

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Draft Minutes for June 2, 2021

Location: Litchfield Town Hall

C. Harrison, Chair

B. Bourque, Vice Chair

School Board Edition

In Attendance:

C Harrison, Chair
B Bourque , Vice Chair
E MacDonald, Board Member
H Ames, Board Member
T Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from May 19, 2021:

Mr. Bourque made a motion to approve the non-public minutes of May 5, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Elizabeth Anderson, CHS Spanish teacher. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Rachel Phillips, CHS English teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● Curriculum Resources Update

Ms. Widman presented social studies and ELA competencies that were approved by PERC to the Board. She indicated the curriculum was being revised last year prior to the pandemic, but is not totally completed. She noted the competencies have been developed for the curriculum.

○ Social Studies Competencies

Ms. Widman presented the competencies students have to meet for Social Studies:

- Comprehension: to identify and explain concepts, ideas and processes in the social sciences in order to be an informed citizen;
- Analysis: analyze sourcing, situation and arguments using primary and secondary sources in order to identify and appraise multiple perspectives as they apply to current/historical needs;
- Synthesis: combine ideas to develop and support conclusions using specific and relevant evidence in order to solve complex problems and take informed action.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

○ **ELA Competencies**

Ms. Widman presented the competencies students have to meet for ELA:

- Textual Analysis: analyze, evaluate and interpret complex literature and informational text individually and collectively in order to better connect with the world around us;
- Communication: Communicate and interpret, orally as well as writing, well-structured arguments, narratives and informational/explanatory pieces in order to express various perspectives;
- Language: Apply appropriate conventions, vocabulary and language structures when writing or speaking in order to communicate clearly and effectively for task and audience;
- Fluency (K-5): Read with sufficient accuracy and fluency in order to support comprehension.

○ **Benchmarking Software**

Ms. Widman provided a brief presentation on i-Ready benchmarking software, which she indicated was explored last spring. She commented that it was decided that the software would not be brought forward this year in light of the pandemic. She noted two programs were demonstrated, but it was agreed that the i-Ready program was more user friendly for both students and teachers. She indicated it is a testing platform that is more intuitive and friendly. The program was presented to PERC and approved to move forward.

Ms. Widman explained this is a K-8 benchmark software for reading and/or mathematics that will help the teachers determine students' needs, personalize their learning and monitor their progress throughout the school year. She indicated that they have steered away from benchmarking at the high school level as there are other rigorous assessments that measure student progress.

Mrs. MacDonald commented that she has used i-Ready in her district and feels it is engaging, student centered and easy to use.

○ **Math Programming**

Ms. Widman reported that updates on the math programming expire at the end of this year. She met with the high school and middle school groups who felt the current curriculum (Big Ideas) is working and opted to keep that curriculum through the upcoming school year. She indicated because there was not enough representation from the elementary school, we will extend the Envisions curriculum for one more year. She noted that she has received some sets of Big Ideas for K-4, which will be reviewed and piloted before implementation the following year.

Mrs. Harrison made a motion to approve the Social Studies competencies as presented. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the ELA competencies as presented. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the use of the i-Ready program. Mrs. Ames seconded. The motion carried 5-0-0.

F. Community Forum *Public Attendance: by Google Meet only*

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

Kate Stevens, 9 Evergreen Circle, commented that she sent an email to the School Board, along with 20 other families, that are asking the Board to consider re-introducing unstructured outdoor recess time at LMS while the Board is looking at the bell schedule.

G. Correspondence

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

Mr. Bourque reported that correspondence was received from Brian Dodge regarding student activity funds, for which he feels that his questions were not answered by the administration. He indicated Mr. Dodge believes the handling of the funds should be given priority and that families are blind regarding how the funds are used.

Mr. Bourque commented that after reviewing all the emails and information that was corresponded regarding Mr. Dodge's concerns, it appears that his questions were answered. He noted that the bottom line is that monies not used will follow their class throughout the schools.

Mr. Izbicki indicated that there is a list of all balances for each student so that if there is another trip that money will be applied to that student's trip costs.

Mrs. MacDonald commented that is how it is done in other schools, but Hudson sends out emails to parents as notifications.

Dr. Jette indicated that is what occurred last year with the Washington DC trip deposits, but additional fundraising was done. He noted that the parents were notified that the funds would move up with the students transitioning into high school. He commented it is up to the students and class advisor how that money is to be used as that is the students' money.

Mrs. Hershberger asked about the funds for the deposit for the trip.

Dr. Jette indicated Capital Tours still holds the funds for the deposit on the trip, but the district refunded the deposits to the parents. He explained as the current 7th graders begin fundraising for the Washington DC trip, the funds they raise will be reconciled.

Mr. Bourque reported that correspondence regarding reinstatement of recess at LMS was the main theme from the following community members: Crystal and Andy Fosters, Jessica Vaughn, Lauren Sampson, Kate Stevens, and Holly Trow.

Mr. Bourque mentioned that Jim Norton asked when the public will be allowed to attend meetings. He indicated that he spoke with the Select Board Chair who mentioned the Select Board will be discussing when the public will be allowed in the meeting room.

Mr. Izbicki commented that there are logistical issues with the meeting room. He indicated the Town and Fire Chief are working on the decision to allow the public to attend meetings. He noted that as of June 12 meetings will be public, but logistics have to be worked out.

H. Comments:

- **Superintendent**

- **CHS Bleachers**

Dr. Jette indicated Mr. Izbicki will provide an update on the bleachers during his report.

- **GMS Computers**

Dr. Jette indicated that later this evening the Board will be Joined by Mr. Mitchell to look at the computer position and will bring a proposal forward, which will be addressed in non-public session.

- **LMS Portables**

Dr. Jette reported that we are on track for the LMS portables to be removed and all applicable deadlines have been met to date. He mentioned that one of the portables was closed due to health reasons, and those classes (Science and English) were relocated inside the main building. He commented that Home Depot has donated moving boxes for the relocation process.

Dr. Jette thanked Home Depot for the generous donation. He also thanked Walmart for their donation of hand sanitizer.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

o **NHSBA Dues**

Dr. Jette shared the NHSBA dues structure for next year with the Board and encouraged the Board to continue their membership with the NHSBA. He indicated they have done a great job of keeping school board members in the State informed.

o **ESSR Funds**

Dr. Jette reported that school districts who have received ESSR funds have received challenging expectations from the NH DOE. He indicated it took an inordinate amount of time to complete the form for the funds, which was a burdensome task. He explained the district applied for ESSR funds to go toward ventilation work and it was rejected because they are waiting for further guidance from the US DOE. The Secretary of Education has to approve any construction projects so all the funds are held up at this time. He noted we are not the only district to be affected. He indicated the \$1M we received we cannot use until a decision has been made.

Mr. Izbicki commented that originally there was a conference call where the State went through the acceptable uses for the funds, which included roofing projects and now they are telling us that no construction projects are being approved for the use of those funds.

Dr. Jette indicated that he wants the Board and community to understand we invested much time in learning how to do this and complete the grant paperwork and assurances, only to be told we cannot use the funds until the infrastructure has been established to be able to do this. He noted this was originally approved to be COVID relief funds and now we are being told it is not. He commented the Education Commissioner has focused on a specific clause in the regulations and is saying that is what is blocking the funds, but Dr. Jette believes it is politically motivated. He noted that the district has other funds to use, but that this issue needs to be resolved.

● **School Board**

Mrs. MacDonald commended all seniors who participated in sports, plays, musical concerts, and other activities this year.

Mrs. Harrison commended the Performing Arts Department for their concerts and the Disney Cabaret. She indicated that students worked on amazing things this year. She thanked LCTV for their coverage of the events.

Mrs. Hershberger thanked the schools and the community for their participation in the blood drive. She indicated that students were recruiters of donors.

Mr. Bourque congratulated seniors on the upcoming graduation and wished them all good luck in their futures.

II. **GENERAL BUSINESS**

A. **Public Minutes:**

● **May 19, 2021**

Mrs. Harrison made a motion to approve the public minutes of May 19, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. **REPORTS**

A. **CHS Principal's Report**

● **CHS Social Studies**

Mr. Lonergan highlighted topics that included Senior Events/Activities, Senior Projects, Graduation. He reported that senior projects were completed last week and some presentations were recorded; senior grades close Friday; 99 seniors will graduate this year; senior activities include a Boston cruise, movie night and Field Day, motivational speaker; Mr. Perez is handling planning, logistics and communication regarding graduation; 94% of scheduling has been completed; common planning time for content areas and unified arts has been worked out.

Mr. Lonergan reported that there was a Secure Campus incident that occurred at CHS and was handled well. He indicated the staff was amazing and it was comforting to have the Student Resource Officer there.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

Dr. Jette expressed gratitude for the cooperation of the parents and the trust they placed in the high school staff during the incident.

Mrs. MacDonald commended the PTO and Performing Arts for the pictures of the graduates posted along Albuquerque Avenue.

- **CHS Social Studies**

CHS Social Studies Department presented information regarding curriculum development and assessment progress. Noah Benoit and David Gingris provided a presentation of the department website.

Mr. Benoit indicated that the Social Studies department created a website to show off what is done in the social studies department. Included on the website: explanation of competencies, course descriptions and curriculum, and samples of assessments for each course.

Mr. Gingris spoke to the Civics and Economics courses for Grade 9. He indicated that an overview structure of the Constitution and branches of government is covered in the Civics course and has been modified somewhat to be in line with what students learn at the middle school. Economics includes an overview of the circular flow of the economy, microeconomics, macroeconomics and much more.

Mr. Benoit spoke to World Studies course for Grade 10. He indicated European Studies focuses on European history, while Global Studies is an exploration of different regions throughout the world as well as what is happening in the world.

Mr. Gingris spoke to US History courses for Grade 11. He indicated that much of the cause of the Civil War is covered in middle school, which caused the department to change the course focus. He noted that next year the course will begin with history after the Civil War occurred and will move further into the Cold War toward the end of the year. He commented that working with LMS to attain vertical alignment has been rewarding.

Mr. Benoit spoke to exploration opportunities in social studies for Grade 12. He indicated that elective courses are offered and a new course, AP US Government & Politics, will focus more on the holidays, providing an explanation for why they are there on a monthly basis. He commented it is beneficial for students to have a greater awareness of what these days mean.

Mr. Gingris mentioned that they received good feedback from students about Black History month and Womens' History month.

Mr. Benoit mentioned new courses have been added: AP US Government & Politics, AP US History, WWII and the Vietnam War.

Ms. Widman commented that the high school Social Studies department has done this work on their own and took charge of reaching out to the middle and elementary schools to work on the vertical alignment of courses. She commended them on the work they have done and the work they are doing across the district.

Mr. Gingris noted much of this was done with Mr. Cooper's facilitation and Ms. Widman's guidance.

Mr. Benoit commented PLC time was very valuable and this work could not have been done without that time.

B. Business Administrator's Update

Mr. Izbicki provided an update on the district financial report and updated the Board on district projects. He reported that the formal contract with North Branch Construction is in place, windows have been ordered for LMS, bidding for subcontractors will go to North Branch this Friday. Additionally, it may be difficult to get the roof membrane over the summer and it appears that the roof completion time frame is between Columbus Day and Veterans Day. He reported further that the LMS kitchen redesign is nearing completion.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

CHS Bleachers: Mr. Izbicki indicated that it has been determined we will need a concrete pad laid according to safety and insurance purposes. He reported he has been in contact with a general contractor and a local concrete company.

Unanticipated occurrences FY21: GMS electric switch and Library ceiling .

YTD Financials: Breakdown of current underspend, which will fluctuate during purchase order management and contracts that are encumbered for staffing. \$800,000 transfer of funds: not all from underspend, but from other sources received.

Proposed projects and purchases for Board approval:

Projects / Purchases - Consideration for Year End Funding (2021)		
DW Grounds - Replacement Field Sprayer	10-00-2630-00-734	\$ 2,475
GMS Storage Shed Purchase - Kindergarten	10-11-1100-29-734	\$ 2,500
HR Fireproof locking filing cabinets (5)	10-90-2830-00-733	\$ 6,745
CHS Grounds - Athletics Storage Loading Dock (Safety)	10-31-2630-00-430	\$ 5,880
CHS Grounds - Shed Roof Addition (Equipment Storage)	10-31-2630-00-430	\$ 10,976
Chromebooks - Incoming 1st Graders, 5th Graders, Freshman	10-00-2225-00-734	\$ 89,644
LMS - Replacement Shelving for Learning Commons (Deferred)	10-21-2222-00-737	\$ 9,160
		\$ 127,380
Identified subsequent to budget process:		
CHS - Gymnasium Bleachers - Repair existing	10-31-2640-00-738	\$ 20,000
DW - Cameras Upgrade	10-00-2840-00-734	\$ 41,500
SAU - Fireproof locking filing cabinet	10-90-2320-00-733	\$ 1,350
CHS - Concrete Pad for Stadium Bleachers	10-31-2630-00-430	\$ 16,000
DW - Exterior lighting conversion - LED	10-00-2620-00-430	\$ 20,000
		\$ 98,850
	Total	\$ 226,230
Approved by School Board for Spend Ahead April 7:		
DW - Replacement of Phone System (Existing system no longer supported)	10-00-2840-00-738	\$ 35,000
LMS - Roof (includes completion of skylights / Gym Roof Ladder)	10-21-2620-00-430	\$ 365,310
LMS - Windows	10-21-2620-00-430	\$ 330,000
LMS - Conference Room & File Room	10-21-2620-00-430	\$ 40,000
LMS - Kitchen space	10-21-2620-00-430	\$ 75,000
		\$845,310
	Grand Total	\$1,071,540

The Board voted on April 7 to approve \$845,310 for FY22 spend ahead. There is an additional \$226,230 that is being requested (all information in sheet).- included definition and breakdown of the different fund balances - will not have final numbers until after the final payroll is completed - draft financial statements for year end at July meeting - food service deficit under \$100K which is down from last year due to the amount of additional reimbursement from federal government -

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported the Budget Committee met last week and reviewed documents and forwarded questions to Dr. Jette and Mr. Izbicki. The next meeting is June 23.

Mrs. Ames asked about meeting dates for the School Start Time Task Force.

Dr. Jette indicated that the membership is not final as there is no elementary representative. He asked Mr. Mitchell to assist with finding a volunteer.

IV. NEW BUSINESS

A. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
 - **GA, Personnel Policies Goals**
 - **GBCC, Anti-Fraternization**
 - **GBEBB, Employee/Student Relations**
 - **GBEBC, Employee Gifts & Solicitations**
 - **GBEBD, Staff Communication with Students**
 - **GBGA, Staff Health Examinations**

Board members had questions regarding the Employee Gifts/Solicitations policy language.

Dr. Jette was concerned about the intent of gifts to staff from students, which was not evident in the policy. He suggested that the policy be re-evaluated and revised for the next Board meeting.

Mrs. Hershberger and Mrs. Harrison both commented that the Staff Communication with Students policy refers to using Facebook and Twitter in a pilot stage, but it has been 9 years since the policy was written and other social media outlets are used often by both staff and students.

Dr. Jette recommended that the policy language is sufficient and the procedures should be eliminated. He indicated the policy will reflect that the Acceptable Use policy will dictate the use of social media in communications.

Mrs. Harrison made a motion to approve policies GA, GBCC, GBEBB, GBGA. Mrs. Hershberger seconded. The motion carried 5-0-0.

Policies GBEBC and GBEBD will return as a 1st reading at the next Board meeting.

- **Policies - 1st Reading:**
 - **EBCG, Communicable & Infectious Diseases**
 - **NHSBA Policy EBCG**

Dr. Jette indicated that policy EBCG, Communicable & Infectious Diseases, will replace policy GBGAA, Bloodborne Pathogens & Procedures.

Mr. Bourque made a motion to approve policy EBCG, Communicable & Infectious Diseases, as a 1st Reading. Mrs. Hershberger seconded. The motion carried 5-0-0.

- **JLCG, Exclusion of Students Who Present a Hazard**

Dr. Jette mentioned that policy JLCG was suggested by the school nurses after consideration of epidemic and infectious disease transmission.

Mr. Bourque made a motion to approve policy JLCG, Exclusion of Students Who Present a Hazard, as a 1st Reading. Mrs. Harrison seconded. The motion carried 5-0-0.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

- **Policies - 2nd Reading:**
 - **GCQB, Employee Exit Interviews**

Mrs. Harrison made a motion to approve policy GCQB, Employee Exit Interviews. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **Policies to be Rescinded:**
 - **GBA, Equal Opportunity Employment**

Mrs. Flynn informed the Board policy GBA, Equal Opportunity Employment, was withdrawn from the NHSBA policy database and has been replaced by policy AC, Non-Discrimination.

Mr. Bourque made a motion to rescind policy GBA, Equal Opportunity Employment. Mrs. Ames seconded. The motion carried 5-0-0.

B. Job Description

- **IT Support Technician**

Dr. Jette commented that the IT Support Technician job description has been updated and approval is required by the Board. He explained that IT Department personnel were reconsidered. He indicated the former IT Technician was doing more with networking and that has been restructured so the current technician can focus on training and troubleshooting, repairs and support. He noted the job description reflects those changes and requires approval of the Board.

Mrs. Harrison made a motion to approve the revised IT Support Technician job description. Mr. Bourque seconded. The motion carried 5-0-0.

C. GMS Enrollment

- **Enrollment Report June 2021**

Dr. Jette provided an elementary enrollment update for June 1 and discussed classroom staffing with the Board. He indicated there are currently 83 students registered for Kindergarten next year, which is well above the trigger number provided in the Class Size policy. He noted that an additional kindergarten teacher will be needed.

Mrs. Ames asked for clarification regarding why the trigger number requires every class to be above the ratio before determining that there will be an additional class, as opposed to triggering an additional class when one class size goes above the ratio.

Dr. Jette explained that several years ago class sizes were developed by the Budget Committee. He indicated when revising the Class Size policy, we put the class sizes and chart in the policy. He noted that the process of triggering an additional class was established when the class sizes were developed and agreed upon by the school board.

Mrs. Ames wanted to know how to go about proposing a change to the policy. She believes that the inequity caused by increasing enrollment in relation to the trigger number creates classes that have 1 or more students than others in that grade level.

Board members debated about how the class sizes are changing based on potential students coming into the district and the necessity of lower class sizes in grade 3 as opposed to grade 4.

Dr. Jette commented that we will have to wait until fall to have a closer look at the policy based on class sizes at that time.

D. 2021-2024 School Board Goals

Dr. Jette previously shared a newly formatted draft of revised goals for the district with the Board. He asked if Board members had any questions and for final approval of the goals.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

Mrs. MacDonald made a motion to approve the 2021-2024 School Board Goals. Mrs. Hershberger seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update

● **Current Situation Update**

Dr. Jette reported that there is very little positivity and quarantine in the schools.

● **2021-2022 Reopening Plan**

Dr. Jette commented that a reopening plan for the upcoming school year is required to be filed with the State by June 23. He indicated that community feedback is required and a survey tool will be brought forward to the Board. He noted that the upcoming school year looks to be a normal school year.

● **Remote Meetings under EO#12**

Dr. Jette reported that the Governor’s Emergency Order #12 will end when the State of Emergency ends on June 11.

● **LMS Dance**

Dr. Jette commented there has been some pushback from volunteers regarding the LMS dance on Friday. He indicated the administration is holding firm on requiring vaccinated individuals to volunteer.

Mrs. Ames and Mrs. MacDonald commented that it is challenging to get volunteers due to the procedures and protocols for volunteer training.

Dr. Jette indicated that these volunteers are not designated volunteers and can receive training 15 minutes prior to the dance.

● **Face Masks**

Dr. Jette commented on the requirement for face masks in school buildings. He reported that both Hollis And Bedford school districts received a court injunction regarding requiring face masks in the school buildings. He indicated there are also concerns regarding fans in classrooms during the upcoming hot weather. He noted the face masks will become a major issue in the next two weeks.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:50 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Hershberger the Board returned to public session at 9:37 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Hershberger made a motion to adjourn the meeting at 9:37 p.m. Mrs. Ames seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Curriculum, Instruction and Assessment Update

June 14, 2021

Professional Learning:

- Live2Learn2021
 - 43 staff members will be participating.
 - Tech sessions will be run by staff.
 - The district admin retreat will run concurrently.
 - Between 8-12 teachers working on curriculum revision and/or competency assessments daily - 20 different teachers in total.

Grading and Reporting/Competency Based Education update:

- We have been unable to come to consensus as a group on non-weighted assignments for next year.
- We will continue with the same system as this year unless we can get on the same page over the summer.

PERC:

- Big Ideas has been renewed 6-12.
 - We will be piloting the program in a number of GMS classrooms.
- Envisions will be renewed for 1 year while we pilot.
- iReady has been adopted as the benchmarking software K-8.

Assessment and Data:

- Common Summative Competency Assessments were created and submitted to the building admin.
 - We've had difficulty finding time to meet and review them together.
- NH SAS Data
 - Preliminary data is starting to be reviewed.
 - Student reports will be mailed home within the next two weeks.

*Respectfully Submitted by Mary Widman
Director of Curriculum, Instruction and Assessment*

**Litchfield School District
SAU 27
2021 CHS Seniors Future/College Plans
Graduation Report**

Senior Class Total: 107*

(100 CHS students & 6 Londonderry night students & 1 HiSet Diploma)

<u>Graduates: 107*</u>	<u>Number of Students</u>	<u>Percentage</u>
Four Year College	66	66 %
Two Year College	15	15 %
<i>Total Attending College</i>	<i>81</i>	<i>81%</i>
Military	1	1%
Career Education	6	6%
Workforce/Career Training	8	8%
Apprenticeship	1	1%
Gap Year	3	3%
	<i>TOTAL: 19</i>	<i>100% **</i>

NOTE: 18 students received \$35,850 in local scholarships.

***107 graduated includes 100 Campbell High graduates and 6 Londonderry Adult Education graduates and 1 HiSet Diploma**

**** Based on 100 Graduates from Campbell High School**



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBGBA

APPROVAL:

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

The Litchfield School Board authorizes the use of Automated External Defibrillators (AED) in emergency situations, subject to the following conditions:

Location of the AEDs

The Superintendent, building principal and school nurse shall select and approve the locations for the AEDs.

Authorized Employees/Training of Users

AEDs will be administered only by designated employees. These employees include, but are not limited to: school nurses, athletic director(s), athletic trainers, head coaches, and principals. Employees will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use. Such training must be provided by certified instructors.

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.

Registration of AEDs

In accordance with RSA153-A:33, the Business Administrator shall register the AEDs with the New Hampshire Department of Safety. Sample registration forms can be found in Procedures GBGBA-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

Incident Reporting

The school nurse or designee shall report all instances of AED use with the New Hampshire Department of Safety. Sample incident report forms can be found in Procedures GBGBA-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

Liability Limited

The Litchfield School District, and persons administering the AED(s), shall have 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 New Hampshire Bureau of Emergency Medical Services, 271-4568

Approval:

Approval: September 12, 2007



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBJA

APPROVAL:

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

The Litchfield School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information

The Litchfield School District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

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

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board appointed Privacy/Security Officer. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Privacy/Security Officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBJA

APPROVAL:

Notice

The Litchfield School District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

Training

All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

Documentation

Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years.

Legal References:

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996

Cross Reference Policies: GBJ and JRA

Approval:

Approval: April 26, 2006



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBK / KE

APPROVAL:

COMPLAINT POLICY

This policy is for all employees, parents, vendors, and/or patrons who conduct business with the Litchfield School District. It is not intended to replace any grievance procedure(s) in effect in any collective bargaining agreement with any union or association of employees.

Complaints should be handled at the lowest practical level.

- In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member.
- If unresolved, the complaint can be taken to the building principal, director or supervisor, then to the Superintendent.
- If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action.

If an individual board member receives communications or complaints from employees, parents, vendors, and/or patrons, they will listen to the communication or complaint and refer the reporting individual to the appropriate district employee. They will also review the district protocol with the reporting individual.

Approval:

Amended: August 12, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GCAA

APPROVAL:

HIGHLY QUALIFIED TEACHERS

Pursuant to federal law, the school district will strive to ensure that all teachers who teach core academic subjects will satisfy "Highly Qualified Teacher" requirements set forth in the No Child Left Behind Act of 2001 and defined by the State of New Hampshire.

Core academic subjects are: English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, History, Geography, and the Arts.

Because standards for satisfying Highly Qualified Teacher requirements differ between elementary school and secondary school, the Superintendent and building principals are responsible for:

- Making sure all teachers who are required to do so meet or exceed Highly Qualified Teacher requirements;
- Properly documenting necessary paperwork and, if necessary, providing such paperwork to the New Hampshire Department of Education; and
- Providing notice to parents/guardians whose children are not being instructed by a teacher who satisfies Highly Qualified Teacher requirements, as required by No Child Left Behind.

Legal References:

Pub. L. 107-110, No Child Left Behind Act of 2001
20 U.S.C. §7801(23), Definitions, Highly Qualified Teacher
34 C.F.R. §200.55, Qualifications of Teachers

Approval:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GCB

APPROVAL:

PROFESSIONAL STAFF CONTRACTS

The Litchfield School Board believes that contracts are designed to protect the interests of the employee and the District.

Every teaching professional and administrator shall be required to execute a contract with the District. The contract shall be signed by the employee and the Chairperson of the Board.

Contracts between employees and the District are not considered confidential documents and may be viewed by the public upon request.

Approval:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBECB

APPROVAL:

EMPLOYEE GIFTS & SOLICITATIONS

NOTE: Paragraph #2 is unique to Litchfield. Highlighted revisions best meet the purpose of the policy and the policy's intent.

Gifts

All employees are prohibited from accepting things of material value from companies or organizations that do business with the Litchfield School District. Exceptions to this policy are the acceptance of minor items that are generally distributed by the companies through public relations programs.

Teachers and other employees of the Litchfield School District shall not accept gifts from students *and families if the intent of the gift or the perception of the gift's intent is to influence the discharge of professional responsibilities.* ~~except as such gifts represent tokens. Even token gift giving is to be discouraged.~~ The Litchfield School District ~~considers~~ *encourages* the writing of letters by students *and families* to staff members to express gratitude and appreciation. ~~more appropriate.~~

Solicitations

No organization shall solicit funds from staff members within the Schools, nor shall anyone distribute flyers or other materials related to fund drives through the District's schools, without prior approval of the Superintendent, according to Policy KCDB. Staff members shall not be made responsible, nor shall they assume responsibility for, the collection of any money or distribution of any fund drive within the Schools unless such activity has the Superintendent's approval.

The Board expects such activities to be kept to a minimum. The Superintendent shall seek direction from the Board in instances where prior practice offers no guidance about a particular fund drive.

See Also: Policy KCDB, Use of Students in Non-School Public Information Program

Approval:

Revised:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBEBD

APPROVAL:

STAFF COMMUNICATION WITH STUDENTS

The Litchfield School District recognizes that recent innovations in electronic technology have revolutionized communication. While these forms of communication are dynamic, mobile and quickly reach their audience, they must continue to meet the high public and professional standards we have set for ourselves.

The expectations outlined in this document are designed for the purpose of:

1. Protecting the students, staff and district
2. Raising awareness of acceptable ways to use electronic communications with students
3. Raising awareness of the positive and negative outcomes that may result from using these tools.

The following is a set of expectations that all staff of the Litchfield School District are expected to adhere to when communicating electronically, including through email, phones/portable electronic devices, social media, etc.

Does the communication meet the TAP Test?

Electronic communication shall always be **Transparent, Accessible, and Professional** as defined below:

The communication is **transparent**. ALL electronic communication between staff and students shall be transparent. As a public school district we are expected to maintain openness, visibility and accountability with regard to all communications. Whenever possible, District email or other District-sponsored communications vehicle shall be used.

The communication is **accessible**. ALL electronic communication between staff and students is part of the district archives and/or may be accessible by others. Staff shall have no expectation of privacy with respect to these communications.

The communication is **professional**. ALL electronic communication from staff to students shall be written as a professional representing the District. This includes word choices, tone, grammar and subject matter that models the standards and integrity of a District professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

Staff is also cautioned about the inadvertent release of personal or confidential student information under FERPA. Refer to Policy JRA/JRA-R for additional information.

Policy IIAE, Acceptable Use, will dictate the use of social media.

See Also: GBCC, Anti-fraternization; JRA, Student Records and Procedures; IIAE, Acceptable Use Policy

Approval:

Reviewed:

Revised: June 2, 2021

Approval: July 31, 2013



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBGD

APPROVAL:

WORKERS' COMPENSATION TEMPORARY ALTERNATIVE WORK PROGRAM

I. Policy

In compliance with RSA 281-A:23-b, the School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

II. Purpose

The School Board adopts the principle that it is important to provide meaningful work during the time of healing following a work-related illness or injury in order to assist employees in their transition back to full duty.

III. Procedure

The Temporary Alternative Work Program will be available to employees for a period of time extending as long as the circumstances of the illness/injury requires, but not longer than four (4) months, as dictated by the treating physician and as such duties are available.

The program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume his or her previous position.

- *An ill/injured employee will be responsible to obtain a New Hampshire Workers' Compensation Task Analysis and a copy of his/her current position when reporting the injury. Forms may be obtained from the Building Principal. If the nature of the injury or illness is such that emergency need for care precludes obtaining the above forms, then the employee shall, as soon as possible call the Building Principal to request that an analysis and position description be mailed to the employee or his/her treating physician.*
- *The treating physician and the ill/injured employee will share the responsibility of providing the School District the NH Workers' Compensation Medical Form. This form provides information relating to the employee's capabilities necessary to structure a temporary duty program.*
- *The Building Principal will work with the employee to facilitate a safe return to work program within limitations listed by the treating physician. If necessary, the Building Principal may contact the treating physician for additional information.*
- *After each subsequent visit, the ill/injured employee will be responsible for providing an updated medical form completed by the treating physician and returned to the Building Principal.*
- *Additional modifications will be made to the return to work program as required. The Building Principal will be responsible for reviewing the appropriateness of continuing the program or duty assignments, including, but not limited to, extending the program beyond four (4) months, as necessary.*
- *Upon release by the treating physician, the employee will assume normal duties of his or her regular position.*



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBGD

APPROVAL:

IV. Summary

A notice summarizing all employees' rights shall be posted at each school building for inspection by all employees.

The provisions of this policy are intended to comply with RSA 281-A:23-b. To the extent that this policy is ambiguous or contradicts the RSA or NH Department of Labor Regulations, the language of the RSA or Department of Labor Regulations will apply.

Approval:

Reviewed:

Revised: June 7, 2021

Approval: February 11, 1979



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBI

APPROVAL:

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Litchfield School Board recognizes that employees of the school district have certain civic rights. Employees, as citizens, have a right to engage in political activities *and to speak as a citizen on matters of public concern*. Nevertheless, this right to engage in political activities *and to speak as a citizen on matters of public concern* may be reasonably conditioned by the Litchfield School Board as an employer *when the employee is engaged in his/her work as an employee and is speaking pursuant to the employee's official duties*. This policy defines the types of conduct that are not permitted. *The US Supreme Court has held that when public employees make statements pursuant to their official duties, they are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline.*

Employees shall not advocate their personal political views or engage in political activities defined in this policy during hours of official employment. Employees shall not exploit students in any way to promote their personal political views. Employees shall not misrepresent their political views as those of the school district. Examples of activities that are not permitted include, but are not limited to:

1. Representing personal political views as those of the school district; employees should always take adequate precautions to distinguish between their personal political views and those of the school district;
2. Interfering with colleague's exercise of political and citizenship rights and responsibilities; and
3. Using school district privileges, school district resources *including but not limited to the district email system* or working time to promote political candidates, for partisan political activities, *or to influence the vote of a voter on any question or office.*

It is the intent of this policy that political activities be narrowly defined to mean only "partisan political activities" *and influencing the vote of a voter on any question or office*. Partisan political activities include the posting of political circulars or petitions, collection and/or solicitation of campaign funds, solicitations for campaign workers, and other activities of a clearly partisan nature, including but not limited to those activities relating to local, state, or federal elections.

New Hampshire law, RSA 659:44-a Electioneering by Public Employees provides that no public employee, as defined in RSA 273-A:1, IX, shall electioneer while in the performance of his or her official duties. No public employee shall use government property or equipment, including, but not limited to, e-mail systems, telephones, facsimile machines, vehicles, and computers, for electioneering. For the purposes of this law, "electioneer" means to act in any way specifically designed to influence the vote of a voter on any question or office. A person violating this law may be guilty of a misdemeanor. A "public employee," with limited exceptions including those in a confidential relationship with the School Board, means any person employed by the District. This is a criminal offense. Allegations of violations of this law may be investigated and prosecuted by the Attorney General and law enforcement.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBI

APPROVAL:

Nothing in this policy is to be construed as precluding discussion of current events or conducting mock elections, debates, conventions, or similar simulated political activities, where the activity is primarily intended as an educational experience.

District employees as public employees have a full right to publicly discuss and give opinions as an individual on their own time on all matters concerning any government entity and its policies. This policy recognizes public employee freedom of expression as set forth in RSA Chapter 98-E and other law and is intended to address only employee speech when the employee is engaged in his or her work as an employee and is speaking in furtherance of the employee's official duties.

Legal Reference:

Garcetti et al v. Ceballos, 547 U.S. 410 (2006)

Snelling v. City of Claremont, 155 N.H. 674 (2007)

RSA 659:44-a, Electioneering by Public Employees

RSA Chapter 98-E, Public Employee Freedom of Expression

Approval:

Reviewed:

Revised: June 7, 2021

Approval: September 10, 2008



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBJ

APPROVAL:

PERSONNEL RECORDS

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential, and efficient system of personnel records that is in full compliance with all state and federal requirements.

A personnel folder for each employee shall be accurately maintained in the administrative offices according to the Litchfield School District Policy EHB, Data Records & Retention.

In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.

All personnel records of individual employees of the District shall be considered confidential. They shall not be open for inspection. The Superintendent and designees shall take the necessary steps to safeguard against unauthorized review and/or use of all confidential material.

Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his own personnel file, with the exception of references and recommendations provided to the Litchfield School District on a confidential basis by universities, colleges or persons not connected with the Litchfield School District.

The District will not disclose any teacher personally identifiable data or information to any person outside of the District, except as may be required by law. Such data or information may be shared to District employees, as necessary.

Legal Reference:

RSA 91:A:5, Access to public records

RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy

RSA 189:67, Limits on Disclosure of Information

See Also: Policy EHB, EHB-R Data and Records Retention

Approval:

Reviewed:

Revised: June 7, 2021

Approval: 2nd Reading, April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBJ
APPROVAL:



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

2ND READING

APPROVAL:

COMMUNICABLE & INFECTIOUS DISEASES

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

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

Students

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

Employees

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

Special Circumstances and Conditions

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



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

2ND READING

APPROVAL:

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

PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED

Reporting

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

Response

The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease that includes, but is not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS she/he will take the following steps:

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

When such a communicable disease is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to protect other members of the school population.



POLICY CODE: EBCG

2ND READING

APPROVAL:

Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

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

Decisions Regarding Students

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

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

If the student is a student with an IEP, 504 plan, or other such individualized learning plan, then decisions regarding alternative settings shall be made according to the applicable laws, regulations and policies. Students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that she/he is eligible for special education or special education and related services.

Excluded students who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

Decisions Regarding Employees

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

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



POLICY CODE: EBCG

2ND READING

APPROVAL:

Testing, Social Distancing and Other Extraordinary Measures

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

Practices to Minimize Contamination in Schools

Good hygiene practices as recommended by local, county and state health authorities are to be followed at all times when handling blood or other body fluids of any student or employee. Parents and employees are not generally required to advise the school if their child has a communicable disease. (Exceptions may exist under specific legislation or Executive/emergency orders, in which, such legislation or Executive orders shall supersede this policy to the extent necessary to remove any conflict.)

Procedures for the handling of body fluids from any child or employee will also assist in the elimination of the need to notify all maintenance, transportation and building personnel if the District becomes aware of a student or employee with communicable diseases. It is recommended the following procedures be used on a routine basis when blood or any other body fluids including vomitus and fecal or urinary incontinence are involved.

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

Confidentiality and Data Privacy

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses. Personally identifiable health information regarding students is private data and is not to be disseminated to the public or to staff without the strict observance of student privacy rights.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

2ND READING

APPROVAL:

Personally identifiable health data and information regarding employees is private data and may not be released to the public nor to fellow employees without strict observance of privacy rights of public employees.

Parents of other children attending the school, or other school employees, may only be notified of a possible exposure to a communicable disease to the extent permitted, or required, under applicable law, regulations or Executive order. In general, such information will not identify the particular student or employee who has the disease.

Any District employee who violates the confidentiality provisions of this policy shall be subject to discipline. A confidentiality breached by an independent contractor/consultant, could result in termination of the contract for cause.

Staff and Student Education

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

All school district employees should receive instruction regarding appropriate hygienic practices for use in school settings, precautions to be employed where contagious diseases may be encountered and community resources for referral and information.

Any information provided as part of a student's instruction pertaining to sexually transmitted diseases shall comply with Board policy IHAM, Exemption from Instruction.

Implementation

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

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:31, Removal of Teacher

RSA 186-C, Special Education

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

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

RSA 200:32, Physical Examination of Student

RSA 200:36, Medical Examination of School Personnel

RSA 200:39, Exclusion from School

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

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

Approval:

Reviewed:

1st Reading, 6/2/2021



POLICY CODE: JLCG

APPROVAL:

2ND READING

EXCLUSION of STUDENTS WHO PRESENT a HAZARD

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

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

Parents will be notified if their child is excluded from school and provided with criteria for readmission. The school will make every effort to provide an academic plan for a student who has been excluded from school based upon the determination that the student presents a hazard to him/herself or others. In addition and if approved and appropriate, the student may be allowed to participate remotely in their classes during the duration of their exclusion from school.

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

Legal and Other References:

RSA 186-C, Special Education

RSA 193:38, Discrimination in Public Schools

RSA 200:32, Physical Examination of Students

RSA 200:39, Exclusion from School

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

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

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

Approval:

Reviewed: 1st Reading, 6/2/2021