

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**POLICY COMMITTEE MEETING**  
**Wednesday, February 12th, 2025**  
**Wilton-Lyndeborough Cooperative Library**  
**6:30 p.m.**

Videoconferencing: [meet.google.com/wda-xutv-bmr](https://meet.google.com/wda-xutv-bmr)

Audio: +1 650-517-6760 PIN: 594 194 113#

- I. CALL TO ORDER**
- II. REVIEW MEETING MINUTES**
  - a. 11/13/2024**
- III. OLD BUSINESS**
  - a. EBCH - Chemical Safety and Chemical Hygiene Plan**  
**EBCH-E**
  - b. KFD - Use and Location of Automated External Defibrillators**  
GBGBA ? withdraw  
JLCEA ? withdraw
  - c. IC - School Year**  
**IMBA-Distance Education**  
**ICA ? Withdraw**
  - d. IGE - Parent Objections to Specific Course Material**
  - e. IHAM - Health Education and Exemption from Instruction**
  - f. IKF - High School Graduation Requirements**
  - g. JJIB/JJA/JJJ/JJIC : legal update**
  - h. JLCJA - EMERGENCY PLAN FOR SPORTS RELATED INJURIES and**  
**ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION**
  - i. JLF/GBCE -REPORTING CHILD ABUSE OR NEGLECT**
  - j. JLP - Parent Notification of Involvement in Student Welfare**
  - k. BA- School Board Self Evaluation and Goal Setting**
- IV. NEW BUSINESS**
  - a. Yearly review of NHSBA withdrawn policies**
  - b. Yearly review of Required by law policies**
  - c. 2024 Spring policy update review**
  - d. DID - Fixed Assets (Inventories)**
  - e. JICL- School District Internet Access for Students**
  - f. TITLE IX update**
- V. PUBLIC COMMENT**
- VI. SETTING NEXT MEETING DATE AND AGENDA**
- VII. ADJOURNMENT**

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2  
3 **Public Notice of Meeting**  
4 **WILTON-LYNDEBOROUGH COOPERATIVE**  
5 **POLICY COMMITTEE MEETING**  
6 **Wednesday, November 13th, 2024**  
7 **Wilton-Lyndeborough Cooperative Library**  
8 **6:30 p.m.**  
9

10  
11 **I. CALL TO ORDER** at 6:31pm Jon Lavoie, Brianne Lavallee and Cynthia Foss present  
12

13 **II. REVIEW MEETING MINUTES**

14 **a. 12/06/2023**  
15

16 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the meeting minutes*  
17 *as written.*

18 *Voting: 3 ayes, motion carried.*  
19

20 **b. 08/29/2024**  
21

22 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the meeting minutes as*  
23 *written.*

24 *Voting: 2 ayes, Jon Lavoie abstained, motion carried.*  
25

26 **III. OLD BUSINESS**

27 **a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan**

- 28 **i. BDFF-R - Project Request Worksheet** discussion was had that the final drafts are  
29 completed, no further changes other than minor language changes and additional legal  
30 references  
31

32 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*  
33 *the new policy BDFF and BDFF-R to the Board Voting: 3 ayes, motion carried.*  
34

35 **b. EBCA - Emergency Plans** discussion was had that this was on the list of updated policies  
36 from NHSBA, was this the one used in creation of the new policy, Peter verified this was the most recent one  
37 prior to the meeting; Administration has reviewed the policy; name will be changed to "Crisis Prevention and  
38 Emergency Response Plans"  
39

40 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*  
41 *the new policy EBCA with updates to the Board.*

42 *Voting: 3 ayes, motion carried.*  
43

44 **ii. EBB - School Safety Program** discussion was had that the most recent updates are  
45 now included in the draft policy; Administration has reviewed the draft and agrees with changes.  
46

47 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*  
48 *the new policy BDFF and BDFF-R to the Board.*

49 *Voting: 3 ayes, motion carried.*  
50

51 **c. Board Management/Procedures/Evaluation Discussion** discussion was had that the task  
52 of review and development has been assigned to Jon Lavoie; new google survey has been created and shared  
53 with the committee to review; new BA policy is in creation and will be on the next agenda  
54

**e. EH - Public Use of School Records**

55 **i. EH-R - Procedures for Public Access to District Records “Right to Know Requests”**

56 discussion was had that EH and EH-R required updates in accordance with HB 1002 which amended RSA 91-  
57 A:4; a new statute regarding electronic records and which (a) puts into law the long recommended practice of  
58 contacting a requester to try and simplify complicated or overly-broad requests, (b) allows additional charges  
59 for certain requests that result in extensive electronic communications - subject to certain exceptions, and (c)  
60 requires an estimation of costs to be made at the same time as the initial response to a request if the request will  
61 not be satisfied within the allotted 5 days, the appropriateness of allowing public bodies to charge for  
62 electronic communication records and requiring fee waivers in case of the requestor's financial hardship.

63 Discussion was had regarding the related forms EH-F(1) and EH-F(2) no changes to draft forms recommended  
64

65 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*  
66 *the new policy EH and all related policies EH-R, EH-F(1), and EH-F(2) to the Board.*

67 *Voting: 3 ayes, motion carried.*  
68

69 **ii. BEDG-R** withdrawal discussion was had regarding the need to withdraw then content  
70 is now included in EH-R including the 2019 changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286)  
71 and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific  
72 exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).  
73

74 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw*  
75 *policy BEDG-R to the Board.*

76 *Voting: 3 ayes, motion carried.*  
77

78 **IV. NEW BUSINESS**

79 **a. EBCG - Communicable & Infectious Diseases** discussion was had regarding the new  
80 policy intended to address responses to a broad class of communicable diseases, and replaces former identical  
81 sample policies JLCAA/GBGAA/IHAMC, which addressed only HIV/AIDS. Discussion was had regarding  
82 related policies JLCG ours was last updated in 2010 we need to update and potentially withdraw JLCG-R ?  
83 consolidate and withdraw both; IHAM we last updated this in 2022 but there are new changes regarding  
84 parental notification that we should look at ; JLCA we updated this in 2023 no new changes needed; JLCB we  
85 updated this in 2023 and no new changes are needed  
86

87 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*  
88 *the new policy EBCG and withdraw JLCG and JLCG-R to the Board.*

89 *Voting: 3 ayes, motion carried.*  
90

91 **i. GBGAA - HIV/AIDS - withdrawal**

92 **ii. JLCCA - HIV/AIDS - withdrawal**

93 **iii. IHAMC - HIV/AIDS - withdrawal**  
94

95 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw*  
96 *policies GBGAA; JLCCA; IHAMC to the Board.*

97 *Voting: 3 ayes, motion carried.*  
98

99 **iv. JLCC - Communicable Disease - name change to Head Lice and Peticulosis** to properly  
100 align it with the content of the policy and reduce confusion; no objection heard; will send FYI to board.  
101

102 **b. EBCD - Emergency Closing** discussion was had that the policy was revised to combine  
103 policies EBCD and EBCE (School Closings, which is now withdrawn) in an effort to have fewer, but more  
104 comprehensive, EBCD and EBCE policies had substantial overlap. The section on distance education was  
105 added to meet the criteria of Ed. Rule 306.22. Additionally, a section on emergency early release was added.  
106

107 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*  
108 *the new policy EBCD to the Board.*

Voting: 3 ayes, motion carried.

**c. IGA - Curriculum Development** discussion was had regarding minor changes that were related to our addition of the Curriculum Coordinator in previous years and to provide direction for the district regarding changes in law and monitoring for updates. We also added language from IGD to have fewer but more comprehensive policies. There was a recommendation from Ms. Dignan that we also add something regarding state/national standards

*A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy IGA to the Board.*

*Voting: 3 ayes, motion carried.*

**d. IGD - Curriculum Adoption - withdrawal** discussion had regarding the incorporation of the content of IGD into the new IGA

*A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw IGD to the Board.*

*Voting: 3 ayes, motion carried.*

**e. JLCE-R - Emergency Information Form - withdrawal** discussion was had that this form is no longer in use and has become obsolete

*A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw JLCE-R to the Board.*

*Voting: 3 ayes, motion carried.*

**f. IMGB - Therapy Animals** discussion was had regarding this policy and the potential need for it in the future; Administration helped in the creation of the draft policy; note made that in section A. designer need to be changed to designee

*A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy IMGB to the Board.*

*Voting: 3 ayes, motion carried.*

**g. Legislative Policy Updates and Assignments** discussion was had regarding the webinar attended by Ms. Lavallee, priority was placed on the following policies and her recommendation would be to start with these:

*i. DAF* policies all related to changes in the UGG (Uniform Grant Guidance) discussion that all the NHSBA changes are required by law, we also discussed condensing all our separate policies into one DAF policy.

*A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy DAF to the Board and to withdraw the separate DAF policies once new policy is adopted.*

*Voting: 3 ayes, motion carried.*

*ii. EBCA* discussed above and being completed by Peter

*iii. EBCH and EBCH-E* we do not have these policies but they are now required (a) to satisfy a requirement in NH Ed 320.02(b)(3) that districts have a policy to minimize the use of toxic chemicals, and provisions prohibiting employees from bringing their own cleaning products or pesticides into school buildings, and (b) to include information regarding the requirement under Ed 320.02(b)(8) that districts create a chemical hygiene plan with elements as described in that section of Ed 320.02 Brianne volunteered to complete these

*iv. EH and EH-R* these policies were already addressed above

*v. GBGBA/JLCEA/KFD* all related to the use of external defibrillators and changes are prompted related to SB 379; Brianne volunteered to complete these

- 164                   vi. **IC** regarding language used in creating the holiday calendar from passage of HB1014;  
165 Brianne volunteered to complete these with Cynthia to train her on policy creation
- 166                   vii. **IGE/IHAM** both need updates related to passage of HB1312 which updated language  
167 regarding parental objection and religious exemption; Brianne volunteered to complete these with Cynthia to  
168 train her on policy creation
- 169                   viii. **IKF** updated related to the repeal of the requirement to complete the FAFSA  
170 discussion was had regarding the need for the WLC Admin team to give input; Brianne volunteered to  
171 complete these with Cynthia to train her on policy creation
- 172                   ix. **JJIB/JJA/JJJ/JJIC** these are athletic policies that may be impacted by HB1205;  
173 there was discussion regarding the language in the HB and the need for clarification from DOE regarding  
174 “original birth certificate” and “other evidence” regarding the timing of when birth certificate was issued;  
175 clarification on litigation provisions and there was extensive discussion regarding the legality of making these  
176 changes will directly contradict the language in Title ix requirements, it is also is currently being disputed in  
177 NH court and in Tirrell v. Edleblut the student was issued a restraining order preventing the implementation  
178 stating “as applied” it is unconstitutional; recommendation would be to wait on making changes until issue is  
179 worked out in the court system; committee in agreement to pause work in these until more guidance is  
180 available.
- 181                   x. **JLCJA** needs updates regarding SB379 changes that requires individuals supervising  
182 grades 6-12 athletics be CPR certified; Jon volunteered to complete these.
- 183                   xi. **JLF/G BCE** updates needed related to NHSBA consulting with DCYF and Granite  
184 State Children’s Alliance to clarify reporting requirements, when anonymous mode may not be used, updates  
185 related to student records requirements, and training related to RSA 189:13-a XIII; Jon volunteered to  
186 complete these.
- 187                   xii. **JLP** is a new required policy related to HB1312 we will need to check to make sure it  
188 does not conflict with wording in current JBAB policy; Jon volunteered to complete these.

## 189                   **V. PUBLIC COMMENT**

190  
191  
192                   **VI. SETTING NEXT MEETING DATE AND AGENDA** discussion was had that we need to do  
193 our yearly review of NHSBA withdrawn policies and Required by law policies; There also was a Spring policy  
194 update this year so that will need to be reviewed for potential updates

## 195                   **VII. ADJOURNMENT**

## EBCH - CHEMICAL SAFETY AND CHEMICAL HYGIENE PLAN

*Category: Required*

*Related Policies: EBCA & **EBCH-E***

- A. **Purpose.** The Wilton Lyndeborough Cooperative School Board's objective is to help ensure a healthy, clean, and safe learning and work environment for students, employees, and others present on school property. The policy accomplishes this in two ways. First, it establishes standards regarding the use and handling of toxic chemicals for cleaning and pest control. Second, it directs the creation of a chemical hygiene and safety plan (the "Plan") for managing hazardous substances on District property and responding to any emergencies resulting from hazardous substances. This Plan shall include all points where hazardous substances might be used and or stored on District property, including, but not limited to, materials used in connection with: chemistry and other science labs, art rooms, shop classes, food services, facilities and groundskeeping, or custodial services.

"Hazardous substances" as used in this Policy shall mean and include any material specifically designated as hazardous by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive, or toxic.

- B. **Plan Preparation and Contents.** The Board directs the Superintendent or designee to prepare a Chemical Hygiene Plan that complies with all local, state, and federal laws and regulations which pertain to the proper management of hazardous materials. When necessary, the District shall contact the U.S. Environmental Protection Agency (EPA) and/or the New Hampshire Department of Environmental Services (NHDES) to obtain relevant information regarding hazardous substances.

Additionally, the Plan shall address at least the following:

1. Identification and inventory of hazardous materials - describing a process by which hazardous substances will be identified and inventoried, and may include a classification system for grouping hazardous materials for purposes of acquisition, storage, use, disposal, record-keeping, and emergency response.
2. General provisions outlining response Hazardous Substance Emergencies, with such items as responsible personnel, required resources, decision making ladders, message-specific templates, parental notification, media plans, etc.; these provisions shall be incorporated into the District Crisis Prevention and Response Plan and site-specific Emergency Operations Plans prepared under Board policy EBCA;
3. Special provisions for specific substances, e.g., and as pertinent:
  - a. Criteria for acquisition
  - b. Storage
  - c. Use
  - d. Disposal
  - e. Incident prevention
  - f. Special provisions relative to accidental release or other emergency;

## EBCH - CHEMICAL SAFETY AND CHEMICAL HYGIENE PLAN

4. Provisions to minimize the use of toxic chemicals for cleaning or pest control, including the prohibition of staff bringing cleaning products or pesticides onto District property without prior approval from the administration;
5. Procedures required for staff to obtain approval from school administration in order to bring cleaning products or pesticides onto District property;
6. Protocols and procedures relative to implementation of the Plan, including staff responsibilities by individual position and/or generalized;
7. Provisions relative to staff training, including such items as individualized and general training, who is responsible for ensuring training is conducted and updated, frequency, how and by whom training syllabi are established; Additionally, employees receiving such training will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the generation of such substances;
8. Provisions proposing consequences and/or remedies for employees who fail to adhere to the Plan or established procedures;
9. Provisions relating to student training and proposed sanctions/remedies/interventions to be included in applicable/*Student Codes of Conduct* and/or handbooks} ;
10. Protocols for reporting general (non-emergency concerns regarding hazardous substances on District property.

See NH Ed 320, specifically Ed 320.02(b)(8), for additional guidance on chemical hygiene Plan content.

- C. **Prohibition of Introduction of Cleaning Products or Pesticides by School Staff.** No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.
- D. **Biennial Review and Update.** The Superintendent and/or designee shall ensure that the Plan and all procedures and protocols adopted pursuant to this policy are reviewed no less than every two (2) years and updated as necessary. The Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year. Recommendations requiring Board policy changes should be brought to the Board as soon as reasonably practicable.

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### **District Policy History:**

***First reading:***

***Second reading/adopted:***

***District revision history:***

**EBCH - CHEMICAL SAFETY AND CHEMICAL HYGIENE PLAN**

**Legal References:**

XXX

**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.

NH Dept of Ed Regulation	Description
N.H. Code Admin. Rules Ed 320	<u>School Facility Approval Process</u>

DRAFT



**ExhibitPDF EBCH-E(1): Chemical Safety and Chemical Hygiene Plan - Plan Template**

**Status:** ADOPTED

**Original Adopted Date:** 09/30/2024 | **Last Reviewed Date:** 09/30/2024

*See PDF on the next page.*

## EBCH-E(1)

### Chemical Hygiene Plan (Template) for XXXXXXXXXX School District

***[Prepared and made available by the Upper Valley  
Lake Sunapee Regional Planning Commission]***

In 1990 the Federal Occupational Safety & Health Administration (OSHA) established regulation 29 CFR 1910.1450, *Occupational Exposures to Hazardous Chemicals in Laboratories*, otherwise known as The Laboratory Standard. The New Hampshire Department of Education adopted Administrative Rule Ed 320 in October 2023 which requires a Chemical Hygiene Plan that identifies at a minimum:

- a. That all chemicals shall be properly stored and labeled;
- b. That all flammables shall be stored in a manner that meets NFPA 30: Flammable and Combustible Liquids Code;
- c. That all acids shall be stored in a cabinet constructed from corrosion-resistant materials;
- d. That all rooms and storage areas with chemicals shall have proper ventilation;
- e. That all chemical hoods used in science experiments shall be maintained in accordance with manufacturers' recommendations;
- f. That all chemicals shall be properly managed and disposed of; and
- g. That all safety data sheets, identified by Occupational Safety and Health Administration 29 CFR 1910.1200(g), are on file at the school in accordance with 29 CFR 1910.1200

The Administrative Rule includes language for "all science labs, automotive shops, and other places where hazardous liquids or open flames are frequently used." (Ed 320.02(b)(6)) It also includes language for a facility maintenance plan addressing custodial training, integrated pest management plan, a healthy indoor quality plan. (Ed 320.02(b)(2)) This plan will include all departments having chemicals: art, automotive, biology, chemistry, custodial, industrial arts.

The NH Department of Labor adopted and enforces this legislation for public-sector workplaces.

The legislation requires all employers with science laboratories that meet the requirements of the standard to develop a Chemical Hygiene Plan. The Plan details how each employee will be protected from overexposure to hazardous chemicals and describes specific work practices and procedures in the laboratory to minimize employee risk. Science laboratories are defined as areas where small quantities of chemicals are used on a non-production basis, multiple chemical manipulations or chemicals are used, protective practices and equipment are available and used to

protect lab personnel, and work with substances in which the containers used are designed to be easily and safely manipulated by one person.

The Laboratory Standard supersedes other standards within 29 CFR, including the Hazard Communication Standard and the substance specific standards (with the exception of certain elements). Students are not considered employees under this law, but prudence dictates that they should be expected to comply with all practices and procedures.

A Chemical Hygiene Plan reflects a school's chemical hygiene program, which is an ongoing, dynamic effort, not a one-time event. The sample plan below incorporates both requirements and recommendations for complying with the Laboratory Standard and ensuring a safe working and learning environment in science laboratories.

Administrators who think that specific measures do not apply in their situations, should refer to the Standard to determine if law requires such measures.

Some relevant New Hampshire Department of Environmental Services and New Hampshire Department of Education regulations are referenced in the sample plan.

## **To prepare your plan, follow these steps:**

1. Read the OSHA Laboratory Standard, 29 CFR 1910.1450. ([www.osha.gov](http://www.osha.gov))
2. Develop a policy statement, expressing the school or school district's commitment to lab safety.
3. Follow the sample program in order, adding information specific to your school. Review the related sections of the Standard, including Appendix A, as you work on each major program section.

*The information contained in this sample program is not considered a substitute for any provisions of any OSHA or other law or regulation. Use of this sample program does not guarantee compliance with applicable standards. We suggest that a qualified person review your final program.*

# Chemical Hygiene Plan for

***(school name here)***

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The XXXXXXXXXXXX School District has made a commitment to provide a safe environment. All personnel have a right to know about health hazards associated with their work. So that personnel can make knowledgeable decisions regarding personal risks, the Laboratory Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous conditions or chemicals in the laboratory and to train personnel in appropriate safe working conditions.

It is important that employers assume responsibility for work site safety. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

Signed

Superintendent: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chemical Safety Officer: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# I. Responsibilities

Specific to this Chemical Hygiene Plan for \_\_\_\_\_ School, employees (teachers, staff), administrators (superintendent, principal), and students all have responsibilities to conform to this standard. The senior administrative officer, \_\_\_\_\_ (*person or position*) is ultimately responsible for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene. 29 CFR 1910.1450 (e)(3)(vii) and Appendix A (B)

## A. Administration Responsibilities

1. Appoint a Chemical Hygiene Officer from within the school system. The Chemical Hygiene Officer is \_\_\_\_\_.
2. Implement a Chemical Hygiene Plan conforming to the OSHA Lab Standard (29 CFR 1910.1450).
3. Ensure that employees receive training regarding the Chemical Hygiene Plan.
4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personnel records.
6. Provide resources to ensure that facilities and equipment align with requirements of the Plan.
7. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.
8. Ensure that the local Fire Department receives a copy of the annual chemical inventory.
9. List additional administrative responsibilities for lab safety:

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## B. Chemical Hygiene Officer Responsibilities

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training provided are adequate for the chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS) for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
6. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
7. Coordinate annual review of the Chemical Hygiene Plan (CHP) by science staff.
8. Coordinate annual hazardous waste disposal for science department.

9. Oversee maintenance of appropriate spill kit and materials.
10. Maintain communication with administration regarding the CHP.
11. Provide training to colleagues, including administrators, teachers, and facilities staff.
12. Submit budget for maintenance of lab equipment and inspections.
13. Additional responsibilities of Chemical Hygiene Officer in this school:

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### **C. Teacher Responsibilities**

1. Plan and conduct each laboratory operation in accordance with the Chemical Hygiene Plan and safe work practices.
2. Develop and model good personal chemical hygiene habits.
3. Align curriculum with Chemical Hygiene Plan. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in chemical inventories.
5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting new chemical.
6. Annually submit a list of experiments and materials needed to the Chemical Hygiene Officer (CHO).
7. Label, use, and dispose of each chemical as required.
8. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with Chemical Hygiene Officer.
11. Additional lab safety responsibilities for teachers at this school

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### **D. Student Responsibilities**

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
9. Report chemical spills and accidents to teacher immediately.
10. List additional lab safety responsibilities for students at this school

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## E. Custodian Responsibilities

1. Understand and follow chemical and hazardous waste management regulations and best practices.
  2. Clean science laboratories and storage areas with caution.
  3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training.
  4. List additional lab safety responsibilities for facilities staff at this school:
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## II. Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include...standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR 1910.1450(e)(3)(i)

Adhere to the intent and procedures of this CHP.

1. Know the safety equipment. Users of the science labs must know:
  - a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
  - b. How to respond in case of an emergency; and
  - c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
2. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a Safety Data Sheet.
3. No horseplay, games, or pranks in the laboratory.
4. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
5. Report any accidents or unsafe conditions to \_\_\_\_\_ (*person or position*) immediately.
6. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
7. Do not eat, drink, or apply cosmetics in the laboratory.
8. Do not taste any chemical. Do not smell chemicals directly.
9. Do not pipette solutions by mouth.
10. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
11. Promptly flush exposed skin with water. Drench showers are located \_\_\_\_\_.

12. See also **Housekeeping** section of this CHP.
  13. Additional basic safety rules and procedures for this school:
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### III. Chemical Procurement

29CFR1910.1450 Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.

1. Purchase the smallest possible amounts of chemical to be used. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
2. Do not accept a container without an adequate label and safety data sheet.
3. The \_\_\_\_\_ (*school name*) will follow a purchasing policy and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
4. No chemical will be purchased in quantities greater than a two-year supply.
5. Requests for procurement of new chemicals will be made through \_\_\_\_\_ (*person or position*). Any concerns about the safety of a requested chemical should be brought to the attention of the Chemical Hygiene Officer or \_\_\_\_\_ (*person or position*).
6. All chemicals will be received \_\_\_\_\_ (*location – preferably central location*) by \_\_\_\_\_ (*person or position*).
7. (Choose one of the following options.)
  - The school will not accept donations of chemicals from outside sources.

**OR**

- The school will not accept donations of chemicals from outside sources without review by the CHO to insure that the material is a) needed by the school; b) useful to the school as donated; c) a quantity no greater than a two-year supply; and d) is not a hazardous waste at the donating organization. The school will follow New Hampshire's Hazardous Waste Management Rules, CHAPTER Env-Hw 100 for applicable exclusions and procedures for transfer.

### IV. Control Measures

"The Chemical Hygiene Plan shall include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices...." 29 CFR 1910.1450(e)(3)(ii)

#### A. Engineering Controls



Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the Chemical Hygiene Officer immediately.

1. Laboratory Hoods – will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:
  - a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
  - b. Do not store chemicals inside the hood.
  - c. Do not use hood for disposal of volatile chemicals.
  - d. Minimize interference with the inward flow of air into the hood.
  - e. Maintain face velocity between 75 and 150 feet per minute. At this school \_\_\_\_\_ (person or position) is responsible for monitoring the hood and keeping records.
  - f. Fume hoods must be functioning properly
  - g. Ensure fume hoods are tested per manufacturer's recommendations. The Department of Labor prefers fume hoods to be tested annually
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either direct vented to the outside or not vented with gongs left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.
5. Additional engineering controls used in this school's science labs include:  
\_\_\_\_\_  
\_\_\_\_\_
6. Fire extinguishers must be inspected monthly by internal personnel, and annually by a licensed professional.
7. Safety equipment to include eyewash stations and emergency showers must be inspected on a regular basis.

## **B. Protective Clothing and Equipment**

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct a personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment and chemicals being used. List activities requiring PPE and type of PPE required:

## Certification of Hazard Assessment

Work Area \_\_\_\_\_ Assessment Conducted By \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Personal Protective Equipment - Hazard Analysis – By Task

Task	Hazard	PPE Required	Notes

2. Students and staff will wear appropriate PPE to avoid chemical exposure.
  - a. Wear eye protection during chemical transfer and handling.
  - b. Do not wear sandals, perforated shoes, or bare feet in labs.
  - c. Shorts and skirts will not be worn unless a disposable apron is worn.
  - d. Gloves appropriate to the materials and task will be provided. All gloves have a breakthrough time. The teacher will check manufacturer's recommendations.
3. The school will provide required PPE for all employees at no cost.
4. School policy on providing PPE for students:

\_\_\_\_\_

\_\_\_\_\_

5. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.

6. Each science laboratory will have
    - a. An easily accessible drench-type safety shower;
    - b. An eyewash fountain; and
    - c. An ABC fire extinguisher.
    - d. Other safety equipment at this school:

---
  7. Fire alarms and emergency telephone are located near each lab, at \_\_\_\_\_ (locations).
  8. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.
  9. Additional protective clothing and equipment practices at this school:
- 
- 

### C. Housekeeping

Each instructor is responsible for keeping his or her workspace clean and is jointly responsible for common laboratory areas.

1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
  2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
  3. Dispose chemical wastes according to Department of Environmental Services hazardous waste or solid waste rules (Scroll to chapters 850 and 851.), or, call the DEP directly.
  4. Secure gas cylinders.
  5. Clean up any spills on the floor or bench immediately.
  6. Additional housekeeping rules for chemical labs in this school:
- 
- 

### D. Hazardous Material Handling and Storage

Follow all federal, state and local regulations for material handling and storage and waste disposal.

1. Chemicals will be stored in Room(s) \_\_\_\_\_ (location).  
 \_\_\_\_\_ (person or position) will oversee the chemical storage room(s).
2. All used chemicals and hazardous waste will be stored in Room \_\_\_\_\_ (location).

3. All chemicals in the stockroom should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs on place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
7. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed in storage area unsupervised.
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or on desks or floors.
12. Maintain a complete inventory of chemicals in the chemical storage room. Inventory science chemicals at least annually. File the annual inventory with the \_\_\_\_\_ (*name of local fire department or emergency response*).
13. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See **Waste Disposal** section.
14. Mark the acquisition dates on all peroxide forming chemicals and test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage or use.
16. Exhaust air from the stockroom should be ducted directly to the outside. At this school, \_\_\_\_\_ (*person or position*) is responsible for ensuring that the exhaust air is properly ducted.
17. Use refrigerators of explosion-proof, or explosion safe design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
18. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. Chemical containers should be periodically checked for rust, corrosion, and leakage.
20. Chemical labels should state the name of the chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain clear access to and from the storage areas. Where possible, two separate exits shall be provided in chemical storage areas.

23. Highly toxic chemicals (LD 50 50 mg/kg) whose containers have been opened will be stored in secondary containers.
24. \_\_\_\_\_ (*person or position*) will examine stored chemicals at least \_\_\_\_\_ (*frequency*) for container integrity.
25. Additional procedures for chemical handling and storage at this school include:

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## E. Inspections

1. \_\_\_\_\_ (*person or position*) is responsible for activating safety showers and eyewash fountains \_\_\_\_\_ (*frequency*) to flush the lines and to verify proper operation.
2. \_\_\_\_\_ (*person or position*) is responsible for assuring that fume hoods are monitored quarterly to ensure adequate airflow (75-125 linear feet per minute). [SafetyWorks! can conduct monitoring at no cost.]
3. \_\_\_\_\_ (*person or position*) is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly. Fire extinguishers should be securely mounted on the wall and a sign indicating their location posted above the fire extinguisher.
4. Users should inspect personal protective equipment prior to each use.
5. In addition to daily walk-through inspections, \_\_\_\_\_ (*person or position*) is responsible for conducting safety inspections in each lab \_\_\_\_\_ (*frequency*) to monitor housekeeping and to make sure safety equipment is working.
6. Keep records of inspections in a form similar to the following, or directly on the inspection tag on each fire extinguisher:

Inspection description	Date inspected	Inspected by

7. Additional inspection procedures at this school include:

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## V. Medical Program

"The Chemical Hygiene Plan shall include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." 29 CFR 1910.1450(e)(3)(vi) and (g)

### A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with *29 CFR 1910.1020*. The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. This school has arranged for \_\_\_\_\_ (*name of healthcare organization*) to provide medical consultations/examinations in the event of chemical exposure:

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### B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form (attach sample form to this plan), along with any action taken. If no further action is taken, the reason for that decision should be included. In this school \_\_\_\_\_ (*person or position*) is responsible for investigating chemical exposure incidents.
2. Method for investigating exposure incidents at this school:

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### C. First Aid

1. Personnel trained in first aid should be available during work hours. The following have received first aid training and are expected to render first aid:

(*list persons or positions*)

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2. The closest emergency room with medical personnel is \_\_\_\_\_  
(name and address).

## VI. Signs and Labels

29CFR1910.1450

The following signs and/or labels should be posted prominently in the laboratory:

1. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.  
Rescue: \_\_\_\_\_  
Fire: \_\_\_\_\_  
Hospital: \_\_\_\_\_  
Poison Control: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Lab Instructor: \_\_\_\_\_  
Department of Public Safety: 1-800-452-4664
2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED".
5. Warnings at areas or equipment where special or unusual hazards exist.
- 6.
7. Additional labeling at this school includes:  
\_\_\_\_\_  
\_\_\_\_\_

## VII. Spills and Accidents

29CFR1910.1450 Appendix A (D)(9)

1. In the event of a spill, staff must contact the CHO or \_\_\_\_\_ (other authorized persons) **before beginning cleanup** who will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for this school is located at \_\_\_\_\_ (location).
2. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.
3. \_\_\_\_\_ (person or position) is responsible for writing the accident report. \_\_\_\_\_ (person or position) will maintain accident records.
4. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
5. At this school \_\_\_\_\_ (person or position) is responsible for promptly addressing the needs of people who may have been exposed.

6. The CHO or \_\_\_\_\_ (*other authorized persons*) must report the spill to the Department of Public Safety (1-800-452-4664).
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. List of people trained to conduct spill response at this school, and date training was conducted:

Employees trained in spill response	Date trained

9. Additional spill/accident procedures at this school:

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## VIII. Waste Disposal

"Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal, of waste laboratory chemicals." 29 CFR 1910.1450

More information can be found from the US EPA at <https://www.epa.gov/schools/toolkit-safe-chemical-management-k-12-schools>

Environmental regulations also govern chemical waste disposal. Go to Env-HW 500 at <https://www.des.nh.gov/rules-and-regulatory/administrative-rules?keys=envhw> or call NH DES directly at 1-866-HAZWAST

1. Prior to the start of each semester, \_\_\_\_\_ (*persons or positions*) will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the CHO.
2. The CHO or \_\_\_\_\_ (*other designated person or position*) will coordinate hazardous waste disposal. Waste will be collected for disposal at least \_\_\_\_\_ (*frequency*).
3. Indiscriminate disposal by pouring waste down the drain or adding them to the general trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
4. If large quantities of hazardous chemical wastes are being stored or if a container is full, a hazardous waste pick-up should be scheduled by the CHO within 180 days of the container becoming full.



5. The CHO or \_\_\_\_\_ (*specify other*) is responsible for all hazardous waste manifests and associated paperwork.
6. No waste pick-ups will be scheduled during regular school hours.
7. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, Room\_\_\_\_\_, in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:
  - o "Hazardous Waste"
  - o The chemical contents,
  - o The date that waste was first put in and
  - o The date the container was filled.
  - o In this school, waste is collected, segregated, stored, transported and disposed of as follows (or attach waste disposal plan.):

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8. When a hazardous waste pick-up is needed, this school will contact \_\_\_\_\_ (*company name*) at \_\_\_\_\_ (*phone number*) to transport and dispose of hazardous waste.

NOTE: Most schools are usually considered Small Quantity Generators by the Department of Environmental Services. Schools that do not know their regulator status should check with DES. This school is on a (*select one*) *septic system* or *municipal sewer system*.

*If on a septic system:*

No liquid chemicals, other than appropriate cleaning chemicals, will be disposed of down the drain. Non-hazardous liquid chemicals may be solidified for solid waste disposal (i.e. put in the trash). Custodians must be notified of any chemical put in the trash for disposal. Hazardous waste must not be disposed of down the drain or in the trash. Hazardous waste must be disposed of by a licensed hazardous waste transporter at a facility licensed to accept hazardous waste.

*If on a municipal sewer system:*

Non-hazardous liquid may be disposed of down the drain with the permission of the \_\_\_\_\_ sewer district (*contact name and phone number* \_\_\_\_\_). Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metals, solvents, etc.), and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). Custodians must be notified of any chemical put in the trash for disposal.

## IX. Information and Training

29CFR1910.1450(f)

1. All employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
2. Teachers are responsible for teaching students about hazards and safe practices.
3. \_\_\_\_\_ (*person or position*) is responsible for ensuring that employees receive information and training to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
  - a. The contents OSHA Lab Standard and appendices
  - b. Location and availability of Chemical Hygiene Plan, chemical safety reference materials, including Safety Data Sheets and the Permissible Exposure Limits for OSHA regulated substances. In this school:
    - The Chemical Hygiene Plan is kept \_\_\_\_\_ (*location*).
    - Safety Data Sheets are kept \_\_\_\_\_ (*location*).
    - Additional safety information is located \_\_\_\_\_ (*location*).
  - c. Signs and symptoms associated with exposure to hazardous chemicals
  - d. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visible appearance, odor, monitoring equipment, etc.)
  - e. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals
  - f. Emergency procedures to be used in case of a spill or exposure, including clean-up methods and equipment needed
  - g. Use of fire extinguishers and other emergency equipment

## X. Annual Chemical Hygiene Plan Audit

29CFR1910.1450 (e)(4)

\_\_\_\_\_ (*person or position*) will conduct an audit of all phases of the Chemical Hygiene Plan each year. He or she will provide audit results to \_\_\_\_\_ (*people or positions*), who are responsible for taking corrective action.

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

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**NH Dept of Ed Regulation**

N.H. Code Admin. Rules Ed 320

**Description**

[School Facility Approval Process](#)

**Cross References**

EBCA

**Description**

[Crisis Prevention and Emergency Response Plans](#)

## KFD - USE and LOCATION of AUTOMATED EXTERNAL DEFIBRILLATORS

*Category: **Required***

The Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use.

The use/administration/maintenance of the AED is subject to the following conditions:

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### 1. **Location of the AED (s)**

The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the AED(s). **At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.**

### 2. **Authorized Employees/Training of Users**

AEDs will only be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse.

### 3. **Maintenance**

AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s)

### 4. **Registration of AED(s)**

In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms ~~in Appendix KFD-R or at~~ [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

### 5. **Incident Reporting**

The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in ~~Appendix KFD-R or at~~ [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

### 6. **Liability Limited**

## KFD - USE and LOCATION of AUTOMATED EXTERNAL DEFIBRILLATORS

The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

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### **District Policy History:**

*First Reading: September 14, 2010*

*Second Reading: October 12, 2010*

*Final Adoption: October 12, 2010*

*Revision:*

### **Legal References:**

<b>Legal</b>	<b>Description</b>
Bureau of Emergency Medical Services, 271-4568	State of NH
<b>NH Statutes</b>	<b>Description</b>
RSA 153-A:28-33	<u>Automated External Defibrillation</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.

## **GBGBA - USE OF AUTOMATED EXTERNAL DEFIBRILLATOR(S)**

The Wilton-Lyndeborough Cooperative School Board authorizes the use of Automatic External Defibrillators (AED) in emergency situations. The use, administration, and maintenance of the AED is subject to the following conditions:

1. **Location of the AEDs:** The Superintendent, building principal and school nurse shall select and approve the locations for the AEDs.
2. **Authorized Employees/Training of Users:** AEDs will be administered only by those employees designated by the principal, in consultation with the school nurse. Employees will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use. Such training may be provided by the school nurse or from another source acceptable to the school nurse and principal.
3. **Maintenance:** AEDs will be maintained by the school nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The school nurse will maintain a record of all maintenance that has been performed on the AEDs.
4. **Registration of AEDs:** In accordance with RSA 153-A:33, the school nurse or designee shall register the AEDs with the New Hampshire Department of Safety. Sample registration forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).
5. **Incident Reporting:** The school nurse or designee shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).
6. **Liability Limited:** The Wilton-Lyndeborough Cooperative School District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153-A:31, as well as other sources of law.

All employees of the District are expected to comply with the administration of this policy. Any violation of this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

### **Legal References:**

*RSA 153-A:28-33, Automated External Defibrillation*  
*State of NH, Bureau of Emergency Medical Services, 271-4568*

*Appendix KFD-R*

***First Reading: September 14, 2010***

***Second Reading: October 12, 2010***

***Final Adoption: October 12, 2010***

For Withdrawal

## **JLCEA - USE OF AUTOMATED EXTERNAL DEFIBRILLATOR(S)**

The Wilton-Lyndeborough Cooperative School Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use. The use/administration/maintenance of the AED is subject to the following conditions:

### **1. Location of the AED (s)**

The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the AED(s).

### **2. Authorized Employees/Training of Users**

AEDs will only be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse.

### **3. Maintenance**

AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s).

### **4. Registration of AED(s)**

In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

### **5. Incident Reporting**

The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

### **6. Liability Limited**

The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

### **Statutory Reference:**

*RSA 153-A:28-33, Automated External Defibrillation*

*Further Information: State of NH, Bureau of Emergency Medical Services, 271-4568*

*Appendix KFD-R*

*Cross reference: Policy EBBB, Accident Reports*

***First Reading: September 14, 2010***

***Second Reading: October 12, 2010***

***Final Adoption: October 12, 2010***

## IMBA - DISTANCE EDUCATION

*Category: Required*

*Related Policies: IC, IHBH, IHBI, IMBC,*

“Distance education” means and includes any instructional mode that is not in-person instruction including, but not limited to, correspondence, video-based, internet-based, online courses, remote instruction, or any combination thereof. It also includes hybrid instructional models that utilize elements of distance education and traditional instruction in any combination.

Under rules of the N.H. Department of Education, distance education may be offered only:

1. When inclement weather, makes it unsafe to safely transport students to or from in-person instruction (i.e., remote learning day); or
2. As an option for a parent/guardian or adult student making a request for distance education (e.g., online courses).

### **A. District/School-Wide Distance Education During Inclement Weather.**

When inclement weather makes it unsafe to safely transport students to or from in-person instruction, the District or school may elect to provide instruction remotely, pursuant to Board policy IC.

### **B. Individualized Distance Education.**

The Board encourages students to take full advantage of distance education opportunities as a means of enhancing and supporting their education.

1. Extended Learning Opportunities and Alternative Learning Plans. Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities and Policy IHBI, Alternative Learning Plans.
2. Alternative Credit Options. If the course is to be taken for credit, then Policy IMBC, Alternative Credit Options, will apply. Students must have distance education courses approved by the school principal ahead of time in order to receive credit.
3. Pre-conditions for Online Enrollment. The written approval of the building principal is required before a district student enrolls in an online or virtual course that is intended to become part of their educational program. Students applying for permission to take an online course must complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in a distance education learning environment.
4. Approved Courses. Approved distance education courses must satisfy both state and local standards; be delivered by staff licensed in the state where the course originates; and contain provisions for feedback and monitoring of student progress. The district requires that a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities be submitted for review before the course



## IMBA - DISTANCE EDUCATION

is approved.

5. Student Enrollment Requirements. Students taking approved online courses must be enrolled in the district and must take the courses during the regular school day at the school site, unless the administration has granted approval for remote access based on special circumstances. Online courses may be taken in the summer under the same conditions as during the school year.
6. Staff supervision. The principal will assign a teacher to monitor student progress, grading of assignments, and testing. One teacher may supervise no more than ten students participating in distance education courses.
7. Privacy and Confidentiality. Approved distance education courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of student record information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher and others.
8. Safeguards. The school district will provide safeguards for students participating in online instruction activities, and Policy **IJNDB-School District Internet Access for Students**, will apply.
9. Earning of Credit. Students earning credit for distance education courses shall participate in all assessments required by the statewide education improvement and assessment program. Credit courses will require students to meet similar academic standards as required by the District. Credit for the course is not recognized until an official record of the final grade has been submitted to the principal or designee with feedback from the online teacher.

### **C. Educational Progress and Policy Violations.**

If a student participating in distance education is not making educational progress, as determined by educational assessments, the option to participate in distance education may be rescinded by the district. A parent or guardian may appeal this determination to the Superintendent for review. If the Superintendent upholds the determination, the parent/guardian has a right to appeal to the state board of education per N.H. Department of Education Rules Ed 306.22(f).

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

## IMBA - DISTANCE EDUCATION

### **District Policy History:**

*First Reading: September 14, 2010*

*Second Reading: October 12, 2010*

*Final Adoption: October 12, 2010*

### **Legal References:**

<b>NH Dept of Ed Regulation</b>	<b>Description</b>
N.H. Code Admin. Rules Ed 306.04(a)(12)	<u>Distance Education</u>
N.H. Code Admin. Rules Ed 306.18(a)(7)	<u>School Year</u>
N.H. Code Admin. Rules 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.

## IGE- PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIALS

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

**Related Policies:** *IHAM & KEC*

The Wilton-Lyndeborough Cooperative School Board recognizes that there may be specific course materials, which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the material shall not be public information and shall be excluded from access under RSA 91-A.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School district staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board policy KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, **and NH RSA 186:11, IX-c**, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

**NOTE regarding human sexuality and human sexual education:** In addition to the protections under this policy, per RSA 186:11, IX-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction **or program** of human sexuality, human sexual education, **sexual orientation, gender, gender identity, or gender expression**, including, among other things, the right to receive a minimum of 2 weeks advance notice of any curriculum course material to be used with respect to such instruction or program. **Such notice will be delivered via email, other direct written means, website/social media posting,**

## IGE- PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIALS

or phone call. As indicated in RSA 186:11, IX-c, no notice is required if the District employee is responding to a question from a student during class.

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### **District Policy History:**

*First reading: January 4, 2022*

*Second reading/adopted: January 18, 2022*

*District revision history:*

### **Legal References:**

#### **NH Statutes**

RSA 186:11, IX-b & IX-c

State Board of Education; Duties

RSA 193:40

Prohibition on Teaching Discrimination

#### **Description**

#### **Federal Statutes**

20 U.S.C §1232h, (c)(1)(C)

Protection of pupil rights

#### **Description**

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# IHAM-HEALTH EDUCATION & EXEMPTION FROM INSTRUCTION

**Category: Required**

**Related Policy: IGE, IHAM-R**

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

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

Parents and legal guardians shall be notified by email, other written means, **website/social media postings**, or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality, sexual education, **sexual orientation, gender, gender identity, or gender expression**.

Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to review the curriculum course material. **However, no notice is required if a District employee is responding to a question from a student during class.**

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

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

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

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption: Opt-Out Form, see Board policy IHAM-R. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal and approval by parent/guardian.

# IHAM-HEALTH EDUCATION & EXEMPTION FROM INSTRUCTION

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## **District Policy History:**

*First Reading: May 11, 2010, October 25, 2022*

*Second Reading: June 2, 2010, November 15, 2022*

*Final Adoption: June 2, 2010*

*Revised: December 20, 2022*

## **Legal References:**

<b>NH Statutes</b>	<b>Description</b>
RSA 186:11, IX	<u>, Instruction as to Intoxicants and Sexually Transmitted Diseases</u>
RSA 186:11, IX-b	<u>Health and Sex Education</u>
RSA 186:11, IX-c	<u>Objectionable Course Material</u>
RSA 186:11, IX-e	<u>Notice to Parents/Guardian Required</u>
<b>NH Dept of Ed Regulation</b>	<b>Description</b>
N.H. Code Admin. Rules Ed 306.40	<u>Health Education Program</u>
N.H. Code Admin. Rules Ed 306.41	<u>Physical Education Program</u>
<b>Federal Statutes</b>	<b>Description</b>
20 U.S.C §1232h, (c)(1)(C)	<u>Protection of pupil rights</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.

## IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

*Category: Required*

*Related Policies: IK, **IHBI**, IKFA, ILBAA & IMBC*

Students generally earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and Graduation competencies. **Methods for earning credit are discussed in Board policy IK, while competencies are discussed in Board policy ILBAA.** This policy outlines the specific courses, competencies and other specific requirements before a student will receive a NH New Hampshire Minimum Standard Diploma. Additional requirements for a Wilton-Lyndeborough Cooperative School District Diploma are outlined in the Student Handbook. The Board reserves the right to impose additional academic requirements necessary to graduate and or receive a diploma.

### **A. Credit Requirements.**

1. **Awarding of Credit.** Credit will be awarded in accordance with Board policy IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with Board policy ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

2. **Required Subjects and Credits.** A minimum of twenty (20) credits ~~or competencies~~ are required to graduate and earn a high school diploma. The required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2) are:

Arts education:	1/2 credit
Information and communications technologies:	1/2 credit
English:	4 credits
Mathematics:	3 credits (including algebra credit that can be earned through a sequential, integrated, or applied program)
Physical sciences:	1 credit
Biological sciences:	1 credit

## IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

US and NH history:	1 credit
US and NH government/civics:	1/2 credit
Economics, including personal finance:	1/2 credit
World history, global studies, or geography:	1/2 credit
Health education;	1/2 credit
Physical education:	1 credit
Open electives:	6 credits
<b>Totals:</b>	<b>20 credits</b>

3. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.

### **B. Required Graduation Competencies by Content Areas Credit(s).**

In addition to the credits listed above required to graduate and earn a high school diploma, the district also requires students to demonstrate proficiency in competencies from the following content areas (including the requirements of Ed 306.27, Table 306-3):

Arts education:	1/2 credit
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## IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

Information and communications technologies:	1/2 credit
English:	4 credits
Mathematics:	3 credits (mathematical modeling, statistics and probability, complex applications of measurement, applied geometry, graphical presentation and interpretation, statistics and data analysis)
Physical sciences:	1 credit
Biological sciences:	1 credit
US and NH history:	1 credit
US and NH government/civics:	1/2 credit
Economics, including personal finance:	1/2 credit
World history, global studies, or geography:	1/2 credit
Health education;	1/2 credit
Physical education:	1 credit
Open electives:	6 credits
<b>Totals:</b>	<b>20 credits</b>

## **IKF - HIGH SCHOOL GRADUATION REQUIREMENTS**

### **C. Passage of Civics Exam.**

The district will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating after June 30, 2023, the district will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services ("U.S. Citizenship Test"). This exam may be modified for a student with a disability in accordance with the student's individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

### **D. Federal Student Aid Application.**

The Superintendent shall ensure each student eligible for graduation shall receive information on completing and submitting the Free Application for Federal Student Aid (FAFSA). Initial information shall be provided no later than October 1st of a student's senior year, and shall include, but not be limited to:

1. Eligibility requirements for student financial aid that may be applied for using the FAFSA;
2. Application timelines and submission deadlines; and
3. The importance of submitting applications early, especially when student financial aid may be awarded on a first-come, first-served basis.

Before the start of each school year, the Superintendent will designate the personnel responsible for disseminating the information. The designee will provide a specific written outline for the Superintendent's approval of the proposed means of dissemination, which may include such things as in-class instruction, college information fairs or programs, family information sessions, individual or group sessions with school counselors, information booklets.

Upon request of a student or a person authorized to act on behalf of the student, the Superintendent/Superintendent's designee shall ensure that either a physical or digital/online copy of a student's completed FAFSA is provided or is available to that student.

~~C. Federal Student Aid Application. Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:~~

- ~~1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or~~
- ~~2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.~~

## IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

~~The District shall provide to each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.~~

~~The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.~~

The Superintendent /Superintendent's designee shall ensure that any information shared under this section is handled according to applicable state and federal privacy laws, regulations, and administrative rules.

### **E. Alternative Learning Plans**

As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.

### **F. Early Graduation**

The Board supports early graduation as a means to earn a high school diploma (see Board policy IKFA). Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived, and the student shall be awarded a high school diploma.

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### **District Policy History:**

*First Reading: September 14, 2010, April 5, 2022*

*Second Reading: October 12, 2010, May 10, 2022*

*Original Adoption: October 12, 2010*

*Revision: May 10, 2022*

### **Legal References:**

#### **NH Statutes**

#### **Description**

## IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

RSA 189:11

School Boards, Transportation and Instruction of Pupils

RSA 193:26-a

Graduation Requirements: Free Application for Federal Student Aid

### **NH Dept of Ed Regulation**

### **Description**

N.H. Code Admin. Rules Ed 306.27

High School Curriculum, Credits, Graduation Requirements, and  
Cocurricular Program

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## **JJJ - ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS**

*Category: Priority/Required by Law*

*Related Policies: IHBG, IK, & JG*

All pupils residing in the Wilton Lyndeborough Cooperative School District, whether they are home educated, or are attending public chartered school or nonpublic schools (collectively, “non-enrolled district students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

### **A. Equal Access to District Courses and Programs.**

Non-enrolled district students will have the same access as do enrolled students to the District’s courses and programs. Non-enrolled district students shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students. Non-enrolled district students, however, must meet the same eligibility criteria as the District’s students as described in paragraph B below.

The district allows non-enrolled district students to participate on an equal basis in courses and programs offered by the district provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled district students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria the course/program remains overenrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in district programs, then they may appeal as outlined below in section E.

### **B. Participation in Curricular Courses.**

In order to participate in the District’s curricular courses, non-enrolled district students must meet the eligibility criteria that applies to students enrolled in the school district. The building Principal will provide this eligibility criteria, including class syllabus, to parents or guardians of non-enrolled district students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the school district.

The Principal will determine if a non-enrolled district student has satisfied eligibility criteria and prerequisites in the same manner as s/he would:

1. for determining whether a course satisfies requirements for awarding credits (Board policy IK); and
2. for assigning to classes or grade levels and for students transferring from other schools (Board policy JG).

## **JJJ - ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS**

In making the determination, the Principal should consider home education evaluation materials (see RSA 193-A:6, III), course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student.

Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Director of Student Support. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the Director of Student Support shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.

### **C. Use of School Texts and Library Materials.**

Non-enrolled district students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.

### **D. Participation in Activities and Co/extra-curricular Programs.**

Requests by non-enrolled district students for participation in District co-curricular/extra-curricular activities or programs ("activities") shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity of non-enrolled district students relative to their participation in District activities.

In order to participate in District activities, non-enrolled district students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school district, with the exception of school attendance;
2. Meet any tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district; and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity.

Non-enrolled district students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

### **E. Appeals.**

Any student/parent/guardian who believes that the district's policies/regulations or the State's laws/regulations pertaining to a non-enrolled district student's access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

*If the original decision being appealed was made by the Principal, then the "Principal" as used in steps 1-4 shall refer to the "Superintendent", and the Superintendent's decision shall be final. Step 5 shall not apply.*

## JJJ - ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with him/herself, the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of his/her decision in writing. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal's notification of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal's decision should not be upheld. The Superintendent may decide without further information to uphold the Principal's decision, or may determine a further meeting is necessary. In either event, the Superintendent's decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal's decision will be final as of the fourth day after the Principal's written decision was transmitted to the parents/guardians.

### **F. Administrative Regulations or Procedures.**

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy.

### **District Policy History:**

*First reading: September 12, 2023*

*Second reading: September 26, 2023*

*Adopted: October 10, 2023*

### **District revision history:**

### **Legal References:**

RSA 193:1-c, Access to Public School Programs by Nonpublic...Pupils.

RSA 193-A:6, (Home Education), Records; Evaluation

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## **JJIC - ELIGIBILITY FOR SCHOOL ATHLETICS**

The Wilton-Lyndeborough Cooperative School Board encourages all students to achieve to their fullest academic potential. While school athletics provide an opportunity for students to develop other skills and knowledge outside the classroom, the School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, hereby establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school athletics.

High school students will be required to meet academic standards established by this policy for participation in school athletics. Eligibility requirements are as follows:

1. All student-athletes are required to maintain at least a 2.0 grade point average (GPA.)
2. Eligibility for each marking period is determined by grades received in the previous grading period. Semester and/or yearly grades have no affect on eligibility.
3. Student-athletes must have received passing grades in a minimum of four (4) classes per grading period.
4. Summer school grades will be averaged in accordance with current School Board policy.
5. Students who lose their academic eligibility while participating in an athletic activity in which the season extends beyond the semester will not be allowed to continue participating. Students participating in athletic activities who do not meet academic requirements will lose eligibility at the time that the report card is issued.
6. Transfer students' academic eligibility for participation in an athletic activity will be determined initially by their incoming GPA. These eligibility criteria will apply through and include the student's first semester of attendance in the school district. Transfer students whose incoming GPA does not meet the academic requirements will be denied academic eligibility during their first semester in the school district. After their first semester as a student in the school district, the GPA requirements in item No. 1 shall apply.
7. A special education student who is working toward a special diploma/certificate must make standard progress in those courses taken as determined by the student's Individualized Educational Program (IEP). A special education student who is working toward a standard diploma must meet the same academic standards for participation in athletic activities.

The Superintendent or his/her designee to monitor the academic performance of student-athletes will evaluate the eligibility process annually.

***First Reading: September 14, 2010***

***Second Reading: October 12, 2010***

***Final Adoption: October 12, 2010***



# JLCJA-EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

*Category: Priority/Required by Law*

*Related Policies: EBBB, EBCA,  
JLCE/EBBC, JLCEA & JLCJ*

- A. **Creation of Plan.** No later than August 1, 2024, the Superintendent or his/her designee in consultation with each building Principal, the Athletic Director/Coordinator, and school nurse(s), shall establish a “Sports Injury Emergency Action Plan” (at times referred to in this policy as the “Plan”) for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:
- Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
  - List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
  - Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
  - Identify the activity location, address, or venue for the purpose of directing emergency personnel;
  - Identify the equipment and supplies and location thereof needed to respond to the emergency;
  - Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
  - Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers’ Association.
- B. **Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.
- C. **Additional Written Protocols and Procedures Required.** No later than August 1, 2024, the Superintendent or his/her designee in consultation with each building Principal, the Athletic Director/Coordinator, and school nurse(s), shall develop written procedures and protocols as described below:
- Hydration, Heat Acclimatization and Wet Globe Temperature** – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers’ Association;
  - Student Medical History** – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
    - injury or illness related to or involving any head, face, or cervical spine;
    - cardiac injury or diagnosis;
    - exertional heat stroke;
    - sickle cell trait;

## JLCJA-EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

- e. asthma;
- f. allergies; or
- g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.
- D. **Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.
- E. **Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy *EBCA*).

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### **District Policy History:**

*First reading: September 26, 2023*  
*Second reading/adopted: October 10, 2023*  
*District revision history:*

### **Legal References:**

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)  
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations  
RSA 200:40-c, Emergency Plan for Sports Related Injuries

**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.

## **JLF - REPORTING CHILD ABUSE OR NEGLECT**

### *Category P*

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. The principal shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

A written report shall be made by the principal within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.

The Wilton-Lyndeborough Cooperative School Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.

### **Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*  
*RSA 169-C:29, Persons Required to Report*  
*RSA 169-C:30, Nature and Content of Report*  
*RSA 169-C:31, Immunity from Liability*  
*RSA 169-C:34, III, Duties of the Department of Health and Human Services*

Revised: May 2008

Reviewed: October 2004

Revised: July 1998, November 1999, October 2004

Previously Adopted Date: August 10, 2010

First Reading: October 26, 2011

Second Reading: November 8, 2011

Final Adoption: November 8, 2011

## BA - SCHOOL BOARD SELF EVALUATION and GOAL SETTING

***Category: Recommended***

***Related Policies:***

The Board will attempt to conduct an annual self-evaluation. Co-extensive with the Board's self-evaluation, the Board will attempt to establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the annual self-evaluation.

The following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Relationship with the Superintendent
2. Community relations
3. Board meetings
4. Staff and Personnel Relationships
5. Relationship to Instructional Program
6. Financial Management of Schools
7. Policy development
8. Risk management
9. Other areas the Board determines should be evaluated

While the Board may decide to do so, it is not expected that every area listed above will necessarily be annually reviewed.

The Board desires that the annual self-evaluation and goal setting will clarify the Board's role within the school community, address areas for the Board to improve, and address areas for which the Board should be commended.

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### **District Policy History:**

***First reading:***

***Second reading/adopted:***

***District revision history:***

### **Legal References:**

XXX

**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.

## DID - INVENTORY and MANAGEMENT of ASSETS

*Category: Recommended*

*Related Policies: DAF*

**NOTE: Any property purchased in whole or in part with Federal funds must be managed in accordance with Board policy DAF, with specific fidelity to DAF-6 .**

The District's capital assets include, but are not necessarily limited to, land, land improvements, buildings, building improvements, and infrastructure, as well as vehicles and certain machinery, equipment, software, works of art, and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond one fiscal year. Capital assets also include certain improvements, modifications, replacements, or renovations to capital assets that materially increase their value or useful life. The School Board's expectation for the District's capital asset management and accounting process is to ensure that the District's procedures are sufficiently formalized and implemented to allow for adequate financial reporting, as assessed by the District's auditors.

The Business Administrator, in consultation with the District's financial auditors, shall be responsible for establishing a written schedule of capitalization thresholds applicable to particular capital asset classes. The schedule shall be structured to capture at least 80% of the value of the District's total assets. The capitalization threshold established for single items within any of the asset classes shall not be less than [insert dollar amount],<sup>[1]</sup> [delete endnote] except that:<sup>[2]</sup> [delete endnote]

1. Computing devices, computer peripherals, and any instructional technology capital assets with an individual item value in excess of [insert dollar amount] shall be capitalized.
2. When qualifying as capital assets, the following shall be capitalized in groups without regard to the acquisition cost of individual items within a group:
  - a. Furniture;
  - b. Textbooks;
  - c. Library books/library media acquisitions
  - d. {other?}.

Capital assets having an acquisition cost (or other relevant valuation) above the capitalization threshold of the applicable asset class shall be valued, inventoried, depreciated for financial accounting purposes when appropriate, and regularly tracked over time through the point of retirement, sale, or other disposition.

District procedures related to capital asset management shall also account for the appropriate identification, recording, and tracking of capital assets that are acquired using (1) federal funds, (2) capital borrowing, or (3) referendum funds that are subject to specific restrictions on use.

Nothing in this policy prevents the District from otherwise inventorying (recording, counting, and tracking) supplies, equipment, and other items that are not capitalized for financial reporting purposes. Further, the District shall appropriately inventory any such non-capitalized items if required by law or by the terms of any grant or contract.

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<sup>[1]</sup> [Delete en.] The dollar amounts inserted below as capitalization thresholds, as well as the thresholds for specific asset classes that are identified in the local schedule referenced in this policy, should be established with input from the district's auditor. There are practical reasons associated with federal funds management requirements for not selecting an amount that is less than \$5,000. However, the district's

DID - INVENTORY and MANAGEMENT of ASSETS

auditor may identify and recommend a different amount based on size of district, current practices or other district-specific considerations.

<sup>[2]</sup> **[Delete en.]** In consultation with the district’s auditor, list any mandatory exceptions **categories. as determined by the Board** to the minimum capitalization threshold established in the preceding paragraph. The sample items found in the following list are examples of possible special cases that might be considered, but the items do not represent actual auditor recommendations. **Your district may choose not to include any "exception"**

**District Policy History:**  
*First reading:*  
*Second reading/adopted:*  
*District revision history:*

**Legal References:**

Legal	Description
GASB 54	<u>Governmental Standards Board Statement 54 (GASB 54) Link effective as of 2024.4.4</u>
Federal Regulations	Description
2 CFR Part 200	<u>2 CFR Part 200</u>

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## **JICL - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

*Category: Priority/Required by Law*

*See also EHAA, GBEF*

The Wilton-Lyndeborough Cooperative School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

### **Legal References:**

*RSA 194:3-d, School District Computer Networks*

*47 U.S.C. §254, Requirements For Certain Schools – Internet Safety*

*20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety*

*Appendix: JICL-R*

New Policy: April 2010 (replaces EGA and IJNDB)

First Reading: September 28, 2011

Second Reading: October 11, 2011

Final Adoption: October 11, 2011