

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting  
District Office  
124 W. State Street  
Medford, WI 54451

**August 2, 2023**  
**11:00 a.m. – 12:00 p.m.**

## AGENDA

### Policies for Second Reading

DN School Properties Disposal

(Motion to accept 2<sup>nd</sup> reading)

### Policies for First Reading

EBA Buildings and Grounds  
EBBB Accident Reports  
EBBC Pool Operation  
EBCA Staff/Student Death  
EBCAA Memorials  
EFA School Wellness

### Review/Consideration

### Editorial Changes

GBE Staff Health and Safety

**Any other policy business that may arise.**

**Next Meeting Date: Wednesday, September 6, 2023**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

August 2, 2023

## SECOND READING

Policy Code	Policy Title
DN	School Properties Disposal

Recommend removing and updating  
state statute by Shanda.

FILE: DN

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** January 22, 1980    **FILE SECTOR:** FISCAL MANAGEMENT  
**DATE REVISED:** October 8, 1991    **POLICY TITLE:** SCHOOL PROPERTIES  
**DATE REVISED:** February 19, 1998    **DISPOSAL**  
**DATE REVISED:** December 18, 2003  
**DATE REVISED:** August 17, 2017  
**DATE REVISED:**

Property belonging to, and not needed by, the Medford Area Public School District may be disposed of as directed by the board of education (BOE), ~~with approval from the annual meeting required for the sale of such property.~~

The BOE shall approve the disposition of property no longer considered usable in the school's instructional or operational program in one of the following ways:

- By sale, transfer, exchange or other specific action.
- By approval of purchases or contracts which include trade-ins.
- By donation or discard of old, obsolete, out-of-date, and/or worn-out materials which have no significant use to the instructional or operational program and/or no resale value.
- By public auction of items with resale value such as but not limited to obsolete furniture and equipment.

**CROSS REFERENCE:**

**LEGAL REFERENCE:** Sections ~~120.10(12)~~ 120.13(19m) Wis. Stats.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

August 2, 2023

## FIRST READING

Policy Code	Policy Title
EBA	Buildings and Grounds
EBBB	Accident Reports
EBBC	Pool Operation
EBCA	Staff/Student Death
EBCAA	Memorials
EFA	School Wellness

FILE: EBA

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 19, 1980 FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: November 21, 1991 POLICY TITLE: BUILDINGS AND GROUNDS**  
**DATE REVISED: March 19, 1998 INSPECTION**  
**DATE REVISED: December 16, 2004**  
**DATE REVIEWED: January 3, 2013**  
**DATE REVISED: September 21, 2017**  
**DATE REVISED:**

The district administrator or his/her **their** designee shall, at least annually, together with the building principals, inspect school buildings, rooms, furniture and apparatus, heating and ventilating and report to the board of education any defects which may:

- Impair the health of teachers and students.
- Interfere with the efficient operations of the schools.
- Address the immediate and future needs of education.
- Identify repairs, replacements and maintenance needed.

Any defects will be corrected in accordance with state laws and regulations.

Principals are responsible for day-to-day health and safety in their buildings and shall conduct periodic inspections of their buildings and grounds.

**CROSS REFERENCE:**

**LEGAL REFERENCE: §115.33, 121.02(1)(i), Wis. Stats. & PI 8.01(2)(i), Wis.  
Admin. Code**

**FILE: EBBB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: December 19, 1991    FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: December 16, 2004    POLICY TITLE: ACCIDENT REPORTS**  
**DATE REVIEWED: January 3, 2013**  
**DATE REVISED: September 21, 2017**  
**DATE REVIEWED:**

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately. A written accident/injury report shall be completed and filed on the same day the accident or injury occurred, except under extenuating circumstances. Accidents involving students shall be reported to the principal, or designee, by the supervisor in charge of the student activity. Accidents or injuries involving employees shall be reported to the employee's immediate supervisor.

**CROSS REFERENCE:**

**LEGAL REFERENCE: §118.125, 121.02(1)(g)(i), 146.81-146.84 Wis. Stats. & PI  
8.01(2)(g)(i), Wis. Admin. Code**

**FILE: EBBC**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: August 16, 1990**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: December 16, 2004**      **POLICY TITLE: POOL OPERATION**  
**DATE REVISED: January 17, 2013**  
**DATE REVISED: September 21, 2017**  
**DATE REVISED:**

Medford Area Public School District shall take all reasonable steps to protect the safety of students and others using the pool or in the pool area. The Activities Aquatic Director and/or his/her their designee, shall coordinate pool usage, hire and assign lifeguards and be responsible for the general supervision of the pool operation.

For district pool duties and responsibilities, refer to the lifeguard manual and pool supervisor's manual.

**CROSS REFERENCE: EBBC-R**  
**LEGAL REFERENCE:**

**FILE: EBCA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: July 19, 2001**                      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: December 16, 2004**           **POLICY TITLE: STAFF/STUDENT DEATH**  
**DATE REVISED: January 17, 2013**  
**DATE REVISED: October 30, 2017**  
**DATE REVISED:**

Medford Area Public School District is aware of the need to convey concern, sympathy and shared loss for those grieving a deceased staff member or student. The district has an obligation to provide educational services to those students not affected by the death. The district shall do this in a manner which is mindful of students or peers who may experience difficulty with the grief process.

**CROSS REFERENCE: EB, EBCA-R, EBCE, IGAC, KBC, KG, KNAJ, JE, JFCK,  
Employee Handbooks & District Safety Response Plan**

**LEGAL REFERENCE:**



MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: July 19, 2001                      FILE SECTOR: SUPPORT SERVICES  
DATE REVISED: December 16, 2004            POLICY TITLE: STAFF/STUDENT DEATH  
DATE REVISED: January 17, 2013  
DATE REVISED: October 30, 2017  
DATE REVISED:

The building administrator is responsible for developing, coordinating and implementing the district plan of services in the event of a student or staff death. Open communication among all school staff and sensitivity to the impact of trauma is critical to the implementation of a school-wide program.

**RECOGNITIONS**

In the event of the death of a student or staff member, the district administrator and the director of student services shall be contacted. The director of student services shall be responsible for notification of building level administrators and student services staff. The district administrator shall be responsible for notification of appropriate district office personnel and the board of education (BOE).

The building administrator shall, in the event of the death of a student or staff member, consult with a representative of the family of the deceased to determine the family's wishes with regard to funeral arrangements, reclamation of personal property at school and how the school plans to recognize the death. All building information pertaining to recognitions, funeral arrangements, support resources and facility use shall be communicated to the district administrator or his/her their designee.

Staff Member

In the event of the death of a staff member, the administration shall, on behalf of the ~~board of education~~ BOE, recognize the death by sending a floral arrangement or memorial to the family.

Student

The building principal or designee shall read the following statement to the entire school at the beginning of the school day: "I am sorry to inform you that (First / Last Name of Student) died on (day / date). At this time, out of respect for (First Name), we will have a moment of reflection. . . . . Thank you."

**FUNERAL ATTENDANCE**

In the event of the death of a student or staff member, the building administrator shall consult with a representative of the family of the deceased to determine the family's wishes with regard to funeral service attendance by staff and students.

Students may be given information directly regarding funeral arrangements. Parents/guardians/legal custodians of younger students may call the building office for information if they so choose. Responsibility for student attendance and behaviors of the student at funeral services is the responsibility of the parent/guardian/legal custodian. Absences that are pre-approved for funeral services shall be an excused absence.

#### Staff Member

Administrative representation from the building in which the staff member was employed, guidance counselor(s), an immediate supervisor (if other than the building principal) and departmental peers shall be given preference in attending the funeral. Staff members who are relatives may be granted funeral leave. Funeral leave and substitutes shall be dealt with via administrative operational procedures.

#### Student

An administrative representative from the building, in which the student was enrolled, the student's guidance counselor and no less than one of the student's teachers shall attend funeral services. Classroom teacher(s), special education teacher(s), Title 1 staff and any others who had scheduled on-going contact with the student shall be given preference in attending the funeral. A staff member who is a relative may be granted funeral leave. Funeral leave and substitutes and funeral attendance should be dealt with via administrative operational procedures.

### **DISTRICT SUPPORT RESOURCES**

At the earliest possible time, the building administrator(s) shall conduct a staff meeting to provide available factual details. Those details shall be delivered by staff to the student body as directed by administration. All district student services staff shall attend the staff meeting in the building in which the staff person was assigned or in which the student was enrolled. In the case of the death of a student, a student services provider assigned to any building where siblings of the deceased is/are enrolled shall return to the building of the sibling(s) and share the available factual details with the building administrator(s) and classroom teacher(s). All other student services staff shall remain with the building population most affected by the death until such time as the director of student services and/or the building administrator determine it is no longer necessary or there is a need to be reassigned to another building. In the event additional student services staff are necessary, the building administrator and director of student services shall contact adjacent school districts and request additional resources.

### **COMMUNITY SUPPORT RESOURCES**

The building administrator shall consult with a representative of the family to determine what if any recognition or school/community support services should be provided. The building administration may also determine to provide resources from the religious community, county human services or private providers as non-sectarian counselors for staff and/or students. The building administrator and director of student services shall determine appropriate agency or clergy contacts, and afford these groups the opportunity to provide non-sectarian grief counseling on school grounds if appropriate and/or necessary. In the event that a local religious organization would find it beneficial to hold a before or after school memorial service off school grounds for students, the building administrator shall announce the location and time of that service to the student body or provide time and location information to the parents of younger students. Attendance at memorial services shall be the responsibility of the parent/guardian/legal custodian(s).

## **ADMINISTRATIVE RESPONSIBILITIES**

The building administrator and director of student services shall jointly prepare a statement when appropriate and/or necessary with regard to the availability and location of counseling services for staff and/or students. Announcements shall be made to the public via radio or other media when appropriate and/or necessary.

In the event of a death of a student or staff member when school is not in session the building administrator shall, upon being contacted by a representative of the family of the deceased, use ~~his/her~~ **their** discretion with regard to recognitions.

In the event of the use of school facilities, the building administrator shall assure compliance with ~~Board of Education~~ **BOE** policy KG - Community Use of School Facilities.

In the event of a crisis situation as described or determined by the District Crisis Intervention Plan and/or the district administrator or ~~his/her~~ **their** designee, the building administrator shall assure compliance with the District Crisis Intervention Plan.

In the event of an on-going police investigation, the building administration shall assure compliance with ~~Board of Education~~ **BOE** policy KNAJ - Relations with Police Authorities.

In the event of a suicide or suspected suicide the building administrator and director of student services shall assure compliance with ~~Board of Education~~ **BOE** Policy JHH - Suicide Prevention.

In the event of a death or suicide the building principal shall refer media requests for interviews or access to schools to the district office or official district spokesperson. Other media situations shall be addressed following the guidelines provided in the Crisis Intervention Response / Safety Plan.

**CROSS REFERENCE: EB, EBCA-R, EBCE, IGAC, KBC, KG, KNAJ, JE, JFCK,  
Employee Handbooks & District Safety Response Plan**

**LEGAL REFERENCE:**

**FILE: EBCAA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: May 19, 2011**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: October 30, 2017**      **POLICY TITLE: MEMORIALS**  
**DATE REVIEWED:**

A memorial honoring a deceased student or employee may be accepted for display in the school for a period not to exceed five years, when it will be returned to the family, guardian, or closest relative.

Memorials or donations consisting of scholarships, awards, donations of instructional materials and living memorials such as trees, plants, etc. are permissible with the approval of the district administrator and/or the building principal. Plaques identifying the deceased must be made to be removable at the end of five years.

All plaques/pictures should be discreet, in harmony with their proposed setting and require preapproval from the district administrator and/or the building principal. Items may not be larger than 8" x 11" in size.

**CROSS REFERENCE:**  
**LEGAL REFERENCE:**

Recommending changes from the Wellness  
FILE: EFA Triennial

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Assessment

Align with the assessment.

DATE ADOPTED: February 16, 2006  
DATE REVISED: January 25, 2007  
DATE REVISED: March 21, 2013  
DATE REVISED: June 22, 2017  
DATE REVIEWED: August 24, 2020  
DATE REVISED: June 27, 2022

FILE SECTOR: SUPPORT SERVICES  
POLICY TITLE: SCHOOL WELLNESS  
DATE REVISED: May 22, 2023  
DATE REVISED:

Medford Area Public School District (MAPSD) promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

MAPSD supports and promotes a healthy school nutrition environment, which includes the following:

- Quality school meals with an emphasis on nutrient dense foods (i.e., whole grains, fresh fruits, vegetables and dairy products).
- Healthy food choices.
- Pleasant eating experiences.
- Nutrition education.
- Opportunities for physical activity within the school day.
- Marketing health and nutrition within the community.

MAPSD will promote knowledge and behavior that improves health, intellectual development and overall quality of life. Students, parents, teachers, school officials including district nurse, community and business leaders must be actively involved in ensuring that the school environment promotes good health.

The district will set forth nutrition guidelines set by the state and federal government for all foods available in each school during the school day. Nutrition guidelines will be based on sound nutrition facts and principles. Foods will be selected with the objective of promoting student health and reducing childhood obesity.

MAPSD assures that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Department of Agriculture (USDA), as applicable to schools. School meals will meet at least minimum nutritional standards set forth in federal child nutrition program laws and regulations, including but not limited to the Dietary Guidelines for Americans.

MAPSD will develop and maintain a wellness plan that will address nutrition guidelines, nutrition education, physical activity and other school-based activities that are designed to promote student, staff and community wellness. This wellness plan will be reviewed every three years (triennially) by the district administrator and policy implementation status and follow-up activities will be reported to the board of education (BOE) and administration.

**CROSS REFERENCE:**

**LEGAL REFERENCE: Child Nutrition and WIC Reauthorization Act of 2004, Dietary Guidelines for Americans, Healthy Hungry Kids Act, Smart Snacks in School**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 25, 2007  
DATE REVISED: March 21, 2013  
DATE REVISED: June 22, 2017  
DATE REVIEWED: August 20, 2020  
DATE REVISED: June 27, 2022

FILE SECTOR: SUPPORT SERVICES  
POLICY TITLE: SCHOOL WELLNESS  
DATE REVISED: May 22, 2023  
DATE REVISED:

**Required Public Involvement**

The district administrator or their designee shall invite a diverse group of stakeholders to participate in the wellness committee to develop, implement and periodically review and update the wellness policy. Stakeholders may include but are not limited to: administrators, classroom teachers, physical education teachers, school food service representative, school nurses, BOE members, medical advisor, dieticians, community members, parents and students.

**Policy Leadership and Reporting Requirements**

The district administrator along with the wellness committee will oversee the development, implementation and evaluation of the wellness policy and procedures. The wellness committee shall conduct triennial reviews of the progress toward school wellness procedures, identify areas for improvement and recommend revision as needed.

**Nutrition Education**

Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes and skills necessary to lead healthy lives.

**Nutrition Standards Promotion**

MAPSD is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive nutrition messages that promote health throughout schools, classrooms, cafeterias and school media. MAPSD promotes nutrition integrity in all school buildings. The School Nutrition Association (SNA) defines nutrition integrity as “a guaranteed level of performance that assures all foods available in schools for students are consistent with recommended dietary allowances and dietary guidelines and, when consumed, contribute to the development of lifelong, healthy eating habits.”

To promote nutrition MAPSD encourages:

- Adhering to nutrition standards based on the [Dietary Guidelines for Americans](#) and the current [Healthy Hungry Kids Act](#).
- Considering student preferences in menu planning.
- Providing meals with enough calories to support growth.
- Evaluating the nutritional value of foods over a period of time.
- Purchasing food items that meet expected quality and nutrition standards.
- Preparing foods in ways that provide optimal nutrition and student acceptance.
- Carefully selecting other foods offered in addition to meals (competitive foods) to promote nutrition and encourage healthy eating habits.
- Providing a pleasant eating environment.

- Promoting nutrition education.
- Developing cooperative efforts between nutrition professionals and other school/ community members.

MAPSD encourages school administrators, teachers and food service staff to work together to develop and support nutrition policies and procedures aimed at promoting lifelong healthy eating. Nutrition integrity and nutrition education should be an integral part of nutrition policies. MAPSD encourages using the following district nutrition standards as minimal guidelines.

### **School Meal Program**

- Encourage the consumption of nutrient dense food which provide students with calories rich in the nutrient content needed to be healthy.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 10% of its total calories derived from saturated and trans fats combined.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- The full meal hot lunch program will continue to follow the U.S. Government’s Nutrition Standards.
- The hot lunch provider will follow the District Nutrition Standards when determining the items in a la carte sales.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these Standards.

### **Individual Sales Foods and Beverages Sold Outside of School Meals**

All foods and beverages sold individually through vending machines will be subject to the guidelines of the USDA publication [Smart Snacks in School](#). Vending machines will not be in operation during lunch periods for students.

### **Teacher Incentives Foods Offered/Provided but Not Sold**

~~Strong consideration should be given to non-food items as part of any teacher to student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to district nutrition standards.~~

MAPSD encourages foods offered to meet the USDA Smart Snacks in School nutrition standards including those provided at celebrations, parties and classroom snacks brought by staff and family members.

### **Fundraising**

MAPSD adheres to the Wisconsin Department of Public Instruction fundraiser exemption policy and allows two exempt fundraisers per student organization per school year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards.

### **Physical Education and Activity**

MAPSD shall provide students with age and grade appropriate opportunities to engage in physical activity. Physical activity during the school day shall not be withheld as punishment. Recess monitors/teachers shall encourage students to be active during recess. All physical education classes are taught by licensed teachers who are certified to teach physical education. MAPSD shall include topics of physical activity in health classes.

### **Public Notice**

MAPSD shall be responsible for informing the public, including parents, students and community members on the content and implementation of this policy. The wellness policy shall be posted on MAPSD's website, including the triennially assessment report.

### **Record Retention**

MAPSD shall retain documentation pertaining to the development, review, evaluation and update of the policy, documentation pertaining to the most recent wellness assessment, documentation of the efforts to publicize the policy, documentation of the wellness committee invite and the participation of stakeholders. Review of this policy shall occur every three years, by the wellness committee. Wellness plan updates, program performance and any recommended policy changes will be reported to the BOE.

### **Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

MAPSD is an equal opportunity provider.



# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

August 2, 2023

## EDITORIAL CHANGE

Policy Code	Policy Title
GBE	Staff Health and Safety

Changes approved by the BOE.

FILE: GBE

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** April 21, 1987      **FILE SECTOR:** PERSONNEL  
**DATE REVISED:** February 13, 1992      **POLICY TITLE:** STAFF HEALTH AND SAFETY  
**DATE REVISED:** February 20, 1997  
**DATE REVISED:** June 15, 2000  
**DATE REVISED:** May 19, 2005  
**DATE REVISED:** June 15, 2006  
**DATE REVISED:** October 29, 2012  
**DATE REVISED:** December 14, 2015  
**DATE REVISED:** January 25, 2018  
**DATE REVISED:**

Freedom from tuberculosis in a communicable form is a condition of employment. In accordance with state law, a ~~physical examination and~~ screening certification that the individual poses no direct threat to the health or safety of the individual or others will be required of each school district employee at the time of his/her ~~his/her~~ their initial employment. This ~~physical exam~~ certification must include a screening questionnaire for tuberculosis approved by the department of health services and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. If the reaction to the tuberculin test is positive, a chest X-ray shall be required. Additional physical examinations and/or completion of the screening questionnaire for tuberculosis shall be required thereafter at intervals determined by the school medical advisor.

After completing initial district employment requirements, individuals may be given additional screening questionnaires that may be administered by the school nurse or registered nurse. The screening questionnaire shall contain space for certification that the person examined by the registered nurse or school nurse does not have risk factors for tuberculosis. If tuberculosis risk factors are identified on the screening questionnaire, the registered nurse or school nurse shall recommend that the person receive a tuberculin skin test from a practitioner to determine the presence or absence of tuberculosis in a communicable form. If a test to determine the presence or absence of tuberculosis in a communicable form is recommended of the person, and if the test indicates the absence of tuberculosis in a communicable form, the practitioner who administers the test shall certify, on a form prepared by the department of health services, that the person appears to be free from tuberculosis in a communicable form. If a tuberculin test has a positive reaction of 15 mm will be considered high risk and will be referred for a chest X-ray and follow-up with the school medical advisor. A positive reaction will be based upon 5, 10, or 15 mm criteria as described by the Centers for Disease Control and Prevention.

In the case of a new school employee, the board of education (BOE) may permit the school employee to submit proof of an examination, chest X-ray or tuberculin test complying with this policy which was taken within the past 90 days in lieu of requiring such examination.

The provider making a physical examination shall prepare a report of the examination on a standard form prepared by section 118.25 of the Wisconsin statutes. Such report shall be retained in the provider's files and the provider shall make confidential recommendations there to the school board and school employee. The recommendation form shall contain space for a certificate that the person is free from tuberculosis in a communicable form. The cost of such examinations, including X-rays and tuberculin tests, shall be paid out of school district funds.

In all cases, the examining provider will be a Medford area provider and the cost shall be as determined by said provider and Medford Area Public School District. Anyone wishing to use other medical sources for these exams must have prior approval and will be paid only that amount set by Aspirus the Medford Clinic for these services.

If an employee is absent from work because of illness, the board of education **BOE** may request certification that the individual poses no direct threat to the health or safety of the individual or others before the employee resumes work.

**CROSS REFERENCE: JHCC**

**LEGAL REFERENCE: Sections 118.25, 121.52(3)(a) Wis. Stats.**