

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office

124 West State Street

Medford, WI 54451

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

AGENDA

Policies for Second Reading

GBA Equal Employment Opportunity
GBC Staff Ethics
GBCA Staff Conflicts of Interest
GBCBA Harassment in the Workplace

Policies for First 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

Review/Consideration

JB Equal Education Opportunity
Title IX Policy
(Motion to accept policy in review)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, October 2, 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 August 28, 2024. **NOTE:** This meeting is open to the public

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

September 4, 2024

SECOND READING

Policy Code	Policy Title
GBA	Equal Employment Opportunity
GBC	Staff Ethics
GBCA	Staff Conflicts of Interest
GBCBA	Harassment in the Workplace

FILE: GBA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 18, 1980	FILE SECTOR:	PERSONNEL
DATE REVISED:	October 29, 1987	POLICY TITLE	EQUAL EMPLOYMENT
DATE REVISED:	January 24, 1995		OPPORTUNITY
DATE REVISED:	September 21, 2000		
DATE REVISED:	September 15, 2005		
DATE REVIEWED:	September 20, 2012		
DATE REVISED:	September 24, 2018		
DATE REVISED:			

Medford Area Public School District (MAPSD) is an equal employment opportunity employer. Personnel hiring and administration in the district are to be conducted so as not to discriminate against applicant or employee on the basis of age, race, sex or sexual orientation, disability, citizenship, marital status, pregnancy, national origin, creed, color, political affiliation, ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of a lawful product off school premises during nonworking hours or any other reason prohibited by state or federal law. Exceptions to this policy may only be made in accordance with state and federal law.

Application forms, hiring practices and personnel administration shall be evaluated on a regular basis relative to equal opportunity employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship to the district.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator or designee and processed in accordance with established procedures.

Notice that MAPSD is an equal employment opportunity employer shall be published in the local newspaper, on the district website, incorporated into district application forms and published elsewhere as necessary. Notices shall also be posted in accordance with state and federal laws and regulations.

CROSS REFERENCE: GBA-R

LEGAL REFERENCE: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX Regulation Implementing Education Amendments of 1972, Section 504, Rehabilitation Act of 1973, Age Discrimination Act of 1975, Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, §111.31-111.395, §118.195, §118.20 Wisc. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 15, 2005
DATE REVISED: September 20, 2012
DATE REVISED: September 24, 2018
DATE REVISED:

FILE SECTOR: PERSONNEL
POLICY TITLE: EQUAL EMPLOYMENT
OPPORTUNITY

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee or applicant who believes that MAPSD or any part of the school organization has in some way violated the district's equal employment opportunity policy may bring forward a complaint as outlined below:

INFORMAL PROCEDURE

Anyone who believes they have a valid basis for complaint shall discuss the concern with the building administrator who will investigate the complaint and reply to the complainant. If the complaint is about the building administrator, then the matter should be brought to the attention of the district administrator. If this reply is not acceptable to the complainant, they may initiate formal procedures according to the steps listed below. If this is determined to be a Title IX (Sex-based discrimination) complaint, refer to Title IX policy.

FORMAL COMPLAINT PROCEDURE

Step I: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the district administrator who shall immediately undertake an investigation of the suspected infraction. The district administrator shall review with building administrators and other appropriate persons the facts comprising alleged discrimination, decide merits of the case, determine action to be taken, if any, and report in writing the findings and resolution of the case to the complainant.

Step II: If the complainant is dissatisfied with the decision of the district administrator, they may appeal the decision in writing to the board of education (BOE). BOE shall hear the appeal at its next regular meeting, or a special meeting called for the purpose of hearing the appeal. BOE shall make its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.

MAINTENANCE OF COMPLAINT RECORDS

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and their title or status.
2. The date the complaint was filed.
3. The specific allegation made, and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of facts, statement of final resolution and nature and date(s) of any corrective or remedial action taken.

FILE: GBC

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 18, 1980
DATE REVISED: December 21, 1995
DATE REVISED: October 21, 1999
DATE REVISED: January 19, 2004
DATE REVISED: August 18, 2005
DATE REVIEWED: September 20, 2012
DATE REVISED: September 24, 2018
DATE REVIEWED:

FILE SECTOR: PERSONNEL
POLICY TITLE: STAFF ETHICS

An effective educational program requires the services of people with integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of Medford Area Public School District are expected to maintain high standards in their school relationships. These standards include to:

- Maintain just and courteous professional relationships with students, parents, staff members, community and others.
- Maintain efficiency and knowledge of the developments in their field of work.
- Transact all official business with properly designated authorities of the district.
- Place welfare of students as the first concern of the district.
- Prohibit using school contracts and privileges to promote partisan politics, sectarian religious views or selfish propaganda and ideology of any kind. (e.g. curriculum)
- Direct criticism of other staff members or departments toward improvement of the district. Constructive criticism is to be made directly to the particular administrator who has the responsibility for improving the situation and then to the district administrator if necessary.

Employees shall comply with Wisconsin Statutes, including the Code of Ethics for Local Government Employees. Employees shall not:

- Use their position for financial gain or to obtain anything of substantial value for the private benefit of their self, immediate family or an organization to which they belong.
- Solicit or accept from any person, directly or indirectly, anything of value if it could be reasonably expected to influence their official action, independent judgment or be considered a reward for any action or inaction.
- Take any action that substantially affects a matter in which the employee, a member of their immediate family, or an organization with which the employee is associated has a

substantial financial interest.

- Use their office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of their immediate family or an organization with which the employee is associated.

CROSS REFERENCE:

LEGAL REFERENCE: §19.42(7u), §19.59(1)(a)(b), §19.59 (1)(c)1, §19.59 (1)(c)2, §19.59(1m), §118.12(2), §946.12(3), 946.13, Wis. Stats.

FILE: GBCA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 18, 1980	FILE SECTOR: PERSONNEL
DATE REVISED: January 24, 1995	POLICY TITLE: STAFF CONFLICTS OF
DATE REVISED: February 17, 2000	INTEREST
DATE REVISED: August 18, 2005	
DATE REVIEWED: September 20, 2012	
DATE REVISED: September 24, 2018	
DATE REVIEWED:	

Employees of Medford Area Public School District (MAPSD) may not have a substantial interest in any contract, purchase of materials or any other transaction involving district funds except as provided by law.

The board of education (BOE) requires private disclosure of any financial interest which any employee of the district may have in any transaction involving school district funds.

Business Related Gratuities

Employees of MAPSD may not accept gifts from any person, group or entity doing or desiring to do business with the district. All business related gratuities are specifically prohibited except nominally valued, widely distributed items (calendars, pencils, etc.).

An employee may have a less than substantial financial interest in a school transaction; however, the BOE requires an employee in this situation to disclose privately what the interest is prior to or as soon as the employee becomes aware of the interest in said transaction.

Solicitation by School Personnel

Employees of MAPSD may not act as a formal agent or solicitor for the sale of books, supplies, school equipment or other goods and services to be utilized by the district and/or students.

Violations

Any employee violating state law and/or BOE policy regarding the ethics code or conflicts of interest is subject to disciplinary action by the BOE and as prescribed by law.

CROSS REFERENCE: GBI & Employee Handbooks

LEGAL REFERENCE: §19.59, §118.12, §946.10, §946.12(3) and §946.13, Wisc. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	February 16, 1989	FILE SECTOR:	PERSONNEL
DATE REVISED:	November 16, 1995	POLICY TITLE:	HARASSMENT IN THE
DATE REVISED:	November 19, 1998		WORKPLACE
DATE REVISED:	March 18, 2004		
DATE REVISED:	January 23, 2006		
DATE REVISED:	October 29, 2012		
DATE REVISED:	November 26, 2018		
DATE REVIEWED:			

Medford Area Public School District (MAPSD) does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it. It is the policy of MAPSD to maintain and ensure a working environment free of any form of harassment or intimidation toward any person.

For this policy, “person” shall be defined as employee, paid or unpaid, Board of Education (BOE) member, volunteer, student or applicant.

Any person who works in MAPSD is required to be familiar with, and comply with, the policy prohibiting harassment.

Harassment is an individual act or pattern of abusive or degrading conduct towards another based in whole or in part, on sex, race, color, age, ancestry, arrest or conviction record, membership in the military reserve, national origin, creed, marital status, sexual orientation or disability, which substantially interferes with performance or creates an intimidating, hostile or offensive work environment, and is considered a form of discrimination according to state and federal law.

Sexual harassment can be by a person of the same or opposite gender, and is defined to include unwelcome sexual advances, unwelcome requests for sexual favors, physical contact of a sexual nature, verbal or physical conduct of a sexual nature when:

- Submission to or acquiescence in such conduct is made either explicitly or implicitly a term or condition of an individual's employment status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, compensation, etc., affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment, even if it leads to no tangible employment consequences.
- Such conduct has the effect of causing harm to the professional atmosphere of the school or violates community standards or ethics.

Sexual harassment may include, but is not limited to, deliberate and/or repeated displays of sexually explicit gestures, verbal comments, graphic or written materials, verbal or physical conduct of a sexual nature, whether repeated or not, that is sufficiently severe to create a hostile environment.

No person shall threaten or insinuate, either explicitly or implicitly, that any person's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment, or career development. Nor shall any person promise, imply or grant any preferential treatment for engaging in sexual conduct.

Anyone who engages in harassment is subject to disciplinary action, up to and including termination, and referral to authorities for criminal prosecution.

Any person who believes they are a victim of harassment should report their concerns to their building administrator. Complaints under this policy shall be filed in a timely manner.

It is the intent of MAPSD to create an atmosphere where complaints will be treated fairly and quickly. If an individual is not comfortable with making a complaint to their building administrator, the complaint may be filed with any other administrator. The administrator will report the complaint to the district administrator unless the district administrator is allegedly involved as a party to or the focus of the complaint, in which case it shall be reported to the BOE president.

The right to confidentiality, of the complainant and the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action.

Retaliation against anyone reporting or thought to have reported harassment is prohibited. Such retaliation shall be considered a serious violation of policy and shall be independent of whether a charge or complaint of harassment is substantiated. Encouraging others to retaliate also violates policy.

Policy Dissemination

- This policy and procedure will be made available to all employees on not less than an annual basis.
- New employees will attend an inservice in which an understanding of harassment, this BOE policy and complaint procedures and importance of vigilance will be emphasized.
- Information will be posted at each building advising any person of this policy and the procedures for filing a complaint.

CROSS REFERENCE: JBA & Employee Handbooks

LEGAL REFERENCE: Title VI & VII of the Civil Rights Act of 1964, §111.32(13), 118.195, 118.20, 947.0125, 947.013 Wis. Stats., Title IX, Education Amendments of 1972, EEOC Guidelines (29 C.F.R. - Part 1604.11), Age Discrimination Act of 1975, & Americans with Disabilities Act of 1970

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	February 16, 1989	FILE SECTOR:	PERSONNEL
DATE REVISED:	November 16, 1995	POLICY TITLE:	HARASSMENT IN THE
DATE REVISED:	November 19, 1998		WORKPLACE
DATE REVISED:	March 18, 2004		(COMPLAINT PROCEDURE)
DATE REVISED:	January 23, 2006		
DATE REVISED:	October 29, 2012		
DATE REVISED:	November 26, 2018		

The building administrator is generally responsible for compliance with state and federal regulations concerning harassment in their building. However, if the complainant is uncomfortable reporting to their building administrator or any other administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the BOE president. The term “days” when used in this policy shall mean calendar days, excluding Saturdays, Sundays and legal holidays.

If the complainant goes to a BOE member instead of following the steps prescribed in this policy, the BOE member will immediately refer the matter to the BOE president, or, if the BOE president is allegedly involved as a party to or the focus of the complaint, to the district administrator.

Step 1

Any complaint shall be presented in writing or orally to their building administrator, or in the case of district office personnel, to the district administrator. Oral complaints will be handled informally. If the complaint is submitted in writing, it should include the specific nature of the harassment, corresponding dates as well as the name, address and phone number of the complainant. The building administrator or other administrator shall notify the district administrator. However, if the complainant is uncomfortable reporting to any administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the BOE president.

Step 2

The building administrator or other administrator shall fully investigate the complaint; notify the person who has been accused of harassment; develop a response to the allegation; and arrange a meeting as soon as possible or within 5 days after receipt of the written complaint to discuss the complaint with all concerned parties. The building administrator or other administrator will promptly file a copy of the complaint and response with the district administrator.

Step 3

If the complainant is not satisfied with the answer of the building administrator or other administrator, they may submit a written appeal to the district administrator indicating the areas of disagreement with the response and reason underlying such disagreement. Such appeal must be filed within 10 days after receipt of the building administrator's or other administrator's response. The district administrator shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time, to discuss the appeal. The district administrator shall give a written response to the complainant's appeal within 30 days after receipt of the notice of appeal. The district administrator may exercise authority to discipline the person involved if they feel satisfied that the evidence as presented warrants the discipline. If the party involved is a BOE member, findings and recommendations shall be made to the full BOE.

Step 4

If the complainant or the district administrator is not satisfied with the results of Step 3, they may file an appeal requesting a hearing with the BOE president within 10 days after the decision in Step 3 has been rendered. If the BOE president is allegedly involved, party to or the focus of the complaint, the appeal in Step 4 shall be filed with the BOE.

Step 5

If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the BOE within 10 days after the decision in Step 4 has been rendered. The BOE will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

September 4, 2024

FIRST READING

Policy Code	Policy Title
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 ~~in~~ **on** providing individual students with the understanding and skills needed to use the network in ways appropriate to their educational needs.

Through network access, staff may:

- Access resources.
- Enter into partnerships to enhance their learning options.
- Broaden their problem-solving and decision-making abilities.
- Broaden their research capabilities by using primary materials.
- Develop their higher-level thinking skills.
- Gain an employability skill needed for the 21st century.
- Utilize a personalized, motivational learning opportunity.
- Differentiate and assess available resources.

Policy Statements

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.

~~Principals~~ **Administrators** may establish additional rules and procedures that they deem necessary to ~~insure~~ **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

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

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 principals 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.

CROSS REFERENCE: GBCAB, IIBGA, IIBGB, IIBGC & KGA
LEGAL REFERENCE: 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)) & Employee Handbooks.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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 mission of Medford Area Public School District is dependent on professional behavior of all staff. 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 board BOE approved district curriculum.
- Violation of an established board 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 the district'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

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 21, 1991	FILE SECTOR:	PERSONNEL
DATE REVISED:	August 15, 1991	POLICY TITLE:	EMPLOYEE POSSESSION, USE,
DATE REVISED:	May 18, 2000		SALE OR DISTRIBUTION OF
DATE REVISED:	September 15, 2005		ALCOHOL AND OTHER DRUGS
DATE REVIEWED:	October 29, 2012		
DATE REVISED:	November 26, 2018		
DATE REVISED:			

Medford Area Public School District will comply with the Drug-Free Workplace Act in order to further the health, welfare and safety of students and employees.

No employee shall unlawfully manufacture, distribute, dispense, possess, or use alcohol or "controlled substances" (drugs) as defined in state and federal law on any school premise, in district-owned or approved vehicles, or while involved in school-sponsored activities.

Any employee engaged in the performance of a grant received directly from the federal government shall notify the district administrator **or designee** in writing of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of such conviction. Within 30 calendar days of giving notice of such conviction, the employee shall be required to participate satisfactorily in a professional assessment and rehabilitation program.

All employees shall abide by this policy. Any violation of this policy, including failure or refusal to participate satisfactorily in a required professional assessment and rehabilitation program, shall result in disciplinary action -- consistent with the provisions of the current employee agreement, board of education policies, and local, state and federal law -- up to and including termination of employment and referral to law enforcement authorities for prosecution.

CROSS REFERENCE: GBK, JFCH, JFCHA, JFCG, & Employee Handbooks
LEGAL REFERENCE: Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F
 (Regulations Implementing Drug Free Workplace Act)
 Chapter 961, Wisconsin Statutes, Section 125.02

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 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 the district's duty to comply with legal mandates and its obligation to promote the health, welfare, safety and education of students and employees. Because district 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, the district 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
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

I. COVERAGE

Applicants: The term "applicant" includes persons making initial application for employment by the district 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 the district.

Covered Positions: Unless expressly excluded, all professional and nonprofessional regular full-time and part-time positions, including summer schoolteacher 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.

II. NOTICE

Policy Notification: All applicants for covered positions shall be notified that such positions are subject to the district'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: The district'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 the district's employment application form shall be required to execute a consent form acknowledging the positions are subject to the district's drug testing policy and agreeing to submit to a drug test.

Alternate Notice: Failure of the district 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 the district's emergency hiring procedures shall be required, before being permitted to begin work, to execute a consent form acknowledging the positions are subject to the district'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.

III. DRUG TESTING PROCEDURES

Schedule for Test: The district 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 the district'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: The district'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.

IV. 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 the district's medical advisor and reported as positive for a specific drug.

Medical Advisor Verification: The district'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 the district as verified positive results.

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

V. CONFIDENTIALITY

Confidentiality: All drug test results and medical information/documentation provided by applicants for covered positions pursuant to the district'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

September 4, 2024

Review/Consideration

Policy Code	Policy Title
JB	Equal Educational Opportunity
	Title IX Policy

FILE: JB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 29, 1987	FILE SECTOR: STUDENTS
DATE REVISED:	September 17, 1992	POLICY TITLE: EQUAL EDUCATIONAL
DATE REVISED:	November 16, 1995	OPPORTUNITY
DATE REVISED:	July 17, 1997	
DATE REVISED:	March 21, 2002	
DATE REVISED:	July 21, 2005	
DATE REVISED:	January 17, 2008	
DATE REVISED:	September 18, 2014	
DATE REVISED:	September 28, 2020	
DATE REVISED:		

Medford Area Public School District (MAPSD) is committed to equal educational opportunity for all students in the district.

It is MAPSD policy, pursuant to state and federal laws, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of or be discriminated against in any co-curricular, student services, recreational or other programs.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent(s)/guardian(s)) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act (ADA), shall be provided with reasonable accommodations in educational services or programs. Students may be considered disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall provide for the reasonable accommodation of a student's religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal administrator. Accommodations may include, but not limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

It shall be the responsibility of the district administrator or their designee to examine existing policies and develop new policies where needed to ensure that MAPSD does not discriminate pursuant to federal and state law. The district administrator or their designee shall ensure that an employee is designated annually to receive complaints filed under state laws and/or regulations Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973 and the ADA. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with state law is completed in accordance with state regulations.

CROSS REFERENCE: JB-R, JOB, & Special Education Handbook
LEGAL REFERENCE: Sec. 118.13, Wis. Stats, Department of Public Instruction (PI 9), PI41
Wis. Admin. Code, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973, Title VI (Civil Rights Act of 1964), Americans with Disabilities Act of 1990 (ADA), Individuals with Disabilities Education Act (IDEA), Civil Rights Act of 1991, and McKinney-Vento Homeless Assistance Act

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 29, 1987	FILE SECTOR: FOUNDATIONS AND BASIC
DATE REVISED:	September 17, 1992	COMMITMENT
DATE REVISED:	November 16, 1995	POLICY TITLE: EQUAL EDUCATIONAL
DATE REVISED:	July 17, 1997	OPPORTUNITY
DATE REVISED:	March 21, 2002	
DATE REVISED:	July 21, 2005	
DATE REVISED:	January 17, 2008	
DATE REVISED:	September 18, 2014	
DATE REVISED:	September 28, 2020	
DATE REVISED:		

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Any person who believes that MAPSD or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504, the ADA or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability, may bring forward a complaint to the district administrator at the district office, 124 W. State St. Medford, WI or contact them by telephone: 715-748-4620. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to or the focus of the complaint, the complainant may present the complaint to the BOE president or their designee.

INFORMAL PROCEDURE

The person who believes they have a valid basis for complaint shall discuss the concern with the district administrator, who shall in turn investigate the complaint and reply to the complainant in writing within 20 school/business days. If this reply is not acceptable to the complainant, they may initiate formal procedures according to the steps listed.

FORMAL COMPLAINT PROCEDURE

Step I: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator within ten school/business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the complaint and reply in writing to the complainant within 15 school/business days. If the grievance begins at this step (I), the ten days for district response shall instead be 25 school/business days. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the BOE president or their designee.

- Step II: If the complainant wishes to appeal the decision of the district administrator, they may submit a signed statement of appeal to the BOE president or their designee within ten school/business days after receipt of the district administrator's response to the grievance. The BOE president or their designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 15 school/business days.
- Step III: If the complainant remains unsatisfied, they may appeal through a signed, written statement to the full BOE within ten school/business days of their receipt of the BOE president or their designee response to Step II. In an attempt to resolve the complaint, the BOE shall meet with the concerned parties and their representatives at the next regular BOE meeting or within 20 school/business days of the receipt of such an appeal. A copy of the BOE's disposition of the appeal shall be sent by the BOE clerk to each concerned party within 15 school/business days of this meeting.
- Step IV: The complainant shall be notified of the right to appeal a negative determination by the BOE within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with disabilities shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

COMPLAINT PROCEDURE - FEDERAL PROGRAMS

Discrimination complaints related to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

MAINTENANCE OF COMPLAINT RECORDS

The district administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records shall include:

- Name of the complainant and their title or status.
- Date the complaint was filed.
- Specific allegation made and any corrective action requested by the complainant.
- Name(s) of the respondents.
- Levels of processing followed, and the resolution, date, and decision-making authority at each level.
- Summary of facts and evidence presented by each party involved.
- Statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parent(s)/guardian(s), employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks and news articles before the start of school, and other appropriate places and times.