New Hartford Public Schools

Board of Education Regular Meeting Agenda
7:00 PM on Tuesday, November 17, 2026
Antolini School Library
Agenda

New Hartford BOE meetings are accessible live via the following: https://meet.google.com/dfr-pgvo-ucp
Or dial: (US) +1 470-222-7916 PIN: 574 923 746#

In case of remote only meetings and you need an electronic device to participate please contact the Board of Education at 860-379-8546 with more than 24 hours notice to prepare and schedule a location.

A. Pledge of Allegiance

B. Order of Business

C. Communications to the Board of Education/Public Comment

D. Superintendent's Report
- a. Welcome Student Representatives
- b. Awards and Recognition
  - i. 2026 CABE Board Recognition Award
  - ii. 2026 Bonnie B. Carney Award of Excellence for Educational Communications
    1. Newsletter: Bright Futures Bulletin
    2. Calendar: District Calendar
- c. Academic Performance Presentation

E. Board of Education Chair's Report
- a. Proposed Curriculum Coordinator Position (NWR7)

F. Routine Business
- a. Approval of Minutes - October 20, 2026
- b. Expenditure Report

G. New Business
- a. Discussion and Possible Action Regarding Subscription for Shipman & Goodwin Policy Services

H. Old Business
- a. Action to Remove from Table the Following Policies:
  - i. REVISION - Policy 0521 - Nondiscrimination
  - ii. REVISION - Policy 5141.22 - Communicable/Infectious Diseases
  - iii. REVISION - Policy 5141.221 - Pediculosis
  - iv. REVISION - Bylaw 9325.3 - Parliamentary Procedures
- b. Second Read and Approval of Revised Policies and Bylaw
- c. Item of Information - Administration Regulations
  - i. R5141.22 - Communicable/Infections Diseases Exclusion Procedures
  - ii. R5141.221 - Pediculosis

I. Reports
- a. EdAdvance
- b. CABE

J. Public Comment - (For Agenda Items Only)

K. Adjournment

Supporting documents for agenda items may be found online:
https://www.newhtfd.org/board-of-education/boe-meetings-agendas-and-minutes/2026-meeting-dates-agenda-and-minutes
Recorded Reg. & Special BOE meetings will be posted to:
https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg

Gmail

Sara Voghel <voghels@newhtfd.org>

Fwd: Additional task force funding

1 message

Timothy Klepps <kleppst@newhtfd.org> Fri, Oct 23, 2026 at 4:27 PM
To: Members BOE <boe@newhtfd.org>
Cc: JeanAnn Paddyfote <paddyfotej@newhtfd.org>, Sara Voghel <voghels@newhtfd.org>

Communication to the Board.

Begin forwarded message:

From: Ben Witte <bwitte2@yahoo.com>
Date: October 23, 2026 at 4:10:57 PM EDT
To: Tim Klepps - BOE <kleppst@newhtfd.org>
Cc: Kristin Young <youngk@newhtfd.org>
Subject: Additional task force funding

Tim,
Watching the BOE meeting I realized that all BOE members don't understand the costs associated with the leading options. I suggest you have Kristin present the options to BOE before committing the extra $30k. It may change some minds. Just a suggestion. It's your $ to do as you please.

Sent from my iPhone

Congratulations!

You and your Board of Education
are cordially invited to attend the

2026 CABE/CAPSS Convention
where the
CABE Board Recognition Awards
will be presented on Friday, November 20.

This year we will recognize your district during the **Friday morning General Session** and photographs will be taken with
Commissioner Charlene Russell-Tucker
at 10:30 am
immediately following the morning General Session
in the **North Entrance Registration Area**.

The following Boards will be recognized on
Friday morning

Level I
CABE Board Recognition Award Recipients

Canton
New Hartford
Newtown
Plainville
Portland
Preston
Region #8
Scotland

2026 Bonnie B. Carney Awards of Excellence for Educational Communications Contest

UNDER 2000 ADM

Social Media
Award Winner
Westbrook Public Schools
Westbrook Public Schools – New Facebook Page

Newsletter
Award Winners
New Hartford Public Schools
Bright Futures Bulletin

Region 18 Public Schools
Focus on Education

Websites
Award Winners
Westbrook Public Schools
Westbrook Teaching and Learning Website

Region 18 Public Schools
Region 18 Website

District Budget
Award Winner
Granby Public Schools
Granby Public Schools Board of Education Approved Budget

Calendar
Award Winner
New Hartford Public Schools
District Calendar

Special Project
Award Winner
Canton Public Schools
Introduction of New Teachers – 2026

Special Project – AV
Award Winners
Canton Public Schools
2025-2039 Community Designed Strategic Plan

Coventry Public Schools
One District, One Vision

2000-5000 ADM

Social Media
Award Winners
Norwich Public Schools
Connecting Our Community: Norwich Public Schools Social Media

Plainville Community Schools
District Instagram and Facebook Accounts

Newsletter
Award Winners
Darien Public Schools
The Darien Difference

Plainville Community Schools
Board of Education Community Letter Newsletter

Plainville Community Schools
School/Business/Community Partnership Program E-Newsletter

Annual Report
Award Winners
Branford Public Schools
Branford Public Schools Annual Report

Plainville Community Schools
PCS Business Brief

Computer Generated Project
Award Winner
Norwich Public Schools
Stanton Elementary: Celebrating Our Past, Building Our Future

Website
Award Winners
Branford Public Schools
Branford Public Schools Master Facilities Website

Cheshire Public Schools
Cheshire Public Schools Modernization Website

Plainville Community Schools
Plainville Community Schools Website

Region 15 Public Schools
GES PES Building Project

Wilton Public Schools
Board of Education Governance Portal

District Budget
Award Winners
Branford Public Schools
Branford Public Schools Catching the Wave 2026-2027 Budget

Wilton Public Schools
District Budget

Wolcott Public Schools
District Budget

Parent/Student Handbook
Winner
Wilton Public Schools
Student and Family Handbook

Calendar
Award Winner
New Fairfield Public Schools
New Fairfield Public Schools Calendar & Guide 2026-27

Special Project
Award Winners
Cheshire Public Schools
Communication with Parents Regarding the Opening of Barnum School

Plainville Community Schools
PCS at a Glance

Wilton Public Schools
Infographic BOE/BOF

Windsor Public Schools
Strategic Plan for Excellence – The Windsor Way Forward 2025-2030

Special Project (AV)
Award Winners
Branford Public Schools
Hive-Mind Headlines Podcast

Cheshire Public Schools
Goodbye to Norton School Slide Show

Windsor Public Schools
“See the Good” Weekly Video Series

OVER 5000 ADM

Social Media
Award Winner
Norwalk Public Schools
Walk & Talk 203

Newsletter
Award Winner
East Hartford Public Schools
East Hartford Pride Newsletter

Annual Report
Award Winner
Norwalk Public Schools
State of the Schools 2025

Computer Generated Project
Award Winner
Glastonbury Public Schools
BOE Budget Presentation: Beyond the Horizon: Meeting the Future with Confidence

Course Selection Guide
Award Winner
Danbury Public Schools
Fall 2026 Course Catalog

Websites
Award Winners
Glastonbury Public Schools
You're Hired! Onboarding Website

Glastonbury Public Schools
Around Town with Dr. Hurwitz Website

Norwalk Public Schools
My Brothers/Sisters Keepers

District Budget
Award Winner
Glastonbury Public Schools
Glastonbury Board of Education Approved Budget 2026-2027

Parent/Student Handbook
Award Winner
Danbury Public Schools
2026-2027 Back to School Guide

Calendar
Award Winner
Glastonbury Public Schools
Glastonbury Public Schools 2026-2027 Community Calendar

Special Project
Award Winners
Greenwich Public Schools
GPS Logo Redesign and Associated Collateral

Norwalk Public Schools
Portrait of a Graduate Friends

Special Project (AV)
Award Winners
East Hartford Public Schools
EHPS Staff Spotlight Video Series

Glastonbury Public Schools
Art Shows Video

Greenwich Public Schools
Fleishman Service Award Celebration 2026

Norwalk Public Schools
Pioneers of Norwalk

Regional Curriculum Alignment Discussion
October 28, 2026
Northwestern Regional Library Media Center
5:00 PM - 6:00 PM

Present: Molly Sexton Read - Northwestern Regional BOE Chair, Steve LePage - Northwestern Regional Superintendent, Ryan Cornelius - Northwestern Regional Middle School Principal, Dan Carroll - Northwestern Regional High School Assistant Principal, John DeShazo - Norfolk BOE Chair, Amy Bennett - Norfolk BOE Member, Kevin Case - Norfolk Superintendent, Rob Brainard - Barkhamsted BOE Chair, Erika Sacharko - Barkhamsted Superintendent/Curriculum Director, Judy Palmer - Incoming Colebrook Superintendent (January, 2027), William Wesley - Colebrook School Principal, JeanAnn Paddyfote - New Hartford Interim Superintendent

Executive Summary:

The Regional Curriculum Alignment meeting focused on establishing curriculum coherence across member towns, reviewing existing structures, addressing efficiency gaps, and enhancing collaboration among districts. Participants emphasized leveraging the existing K-8 Curriculum Council framework rather than immediately seeking external support, while identifying actionable next steps to ensure sustained alignment and board communication.

Key Discussion Points:

- **Rationale & Data Needs:** Discussions highlighted the need for curriculum coherence across towns, with requests for disaggregated data and cohort analyses over the past five years to identify specific transition gaps.
- **Leveraging Existing Structures:** Members agreed that the K-8 Curriculum Council provides a solid foundation (e.g., vertical/horizontal mapping, annual strategic planning) that should be reinvigorated following pre-COVID momentum.
- **Subject Areas & Subject Collaboration:** There is an urgent need to align Science and Social Studies, with subcommittees scheduled to launch in early December to enable teacher collaboration.
- **Operational Constraints & Consistency:** Key challenges include limited teacher coverage/substitutes and differing regional practices, such as variations in elementary homework expectations compared to middle and high school workloads.
- **External Support:** The consensus was to hold off on outside consultants for the next year to build organic relationships and strengthen internal systems first.

Action Steps:

- **Launch Subcommittees:** Convene Science and Social Studies regional alignment subcommittees in early December (first meeting targeted for December 8).
- **Share Resources & Progress:** Distribute K-8 Curriculum Council shared folder materials to Superintendents for sharing with local Boards of Education. This folder

contains guiding vision, mission, and goals of the K-8 Curriculum Council, and outlines a Strategic Plan which is updated annually by the members of the group.

- **Data Analysis:** Conduct a 5-year cohort data dive by town to review student transition outcomes and academic performance.
- **Budget & Planning:** Evaluate budgetary impacts for proposed changes, including potential summer curriculum development and regional PLC release time.
- **Ongoing Governance:** Continue collaborative meetings with Board Chairs to maintain alignment and facilitate regular reporting to local BOEs.

New Hartford Public Schools
Board of Education Regular Meeting
7:00PM on Tuesday, October 20, 2026
Ann Antolini School – Library

PRESENT: Interim Superintendent Dr. JeanAnn Paddyfote; Chair Timothy Klepps

Board Members: Thomas Buzzi; Penny Miller (Secretary); Kirby Morante; Erik Perotti; Jon Puz; Frank Rodenberg; Timothy Russell and Kristin Young (Vice Chair)

New Hartford Public Schools: Kelly Carroll, Amy Kennedy, Michael Lynch, and Heather Mathes

Timothy Klepps, Chair of the NHPS Board of Education, called the regular meeting to order in-person at 7:00PM.

A. Pledge of Allegiance

B. Order of Business
N/A

C. Communications to the Board of Education/Public Comment

Aulay Carlson - Follow-Up to Selection of New Superintendent – September 2, 2026 – Picking a Superintendent – October 4, 2026
Kristin Young - on behalf of SFU-Task Force – Recommendation to BOE for Engineering Analysis – October 6, 2026
Commissioner of Education - Approving Interim Superintendent Dr. JeanAnn Paddyfote – October 1, 2026

D. Interim Superintendent's Report

a. Entry Update

Interim Superintendent Dr. JeanAnn Paddyfote expressed gratitude for the opportunity to be a part of New Hartford Public Schools. The overlap with Mr. Jeffrey Sousa was very informative and beneficial. She stated New Hartford is a "gem" of school district, the administrative team and Central Office staff have been very welcoming. Dr. Paddyfote plans to be in the schools every week, she has already been with New Hartford Public Schools for 13 days. On October 9, 2026, a Professional Development was led by Amy Kennedy and Dr. Kelly Carroll, which she noted as one of the best experiences she has ever observed, great kudos to the staff.

b. Certified Staff - Library Media Specialist Opening

The staff member is leaving on Friday and there have been a lot of applicants interested in the opening.

c. Vision of the Leaner / Academic Performance
There will be an update at the Tuesday November 17, 2026 Board of Education meeting.

E. Board of Education Chair's Report

a. Region 7 Curriculum Coordinator Proposal

Jeffrey Sousa and Timothy Klepps previously informed the Board of Education of a potential position at the regional level. The proposal continued further to a presentation by EdAdvance. To summarize, Timothy Klepps stated the offering was evaluated, although what is currently being offered is working very well. The position is not something New Hartford Public Schools needs to get involved in and he will inform Region 7 that the curriculum in New Hartford is working, the cost associated is not of an interest for NHPS. Frank Rodenberg doesn't feel the Towns are on the same page regarding curriculum. New Hartford Public Schools is currently looking at what EdAdvance is proposing to offer. Mr. Rodenberg suggests an update within 6 months. He does feel students go to Region 7 with different curriculum backgrounds. The NHPS administrative team assured they are working with multiple towns: *Colebrook, Barkhamsted, Norfolk and Hartland*. Chairman Timothy Klepps agrees with providing updates and hopes other districts will contribute and be a part of the process. Thomas Buzzi emphasized the difference between an "aligned" curriculum versus the "best" curriculum, when students come in with different backgrounds, the curriculums should be aligned, but if another town is doing it better, that's what should be done in New Hartford Public Schools. Heather Mathes strongly feels there is a good process in place. In other districts, they may only be 1 staff member and in New Hartford there is 3. They meet 3 times a year and last year was the first year to actually get the plan going again. Interim Superintendent JeanAnn Paddyfote suggests the evaluation of trends on 7th graders. How are they doing? Are they making good progress? Because there is more than 1 community, and each districts decides their own curriculum, it is a mountain to climb to align the curriculums. There has to be data to support what the best practice is. Is there a

problem? How are students from each district doing? Overall, Timothy Klepps informed the Board of Education that New Hartford is going to decline the program which Region 7 has presented.

F. Routine Business

a. Approval of Minutes - September 15, 2026 (Regular), and September 22, 2026 (Special)

MOTION by Penny Miller to approve the September 15, 2026 (R) and September 22, 2026 (S) meeting minutes. Second by Thomas Buzzi.

UNANMIOUS

b. Expenditure Report

MOTION by Kirby Morante to approve the Expenditure Report as presented. Second by Penny Miller.

UNANMIOUS

Grant funding has not been received and four line-item transfers are requested for consideration.

c. Line-Item Transfers

The purpose of the requested line-item transfers is to off-set the negative.

The proposed line-item transfers are:

- $29,800.00 for 1 FTE Occupational Therapist position, (150 Hours Physical Therapist)
- $27,000.00 for 1 FTE Bakerville School, Paraeducator Position
- $45,000.00 for 3 Long Term Substitutes
- $14,000.00 for Salary Increase, Vacancy filled at higher rate than budget

MOTION by Penny Miller to approve the line-item transfers as presented. Second by Timothy Russell.

UNANMIOUS

G. New Business

a. Discussion and Possible Action Regarding Task Force Request for Expanded Engineering Analysis Scope

The School Facility Utilization Task Force is at the end of their study, the issue at hand which prohibits narrowing down options further is, the test fits. There is a proposal for SP+A to work with additional firms to do complete several studies, *Civil (Benesch), Structural (Michael Horton) and Environmental (Eagle)*. The proposal by the SFU-TF is to do one study at a time, first Civil, if Civil eliminates the option, then Structural and Environmental would not be completed. These studies are to validate if the options which remain are viable. This work must be done before the snow, weather may constrict the study. The maximum budget is $30,173.00. The School Facility Utilization Task Force hopes to come in lower as they do not anticipate completing every study, the SFU-TF has asked the Board of Education for approval. The 10% SP+A markup will only be applied to the services that are actually completed.

Frank Rodenberg asked where the funding for these additional analyses will come from. Kristin Young suggested this comes from Board of Education budget, she noted the Board of Education can certainly advocate for other parts of the town to participate. This request first goes to the Board of Education (*from the School Facility Utilization Task Force*), then the Board of Selectmen, then the Board of Finance. The other Boards will likely recommend the Board of Education use the non-lapsing account surplus. Thomas Buzzi expressed hesitation, is the funding being used for an option will the Town will not vote for? He expressed there has been no feedback from the Town voters. The studies are not for a specific option but rather to understand each site themselves. Options are not specific to the studies; the studies are to determine what is possible (or not) at each site. If a study says the option cannot be done because of site restrictions then it can be eliminated. Jon Puz expressed the value in the reports which are being requested, to the buildings themselves, a roof for example. His example of: 1 roof is needed immediately, another in the next 3-5 years. For a study at $2,400, the study contains good information moving forward, minimal cost for the studies to the cost of the projects themselves, for reports that will provide great value. Kirby Morante asked hypothetically if these services provided by SP+A may be able to be done for a lower price. In this instance there is a constriction of time. Jon Puz says the savings would be marginal, or may not fit, and could increase SP+A's time. Discussion occurred, what if these studies are not completed, what is the next steps? Kristin Young stated the School Facility Utilization Task Force is at the end of their research, without more site data. Timothy Russell feels a lot of time has already been put into the study and most likely the study will have to be done one way or the other. The Board of Education non-lapsing account has roughly $220,000. Jon Puz expressed the surplus funding is in an account, with a $3,000 from the videography.

He also feels the highest amount would not be utilized. Kirby Morante asked if the amount will go over $30,000. SP+A has worked with the proposed companies in the past. Penny Miller asked the other Board Members for the reason these analyses were not part of the original scope? Ms. Young clarified, SP+A does not do this type of work. She can't speak to the original scope as she wasn't included. But feels the scope in the beginning of this was to be as lean as possible.

Timothy Klepps expressed his thoughts a number at: *10, 20 and 30 million dollars*, the cost estimates are from hired professionals, but there has not been community input. These studies are very high level (*surface-level*), he is challenged to spend more money having received no community input, what is the appetite of the townspeople? Mr. Klepps feels there should be a pause on spending, he doesn't feel additional studies are needed at this time, some information is already had. He felt if there is an option chosen then the additional work may be helpful if the town wishes to proceed with that option. Jon Puz reminded the Board Members that many questions have come up which need to be answered by an Engineer. The Task Force is at a point where they cannot say what option is viable and which is not. Therefore, the Board of Education would bring imperfect options to the community, which the Task Force has previously discussed as irresponsible. There is no further action that the Task Force can do without information from an Engineer. Jon Puz reminded that the School Facility Utilization Task Force passed a vote to bring these analyses forward to the Board of Education as a proposal.

Frank Rodenberg is inclined to support this request but feels Environmental should be reviewed last, or only if needed. Thomas Buzzi feels if the School Facility Utilization Task Force was never created, the Town would not be spending 30 million dollars, he doesn't feel the Town has an appetite for a project of this nature. SP+A are not Civil Engineers. Timothy Klepps doesn't think the studies will make these numbers go down, he suggested a feasibility study – at a lower cost. Penny Miller noted there is plans from the previous time building and asked if anyone has bothered to look at them? There may be plans in the Town Clerk's Office. There may be information there which could answer certain pieces of the study, whether that means removing an option from what's on the table. There have been questions and the more that seem to be answered, the more questions there are. The Board of Education can say: *continue, change direction or stop*.

Erik Perotti advocates the Board of Education must have the information on viable options before asking for community input, he feels the Board of Education and School Facility Utilization Task Force are too far invested in the process, they must have the correct answers for the public. The public has had the opportunity to be involved through the entire process of the School Facility Utilization Task Force. Frank Rodenberg asked if the Civil Engineer would be enough? Jon Puz, strongly feels the Task Force is doing the best they can, but they need professional guidance to move further, the Task Force members are not professionals, they are volunteers. There have been members of the public who have advocated at School Facility Utilization Task Force meetings to have these studies be completed, this has been discussed at great length. Professional opinions cost money. Mr. Puz feels the Board of Education needs to determine tonight if they will support funding the studies or not. If the Board of Education does not wish to fund these studies, neither will the Board of Selectmen or Board of Finance. If the Engineered studies are not continued further the School Facility Utilization Task Force is complete and the problem of viable options comes back to the Board of Education. The School Facility Utilization Task Force can take what they have to date and present their findings to the Board of Education. Thomas Buzzi has requested a summary understanding of the options to the Board of Education, as to the options at this time. He would like to understand if a dollar amount is spent what options can be eliminated? Erik Perotti argues the Board of Education should have all the facts before making a decision. Erik Perotti feels the additional analyses are a good use of the surplus funding. There is a lot of deferred maintenance to get a hold of.

MOTION by Frank Rodenberg to approve $30,173.00 from the non-lapsing account to support the proposed additional site investigations by Silver Petrucelli & Associates *as proposed by the School Facility Utilization Task Force*. Second by Erik Perotti.

Aye: Erik Perotti, Jon Puz, Frank Rodenberg, Timothy Russell and Kristin Young
Naye: Thomas Buzzi, Timothy Klepps, Penny Miller, and Kirby Morante
Abstain:

(5-4-0)
Motion Passes

H. Old Business

a. Second Read and Approval of Revised Policies and Bylaw
   i. REVISION - Policy 0521 - Nondiscrimination
   ii. REVISION - Policy 5141.22 - Communicable/Infectious Diseases
   iii. REVISION - Policy 5141.221 - Pediculosis

iv. REVISION - Bylaw 9325.3 - Parliamentary Procedures

b. Item of Information - Administration Regulations
   i. R5141.22 - Communicable/Infections Diseases Exclusion Procedures

MOTION by Frank Rodenberg to table all policies and reports. Second by Penny Miller.

AMENDED-MOTION by Frank Rodenberg to table all policies (*with the exception of the Revision of Policy 5141.221 Pediculosis*) and reports. Second by Kirby Morante.

Aye: Timothy Klepps, Penny Miller, Kirby Morante, Erik Perotti, Jon Puz, Frank Rodenberg, Timothy Russell and Kristin Young
Naye: Thomas Buzzi
Abstain:

(8-1-0)
Motion Passes

Kirby Morante expressed her thoughts to include "the school bus" to Policy 5141.221 - Pediculosis, as students come in contact with each other for an extended period of time outside the classroom. The New Hartford Board of Education has policies, the Board may suggest revisions and direction of the regulations to the Superintendent/Interim Superintendent. Dr. Paddyfote clarified the School Medical Advisor endorses this Policy (P5141.221), and authorizes the Superintendent of Schools to work with the School Medical Advisor regarding the regulation, R5141.221(a). Interim Superintendent JeanAnn Paddyfote is in the process of reviewing the regulation with the School Medical Advisor. Thoughts from the Board of Education members can be shared with the Superintendent/Interim Superintendent. Discussion was had. Ms. Morante suggested review of the procedures regarding the school community, specifically the ten percent. Dr. Paddyfote will bring up these concerns in her discussion, when meeting with the School Medical Advisor. Jon Puz supports including the school bus as part of the guidelines and procedures.

MOTION-RESCINDED by Frank Rodenberg and Kirby Morante.

MOTION by Penny Miller to table **all** policies and reports. Second by Thomas Buzzi.

UNANIMOUS

I. Reports

a. EdAdvance
b. CABE

K. Adjournment

MOTION by Penny Miller to adjourn the meeting at 8:43PM. Second by Timothy Russell.

UNANIMOUS

Respectfully submitted by,
Elizabeth Domas, Recording Secretary

Attachments:
Additional Services for New Hartford Utilization Study: Civil, Structural and Environmental Services SP+A Project No. 25.186

Town of New Hartford Board of Education

BOE GF EXPENDITURE

From Date: 11/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1000.111.000.000	Staff	$2,723,650.00	($86,000.00)	$2,637,650.00	$99,369.13	$595,225.57	$2,042,424.43	$1,870,580.53	$171,843.90	6.52%
100.1000.112.000.000	Support Saff	$87,650.00	$0.00	$87,650.00	$4,980.15	$20,968.41	$66,681.59	$69,510.10	($2,828.51)	-3.23%
100.1000.114.000.000	Substitutes	$72,500.00	$45,000.00	$117,500.00	$8,493.16	$31,868.34	$85,631.66	$49,056.04	$36,575.62	31.13%
100.1000.116.000.000	Stipends	$21,050.00	$0.00	$21,050.00	$7,457.50	$7,457.50	$13,592.50	$0.00	$13,592.50	64.57%
100.1000.313.000.000	Evaluation & Other services	$9,500.00	$0.00	$9,500.00	$0.00	$74.50	$9,425.50	$0.00	$9,425.50	99.22%
100.1000.320.000.000	Purch Services	$6,500.00	$0.00	$6,500.00	$0.00	$175.00	$6,325.00	$0.00	$6,325.00	97.31%
100.1000.431.000.000	Equip Repairs	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00	$0.00	$1,200.00	100.00%
100.1000.560.000.000	CREC Magnet School Tuition	$16,000.00	$0.00	$16,000.00	$0.00	$0.00	$16,000.00	$0.00	$16,000.00	100.00%
100.1000.591.000.000	Travel	$750.00	$0.00	$750.00	$69.60	$69.60	$680.40	$0.00	$680.40	90.72%
100.1000.616.000.000	Teaching/ Instructional Supplies	$27,650.00	$0.00	$27,650.00	$1,790.25	$5,870.88	$21,779.12	$175.13	$21,603.99	78.13%
100.1000.641.000.000	Material	$29,750.00	$0.00	$29,750.00	$278.95	$19,134.72	$10,615.28	$224.36	$10,390.92	34.93%
100.1000.642.000.000	Periodicals	$3,500.00	$0.00	$3,500.00	$0.00	$3,206.90	$293.10	$0.00	$293.10	8.37%
100.1000.730.000.000	Equipment	$7,700.00	$0.00	$7,700.00	$44.99	$364.42	$7,335.58	$0.00	$7,335.58	95.27%
	Func: Regular Education - 1000	$3,007,400.00	($41,000.00)	$2,966,400.00	$122,483.73	$684,415.84	$2,281,984.16	$1,989,546.16	$292,438.00	9.86%
100.1200.111.000.000	Staff	$1,283,379.00	$40,220.00	$1,323,599.00	$53,737.92	$332,009.10	$991,589.90	$1,016,091.00	($24,501.10)	-1.85%
100.1200.112.000.000	Support Saff	$660,582.00	$56,800.00	$717,382.00	$40,762.52	$183,442.32	$533,939.68	$570,264.38	($36,324.70)	-5.06%
100.1200.114.000.000	Substitutes	$8,850.00	$0.00	$8,850.00	$1,789.00	$7,045.00	$1,805.00	$0.00	$1,805.00	20.40%
100.1200.311.000.000	HOMEBOUND	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
100.1200.312.000.000	Pupil Services- Therapies	$43,000.00	($29,800.00)	$13,200.00	$1,562.00	$1,999.50	$11,200.50	$0.00	$11,200.50	84.85%
100.1200.313.000.000	Evaluation & Other services	$16,000.00	$0.00	$16,000.00	$0.00	$3,830.00	$12,170.00	$0.00	$12,170.00	76.06%
100.1200.314.000.000	Testing Supplies	$20,000.00	$0.00	$20,000.00	$0.00	$2,933.91	$17,066.09	$0.00	$17,066.09	85.33%
100.1200.324.000.000	Staff Development/ Inservice	$4,500.00	$0.00	$4,500.00	$0.00	$175.00	$4,325.00	$0.00	$4,325.00	96.11%
100.1200.560.000.000	TUITION	$310,000.00	$0.00	$310,000.00	$20,342.77	$95,771.02	$214,228.98	$22,996.98	$191,232.00	61.69%
100.1200.591.000.000	TRAVEL	$1,250.00	$0.00	$1,250.00	$0.00	$131.80	$1,118.20	$0.00	$1,118.20	89.46%
100.1200.616.000.000	OFFICE SUPPLIES-C	$4,500.00	$0.00	$4,500.00	$258.96	$1,956.66	$2,543.34	$500.00	$2,043.34	45.41%
100.1200.730.000.000	Equipment	$5,000.00	$0.00	$5,000.00	$66.48	$634.80	$4,365.20	$0.00	$4,365.20	87.30%
100.1200.890.000.000	DUES & FEES	$1,040.00	$0.00	$1,040.00	$0.00	$1,013.00	$27.00	$0.00	$27.00	2.60%
	Func: Special Education - 1200	$2,359,101.00	$67,220.00	$2,426,321.00	$118,519.65	$630,942.11	$1,795,378.89	$1,609,852.36	$185,526.53	7.65%
100.1300.560.000.000	ADULT EDUCATION	$5,692.00	$0.00	$5,692.00	$0.00	$7,086.00	($1,394.00)	$0.00	($1,394.00)	-24.49%
	Func: Adult Education - 1300	$5,692.00	$0.00	$5,692.00	$0.00	$7,086.00	($1,394.00)	$0.00	($1,394.00)	-24.49%
100.2100.112.000.000	Support Saff	$149,790.00	$14,000.00	$163,790.00	$10,162.20	$45,973.16	$117,816.84	$117,595.12	$221.72	0.14%
100.2100.114.000.000	Substitutes	$5,000.00	$0.00	$5,000.00	$164.00	$328.00	$4,672.00	$0.00	$4,672.00	93.44%
100.2100.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	0.00%

BOE GF EXPENDITURE

From Date: 11/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2100.431.000.000	EQUIPMENT SERVICE	$275.00	$0.00	$275.00	$0.00	$0.00	$275.00	$0.00	$275.00	100.00%
100.2100.616.000.000	Teaching/ Instructional Supplies	$3,100.00	$0.00	$3,100.00	$40.94	$382.42	$2,717.58	$274.47	$2,443.11	78.81%
100.2100.730.000.000	Equipment	$490.00	$0.00	$490.00	$175.70	$193.28	$296.72	$0.00	$296.72	60.56%
100.2100.890.000.000	DUES & FEES	$145.00	$0.00	$145.00	$0.00	$341.00	($196.00)	$0.00	($196.00)	-135.17%
	Func: Health Services - 2100	$161,800.00	$14,000.00	$175,800.00	$10,542.84	$50,217.86	$125,582.14	$117,869.59	$7,712.55	4.39%
100.2200.320.000.000	Purch Services	$750.00	$0.00	$750.00	$0.00	$50.00	$700.00	$0.00	$700.00	93.33%
100.2200.324.000.000	Staff Development/ Inservice	$17,000.00	$0.00	$17,000.00	$0.00	$2,573.73	$14,426.27	$440.48	$13,985.79	82.27%
100.2200.325.000.000	Curriculum Work	$12,000.00	$0.00	$12,000.00	$0.00	$7,384.08	$4,615.92	$0.00	$4,615.92	38.47%
100.2200.593.000.000	PRINTING	$200.00	$0.00	$200.00	$0.00	$143.98	$56.02	$0.00	$56.02	28.01%
100.2200.616.000.000	Teaching/ Instructional Supplies	$5,500.00	$0.00	$5,500.00	$122.49	$4,792.26	$707.74	$76.57	$631.17	11.48%
100.2200.618.000.000	Inovative Teaching	$23,400.00	$0.00	$23,400.00	$0.00	$150.00	$23,250.00	$0.00	$23,250.00	99.36%
100.2200.641.000.000	Material	$900.00	$0.00	$900.00	$99.67	$270.13	$629.87	$0.00	$629.87	69.99%
100.2200.890.000.000	DUES AND FEES	$250.00	$0.00	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
	Func: Improvements of Instruction - 2200	$60,000.00	$0.00	$60,000.00	$222.16	$15,364.18	$44,635.82	$517.05	$44,118.77	73.53%
100.2300.320.000.000	Purch Services	$1,100.00	$0.00	$1,100.00	$0.00	$0.00	$1,100.00	$0.00	$1,100.00	100.00%
100.2300.616.000.000	Teaching/ Instructional Supplies	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	$95.90	$404.10	80.82%
100.2300.641.000.000	Material	$16,650.00	$0.00	$16,650.00	$0.00	$0.00	$16,650.00	$0.00	$16,650.00	100.00%
100.2300.730.000.000	Equipment	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	100.00%
100.2300.890.000.000	DUES AND FEES	$538.00	$0.00	$538.00	$0.00	$0.00	$538.00	$0.00	$538.00	100.00%
	Func: Library Media - 2300	$18,888.00	$0.00	$18,888.00	$0.00	$0.00	$18,888.00	$95.90	$18,792.10	99.49%
100.2400.111.000.000	Staff	$76,993.00	$0.00	$76,993.00	$2,961.27	$29,900.22	$47,092.78	$47,380.30	($287.52)	-0.37%
100.2400.112.000.000	Support Saff	$57,080.00	$0.00	$57,080.00	$2,525.60	$19,068.28	$38,011.72	$39,146.80	($1,135.08)	-1.99%
100.2400.321.000.000	TECHNICAL/LICENSES-C	$45,600.00	$0.00	$45,600.00	$5.04	$26,114.99	$19,485.01	$5,258.97	$14,226.04	31.20%
100.2400.324.000.000	PROFESSIONAL DEVELOPMENT	$2,200.00	$0.00	$2,200.00	$0.00	$1,663.60	$536.40	$0.00	$536.40	24.38%
100.2400.407.000.000	REPAIRS/MAINTENANCE-C	$25,000.00	$0.00	$25,000.00	$1,248.00	$5,503.38	$19,496.62	$655.75	$18,840.87	75.36%
100.2400.591.000.000	TRAVEL	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	$0.00	$400.00	100.00%
100.2400.616.000.000	SUPPLIES-C	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
100.2400.730.000.000	EQUIPMENT-C	$9,000.00	$0.00	$9,000.00	$1.00	$38.75	$8,961.25	$0.00	$8,961.25	99.57%
100.2400.890.000.000	DUES AND FEES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	$0.00	$400.00	100.00%
	Func: Technology - 2400	$216,873.00	$0.00	$216,873.00	$6,740.91	$82,289.22	$134,583.78	$92,441.82	$42,141.96	19.43%
100.2500.315.000.000	LEGAL	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	$0.00	$50,000.00	100.00%
100.2500.320.000.000	SALARIES, BOARD SECRETARY	$2,500.00	$0.00	$2,500.00	$150.00	$1,300.00	$1,200.00	$0.00	$1,200.00	48.00%
100.2500.616.000.000	OFFICE SUPPLIES	$700.00	$0.00	$700.00	$0.00	$40.94	$659.06	$17.08	$641.98	91.71%

BOE GF EXPENDITURE

From Date: 11/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2500.689.000.000	HOSPITALITY	$750.00	$0.00	$750.00	$0.00	$269.39	$480.61	$0.00	$480.61	64.08%
100.2500.890.000.000	DUES & FEES	$8,585.00	$0.00	$8,585.00	$0.00	$1,966.00	$6,619.00	$0.00	$6,619.00	77.10%
	Func: Board of Education - 2500	$62,535.00	$0.00	$62,535.00	$150.00	$3,576.33	$58,958.67	$17.08	$58,941.59	94.25%
100.2600.111.000.000	Staff	$194,100.00	$0.00	$194,100.00	$8,150.00	$68,016.64	$126,083.36	$0.00	$126,083.36	64.96%
100.2600.112.000.000	Support Saff	$166,565.00	$0.00	$166,565.00	$6,363.76	$63,931.29	$102,633.71	$102,267.68	$366.03	0.22%
100.2600.113.000.000	SALARIES, SPECIAL PROJECTS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
100.2600.320.000.000	PROF/TECH SERVICES	$17,800.00	$0.00	$17,800.00	$0.00	$17,846.81	($46.81)	$0.00	($46.81)	-0.26%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	$3,100.00	$200.00	$3,300.00	$0.00	$998.21	$2,301.79	$0.00	$2,301.79	69.75%
100.2600.591.000.000	TRAVEL-C	$3,600.00	$2,250.00	$5,850.00	$0.00	$3,057.28	$2,792.72	$143.84	$2,648.88	45.28%
100.2600.616.000.000	OFFICE SUPPLIES	$2,000.00	$0.00	$2,000.00	$40.26	$278.06	$1,721.94	$80.93	$1,641.01	82.05%
100.2600.642.000.000	PERIODICALS	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
100.2600.693.000.000	DATA PROCESSING	$1,000.00	$0.00	$1,000.00	$0.00	$15.99	$984.01	$0.00	$984.01	98.40%
100.2600.730.000.000	EQUIPMENT	$500.00	$0.00	$500.00	$27.99	($8.43)	$508.43	$27.99	$480.44	96.09%
100.2600.890.000.000	DUES & FEES	$5,600.00	$0.00	$5,600.00	$0.00	$5,482.00	$118.00	$0.00	$118.00	2.11%
	Func: Central Office - 2600	$395,465.00	$2,450.00	$397,915.00	$14,582.01	$159,617.85	$238,297.15	$102,520.44	$135,776.71	34.12%
100.2700.111.000.000	Staff	$288,265.00	$0.00	$288,265.00	$12,933.27	$111,332.70	$176,932.30	$176,932.30	$0.00	0.00%
100.2700.112.000.000	Support Saff	$178,250.00	$0.00	$178,250.00	$8,120.23	$55,076.09	$123,173.91	$122,393.85	$780.06	0.44%
100.2700.114.000.000	Substitutes	$4,500.00	$0.00	$4,500.00	$265.11	$1,580.81	$2,919.19	$0.00	$2,919.19	64.87%
100.2700.591.000.000	Travel	$1,300.00	$0.00	$1,300.00	$0.00	$0.00	$1,300.00	$0.00	$1,300.00	100.00%
100.2700.616.000.000	Teaching/ Instructional Supplies	$4,000.00	$0.00	$4,000.00	$35.98	$663.56	$3,336.44	$0.00	$3,336.44	83.41%
100.2700.730.000.000	Equipment	$5,000.00	$0.00	$5,000.00	$0.00	$1,278.74	$3,721.26	$43.00	$3,678.26	73.57%
100.2700.890.000.000	Professional Dues	$1,400.00	$0.00	$1,400.00	$0.00	$1,326.00	$74.00	$0.00	$74.00	5.29%
	Func: School Offices - 2700	$482,715.00	$0.00	$482,715.00	$21,354.59	$171,257.90	$311,457.10	$299,369.15	$12,087.95	2.50%
100.2800.112.000.000	Support Saff	$299,864.00	$0.00	$299,864.00	$12,178.80	$119,349.04	$180,514.96	$172,360.80	$8,154.16	2.72%
100.2800.113.000.000	Special Projects/ Overtime	$8,500.00	$0.00	$8,500.00	$1,067.80	$4,760.46	$3,739.54	$0.00	$3,739.54	43.99%
100.2800.114.000.000	SALARIES, CUSTODIAN SUBSTITUTES	$2,250.00	$0.00	$2,250.00	$375.12	$375.12	$1,874.88	$0.00	$1,874.88	83.33%
100.2800.402.000.000	Utilities	$267,275.00	$8,123.01	$275,398.01	$2,902.80	$35,334.70	$240,063.31	$8,124.19	$231,939.12	84.22%
100.2800.406.000.000	EMERGENCY REPAIRS-C	$48,000.00	$0.00	$48,000.00	$4,311.00	$25,682.43	$22,317.57	$2,662.50	$19,655.07	40.95%
100.2800.420.000.000	SERVICE CONTRACTS-C	$101,338.00	$0.00	$101,338.00	$3,554.30	$23,220.77	$78,117.23	$3,290.00	$74,827.23	73.84%
100.2800.431.000.000	Equip Repairs	$3,000.00	$0.00	$3,000.00	$0.00	$603.84	$2,396.16	$0.00	$2,396.16	79.87%
100.2800.530.000.000	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	100.00%
100.2800.533.000.000	ADVERTISING	$2,000.00	$0.00	$2,000.00	$0.00	$1,455.80	$544.20	$0.00	$544.20	27.21%
100.2800.592.000.000	PROP.INS. & LIAB	$38,000.00	$0.00	$38,000.00	$0.00	$16,872.00	$21,128.00	$0.00	$21,128.00	55.60%

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100.2800.616.000.000	Teaching/ Instructional Supplies	$36,000.00	$0.00	$36,000.00	$121.26	$16,180.38	$19,819.62	$19.79	$19,799.83	55.00%
100.2800.695.000.000	FUEL/GASOLINE	$1,400.00	$0.00	$1,400.00	$201.55	$553.33	$846.67	$0.00	$846.67	60.48%
100.2800.731.000.000	EQUIPMENT, LEASED-C	$44,000.00	$0.00	$44,000.00	$1,383.88	$11,413.50	$32,586.50	$0.00	$32,586.50	74.06%
	Func: Plant Operations - 2800	$853,627.00	$8,123.01	$861,750.01	$26,096.51	$255,801.37	$605,948.64	$186,457.28	$419,491.36	48.68%
100.2900.510.000.000	PUPIL TRANS.	$582,000.00	$0.00	$582,000.00	$0.00	$57,903.66	$524,096.34	$57,903.66	$466,192.68	80.10%
100.2900.511.000.000	TRANS SPEC ED	$130,000.00	$0.00	$130,000.00	$0.00	$13,521.64	$116,478.36	$11,835.13	$104,643.23	80.49%
	Func: Pupil Transportation - 2900	$712,000.00	$0.00	$712,000.00	$0.00	$71,425.30	$640,574.70	$69,738.79	$570,835.91	80.17%
100.6100.201.000.000	Medical & Dental Insurance	$1,695,000.00	$20,236.88	$1,715,236.88	$19,902.71	$707,727.95	$1,007,508.93	$0.00	$1,007,508.93	58.74%
100.6100.204.000.000	Life/Diability Insurance	$20,075.00	$0.00	$20,075.00	$0.00	$8,840.29	$11,234.71	$0.00	$11,234.71	55.96%
100.6100.205.000.000	Social Security	$112,200.00	$0.00	$112,200.00	$6,581.70	$36,853.75	$75,346.25	$61,784.13	$13,562.12	12.09%
100.6100.206.000.000	Medicare	$90,000.00	$0.00	$90,000.00	$3,850.11	$23,956.65	$66,043.35	$55,248.66	$10,794.69	11.99%
100.6100.209.000.000	Pension Fund	$149,400.00	$0.00	$149,400.00	$4,095.07	$83,643.67	$65,756.33	$45,538.50	$20,217.83	13.53%
100.6100.211.000.000	Tax Shelter Annuities	$21,000.00	$0.00	$21,000.00	$420.00	$6,825.00	$14,175.00	$6,300.00	$7,875.00	37.50%
100.6100.214.000.000	Unemployment Compensation	$15,000.00	$0.00	$15,000.00	$12,480.00	$12,480.00	$2,520.00	$0.00	$2,520.00	16.80%
100.6100.215.000.000	Workers' Comp	$45,500.00	$0.00	$45,500.00	$0.00	$20,562.36	$24,937.64	$0.00	$24,937.64	54.81%
100.6100.216.000.000	PARTIAL TUITION REIM.	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
100.6100.217.000.000	LEAVE PAYOUT	$3,645.00	$0.00	$3,645.00	$0.00	$9,331.75	($5,686.75)	$0.00	($5,686.75)	-156.02%
	Func: Employee Benefits - 6100	$2,161,820.00	$20,236.88	$2,182,056.88	$47,329.59	$910,221.42	$1,271,835.46	$168,871.29	$1,102,964.17	50.55%
	Fund: General Fund - 100	$10,497,916.00	$71,029.89	$10,568,945.89	$368,021.99	$3,042,215.38	$7,526,730.51	$4,637,296.91	$2,889,433.60	27.34%
400.1200.112.000.000	Support Saff	$19,383.42	$125,380.00	$144,763.42	$5,248.58	$26,004.30	$118,759.12	$92,478.84	$26,280.28	18.15%
400.1200.312.000.000	Pupil Services- Therapies	$29,953.08	($19,000.00)	$10,953.08	$0.00	$812.50	$10,140.58	$0.00	$10,140.58	92.58%
400.1200.616.000.000	Teaching/ Instructional Supplies	$3,052.10	$3,000.00	$6,052.10	$107.24	$356.45	$5,695.65	$0.00	$5,695.65	94.11%
400.1200.730.000.000	Equipment	$0.00	$5,450.00	$5,450.00	$0.00	$0.00	$5,450.00	$0.00	$5,450.00	100.00%
	Func: Special Education - 1200	$52,388.60	$114,830.00	$167,218.60	$5,355.82	$27,173.25	$140,045.35	$92,478.84	$47,566.51	28.45%
	Fund: IDEA 611 - 400	$52,388.60	$114,830.00	$167,218.60	$5,355.82	$27,173.25	$140,045.35	$92,478.84	$47,566.51	28.45%
401.1200.112.000.000	Support Saff	$1,070.61	$11,044.87	$12,115.48	$522.46	$3,712.77	$8,402.71	$8,158.80	$243.91	2.01%
401.1200.312.000.000	Pupil Services- Therapies	$3,395.87	($1,895.87)	$1,500.00	($812.00)	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
401.1200.616.000.000	Teaching/ Instructional Supplies	$0.00	$0.00	$0.00	($216.85)	$0.00	$0.00	$0.00	$0.00	0.00%
	Func: Special Education - 1200	$4,466.48	$9,149.00	$13,615.48	($506.39)	$3,712.77	$9,902.71	$8,158.80	$1,743.91	12.81%
	Fund: IDEA 619 - 401	$4,466.48	$9,149.00	$13,615.48	($506.39)	$3,712.77	$9,902.71	$8,158.80	$1,743.91	12.81%
410.2200.325.000.000	Curriculum Work	$46,293.50	$49,474.00	$95,767.50	$0.00	$1,100.00	$94,667.50	$0.00	$94,667.50	98.85%
	Func: Improvements of Instruction - 2200	$46,293.50	$49,474.00	$95,767.50	$0.00	$1,100.00	$94,667.50	$0.00	$94,667.50	98.85%

BOE GF EXPENDITURE

From Date: 11/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	Fund: REAP Grant - 410	$46,293.50	$49,474.00	$95,767.50	$0.00	$1,100.00	$94,667.50	$0.00	$94,667.50	98.85%
420.1200.112.000.000	Support Saff	$0.00	$12,009.00	$12,009.00	$1,730.47	$16,592.16	($4,583.16)	$25,633.07	($30,216.23)	-251.61%
	Func: Special Education - 1200	$0.00	$12,009.00	$12,009.00	$1,730.47	$16,592.16	($4,583.16)	$25,633.07	($30,216.23)	-251.61%
	Fund: SEED - 420	$0.00	$12,009.00	$12,009.00	$1,730.47	$16,592.16	($4,583.16)	$25,633.07	($30,216.23)	-251.61%
422.2100.616.000.000	Teaching/ Instructional Supplies	$0.00	$150.00	$150.00	$0.00	$0.00	$150.00	$150.00	$0.00	0.00%
	Func: Health Services - 2100	$0.00	$150.00	$150.00	$0.00	$0.00	$150.00	$150.00	$0.00	0.00%
422.2800.112.000.000	Support Saff	$0.00	$2,850.00	$2,850.00	$0.00	$2,850.00	$0.00	$0.00	$0.00	0.00%
422.2800.420.000.000	Service Contracts	$0.00	$6,000.00	$6,000.00	$0.00	$0.00	$6,000.00	$6,000.00	$0.00	0.00%
	Func: Plant Operations - 2800	$0.00	$8,850.00	$8,850.00	$0.00	$2,850.00	$6,000.00	$6,000.00	$0.00	0.00%
	Fund: ALA Clean Air Grant - 422	$0.00	$9,000.00	$9,000.00	$0.00	$2,850.00	$6,150.00	$6,150.00	$0.00	0.00%
441.1000.112.000.000	Title I-A- Salaries 6/30/24	$19,596.00	$0.00	$19,596.00	$1,044.61	$4,744.83	$14,851.17	$15,355.77	($504.60)	-2.58%
	Func: Regular Education - 1000	$19,596.00	$0.00	$19,596.00	$1,044.61	$4,744.83	$14,851.17	$15,355.77	($504.60)	-2.58%
441.2200.616.000.000	Teaching/ Instructional Supplies	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Func: Improvements of Instruction - 2200	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Fund: Title I Part A - 441	$19,891.00	$0.00	$19,891.00	$1,044.61	$4,744.83	$15,146.17	$15,355.77	($209.60)	-1.05%
442.1000.112.000.000	Support Saff	$2,781.62	$0.00	$2,781.62	$252.31	$1,689.30	$1,092.32	$3,708.98	($2,616.66)	-94.07%
	Func: Regular Education - 1000	$2,781.62	$0.00	$2,781.62	$252.31	$1,689.30	$1,092.32	$3,708.98	($2,616.66)	-94.07%
442.2200.616.000.000	Teaching/ Instructional Supplies	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Func: Improvements of Instruction - 2200	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Fund: Title II Part A - 442	$3,131.62	$0.00	$3,131.62	$252.31	$1,689.30	$1,442.32	$3,708.98	($2,266.66)	-72.38%
444.2200.324.000.000	Staff Development/ Inservice	$3,000.00	$0.00	$3,000.00	$0.00	$800.00	$2,200.00	$0.00	$2,200.00	73.33%
444.2200.617.000.000	Curriculum Material	$3,787.35	$0.00	$3,787.35	$0.00	$0.00	$3,787.35	$0.00	$3,787.35	100.00%
	Func: Improvements of Instruction - 2200	$6,787.35	$0.00	$6,787.35	$0.00	$800.00	$5,987.35	$0.00	$5,987.35	88.21%
	Fund: TITLE IV - 444	$6,787.35	$0.00	$6,787.35	$0.00	$800.00	$5,987.35	$0.00	$5,987.35	88.21%
455.2800.407.000.000	DRIP	$46,510.58	$0.00	$46,510.58	$0.00	$0.00	$46,510.58	$0.00	$46,510.58	100.00%
	Func: Plant Operations - 2800	$46,510.58	$0.00	$46,510.58	$0.00	$0.00	$46,510.58	$0.00	$46,510.58	100.00%
	Fund: DRIP - 455	$46,510.58	$0.00	$46,510.58	$0.00	$0.00	$46,510.58	$0.00	$46,510.58	100.00%
500.1500.000.000.000	Non-Lapsing Edu. Fund	$220,315.00	$0.00	$220,315.00	$0.00	$0.00	$220,315.00	$0.00	$220,315.00	100.00%
	Func: General - 1500	$220,315.00	$0.00	$220,315.00	$0.00	$0.00	$220,315.00	$0.00	$220,315.00	100.00%

BOE GF EXPENDITURE

From Date: 11/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	Fund: Non Lapsing - 500	$220,315.00	$0.00	$220,315.00	$0.00	$0.00	$220,315.00	$0.00	$220,315.00	100.00%
Grand Total:		**$10,897,700.13**	**$265,491.89**	**$11,163,192.02**	**$375,898.81**	**$3,100,877.69**	**$8,062,314.33**	**$4,788,782.37**	**$3,273,531.96**	**29.32%**

End of Report



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.



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

Compliant with 2020 Title IX.

Mission – Goals – Objectives

Nondiscrimination

The Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons**.**

Nondiscrimination in School and Classroom Practices

It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin, disability, status as a victim of domestic violence or as a victim of sexual assault or status as a victim of trafficking in persons.

The District shall provide to all students without discrimination, course offerings, counseling, assistance and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations.

Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer.

All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Nondiscrimination in Employment/Contract Practices

It is the Board's policy to provide all persons equal access to all categories of employment in this District regardless of race, color, age, creed, religion, gender, gender identity or expression, sexual orientation, ancestry, national origin, status as a victim of domestic violence, marital status, mental or physical disability, genetic information, status as a Veteran or any other basis prohibited by Connecticut state and/or federal laws. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations. The Board shall grant victims of sexual assault or trafficking reasonable leave to attend to related medical, psychological and legal matters related to such status.

Employees and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer.

All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Mission – Goals – Objectives

Nondiscrimination

Equal Education Opportunity

Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the New Hartford Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, race, religion, national origin or for any reason not related to his/her individual capabilities.

The Civil Rights Coordinators for the New Hartford Board of Education have the responsibility to monitor the compliance of this policy. The names and location of the Civil Rights Coordinators are set forth below. Further compliance with policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Students shall not be discriminated against, including but not limited to, in the areas of:

Admission
Use of School Facilities
Student Rules, Regulations and Benefits
Financial Assistance
School-sponsored Extracurricular Activities
Enrollment in Courses
Counseling and Guidance
Physical Education
Health Services
Most Other Aid, Benefits or Services

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

Hiring and Promotion
Compensation
Job Assignments
Leaves of Absence
Fringe Benefits
Labor Organization
Contracts or Professional Agreements

Mission – Goals – Objectives

Nondiscrimination

Equal Education Opportunity (continued)

Sexual harassment has been established as a form of sexual discrimination and is defined as follows:

> "Any **unwelcome** sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational function (2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working environment."

Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include, but not be limited to:

Touching	Verbal comments
Sexual name calling	Sexual rumors
Inappropriate public display of affections	Too personal a conversation
	Corner/blocking
Gestures	Leers
Jokes/cartoons/pictures	Attempted rape/rape
Pulling at clothes	Harassing telephone calls

If you believe that you have been discriminated against, in regard to, either of the preceding policies, you may file a grievance that your rights have been denied or violated.

If you wish to discuss these regulations or your rights under this policy, or wish to discuss or file a grievance, please contact Michael Lynch, our system Civil Rights Coordinators, or an administrator.

Forms are available in our Main Office or from our Civil Rights Coordinators. Contact with the Civil Rights Coordinators should take place within forty (40) calendar days of the alleged occurrence.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the as the District's Compliance Officer, the Director of Special Education/Services.

Mission – Goals – Objectives
Nondiscrimination

Delegation of Responsibility

The Compliance Officer shall publish and disseminate this policy and complaint procedure annually to students, parents, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the areas listed.

School and Classroom Practices:

1. **Curriculum and Materials:** Review curriculum guides, textbooks and supplementary materials for discriminatory bias.
2. **Training:** Provision of training for students and staff to identify and alleviate problems of nondiscrimination.
3. **Student Access:** Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. **District Support:** Assure that like aspects of the school program receive like support as to staffing, compensation, facilities, equipment and related matters.
5. **Student Evaluation:** Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

Employment/Contract Practices

1. Development of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing and hiring.
4. Promotions.
5. Disciplinary actions, up to and including terminations.
6. The Board allows the mandatory human trafficking awareness training to be provided in any format, including but not limited to, video presentation.

The Building Principal or his/her designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student, employee or third party of the right to file a complaint and the complaint procedures.
2. Inform the student complainant that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the Building Principal is the subject of the complaint.

Mission – Goals – Objectives

Nondiscrimination (continued)

~~**Complaint Procedure –Student/Employee/Third Party**~~

~~**Step 1 – Reporting**~~

~~A student, employee or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the Building Principal.~~

~~A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Building Principal.~~

~~If the Building Principal is the subject of the complaint, the student, employee or third party shall report the incident directly to the Compliance Officer.~~

~~The complainant is encouraged to use the report form available from the Building Principal, but oral complaints shall be acceptable.~~

~~**Step 2 – Investigation**~~

~~Upon receiving a complaint of discrimination, the Building Principal shall immediately notify the Compliance Officer, who shall then authorize the Building Principal to investigate the complaint, unless the Building Principal is the subject of the complaint or is unable to conduct the investigation.~~

~~The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.~~

~~The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.~~

~~**Step 3 – Investigative Report**~~

~~The Building Principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.~~

~~Copies of the report shall be provided to the complainant, the accused and the Compliance Officer.~~

~~**Step 4 – District Action**~~

~~If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not reoccur.~~

~~Disciplinary actions, in the case of students, shall be consistent with the school disciplinary practices, Board policies, administrative regulations, and state and federal laws.~~

Mission – Goals – Objectives

Nondiscrimination (continued)
~~**Complaint Procedure –Student/Employee/Third Party**~~

~~Disciplinary actions, in the case of employees and third parties, shall be consistent with the Board policies, administrative regulations, state and federal laws, and applicable collective bargaining unit agreements.~~

~~**Step 5 - Appeal Procedure**~~

~~The complainant, if not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the Compliance Officer within fifteen (15) days.~~

~~The Compliance Officer shall review the investigation and the investigative report and may also conduct an investigation.~~

~~The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Building Principal who conducted the initial investigation.~~

Discrimination Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the New Hartford Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Officers or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

Level I: The complainant shall discuss the alleged discriminatory act or practice with the Civil Rights Officers or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, head custodian or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

Level II: The complainant shall, within forty (40) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with either of the Civil Rights Officers. Within five (5) working days a conference must be held. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.

Mission - Goals - Objectives

Nondiscrimination

Discrimination Grievance Procedure (continued)

Level III: Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.

Level IV: The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

A complaint of sexual discrimination or sexual harassment may be a violation of Title IX. Policy 4000.1/5145.44 pertains to such employee or student complaints. The grievance investigation process contained in the Title IX policy shall be adhered in such situations.

(cf. 4000.1 – Title IX)
(cf. 4111 – Recruitment and Selection)
(cf. 4111.1/4211.1 – Affirmative Action)
(cf. 4118.11/4218.11 – Nondiscrimination)
(cf. 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace)
(cf. 4118.113/4218.113 – Harassment)
(cf. 5145.4 – Nondiscrimination)
(cf. 5145.5 – Sexual Harassment)
(cf. 5145.51 – Peer Sexual Harassment)
(cf. 5145.52 – Harassment)
(cf. 6121 – Nondiscrimination)
(cf. 6121.1 - Equal Educational Opportunity)

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Title IX Final Rule, May 6, 2020
Boy Scouts of America Equal Access Act
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)

Mission – Goals – Objectives

Nondiscrimination

Legal Reference: (continued)

Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38U.S.C. §4212

Title II of the Genetic Information Nondiscrimination Act of 2008

Connecticut General Statutes

46a-51 Definitions (as amended by PA 17-127, PA 21-2 and PA 22-82)

46a-58 Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. (as amended by PA 17-127 and PA 22-82)

46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127 and PA 21-69 and PA 22-82)

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10-153 Discrimination on account of marital status. (as amended by PA 11-55 to include "gender identity or expression")

17a-101 Protection of children from abuse.

Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)

Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)

Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)

Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Bostock v. Clayton County, Georgia, 140 S.Ct. 1731, 2020 WL3146686 (June 15, 2020)

Public Act 25-139 An Act Concerning Human Trafficking and Sexual Assault Victims

Policy adopted:
rev 1/21
rev 10/22
rev 9/25

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (Check all that apply.)

☐Race	☐Color	☐National Origin	☐Gender Identity or Expression
☐Gender	☐Disability	☐Religion	☐Status as a Veteran
☐Ancestry	☐Age	☐Sexual Orientation	☐Status as a Victim of Domestic Violence
			☐Status as a victim of assault or as a victim of trafficking in persons

Name of person you believe violated the District's nondiscrimination policy:

_____

If the alleged discrimination was directed against another person, identify the other person:

_____

Describe the incident as clearly as possible, including any verbal statements (i.e., threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

_____
_____
_____
_____
_____

When and where incident occurred: _____

List any witnesses who were present: _____
_____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information provided in this complaint is true, correct and complete to the best of my knowledge.

_____ _____
Complainant's Signature Date

_____ _____
Received By Date

This notice meets the minimum requirement of the regulation enforced by the Department of Education's Office for Civil Rights (OCR)

Non-Discrimination Notice

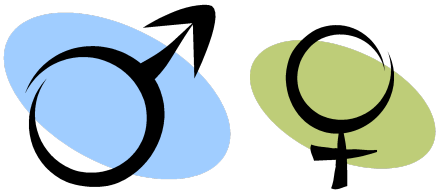
The New Hartford Public Schools does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.

The New Hartford Public Schools does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, gender identity or expression, status as a victim of domestic violence, Veteran status, disability in its programs, activities, and employment practices, status as a victim of sexual assault, or status as a victim of trafficking in persons. Equal access is provided to the Boy Scouts and other designated youth groups.

The following individuals are coordinators for Title IX (sex discrimination), Title VI (race, creed and color) and Section 504 (disabled):

Title IX and Title VI	Michael Lynch Name	860-379-8546 Telephone Number
Section 504	Michael Lynch Name	860-379-8546 Telephone Number

Harassment Is ILLEGAL



SEXUAL HARASSMENT IS PROHIBITED based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

FOR STUDENTS: Sexual harassment is **unwanted and unwelcome** behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Examples of Sexual Harassment include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

If you have questions or believe that you or others are being harassed, contact:

District Title IX Coordinator: Michael Lynch
Office Address: 530 Main Street New Hartford, CT 06457
Telephone number: 860-379-8546
Email Address: Lynchm@newhtfd.org

Building Title IX Coordinator: Dr. Kelly Carroll	**Amy Kennedy**
Office Address: 30 Antolini Rd.	40 Wickett St. / 51 Cedar Lane
Telephone number: 860-489-4169	860-379-8703 / 860-482-0288
Email Address: CarrolK@newhtfd.org	KennedyA@newhtfd.org

You may also contact: The Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

You may also contact: Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172

Email: OCR.Boston@ed.gov, Filing complaints electronically:
http://www.ed.gov/about/offices/list/ocr/complaintintro.html.

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

► *What should I do if I believe I am being sexually harassed?*

- Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow those procedures.
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

► *Where to Get Help*

- **State Title IX Coordinator**: Dr. William A. Howe, Connecticut State Department of Education, 165 Capitol Ave., Hartford, CT 06106 (860-713-6752)
  email: william.howe@ct.gov
- **Permanent Commission on the Status of Women (PCSW)**
  18-20 Trinity Street, Hartford, CT 06106 (860-240-8300)
  http://www.cga.state.ct.us/PCSW/
- **Connecticut Women's Education and Legal Fund (CWEALF)**
  75 Charter Oak Avenue, Suite 1-300, Hartford, CT 06106, http://www.cwealf.org/

YOUR SCHOOL'S NON-DISCRIMINATION STATEMENT:

Discrimination Grievance Form

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, marital status, mental or physical disability, status as a victim of domestic violence, status as a victim of sexual assault, status as a victim of trafficking in persons, status as a Veteran or equal access to the Boy Scouts and other designated youth groups may discuss and/or file a grievance with either of the Civil Rights Coordinators of the New Hartford Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination. Civil Rights Coordinators:

_____ at _____ or _____at _____

Name of Presenter/Complainant:
_____

Employee _____ Employment Applicant _____Student _____Parent/Guardian _____

Home address
_____

Phone _____ Date of Claim _____ Date of Incident _____

1. Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness).

2. Please attach any additional information/documentation as necessary.

Signature of Presenter:
_____

Signature of Civil Rights Coordinator:
_____

Date Received: _____

Forms are available from either of the Civil Rights Coordinators, Administrators and Guidance Offices.

Students

Communicable/Infectious Diseases

The Board of Education recognizes that all children in Connecticut have a constitutional right to a free, suitable program of educational experiences. The Board will establish reasonable health requirements as prerequisites to admission or attendance including the requirement that students undergo physical examination prior to admission.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with the appropriate procedural due process safeguards. Where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the child presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act may apply. The parent/guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will conduct an Individual Placement Program (IPP) to determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. The student will be educated in the least restrictive environment.

The District will include as part of its emergency procedure plan a description of the actions to be taken by District personnel in case of pandemic flu outbreak or other catastrophe that disrupts District Operations.

(cf. 5111 - Admission)
(cf. 5141.3 - Health Assessments and Immunizations)
(cf. 6159 - Individualized Education Program)

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.

Students

Communicable/Infectious Diseases

Legal Reference: Connecticut General Statutes (continued)

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.

Policy adopted:
rev 1/07

Students

Pediculosis (Head Lice)

The Board of Education authorizes the Superintendent of Schools/Designee to work with the School Medical Advisor in an effort to develop and implement regulations concerning pediculosis or head lice. The regulations are to include identification, treatment procedures, and notification process which will insure prompt and medically accurate action for students having pediculosis. The regulations are also to include assertive procedures which will reduce the opportunity of spreading pediculosis to other students. No healthy child should be excluded from or miss school because of head lice.

Policy adopted:
rev. 4/12

Bylaws of the Board

Parliamentary Procedures

Rules of Order

Regular and special meetings of the Board of Education are held in public, but they are not public hearings unless so designated. Comments from those citizens present will be welcomed at times indicated by the Chair, but such participation shall not be allowed to interfere with the conduct of business by the Board.

Procedure will normally be informal for the sake of simplicity and to minimize diversion of discussion to procedural questions. Board members may, however, invoke Robert's Rules of Order, Revised.

A majority of the Board members present and voting is required to approve a motion. This also includes new business, that is under consideration, not listed on the agenda, at a regular meeting of the Board.

When comments from the public would be particularly helpful to the Board in reaching a decision on an item, the Board may schedule a public hearing devoted exclusively to that item. In any case, final action, on a change in Board policy will not normally be taken at the time of its first discussion or at a public hearing unless postponement until the next Board meeting would hinder the intent of such action.

When comments from members of the school administration would be particularly helpful to the Board reaching a decision on an item, members of the Board, through the Superintendent, may ask members of the school administration to participate in a discussion with the Board, at a Board meeting.

No new topic will be started ~~after 10:30 p.m.~~ 2.5 hours after the meeting start time except by a 2/3 vote of the members present and voting.

If a person or group of persons is so disruptive that the meeting cannot proceed in an orderly fashion, the meeting may be cleared, except for representatives of the news media not involved in the disturbance. A meeting may be adjourned or continued to a time and place specified in the adjournment or continuance.

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal

1-210 Access to public records

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Signed required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaw adopted by the Board: January 17, 2006

Bylaw revised: April 25, 2017

NEW HARTFORD PUBLIC SCHOOLS

New Hartford, Connecticut

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

Medical Guidance and Rationale for the District's Head Lice Policy

Pediculosis (head lice) can be a particularly sensitive and emotionally charged subject within a school community. We recognize that families have strong feelings and concerns regarding the presence of head lice in schools, and we take those concerns seriously. Following the cases earlier this school year and the resulting community response, we revisited our current policy to ensure that our practices are consistent with the most current medical recommendations and best practices for school health.

It is grounded in recommendations from leading medical and public health organizations, including the American Academy of Pediatrics (AAP), the Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses (NASN), as well as the guidance of our own Medical Director. Our policy is not established based on convenience or a desire to minimize the concerns of families.

These organizations support a non-exclusionary approach to head lice management. Specifically, they recommend that children should not be excluded from school due to the presence of live lice or nits (lice eggs). The AAP and NASN have specifically discouraged "no-nit" policies, which require children to be completely free of nits before returning to school.

The medical rationale behind this recommendation is important. Head lice do not transmit disease, are not considered a public health hazard, and are not an indication of poor hygiene or an unhealthy home environment. While head lice can cause itching and discomfort, and understandably create anxiety for families, they are generally considered a low-risk condition. Children with head lice are otherwise healthy children who can safely participate in the school day and continue their education.

The CDC specifically states that students with head lice do not need to be sent home early. They may complete the school day, receive appropriate treatment at home, and return to school after beginning treatment. Furthermore, requiring children to remain home until every nit has been removed is not medically necessary. Nits can remain attached to the hair even after successful treatment, and their presence alone does not indicate an active infestation.

Our approach to community notification is similarly informed by medical guidance and the importance of student privacy. Broad, case-specific notifications to an entire classroom or school community have not been demonstrated to meaningfully reduce the spread of head lice. The NASN cautions that these notifications can contribute to unnecessary anxiety, social stigma, and potential breaches of student confidentiality. Instead, our focus is on communicating directly with affected families, providing

accurate educational resources, and offering general information to the school community when appropriate.

It is important to distinguish between a non-exclusionary policy and a lack of response. We do not ignore cases of head lice. We address them through communication with families, education regarding identification and treatment, and guidance consistent with current medical recommendations. Our responsibility is to manage these situations thoughtfully while protecting students' dignity, maintaining confidentiality, and minimizing unnecessary disruptions to their education.

We understand that this approach may differ from what some families have experienced in the past or what they might personally prefer. However, as a school district, we have an obligation to make decisions based on established medical evidence and professional guidance rather than fear, stigma, or misconceptions surrounding a common childhood condition.

Ultimately, our goal is to balance the concerns of our families with the medical evidence and the educational needs of our students. We believe our current policy accomplishes this by addressing head lice appropriately while ensuring that children are not unnecessarily excluded from school for a condition that does not prevent them from learning, participating, or being part of their school community.

Acacia Ransom, RN, BSN

National Association for School Nurses
American Association for Pediatrics
Centers for Disease Control and Prevention

J. Michael B. Curi, MD
The Litchfield Hills Professional Center
30 Peck Road
Torrington, Connecticut 06790
860-482-8177

October 30, 2026

To Whom It May Concern:

I am writing in my capacity as the School Medical Director to formally recommend an update to our district's head lice policy. **As a medical professional, I advise replacing outdated "no-nit" and immediate exclusion protocols with evidence-based guidelines that prioritize student attendance and emotional well-being.**

According to the Centers for Disease Control and Prevention (CDC) head lice guidance, students diagnosed with an active infestation do not need to be sent home early from school. Instead, they should be permitted to finish the school day, go home to begin appropriate treatment, and return to class the very next morning.

Furthermore, the American Academy of Pediatrics (AAP) Clinical Report on Head Lice explicitly states that head lice do not transmit disease, are not a public health hazard, and do not justify a child missing school. By the time a case is typically detected, the infestation has often been present for 4 to 6 weeks, making immediate isolation medically unnecessary.

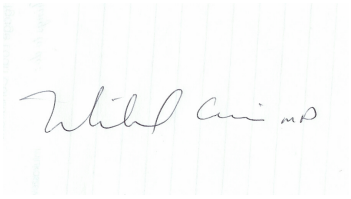
Enforcing a "no-nit" policy causes quantifiable harm to our student population without offering any clinical benefit. Shifting our protocol to match national standards will yield significant positive outcomes:

- **Protects Instructional Time:** The CDC explicitly notes that the burden of unnecessary days off far outweighs the risks associated with head lice. Permitting students to return after treatment begins, even if nits remain, dramatically reduces academic absenteeism.
- **Mitigates Psychological Distress:** The AAP emphasizes that mass school-wide screening programs are not cost-effective, fail to lower overall incidence, and severely stigmatize children. Eliminating these screenings prevents severe anxiety and social bullying.
- **Alleviates Burden on Families:** Abandoning "no-nit" policies removes the requirement for a child to be entirely "nit-free" for clearance, avoiding the financial strain of missed workdays for parents. Our school health staff can shift focus from policing nits to educating families on effective, safe pediculicide options.

As health professionals, our goal is to base school policy on rigorous scientific data. Transitioning to a protocol focused on education and management—rather than exclusion—will keep our students healthy, supported, and in the classroom where they belong. I am eager to collaborate with the board to draft and implement these updated protocols.

Respectfully submitted,

Sincerely,



Michael Curi, MD
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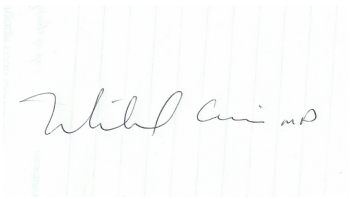
11/10/2026

To Whom It May Concern:

As an addendum to my previous letter, a child with lice should be considered healthy and is NOT a health hazard of any kind to any other child, teacher, staff or school member.

Please call me if you have any questions.

Sincerely,



Michael Curi, MD
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American Academy of Pediatrics
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Head Lice

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Head lice infestation is associated with limited morbidity but causes a high level of anxiety among caregivers of school-aged children and adolescents. Since the 2015 clinical report on head lice was published by the American Academy of Pediatrics, new medications have been approved, and an algorithm for management of affected patients is included. This revised clinical report clarifies current diagnosis and treatment protocols.

INTRODUCTION

Head lice (*Pediculus humanus capitis*) have been companions of the human species since antiquity. Treatment costs in the United States have been estimated at $500 million annually.[1] It is important for medical providers to educate and reassure affected individuals and caregivers that head lice are neither a health hazard nor a sign of poor hygiene and are not responsible for the spread of any disease. Despite this knowledge, there is significant stigma resulting from head lice infestations in high-income countries, resulting in children and adolescents being ostracized from their schools, friends, and other social events.[2,3] Head lice can be psychologically stressful to the affected individual.

Caregivers and other nonhealth care personnel frequently make the diagnosis of head lice, and the easy availability of safe and effective over-the-counter (OTC) pediculicides often remove the medical provider from the treatment process. However, the potential for misidentification resulting in improper use of pediculicides, the emergence of resistance to available OTC products, and the layperson's interest in alternative approaches without proof of efficacy or safety call for increased physician involvement in the diagnosis and treatment.[4,5] Optimal treatments should be safe and age-appropriate, should rapidly rid the individual of live lice and nits, and should be easy to use and affordable. Given that head lice infestation is benign

abstract

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Drs Nolt, Moore, Yan, and Melnick were directly involved in the planning, researching, and writing of this report, approved the final manuscript as submitted, and agree to be accountable for all aspects of the work.

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and not associated with adverse medical events, treatment should be reserved for patients in whom diagnosis is highly suspected or proven.

ETIOLOGIC AGENT

The adult head louse is 2 to 3 mm long (the size of a sesame seed), has 6 legs, and is usually tan to grayish-white in color.[5] Although some experts use "nits" to refer to only empty casings, this report will use nits to encompass both eggs and empty shell casings, with some exceptions to use "eggs" when describing the reproductive cycle of the louse. The female louse lives up to 3 to 4 weeks and, once mature, can lay up to 10 eggs per day. These tiny eggs are firmly attached to the base of the hair shaft within ~ 2 mm of the scalp with a glue-like substance produced by the louse. Viable eggs camouflaged with pigment to match the hair color of the infested person often are seen more easily at the posterior hairline. Empty nits are easier to see, because they appear white against darker hair. These eggs are incubated by body heat and typically hatch in 8 to 9 days, but hatching can vary from 7 to 12 days depending on whether the ambient climate is hot or cold. Once it hatches, a nymph leaves the nit and passes through a total of 3 nymph stages (instars) during the next 9 to 12 days before reaching the adult stage. The female louse can mate and begin to lay viable eggs ~ 1.5 days after becoming an adult. If not treated, the cycle repeats itself approximately every 3 weeks.[6,7]

The louse feeds by injecting small amounts of saliva, which has vasodilatory and anticoagulative properties, into the scalp, allowing the louse to suck tiny amounts of blood every few hours. Pruritus results from sensitization to components of the saliva. With a first case of head lice, pruritus may not develop for 4 to 6 weeks, because it takes that amount of time for sensitization to occur.

Head lice usually survive for less than 1 day away from the scalp, and their nits cannot hatch at temperatures lower than those near the scalp.[6,8,9]

EPIDEMIOLOGY

Pediculosis capitis is widespread throughout the world and does not discriminate on socioeconomic grounds. An analysis of 55 studies revealed worldwide prevalence varying by geographic location from zero to 64.1%.[10] The United States survey revealed a prevalence of 1.6% of children with head lice and 3.6% with nits.[10] Published reports have not found that head lice infestation is significantly influenced by hair length or by frequent brushing or shampooing. Public Web sites may suggest that race or ethnicity may influence the rate of infestation, but there are no consistent findings in the medical literature. Pediculosis capitis can infest all types of hair.

TRANSMISSION

Lice do not hop or jump; they can only crawl.[8] In most cases, transmission occurs by direct contact with the hair of an infested individual, the most common situation being head-to-head contact.[8,11] Indirect spread through contact with personal belongings of an infested individual (combs, brushes, hats, sport helmets) is much less likely to occur.[9] Lice found on combs are likely to be injured or dead,[12] and a louse is not likely to leave a healthy head unless there is a heavy infestation.[13] In one study, live lice were found on only 4% of pillowcases used by infested persons.[14] Thus, the major focus of control activities should be to reduce the number of lice on an individual's head and to lessen the risks of head-to-head contact.

Head lice are specific to humans and cannot be transferred between humans and pets.

DIAGNOSIS

Identification of nits, nymphs, or adult lice with the naked eye, which can be assisted by handheld magnification, establishes the diagnosis. Viewing lice on the head can be difficult sometimes because lice avoid light and can crawl quickly, and a typical affected scalp will have fewer than 10 live lice.[15] Studies have revealed that diagnosis of infestation by using a louse comb is quicker and more efficient than a standard comb, because the very fine teeth of the louse comb are able to separate the hair strands to pull off the lice and nits.[16] The ends of the comb teeth should contact the scalp initially before being pulled toward the end of the hair. The ends of the comb teeth may be sharp, so care should be taken to not scrape or abrade the scalp. Some experts have suggested using a lubricant (water, oil, or conditioner) to "slow down" the movement of lice.[17] Tiny nits may be easier to spot at the nape of the neck or behind the ears, within 1 cm of the scalp. It is important not to confuse nits, which are firmly affixed to the hair shaft, with dandruff, hair casts (pseudonits), or other hair debris (including piedra, which is a fungal infection of the hair shaft), which are not. Many presumed lice and nits submitted by physicians, nurses, teachers, and caregivers to a laboratory for identification were found to be artifacts such as dandruff, hairspray droplets, scabs, dirt, or other insects (eg, aphids blown by the wind and caught in the hair).[5] It is also important not to confuse live nits with dead nits, because the latter do not represent a treatment failure. In general, nits

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found more than 1 cm from the scalp are unlikely to be viable.[18]

Images of the head louse and infections can be found on *Red Book* Online in the Pediculosis Capitis (Head Lice) chapter (https://publications.aap.org/redbook/book/347/chapter/5754779/Pediculosis-Capitis130-Head-Lice).

TREATMENT

The medical provider should initiate treatment only if there is a diagnosis of active head lice infestation. The ideal treatment of head lice should be safe, free of toxic chemicals, readily available, simple to apply, effective, and inexpensive.

The treatment guidance in this report is intended for use by medical providers in the United States. For added information, the reader may consult the most recent position statement by the Canadian Pediatric Society on head lice infestation.[15] The following products and methods can be effective for treating head lice and are prioritized as to US Food and Drug Administration (FDA) approval for safety and efficacy, followed by options that are not FDA-approved. Information is also summarized in Table 1, Table 2, and Fig 1. Product instructions should be followed as closely as possible to maximize benefit and reduce risk.

Topical agents that are FDA-approved for head lice treatment should be regarded as safe to use in pregnant or lactating persons. Topical formulations against head lice have little systemic absorption, and risk of harm to the fetus or breastfeeding child from topical head lice treatment is expected to be minimal.

Pediculicides With FDA Approval for Treatment of Head Lice

Permethrin and Pyrethrins

These organic compounds are neurotoxins that modify voltage-gated sodium channels by keeping them open for abnormally long periods, leading to spastic paralysis and death of the lice. Pyrethrum and pyrethrin are compounds extracted from flowers in the chrysanthemum family.[19] Pyrethrum is the total extract of the flower, whereas pyrethrins represent the refined result of the 6 active molecules (esters), which are directly neurotoxic. The extraction process results in compounds that have variability in their activity. The labels warn of possible allergic reaction in patients sensitive to ragweed, but modern extraction techniques minimize the chance of product contamination, and reports of true allergic reactions have been rare.[20,21] Regardless, these extracted compounds are not completely harmless to human health, and caution must be taken given reports of neurologic symptoms, respiratory symptoms, and dermatitis with ingestion, inhalation, and contact exposure, respectively.[21]

In contrast to these extracted compounds, pyrethroids (such as permethrin) are organic compounds that are synthesized to mimic the action of the esters.[19] As a result of the synthetic process, pyrethroids demonstrate a more consistent activity against lice, have longer residual activity, and have increased stability in storage.

Permethrin and pyrethrin products may have a discernible smell, but there is no need for additional ventilation when in use.

Permethrin (1% Lotion)

Permethrin, a pyrethroid, is the most widely used and studied pediculicide in the United States.[22] Permethrin lotion (1%) is marketed as a "creme

TABLE 1 Available Pediculicides With FDA Approval for the Treatment of Head Lice in the United States

Product	Brand Name	Recommended Age Range	Retreatment Interval (if Needed)	Availability	Cost Estimate[a,b]
Permethrin 1% lotion	Multiple products	≥2 mo	9–10 d	OTC	$
Pyrethrins + piperonyl butoxide shampoo	Example: Rid	≥24 mo	9–10 d	OTC	$
Ivermectin 0.5% lotion	Sklice	≥6 mo	Single use	OTC	$$$$[c]
Malathion 0.5% lotion	Ovide	≥6 y (safety not established for ages <6 y)	7–9 d if live lice are seen after initial dose	Prescription	$$$$
Spinosad 0.9% suspension	Natroba	≥6 mo	7 d if live lice are seen after initial dose	Prescription	$$$$
Ivermectin 3-mg tablet	Stromectol	Any age, if weight ≥15 kg	9–10 d	Prescription	$$$$

Adapted from Gunning et al.[29]

[a] $, <$25; $$, $26–$99; $$$, $100–$199; $200–$299.

[b] Cost varies depending on the length of the hair and the number of bottles of medication required (or patient weight if enteral formulation).

[c] Cost estimation may decrease once generic formulations are more widely available.

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TABLE 2 Alternative Agents Reported for Head Lice Treatment (Not FDA-Approved or Recommended)

Category	Agents
Botanical agents for killing or repelling lice	Essential oils (Ageratum, Aloysia, Aniba, Annona, Cananga [ylang ylang], Cinnamomum, Cocos, Curcuma, Elletaria, Eucalyptus, Eugenia, Geranium, Heliantus, Juniperus, Lavandula, Lippia, Litsea, Melaleuca, Melia, Mentha, Monarda, Myrcianthes, Origanum, Pimpinella, Rosmarinus, Salvia, Schinus, Tagetes, tea tree, Zingiberaceae)
	Repellent: citronella
Occlusive agents	Home remedies: petrolatum. mayonnaise, melted butter or margarine, olive oil
	Dimethicone
	Cetaphil cleanser
Desiccants	Natrum muriaticum (Vamousse)
	AirAllé device (formerly Lousebuster)
	Isopropyl myristate (Resultz)
Manual removal	Physical nit combing
	Electronic nit combs
	Vinegar-based products to loosen nits
	Shaving the hair off

Modalities are listed here for reference and do not indicate an endorsement of any particular treatment, because the data supporting the use of these agents has been highly variable.

rinse" (Nix and generics). It is approved for use for individuals 2 months and older and is regarded as the drug of choice for treatment of head lice during pregnancy. Conditioners and silicone-based additives present in many shampoos should be avoided on the day of application, because these impair permethrin adherence to the hair shaft and reduce its residual effect. After washing the hair with a nonconditioning shampoo and towel drying, the product is applied to damp hair (saturating the scalp and working outward to the ends of the hair), left on for 10 minutes, and then rinsed off. Hair should not be shampooed for 24 to 48 hours after application. Permethrin leaves a residue on the hair that is designed to kill nymphs emerging from the 20% to 30% of nits not killed with the first application.[23] A repeat application is recommended between day 9 and 10 after initial treatment if live lice are seen in the interim, with evidence based on the life cycle of head lice suggesting that retreatment at day 9 may be ideal.[24] An alternate treatment schedule on days 0, 7, and 13 to 15 has been proposed on the basis of the longest possible life cycle of lice.[25]

Pyrethrin + Piperonyl Butoxide (Shampoo)

Pyrethrin, the refined product after extraction from the chrysanthemum flower, is often synergized with piperonyl butoxide (RID and generics) to enhance activity.

These products are available OTC in shampoo or mousse formulations for

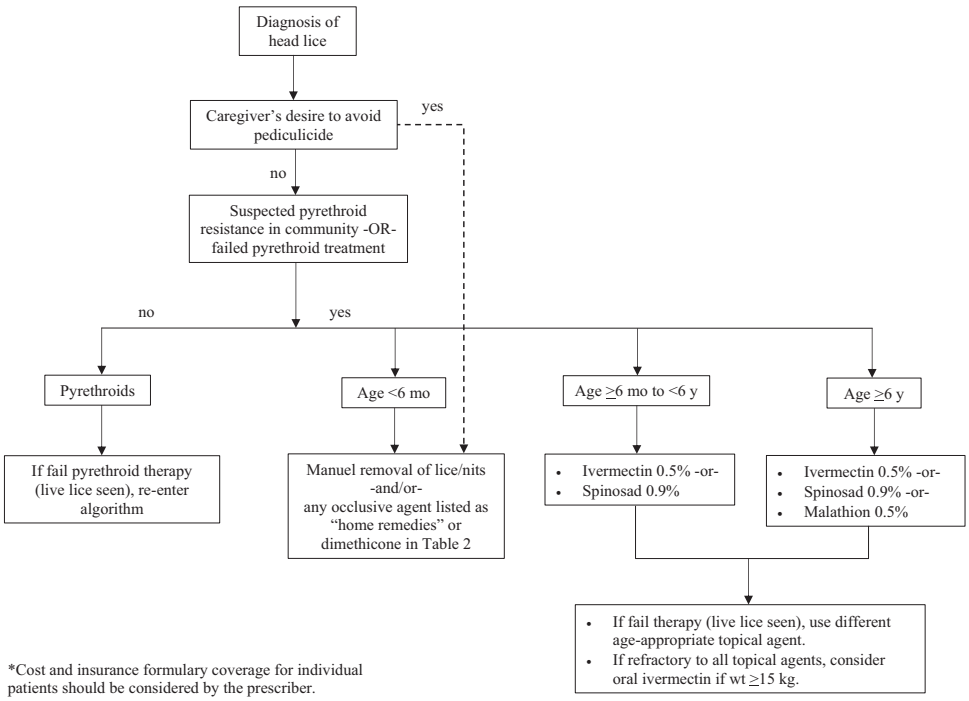


FIGURE 1
Treatment algorithm.*

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people 24 months and older. The product is applied to dry hair (saturating the scalp and working outward to the ends of the hair) and left on for 10 minutes before rinsing out. Hair should not be shampooed for 24 to 48 hours after application. Unlike permethrin, no residual pediculicidal activity remains after rinsing. Because 20% to 30% of nits remain viable after treatment,[23] a second treatment is necessary in 9 to 10 days to kill newly emerged nymphs hatched from nits that survived the first treatment. If live lice are still seen, suggested retreatment with these products is similar to permethrin (1%) described previously.[25]

Resistance to Permethrin and Pyrethrins

Several studies have found that, over the past 4 decades, clinical effectiveness of these compounds has declined from near 100% (when first introduced in the 1980s) to as low as 25%. Prevalence of clinical resistance may be highly variable from community to community and country to country.[24,26–28] Genetic alterations and ex vivo studies in head lice that might predict resistance have been described, but these factors do not necessarily predict clinical outcomes (see Box).[22,29]

Resistance of head lice against permethrin and pyrethrins is mostly conferred by the recessive knock-down resistance (*kdr*) gene mutation. Collections of head lice from different geographic areas across the United States and around the world have revealed variable frequencies of the *kdr* mutation, ranging from 0.00 in Ecuador, South Korea, and Thailand, to 0.93 in France, 0.97 in Canada, and 0.97 in the United States.[26] In the decades after broad accessibility of these organic compounds, studies have shown decreased in vitro head lice killing activity.[23,24] Despite those findings, areas with a high prevalence of *kdr* mutant head lice have not conclusively correlated with clinical treatment failure in prospective studies. Particularly, a study in Germany reporting near-universal presence of *kdr* mutant alleles did not correspond with clinical failure of pyrethroids.[30] Further clinical trials are required to document the relevance of the *kdr* genotype as a predictor of clinical outcomes of pyrethroid or pyrethrin treatments.

Ivermectin (0.5% Lotion; Oral Formulation)

Ivermectin, a widely used anthelmintic agent, increases the chloride ion permeability of muscle cells, resulting in hyperpolarization, paralysis, and death of lice.[31] This medication was approved in a lotion form (Sklice) by the FDA in 2012 for people 6 months and older for head lice and was approved for OTC use in late 2020. Topical ivermectin lotion is applied to dry hair (saturating the scalp and working out to the ends of the hair) and rinsed after 10 minutes. Hair should not be shampooed for 24 to 48 hours after application. Only 1 application is required, because when the treated nits hatch, the lice are not able to feed as a result of pharyngeal muscle paralysis and, therefore, are not viable.[32] Two randomized controlled trials in the United States reported the effectiveness of 0.5% ivermectin lotion 14 days after a single application to be 71% and 76%.[31] Adverse effects are rare and include skin or eye irritation and erythema, burning, or dryness.[31]

The oral formulation of ivermectin (Stromectol) is FDA-approved for treatment of head lice in adult patients, although it does not have this indication in pediatrics. However, it is approved for treatment of other infections in pediatric patients, so it can be used for the treatment of head lice in pediatric patients. Oral ivermectin is only available by prescription and should only be used if head lice is resistant to all topical FDA-approved treatments. Treatment with 2 single oral doses of 200 μg/kg, spaced 7 to 10 days apart, has been shown to be effective against head lice.[15,33,34] Comparisons of oral ivermectin versus malathion lotion has demonstrated that oral ivermectin, with a single dose of 400 μg/kg and repeated 7 days later, is comparable or more effective than 0.5% malathion lotion (see below for malathion information).[35] Concerns have previously been raised that ivermectin could cross the blood/brain barrier and block essential neural transmission and that young children may be at higher risk of resulting adverse drug reaction. However, ivermectin acts principally on glutamate-dependent chloride channels in nerve and muscle cells in nonmammals, and these are absent in mammals. Ivermectin might have theoretical effects on central nervous system gamma-aminobutyric acid channels resulting in inhibition of neurotransmission. However, there have been a small number of studies that have begun to document the relative safety and low rate of adverse effects of ivermectin use in infants weighing $<$15 kg treated for scabies.[36,37] Therefore, oral ivermectin should be used with caution for children who weigh $<$15 kg until more data are available.[34,35] Although ivermectin-resistant head lice is not well documented, 2 cases of probable ivermectin resistance have been observed outside the United States.[38]

Oral ivermectin is likely safe during pregnancy, with limited human data showing a small risk of adverse fetal outcomes. Permethrin remains the first-line agent for head lice treatment during pregnancy.

Ivermectin (oral, or in topical form such as a solution or paste) for veterinary use is available through Web sites without a prescription but is not condoned for use in humans. The dose of active ingredients may differ between human and veterinary products. Inactive ingredients may

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exist in veterinary formulations that would not be tolerated by humans. Production standards and quality controls are different between human and veterinary products. Although veterinary formulations may be viewed as affordable alternatives for expensive prescriptions, products intended for animal use are never appropriate in treatment of head lice in humans.

Malathion (0.5% Lotion)

The organophosphate (cholinesterase inhibitor) 0.5% malathion (Ovide) has been used for the treatment of head lice in the United States since 1999 for individuals 6 years and older. It is available only by prescription. The lotion is applied to dry hair (saturating the scalp and working outward to the ends of the hair), left to air dry, then washed off after 8 to 12 hours.[39] Hair should not be shampooed for 24 to 48 hours after application. The product has a strong odor, which may dissipate as it dries on the hair. It may be prudent to use this product in a well-ventilated room or outdoors if the odor is not tolerable.

The product should be reapplied in 7 to 9 days of the initial application if live lice are still observed in the interim. However, malathion has high ovicidal activity,[23] and a single application is adequate for most patients. When compared with pyrethrins and permethrin, malathion was the most pediculicidal and ovicidal agent with highest cure rates after 1 application.[23,39]

The high alcohol content of the product (78% isopropyl alcohol) makes it highly flammable; therefore, patients and their caregivers should be instructed to allow the hair to dry naturally after product application; not to use a hair dryer, curling iron, or flat iron while the hair is wet; and not to smoke near a child or adolescent receiving treatment. Safety and effectiveness of malathion lotion have not been established in children younger than 6 years. Because malathion is a cholinesterase inhibitor, respiratory depression may occur if ingested.[40] Malathion-resistant head lice have been documented in many countries[22,41]; however, resistance in the United States is not reported.

Spinosad (0.9% Suspension)

Spinosad (Natroba) has a broad spectrum of activity against insects, including many species of lice. Activity appears to be both ovicidal and pediculicidal by disrupting neuronal activity and lingering long enough to exert its effect on the developing larvae until they form an intact nervous system.[42] Spinosad was approved by the FDA for topical use in people 6 months and older. It is available by prescription only. Spinosad should be applied to dry hair (by saturating the scalp and working outward to the ends of the hair, which may require a whole bottle). Spinosad should be rinsed off 10 minutes after application. Hair should not be shampooed for 24 to 48 hours after application. A second treatment is given at 7 days if live lice are observed after the initial treatment. Superiority of spinosad over permethrin has been demonstrated with treatment success rates of 84% to 87% as compared with 43% to 45%.[27] It is not recommended for children younger than 6 months, because it contains benzyl alcohol, and systemic absorption may lead to benzyl alcohol toxicity.

Abametapir (0.74% Lotion) (Not Available in the United States)

Abametapir (Xeglyze) is a topical pediculicide that inhibits metalloproteinases critical to egg development and survival of lice. It received FDA approval in 2020 for use in head lice in patients 6 months and older but is not yet commercially available. It should be applied to dry hair (saturating the scalp and working outward to the ends of the hair, which may require a whole bottle). Abametapir should be rinsed off 10 minutes after application, and hair can be shampooed any time afterward. A success rate of 81% (subjects not having live lice throughout a 14 day observation period) was described in phase 3 trials.[43] For 2 weeks after abametapir application, the treated individual should avoid taking drugs that are substrates of CYP3A4, CYP2B6, or CYP1A2.

Benzyl Alcohol (5%) – no longer available by manufacturer

Benzyl alcohol lotion (formerly known as Ulesfia) was FDA-approved in 2009 for treatment of head lice in people older than 6 months. Although effective, it was discontinued by its manufacturer because of business decisions and not because of any safety concerns. This medication has not been available for many years, and there has been no indication that it will be brought back in the near future.

Lindane (1%) – not recommended by AAP

Although available and FDA-approved for pediculosis capitis in adults, lindane is not recommended by the American Academy of Pediatrics (AAP), the Centers for Disease Control and Prevention (CDC), or the *Medical Letter*[44] for use as treatment of head lice because of its neurotoxicity.

REMOVAL OF TOPICAL PEDICULICIDES

All topical pediculicides should be rinsed from the hair over a sink rather than in the shower or bath to limit skin exposure and with warm

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rather than hot water to minimize skin absorption attributable to vasodilation. Hair should not be shampooed as part of the initial rinse process, and for most products, the hair should not be washed for 24 to 48 hours after rinsing.

TOPICAL REACTIONS

Itching or mild burning of the scalp caused by inflammation of the skin in response to topical pharmaceutical agents can persist for many days after head lice are killed and is not a reason for retreatment. Topical corticosteroids or oral antihistamines may be taken to relieve these signs and symptoms if itching or burning is very uncomfortable or persistent.

It is unclear whether application skin reactions would occur more in people with underlying dermatologic or systemic inflammatory conditions compared with the general population. Application instructions and management of subsequent adverse events are unchanged. It is prudent to ensure control of the underlying medical condition, if possible, before head lice treatment.

POOR RESPONSE TO INITIAL PEDICULICIDE TREATMENT

When faced with a persistent case of head lice after using a pharmaceutical pediculicide, health care professionals can consider several possible explanations, including:

- misdiagnosis (no active infestation or misidentification);
- lack of adherence (patient unable or unwilling to follow treatment protocol);
- inadequate treatment (not using sufficient product to saturate hair; failing to follow directions);
- reinfestation (lice reacquired after treatment); and
- resistance of lice to the pediculicide (see Box).

Considering the familiarity and convenience of OTC permethrin- or pyrethrin-based formulations and the lack of clear evidence that *kdr* genetic mutations diminish clinical effectiveness, permethrin, or pyrethrin–piperonyl butoxide are first-line treatments for head lice. If treatment failure (specifically, detection of live lice within 3 weeks of completing therapy) is not attributable to improper use of an OTC pediculicide, then a full course of topical treatment from a different class of medication is recommended. These alternatives (when age-appropriate and not cost-prohibitive) include topical ivermectin lotion, spinosad suspension, and malathion lotion. When head lice are resistant to all topical agents, oral ivermectin may be used in children weighing more than 15 kg. A suggested treatment algorithm is provided in Fig 1.

If the caregiver cannot afford or does not wish to use a pediculicide, manual removal (see "Manual Removal" section below) via wet combing or an occlusive method can be used, with emphasis on careful technique and the duration of at least 3 weeks (1 life cycle of the louse).

ALTERNATIVE APPROACHES

Alternative approaches (listed below and in Table 2) are not FDA-approved or recommended but are included because many families may choose to use them. Close surveillance of patients treated with products and devices not approved by the FDA may improve discovery of treatment failure early, so other evidence-based and FDA-approved treatments might be implemented.

"Natural" Products

Although not condoned for treatment of head lice, a wide variety of essential oils have been used for the eradication of head lice,[45,46] and some studies have identified organic compounds such as anethole, cineole, cinnamaldehyde, cymene, eugenol, linalool, limonene, pulgeone, terpineols, and thymols, which are known to have neurotoxic effects on insects, and these may play a role in the reported antiparasitic effect of some essential oils.[47] The clinical use of essential oils in the treatment of head lice is complicated by a number of factors. Products containing essential oils vary in their composition (even from batch to batch), and responses to them may not, therefore, be consistently reproducible. Many of these oils and their components are known to be sources of contact irritation and contact sensitization, and may cross-react with other agents the patient is using. Although some essential oils (such as eucalyptus, lavandula, melaleuca) may have pleasant scents, others may have unpleasant or offensive odors, limiting their use. Recent publications also raise the possibility that some essential oils such as lavender appear to be associated with premature thelarche and prepubertal gynecomastia because of the estrogenic and antiandrogenic properties of the oils.[48]

A citronella essential oil formulation has been shown to be effective in a single clinical trial in Israel. It was used as a repellent for head lice as a means of reducing the incidence of reinfestations and to minimize lice transmission among children and adolescents.[49]

As natural products, essential oils are not required to meet FDA efficacy and safety standards for pharmaceuticals. Although many plants naturally produce insecticides that may be synthesized for use by humans, some of these insecticidal chemicals produce toxic effects, as well. The safety and efficacy of natural or herbal products are currently not regulated by the FDA,

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and until more data are available, their use in infants, children, and adolescents should be avoided.

Occlusive Agents

Occlusive agents, such as "petrolatum shampoo," mayonnaise, melted butter or margarine, herbal oils, and olive oil, applied to suffocate the lice, are widely used. A meta-analysis comparing neurotoxic versus occlusive topical agents suggest the latter being more effective, although significant bias existed.[50] There was no statistical difference in the relative risk of adverse outcomes between occlusive and neurotoxic agents.

Dimethicone is an emollient that has been used for head lice treatment. Dimethicone lotion (4% long-chain linear silicone in a volatile silicone base) in two 8-hour treatments, 1 week apart, eradicated head lice in 69% of participants in the United Kingdom.[51] A single application of 100% dimethicone gel was used in a multisite, open-label study of 58 children between 3 and 12 years of age, with 96% of subjects free of live lice at day 14.[52] In the United States, the OTC product LiceMD contains dimethicone but is not FDA-approved.

An uncontrolled, nonrandomized 2004 study reported a 96% "cure" rate with Cetaphil cleanser applied to the hair, dried on with a hand-held hair dryer, left on overnight, and washed out the next morning and repeated once per week for 3 weeks.[53,54] Instructions for its use are available on the Internet.[55] It has not been approved by the FDA for use as a pediculicide.

Desiccation

Natrum muriaticum is available OTC (brands include Vamousse) and is essentially hypotonic saline solution (table salt in varying concentrations) with the intent to dehydrate lice and nits. No studies are available to assess efficacy.

The AirAllé device (formerly known as the Lousebuster) is a custom-built machine that is cleared by the FDA.[56] This device uses one 30 minute application of hot air in an attempt to desiccate the head lice. Two studies (performed by the same group that designed the device) showed that treatment resulted in nearly 100% mortality of nits and 80% mortality of hatched lice.[56,57] The machine is expensive, and the operator requires special training in its use. A regular blow dryer should not be used in an attempt to accomplish this result, because investigators have shown that wind and blow dryers can cause live lice to become airborne and, thus, potentially spread to others in the vicinity.

Isopropyl myristate 50% (Resultz), a hair rinse that dissolves the waxy exoskeleton of the louse, which leads to dehydration and death of the louse, is available in Canada.[58,59] It has received FDA premarket clearance but is not yet available in the United States.

The published studies on desiccation as a head lice treatment note that no adverse outcomes were reported.

Manual Removal

Although there is little peer-reviewed information in the literature about the benefits of the manual removal of live lice and nits, the inherent safety of the manual removal relative to the minor toxicity of the pesticides is real and can be part of the toolbox used by medical providers when determining treatment options. The manual removal process may be beneficial in allowing a caregiver and child or adolescent to have some close, extended time together while safely removing infestations and residual debris. Furthermore, manual removal of nits will help to diminish the social stigma and isolation a child or adolescent can have in the school setting. Individuals may also want to remove nits for aesthetic reasons or to decrease diagnostic confusion. Because none of the pediculicides are 100% ovicidal, manual removal of nits (especially within 1 cm of the scalp) is reasonable after treatment with any product.

Nit removal can be difficult and tedious.[60] Fine-toothed "nit combs" are available to make the process easier.[61–64] Nit removal combs, such as LiceMeister, Nit-free Terminator, or Lice Logic, are sold commercially. However, it appears that it is less important the type of comb used and rather that combing occur after treatment, which may be most easily accomplished on wet hair. Studies have suggested that head lice removed by combing and brushing are damaged and rarely survive.[11]

There are battery-powered "electronic" louse combs with oscillating teeth (MagiComb) that claim to remove head lice and nits, as well as combs that resemble small electronic "bug zappers" (Robi-Comb) that claim to kill live lice.[65] No randomized, case-controlled studies have been performed with either type of comb. Their instructions warn not to use on people with a seizure disorder or a pacemaker. Other devices under preclinical investigation include nit combs that use ultrasonographic actuation or production of localized ionized gas (plasma) to loosen or kill nits and lice.[66,67]

Some products are available that claim to loosen the "glue" that attaches nits to the hair shaft, thus making the process of "nit-picking" easier. Vinegar or vinegar-based products are intended to be applied to the hair for 3 minutes before combing out the nits. There are

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Web sites suggesting that these products may be used and rinsed off before applying permethrin, although no clinical benefit has been demonstrated.[6,68] A variety of other products, including acetone, bleach, vodka, and WD-40, have proved to be ineffective in loosening nits from the hair shaft,[68] and present an unacceptable risk to the patient because of chemical skin irritation and possible ingestion.

Although effective for removing head lice and nits, shaving the head generally is not required nor recommended, because it can be traumatizing to a child or adolescent and distressing to the caregiver.

Other Household Products

Highly flammable substances, such as gasoline or kerosene, or products intended for animal use (eg, flea shampoos) are never appropriate in treatment of head lice in humans.

New Products

As new products are introduced, it is important to consider effectiveness, safety, expense, availability, patient preference, and ease of application. Assessment of the severity of the infestation, the number of recurrences, the local levels of resistance to available pediculicides, exclusion of children or adolescents from school, and the potential for transmission are also important when deciding about the use of newer products.

ENVIRONMENTAL INTERVENTIONS

If a person is identified as having head lice, all household members should be checked for head lice, and those with lice or nits within 1 cm of the scalp should be treated. In addition, it is prudent to treat family members who share a bed with the person with infestation, even if no live lice are found. Fomite transmission is less likely than transmission by head-to-head contact[6]; however, it would be advisable to clean hair care items and bedding used by the individual with the infestation. Only items that have been in contact with the head of the person with infestation within 2 days before treatment should be considered for cleaning, given the fact that louse survival off the scalp beyond 48 hours is extremely unlikely. Such items may include clothing, stuffed toys, headgear, furniture, carpeting, and rugs. Machine washing with hot water and hot air cycles should be used, because lice and nits are killed by exposure for 5 minutes or more to temperatures greater than 130°F. Furniture, carpeting, car seats, and other fabrics or fabric-covered items can be vacuumed to remove an infested person's hairs that might have viable nits attached. Pediculicide spray is not necessary and should not be used. Items that cannot be washed can be bagged in plastic for 2 weeks, a duration when any nits that may have survived would have hatched and nymphs would die without a source for feeding. Dry cleaning is another option for clothing and similar items. Several public health Web sites, as well as the CDC, state that exposing infested items to below-freezing temperatures (in home freezer or outdoors) may kill head lice and nits, although duration varies. Exhaustive cleaning measures are not beneficial.

PREVENTION

It is unlikely that all head lice infestations can be prevented, because children and adolescents come into head-to-head contact with each other frequently. It is prudent to teach children and adolescents not to share personal items such as combs, brushes, hats, and pillows, but individuals should not refuse to wear protective headgear because of fear of head lice. In environments where persons congregate, infested individuals should be treated promptly to minimize spread to others (see "Control Measures in Congregate Settings" section below). Regular surveillance by caregivers is one way (perhaps on a monthly cadence) to detect and treat early infestations, thereby preventing the spread to others.

CONTROL MEASURES IN CONGREGATE SETTINGS

Close quarters shared by persons in congregate settings such as group homes, shelters, long-term care facilities, and immigration centers have the potential for direct head-to-head contact or fomite transmission with persons not otherwise related to the infested individual. If an outbreak occurs in a congregate setting, priorities of outbreak control are to reduce the number of persons affected and educate unaffected individuals to not engage in activities that may result in transmission of head lice.

After diagnosis, the first-line treatment of 1% permethrin should be used, because this agent would encompass the widest group of individuals potentially affected (young age, pregnant individuals). Close contacts (usually family members) should be examined and treated if active lice or nits are seen. Individuals who shared beds with an infested person should also be treated. After treatment, close follow-up of individuals in the next 3 weeks (the life cycle of the organism) is prudent to detect any live lice which survived hatching from nits not killed by the treatment.

Items which have been in contact with persons undergoing treatment within the 2 days preceding the treatment should be cleaned

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(see "Environmental Interventions" section above).

CONTROL MEASURES IN SCHOOLS

Screening

Screening for nits alone is not an accurate way of predicting which children or adolescents are or will become infested, and screening for head lice has not been proven to have a significant effect on the incidence of head lice in a school community over time.[69,70] In addition, such screening has not been shown to be cost effective. In a prospective study of 1729 school-aged children screened for head lice, only 31% of the 91 children with nits had concomitant live lice. Only 18% of those with nits alone converted to having an active infestation during 14 days of observation.[71] Because of the lack of evidence of efficacy, routine classroom or schoolwide screening should be discouraged.

Although children and adolescents with at least 5 nits within 1 cm of the scalp were significantly more likely to develop an infestation than were those with fewer nits (32% vs 7%), only one-third of the children or adolescents at higher risk converted to having an active infestation.[72] School exclusion of children or adolescents with nits alone would have resulted in many of these children or adolescents missing school unnecessarily. In addition, head lice infestations have been shown to have low contagion in classrooms.[73] The results of several descriptive studies have suggested that education of caregivers in diagnosing and managing head lice may be helpful.[73–77] Caregivers should be encouraged to check their children's or adolescent's heads for lice regularly if the child or adolescent is symptomatic. School screenings do not take the place of these more careful checks by the caregiver.[12,78–80] It may be helpful for the school nurse or other trained person to check students' heads if they are demonstrating symptoms.

Management on the Day of Diagnosis

A child or adolescent with an active head lice infestation likely had the infestation for 4 to 6 weeks, given that is the amount of time needed for an individual to start itching from an allergic reaction to lice saliva,[15] although those with previous sensitization and recurrent head lice might react more quickly if reinfested. Given this duration of exposure and that the child or adolescent poses little risk to others from the infestation, he or she should remain in class but be discouraged from close direct head contact with others. If head lice is diagnosed in a child or adolescent, confidentiality is important to minimize social stigma, which may occur if communication inadvertently reveals the affected individual. The child's or adolescent's caregiver should be notified that day by telephone or by having a note sent home with the child or adolescent at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child or adolescent and his or her classmates. Common sense and calm should prevail within a school when deciding how "contagious" an individual may be (a child or adolescent with hundreds versus a child or adolescent with 2 live lice). It may be prudent to check other children or adolescents who are symptomatic or who were most likely to have had direct head-to-head contact with the infested child or adolescent. Some experts argue that, because of the relatively high prevalence of head lice in young school-aged children, it may make more sense to alert caregivers only if a high percentage of children in a classroom are infested. Other experts feel strongly that these "alert letters" violate privacy laws, cause unnecessary public alarm, and reinforce the notion that a head lice infestation indicates a failure on the school's part rather than a community problem.[79] However, studies examining the efficacy of alert letters are not available; consequently, some schools choose to design guidelines that they believe best meet the needs of their student population, understanding that, although a head lice infestation may not pose a public health risk, it may create a public relations dilemma for a school. Regardless of the extent of the communication on a specific case, schools may wish to provide general education to their constituency that head lice is not a public health hazard.

Criteria for Return to School

A child or adolescent should not be restricted from school attendance because of head lice, given the low contagion within classrooms.[71] "No-nit" policies that exclude children or adolescents until all nits are removed may violate a child's or adolescent's civil liberties and are best addressed with legal counsel for schools. Most health care professionals who care for children or adolescents agree that no-nit policies should be abandoned.[79] International guidelines for the effective control of head lice infestations have stated that no-nit policies are unjust and should be discontinued, because they are based on misinformation rather than objective science.[81] The AAP and the National Association of School Nurses[82] discourage no-nit policies that exclude children or adolescents from school. Additional information that may be used by providers and caregivers to counter

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school no-nit policies may be found on the CDC Web site.[83]

A school nurse familiar with head lice infestations, if present, can perform a valuable service by rechecking a child's or adolescent's head if requested to do so by a caregiver; this screening should be performed privately to maintain confidentiality. In addition, the school nurse can offer extra help to families of children or adolescents who are repeatedly or chronically infested.

SUMMARY OF KEY POINTS

1. Medical providers should know about head lice infestations and treatments (pediculicides and alternative therapies) and take an active role as information resources for families, schools, and other community agencies.
2. Unless resistance to these products has been proven in the community, or a child or adolescent has already failed therapy with these agents, pyrethroids are recommended as first-line therapy of active infestations if pediculicide therapy is required.
3. Carefully communicated instructions on the proper use of products are important. Because many products are not completely ovicidal, a second application at the proper interval according to manufacturer's instructions may be required. Manual removal of nits immediately after treatment with a pediculicide is optional but is not necessary to prevent spread. In the school setting, nit removal may be considered to decrease diagnostic confusion and social stigmatization.
4. Topical ivermectin lotion and spinosad (for people 6 months and older) or malathion 0.5% (for people 6 years and older) should be used in areas where resistance to permethrin and pyrethrins has been demonstrated or for a patient with a documented infestation that has failed to respond to appropriately administered therapy with these agents. Cost and insurance formulary coverage for individual patients are important factors to be discussed and considered by both the prescriber and caregiver (Table 1). Products intended for animal use are never appropriate in treatment of head lice in humans.
5. If resistance to FDA-approved treatments has been proven in the community, if the patient is too young for commercially available therapy, or if caregivers do not wish to use a pediculicide, then manual removal of lice/nits or occlusive methods is recommended, with emphasis on careful technique, close surveillance, and repeating for at least 3 weekly cycles, given the life cycle of head lice being 21 days.
6. Products without FDA approval for head lice treatment (Table 2) should be avoided because of lack of evidence of efficacy. If used by caregivers, the latter should be counseled by providers to discuss concerns about treatment failure and the option to use FDA-approved agents.
7. Head lice screening programs in schools have not been proven to have a significant effect over time on the incidence of head lice in the school setting, are not cost-effective, and may stigmatize children suspected of having head lice. Educational programs for families may be helpful in the management of head lice in the school setting.
8. No healthy child or adolescent should be excluded from school or allowed to miss school time because of head lice or nits. Medical providers should educate school communities that no-nit policies for return to school should be abandoned, because such policies would have negative consequences for children's or adolescents' academic progress, may violate their civil rights, and stigmatize head lice as a public health hazard.

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ABBREVIATIONS

AAP: American Academy of Pediatrics
CDC: Centers for Disease Control and Prevention
FDA: US Food and Drug Administration
kdr: knock-down resistance
OTC: over the counter

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Lice

PARASITES

Providing Care for Individuals with Head Lice

FEBRUARY 21, 2024

For Everyone

KEY POINTS

- You can examine a person or child's head for head lice infestation.
- Either prescription or over-the-counter medications can treat head lice infestation.
- If a child has head lice, they do not need to leave school early. Once they start treatment at home, they can return to school.



First steps

If your child has symptoms of head lice infestation, examine their head, especially behind the ears and at the nape of the neck, for crawling lice and nits. If you find crawling lice or nits, examine all household members for head lice every 2 – 3 days. Treat anyone with live (crawling) lice or nits within ¼ inch or less of the scalp.

Head lice information for schools

CDC's guidance has not changed—you do not need to send students with head lice infestation home early from school. Students with lice can go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits may stay in hair after treatment, but successful treatment will kill crawling lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate to discontinue "no-nit" policies (a child being free of nits before returning to school) for the following reasons:

- Many nits are more than ¼ inch from the scalp and are unlikely to hatch to become crawling lice, or may in fact be empty shells (i.e., casings).
- Nits bond to hair shafts and are very unlikely to transfer to other people.
- Unnecessary days off cause a burden to the students, families, and communities, and far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical professionals.

Providing care

Follow and complete all treatment instructions and steps to successfully eliminate head lice.

CDC does not make recommendations on a specific product or products to use to treat individuals with lice. Both over-the-counter and prescription products are available. Contact your doctor, pharmacist, or health department for additional information about which product they recommend.

Reporting head lice

Most health departments do not require reporting of head lice infestation. However, it is useful to share information with school nurses, teachers, parents of classmates, and others about contact with head lice to limit spread.

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National Association of School Nurses (NASN) Position Statement: Head Lice (Pediculosis Capitis) Management in Schools

NASN Position

It is the position of the National Association of School Nurses to support evidence-based, nonexclusionary head lice management policies and practices in the school setting. Professional registered nurses (RNs), hereinafter referred to as school nurses, are leaders who bridge healthcare, education, and public health and advocate for head lice management strategies that promote equitable, positive health, and academic outcomes for all students.

Background and Rationale

Cases of human head lice (pediculosis capitis) are a common communicable condition that can cause itching and affect individuals across all socioeconomic levels. While head lice are a nuisance, they are not known to cause or transmit illness or disease and do not constitute a health hazard (Guenther, 2023). Early dismissal or exclusion from school for the presence of live head lice or nits (lice egg cases) is unnecessary. These practices lack scientific evidence of effectiveness in reducing the course or spread of head lice (Nolt et al., 2022).

A student identified with live head lice should remain in school until dismissal time. The possibility of transmission to others for the remainder of a school day poses little additional risk since an individual presenting in school with lice has likely been affected for days prior to the identification. The school nurse should notify the family of the affected student and advise the need for head lice treatment at home that evening. Following appropriate treatment at home, the student should return to school the next day. Students with nits should not be excluded from school after beginning proper treatment since inactive nits often remain stubbornly attached to the hair (Centers for Disease Control and Prevention [CDC], 2024; Marcoule et al., 2021).

Implementation of exclusionary practices disrupts the educational process which can adversely affect student academic achievement due to missed days from school. In addition, unnecessary student absences can cause negative financial consequences for families due to parental missed time from work and resulting loss of wages (Marcoule et al., 2021).

While it is appropriate for school nurses to assess individual students who are symptomatic for head lice, routine, whole classroom head lice screenings disrupt learning time and have not been proven to identify significant numbers of cases to aid in managing the spread of head lice in schools (Boltas & Smith, 2022; Pérez-Gaxiola et al., 2022). Taking time to screen groups of asymptomatic students also diverts school nurses from attending to other students' needs.

Sharing information, including broad notifications, about a case of head lice (except for the families of students with head lice) does not effectively diminish the spread of lice. These actions may violate privacy laws and can heighten stigma surrounding having lice and impact students and families emotionally and socially (Hurst et al., 2020; Nolt et al., 2022). School nurses have a duty to uphold student health information confidentiality.

The most effective way to decrease and control the prevalence and transmission of head lice in school, reduce unnecessary absences, and minimize stigma surrounding the condition is through family and school staff education. School nurses have the expertise to provide reliable instruction in the prevention, identification, routine screening at home, treatment, and removal of head lice and nits (Najjar et al., 2022).

Effective head lice management in schools should be based on the most current scientific evidence. As RNs, school nursing leadership in the development and implementation of nonexclusionary head lice policies and practices provides support for the educational process, serves student physical and emotional health needs equitably, and protects confidentiality of care for all students and families (Boltas & Smith, 2022).

National Association of School Nurses[1]
[1]*NASN, MD, USA*

Dates

Adopted: 1999
Revised: 2004; 2011; 2016; 2020; 2025

Author's Note

All position statements from the National Association of School Nurses will automatically expire five years after publication unless renewed, revised, or retired at or before that time. To access additional NASN professional practice documents including position statements, position briefs, and joint and endorsed statements, please go to https://www.nasn.org/nasn-resources/professional-practice-documents

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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

Pumpkin Spice Edition!

Program Spotlight –

- **University Pathways Program (Post University and CCSU) -** This collaborative transition program supports students ages 17 to 22 who have diverse learning needs, providing them with an inclusive college experience while helping them build essential life, academic, and vocational skills. Whether at our Post University location or at the site we run collaboratively with CREC at CCSU, our UPP students can earn college credit and leave the program prepared for success in their lives beyond school.



Of Interest to All Staff…

- At our October 1st Board of Directors meeting our mid-year budget revision was approved unanimously. Our estimates improved quite a bit over our start-of-the-year projections and show an anticipated year-end positive balance, despite the summer closure of PLA and investments in a few much need capital projects at various sites.
- Another sold out AI Conference – despite a fellow RESC jumping in line to have their own session a week earlier, our 7th AI in Education conference sold out once again, this time drawing our largest crowd ever – an almost unmanageable 218 participants!



- Fall Fest 2026 – On Friday, October 16th we hosted our annual Fall Fest event with awesome pizza from the Green Pizza Truck and an indoor vendor fair. All employees received an all-you-can-eat pizza lunch as well as a $5.00 voucher to use at any of the vendor booths. Despite having to move the event inside due to weather, a good time was had by all!
- The Early Childhood Council of Western Connecticut (facilitated by Eileen Costello) did a One Book, One Community event at the Danbury Public Library - over 200 people participated. A kickoff event was held at Action Early Learning Center the day before and was attended by the Office of Early Childhood Deputy Commissioner David Morgan and State Senator Julie Kushner- along with a very big mouse!



- We want to extend our congratulations to Lisa Bowden – our Assistant Executive Director – who announced her intention to retire at the end of this 2026-2027 program year. Lisa has had a huge impact during her tenure, and I cannot thank her enough for her support of this office and the agency.
- Following Lisa's announcement, I was also pleased to share that Jeff Sousa, the former Superintendent in New Hartford who joined us a few weeks ago to Support our Student Mental Health Program, will be stepping in as the new Assistant Executive Director on 7/1/27.
- We welcome back Aisha Alam as an in-person presence in the Litchfield office – Aisha was on leave for a bit but has returned to continue her work to support all of us through her efforts in Human Resources. Great to have you back in Litchfield, Aisha!

