

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Thursday, October 24th, 2024
Wilton-Lyndeborough Cooperative Library
6:30 p.m.

Videoconferencing: meet.google.com/qdb-tpff-qfn

Audio: [+1 470-466-0102](tel:+14704660102) PIN: 517 200 450#

- I. CALL TO ORDER**
- II. REVIEW MEETING MINUTES**
 - a. 12/06/2023**
 - b. 08/29/2024**
- III. OLD BUSINESS**
 - a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan**
 - i. BDFF-R - Project Request Worksheet
 - b. EBCA - Emergency Plans**
 - ii. EBB - School Safety Program
 - c. Board Management/Procedures/Evaluation Discussion**
 - e. EH - Public Use of School Records**
 - i. EH-R - Procedures for Public Access to District Records “Right to Know Requests”
 - ii. BEDG-R withdrawal
- IV. NEW BUSINESS**
 - a.EBCG - Communicable & Infectious Diseases**
 - i. GBGAA - HIV/AIDS - withdrawal
 - ii. JLCCA - HIV/AIDS - withdrawal
 - iii. IHAMC - HIV/AIDS - withdrawal
 - iv. JLCC - Communicable Disease - name change
 - b. EBCD - Emergency Closing**
 - c.IGA - Curriculum Development**
 - d. IGD - Curriculum Adoption - withdrawal**
 - e.JLCE-R - Emergency Information Form - withdrawal**
 - f. IMGB - Therapy Animals**
 - g.JLCD - Administering Medications to Students**
 - h. Legislative Policy Updates and Assignments**
- V. PUBLIC COMMENT**
- VI. SETTING NEXT MEETING DATE AND AGENDA**
- VII. ADJOURNMENT**

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
Wednesday, December 6, 2023
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00 p.m.**

- I. CALL TO ORDER** *meeting was called to order at 6:05pm, Brianne Lavallee and Jonathan Lavoie present Peter Weaver online*

- II. ADJUSTMENTS TO AGENDA** discussion was had that Tiffany was working on EBCA and has numerous recommendations for the committee but with her absence it may be better to wait for her to finalize the policy

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to remove EBCA-Emergency Plans from the agenda and place them on the next agenda. Voting: 2 ayes, motion carried.

- III. REVIEW MEETING MINUTES
09/19/23**

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to accept the minutes as written. Voting: 2 ayes, motion carried.

- IV. OLD BUSINESS**

- a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan :** Brianne Lavallee provided update, policy in review per direction of the board; Facilities Committee completed a first draft and provided it for review; policy was then forwarded to the NHSBA lawyer for review, following his feedback and cross reference with our current policies, and the NHSBA sample policies related to facilities this draft was created and includes questions/clarifications for Facilities Committee; the updated policy has been provided to Facilities to review. Additions to note include specific provisions relating to statutory rights charter schools have to school district property when the district is neither using the property and has no plan to use it within two years. It also accounts for new statutory obligations germane to unused facilities lacking in an official plan pursuant to RSA 194:61, as effected in HB 278. Under RSA 194:61, the District is required to submit a list of "unused facilities" to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter. Sept. 2023; sample revised to reflect passage of HB365 which amended RSA 198:15-a. Discussion was had regarding feedback, Geoffry Allen is working on comparing the updates to his notes, Dennis Golding had agreed with the opinion that F1 subsection J conflicts with current policy, requested we discuss having the BA as a regular participant, clarification regarding "Director of Maintenance" vs. "Facilities Director" and review wording of the Budget Committee title. Discussion was had regarding fixing the sections "D1" should read "A" and "F1" should read "C" Discussion was had regarding adding "Shall tour and review all District facilities at least once annually." after Section C. c. Discussion was had that we can clean it up and send our changes to the facilities committee to have them clean it up and trim it down significantly. Brianne Lavallee will send it to Geoffry Allen, Facilities Chair to follow through with making the changes we are suggesting.

- b. JLCF-Wellness Policy:** Brianne Lavallee provided an update, policy has been under revision in past few meetings, JLCF was completely revised to conform to current federal regulations pertaining to school lunch and school breakfast programs, and N.H. Department of Education guidelines and to reflect SB 233 (2022 N.H. Laws Ch. 149) which amended RSA 200:11-b; discussion was had regarding Administration update after their review, it was noted that many of the links did not work, we will have to ask Nick to help with this, Also discussion was had regarding the request to change September 30th to October 15th; discussion was had regarding the verbiage in the water bottles section, number 3 “are filled exclusively with water” administration requests we discuss alternative verbiage. We still need to add the hyperlink to either the NHIAA (New Hampshire Interscholastic Athletic Association) or NFHS (National Federation of State High School Associations). Discussion was had regarding deleting the “Building Coordinator” wording throughout the policy and Peter Weaver will check over page 5 and it can go to the board if Admin has no further changes.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board after administration reviews the policy. Voting: 2 ayes, motion carried.

- c. JLCJ-Concussions and Head Injuries :** Brianne Lavallee provided updates completed as discussed at last meeting and a recommendation made to withdraw JHCI and JHCI-R once adopted.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

V. NEW BUSINESS

- a. EEA - Student Transport Services :** Brianne Lavallee provided an update, this policy was reviewed after Administration had requested we look at it; Student policy was revised generally with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Also, the revisions add a Transportation Coordinator, a position that was formerly referenced in many NHSBA samples but not specifically established. Clarification was added via an “Authorized Transportation Providers” subsection to define applicable services in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, VII. Revisions also included addition of the new requirement to provide transportation services to students attending CTE and alternative programs in accordance with RSA 188-E:8 (SB 148, Pt II). September, 2016: Amended to allow charter school pupils access to traditional transportation services under RSA 194-B:2, V.; discussion was had regarding the language in section A. paragraph 4 “or non-public schools...” Is this actually required if it’s a “private school” the language of RSA :

I. Any school district legislative body may vote to designate one or more of its schools as a chartered public school.

II. Every chartered public school shall make available information about its curriculum and policies to all persons, and parents and pupils considering enrollment in that school.

III. There shall be no application fee for pupil admission to any chartered public school.

IV. All chartered public schools shall accept qualified pupils from any school district. A pupil who meets the admission requirements of a chartered public school, and who is a resident of the district where the school is located, shall be given absolute admission

preference over a nonresident pupil. Once admitted and unless expelled, chartered public school pupils need not reapply for admission for subsequent years.

V. Attendance at a chartered public school for the purposes of transportation shall not constitute assignment under the provisions of RSA 189:6 and RSA 189:8. Pupils who reside in the school district in which the chartered public school is located shall be provided transportation to that school by the district on the same terms and conditions as provided for non-chartered public schools in the district and utilizing the same regular bus schedules and routes that are provided to pupils attending non-chartered public schools within that district.

VI. Upon approval by each of the district's legislative bodies and after a public hearing, 2 or more school districts may consolidate otherwise eligible resident pupils into one applicant pool for the purposes of an admissions lottery for designated chartered public schools.

VII. A chartered public school may be physically located outside the district establishing it, but shall be deemed within the school district for purposes of RSA 194-B.

Discussion was continued regarding the related policies, there will need to be a thorough review since many have not been updated since 2010 and may contain conflicting information; Kristie Laplante provide feedback regarding EEA-R having redundant language, NHSBA withdrew this policy in Sept 2021 for this reason, recommendation to withdraw it; EEAE needs the addition of #6 audio and video recording in relation to student discipline proceedings; EEAG will need significant updates and JICC will too. Brianne will work on this with Kristie LaPlante and bring final recommendations to the committee at the next meeting for final review.

- b. DFGA-Crowdfunding :** Brianne Lavallee provided an update, policy was created at the request of Administration; discussion was had regarding the dollar amounts in this sample; they are intended to align with the amounts found in policy KCD because some of the amounts included in sample KCD are limited by statute. Our policy KCD was last updated in 2012 so it needs updating to reflect 2023 passage of HB207, which amended RSA 198:20-b, and increased the amount from \$5,000 to \$20,000 of unanticipated revenue a school board may accept without the need for 7 day notice and public hearing. Decision to remove 2nd paragraph, section B, section C to remove the beginning of the sentence, and remove section 5. KCD needs to be changed and added to our next agenda as well.
- c. JH - Student Absences and Excuses :** Brianne Lavallee provided update, policy review was requested by Administration; discussion was had regarding changing the name to "Attendance, Absenteeism, and Truancy"; discussion was had regarding proposed changes from Administration

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- d. BBBE - Vacancies and Unexpired Term Fulfillment :** Brianne Lavallee provided update, policy revision at the direction of the board; substantially revised to: (a) include the statutory provisions and reference for the definition of a vacancy; (b) include 2021 amendments to RSA 671:33 (see, HB409 regarding determination of term fulfillment, and HB2 (2021 Session Laws Chapter 91 Section 318), regarding the manner in which at-large seats in cooperative districts are filled); (c) add "Vacancies" to the title; and (d) clarify that the statute applicable for most school board/officer vacancies is RSA 671:33, and not RSA 197:26). The comprehensive revisions also reflect some of the more nuanced or

hard-to-find legal requirements pertaining to vacancies so we can ensure consistency in our practice.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- e. **JKAA - Use of Child Restraint and Seclusion** : Jon Lavoie provided update, policy review required related to legislative update; This required policy seems to include our JKAA-R within it now. We should delete JKAA-R from our policy list after adopting the new JKAA. Our current JKAA has a preamble that I'm not sure is required. Discussion was had regarding section D line 2 Suggestion made to remove "district and" Peter Weaver will have Ned Pratt review our recommendations and get back to us with input.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption after Administration double checks it. Voting: 2 ayes, motion carried.

- f. **ACN - Nursing Mother Accommodation** : Jon Lavoie provided update; policy in review related to legislative requirements; discussion was had that it is now a required by law policy, Effective for 2023, both the state and federal legislatures (respectively, HB 358 and the Pump for Nursing Mothers ("PUMP") Act) passed laws mandating – with limited exceptions - accommodations in the workplace for employees who are nursing. Both statutes only apply to employees. However, students who are nursing are protected from discrimination under other statutes like Title IX and RSA 193:38, such that denying reasonable accommodation is discriminatory and exposes a district liability. As such, districts with high schools or other schools anticipating the possibility of students who have such needs may wish to adopt a singular policy for both students and employees. Discussion was had regarding the two options for wording in NHSBA sample, recommendation after discussion is to go with option 2.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption with changes as discussed Voting: 2 ayes, motion carried.

- g. **EFAA - Meal Charging** : Jon Lavoie provided update, policy in review following Administrative request; Policy was shared with Megan Nantel and Kristie Laplante; recommendations for minor grammatical changes as well as the following:

- 1) page 2 "Parental Restriction on Use of Student Meal Account" section removing the word establishing and replace with funding
- 2) page 3 recommendation to remove paragraph 4 and 5 and replace with "The District will enroll students found to be categorically eligible by the State of New Hampshire into the free and reduced meal program. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law."
- 3) page 4, remove paragraph 4 and 5 and replace with "If the account continues to accumulate debt to negative \$50 or more and the parents/guardians do not respond to emails and/or phone calls, the District will send a letter to the parents/guardians directing them to have their student bring meals from home and cease utilizing the school meal program. If the student continues to use the school meal program, a second letter will be sent to the parents/guardians using certified mail return receipt requested."
- 4) Adding to the end of page 5 "There are situations in which students possess positive balances in their food service account either at the end of high school or because of leaving the District. The Food Service Director will notify those account holders in late

May of each school year of positive balances so they may be exhausted prior to the end of the school year or transferred to a sibling. Graduated students or students who have left the District have until October 1st of the following school year to request a reimbursement. After October 1st, any account balances under \$10 of graduated students or other students who have left the District will be retained by the Food Service Fund.”

Discussion was had regarding the legality of the proposed changes above, Administration will need to review again and bring back for our next meeting.

- h. EHAB - Data Governance :** Brianne Lavallee provided update; policy in review in response to legislative changes; updated definitions with cyber security incident September 2023, revised EHAB by adding paragraph B.1(f), and second paragraph to Section G, both in response to passage of SB213, amending both RSA 189:66, V and RSA 189:70, IV(b). Also added "PII" to definition of confidential data in Section A. Revised Section B(1)(d) and Section F reflect the 2022 passage of HB1277 enacting new RSA 31:103-b (applicable to school districts as political subdivisions of the state), as well existing 359-C:19-21, regarding cybersecurity incidents and data breaches respectively; also updated legal references and added additional reference to and resources from the New Hampshire Department of Education. Nick Buroka has not yet reviewed it but changes are minor so we will move it forward and ask for his input, we can make changes at the board discussion if necessary.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- i. BEDG - Meeting Minutes :** Brianne Lavallee provided update; review in response to legislative changes; revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c . also a General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91-A:3. Revised to reflect 2018 N.H. Laws Ch. 244's requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. Revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes. Discussion was had that we prefer option 2 for the review of the old minutes process so that will be the one we present to the board.. Related policy EH has not been updated since 2010, NHSBA updated theirs in 2019. Also noted that NHSBA has policy EH-R, which we do not have but it is an Administrative procedure that outlines how the public can make a right to know request and how the admin should follow through with it? Shall we look into adopting it? BEC was last updated by us in 2010, NHSBA did theirs in 2021 when elements of BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes to BEC include language clarifying on the one hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential. We still have BEDG-R but it was withdrawn by NHSBA in 2019 and replaced by EH-R; EH-R is more clear and updated in regards to electronic records, I recommend we look at changing to EH-R and withdrawing BEDG-R.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- j. GBCD - Criminal Background** Peter Weaver provided an update, changes made in response to new legislation; revised to reflect: (1) passage of SB39, which reversed the 2020 legislation making the state responsible for criminal history records checks for transportation monitors, and (2) passage of SB136, prohibiting employment or appointment as volunteers of educators whose credentials have been revoked or are under current suspension. The changes relative to bus monitors are found in D.2 and footnotes 5 and 10, and the changes relative to suspended/revoked credentials are found in Section B. The only other significant change is found in Section D.5, wherein language allowing the Superintendent to share information about a criminal record for misdemeanor hires has been revised, with modifications to footnote 8 made to explain options the Board has for a district's policy concerning hiring of persons whose criminal history records check reveals charges, whether convicted or not, for non-section V offenses, and possible charges of Section V offenses that were later pled down or dismissed. Additional minor revisions throughout for clarification and/or style.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- k. KD - School District Social Media Websites :** Peter Weaver provided an update; review made following a discussion at the board level; we will change "twitter" to "X"

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- l. Withdrawn Policies Audit Results :** Brianne Lavallee provided an update; the list pulled from NHSBA contained 11 policies that they have withdrawn and we have in place. Some can be withdrawn now if we send a recommendation to the board; others will need to be incorporated into other policies and then withdrawn;

- VI. PUBLIC COMMENT** Dennis Golding, Wilton, in regards to policy EFAA I would like to add that I do not agree with the wording "making student bring own lunch" that was discussed and suggests you do not include that language

VII. SETTING NEXT MEETING DATE AND AGENDA

- a.** JCA - 2023 passage of SB77 may prompt changes
- b.** Transportation policies
- c.** Inventory Management Policy
- d.** EHB and EHB-R

VIII. ADJOURNMENT

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to adjourn Voting: 2 ayes, motion carried.

Meeting Adjourned at 7:40pm

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Thursday August 29, 2024
Wilton-Lyndeborough Cooperative MS/HS-Admin Conference Room
6:30 p.m.

I. CALL TO ORDER *meeting was called to order at 6:30pm, Brianne Lavallee and Cynthia Foss present*

II. REVIEW MEETING MINUTES

a. 12/06/2023 *discussion was held that Cynthia Foss was not on the committee in 12/06/2023 and Brianne Lavallee was the author of the minutes so with Jon Lavoie's absence minutes approval will be postponed until the next meeting.*

b. 04/30/24

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the minutes as written Voting: 2 ayes, motion carried.

c. 05/28/24

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the minutes as written Voting: 2 ayes, motion carried.

III. OLD BUSINESS

a. Pending policy updates *discussion was had regarding policy BDFP and BDFP-R Facilities policies, updates from Facilities Committee are still pending, the committee has a new chair and Ms. Lavallee will forward the last draft and emails from last year to Ms. Cloutier-Cabral to have her bring it back to Facilities with our recommendations. Emergency Policies EBCA, EBB, etc are still being worked on by Administration and updates/recommendations are still pending. EHB-R - Local Records Retention Schedule Discussion was had regarding sample policy. This is an R policy and no Board vote is required, all updates are inline with current practice and the committee supports Administration with making the changes reflected in the NHSBA sample policy. EH - Public Use of School Records the cross reference has been completed but now this policy may be changed again related to legislative updates so we will wait for the policy update.*

IV. NEW BUSINESS

a. Legislative Update *discussion was had regarding the 2024 Legislative summary, there are many RSA changes that may not result in policy changes and the policies that may need updates have not all been completed by NHSBA so changes will be held off on until after the Policy Update webinar in October. Brianne will be attending the webinar and bring forward any recommendations to the committee. There were a few policies already updated by NHSBA: Title IX policy discussion regarding the federal changes and NH HB1205, the pending legal cases in NH, and the letter from Frank Edelblut offering guidance on 08/20/24. Superintendent Weaver and Ms. LaPlante will be meeting on September 6th to review the legal recommendation from house counsel, NHSBSA, and Drummond and Woodsum. They will be sending policy recommendations to our committee following that meeting and*

Respectfully submitted Brianne Lavallee

49 we will do a first review during our September meeting. Policy JLDBB-Suicide Prevention has already
50 been updated and changes were minor, sample policy from NHSBA was reviewed.
51 A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to accept the changes to JLDBB
52 and send to Board for adoption Voting: 2 ayes, motion carried.
53

54 **V. PUBLIC COMMENT** no public present
55

56 **VI. SETTING NEXT MEETING DATE AND AGENDA** Discussion was had that our goal should
57 be to meet again in September.
58

59 **VII. ADJOURNMENT** A MOTION was made by Ms. Foss and SECONDED by Ms. Lavallee to
60 adjourn. Voting: 2 ayes, motion carried.
61

62 Meeting Adjourned at 7:49pm
63
64
65
66
67

BDFF- Facilities Committee Goals and Preparation of Capital Improvement Plan

Category: Recommended

Related Policies: BDE, BDFF-R

Policy Statement. ~~As the Board seeks to incorporate the most appropriate and cost effective risk management techniques for loss prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.~~#

- A. Purpose. The purpose of this policy is to establish criteria and operating norms for the Wilton-Lyndeborough Cooperative School District (WLC) Facilities Committee and the WLC District's Capital Improvement Plan (CIP). In accordance with Policy BDE the Facilities Committee shall be responsible for the ongoing development of a Facilities plan to include:
- A one year plan due each year by October 1st that would include specifics for budget planning
 - A 3 year plan, revised on a yearly basis
 - A long term plan, revised on a yearly basis
 - Maintain and update the District's Capital Improvement Plan annually.
- E1 Facility Considerations, Goals and Objectives. In establishing specific facility plans the Board will use the following considerations, goals and objectives #
- Shall work with the Superintendent, the District's Director of Maintenance and other District employees as designated by the Superintendent or requested by the Committee.
 - "Facilities" shall include all buildings, grounds, and playing fields that accommodate the organization and instructional patterns that support the district's educational philosophy and instructional goals.
 - Shall tour and review all District facilities at least once annually.
 - Ensure the meeting all safety requirements through the remodeling and renovation of older structures.
 - Ensure building renovations meet requirements on the availability of public school facilities to handicapped persons whenever possible.
 - Evaluate building designs, construction, and renovations that will lend themselves to low maintenance costs and the conservation of energy.
 - Ensure the community is informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.
 - Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community
 - The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. The Superintendent shall submit a report of "Unused Facilities" to the New Hampshire Department of Education no later than July 1 of each year in accordance with RSA 194:61. "Unused Facilities" shall mean any district owned school building which is not currently used for academic purposes, extracurricular activities,

BDFE- Facilities Committee Goals and Preparation of Capital Improvement Plan

administrative school functions, or sports, and for which the School Board has not approved a written plan for future use.

- j. The Facilities Committee will provide ~~its~~ all recommendations to the School Board for the board's approval.
- i. The approved CIP will be used annually by the School Board and Budget Committee as a tool during the annual budget process.
- C. Members and Terms. The Facilities Committee will consist of three (3) School Board members to be appointed in accordance with Policy BDE, the Superintendent or their designee, the District's Facilities Director, two representatives from the WLC Budget Committee and one (1) community member from Lyndeborough and Wilton. Only School Board members will have voting authority, and non-school board members serve as advisory members only. All actions by the Facilities Committee are ONLY recommendations that must receive approval from the majority of the School Board unless so designated by the School Board in advance.
- a. When possible each School Board member would serve on the Facilities Committee for the length of their elected term. This is designed to ensure continuity.
- b. The District's Budget Committee may appoint two of its members to the Facilities Committee each year following the district's elections.
- c. Community members will be appointed in accordance with policy BDE.
- D. Facilities Committee will provide the School Board with an updated 20-year CIP by October 1st each year. This program will be provided to the Department of Education pursuant to RSA 198:15-a, so that the state can project funds needed for building projects occurring in the District and elsewhere. The CIP will include:
- a. All identified items even if replacement isn't anticipated within the 20-year period.
- b. Any unspent fund from completed projects will be reallocated within the CIP.
- c. The projected revenues needed for at least the next five (5) years to support the plan.
- d. All fund balances for existing projects will be indicated.
- E. REQUIREMENTS FOR CIP PROJECTS. Projects to be included in CIP based on:
1. The projects will cost \$20,000 or more.
2. Projects less than \$20,000, if approved in advance by the School Board, i.e., paving of a parking lot at a smaller facility, may be included.
3. New project expenditures shall not be added within three (3) years of their due date. These projects will be added to the CIP and funded for their next replacement.
4. Any newly identified project over \$20,000 would be added to CIP
- F. FORMAT AND FUNDING. To be added to CIP, application must be submitted to the Facilities Committee, vetted, discussed, and defined, then presented to the board for approval. Items for consideration of being added or removed should be submitted using form BDFF-R.

The CIP used by the Facilities Committee will include the following for each capital project:

- Description of each proposed project
- Last date completed
- Last project cost
- Life expectancy of the project
- Estimated replacement cost and year
- Amount of funding allocated for each project annually, unless \$0
- Project funding outside of the District's CIP

BDF- Facilities Committee Goals and Preparation of Capital Improvement Plan

- h. Allocating funding in the CIP for projects should begin no later than:
 - i. 15 years prior to the due date for items costing \$100,000 or more
 - ii. 10 years prior to the due date for items costing between \$50,000 and \$99,999
 - iii. 5 years prior to the due date for items costing less than \$50,000
- G. RANKING CIP ITEMS. The ranking for CIP projects will be reviewed annually to ensure;
 - a. Replacement cost and date of replacement is accurate.
 - b. The annual planned spending is prioritized by items that are:
 - i. mandated by State, Federal or School Board
 - ii. needed to mitigate a known public health or safety hazard
 - iii. failed or will fail in the next year
 - iv. able to maintain a stable effect on the tax rate
 - v. able to reduce operating costs
- H. PUBLIC NOTIFICATION. The CIP approved annually by the School Board should be included in the District's Annual Report and published on the District website. The CIP posted should include as a minimum the next five (5) years; both expenditures and anticipated revenue needs the project description, estimated replacement cost and year of replacement and annual project funding (attachment #1).

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

RSA 194:61 Unused District Facilities

RSA 198:15-a Grant for School Construction

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.

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT
CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Use for projects of \$10,000 or more

Request For: _____

School: LCS ☐ FRES ☐ WLC ☐

Type of Project:

Primary effect of project is to:

- | | | |
|--|--|--|
| <input type="checkbox"/> Replace or repair | <input type="checkbox"/> Existing facilities | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Improve quality of | <input type="checkbox"/> Existing facilities | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Expand capacity of | <input type="checkbox"/> Existing facilities | <input type="checkbox"/> Service level |
| <input type="checkbox"/> Provide NEW: | <input type="checkbox"/> Facility | <input type="checkbox"/> Equipment |

Rationale for Project:

- ☐ Removes imminent threat to public health or safety
- ☐ Alleviates substandard conditions or deficiencies
- ☐ Responds to federal or state requirement/s to implement
- ☐ Improves the quality of existing services
- ☐ Provides added capacity to serve growth
- ☐ Reduces long-term operating costs
- ☐ Other: _____

Cost Estimate:

Capital Costs

Impact on Operating and Maintenance

\$ _____ Design & Build
\$ _____ Renovation/Upgrade
\$ _____ Building Improvements
\$ _____ Furnishings & Equipment
\$ _____ Vehicles & Capital Equipment
\$ _____ Other: _____

\$ _____ Add Personnel
\$ _____ Increased Oper. & Maint. Costs
\$ _____ Reduced Personnel
\$ _____ Decreased Oper. & Maint. Costs

Total Project Costs: \$ _____

Sources of Funding:

\$ _____ Grant from: _____
\$ _____ Donation/bequest/private: _____
\$ _____ Capital Reserve Withdrawal: _____
\$ _____ Current Revenue/Op. Budget: _____
\$ _____ General Obligation Bond: _____

Total Project Revenue: \$ _____

Project Description, Narrative and Justification:

Desired Date of Project Completion: _____

(Provide quotes, estimates, any back up data to support need) Provide useful life, recurring/non-recurring (not annual budget item), require bonding?)

DRAFT

Prepared By: _____

Signature: _____

Date: _____

EBCA - CRISIS PREVENTION AND EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. Site-specific Emergency Operations Plan (RSA 189:64). Each school shall develop a site-specific school emergency operations plan (“EOP”) based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by September 30.

If, after such review, the plan remains unchanged, then the Superintendent/Principal shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent/Principal shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

B. District-wide Crisis Prevention and Response Plan.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the “District Crisis Plan”). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Related Injury and Protocols Plan as required under Board policy JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District.

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP’s are submitted to the state).

C. Coordination. The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any

training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

District revision history:

NH Statutes		Description
RSA 189:64		<u>Emergency Response Plans</u>
RSA 193-D		<u>Safe School Zones</u>
RSA 193-F		<u>Pupil Safety and Violence Prevention</u>
RSA 200:40-c		<u>Emergency Plans for Sports Related Injuries</u>
NH Dept of Ed Regulation		Description
NH Code of Admin. Rules, Ed 306.04(a)(2)		<u>School Safety</u>

EBCA - EMERGENCY PLANS

The Wilton-Lyndeborough Cooperative School Board recognizes that State law requires the district to implement an Emergency Response Plan that conforms to the Incident Command System and the National Incident Management System.

The Superintendent is responsible for ensuring that at least two times per year, the district conducts emergency response drills. The Board or its designee will establish relations with local and state emergency and law enforcement authorities. The Superintendent or his/her designee will serve as a coordinator/liaison with these authorities.

Additionally, the Superintendent is responsible for ensuring the district's Emergency Response Plan addresses hazards such as:

- Acts of violence
- Natural disasters
- Fire
- Hazardous materials
- Medical emergencies
- Other hazards deemed necessary by the School Board or local emergency authorities

The School Board will review this policy annually.

Legal References:

RSA 189:64, Emergency Response Plans

Incident Command System Preparations:

www.osha.gov/SLTC/etools/ics/prepare_implement.html

Federal Emergency Management Agency, Planning Ahead:

www.fema.gov/plan/index.shtm

Appendix: EBCA-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

EBB – SCHOOL SAFETY

The Board recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment and that safe schools contribute to improved attendance, increased student achievement, and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

The Superintendent shall be responsible for developing and maintaining a comprehensive safety program/plan for the District, taking into account applicable laws, regulations, Board policies, and best practices. **While the comprehensive safety program need not be a single consolidated document**, it should include:

- A. The District-wide Crisis Prevention and Response Plan prepared under policy EBCA, which, in turn, includes the site-specific Emergency Operations Plan for each school (see also RSA 189:64 and policy EBCA);
- B. The Sports Injury Emergency Action Plan prepared under policy JLCJA;
- C. The District communication plan, KDA: Public Information Program; and
- D. The School Bus Safety Program established under policy EEAE.

Additionally, to the extent not included in the above specific Board directed plans, the Superintendent will address the following areas of emphasis in the comprehensive safety plan:

- 1. Procedures that address the supervision and security of school buildings and grounds. See also ECA.
- 2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities. See also JLIA.
- 3. Procedures that address persons visiting school buildings and attending school-sponsored activities. See also KI and KFA.
- 4. Training programs for staff and students in crisis prevention and management. See EBCA.
- 5. Training programs for staff and students in emergency response procedures that include practice drills for fire and all hazard as required by law and Board policy EBCB.
- 6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems. See also EBCC.
- 7. Procedures and training to implement employee and work-place safety.

8. Training and support for students that aims to relieve the fear, embarrassment, and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
9. Procedures for safe and confidential reporting of security and safety concerns at each school building.
10. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary. See also ECA.
11. Procedures for periodic assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
12. Procedures for managing the behavior of children, including, proper training and protocols relative to restraint and seclusions consistent with RSA 126-U and Board policy JKAA.
13. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
14. District and building level procedures to assure timely safe schools reporting to law enforcement the N.H. Department. of Education and the School Board as required under RSA 193-D:4.

Each Principal shall be responsible for the supervision and implementation of components of the safety programs in his/her school, inclusive of school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources.

First Reading:

Second Reading/Adopted:

District Revision History:

NH Statutes

RSA 193-D

RSA 193-F

RSA 281-A:64

Description

[Safe School Zones](#)

[Pupil Safety and Violence Prevention](#)

[Worker's Compensation, Safety Provisions; Administrative Penalty](#)

NH Dept of Ed Regulation

Description

NH Code of Admin. Rules, Ed 306.04(a)(2) [School Safety](#)

NH Code of Admin. Rules, Ed 306.04(d) [School Safety Procedures](#)

DRAFT

EH - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Category: Required

Related Policies: EH-R; EHB; EHB-R; BEDG

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Board has adopted procedural policy EH-R, to serve as the minimum requirements for procedures governing all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”) and the District's responses to those requests. The Superintendent should develop additional written administrative procedures to ensure appropriate implementation of this policy and procedural policy EH-R. Such administrative procedures shall conform in all respects to the Right to Know Law. They should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the District's website.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as the Superintendent deems appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG

The Superintendent or designee is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

EH - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Legal References:

NH Statutes	Description
RSA 91-A	<u>New Hampshire Right To Know Law ("Access to Governmental Records and Meetings")</u>
Cross References	

Code	Description
BEDG	<u>Meeting Minutes</u>
EHB	<u>Data/Records Retention</u>
EHB-R(1)	<u>Data/Records Retention - Local Records Retention Schedule</u>
JRA	<u>Student Records and Access (FERPA)</u>
JRA-R(1)	<u>Student Records and Access (FERPA)</u>

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.

Special Note - The revisions to this policy generally are the result of a comprehensive revision to EH-R, formally designated an administrative procedure that did not necessarily require Board approval. However, new language in RSA 91-A:4 (via HB1002) requires a "transparent policy" relative to certain components of what are otherwise procedures. Accordingly, we have revised both EH and EH-R, with the revisions generally intended to reflect that EH-R should now require Board approval as a "procedural policy". ***This paragraph will be removed for adoption***

Appendix EH-R(1): Public Access to School District Records - Procedures for Public Access to District Records "Right to Know Requests"

Status: ADOPTED

Original Adopted Date: 11/01/2019 | Last Revised Date: 09/30/2024 | Last Reviewed Date: 09/30/2024

Category: Priority / Required By Law [see Endnote #1] :policy is required if adopting section 8 regarding additional charges for extensive electronic communication production - otherwise Recommended]

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- A. *Special - Although styled and coded as a procedure, it should be reviewed by the Board. If the Board chooses to adopt the new section relating to charges for requests for large amounts of individual electronic communications (defined in Section 8.a, below), the Board should adopt in the same manner as other Board policies. In order to maintain connectivity to NHSBA samples, we would recommend that the code nonetheless remain EH-R.*
- 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.*
- C. *General – Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/external policy references, duty assignments etc.*
- D. *General – {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- E. *General – Rescinded & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA history: Revised - September 2024. New Administrative Procedure – November 2019.

NHSBA revision notes: September 30, 2024, The catalyst for the revision is passage of HB1002 (amending RSA 91-A:4). **See Endnote #1 for further information on the amendment.** However, the revisions to this sample also include re-formatting and re-arranging for flow, addition of captions and other edits, in addition to revisions responsive to HB1002, which (a) puts into law the long recommended practice of contacting a requester to try and simplify complicated or overly-broad requests, (b) allows additional charges for certain requests that result in extensive electronic communications - subject to certain exceptions, and (c) requires an estimation of costs to be made at the same time as the initial response to a request if the request will not be satisfied within the allotted 5 days, the appropriateness of allowing public bodies to charge for electronic communication records and requiring fee waivers in case of the requestor's financial hardship. **November 2019,** the subject matter of this new procedures document is derived from a merger of former sample BEDG-R (now withdrawn) and earlier sample policy EH (now revised). This sample (former BEDG-R), also includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).

This procedural policy applies to all requests to inspect or obtain copies of “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, digital communications, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.). The Superintendent is authorized to issue and enforce additional procedures as the Superintendent deems appropriate.

1. **Board and Staff Member Responsibilities.** All requests for access to or copies of District records should be made through the [] the SAU office]. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to [] the SAU office] for processing under Board policy {**}EH and these procedures.
2. **Written Requests Encouraged.** To help ensure common understanding between the requester and the staff responsible for responding to a request, persons making requests for records are strongly encouraged to submit their requests in writing and include a specific description of the desired record(s). A written request can greatly assist in minimizing confusion or misunderstanding exactly what is being requested.

However, although written requests are preferred, a request will not be denied simply because it is not in writing. If the person making the request is unwilling or unable to put the request in writing, the staff member receiving the request shall reduce the request to writing and shall provide the person with a copy.

3. **Clarification, Refinement & Modification of Requests.** Carefully tailored requests can often be fulfilled more promptly and help avoid resources being expended retrieving and preparing material which exceeds what the requester is actually seeking. The Superintendent, designee or staff responsible for responding to a request may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Staff responsible for responding to the request may suggest to the requestor reasonable modifications to the scope or language of the request, but the requester is not required to accept them. Any modification, clarification or narrowing of the request agreed upon by the requester shall be documented in writing and a copy of the re-formed request provided to the person making the request.
4. **Record Availability.** Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent or designee will, within five (5) business days of the request, respond to the requestor, in writing. The response shall acknowledge receipt of the request, provide a statement of the time reasonably necessary to determine whether the request shall be granted or denied, and include an itemized estimate of the cost of making the record available. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
5. **Exempt Information and Redaction.** Information exempt from disclosure by RSA 91-A:5 or other law will not be disclosed. The Superintendent may authorize District staff to consult with the District's legal counsel when questions regarding application of exemptions to certain records or information arise.

In some instances, records containing information exempt from disclosure may reasonably be redacted in order to make the remainder of the record accessible.

If a member of the public requests records that are determined to include information exempt from disclosure, the Superintendent/designee will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) or information withheld.

Records will be reviewed in their entirety by either the Superintendent/designee before they are released in order to ensure that no confidential or exempted information is disclosed.

6. **Copy Fees.** The School District will charge a fee of *{insert fee amount or fee structure} {see *endnote}* for copying/photocopies of records when the person requests a paper copy. This fee reflects the actual cost of producing the copy(ies). No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form *{optional language to include only if adopting section 8, below}, except as described below for certain individual electronic communications*. Any costs associated with mailing copies - if available - must be paid for in advance of mailing.

Electronic records may be provided *{OPTIONAL, see Endnote #2}* [via e-mail or] on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

7. **Electronic Records.** Electronic records (including electronic communications as defined in Section 8) may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

8. ***[SECTION 8 IS OPTIONAL - See Endnote #1 for further information]* Charges for Certain Electronic Communications.** In addition to the copying fees permitted under paragraph __, the District may charge a reasonable fee prior to disclosing certain electronic communications as set forth in this Section.

- a. **Definitions.** For purposes of this Policy, the terms below will have the definitions provided.

“Individual electronic communication” includes the communication itself as well as the responses and attachments to each communication, under a single subject line. However, text or chat message threads regarding the same topic shall be considered an individual electronic communication unless the thread exceeds 50 individual messages, at which point each additional group of 50 messages will be a separate individual electronic communication.

“Media requestors” means organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

- b. **Digital Communication Charges.** The District will charge *[insert fee of up to \$1.00]* per individual electronic communication, regardless of whether the records are delivered in hard copy or electronically, subject to the following:
- i. No charge shall be issued for the first 250 individual electronic communications
 - ii. Multiple requests from any person or entity to the same public body within a 30-day time period (measured from the date of the first request) shall be considered a single request (i.e. in the aggregate;

- iii. The charge shall be paid prior to any copies of electronic communications exceeding the first 250 individual electronic communications (as described above).
- c. Waiver of Digital Communication Charges. Waiver of digital communication charges is available as set forth below. It is up to the person or entity making the records request to apply for and establish the waiver using the **District's Waiver of Electronic Communication Record Charge Form {**}EH-F(1) ("Waiver Request Form")**. The **Waiver Request Form** may be filed at any time, but it is required after the requester receives the cost estimate for the charges and before the requested records are copied and made available). The waiver is available to requestors falling into one or more of the following categories:
 - i. Any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:
 - 1. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
 - 2. a completed "**Financial Affidavit for Waiver of Electronic Communication Charge**" {**}EH-F(2) ; or
 - 3. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.
 - ii. A media requestor or authorized representative of a media requester (satisfactory evidence of the status must be produced with the **Waiver Request Form**).
 - iii. Any individual or entity who can establish that the disclosure of requested information requesting information is likely to contribute significantly to public understanding of the operations or activities of the district, its officials and its schools, and is not primarily in the commercial interest of the requestor. For purposes of meeting the criteria, the requestor must complete the pertinent section of the **Waiver Request Form**. In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors:
[See Endnote #3 for source of criteria]
 - 1. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
 - 2. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
 - 3. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
 - 4. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

District Policy/Procedure History:

First reading: _____

Second reading/adopted: _____

District revision history:

DELETE ALL END NOTES BEFORE ADOPTION

Endnote #1. 2024 Amendments to 91-A:4 allow districts to require an additional "charge" for copies of electronic communications that are voluminous. The amendments further require that if an entity adopts the provision allowing for the additional charges, it must have a policy relative to the charges. Unfortunately, the amendments also include requirements for waivers from the charge for 3 categories of requests or requestors. The tests for two of those might prove more problematic than simply providing the records themselves. Accordingly, districts may choose not to adopt provisions relating to the permitted charges, in which case the policy remains only recommended.

Endnote #2. The District may, but is not required to, provide copies of records via email.

Endnote #3. The factors listed as i - iv are adapted from the guidelines established by the U.S Department of the Interior Guidelines for FOIA fee waivers. <https://www.doi.gov/foia/fees-waivers> (Accessed 2024.9.26)

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.*

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes

RSA 91-A

Description

[New Hampshire Right To Know Law \("Access to Governmental Records and Meetings"\)](#)

Cross References

Code

BEDG

EHB

EHB-R(1)

JRA

JRA-R(1)

Description

[Meeting Minutes](#)

[Data/Records Retention](#)

[Data/Records Retention - Local Records Retention Schedule](#)

[Student Records and Access \(FERPA\)](#)

[Student Records and Access \(FERPA\)](#)

BEDG-R

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests for access to public records in writing and to include a specific description of the desired documents. No request will be denied if it is not in writing. All steps taken to comply with such requests will be documented in writing and will include a specific description of all documents that were made available.
3. Public documents requested under the Right-to-Know Law must be made available within five (5) business days. In the event a reply will take longer than five (5) days, a letter will be sent to the individual requesting the documents acknowledging receipt of the request and either estimating when a substantive reply will be available or explaining why such documents are unavailable.
4. Access to public records will ordinarily be afforded by providing photocopies of the requested materials. In some instances alternate methods -- such as allowing personal review of a particularly voluminous file -- may be more appropriate.
5. The school district will charge a basic fee of \$.10 per page for producing photocopies of records.
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure requirements include: personnel records; student records; privileged documents (e.g. lawyer-client communication); records pertaining to litigation; collective bargaining; real estate negotiations; records containing certain types of confidential commercial or financial information; and other such documents as defined in RSA 91-A:5.
8. It is possible that only a portion of the information contained in a district record will be subject to public access under the Right-to-Know Law. In such cases the district will make a reasonable effort to provide access to the public portions of the record. For instance, a redacted photocopy of the document may be provided.
9. This procedure shall be effective immediately and shall continue in force until otherwise amended or repealed.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Category: Recommended

Related Policies: JLCG, IHAM, JLCA, JLCB

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.

A. POLICY:

Students and employees of the Wilton Lyndeborough Cooperative School 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 infected.

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

1. Students.

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in section B of this policy.

2. Employees.

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

3. Special Circumstances and Conditions.

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who display biting behavior and students and employees who are unable to control their body fluids or have

EBCG - Communicable and Infectious Diseases

uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

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

B. PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED:

1. **Reporting.** School District employees, including contracted individuals and/or agencies who are performing contracted responsibilities for the School District, and who become aware of a communicable disease or other potentially serious health problem regarding themselves, or of students or other employees, unless prohibited by statutory confidentiality, they will report it to the school nurse, or building Principal/designee.
2. **Response.** The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease of the kind in section A of this policy, s/he will take the following steps:
 - A. The parent/guardian(s) of a student will be contacted in order to discuss the situation and determine whatever facts are available; the same information will be communicated promptly among the Superintendent/designee, school nurse and Principal/designee.
 - B. Upon receiving written consent from the parent(s) or guardian of a student or, in the case of an employee, the employee or his/her health care agent (i.e., adult to whom authority to make health care decisions is delegated under an advance directive meeting the requirements of RSA 137-J:20), the school nurse/Superintendent's designee will attempt to confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease.
 - C. Notify and consult with the health care professionals knowledgeable about the particular disease. Following such consultation, the school nurse, Superintendent or his/her designee, shall determine the immediate, short-term action to be taken relative to educational placement of the student or work assignment for the employee.
 - D. When a communicable disease of the kind identified in section A of this policy is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to protect other members of the school population. Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

EBCG - Communicable and Infectious Diseases

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

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

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

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

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

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

If the Superintendent/designee, after taking the steps above, determines that there is a medically recognized risk of transmission of disease in the School setting or that a significant health problem restricts the infected person's ability to work, or presents a substantial hazard to the employee, the Superintendent/designee shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent/designee may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.

- iii. Testing, Social Distancing and Other Extraordinary Measures. Some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission

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

3. Practices to Minimize Contamination in Schools.

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

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

5. Confidentiality and Data Privacy.

Public concern regarding communicable diseases is neither an excuse nor defense for the

EBCG - Communicable and Infectious Diseases

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.

6. Staff and Student Education.

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

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

7. Implementation.

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

District Policy :

First reading:

Second reading/adopted:

District revision history:

Legal References:

NH Statutes	Description
RSA 186-C	<u>Special Education</u>
RSA 189:1-a	<u>Duty to Provide Education</u>
RSA 189:31	<u>Removal of Teacher</u>
RSA 193:1	<u>Duty of Parent; Compulsory Attendance by Pupil</u>
RSA 193:3	<u>Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance</u>
RSA 200:32	<u>Physical Examination of Student</u>
RSA 200:36	<u>Medical Examination of School Personnel</u>
RSA 200:39	<u>Exclusion from School</u>

NH Other Agency Regulation	Description
NHDHHS Bureau of Infectious Disease's:	<u>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</u>

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.

GBGAA - HIV/AIDS

Preamble. Human Immunodeficiency Virus (HIV) progressively destroys the body's ability to fight infections and certain cancers. The term acquired immunodeficiency syndrome (AIDS) is used to mean the later stages of an HIV infection. To assist the District and infected persons, the District adopts the following policy.

I. General Principles:

(A) HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend School, a student who is infected with HIV or AIDS shall attend the School and classroom to which he or she would be assigned, and shall receive the rights, privileges and services to which he or she would be entitled if not infected, free of physical and verbal harassment.

(B) There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No Wilton-Lyndeborough Cooperative School District employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the District may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.

(C) The School District shall provide a sanitary environment and shall establish procedures for handling bodily fluids, pursuant to Section V.

(D) The District shall administer a program of education about HIV or AIDS for students, their families, and School District employees to ensure that they are informed about the following:

- (1) The nature and effects of HIV including current information about how it is transmitted and prevented in ways that are scientifically, legally, and educationally sound;
- (2) District policies and procedures relating to employees and students with diseases such as HIV or AIDS;
- (3) Resources within the School District and elsewhere for obtaining additional information or assistance; and
- (4) Procedures to prevent the spread of communicable diseases at School.

II. Evaluation of Infected Students and Staff

(A) HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff member from the School. When the Superintendent has been notified that a student or staff member is infected with HIV or AIDS, the Superintendent shall act appropriately to ensure the safety of persons in the School setting and to plan to support the infected person.

(B) When the District learns that a student is infected with HIV or AIDS, the appropriate

procedures under State and Federal Law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.

(C) (1) When notified that an employee is infected with HIV or AIDS, the Superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection (e.g., tuberculosis) that poses a medically recognized risk of transmission of disease. The Superintendent shall make this determination by consulting with the infected person's physician and the infected person.

The Superintendent also may consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The Superintendent shall consider methods in which the School District may anticipate and meet the needs of persons infected with HIV or AIDS.

(2) Absent a secondary infection, which creates a medically recognized risk of transmission of disease, or a significant health problem that restricts the infected person's ability to work, the Superintendent shall not alter the job assignment of the infected person. However, the Superintendent shall periodically review the case with the persons described in Section II(C) (1).

(3) If the Superintendent determines that a secondary infection poses 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, the Superintendent shall consult with the persons described in Section II(C) (1). After said consultation, the Superintendent 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 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.

(D) Infected 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 he is eligible for special education or special education and related services. Infected persons 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.

(E) Confidentiality shall be observed throughout the foregoing process.

III. Confidentiality

(A) The identity of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the School setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:

(1) The Superintendent or a person designated by the Superintendent to be

responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.

(2) The physician of the infected person.

(3) Public health officials, to the extent that their knowledge of the infected person's identity is necessary.

(B) The persons listed in Section III (A) (1) - (2) and the infected person (or his/her parents or guardians) shall determine whether additional persons to know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed in Section III (A) without the consent of the infected person, or the infected person's parents or guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the School nurse, the School Principal or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.

(C) All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information will be divulged directly or indirectly to any individuals or groups, except as noted in Section III (A) - (B). All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons who have the written consent of the infected person or his/her parents or guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information that reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or the infected person's parents or guardians. Any School staff member who violates the confidentiality provisions of Section III shall be subject to discipline. Test results and medical records shall be disclosed only with the consent of the infected person (or that person's parent if he is a minor), pursuant to a subpoena or order of a court or administrative agency, or otherwise in accordance with law.

IV. Testing

Mandatory testing for communicable diseases that are not spread by casual, everyday contact (e.g., HIV or AIDS) shall not be a condition for School entry or attendance, or for employment or continued employment.

V. Control of Infections

(A) HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as Hepatitis, colds and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.

(B) Staff members shall follow the universal precautions in handling body fluids in the Schools.

(C) The District shall cooperate with local, state and federal health agencies in controlling

For Withdrawal

infections.

(D) If a person in a school setting has been exposed to blood-to-blood contact, the district should counsel the person to seek medical testing and attention.

VI. Health Education

The Board recognizes that HIV/AIDS education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas.

The District's HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the pupils and the subject matter of the course.

Development of the program should take into account the instructional needs of all pupils in the District and be scientifically, legally, and educationally sound.

The Superintendent shall ensure that the information presented as a part of the HIV/AIDS program is articulated in such a way that transition from grade to grade in the elementary Schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent shall ensure that all staff involved in teaching the HIV/AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in Universal Precautions.

Legal References:

RSA 186:11, IX, Instruction as to Intoxicants and Venereal Disease

RSA 186:11, IX-a, AIDS Instructional Material

RSA 189:1-a, Duty to Provide Education

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

National Association of State Boards of Education, Someone at School Has AIDS, 2001
www.aids.gov/basic/index.html

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

JLCCA - HIV/AIDS

Preamble. Human Immunodeficiency Virus (HIV) progressively destroys the body's ability to fight infections and certain cancers. The term acquired immunodeficiency syndrome (AIDS) is used to mean the later stages of an HIV infection. To assist the Wilton-Lyndeborough Cooperative School District and infected persons, the District adopts the following policy.

I. General Principles:

- (A) HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend School, a student who is infected with HIV or AIDS shall attend the School and classroom to which he or she would be assigned, and shall receive the rights, privileges and services to which he or she would be entitled if not infected, free of physical and verbal harassment.
- (B) There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No District employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the District may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.
- (C) The School District shall provide a sanitary environment and shall establish procedures for handling bodily fluids, pursuant to Section V.
- (D) The District shall administer a program of education about HIV or AIDS for students, their families, and School District employees to ensure that they are informed about the following:
 - (1) The nature and effects of HIV including current information about how it is transmitted and prevented in ways that are scientifically, legally, and educationally sound;
 - (2) District policies and procedures relating to employees and students with diseases such as HIV or AIDS;
 - (3) Resources within the School District and elsewhere for obtaining additional information or assistance; and
 - (4) Procedures to prevent the spread of communicable diseases at School.

II. Evaluation of Infected Students and Staff

- (A) HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff member from the School. When the Superintendent has been notified that a student or staff member is infected with HIV or AIDS, the Superintendent shall act appropriately to ensure the safety of persons in the School setting and to plan to support the infected person.
- (B) When the District learns that a student is infected with HIV or AIDS, the

appropriate procedures under State and Federal Law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.

(C) (1) When notified that an employee is infected with HIV or AIDS, the Superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection (e.g., tuberculosis) that poses a medically recognized risk of transmission of disease. The Superintendent shall make this determination by consulting with the infected person's physician and the infected person.

The Superintendent also may consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The Superintendent shall consider methods in which the School District may anticipate and meet the needs of persons infected with HIV or AIDS.

(2) Absent a secondary infection, which creates a medically recognized risk of transmission of disease, or a significant health problem that restricts the infected person's ability to work, the Superintendent shall not alter the job assignment of the infected person. However, the Superintendent shall periodically review the case with the persons described in Section II(C) (1).

(3) If the Superintendent determines that a secondary infection poses 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, the Superintendent shall consult with the persons described in Section II(C) (1). After said consultation, the Superintendent 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 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.

(D) Infected 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 he is eligible for special education or special education and related services. Infected persons 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.

(E) Confidentiality shall be observed throughout the foregoing process.

III. Confidentiality

(A) The identity of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the School setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:

(1) The Superintendent or a person designated by the Superintendent to be responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.

(2) The physician of the infected person.

(3) Public health officials, to the extent that their knowledge of the infected person's identity is necessary.

(B) The persons listed in Section III (A) (1) - (2) and the infected person (or his/her parents or guardians) shall determine whether additional persons to know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed in Section III (A) without the consent of the infected person, or the infected person's parents or guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the School nurse, the School Principal or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.

(C) All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information will be divulged directly or indirectly to any individuals or groups, except as noted in Section III (A) - (B). All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons who have the written consent of the infected person or his/her parents or guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information that reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or the infected person's parents or guardians. Any School staff member who violates the confidentiality provisions of Section III shall be subject to discipline. Test results and medical records shall be disclosed only with the consent of the infected person (or that person's parent if he is a minor), pursuant to a subpoena or order of a court or administrative agency, or otherwise in accordance with law.

IV. Testing

Mandatory testing for communicable diseases that are not spread by casual, everyday contact (e.g., HIV or AIDS) shall not be a condition for School entry or attendance, or for employment or continued employment.

V. Control of Infections

(A) HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as Hepatitis, colds and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.

(B) Staff members shall follow the universal precautions in handling body fluids in the Schools.

For Withdrawal

(C) The District shall cooperate with local, state and federal health agencies in controlling infections.

(D) If a person in a school setting has been exposed to blood-to-blood contact, the district should counsel the person to seek medical testing and attention.

VI. Health Education

The Board recognizes that HIV/AIDS education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas.

The District's HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the pupils and the subject matter of the course.

Development of the program should take into account the instructional needs of all pupils in the District and be scientifically, legally, and educationally sound.

The Superintendent shall ensure that the information presented as a part of the HIV/AIDS program is articulated in such a way that transition from grade to grade in the elementary Schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent shall ensure that all staff involved in teaching the HIV/AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in Universal Precautions.

Legal References:

RSA 186:11, IX, Instruction as to Intoxicants and Venereal Disease

RSA 186:11, IX-a, AIDS Instructional Material

RSA 189:1-a, Duty to Provide Education

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

National Association of State Boards of Education, Someone at School Has AIDS, 2001
www.aids.gov/basic/index.html

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

IHAMC - HIV/AIDS

Preamble. Human Immunodeficiency Virus (HIV) progressively destroys the body's ability to fight infections and certain cancers. The term acquired immunodeficiency syndrome (AIDS) is used to mean the later stages of an HIV infection. To assist the Wilton-Lyndeborough Cooperative School District and infected persons, the District adopts the following policy.

I. General Principles:

- (A) HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend School, a student who is infected with HIV or AIDS shall attend the School and classroom to which he or she would be assigned, and shall receive the rights, privileges and services to which he or she would be entitled if not infected, free of physical and verbal harassment.
- (B) There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No District employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the District may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.
- (C) The School District shall provide a sanitary environment and shall establish procedures for handling bodily fluids, pursuant to Section V.
- (D) The District shall administer a program of education about HIV or AIDS for students, their families, and School District employees to ensure that they are informed about the following:
 - (1) The nature and effects of HIV including current information about how it is transmitted and prevented in ways that are scientifically, legally, and educationally sound;
 - (2) District policies and procedures relating to employees and students with diseases such as HIV or AIDS;
 - (3) Resources within the School District and elsewhere for obtaining additional information or assistance; and
 - (4) Procedures to prevent the spread of communicable diseases at School.

II. Evaluation of Infected Students and Staff

- (A) HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff member from the School. When the Superintendent has been notified that a student or staff member is infected with HIV or AIDS, the Superintendent shall act appropriately to ensure the safety of persons in the School setting and to plan to support the infected person.
- (B) When the District learns that a student is infected with HIV or AIDS, the

appropriate procedures under State and Federal Law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.

(C) (1) When notified that an employee is infected with HIV or AIDS, the Superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection (e.g., tuberculosis) that poses a medically recognized risk of transmission of disease. The Superintendent shall make this determination by consulting with the infected person's physician and the infected person.

The Superintendent also may consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The Superintendent shall consider methods in which the School District may anticipate and meet the needs of persons infected with HIV or AIDS.

(2) Absent a secondary infection, which creates a medically recognized risk of transmission of disease, or a significant health problem that restricts the infected person's ability to work, the Superintendent shall not alter the job assignment of the infected person. However, the Superintendent shall periodically review the case with the persons described in Section II(C) (1).

(3) If the Superintendent determines that a secondary infection poses 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, the Superintendent shall consult with the persons described in Section II(C) (1). After said consultation, the Superintendent 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 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.

(D) Infected 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 he is eligible for special education or special education and related services. Infected persons 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.

(E) Confidentiality shall be observed throughout the foregoing process.

III. Confidentiality

(A) The identity of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the School setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:

(1) The Superintendent or a person designated by the Superintendent to be responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.

(2) The physician of the infected person.

(3) Public health officials, to the extent that their knowledge of the infected person's identity is necessary.

(B) The persons listed in Section III (A) (1) - (2) and the infected person (or his/her parents or guardians) shall determine whether additional persons to know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed in Section III (A) without the consent of the infected person, or the infected person's parents or guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the School nurse, the School Principal or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.

(C) All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information will be divulged directly or indirectly to any individuals or groups, except as noted in Section III (A) - (B). All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons who have the written consent of the infected person or his/her parents or guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information that reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or the infected person's parents or guardians. Any School staff member who violates the confidentiality provisions of Section III shall be subject to discipline. Test results and medical records shall be disclosed only with the consent of the infected person (or that person's parent if he is a minor), pursuant to a subpoena or order of a court or administrative agency, or otherwise in accordance with law.

IV. Testing

Mandatory testing for communicable diseases that are not spread by casual, everyday contact (e.g., HIV or AIDS) shall not be a condition for School entry or attendance, or for employment or continued employment.

V. Control of Infections

(A) HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as Hepatitis, colds and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.

(B) Staff members shall follow the universal precautions in handling body fluids in the Schools.

For Withdrawal

(C) The District shall cooperate with local, state and federal health agencies in controlling infections.

(D) If a person in a school setting has been exposed to blood-to-blood contact, the district should counsel the person to seek medical testing and attention.

VI. Health Education

The Board recognizes that HIV/AIDS education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas.

The District's HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the pupils and the subject matter of the course.

Development of the program should take into account the instructional needs of all pupils in the District and be scientifically, legally, and educationally sound.

The Superintendent shall ensure that the information presented as a part of the HIV/AIDS program is articulated in such a way that transition from grade to grade in the elementary Schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent shall ensure that all staff involved in teaching the HIV/AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in Universal Precautions.

Legal References:

RSA 186:11, IX, Instruction as to Intoxicants and Venereal Disease

RSA 186:11, IX-a, AIDS Instructional Material

RSA 189:1-a, Duty to Provide Education

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

National Association of State Boards of Education, Someone at School Has AIDS, 2001
www.aids.gov/basic/index.html

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

JLCC - COMMUNICABLE DISEASES HEAD LICE/PEDICULOSIS

This policy is adopted to carry out the provisions of RSA 200:32, RSA 200:38, and RSA 200:39.

Pediculosis: Screening. Based on recommendations from the American Academy of Pediatrics, the Wilton-Lyndeborough Cooperative School Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms.

Management on the Day of Diagnosis. The Board recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

The Principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations.

Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

Criteria for Return to School. Students will be allowed to return to school after proper treatment as recommended by the school nurse. The Board recognizes that The American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Legal Reference:

RSA 200:32, Physical Examination of Pupils

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

Nurse

RSA 200:39, Exclusion from School

American Academy of Pediatrics, Clinical Report on Head Lice Infestation, September 2002

<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;110/3/638>

Appendix JLCC-R

EBCD- EMERGENCY SCHOOL AND DISTRICT CLOSINGS

Category: Recommended

Related Policies: IC

~~The Superintendent shall establish criteria and procedures for emergency closings of the schools. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Wilton-Lyndeborough Cooperative School Board policy in reporting for work.~~

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by a senior administrator specifically designated by the Superintendent.

- A. Announcements and Notifications. When the Superintendent/designee decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, school alert system, or other available means. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. In the event of any closings, cancellations, or early dismissals, the Superintendent shall notify the Board.
- B. Delayed Opening of Schools. The Superintendent/designee may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.
- C. Closing of Schools Only for the Entire Day. When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all afternoon and evening programs shall also be canceled.
- D. Distance Education During Inclement Weather. Pursuant to Board policy IC, the Superintendent may approve school or district-wide instruction by way of remote instruction or other form of “distance education”. Unless the use of distance education for a specific day has previously been communicated, the Superintendent/designee will include the necessary information regarding the remote instruction/distance learning day in the announcement that school has been canceled.
- E. Emergency Early Release. In the event that weather conditions are safe for travel in the morning but become hazardous by the time of normally scheduled dismissals, the Superintendent may decide to release students early. The Superintendent will notify parents as soon as possible in order to allow for the arrangement of after-school care and transportation when necessary. The

EBCD- EMERGENCY SCHOOL AND DISTRICT CLOSINGS

Superintendent shall develop protocols for dismissal schedules, transportation of students, and notification of stakeholders. If there is an emergency early release, all afternoon and evening programs shall also be canceled.

- F. Afternoon and Evening Program Cancellations. When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent/designee may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.
- G. Weekend Closings. When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent/designee is responsible for decisions regarding cancellations and for notifying the appropriate media.
- H. Staff Responsibilities. When schools are closed pursuant to this policy, staff members shall remain available for work as directed by the Superintendent.

District Policy History:

First reading: September 14, 2010

Second reading/adopted: October 12, 2010

District revision history:

Legal References:

NH Statutes		Description
RSA 189:1	<u>Days of School</u>	
NH Dept of Ed Regulation		Description
N.H. Dept. of Ed. Rule - Ed 306.18	<u>School Year</u>	
N.H. Dept. of Ed. Rule - Ed 306.19	<u>School Calendar</u>	
N.H. Dept. of Ed. Rule - Ed 306.22	<u>Distance Education</u>	

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.

IGA - CURRICULUM DEVELOPMENT

Category: *Recommended*

Related Policies: *BG, BGA*

Curriculum development must be viewed as an encompassing task involving the total community -- students, teachers, parents, -- working cooperatively to develop a curriculum that offers a wide variety of approaches to education and to provide a more flexible and purposeful approach to the search for an increasingly complex world.

The Wilton-Lyndeborough Cooperative School Board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The Superintendent **or designee** will spearhead curriculum development for the school system. The Superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

The Superintendent or designee will actively engage with the NH Department of Education to stay updated on any Technical Advisories or legislative changes that could impact curriculum requirements, program development, and professional staff development. When significant changes to the curriculum are required the Superintendent or designee will update the School Board at least annually. If changes require policy updates the Superintendent or designee will follow Board policy BG and BGA.

The Board will make final decisions on curriculum change. The Superintendent **or designee** will submit to the Board recommendations developed by the curriculum committees and the professional staff. **It is the policy of the Wilton-Lyndeborough Cooperative School Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval. The Board in reviewing and evaluating curriculum recommendations may solicit community opinion. Recommendations will be submitted to the Board for its consideration and adoption. All teachers have professional obligations to the school program beyond regular classroom duties, and these obligations include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.**

District Policy History:

First reading: September 14, 2010

Second reading/adopted: October 12, 2010

District revision history:

Legal References:

NH Dept of Ed Regulation Description N.H. Code Admin. Rules Ed 303.01 (g)[Substantive Duties of School Boards](#)

N.H. Code of Admin. Rules, Sect. Ed. 302.02(f)[Substantive Duties of Superintendents](#)

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.

IGD - CURRICULUM ADOPTION

It is the policy of the Wilton-Lyndeborough Cooperative School Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval.

New programs and courses of study shall not be acted upon by the Board until the meeting following their presentation by the administration so that Board members may have opportunity to review the proposed program.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents

NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

JLCE-R

EMERGENCY INFORMATION FORM

Student's Name Last _____ First _____

Please Print

Address _____

Telephone: _____

Where can parents be reached if not at home? _____

Mother: Address _____ Tel. _____

Father: Address _____ Tel. _____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

1. Name _____

Address _____ Tel. _____

2. Name _____

Address _____ Tel. _____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Local Physician's Name _____

Address _____

Office Telephone _____ Home Telephone _____

Signature

Date

See policy JLCE

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

IMGB - THERAPY ANIMALS

Category: Recommended

Related Policies: IMGA

A. **General Policy.**

The District recognizes that specially trained therapy animals can provide educational benefits for District students. The School Board authorizes the Superintendent or the Superintendent's designer to allow appropriate staff to make a therapy animal available to students during the school day only as provided in this policy.

This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support or comfort animals onto District property. Individuals who bring onto District property an animal that does not meet the definition of a service animal under policy IMGA or that has not been approved under this policy, shall be asked to remove the animal from District property. Repeated violations may result in disciplinary or legal action.[\[1\]](#)

B. **Definitions.**

Service animals. See Board policy IMGA.

Therapy animal. An animal that has graduated from an assistance animal training program affiliated with **Therapy Dogs** International or a similar nonprofit organization which adheres to the highest training standards. Such a graduate animal has been trained specifically for the purpose of providing emotional support, well-being, comfort, or companionship. Therapy animals are the personal property of a District employee or volunteer and are not owned by the District. Therapy animals do NOT meet the definition of "service animals" under Board policy IMGA or the Americans with Disabilities Act.

Therapy animal handler. An employee of the school district or volunteer who has received training and passed an evaluation from **Therapy Dogs** International or a similar nonprofit organization for handling a specific therapy animal and who will be overseeing care of that specific therapy animal for the entire time the animal is on District property.

C. **Minimum Standards Required for Presence of a Therapy Animal.**

1. No therapy animal will be permitted in school buildings or on school grounds during the school day unless and until prior approval has been given by the Superintendent/designee.
2. District employees will not receive any additional pay, stipend, or compensation for providing the therapy animal or for being the handler and/or the owner of the therapy animal.
3. Supervision and care of the approved therapy animal is solely the responsibility of the therapy animal handler(s) and the District staff who request approval for a therapy animal.
4. The therapy animal handler will assume full responsibility and liability for any damage to District property or injury to District staff, students, or others while the therapy animal is on District property.
5. The therapy animal handler must maintain an insurance policy that provides liability coverage for the therapy animal while on District property.
6. Approved therapy animals must be clean, well-groomed, in good health, housebroken, and be current on all vaccinations and immunizations.
7. The therapy animal shall display appropriate identification indicating it is a therapy animal at all times while on District property.
8. The therapy animal shall be under the control of the therapy animal handler(s) at all times, which requires the therapy animal be attached to the therapy animal handler by means of a

IMGB - THERAPY ANIMALS

leash or harness whenever the therapy animal is on District property and outside of the approved location.

9. At no time will a therapy animal be taken through a District building to meet with a student. Students who have time scheduled with a therapy animal shall go to the room where the therapy animal is located.
10. A student shall not schedule or attend a session with the therapy animal until the student's parent/guardian, or the student if over eighteen (18) years of age, provides written authorization for the student to use the services of a therapy animal.

D. Aggressive or Defensive Behavior.

The building Principal is to receive a verbal report within fifteen (15) minutes of any act of aggressive - including vocalizations such as growling - or defensive behavior by a therapy animal toward a human or any aggressive or inappropriate behavior by a student toward a therapy animal. A full written incident report shall be submitted to both the building Principal and the Superintendent, or designer, before the close of the following school day.

An act of aggressive or defensive behavior by a therapy animal shall result in:

1. An immediate end of the student's current session with the therapy animal;
2. The prohibition of any further interactions between the therapy animal and students for the remainder of the school day; and
3. Exclusion of the therapy animal from District property until the superintendent, or designee, completes an investigation and authorizes the therapy animal's return.

E. Allergic Reactions.

If a student has a known allergy to the therapy animal, the student shall not have any sessions with the therapy animal without the specific written authorization of the student's parent/guardian, or the student if over eighteen (18) years of age.

If a student demonstrates symptoms of an allergic reaction during or after a session with the therapy animal, the student's parent/guardian shall receive written notification of the possibility of their student's allergy and that the student shall not have any future sessions with the therapy animal.

If other students in the same classroom demonstrate symptoms of an allergic reaction following a student's return to class after a session with the therapy animal, no further sessions with the therapy animal shall be scheduled for any student in that classroom and the parents of any student who demonstrated symptoms of an allergic reaction shall receive written notification of their student's possible allergy.

F. Therapy Animal Proposal.

1. **Requirements.** Any individual seeking to bring a therapy animal into a school building or onto other School District property during the school day shall submit a written proposal to the Superintendent/designee addressing each of the following areas:
 - a. **Location Information.** [2] The location for the therapy animal to be kept when the therapy animal is on campus must meet all of the following conditions:
 - i. Appropriate access to the outdoors to permit the therapy animal to enter and exit the building without using - or with minimal usage of - the building's interior hallways;
 - ii. Ample space away from intake for the building or room ventilation system or an independent ventilation system;

IMGB - THERAPY ANIMALS

- iii. Non-porous surfaces, including carpet-free floors, for easy hair removal, cleaning, and sanitation.
 - b. **Appropriateness of Animal and of Certification Providers.**
 - i. The certification the proposed therapy animal has received, including the training required to receive the certification;
 - ii. The credentials of the certification providers;
 - iii. Satisfactory evidence of appropriate temperament of the proposed therapy animal (e.g., AKC Temperament Test or other temperance evaluation(s));
 - iv. The credentials of the temperance evaluator(s);
 - v. Proof demonstrating the therapy animal is current on all vaccinations.
 - c. **Therapy Animal Handler.**
 - i. The individual(s) who will be responsible for handling the therapy animal;
 - ii. Training obtained by the proposed handler(s);
 - iii. The credentials of the providers of the handler's training;
 - iv. Proposed schedule for the handler(s) to provide necessary care for the therapy animal, including exercise, feeding, watering, bodily functions, and any cleanup resulting from caring for the animal; and
 - v. Proof of an insurance policy that provides liability coverage for the therapy animal while on District property.
 - d. **Students.**
 - i. The set(s) of students whom the therapy animal is intended to serve and/or to whom the animal will be available;
 - ii. Proposed training to be provided to students on the appropriate behavior and treatment of the therapy animal;
 - iii. Consequences for inappropriate treatment of the therapy animal;
 - iv. The anticipated goals for and intended uses of the therapy animal.
2. **Administrative Discretion.** The Superintendent/designee may reject the proposal if:
- a. The proposal does not include sufficient information regarding each of the areas identified in Section F.1, above, or does not otherwise meet the requirements of this policy;
 - b. The Superintendent/designee does not perceive any educational benefit to be achieved based on the information contained in the proposal;
 - c. The Superintendent/designee believes that the time required to meet the needs of the therapy animal is inconsistent with the assigned duties of the school employee either proposed as the therapy animal's handler or in whose class/activity the therapy animal would be present; or
 - d. The proposal is otherwise inconsistent with the needs of the school or school building.
3. **Approval.** The approval of a proposal must be in writing with the proposal attached, and with any additional requirements or modifications imposed by the Superintendent/designee. The written approval is required before the therapy animal may be present in school, or on School District property, during the school day.

Endnotes:

[1] This paragraph is very important to ensure that a distinction is made between certified therapy animals, service animals, and animals an individual may have just for pleasure, comfort or "emotional support".

IMGB - THERAPY ANIMALS

[2] While none of the items on this list are required by law, the items included for the room standards are very strongly recommended to help minimize potential allergy issues.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

Federal Statutes	Description
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act (IDEA)</u>
29 U.S.C. 794	<u>Rehabilitation Act of 1973 (Section 504)</u>
42 U.S.C. 12101, et seq.	<u>Title II of The Americans with Disabilities Act of 1990</u>

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.

JLCD - ADMINISTERING MEDICATION TO STUDENTS

Category: Priority/Required by Law

Related Policies: EHB, JLC, JLCE & JLCD-R

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be only be administered in school only after receiving and filing in the student's health record the following:
 - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).
2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The

JLCD - ADMINISTERING MEDICATION TO STUDENTS

authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee, **delivery must be completed by parent or guardian, students may not transport or deliver medication, prescription or OTC.** All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

JLCD - ADMINISTERING MEDICATION TO STUDENTS

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

District Policy History:

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

Revisions:

Legal References:

JLCD - ADMINISTERING MEDICATION TO STUDENTS

.RSA 200:40-b, Glucagon Injections

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students - Immunity

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

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

RSA 326-B, Nurse Practices Act

N.H. Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day

N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

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.*