

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

October 12, 2023 3:30 PM

SAU - Conference Room

Agenda

I. Call to Order

- ACN – Nursing Mothers Accommodations (New Required Policy)
- JJIF – Athletic Policy – Sanctioning of Sports {Reviewed by AD}
- GBEB – Staff Conduct with Students
 - Current Version
 - NHSBA Version
- JLCE – Emergency Care and First Aid {Revised/Reviewed Version from Spring}

II. Review of suggested policies and procedures

Next Regular Meeting: November 9, 2023

Upcoming Policies for review: [In alphabetical order for listing only]

- GBEA – Staff Ethics/Employee Conflict of Interest
- GBEF – School District Internet Access for Staff
- GBGD – Worker’s Compensation Temporary Alternative Work Program
- GCCBC – Family and Medical Leave Act
- GCG – Job Sharing/Part-Time/Substitute Professional Staff Employment
- GCI – Professional Staff Development Opportunities
- GCK – Staff Assignment and Transfers
- GCM – Professional Staff Work Load
- GCNA – Supervision of Instructional Staff
- GCO – Teacher Performance and Evaluation System
- GCR – Non-School Employment by Professional Staff Members
- GDO – Evaluation of Support Staff
- GDM – Non-Certified Support Staff Development Opportunities
- JEC – Manifest Educational Hardship ({Current – consolidated into JCA -Change of Class or School Assignment, Best Interest and Manifest Hardship})

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ACN
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Nursing Mothers Accommodations

The Oyster River Cooperative School District provides a supportive environment as to time and place for employees (collectively “nursing mothers”). Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

Accommodation Notice and Plans.

A nursing or expectant mother should contact the building principal at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the building principal or other administrator working with the nursing mother should consult with the District’s Superintendent.

A nursing accommodation plan should be revisited upon the nursing mother’s request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

Reasonable Time to Express Milk during the School Day.

Absent or other accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities (“nursing period”) during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the purpose of nursing or to address other needs relating to nursing. An employee can use usual break and meal periods if she chooses.

A nursing mother who is an hourly employee [*CHOOSE ONE OF TWO OPTIONS] [OPTION 1] will not be paid during nursing periods unless either (a) the nursing period falls during a regular paid break (e.g., a paid lunch), or she is not completely relieved of duties during the nursing break. [OR OPTION 2] will be paid during nursing periods. Nursing mothers shall not be required to “make up” time relating to the use of unpaid nursing periods.

Suitable Private Areas for Nursing.

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mother’s work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a sink with running water if feasible, or be in proximity to one;
6. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
7. Shall be cleaned regularly by District staff assigned to that duty.

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Nursing Mothers Accommodations

Nursing Mother Responsibilities.

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

Prohibited conduct.

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

Dissemination of policy.

This policy shall be printed or summarized in applicable employee and student handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

Cross Reference:

Policy AC – Non-Discrimination, Equal Opportunity
Policy ACAB – Harassment and Sexual Harassment of School Employees
Policy GBEB – Staff Conduct with Students
Policy JIC – Student Conduct

Legal References:

20 U.S.C 1681, et seq Title IX Education Amendments of 1972
42 U.S.C 2000gg Pregnant Worker Fairness Act ("PWFA")
42 U.S.C 218d Pump for Nursing Mothers Act ("PUMP Act")

*Employers are not required to pay for nursing periods unless (a) the employee is not free from all duties during that period, or (b) the nursing period falls within an otherwise paid break (e.g., paid lunch). Note, this provision may implicate provisions of applicable collective bargaining agreements.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: JJIF
Draft to Policy Committee: March 13, 2013 First Read School Board – May 1, 2013 Second Read/Adoption School Board: June 5, 2013 Policy Committee: October 12, 2023	Page 1 of 2

Athletic Policy-Sanctioning of Sports

The Oyster River School Board recognizes the value of athletic participation to the development of well-rounded students. Significant evidence exists to show that students who participate in interscholastic sports perform better academically than those who do not. The Oyster River School Board promotes athletic participation in the belief that successful athletic programs promote individual and team potential by helping to develop high standards of competence, character, civility and citizenship for student-athletes.

The following definitions are guidelines the District will use to identify the process whereby the School Board adopts an athletic program as a school extracurricular activity and accepts some level of responsibility for coordinating and supporting the activity. There are three levels of sanctioning:

- **Level 1 Club sport.** This is the first level of sanctioning. The school district, through its administration, hires and evaluates coaches and arranges scheduling (practice and interscholastic), transportation, fields. The club itself or an affiliated booster organization is responsible for all associated costs and will meet with athletic director to set up a financial budget and other arrangements. Transportation may or may not be funded
- **Level 2 School sport.** This is the second level of sanctioning. The School District assumes the responsibilities listed above for a club sport. In addition, at the Board's discretion, through their vote, it also pays for varsity, junior varsity and middle school (if any) coaches, officials, game managements costs and fields (except ice hockey and turf field rentals, where the costs may be shared between the district and the affiliated booster organization). All additional costs associated with the program will be paid through booster organization or individual families involved. Transportation may or may not be funded.
- **Level 3 School-sponsored sport.** This is the final level of sanctioning. The School Board, at the Board's discretion, through their vote, assumes all the responsibilities listed above for a school sport. In addition, the school district pays for some or all of the activity's uniforms and equipment. The level of responsibility for uniforms and equipment may vary from activity to activity depending on the costs involved and the individual agreement between the school district and any affiliated booster organization that shares costs for the activity. The school district does not normally pay costs (except coaches and insurance costs) associated with teams other than varsity and junior varsity, reserve and middle school teams. Transportation may or may not be funded.

The Decision Process:

Decisions on sanctioning are made by the School Board based on the advice of the athletic director and building principal. In all cases, the athletic director consults with the principal and superintendent prior to presentation to the School Board.

Factors for Consideration. In making sanctioning decisions, the athletic director and the School Board shall consider the following factors on a case-by-case basis:

- Is the sport in compliance with Title IX and other statutory guidelines?
- Is there a gender equity issue that would be addressed by the addition of a new activity?
- Is there a feeder system at lower grade levels indicative of community, family, and athlete support of the activity?
- Is the activity sponsored by the New Hampshire Interscholastic Athletic Association?
- How many students would likely participate in the sport and sustain the numbers for many years?
- Are there qualified coaches able and willing to coach?
- Are there facilities for practicing and playing that can be used without undue hardship to existing teams?

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- What is the particular level of logistical and financial support expected from the school? In particular, what would the total cost to the district be per student projected to participate in the program?
- What is the timeline or potential for the sport to want to upgrade within our sport sanctioning levels?
- Is there student capacity to add additional sports?
- Can the program be added and co-exist with existing programs?
- Is the program being advocated by students?
- In no case will negotiated stipends be exceeded.

Cross Reference:

JJA – Student Activities, Clubs and Organizations

Legal Reference:

**Title IX Guidelines
NHIAA Rules and Regulations**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Policy Committee Review: October 12, 2016 School Board First Read: October 19, 2016 Back to Policy Committee: October 26, 2016 School Board First Read: November 2, 2016 School Board Second Read/Adoption: November 16, 2016 Policy Committee: October 12, 2023	Page 1 of 2 Category: Recommended

STAFF CONDUCT WITH STUDENTS

The Oyster River School Board expects all staff members, including teachers, coaches, counselors, administrators and others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the school board's discrimination and harassment policies;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. Using their position to manipulate students for reasons that are prohibited by law for inappropriate reasons.
4. Sexual banter, allusions, jokes or innuendoes with students;
5. Asking a student to keep a secret;
6. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
7. Limit social networking sites to school-approved activities only

Before engaging in the following activities without parents, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
3. Visiting a student at home, unless on official school business (this does not preclude a staff member or [his/her/their](#) child visiting a student's home at the parent's invitation for a social or other event);
4. Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger, Internet chat rooms or other technologies, or letters (beyond homework or other legitimate school business);
5. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
6. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events. (This prohibition does not extend to community activities Such as church or other events where there may be incidental social contact with students.)

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STAFF CONDUCT WITH STUDENTS (continued)

In formulating this policy, the Board understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and may result in referral to law enforcement, in accordance with the school board's policy on reporting child abuse and neglect and state law.

Dissemination

This policy shall be included in all employee, student and volunteer handbooks and located in the Policies link on the school district web site.

Cross Reference: IJOC – School Volunteers

STAFF CONDUCT

Category: Recommended

Related Policies: GBEA, GBEAB & GBEBB

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

N.H. Dept of Education, Code of Ethics for NH Educators

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to be Renominated or Reelected

RSA 189:14-d, Termination of Employment

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
NHSBA Version to Policy Committee: September 14, 2023 Policy Committee Review: October 12, 2023	Page 1 of 2 Category: Required

NHSBA VERSION

Emergency Care and First Aid

All Oyster River Cooperative School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/ guardians for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, (Administering Medications to Students) or applicable laws or regulations.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

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Emergency Care and First Aid

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures JLCD-E & E1. (Parent Request Form/Physician Medication Order)

The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures JLCD-E & E1.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Cross Reference: JLCD- E & E1 Administering Medications to Students Parent Request Form/Physician Medication Order

Legal References:

- RSA 200:40, Emergency Care
- RSA 200:40-a, Administration of Oxygen by School Nurse
- RSA 200:44-a, Anaphylaxis Training Required
- RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
- RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
- Ed 306.04(a)(21), Emergency Care For Students And School Personnel
- Ed 306.12, School Health Services