

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, 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) 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

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:

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: December 14, 2015
DATE REVISED: May 19, 2005	DATE REVISED: January 25, 2018
DATE REVISED: June 15, 2006	DATE REVISED: August 28, 2023
DATE REVISED: October 29, 2012	DATE REVISED:

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 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 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.

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:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 18, 1980 **FILE SECTOR: PERSONNEL**
DATE REVISED: March 23, 1995 **POLICY TITLE: STAFF-STUDENT RELATIONS**
DATE REVISED: February 17, 2000
DATE REVISED: January 19, 2004
DATE REVIEWED: October 20, 2005
DATE REVISED: November 15, 2012
DATE REVISED: January 28, 2019
DATE REVIEWED:

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 self-image.
- 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, 1980	FILE SECTOR:	PERSONNEL
DATE REVISED:	November 19, 1992	POLICY TITLE:	STAFF GIFTS AND
DATE REVISED:	February 17, 2000		SOLICITATIONS
DATE REVISED:	October 20, 2005		
DATE REVISED:	November 15, 2012		
DATE REVIEWED:	November 20, 2014		
DATE REVISED:	February 25, 2019		

Gifts

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.