc.gov/flu/pandemic-resources/pdf/schoolchecklist.pdf>

THis is a document that can be used as a procedure

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## JLCE Emergency Care and First Aid

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;~~ school nurse, athletic trainer and or EMS 911
- (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, 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.

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~~ *school nurse delagatee* may administer ~~other~~ medications to students in emergency situations, provided such personnel has all training as is required by law. A school nurse shall be permitted to administer oxygen to a pupil in a medical emergency without parental permission or a physician's order. ~~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.~~

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.

~~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 can delegate epinephrine administration to a trained individual of any student who has epinephrine prescribed. 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.

*A parent or legal guardian of any child may authorize a school employee, or person employed on behalf of the school in cases where there is no school nurse immediately available, to administer glucagon to a child in case of an emergency, while at school or a school sponsored activity. Glucagon administration training may be provided by a licensed physician, physician assistant, advanced practice registered nurse, or registered nurse, however in no case shall school nurses be required to provide training. The school administration shall allow school employees to voluntarily assist with the emergency administration of glucagon when authorized by a parent or legal guardian. The state board of education, in conjunction with the American Diabetes Association, and the New Hampshire chapter of American Academy of Pediatrics, shall develop standards and guidelines for the training and supervision of personnel, other than the school nurse, who provide emergency medical assistance to students under this section. Such personnel shall only be authorized to provide such assistance upon successful completion of glucagon administration training.* The school nurse, or school employee in cases where there is no school nurse immediately available, may administer glucagon to a child in case of an emergency, while at school or a school sponsored activity in compliance with a diabetes management plan or physician's order, signed by the student's health care provider, that prescribes the care and assistance needed by the student including glucagon administration.

~~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. See below:~~

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, District procedures and/or applicable laws and regulations. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

~~Accident reports must be prepared and filed consistent with Board policy EBBB.~~ Replace with current language: *All accidents judged to be other than minor require an accident report to be filled out by the supervising adult and filed with the Principal and SAU Office within 24 hours of the incident per 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.

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

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.

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

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**Legal References:**

*RSA 200:40, Emergency Care*

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

*RSA 200:40-b, Glucagon Injections*

*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*

## COMMUNICABLE &amp; INFECTIOUS DISEASES

## Reference CV Policy JHCC

**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. **Category: Recommended Related Policies: EBCF, GBGA, IHAM, JLCA, JLCB & JLCGPOLICY:**

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.

**COMMUNICABLE & INFECTIOUS DISEASES****Reference CV Policy JHCC****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

**COMMUNICABLE & INFECTIOUS DISEASES****Reference CV Policy JHCC**

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.

**COMMUNICABLE & INFECTIOUS DISEASES****Reference CV Policy JHCC**

- 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

**COMMUNICABLE & INFECTIOUS DISEASES****Reference CV Policy JHCC**

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.

## COMMUNICABLE &amp; INFECTIOUS DISEASES

## Reference CV Policy JHCC

- 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>

**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:** New policy - July 2020

**NHSBA revision notes, July 2020,** Sample policy EBCG replaces former identical sample policies JLCAA/GBGAA/IHAMC, 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.

**COMMUNICABLE & INFECTIOUS DISEASES**

**Reference CV Policy JHCC**

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CV Staff and Admin have reviewed this policy.

## EXCLUSION OF STUDENTS WHO PRESENT A HAZARD

***Category: Recommended***

***Related Policy: EBCG***

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*

**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.

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