

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 453.3

Communicable Disease Guidelines

A. Education and Preventive Measures

1. The school district shall ensure that all examinations/inoculations required of students and staff have been obtained.
2. The School Nurse shall be responsible for the appropriate maintenance of a health station in each school building. The School Nurse shall ensure that a list of communicable diseases as defined by the Department of Health and Family Services (DHFS) is posted in the health room and that information regarding the suppression and control of communicable diseases is available for review by interested students and staff.
3. A communicable disease checklist will be maintained for each school by the secretary of the school.
4. Information regarding suppression and control of communicable diseases shall be included as a regular part of the curriculum for students.
5. Information regarding suppression and control of communicable diseases shall be included in orientation sessions for new staff and shall be used periodically in training programs for existing staff.
6. Standard procedures, such as those issued by the Center of Disease Control, to prevent the spread of communicable diseases transmitted by air (e.g., tuberculosis, chicken pox, measles, mumps and rubella) or by exchange of body fluids (e.g., hepatitis A and B, rotavirus cytomegalovirus, salmonella, staphylococcus aureus and acquired immune deficiency syndrome [AIDS]) and the spread of other conditions (e.g., pediculosis, scabies and body lice) shall be followed by all staff in the performance of their duties.
7. Guidelines outlining safe procedures for handling of body fluids shall be included in all health services and custodial services manuals and an outline form regarding body fluids shall be posted in/near custodial cleaning material storage areas and the health room in each building. It is required that disposable gloves be worn when handling body fluids (per guidelines listed in Emergency Nursing Service Plan).

8. First aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment, as determined by the School Nurse in cooperation with local public health officials, shall be provided in each school building.
9. The school district shall not solicit or require a test for the presence of an antibody to human immunodeficiency virus (HIV) as a condition of employment and shall not affect the terms, conditions or privileges of employment of any staff member because the staff member obtained such a test.

B. Confidentiality/Reporting

1. The Principal or his/her designee shall function as the school district's liaison with students and staff, parents/guardians and physicians, public health officials and the community at large concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the Principal or his/her designee, except information regarding HIV-related test results, disclosure of which shall be complied with according to the requirements of Section B (7).
3. The Principal or his/her designee shall confer with the School Nurse and, to the extent circumstances warrant and permit, with the subject of the report and, for student subjects, the student's parent/guardian.
4. If required pursuant to public health statutes and regulations, the District Office shall make a report to local public health officials in consultation with the School Nurse.
5. The school district shall maintain the confidentiality of the health records of students and staff, and shall not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the school district's operations.
6. In addition to maintaining normal confidentiality regarding health records of students and staff, the school district shall not disclose the results of a test for the presence of an antibody to HIV except as expressly authorized by the test subject or by law.
7. Except as authorized by the affected staff member or student and/or the student's parent/guardian, knowledge that a student or staff member is HIV-infected shall be disclosed only to the school district health care providers who provide care to the affected staff member or student, including those instances in which a health care provider provides emergency care to the affected person. A health care provider includes a licensed nurse, a licensed athletic trainer, an occupational

therapist or occupational therapy assistant, a psychologist, a social worker, and a speech-language pathologist (including those licensed by the Department of Public Instruction).

8. Health records of students and staff concerning HIV infections shall be kept separate from the remainder of the affected individuals' records and shall be disclosed only to the extent required or permitted by law. The school district employee(s) assigned to prepare and store student and employee health care records shall have access to the records of HIV-infected students or employees for the purpose of preparation and storage of those records.

C. Student Exclusion from School Attendance Due to Communicable Disease

1. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excluded from school attendance until their presence no longer poses a threat to the health of themselves or others.
2. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excluded from school attendance shall be made by the principal or his/her designee, in consultation with the School Nurse and, where appropriate, with the local health officer. The Principal or his/her designee must report to the Superintendent the circumstances of the cases in which a student's exclusion from school exceeds 10 days of attendance.
3. The Principal or his/her designee may refer this determination to the health care team. If the disease in question appears to require a lengthy period of exclusion or to pose a serious health threat to the student or others (e.g., tuberculosis, hepatitis B, HIV infection), the Principal or his/her designee should ordinarily refer the determination to the health care team unless referral to the individualized education program (IEP) team is warranted.
4. For students with disabilities who are eligible for special education and related services, the Principal or his/her designee, in consultation with the Director of Pupil Services, shall refer this determination to the student's IEP team. In addition to the student's existing IEP team members, other individuals with knowledge or special expertise regarding the child may be assigned as members of the IEP team in order to review the student's individualized education program and placement. This may include the student's physician, the Principal or his/her designee, the School Nurse and the local health officer. Parental notice regarding the IEP meeting, including the IEP team membership, would occur in compliance with federal and state law. The exclusion of students with disabilities must be accomplished through the IEP team mechanism.

5. Before making a determination that a student should be sent home for diagnosis and treatment or excluded from school attendance, the Principal or his/her designee, the health care team or IEP team reviewing the case shall, to the extent circumstances warrant and permit, inform the student and the student's parent/guardian of the reasons for the contemplated action and shall consider any information the student and/or the student's parent/guardian may choose to offer regarding the student's condition. If a student is sent home or excluded from school attendance pursuant to this procedure, the Principal or his/her designee shall immediately notify the student's parent/guardian of the action and the reasons therefor.
6. Alternative educational opportunities shall be arranged for students who must be excused from school attendance for a significant period of time. Homebound instruction may be offered pursuant to the state's rules guiding the provision of homebound service or, when appropriate, by the IEP team.
7. The Principal or his/her designee, in consultation with the School Nurse and, where appropriate, with the Director of Pupil Services or the health care team or the local health officer, shall determine when a student who has been excluded from school attendance may be readmitted. As a condition of continued or renewed attendance, the school district may require a statement from a student's physician that a student is in suitable condition to attend school.
8. As a general rule, students suspected of or diagnosed as being HIV-infected shall be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges and services provided by law and district policy.
9. Decisions regarding the type of educational setting appropriate for diagnosed HIV-infected students shall be made on an individual basis and shall be based, whenever possible, on an objective assessment by the health care team or IEP team of the behavior, neurological development and physical condition of each affected student and of that student's expected type of interaction with others in that setting.
10. If it is determined that an HIV-infected student endangers the health of students or staff or poses a risk of significantly exposing students or staff to HIV (e.g., the student has sores that cannot be covered or demonstrates behavior such as biting that could result in direct inoculation of potentially infected body fluids into the bloodstream of another) the student may be placed in a more restricted setting. If homebound instruction is necessary, the homebound tutor shall be advised regarding the standard procedures to be followed to prevent transmission of communicable diseases through exchange of body fluids.

11. HIV-infected students may be immunodeficient and their health may therefore be threatened when other communicable diseases are present in the school environment. For, each student known to be HIV-infected, the School Nurse shall notify the student and/or the student's parent/guardian when such communicable diseases occur in the school. Upon the recommendation of the School Nurse, students who may be exposed to a significant health risk because of their own immunodeficiency's may be excused from school attendance by the Principal or his/her designee upon request by the adult student and/or the student's parent/guardian, until such time as the risk has abated.
12. The health care team shall consist of the Principal or his/her designee, the School Nurse and, to the extent the cooperation of such individuals can be obtained, the student and/or the student's parent/guardian and the student's physician. The team shall confer, as necessary, with the school district's medical consultant and legal counsel and with state or county public health officials.
13. The local health officer shall convene at the request of the Principal or his/her designee to determine whether and under what circumstances a student may be sent home for diagnosis and treatment or excluded from school attendance. The health care team may also receive referrals for the purpose of formulating recommendations regarding educational program modification short of exclusion that could permit the student to attend school without posing a significant threat to the health of self or others.
14. The health status of a student temporarily removed from the usual school setting to protect the health of self or others, shall be reevaluated by the health care team at regular intervals.
15. The local health officer may provide information to the Superintendent and Board to the extent permitted in light of confidentiality requirements.

D. Appeal Procedures for Student Exclusion

1. A parent/guardian of a minor student or an adult student who disputes the determination or action of the Principal or his/her designee or local health officer concerning exclusion of a student from school attendance pursuant to this procedure may appeal such determination or action by bringing or sending a complaint to the Superintendent, Monona Grove School District, 5301 Monona Drive, Monona, WI, 53716.
2. A complaint must be made in writing, signed by the complainant, and submitted within five consecutive school days of the disputed determination or action and must contain: (a) a statement of the facts; (b) a statement of the relief requested; and, (c) any necessary medical information.

3. The Superintendent shall confer with the Director of Pupil Services and the School Nurse and meet with the complainant within 10 consecutive school days of receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
4. Complaints involving the identification, evaluation, educational placement or provision of a free appropriate public education of a student with disabilities shall be resolved through the procedures contained in the district's special education handbook.
5. Complaints involving student discrimination on the basis of handicap or physical, mental, emotional or learning disability shall be resolved through the procedures established by the district to comply with section 118.13 of the state statutes, PI 9.04 of the Wisconsin Administrative Code and Section 504 of the Federal Rehabilitation Act of 1973.
6. A complainant who remains unsatisfied with the Superintendent's decision may appeal to the Board. This appeal must be made in writing, signed by the complainant and submitted to the Board President within 10 consecutive school days of the Superintendent's decision and must state the reasons for disagreement with that decision. The Board shall afford the complainant a hearing, upon request, and shall render a written decision within 30 consecutive school days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.
7. Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal hereunder.

E. Staff Exclusion from School Attendance Due to Communicable Disease

1. If there is reasonable cause to believe that a staff member has a communicable disease that could be detrimental to the health of self or others in the school environment, the district reserves the right, in consultation with the School Nurse and in accordance with existing Board policies and/or state statutes, to require a medical examination of the staff member at district expense and a physician's statement indicating whether the staff member is in suitable condition to continue working. If deemed necessary by the school district, a second physician's opinion can be required at the school district's expense.
2. Staff who are diagnosed as having a communicable disease that poses a significant risk of transmission to others in the school environment or that renders them unable adequately to perform their duties shall be excluded from work.
3. The determination as to whether and under what circumstances a staff member's communicable disease poses a significant health risk to others in the school environment or makes adequate performance impossible shall be made by the

Superintendent or his/her designee, in consultation with physicians who performed examinations and submitted reports, the School Nurse and, where appropriate, the local health officer. Written consent from the staff member to disclose health information shall be obtained.

4. HIV-infected staff may be immunodeficient and their health may therefore be threatened when other communicable diseases are present in the school environment. The HIV-infected staff has the responsibility to consult with the School Nurse for information about such communicable diseases that may be occurring in the school. Upon recommendation of the School Nurse, staff who may be exposed to a significant health risk because of their own immunodeficiencies may be excused from performance of their regular duties by the Superintendent, upon request by the HIV-infected staff, until such time as the risk has abated. During this period, at the discretion of the school district, staff so excused may be reassigned to other duties to the extent permitted by Board policies and/or collective bargaining agreement provisions. Staff not reassigned may utilize any applicable alternative employment opportunities provided under Board policies and/or collective bargaining agreement provisions.
5. Before making a determination that a staff member should be excluded from work, the Superintendent shall inform the staff member of the reasons for the contemplated action and shall consider any information the staff member may choose to offer regarding his/her condition. The Superintendent shall also consider whether a reasonable accommodation could eliminate the health risk to the staff member or others and/or permit adequate performance.
6. The Superintendent shall provide written notice to any staff member excluded from work pursuant to this procedure.

F. Appeal Procedures for Staff Exclusion

1. Staff excluded from work pursuant to this procedure and subject to a collective bargaining agreement may appeal the Superintendent's determination or action according to the grievance procedure set forth in the collective bargaining agreement.
2. Staff excluded from work pursuant to this procedure and not subject to a collective bargaining agreement may appeal the Superintendent's determination or action according to the procedure set forth in point D (6) above.
3. Except to the extent prohibited by law or by Board policies or collective bargaining agreement provisions, a staff member may be excluded from working during the pendency of any appeal hereunder.

APPROVED BY THE SUPERINTENDENT: January 9, 2002