

**MASON SCHOOL DISTRICT**  
**Accommodation of Nursing Mothers**

**ACN**

**Category: Priority (Required by Law)**

**A. Statement of Purpose.**

The 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 express milk during school and work hours after pregnancy. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for milk expression or related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers with nursing needs while at work.

**B. Accommodation Notice and Plans.**

A nursing mother should contact the building Principal or employee's supervisor at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each mother with nursing needs. However, when ordinary accommodations (as discussed below) create undue hardship for the operations of the school/workplace, the District will work with the nursing mother to determine whether other reasonable accommodations may be made. Such other accommodations could include items like a change in work/class assignments, or schedules, additional break periods, permitted absences for medical appointments, or access to extra food and water throughout the day. When reasonable accommodations are unattainable, the building Principal or other administrator working with the nursing mother should consult with the District's Title IX Coordinator.

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

**C. Reasonable Time to Nurse during the School Day.**

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 choose to use usual break and meal periods.

A nursing mother who is an hourly employee will be paid during nursing periods. Nursing mothers with nursing needs shall not be required to "make up" time relating to the use of

unpaid nursing periods.

#### D. Suitable Private Areas for Nursing.

A nursing mother will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother with nursing needs spends the work 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 of the workstation or classroom of the nursing mother with nursing needs unless otherwise agreed by the nursing mother with nursing needs;
4. Have at a minimum:
  - a. An electrical outlet;
  - b. Appropriate seating;
  - c. A surface sufficient to place a breast pump;
  - d. A sink with running water or be in reasonable proximity to one;
  - e. A refrigerator for milk storage or be in reasonable proximity to one;
  - f. Shall be cleaned regularly by District staff assigned to that duty

#### E. Responsibilities of the Nursing Mother

A nursing mother will:

1. Provide at least two weeks' advance notice of the need for nursing accommodations, preferably prior to their return to school. This will allow school administrators the opportunity to establish a location and work out scheduling issues. Note that, notwithstanding the requested two weeks' notice, an unnecessary delay in making a reasonable accommodation for a nursing mother could constitute a violation of the PWFA.
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.

#### F. Prohibited conduct.

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

#### G. Dissemination of Policy.

This policy shall be printed or summarized in applicable employee handbooks. 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.

**District Policy History:**

*First reading: August 19, 2024*

*Second reading/adopted: August 19, 2024*

**District revision history:**

Emergency Revision per NHSBA April 21, 2025