

**ADMINISTRATIVE PROCEDURE**

**PERSONNEL**

**Notification to Personnel of Students With Communicable and Chronic Infectious Disease**

The Building Principal will only inform individuals on a "need to know" basis about a student with a communicable/chronic infectious disease.

A "need to know" individual is defined as one who will have direct contact with bodily fluids on a more than an exceptional basis. Such an individual will be informed of the name of the student who has a communicable and/or chronic infectious disease.

Before any teacher is informed the Building Principal will state in writing and deliver to the Superintendent his/her rationale for the teacher "needing to know".

The employee who is informed of a student in their care having a communicable/chronic infectious disease will be given instruction procedures in order to keep his/her exposure to a minimum.

ADOPTED: December 5, 1995  
REVISED: June 13, 2010  
REVIEWED: September 9, 2011  
REVISED: September 11, 2013