

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

July 10, 2024
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

N/A

Policies for First Reading

EFF Family Services Account Charges and Collections
FEB Selection of Architect
FG Board Inspection and Acceptance of New Facilities
FL Retirement of Facilities

Review/Consideration

JFCM Student Use of Two-Way Communication Devices
(Motion to accept policy in review)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, August 7, 2024.

Open Meeting Law Compliance: This notice was sent for posting to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and the District Office on July 3, 2024. **NOTE:** This meeting is open to the public

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

July 10, 2024

FIRST READING

Policy Code	Policy Title
EFF	Family Services Account Charges and Collections
FEB	Selection of Architect
FG	Board Inspection and Acceptance of New Facilities
FL	Retirement of Facilities

FILE: EFF

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 21, 2017 FILE SECTOR: SUPPORT SERVICES

DATE REVISED: **POLICY TITLE: FAMILY SERVICES**
ACCOUNT CHARGES AND COLLECTIONS

Medford Area Public School District (MAPSD) family services accounts include meals, milk, ala carte items and CLC services. In order to serve healthy, high-quality meals and CLC services, we must be financially secure.

Parent(s)/guardian(s) play a key role in this effort and are responsible for charges for purchases made by them and their child(ren).

The district's policy is to maintain control over family services accounts that are not kept at a positive balance and to collect negative account balances. Prepayment is required in family services accounts.

USDA regulations allow students other than those who qualify for free meals to be denied a meal if their account balance is negative. Students eligible for free meals will not be denied a meal because of a negative account balance, however they will not be allowed to charge a la carte items. Students eligible for free or reduced-price meals shall not be overtly identified, distinguished or served differently than other students. Students that are denied a lunch will be provided a sandwich.

If a negative balance continues and the parent(s)/guardian(s) fails to provide a meal or money, Human Services or other appropriate agency will be contacted to address the student's needs

Negative family services account balances will impact access to CLC services for all families.

MAPSD does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion or disability.

CROSS REFERENCE: EF, EFA, EFB, & EFG

LEGAL REFERENCE: §Wis. Stats. 115.34, 118.13, 120.13 (10)

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 21, 2017 **FILE SECTOR: SUPPORT SERVICES**
DATE REVISED: **POLICY TITLE: FAMILY SERVICES**
ACCOUNT CHARGES AND COLLECTIONS

Parent(s) and Guardian(s) Responsibilities

It is the expectation that parent(s) and/or guardian(s) plan for their child to have sufficient access to food each school day. In addition, parent(s) and/or guardian(s) are encouraged to monitor and manage their family services account, including making prompt payment when necessary.

When a student purchases a family service like a school meal or CLC, the general rule is that payment is due at the time of service.

Students may charge the cost of school meals or CLC service with a negative balance. Upon reaching a negative balance, collection efforts will be initiated with the parent(s)/guardian(s) by a building administrator and/or food service director. Building administrators will be notified of these accounts and make every effort to collect the negative account balance. Upon reaching a negative balance of \$75.00, parent(s)/guardian(s) and students will no longer be able to charge to their family services account.

Ala carte privileges are suspended when the student's balance becomes negative.

Notifications

Every effort will be made by the district to keep parent(s)/guardian(s) informed regarding their family services account. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account.

Negative balance letters are generated by the Food Service Director and sent home with elementary students on Wednesday.

Automated courtesy calls are generated as follows:

- Monday – Negative balances \$20.00 or more
- Tuesday – MASH families with negative balances
- Wednesday – MAMS families with negative balances
- Friday – District families with negative balances

Payment is due immediately upon notice. If these notifications are not successful, a school official will contact the parent(s)/guardian(s). The district will initiate collection proceedings if the family services account remains negative.

Family Access

Through this online program, parent(s)/guardian(s) have the ability to track activity/ usage, view their balance and deposit funds into their account. The district encourages families to utilize this tool to manage their account.

CROSS REFERENCE: EF, EFA, EFB, & EFC

LEGAL REFERENCE: §Wis. Stats. 97.33, 115.34, 115.341, 115.343, 115.347, 118.13, 120.13(10)

FILE: FEB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 19, 1980 FILE SECTOR: FACILITIES DEVELOPMENT
DATE REVISED: May 17, 1994 POLICY TITLE: SELECTION OF ARCHITECT
DATE REVIEWED: March 22, 2005
DATE REVIEWED: March 21, 2013
DATE REVISED: August 16, 2018
DATE REVIEWED:

The district administrator shall submit recommendations to Medford Area Public School District Board of Education (BOE) for the selection of architects as such needs arise. Final selection of the architect shall be made by the BOE.

CROSS REFERENCE:
LEGAL REFERENCE: §120.13(9) Wis. Stats.

FILE: FG

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	December 19, 1980	FILE SECTOR: FACILITIES DEVELOPMENT
DATE REVISED:	May 17, 1994	POLICY TITLE: BOARD INSPECTION AND
DATE REVISED:	March 22, 2005	ACCEPTANCE OF NEW FACILITIES
DATE REVISED:	March 21, 2013	
DATE REVISED:	August 16, 2018	
DATE REVIEWED:		

Completed projects shall be inspected in accordance with the contract for architectural services. It shall be the architect's responsibility to insure that the building is completed as designed.

The district administrator shall inspect the new facility for completeness, compare expenditures against the actual features of the building and make certain that all contractual agreements concerning the construction of the facility have been fulfilled. The district administrator shall recommend the acceptance or non-acceptance of the completed project to the Board of Education (BOE).

Other inspections may include those by the BOE and administrative staff.

Formal acceptance shall be made by the BOE. The BOE may accept a facilities project when final inspection has found construction to be completed in accordance with the plans, specifications, costs and building codes.

It shall be the policy of the BOE that the acceptance of new construction be withheld until all details are complete and the buildings are certified as complete by the district administrator.

CROSS REFERENCE:

LEGAL REFERENCE: §120.13(9) Wis. Stats.

FILE: FL

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	December 19, 1980	FILE SECTOR: FACILITIES DEVELOPMENT
DATE REVISED:	May 17, 1994	
DATE REVISED:	March 22, 2005	POLICY TITLE: RETIREMENT OF
DATE REVIEWED:	March 21, 2013	FACILITIES
DATE REVISED:	August 16, 2018	
DATE REVIEWED:		

As educational needs and population changes occur within Medford Area Public School District, certain school buildings and campuses may no longer be needed and should be recycled for the benefit of the public which originally acquired the property. In determining which facility is to be retired for school purposes, the board of education will be guided by this combination of factors.

- Educational Flexibility. Which school building is least adaptable for housing a modern and flexible educational program?
- Neighborhood. Which school building is most isolated in terms of proximity to the residences of students?
- Cost. Which school building represents the highest cost in terms of upkeep and maintenance?

CROSS REFERENCE:

LEGAL REFERENCE: Wis. Stat. 120.10(12)

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

July 10, 2024

Review/Consideration

[illegible]

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 11, 1990 FILE SECTOR: STUDENTS
DATE REVISED: September 19, 1996 POLICY TITLE: STUDENT USE OF TWO-WAY
DATE REVISED: June 19, 1997 COMMUNICATION DEVICES
DATE REVISED: July 18, 2002
DATE REVISED: August 17, 2006
DATE REVISED: October 27, 2008
DATE REVISED: May 20, 2010
DATE REVISED: February 19, 2015
DATE REVISED: December 21, 2020
DATE REVISED:

It is Medford Area Public School District's (MAPSD) desire that all students learn and use appropriate technology etiquette.

Electronic communication devices covered by this policy include, but are not limited to, cellphones and other wireless mobile devices.

Students violating this policy may be required to surrender the communication device and shall be subject to disciplinary action including legal referral, if applicable. The building principal administrator and their designee shall be responsible for enforcing this policy.

Grades PK-8

Student use or possession of electronic communication devices on district premises, owned or rented by, or under the control of MAPSD is prohibited. During the instructional day all communication devices shall be stored in the student's locker/storage area and turned off. Use may be permitted during the instructional day if the administration finds that such a device is required for medical, school, educational, vocational or other legitimate needs. Decisions on requests for exception to this prohibition will be made on a case-by-case basis by a building administrator or their designee. Communication devices are not allowed to be used under any circumstances in locker rooms and/or bathrooms.

Grade 9-12

Medford Area Senior High school understands the appropriate use of 21st century technology devices. Student use of electronic communication devices is allowed before and after school, during passing periods in the hallways, honors study hall and lunch periods. The expectations for student use of electronic devices within classrooms will be determined by each classroom teacher. Use of electronic communication devices are prohibited in bathrooms and locker rooms at all times. The use of electronic communication devices while on field trips or other school sponsored activities will be at the discretion of the advisor/coach. Electronic communication devices may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual. MAPSD will not be responsible for loss, damage, or theft of any electronic or digital device brought to school.

CROSS REFERENCE:

LEGAL REFERENCE: §118.258 & 120.13(1) Wis. Stats.