

## MEDFORD AREA PUBLIC SCHOOL DISTRICT

### Board of Education Policy Committee Meeting

#### District Office

124 West State Street

Medford, WI 54451

**November 4, 2024  
11:00 a.m. – 1:00 p.m.**

### AGENDA

#### **Policies for Second Reading**

- GBCAB Network Use – Staff
- GBCAC Network Use / District Web Site – Staff
- GBCB Staff Conduct
- GBCBB Employee Possession, Use, Sale or Distribution of Alcohol & Other Drugs
- GBCBC Pre-Employment Drug Testing

#### **Policies for First Reading**

- GBCD Employee Misconduct Reporting
- GBCE Control of Lockers & Facilities
- GBD Board – Staff Communications
- GBE Staff Health and Safety

#### **Review/Consideration**

(Motion to accept policy in review)

#### **Editorial Changes**

Any other policy business that may arise.

**Next Meeting Date:** Wednesday, December 4, 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 October 28, 2024. **NOTE:** This meeting is open to the public

# **MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK**

**November 4, 2024**

## **SECOND READING**

<b>Policy Code</b>	<b>Policy Title</b>
GBCAB	Network Use – Staff
GBCAC	Network Use / District Web Site – Staff
GBCB	Staff Conduct
GBCBB	Employee Possession, Use, Sale or Distribution of Alcohol & Other Drugs
GBCBC	Pre-Employment Drug Testing

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** July 19, 2001      **FILE SECTOR:** PERSONNEL  
**DATE REVISED:** October 20, 2005    **POLICY TITLE:** NETWORK USE – STAFF  
**DATE REVISED:** October 29, 2012  
**DATE REVISED:** October 29, 2018  
**DATE REVISED:**

Medford Area Public School District (MAPSD) provides network access. These resources will be integrated where appropriate in the PreK-12 curriculum. As users of MAPSD network resources, it is essential that each user recognize their responsibility in having access to vast services, sites and people. The user is ultimately responsible for their actions in accessing network services and for adhering to district use policies, procedures and guidelines.

For this policy, network is defined as the district's servers and internet.

In the environment of a network, it is impossible to control all material. MAPSD believes that the valuable information and interaction available on this network far outweigh the possibility that staff may procure material that is not consistent with the educational goals of the district. Focus is on providing individual students with the understanding and skills needed to use the network in ways appropriate to their educational needs.

Access to the network and resources within MAPSD is a privilege, not a right. This privilege will be revoked at any time. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including discharge from employment.

Users shall not access or use email or other computerized communication systems to relay threatening, intimidating, abusive or harassing messages. Such use may result in criminal sanctions consistent with state law.

Users shall not impose their choices on others, access private files, attempt to break security systems, copy software illegally, or use computer supplies that are not for school-related activities.

Users accessing district network systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e. viruses) to enter the system.

Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities.

Copyrighted material may not be placed on the network without the copyright owner's permission.

Users are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall not intentionally obtain copies of and/or modify files or passwords belonging to other users.

The district is not responsible for the accuracy or quality of information obtained through its network service. The district is also not responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems or service interruptions. Use of any information obtained via district technology is at the user's risk.

Administrators may establish additional rules and procedures that they deem necessary to ensure proper use of the network in their buildings.

Staff has the responsibility of making the educational goal clearly understood to the student. In addition, it is the responsibility of staff to inform students of their responsibilities when accessing the networks and the proper etiquette for their use.

### **Responsibility and Consent**

Though the district does employ some types of filtering software it does not have complete control of information on the network. Therefore, information which users have access to may include material that is illegal, defamatory, inaccurate or potentially objectionable to some people.

The user is responsible for their actions using the network. Unacceptable uses may result in disciplinary action. Typical types of unacceptable use may be, but are not limited to, accessing for personal monetary gain, pornography, endangering the health/safety of others, gambling, union activity and/or use in any manner so as to cause damage or disruption to the system (but shall not pre-empt non-profit personal use such as accessing personal email.) MAPSD administration will determine what is "unacceptable use" and such decisions are final.

**CROSS REFERENCE:** IIBGA, IIBGB, IIBGC, KGA, & Employee Handbooks

**LEGAL REFERENCE:** §118.13, §120.18, §121.02(1)(H), §947.0125, §948.12 Wis. Stats., PI 8.01(2)(h), PI 9.03 of the Wisconsin Administrative Code, COPPA 16 CFR §312.6, 312.7, ACT 7 (18 U.S.C. §2252), 17 U.S.C. §512, CIPPA (47 U.S.C. §254 (h), (l)).

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>August 20, 1998</b>	<b>FILE SECTOR:</b>	<b>PERSONNEL</b>
<b>DATE REVISED:</b>	<b>December 17, 1998</b>	<b>POLICY TITLE:</b>	<b>NETWORK USE / DISTRICT</b>
<b>DATE REVISED:</b>	<b>July 19, 2001</b>		<b>WEBSITE – STAFF</b>
<b>DATE REVISED:</b>	<b>August 18, 2005</b>		
<b>DATE REVISED:</b>	<b>October 29, 2012</b>		
<b>DATE REVISED:</b>	<b>June 20, 2013</b>		
<b>DATE REVISED:</b>	<b>October 29, 2018</b>		
<b>DATE REVISED:</b>			

Medford Area Public School District (MAPSD) may develop, display and maintain a website on the network. For this policy, network is defined as the district's servers and internet.

- MAPSD district website shall be developed and controlled under the supervision of staff designated by the district administrator or his/her designee or building administrators. No one else is authorized to add, change or alter district web pages.
- School employees and/or their designees who create web pages representing the district that are not housed on district resources (i.e. Social Media, Weebly, Google sites) are still subject to all policies.
- When identifying students on district web pages:
  - District websites may include a student's full name, grade or class.
  - Group pictures may be used without identification of individual students.
  - Photos of individual students may be used, but only with permission of the student if 18 or older or the parent(s)/guardian(s). However, due to the public nature of the activities, participation in extracurricular activities or clubs provides inherent permission to identify students while participating.
- District web pages may not include any information that indicates the physical location of specific students at specific times, other than attendance at a particular school, or participation in activities.
- District web pages shall meet the criteria established under district policy. District web pages shall not be linked to sites that do not meet the same criteria.
- As specified in board policy, no unlawful copies of copyrighted material may be knowingly produced or transmitted via school equipment. This includes all material published on the web page, including any graphics, audio or video.
- Staff may use district web pages to provide information to the public on school programs and events, curriculum, policies, staff and student accomplishments, and so on. However, district web pages are not to be used as "personal web space" as these pages are official publications of the district.
- District web pages shall be maintained and updated on a regular basis.

Any deliberate tampering with or misuse of the MAPSD network services or equipment will be considered vandalism and subject to appropriate disciplinary measures.

<b>CROSS REFERENCE:</b>	<b>GBCAB, IIBGA, IIBGB, IIBGC, KGA &amp; Employee Handbooks</b>
<b>LEGAL REFERENCE:</b>	<b>118.125, 118.13, 120.13(1), 120.18, 121.02(1)(H), 943.70, 947.0125, 948.12 Wis. Stats., PI 8.01(2)(h), PI 9.03 of the Wisconsin Administrative Code, COPPA 16 CFR 312.6, 312.7, ACT 7 (18 U.S.C. 2252), 17 U.S.C. 512, CIPPA (47 U.S.C. 254 (h), (l))</b>

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>March 18, 1980</b>	<b>FILE SECTOR: PERSONNEL</b>
<b>DATE REVISED:</b>	<b>January 24, 1995</b>	<b>POLICY TITLE: STAFF CONDUCT</b>
<b>DATE REVISED:</b>	<b>December 16, 1999</b>	
<b>DATE REVISED:</b>	<b>January 19, 2004</b>	
<b>DATE REVISED:</b>	<b>September 15, 2005</b>	
<b>DATE REVISED:</b>	<b>June 21, 2012</b>	
<b>DATE REVISED:</b>	<b>April 17, 2014</b>	
<b>DATE REVISED:</b>	<b>October 29, 2018</b>	
<b>DATE REVISED</b>		

The mission of Medford Area Public School District (MAPSD) is dependent on professional behavior of all staff. Staff members and volunteers have a responsibility to make themselves familiar with and abide by state laws as they affect their work, policies of the board of education (BOE) and regulations designed to implement them.

The following list is intended to provide concrete examples of types of unacceptable conduct that may lead to discipline. It is not intended to include all types of activity that could lead to discipline.

The following are specifically prohibited:

- Refusal to follow the BOE approved district curriculum.
- Violation of an established BOE policy or administrative procedure.
- Theft.
- Falsification of any school record or employment application.
- Deliberate destruction of school property or property of another school employee.
- Fighting or causing physical harm to others during working hours or on school property.
- Gambling and/or games of chance during working hours or on school property.
- Volatile discussion of professional or personal differences with other staff members in the presence of students.
- Unauthorized absence.
- Refusal to obey a supervisor's work-related instructions or use of threatening language or actions directed toward supervisors in connection with those instructions.
- Sexual exploitation, sexual assault and all sexual conduct defined in Chapters 944 and 948 of the Wisconsin Statutes.
- Sleeping during work hours or taking breaks in excess of scheduled break time.
- Leaving assigned work site without permission.
- Divulging confidential information in violation of state or federal law that guarantees confidentiality of said information.
- Inappropriate or threatening language directed toward others, including such acts as prohibited by Chapter 947 of the Wisconsin Statutes.

- Failure to demonstrate concern and attention for their own and MAPSD's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision during the school day and at school sponsored activities.
- Failure to provide careful attention to all professional duties, including student registration, attendance and record keeping, student discipline, reporting to parent(s)/guardian(s), supervision of students, attendance at appropriate meetings, and the request for, care of, and accounting for instructional materials and equipment, as well as effective classroom interaction with students.

**CROSS REFERENCE:** GBCAB, GBCAC, GBCBB, GBCD, & Employee Handbook  
**LEGAL REFERENCE:** §115.31, §120.12(2), Chapters 940, 944, 947, 948, 961

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**FILE: GBCBC**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: June 16, 1994**  
**DATE REVISED: September 16, 1999**  
**DATE REVISED: January 17, 2000**  
**DATE REVISED: November 20, 2003**  
**DATE REVISED: September 15, 2005**  
**DATE REVISED: October 29, 2012**  
**DATE REVISED: September 24, 2018**  
**DATE REVISED:**

**FILE SECTOR: PERSONNEL**  
**POLICY TITLE: PRE-EMPLOYMENT DRUG TESTING**

It is policy of Medford Area Public School District (MAPSD) to be consistent with its obligations under state and federal law to establish and maintain drug-free schools and workplaces, to require applicants for covered positions to consent to a pre-employment, post-offer drug test.

Securing a drug-free environment is vital to MAPSD's duty to comply with legal mandates and its obligation to promote the health, welfare, safety and education of students and employees. Because MAPSD employees render services to students, serve as role models for students, act as enforcers of student drug policies and constitute potential sources of illegal drugs for students MAPSD has a compelling interest in eliminating illegal drug use from its workplaces and in ensuring that its employees are drug-free.

No offer of employment for a covered position shall be made to any applicant who has not agreed to submit to a drug test as part of the employment screening process. Any applicant who receives a conditional offer of employment and refuses to take a drug test shall be disqualified from further consideration for the position.

All applicants for covered positions shall receive written notice of this drug testing policy prior to receiving conditional offers of employment. All drug test results from an applicant shall be maintained as a confidential record and shall be released only with the express, written consent of the applicant.

**CROSS REFERENCE: GBCBB, JFCIA**  
**LEGAL REFERENCE:**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: June 16, 1994  
DATE REVISED: September 16, 1999  
DATE REVISED: January 17, 2000  
DATE REVISED: September 15, 2005  
DATE REVISED: October 29, 2012  
DATE REVISED: September 24, 2018  
DATE REVISED:

FILE SECTOR: PERSONNEL  
POLICY TITLE: PRE-EMPLOYMENT DRUG  
TESTING

**COVERAGE**

Applicants: The term "applicant" includes persons making initial application for employment Medford Area Public School District (MAPSD) as well as employees making voluntary application for posted vacancies but does not include employees who are recalled from layoff or transferred laterally or involuntarily by MAPSD.

Covered Positions: Unless expressly excluded, all professional and nonprofessional regular full-time and part-time positions, including summer school teacher and paid non-teacher coach/advisor positions are covered positions.

Excluded Positions: Board of Education (BOE), student, substitute, temporary, outside consultant/contractor, competitive event referee/official/judge and volunteer positions are excluded positions, except as provided in policy JFCIA - Athlete Drug Testing.

Timing: A drug test shall be administered only after an offer of employment, conditioned on the results of the test, has been made to an applicant for a covered position.

**NOTICE**

Policy Notification: All applicants for covered positions shall be notified that such positions are subject to MAPSD's drug testing policy, that agreement to submit to a drug test is a condition of consideration for such position, and that receipt of satisfactory drug test results is a condition of employment for such positions.

Advertising and Job Descriptions: Advertisements, job descriptions, and postings for all covered positions shall include notice as outlined in §II.

Application Form: MAPSD's employment application form for all covered positions shall include notice as outlined in §II. and shall require the applicant to agree to submit to a drug test.

Consent Form: Applicants for all covered positions not filled pursuant to MAPSD's employment application form shall be required to execute a consent form acknowledging the positions are subject to MAPSD's drug testing policy and agreeing to submit to a drug test.

Alternate Notice: Failure of MAPSD to provide notice of its drug testing policy by the methods outlined above shall not preclude drug testing of applicants if applicants for covered positions are provided prior written notice by alternate means.

Posted Vacancies/Emergency Hires: Applicants filling posted vacancies or covered positions pursuant to MAPSD's emergency hiring procedures shall be required, before being permitted to begin work, to execute a consent form acknowledging the positions are subject to MAPSD's drug testing policy and agreeing to submit to a drug test. Applicants for posted vacancies and emergency hires may be asked to begin work before drug test results are available but offers of employment for such positions shall remain conditioned on receipt of satisfactory test results.

Conditional Offers: All offers of employment to applicants for covered positions shall be conditioned on agreement to submit to a drug test and receipt of satisfactory test results. Any applicant for a covered position who does not agree to submit to a drug test shall be disqualified from further consideration for the position.

## **DRUG TESTING PROCEDURES**

Schedule for Test: MAPSD will schedule the drug test. Applicants shall provide the specimen within 48 hours after such direction.

Cooperation Required: Applicants who receive a conditional offer of employment for a covered position and refuse to cooperate in drug testing shall be disqualified from further consideration for the position. Failure to appear when scheduled for oral fluid specimen or substituting or tampering with an oral fluid specimen shall be deemed a refusal to cooperate in drug testing.

Medication: Applicants directed to provide an oral fluid specimen shall be granted 48 hours to supply information concerning their use of medication or other substances that might affect the drug test results. Such applicant information and/or documentation by a physician of an applicant's lawful possession or use of any drug must be submitted to and will be reviewed exclusively by MAPSD's medical advisor.

Oral Fluid Collection: Oral fluid specimens will be analyzed by the Omega Laboratory in Mogadore, OH. The 10 Panel test may include: amphetamines, barbiturates, benzodiazepines, cocaine, methadone, methamphetamine, opiates, oxycodone, phencyclidine, THC and such other controlled substances as determined by the BOE.

Test Facilities: MAPSD's collection and laboratory facilities shall adhere to the mandatory guidelines for Federal Workplace Drug Testing Programs with respect to professionally trained collection personnel, quality assurance for oral fluid collection, chain of custody standards, and confidentiality requirements.

## **TEST RESULTS AND REPORTING**

Reporting Test Results: The laboratory shall report test results to Human Resources. Only specimens that test positive on an initial and confirmatory test shall be reported to MAPSD's medical advisor and reported as positive for a specific drug.

Medical Advisor Verification: MAPSD's medical advisor shall review all positive test results and shall consider any medical information/documentation provided by an applicant to justify positive test results. Applicants are not entitled to a hearing before the medical advisor. Evidence to justify positive test results may include, but is not limited to, a valid prescription or a physician's certification of the existence of a valid prescription. Hemp product consumption is not an acceptable medical explanation for a positive test for marijuana. If the medical advisor determines there is no justification for positive test results, such results shall be reported to MAPSD as verified positive results.

Satisfactory Test Results: All negative test results and those positive test results determined to be justified by MAPSD's medical advisor shall be reported to MAPSD as satisfactory test results.

Consequences: An applicant for a covered position who fails to receive satisfactory test results shall be disqualified from further consideration for the position and shall not be permitted to apply for another covered position for a period of one year. If the applicant has begun work pursuant to a conditional offer of employment under MAPSD's emergency hiring procedures, such failure shall constitute good and sufficient reason for rescission of the conditional offer of employment, and the applicant's work shall be terminated immediately.

## **CONFIDENTIALITY**

Confidentiality: All drug test results, and medical information/documentation provided by applicants for covered positions pursuant to MAPSD's drug testing policy shall be maintained as confidential medical records consistent with applicable state and federal law.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

November 4, 2024

## FIRST READING

Policy Code	Policy Title
GBCD	Employee Misconduct Reporting
GBCE	Control of Lockers & Facilities
GBD	Board – Staff Communications
GBE	Staff Health and Safety

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** December 19, 1991 **FILE SECTOR:** PERSONNEL  
**DATE REVISED:** December 16, 1999 **POLICY TITLE:** EMPLOYEE MISCONDUCT  
**DATE REVISED:** September 15, 2005 **REPORTING**  
**DATE REVIEWED:** October 29, 2012  
**DATE REVISED:** December 17, 2018  
**DATE REVISED:**

In cases of employee misconduct, the district administrator (or board of education president, if the misconduct is by the district administrator) shall do the following:

- Report the name of any **Medford Area Public School District (MAPSD)** ~~school-district~~ employee licensed by the state superintendent to the Wisconsin Department of Public Instruction, along with a complete copy of the licensee's personnel file and all records related to any investigation, if any of the following occurs:
  - The employee is charged with or convicted of a crime against children, a felony with a maximum prison term of at least five years, a crime in which the victim was a child or a 4th degree sexual assault.
  - The employee is dismissed, or their contract is not renewed by **MAPSD** ~~the district~~, based in whole or in part on evidence that the person engaged in immoral conduct as defined by law.
  - The employee resigns or is requested to resign, and the District Administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.
- Report the name of any **MAPSD** ~~school-district~~ employee who is not licensed by the state superintendent if the employee is convicted of a crime as listed above.
- Send a copy of any report made to the state superintendent and the employee who is the subject of the report.
- Make such reports, as required above, within 15 days after they become aware of the charge, conviction, dismissal, nonrenewal or resignation.

**CROSS REFERENCE: GBCB & GBCBB**

**LEGAL REFERENCE: §115.31(1)(c), §19.356, 940, 948, 73.03 Wisconsin Statutes, Act 84**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 19, 1990                      FILE SECTOR: PERSONNEL  
DATE REVISED: November 23, 1993              POLICY TITLE: CONTROL OF LOCKERS  
DATE REVISED: August 20, 1998                      AND FACILITIES - STAFF  
DATE REVISED: November 18, 1999  
DATE REVISED: April 20, 2006  
DATE REVIEWED: October 29, 2012  
DATE REVISED: December 17, 2018  
DATE REVISED:

Medford Area Public School District (MAPSD), pursuant to state and federal laws and regulations, does not discriminate in its provision of any district facilities on the basis of age, race, color, sex (including sexual orientation or gender identity), disability, citizenship status, marital status, pregnancy, national origin, ancestry, religion or creed, arrest or conviction record, veteran status, military service (as defined in Wis. Stat. § 111.32) sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures:

- Lockers or other places of storage are offered to staff as a convenience. Ownership and possessory control of these facilities remains with the board of education and its appointed authorities. All lockers or other places of storage on school grounds are deemed to be the property of MAPSD, and as such, are subject to search by school personnel as determined necessary or appropriate without staff notice, consent or a search warrant.
- With reasonable cause, the contents of all lockers or other places of storage therein may be searched by the district administrator or their designee(s) for weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger. Any staff member using a locker or other place of storage does so with the understanding that its use is contingent upon an implied consent for search by the district administrator or their designee(s) as deemed necessary or appropriate.
- The district administrator or their designee(s) may request the assistance of law enforcement in conducting a locker or other place of storage search or contents therein if they have information believed to be true that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature are located in a staff member's locker or other place of storage.
- Any unauthorized item found as a result of a locker or other place of storage search may be returned to its rightful owner or forwarded to law enforcement as circumstances may warrant.
- The school shall maintain passkeys to all lockers or other places of storage so that the school shall have access at all times.
- Staff shall not secure their lockers or other places of storage in any way whatsoever other than the locking mechanism provided by the school.
- MAPSD shall include a copy of this policy in the staff handbooks.

**CROSS REFERENCE: JFGA**

**LEGAL REFERENCE: In the Interest of Isiah B. v. State of Wisconsin, (176 Wis. 2d 639) - Decided June 7, 1993, Section 118.13 & 118.325 Wis. Statutes, PI 9.03 Wis. Admin. Code, Title IX & Sec. 504 American with Disabilities Act**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 20, 1979  
DATE REVISED: May 14, 1991  
DATE REVISED: December 16, 1999  
DATE REVISED: May 18, 2006  
DATE REVISED: October 29, 2012  
DATE REVISED: December 17, 2018  
DATE REVISED:

FILE SECTOR: PERSONNEL  
POLICY TITLE: BOARD-STAFF  
COMMUNICATIONS

The board of education (BOE) desires to maintain open channels of communication between itself and the staff.

Staff Communications to the BOE

All communications or reports to the BOE or any BOE committee from **building administrators** principals, supervisors, teachers or other staff members shall be submitted through the district administrator. This procedure shall not be construed as denying the right of any employee to appeal to the BOE administrative decisions on important matters provided the district administrator shall have been notified of the forthcoming appeal and it is processed in accordance with the BOE's policy on complaints and grievances. Staff members are also reminded that BOE meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the BOE's deliberations on problems of staff concern.

BOE Communications to Staff

All official communications, regarding matters of day-to-day school operations including, but not limited to, contract administration, directive, policies, curriculum design, programming and implementation, fiscal, budget and requisition matters, discriminating complaints and complaints against school personnel necessitate a structured line of communication through the district administrator. The district administrator will employ all such media as are appropriate to keep staff fully informed of the BOE's problems, concerns and actions.

Social Interaction

Staff and BOE members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues and innovations and general school district problems. However, staff members are reminded that individual BOE members have no special authority except when they are convened at a legal meeting of the BOE or vested with special authority by BOE action. Therefore, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct.

CROSS REFERENCE: BBF, BBFA, BCD, BCF, BD, BDDH, & KLD  
LEGAL REFERENCE:



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: August 28, 2023	

Freedom from tuberculosis in a communicable form is a condition of employment. In accordance with state law, a screening certification that the individual poses no direct threat to the health or safety of the individual or others will be required of each **Medford Area Public School District (MAPSD)** ~~school district~~ employee at the time of their initial employment. This 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 **MAPSD** ~~school~~ medical advisor.

After completing initial **MAPSD** ~~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 **MAPSD** ~~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 **MAPSD** ~~school~~ employee, the board of education (BOE) may permit the **MAPSD** ~~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 **BOE school board** and **MAPSD 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 **MAPSD 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 **MAPSD 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 the Medford provider for these services.

If an employee is absent from work because of illness, the 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.**