

**Hawthorn Leadership School for Girls**  
**Lactation Accommodation Policy**

Hawthorn Leadership School for Girls will provide facilities to accommodate lactating employees and students within the school. These facilities will permit students and employees to express breast milk, breastfeed a child, and to address other needs relating to breastfeeding.

Implementation of this policy will provide a minimum of three opportunities during the school day, at intervals agreed upon by the Head of School and the individual, to accommodate the affected individual's needs to express breast milk or breastfeed a child. Affected individuals may utilize the facilities for a period of at least one year following birth of the employee's or student's child, as applicable. Hawthorn may permit this accommodation for longer than the one-year period.

The space in the school building for implementation of this policy will be in the form of a room, other than a restroom for the exclusive use of women to express breastmilk or breastfeed a child. This room will be in close proximity to a sink with running water and a refrigerator for breastmilk storage and will have at a minimum the following features:

1. Ventilation and a door that may be locked for privacy;
2. A work surface and a chair; and
3. Conveniently placed electrical outlets.

Please see the Head of School for the location of the current lactation room, which is an office on the first floor of the school building or another appropriate space.

*Adopted 11/28/22*