

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

November 9, 2023 3:30 PM

SAU - Conference Room

Agenda

I. Call to Order

- ACN – Nursing Mothers Accommodations
 - Committee Member Version
- GBEB – Staff Conduct with Students {Current Version}
 - Committee Member Revised Working Version
- JLCE – Emergency Care and First Aid {Revised/Reviewed Version from Spring}
- IMC – Controversial Topics, Speakers, and Programs
 - Controversial Speakers and Programs {NHSBA Version}

II. Review of suggested policies and procedures

Next Regular Meeting: December 14, 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})
- JICH – Drug and Alcohol Use and Possession by Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ACN
Draft to Policy Committee: October 12, 2023 Back to Policy as a Guiding Document: November 9, 2023	Page 1 of Category: Priority

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.

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Lactation Accommodation

Oyster River Cooperative School District (ORCSD) recognizes that human milk is the optimal food for growth and development of infants. It is the policy of the District to provide a room or other private location for employees who wish to express human milk ~~or breast/chest feed~~ at work ~~for up to one year~~. ~~Lactation accommodations will be provided to employees for as long as they desire~~. In addition, the District will provide a reasonable amount of break time to accommodate employees.

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

Notice and Planning

Employees should contact the building principal at least two weeks before the need for accommodations arises. When ordinary accommodations (see below) will create undue hardship to the operations of the building, the District will work with the employee to find other acceptable accommodations. Such other accommodations may include a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the building principal or other administrator should consult with the District Superintendent. Plans should be revisited upon request, or at least every three months, with adjustments made to the accommodations for breaks as needs change.

Breaks

A reasonable amount of break time will be provided to employees who want to express human milk. ~~Or feed their infant~~. If possible, the break time should coincide with the employee's break time. Employees will be paid during these times.

Suitable Private Area

The District will make a reasonable effort to provide employees with a private room or other location. This space must not be a bathroom and should be private and in close proximity to the employee's work area. Ideally,

1. The space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use.
2. Drawing blinds or curtains, covering windows without curtains, or setting up a portable partition.
3. The space should be clean and comfortable, equipped with an electrical outlet, and contain comfortable seating and a table or other flat surface.
4. It should also be located near a sink with running water for hand washing and cleaning of equipment.
5. Employees shall maintain the area and keep it clean for the next user.
6. The area will be cleaned regularly by district staff assigned to that duty.

Storage

A hygienic and secure location will be available for employees to store human milk.

Notification/Education

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.

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Lactation Accommodation

Atmosphere of Acceptance

Lactation should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass an employee or exercise any conduct that creates an intimidating, hostile or offensive working environment. Any incident of harassment of an employee will be addressed in accordance with the District policies and procedures for discrimination and harassment.

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”)

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 Policy Committee Continued Review: November 9, 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~~
7. Enlisting student(s) to relay communications of a personal or non-school related nature to another student or students.
8. Maintaining personal contact with a student or students via means of communication that are not authorized by the District, for communication between staff and students.

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);~~
- 5.4. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- ~~6.~~ 5. 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.)

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 Review: October 12, 2023 Policy Committee Continued Review: November 9, 2023	Page 2 of 2

STAFF CONDUCT WITH STUDENTS (continued)

6. [Facilitate meetings with a student or students off District property.](#)

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.

Investigation

[Reports of staff conduct that represents potential violations of this policy shall be investigated in accordance with District policy.](#)

Response

[The District shall take immediate action to ensure that conduct which violates this policy is stopped.](#)
[The District shall support mental health and wellness of students who are victims of conduct deemed to violate this policy by offering support through District resources.](#)
[The District shall inform impacted student's parents and guardians of all conduct found to violate 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 employees, student and volunteer handbooks and located in the Policies link on the school district web site.

Cross Reference: IJOC – School Volunteers
[JICK - BULLYING AND CYBERBULLYING - PUPIL SAFETY AND VIOLENCE PREVENTION](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
NHSBA Version to Policy Committee: September 14, 2023 Policy Committee Review: October 12, November 9, 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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
NHSBA Version to Policy Committee: September 14, 2023 Policy Committee Review: October 12, November 9, 2023	Page 2 of 2 Category: Required

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 or designee 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.

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMC
Date of Adoption: October 3, 2007 Code/Title Revision to PC: August 17, 2010 SB First Read: October 6, 2010 SB Second Read & Adoption: October 20, 2010 Policy Committee Review: November 9, 2023	Previously: IMB Page 1 of 1 Category: Recommended

CONTROVERSIAL TOPICS, SPEAKERS AND PROGRAMS

[Oyster River Cooperative School District](#) Students are exposed to a wide range of issues, information, ideas and values at school, at home and in the community. Particular issues may be controversial because of differing political, religious, moral or ethical beliefs. In the context of the educational program and approved curricula, the Board supports discussion of controversial issues in an atmosphere that promotes learning and respect for the beliefs of others.

To promote appropriate and fair consideration of controversial issues in the instructional setting, the Board expects the following principles to be followed:

1. Discussion of controversial issues shall be appropriate to the age, grade and maturity of the students involved.
2. Discussion of a controversial issue may take place as part of the approved curriculum and for educational purposes. The educator must be knowledgeable about the issue and serve as a facilitator to ensure that points of view are presented in a civil manner. In the capacity as facilitator, it is the educator's responsibility to identify various points of view on an issue, and to make certain that differing opinions are treated with respect.
3. Students shall be given the opportunity to understand different/opposing sides of an issue and to use classroom discussion to formulate their own views. Students shall also be provided with appropriate instructional materials and opportunities to research and study the issue.
4. Educators shall not use the classroom as a forum to advance their personal views or proselytize, but are not prohibited from expressing their own views for legitimate pedagogical purposes.
5. Outside speakers on controversial issues must be approved in advance by the building administrator. When outside speakers are used, reasonable efforts should be made to expose students to speakers on more than one side of the issue. If this is not possible, educators are responsible for providing appropriate information regarding differing points of view on the issue. The teacher/sponsor and principal are expected to exercise judgment in selecting proposed guest speakers.

Cross Reference:

- [AC – Nondiscrimination/Equal Opportunity](#)
- [ACE – Nondiscrimination on Basis of Handicap/Disability](#)
- [GBI – Staff Participation in Political Activities](#)
- IB: Academic Freedom

[Legal Reference:](#)

- [RSA 193:40 Prohibition on Teaching Discrimination](#)

Policy IMC: Controversial Speakers and Programs

Status: ADOPTED

Original Adopted Date: 07/01/1998 | **Last Revised Date:** 05/01/2006 | **Last Reviewed Date:** 05/01/2006

Category: Recommended

A goal of education is to prepare our students to participate constructively in a democratic, pluralistic society in which many different opinions are held and differing causes are espoused. It is important that students develop an understanding of ideas and of people who may seem unfamiliar to them. It is also important that students develop judgment and the capacity to discern the difference between fact and opinion. Books, files, and other media are valuable for giving students exposure to many differing ideas; but for effective learning, it is also useful to invite appropriate guest speakers to meet with groups of students as part of the educational process.

The Board, in an effort to uphold the students' freedom to learn, while also recognizing obligations and responsibilities that the exercise of this freedom entails, establishes the following guidelines:

1. All guest speakers must be invited through the school principal and an attempt shall be made to engage speakers for both sides of the issues. In no instance shall a speaker who advocates unconstitutional or illegal acts or procedures be permitted to address students. The teacher/sponsor and principal are expected to exercise judgment and to fully investigate proposed guest speaker.
2. An appropriate record shall be made of each guest speaker and of his/her presentation.
3. The ideas presented and the guest speaker invited to present them shall have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
4. Prior to his or her appearance or participation, the guest speaker shall be given, in writing, and shall agree to abide by the following Board regulations:
 - A. Profanity, vulgarity, and lewd comments are prohibited.
 - B. Smoking is not permitted.
 - C. The teacher/sponsor responsible for inviting the guest speaker, or any member of the school administration, has the right and duty to interrupt or suspend the proceedings if the conduct of the guest speaker is judged to be in poor taste or interfering with the legitimate educational purpose and goals of the school district.

Revised: May 2006

Reviewed: July 2004

Revised: July 1998
