# MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

# January 8, 2025 11:00 a.m. – 1:00 p.m.

# AGENDA

### Policies for Second Reading

- GBCD Employee Misconduct Reporting
- GBCE Control of Lockers & Facilities
- GBD Board Staff Communications
- GBE Staff Health and Safety
- GBEA Threats Against Staff by Students

### Policies for First Reading

- GBFA Staff Serving as Volunteers
- GBG Staff Participation in Political Activities
- GBH Staff-Student Relations
- GBI Staff Gifts and Solicitations

#### **Review/Consideration**

(Motion to accept policy in review)

#### Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, February 5, 2025.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

# January 8, 2025

# SECOND READING

| Policy Code | Policy Title                      |
|-------------|-----------------------------------|
| GBCD        | Employee Misconduct Reporting     |
| GBCE        | Control of Lockers & Facilities   |
| GBD         | Board – Staff Communications      |
| GBE         | Staff Health and Safety           |
| GBEA        | Threats Against Staff by Students |
|             |                                   |

# FILE: GBCD

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:December 19, 1991FILE SECTOR:PERSONNELDATE REVISED:December 16, 1999POLICY TITLE:EMPLOYEE MISCONDUCTDATE REVISED:September 15, 2005REPORTINGDATE REVIEWED:October 29, 2012DATE REVISED:DATE REVISED:December 17, 2018DATE REVISED:Comber 17, 2018

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) 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, 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 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

# FILE: GBCE

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:April 19, 1990DATE REVISED:November 23, 1993DATE REVISED:August 20, 1998DATE REVISED:November 18, 1999DATE REVISED:April 20, 2006DATE REVISED:October 29, 2012DATE REVISED:December 17, 2018DATE REVISED:Date REVISED:

FILE SECTOR: PERSONNEL POLICY TITLE: CONTROL OF LOCKERS AND FACILITIES - STAFF

Medford Area Public School District (MAPSD), pursuant to state and federal laws and regulations, does not discriminate in its provision of any MAPSD 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. 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

#### FILE: GBD

### 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, 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 may be considered as evidence of unethical conduct.

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

#### FILE: GBE

#### MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

After completing initial MAPSD employment requirements, individuals may be given additional screening questionnaires that may be administered by the MAPSD nurse or registered nurse. The screening questionnaire shall contain space for certification that the person examined by the registered nurse or MAPSD nurse does not have risk factors for tuberculosis. If tuberculosis risk factors are identified on the screening questionnaire, the registered nurse or MAPSD 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, 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 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 employee, the board of education (BOE) may permit the MAPSD 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 and MAPSD 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 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. 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.

# FILE: GBEA

#### MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 14, 1999 FILE SECTOR: PERSONNEL DATE REVISED: October 20, 2005 POLICY TITLE: THREATS AGAINST STAFF DATE REVISED: July 19, 2012 BY STUDENTS DATE REVIEWED: December 17, 2018 DATE REVISED:

Threats to and/or harassment of Medford Area Public School District staff by students will not be tolerated. Any staff member being threatened or harassed by a student should immediately report it to the building administrator. The building administrator shall investigate the situation and take appropriate action which may include, but is not limited to, notification of parent(s)/guardian(s), notification of police, suspension and/or expulsion. The district administrator will be informed as soon as possible.

CROSS REFERENCE: LEGAL REFERENCE: Section 120.13(1) Wis. Stats.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

# January 8, 2025

# **FIRST READING**

| Policy Code | Policy Title                                |
|-------------|---|
| GBFA        | Staff Serving as Volunteers                 |
| GBG         | Staff Participation in Political Activities |
| GBH         | Staff-Student Relations                     |
| GBI         | Staff Gifts and Solicitations               |
|             |   |
|             |   |

### FILE: GBFA

### MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 16, 1991 DATE REVISED: May 18, 2000 DATE REVISED: April 20, 2006 DATE REVIEWED: October 29, 2012 DATE REVISED: January 28, 2019 DATE REVISED: FILE SECTOR: PERSONNEL POLICY TITLE: STAFF SERVING AS VOLUNTEERS

Medford Area Public School District (MAPSD) staff may serve as non-school volunteers such as: auxiliary police, emergency medical technicians, volunteer fire fighters, United Way, Big Brothers/Big Sisters, etc. However, staff may not be absent from scheduled/ assigned work to perform these volunteer functions. Exceptions may be made by the district administrator and/or their designee.

Any compensation received for volunteer services performed during regular work hours must be turned over to the school district if the staff person also received compensation in any form from the district for that specific time period.

MAPSD Board of Education (BOE) does not assume responsibility for injury or loss of life incurred during volunteer time. Any condition not expressly listed in this policy is subject to BOE action and its decision shall be final.

Nothing in this policy shall be construed so as to suggest that the MAPSD district does not support staff volunteerism outside the normal school day.

CROSS REFERENCE: GBCA and GBG LEGAL REFERENCE:

# FILE: GBG

### MEDFORD AREA PUBLIC SCHOOL DISTRICT

FILE SECTOR: PERSONNEL DATE ADOPTED: March 18, 1980 DATE REVISED: February 16, 1995 POLICY TITLE: STAFF PARTICIPATION IN February 17, 2000 DATE REVISED: POLITICAL ACTIVITIES DATE REVISED: January 19, 2004 DATE REVISED: April 20, 2006 DATE REVIEWED: November 15, 2012 DATE REVISED: January 28, 2019 DATE REVISED:

Medford Area Public School District (MAPSD) Board of Education recognizes that staff members have civic responsibilities and/or rights, including the right to vote, to be an active member of the political party of their choice, to campaign for candidates for election to public office, and to seek, campaign for and serve in public office.

In fulfilling their responsibilities as members of MAPSD the staff, they shall refrain from exploiting their privilege of position. They shall not exploit students in any way for political purposes for themselves or for any party, candidate or special interest group.

Staff MAPSD members must observe the following when exercising their civic rights and responsibilities, there shall be no:

- Solicitation of support from staff or students during hours of employment with MAPSD the district.
- Use of school supplies, facilities or material for the promotion of political activities.
- Reconstruction of the curriculum so as to promote or exploit the staff person's political activities.
- Interference with the performance of school work assignments.
- Legal conflict of interest on the part of the employee or employees involved.
- Detriment or negative modification to the student/teacher professional relationship.

CROSS REFERENCE: LEGAL REFERENCE:

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:March 18, 1980DATE REVISED:March 23, 1995DATE REVISED:February 17, 2000DATE REVISED:January 19, 2004DATE REVIEWED:October 20, 2005DATE REVISED:November 15, 2012DATE REVISED:January 28, 2019DATE REVIEWED:Context 10, 2012

FILE SECTOR: PERSONNEL POLICY TITLE: STAFF-STUDENT RELATIONS

Medford Area Public School District (MAPSD) is committed to quality educational programs requiring staff and students to possess integrity, dignity, high ideals and human understanding.

MAPSD staff shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be as resource persons, motivators, helpers and guides in the learning process.

The welfare and achievement of students are dependent on positive relationships within the school environment. To this end, employees are expected to develop positive student-staff relationships by:

- Maintaining empathy with and respect for students.
- Communicating with students in a way that fosters the development of a positive selfimage.
- Using discretion in handling confidential information about students.
- Engaging in credible, positive feedback with students.
- Implementing motivation techniques that enhance self-esteem.
- Modeling and reinforcing positive behaviors that are expected of students.
- Utilizing problem-solving techniques in correcting and changing student behavior.
- Helping students feel worthwhile by recognizing their strengths and abilities.

Students shall be expected to respect staff members and other students. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning or to otherwise implement district learning programs. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. Interference with those rights shall not be tolerated.

#### CROSS REFERENCE: LEGAL REFERENCE:

# FILE: GBI

#### MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:March 18, 1980DATE REVISED:November 19, 1992DATE REVISED:February 17, 2000DATE REVISED:October 20, 2005DATE REVISED:November 15, 2012DATE REVIEWED:November 20, 2014DATE REVISED:February 25, 2019

FILE SECTOR: PERSONNEL POLICY TITLE: STAFF GIFTS AND SOLICITATIONS

# <u>Gifts</u>

The giving or exchange of gifts of significant material value between students, families and the public, and Medford Area Public School District (MAPSD) employees or other personnel is discouraged.

It shall be unlawful for any MAPSD employee or Board of Education (BOE) member to receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of significant value which they are not authorized to receive from any person, if such a person:

- Has or is seeking to obtain contractual or other business or financial relationships with the BOE or MAPSD the school district.
- Conducts operations or activities which are regulated by the BOE or MAPSD the school district.
- Has an interest which may be substantially affected by the BOE or MAPSD the school district.

For example: No school employee is to receive any commission, expense-paid trips, or anything of significant value from individuals or companies supplying equipment or materials required in the operation of the schools. The operation of the schools includes the purchase of materials for the repair and maintenance of MAPSD district facilities, for conducting classes, for materials and supplies used in school organizations, such as clubs and classes, and for comparable items.

Any person violating this policy may be subject to disciplinary action.

#### **Solicitations**

No non-school organization may solicit funds from staff members within the schools, which includes MAPSD district staff members acting on behalf of non-school organizations, nor may anyone distribute flyers or other materials related to fund drives through the schools unless approved in advance by a building administrator.

The BOE permits no distribution of literature or the placement of advertisements in MAPSD district buildings or on MAPSD district property by salespeople or representatives of commercial companies. Sales people or representatives of commercial companies will not be permitted to interfere with the professional time of a staff member, including teacher preparation time. Such non-work-related appointments must be scheduled away from MAPSD district-buildings and outside of the normal workday.

Soliciting and selling other than described above must have the approval of the district administrator or their designee.

CROSS REFERENCE: GBC, GBCA, & Employee Handbooks LEGAL REFERENCE: §118.12, §946.10, §946.12, §946.13, Wis. Stats.