New Hartford Public Schools

Policy Subcommittee Meeting

November 9 , 2026 5:15 pm
VIRTUAL

Video call link: https://meet.google.com/hsx-crhc-vbo
Or dial: (US) +1 774-320-4351 PIN: 623 162 638#

Agenda

1. Review of Administrative Regulations (Information Only)
    a. Discussion on Administrative Regulation R5141.22 – Communicable/Infectious Diseases Exclusion Procedures
    b. Discussion on Administrative Regulation R5141.221 – Pediculosis

2. Shipman and Goodwin Policy Services

3. Discussion of Action Steps for Next Regular BOE Meeting

4. Adjournment

Students

Communicable/Infectious Diseases

Exclusion Procedures

If it is determined that the interests of the student and the school are better served when a student with a communicable or infectious disease is excluded, procedural safeguards will establish such by extensive medical evidence which shall include, but not be limited to:

A. The nature of the disease.

B. Whether transmission may be controlled.

C. Whether the personal characteristics of the student involved are such that exclusion of the affected student from the regular classroom is clearly necessary to protect the health of other students.

D. As medical knowledge and circumstances may change rapidly, the school board administrator will monitor current medical information and assess the student's medical condition and the school's ability to accommodate that student in light of the most current medical information. New facts may warrant a different result from the one previously reached.

E. Where a student or student's parents object to the Board's decision to exclude that student, the Board of Education will provide a hearing to adjudicate pertinent facts concerning the exclusion.

Medical Intervention

The school nurse or medical advisor will establish guidelines which will provide simple, effective precautions against transmission of communicable disease for all students and staff. Universal precautions will be used to clean up after a student has an accident or injury at school. Blood or bodily fluids emanating from any student should be treated cautiously. Such guidelines will be reviewed regularly in light of medical advances. Necessary reports will be made to health authorities consistent with state law.

If emergency exclusion of a student is warranted, regulation will provide procedures to take care of the emergency situation.

Consideration will be given to temporary removal of a student from school, if in the school population, a disease, flu, cold or childhood disease might negatively impact the infected student's health. Students with infectious diseases may be temporarily removed from school when that student is acutely ill.

Students

Communicable/Infectious Diseases (continued)

Classroom and educational programs will be established so that students, staff and the public are better informed of the risk and prevention of transmission of communicable diseases. The school nurse or other medical staff will be available to assist in any problem resolution, answer questions and coordinate services provided by other staff.

Confidentiality

The privacy rights of students with a communicable disease shall be strictly observed by school staff. No person who obtains confidential related medical information may disclose or be compelled to disclose such information except to the following:

1. The protected student or parent.

2. Any person who secures a release of the confidential related information.

3. A federal, state or local officer when such disclosure is mandated or authorized by federal state law.

4. A health care provider or health facility when knowledge of the related information is necessary to provide appropriate care treatment to the protected student and when confidential related information is already recorded in the medical chart or record or a health provider has access to such records for the purpose of providing medical care to that student.

When confidential information relating to communicable disease is disclosed, it should be accompanied by a statement in writing which shall include the following similar language;

> "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure without the specific written consent of the student or legal guardian to whom it pertains or as otherwise permitted by law. A general authorization for the release of medical or other information is not sufficient for this purpose."
>
> A notation of all such disclosure shall be placed in the medical record or with any record related to a communicable disease test results of a protected student. Any person who willfully violates the provisions of this law will be liable in a private cause of action for injuries suffered as result of such violation. Damages may be assessed in the amount sufficient to compensate said student for such injury.

Students

Communicable/Infectious Diseases

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b).

"Americans with Disabilities Act".

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome.

10-66b Regional educational service centers. Operation and management. Board.

10-76(d)(15) Duties and powers of boards of education to provide special education programs and services.

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

19a-221 Quarantine of certain persons.

19a-581-585 AIDS testing and medical information.

Regulation approved:

NEW HARTFORD PUBLIC SCHOOLS
COMMON COMMUNICABLE DISEASES

DISEASE	EXCLUSION FROM SCHOOL POLICY
Chicken pox	Unvaccinated children will be excluded for 6 days from onset of rash; vaccinated children with breakthrough chicken pox will be excluded until no new lesions appear for 24 hours. ~~6 days or until lesions are crusted~~
Conjunctivitis	~~Has received appropriate therapy for 24 hours and has permission from the physician to return to school~~
Elevated Temperature (100.4 ~~100~~ degrees or over)	Exclusion until a full 24 hours after the child is afebrile (100.3 degrees or lower). ~~A full 24 hours after the child is afebrile (99.9 degrees or lower)~~
German Measles (Rubella)	Exclusion for 7 days from onset of rash. ~~7 days after onset of rash~~
Impetigo	Exclusion until the student has received appropriate medically prescribed therapy for 24 hours and has permission from the medical provider to return to school. ~~Has received appropriate medically prescribed therapy for 24 hrs. and has permission from the physician to return to school~~
~~**Hepatitis**~~	~~Has physician's permission to return to school~~
Infectious Mononucleosis	No set exclusion; student will remain home if they have a fever, trouble swallowing, or are unable to participate comfortably in school activities. Student must get permission from a medical provider to participate in physical education. ~~No set time – only while illness lasts, has permission from physician to return to school~~
Measles	5 days after the appearance of rash; FVHD and CT DPH must be notified immediately and contact tracing will occur. Additional exclusions for exposure may apply. ~~5 days after appearance of rash.~~
Meningitis	No set exclusion time – Student must have written permission from the medical provider to return to school. ~~No set time – only while illness lasts, has permission from physician to return to school~~
Mumps	Exclusion for 5 days after the onset of parotid gland swelling.

~~**Pediculosis**~~	~~Until hair is clear – no appearance of live lice and has used prescribed shampoo or over-the-counter treatment, especially for the treatment of head lice~~
Ringworm of Scalp	Needs to have at least one dose of antifungal medication prior to return to school. ~~None, if under proper treatment.~~
Scabies	Excluded until student has completed a full course of their initial treatment and has permission from medical provider to return to school. ~~Has received appropriate medically prescribed treatment for 24 hrs. and has permission from physician to return to school.~~
Streptococcal Infection	Has received appropriate antibiotic therapy for 12 hours. ~~Has received appropriate therapy for 24 hours and has permission from physician to return to school.~~
Fifth Disease	Excluding children from school is not recommended as a public health measure.

Children excluded from school with any of the above health problems must be evaluated by the school nurse before returning to the classroom.

cps 9/03

Student
Pediculosis Guidelines

Identification

If a teacher or other school employee views the following symptoms, the student is to be referred to the school nurse or school health aide for a pediculosis screening.

A. Excessive scratching of the scalp.

B. Observation of nits (ivory colored eggs approximately 1/32 inch in length) or lice in hair.

Procedures Regarding Individual Students

1. If live lice or nits appearing in close proximity to scalp (1/4 inch or less) are observed the student is to be considered to have pediculosis. In this situation the school nurse is to notify the parent/guardian immediately and instruct them on treatment procedures and precautions to prevent spreading. The nurse will recommend that the parents come pick up their student for the day and begin treatment. The nurse will notify the classroom teacher and advise as to proper precautions to prevent further spread of the infestation. The student is not to use any shared headphones, helmets, hats or clothing.

2. The nurse will do head checks on any students who are siblings of the infested student.

3. Upon return to school, the student will be rechecked for live bugs and if the examination discloses an active infestation, the parent/guardian will be notified and advised on further treatment.

4. Identified students are to be rescreened seven to ten days after returning to school for live lice.

5. To ensure confidentiality, the names of the students who have pediculosis will not be shared with other parents/guardians and will be shared with only those staff members who the Principal (or school nurse) deems to have a reason to know. No parents/guardians other than those of a student in question will be present when a student is being individually rechecked by the nurse or health aide.

6. If a student's pediculosis problem does not appear to be eliminated by the standard medical treatment, the school medical advisor will collaborate with the school Principal and school nurse to determine further treatment recommendations.

Procedures Regarding the School Community

The school is not responsible for the notification of live cases to members of the community. The nurse can recommend to the parents/guardians to notify close contacts, but the school cannot facilitate the notification or enforce any notification strategies. Any notification will be at the discretion of the affected family

Students

Pediculosis (Head Lice) Prevention Plan

1. Provide annual education to the school community regarding lice prevention strategies as well as current guidance. Reinforce education to staff, parents/guardians and students on ways to prevent head lice throughout the school year.
2. Avoid stacking/piling or hanging coats on top of each other.
3. Encourage students to keep hats and scarves in their coat sleeves.
4. Remind students not to share combs, brushes, scrunchies, barrettes, hats and scarfs
5. Avoid sharing earphones and helmets.
6. Watch for signs such as frequent head scratching.
7. Encourage families to inform any of their children's contacts regarding exposure such as friends, overnight guests, relatives, and sports teams (especially those teams that share hats or helmets).
8. Families who require repeated treatment should consult with their family physician.

Regulation approved:
rev. 4/12

Overview of the Model Policy Service

Shipman & Goodwin LLP offers a model policy service that provides school districts with clearly written policies that comply with state and federal law. The model policies address numerous "core" subjects, including legally required policies and those promoting effective school district operations. The firm does not draft policies for every legal requirement, particularly where the requirements do not allow for discretion.

What Subscribers Receive

Subscribers receive complete access to the firm's current model policies, administrative regulations, forms and sample notices – as well as a document summarizing mandatory training requirements for school personnel – through a secure client portal. The portal also provides redlined comparison documents highlighting changes for easier review.

Pricing

The initial subscription fee is $4,500 (one-time). Subscriptions renew annually for $2,000, invoiced at year-end. The renewal fee may increase from time to time, typically in January.

Ongoing Updates

The firm continuously reviews its model policies to keep them up to date with changes in the law. New policies are pushed out throughout the year based on new legislation, recent court cases, and new state or federal regulations. Given the frequency with which school district legal requirements change, there may be a delay in revisions as new requirements take effect. Each revision reflects the firm's professional judgment about the applicability of requirements to public school district operations. Policy revisions are explained to subscribers through comprehensive memoranda and redline comparisons between the prior and updated policies, all of which the firm maintains within the model policy portal and are accessible to subscribers.

Additional Services

If a board maintains policies on subjects not addressed in the model policies—such as policies based on its own bylaws, municipal charters, ordinances or grant requirements—the firm is available to review and suggest revisions at its then-current discounted public sector hourly rates. Similarly, attorney attendance at board meetings, further explanation of model policies, or customization of model policies would be charged at the discounted public sector rates.

District Responsibilities

Upon enrollment, the model policy portal is accessible to individuals designated by the district. Subscribing boards and school districts are responsible for reviewing updates, following their bylaws for policy adoption and revision, and ensuring their policies and regulations remain current. Districts should refrain from sharing policies as "samples" to others. Portal use is subject to Terms of Use, which may be modified from time to time.

Confidentiality

The model policy recommendations are considered confidential and privileged as legal advice pertaining to the proper and efficient operation of a school district.

SHIPMAN

MODEL POLICY INDEX

SERIES 1000	COMMUNITY/BOARD OPERATION
SERIES 2000	ADMINISTRATION
SERIES 3000	BUSINESS
SERIES 4000	PERSONNEL
SERIES 5000	STUDENTS
SERIES 6000	INSTRUCTION
SERIES 7000	RESERVED
SERIES 8000	RESERVED
SERIES 9000	BYLAWS OF THE BOARD
SERIES C-19	COVID-19 POLICIES
NOTIFICATIONS	FEDERAL
NOTIFICATIONS	STATE

SHIPMAN

MODEL POLICY INDEX

1000 Series - COMMUNITY/BOARD OPERATIONS

Automatic External Defibrillators
Deadly Weapons or Firearms
Green Cleaning Programs
Non-Discrimination (Community)
Pesticide Application on School Property
Pool Safety Plan
Security and Safety Plan
Sexual Offenders on School Property
Smoking
Use of School Facilities
Visitors
Volunteers

2000 Series - ADMINISTRATION

Hold on Destruction of Records (Litigation)
Retention and Disposition of Records and Information (Formerly Titled: Retention of Electronic Records and Information)
Uniform Treatment of Recruiters

3000 Series - BUSINESS

Budget Procedures and Line Item Transfers
Code of Conduct for Federal Procurements
Disposal of Obsolete or Surplus Equipment/Materials
Gifts, Grants and Bequests to the District
IDEA Fiscal Compliance
Purchasing
School Activity Funds

4000 Series - PERSONNEL

Abuse or Neglect of Disabled Adults
Alcohol, Tobacco and Drug-Free Workplace
Athletic Coaches (Evaluation and Termination)
Criminal Justice Information (*DISCONTINUED: Districts must maintain procedures meeting federal and state requirements*)[1]
Child Abuse, Neglect, and Sexual Assault Reporting
Code of Ethics
Concussion Training for Athletic Coaches
Emergency Action Plan for Athletic Events
Employee Use of the District's Computer Systems
Employment and Student Teacher Checks
Exertional Heat Illness Awareness for Athletics
Family and Medical Leave (FMLA)
Hiring of Certified Staff
Hiring of Non-certified Staff
Increasing Educator Diversity Plan (formerly titled Plan for Minority Educator Recruitment) (*DISCONTINUED: Boards of education must develop and implement district-specific Increasing Educator Diversity Plans*)[2]
Nepotism
Non-discrimination (Personnel)
Occupational Safety and Health (Bloodborne Pathogens)
NEW: Occupational Safety and Health (General)

[1] Shipman & Goodwin LLP no longer maintains model regulations regarding criminal justice information, but we include it here because, pursuant to Title 28, Chapter I, Part 20 of the Code of Federal Regulations and Connecticut's criminal history record information plan, entities that access, maintain, use, and disclose criminal justice information and/or criminal history record information must maintain procedures regarding the proper access, use, dissemination and protection of such information. The Department of Emergency Services and Public Protection ("DESPP") has published its own model procedures on the storage and dissemination of criminal justice information, which in turn incorporate the Federal Bureau of Investigation's Criminal Justice Information Services ("CJIS") Security Policy – the minimum set of security requirements for access to the FBI's CJIS Division and systems and information and to protect and safeguard criminal justice information.

[2] Shipman & Goodwin LLP no longer maintains a model Increasing Educator Diversity Plan, but we include it here because Conn. Gen. Stat. §§ 10-220(a) requires boards of education to develop and implement a written Increasing Educator Diversity Plan. Pursuant to Section 10 of Public Act 23-67, boards of education were required to submit their plans by March 15, 2024 to the Commissioner of Education for review and approval. As part of that process, the CSDE required boards of education to submit district-specific plans in accordance with a template, which included components such as the district's vision and theory of action.

Psychotropic Drugs
Section 504/ADA (Personnel)
Sex Discrimination and Harassment in the Workplace (2020 Title IX Regulations)
Social Media
Sudden Cardiac Arrest Awareness

5000 Series - STUDENTS

Administration of Medications
Admission to the Public Schools At or Before Age 5
Attendance, Truancy and Chronic Absenteeism
DISCONTINUED: Bullying and Safe School Climate Plan
Chemical Health for Student Athletes
Child Sexual Abuse and Assault Response Policy and Reporting Procedure
Connecticut School Climate Policy
Drug and Alcohol Use by Students
Education Stability Procedures
Field Trips
Food Allergies, Glycogen Storage Disease and/or Diabetes
Fundraising Activities
Graduation Requirements
Health Assessments/Screenings and Oral Health Assessments
Homeless Children and Youth
Immunizations
Improve the Completion Rates of FAFSA
Meal Charging
Mental Health Plan for Student Athletes (*No Shipman& Goodwin model: Boards of education must implement the plan developed by the CSDE and CIAC*)[3]
Non-discrimination (Students)
Pledge of Allegiance

[3] Shipman & Goodwin LLP does not maintain a model Mental Health Plan for Student Athletes, but we include it here because implementation of the CSDE/CIAC plan is required Conn. Gen. Stat. §§ 10-212*l* and 10-212m.

Recess and Play-Based Learning (formerly titled Physical Activity, Undirected Play and Student Discipline)
Restorative Practices Response Policy
Restraint and Seclusion
Search and Seizure
Section 504/ADA (Students)
Sex Discrimination and Sexual Harassment (2020 Title IX Regulations)
Student Discipline
Student Dress
Student Privacy (PPRA)
Student Records (FERPA)
Student Use of the District's Computer Systems
Student Work Release (*No Shipman & Goodwin model: Boards of education must adopt the policy developed and updated by the Chief Workforce Officer and CSDE*)[4]
Suicide Prevention and Intervention
Sunscreen Application in School
Transportation
Use of Private Technology Devices by Students
Wellness

6000 Series - INSTRUCTION

Advanced Course or Program/Challenging Curriculum
Credit for Online Courses [Optional: and Remote Learning]
Curricular Exemptions
Equitable Identification of Gifted and Talented Students
Homework
IDEA - Alternative Assessments
Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration
Parent and Family Engagement Policy (Title I)

[4] Shipman & Goodwin LLP does not maintain a model Student Work Release policy, but we include it here because, pursuant to Conn. Gen. Stat. §4-124*ll*, boards of education must adopt the policy developed and updated by the Chief Workforce Officer and the CSDE.

Parental Access to Instructional Materials
Parent-Teacher Communication
Promotion and Retention
Weighted Grading and Calculation of Grade Point Averages

7000 Series (Reserved)

8000 Series (Reserved)

9000 Series - BYLAWS

Board Bylaws (Adoption and/or Revision)
Board Policies (Adoption and/or Revision)
Board Regulations (Adoption and/or Revision)
Code of Conduct for Board Members
Committees
Conflict of Interest
Construction and Posting of Agenda
Filling Vacancies
Meeting Conduct
Minutes
Oath of Office
Officers
Official Duties – Chairperson
Official Duties – Secretary
Official Duties – Treasurer
Official Duties - Vice Chairperson
Public Meetings and Executive Session
Quorum and Voting Procedures
Reimbursement of Board Member Expenses
Removal of Board Officers
Role of Board and Members
Suspension of Policies, Bylaws or Regulations
Time, Place and Notice of Meetings
Transaction of Business

C-19 Series – COVID-19 Policies
DISCONTINUED SERIES[5]

Model Toolkit for Compliance with Executive Order 13G (subfolder with 4 forms)
Memorandum and Summary of Changes (July 2020)
Board Bylaws/Meeting Conduct
Community/Green Cleaning
Community/Use of School Facilities
Community/Visitors and Observers
Community/Volunteers
FFRCA
Limited Exemptions to In-Person Attendance
Model Required Annual Notices
Personnel/Employment and Student Teacher Checks
Personnel/Use of District Computer Systems
Students/Attendance, Truancy, Chronic Absenteeism
Students/Health Assessments
Students/Student Discipline
Students/Transportation
Students/Use of District Computer Systems
Students/Use of Private Technology Devices
Temporary Policies and Regulations
Use of Face Coverings in School

Notifications/Forms - Federal

Asbestos Notification
ESSA Non- or Provisionally Certified Teacher
ESSA Parent/Family Engagement
ESSA Right to Teacher/Para Qualifications
FERPA Rights

[5] In July 2020, as school districts prepared to reopen their physical buildings during the COVID-19 pandemic, Shipman & Goodwin developed a temporary packet of new and revised policies and regulations to account for temporary changes in applicable laws, rules, and guidance; allow for certain flexibilities; and provide alternative rules for students and staff in the new school environment. Many of these policies were set to sunset after June 30, 2021, unless the board or the administration (as appropriate) shortened or extended the term of any such policy or regulation through appropriate board or administrative action. In light of the end of the COVID-19 pandemic, Shipman & Goodwin no longer maintains the COVID-19 Policies and C-19 Series.

Guidelines for IEEs
IDEA/Accessing Public Benefits/Insurance
IDEA/Consent to Access Public Benefits/Insurance
IDEA/Low-Cost Legal Services
Section 504/ADA Rights
Sex Discrimination/Harassment in the Workplace
Student Privacy (PPRA) Rights

Notifications/Forms - State

Bullying Notice/Sample Forms
Connecticut FMLA
Connecticut Paid Sick Leave Law
Early Childhood Licensure/Child Care
Electronic Monitoring Notice (Personnel)
EpiPen Refusal Form
Extraordinary Educational Experiences
Homebound Instruction
Individualized Learning Plan
Kindergarten Opt Out Form
Meeting Regarding PPT Process/Evaluations
Notification Regarding Attendance/Truancy
Opioid Antagonist Refusal Form
Oral Health Assessment Notice
Parent Rights/Info Related to Special Education
Student Data Privacy Notice
Student Expulsion Hearing Notice

Required Annual Notices for Handbooks

Required Annual Notices for Handbooks

Mandated Trainings

Mandatory Trainings for Public School Personnel in Connecticut

9/15/26