

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting  
RVA Conference Room  
624 College Street  
Medford, WI 54451

**June 5, 2024**  
**11:00 a.m. – 1:00 p.m.**

## **AGENDA**

### **Policies for Second Reading**

EFB Free and Reduced Price Food Services  
EGAD District-Owned Cell Phone Use Guidelines  
EI Insurance Management  
FEA Developing Educational Specifications  
(Motion to accept 2nd reading)

### **Policies for First Reading**

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

### **Review/Consideration**

BFG Policy Review and Evaluation  
CI Temporary Administrative Arrangement  
JBA Student Harassment & Bullying  
JHCD Administration of Prescription & Non-Prescription Medications  
JHH Suicide Prevention/Response  
JFCM Student Use of Two-Way Communication Devices  
(Motion to accept policy in review)

### **Editorial Changes**

5.1 – Support Staff Handbook – Base Compensation  
6.11 – Support Staff Handbook – Retirement Benefit & Recognition  
7.4 – Support Staff Handbook – Sick Leave  
7.5 – Support Staff Handbook – Funeral Leave  
5.11 – Educational Credit Reimbursement & Advancement Plan  
7.5 – Professional Staff Handbook – Funeral Leave  
(board approved through employee relations)

Any other policy business that may arise.

**Next Meeting Date:** Wednesday, August 7, 2024.

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

**June 5, 2024**

**SECOND READING**

<b>Policy Code</b>	<b>Policy Title</b>
EFB	Free and Reduced Price Food Services
EGAD	District-Owned Cellphone Use Guidelines
EI	Insurance Management
FEA	Developing Educational Specifications

**FILE: EFB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 19, 1980    FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: May 17, 1994        POLICY TITLE: FREE AND REDUCED**  
**DATE REVISED: February 21, 2013        PRICE FOOD SERVICES**  
**DATE REVISED: June 21, 2018**  
**DATE REVISED:**

Medford Area Public School District may take part in the National School Lunch Program.

Eligibility for free and reduced priced meals will be determined in accordance with the National School Lunch Program standards published yearly. The district administrator or their designee shall coordinate the determination of eligibility.

**CROSS REFERENCE: EF, EFC, & JB**

**LEGAL REFERENCE: §115.34, §120.10(16), and §120.13(6) and (10), Wis. Stats.**

**FILE: EGAD**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 20, 1997      FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: June 16, 2005      POLICY TITLE: DISTRICT-OWNED**  
**DATE REVISED: March 21, 2013      CELLPHONE USE GUIDELINES**  
**DATE REVISED: August 16, 2018**  
**DATE REVISED:**

Medford Area Public School District (MAPSD) recognizes the need to provide district-owned cellphones to certain employees as a valuable tool to facilitate communication. The issuance of district-owned cellphones will be made at the discretion of the district administrator.

District-owned cellphones are to be used during the work day primarily for official district business, communicating with administration, staff members or other district activities. MAPSD recognizes that there may be circumstances that require personal use of the cellphones. Personal use is limited to emergencies and/or other necessary situations.

At the discretion of the district administrator, employees may be reimbursed in part for personal cellphones used for district business.

**CROSS REFERENCE: Employee Handbook(s)**  
**LEGAL REFERENCE:**

**FILE: EI**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 19, 1980      FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: May 17, 1994          POLICY TITLE: INSURANCE MANAGEMENT**  
**DATE REVISED: March 22, 2005**  
**DATE REVISED: February 21, 2013**  
**DATE REVISED: August 16, 2018**  
**DATE REVIEWED:**

Medford Area Public School District (MAPSD) Board of Education (BOE) has the responsibility to maintain an insurance program:

- To protect property of the district against fire, vandalism and theft.
- To protect BOE members and employees against general liability resulting from the discharge of or failure to discharge their duties.
- To protect the district against transportation liability.
- To offer protection against injury for all employees while acting on behalf of the district.

MAPSD may participate in a program of hospitalization and medical insurance for employees and may also include in their insurance program any other coverage deemed necessary by the BOE.

The district administrator or their designee shall be responsible for administering the total insurance program.

**CROSS REFERENCE: JHA**

**LEGAL REFERENCE: Wis. Stats. 66.0137, 120.10(7), 120.12(6), 120.13(2), 121.53, 895.43, and Chapter 102 & 108 (Worker's Comp. Act)**

**FILE: FEA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: December 19, 1980**    **FILE SECTOR: FACILITIES DEVELOPMENT**  
**DATE REVISED: May 17, 1994**  
**DATE REVISED: March 22, 2005**    **POLICY TITLE: DEVELOPING**  
**DATE REVISED: March 21, 2013**    **EDUCATIONAL SPECIFICATIONS**  
**DATE REVISED: August 16, 2018**  
**DATE REVISED:**

The district administrator will assume primary responsibility for developing educational specifications for new facilities, remodeling or adding on to existing buildings. Building administrator(s) will assist the district administrator in developing such specifications. Generally, the content of a set of educational specifications would include:

- A statement of the educational philosophy of the district as it pertains to the specific construction project.
- Community and school characteristics.
- Site characteristics.
- Requirements of the physical space.
- Accommodations for the disabled.
- Energy-efficient construction and equipment.
- Additional information or comments which are necessary to further translate the educational program into an efficient school building.

Medford Area Public School District Board of Education (BOE) shall authorize the district administrator to recommend such architectural and related professional services as are needed to interpret educational specifications as developed by the administrative staff. The educational specifications and interpretation are subject to BOE approval.

**CROSS REFERENCE:**

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

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

**June 5, 2024**

**FIRST READING**

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

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**FILE: EFF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

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

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

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

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

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

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

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

**CROSS REFERENCE: EF, EFA, EFB, & EFC**  
**LEGAL REFERENCE: §Wis. Stats. 115.34, 118.13, 120.13 (10)**

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**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

**Parent(s) and Guardian(s) Responsibilities**

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

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

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

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

**Notifications**

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

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

Automated courtesy calls are generated as follows:

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

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

**Family Access**

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

**CROSS REFERENCE: EF, EFA, EFB, & EFC**

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

**FILE: FEB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

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

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

**FILE: FG**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

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

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

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

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

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

**CROSS REFERENCE:**

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

FILE: FL

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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

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

CROSS REFERENCE:

LEGAL REFERENCE: Wis. Stat. 120.10(12)

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

June 5, 2024

## Review/Consideration

Policy Code	Policy Title
BFG	Policy Review and Evaluation
CI	Temporary Administrative Assignment
JBA	Student Harassment/Bullying
JHCD	Administration of Prescription & Non-Prescription Medications
JHH	Suicide Prevention/Response
JFCM	Student Use of Two-Way Communicate Devices

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 20, 1979	FILE SECTOR: BOARD GOVERNANCE &
DATE REVISED: December 18, 1990	OPERATIONS
DATE REVISED: May 16, 1995	POLICY TITLE: POLICY REVIEW &
DATE REVISED: October 19, 2000	EVALUATION
DATE REVISED: December 19, 2002	
DATE REVISED: April 20, 2006	
DATE REVISED: May 20, 2010	
DATE REVISED: June 22, 2011	
DATE REVISED: April 18, 2013	
DATE REVISED: May 19, 2016	
DATE REVISED: August 17, 2017	
DATE REVISED: March 28, 2019	
DATE REVISED: February 21, 2022	
DATE REVISED:	

There shall be a continuing review of the Medford Area Public School District Board of Education policies and regulations. Those requiring specified review schedules (i.e. annually, etc.) shall be reconsidered as indicated in each policy.

Policies reviewed annually in June:  
CI - Temporary Administrative Arrangements  
JBA – Student Harassment and Bullying

Policies reviewed annually in December/January:  
JECBD – Open Enrollment  
RVA – JECBD – Open Enrollment

Policies reviewed every three years in June:  
BFF – Emergency Policy Suspension  
EBC – Emergency Plans  
EBCD – Emergency School Closing  
EFA - School Wellness

Review schedules for all other policies may be as follows:

~~2021-2022 Section A, B, and RVA~~  
~~2022-2023 Section C and Section D~~  
~~2023-2024 Section E and Section F~~  
2024-2025 Section G and Section H  
2025-2026 Section I and Section K  
2026-2027 Section J and Section L  
2027-2028 Section A, B, and RVA  
2028-2029 Section C and Section D  
2029-2030 Section E and Section F  
2030-2031 Section G and Section H  
2031-2032 Section I and Section K  
2032-2033 Section J and Section L

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The following criteria should be utilized when considering policies for review:

- Does the policy have legitimate educational purpose and meet community needs?
- Is the policy's purpose still valid?
- Does the policy actually serve its intended purpose? Is it workable from all points of view?
- Is the policy consistent with other district policies?
- Is the policy reasonably clear and specific enough to provide administration with necessary guidance?
- Is the policy consistent with relevant state and federal laws and regulations and/or provision of current employee handbooks?

**CROSS REFERENCE: BF & BFA**

**LEGAL REFERENCE:**

FILE: CI

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: June 24, 1991      FILE SECTOR: SCHOOL ADMINISTRATION  
DATE REVISED: July 15, 2004      POLICY TITLE: TEMPORARY  
DATE REVISED: December 20, 2016      ADMINISTRATIVE ARRANGEMENTS  
DATE REVIEWED: June 22, 2017  
DATE REVISED: June 21, 2018  
DATE REVIEWED: June 24, 2019  
DATE REVISED: August 24, 2020  
DATE REVISED: June 27, 2022  
DATE REVIEWED: May 22, 2023  
DATE REVISED:

The responsibility for decision making shall be clearly delineated in the event the district administrator is unavailable. If the district administrator is unable to be reached, the responsibility and authority to act for the district shall fall to a member of the administrative staff as authorized by the board of education.

The board of education hereby appoints in the following order:

1. ~~Director of Curriculum and Instruction~~ High School Principal
2. Elementary Principal
3. ~~High School Principal~~ Director of Special Education & Student Services

Review annually in June.

CROSS REFERENCE:  
LEGAL REFERENCE:

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MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 18, 1999	FILE SECTOR: STUDENTS
DATE REVISED: April 17, 2003	POLICY TITLE: STUDENT HARASSMENT/ BULLYING
DATE REVISED: March 21, 2006	
DATE REVISED: March 20, 2008	
DATE REVISED: September 16, 2010	DATE REVISED: July 25, 2022
DATE REVISED: May 17, 2012	DATE REVISED: August 29, 2022
DATE REVISED: September 18, 2014	DATE REVISED: August 28, 2023
DATE REVISED: September 28, 2020	DATE REVIEWED:

Medford Area Public School District (MAPSD) will maintain and ensure a learning environment free from any form of harassment/bullying or intimidation toward and between students. MAPSD consistently and vigorously addresses harassment and bullying so that there is no disruption to the learning environment and learning process.

**Types of Harassment**

**Student harassment** - behavior towards students based in whole or in part, on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

**Sexual harassment** - any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to any unwanted sexual or gender related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressure for sexual activity. Sexual harassment can be by a person of the same or opposite gender.

**Bullying** - deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).

**Cyber bullying** - use and employment of network systems (data, video, or voice) to harass, intimidate or bully. Cyber bullying involves the use of information and communication technologies including but not limited to: email, cellphone and text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by MAPSD. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any employee or student services team member who will then make the report to the building administrator or designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the building administrator or designee who serves as the investigating designee.

If a student with a disability, who has an IEP, is being harassed, bullied or is the perpetrator, the Local Educational Agency (LEA) should convene the IEP team to determine whether, as a result of the harassment or bullying, the student's needs have changed and revising the IEP is necessary to ensure the student is receiving meaningful education. The LEA may include building principal, teachers, director of special education and student service, etc.

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

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, begin interviewing the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and Supports**

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

The administration and staff will inform students that MAPSD does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, including social skills intervention and support, detention, suspension or expulsion.

Employees and volunteers who engage in student harassment/bullying shall be subject to disciplinary action up to and including termination and referral to appropriate authorities. All discipline shall be conducted in conformance with appropriate employee handbooks and existing state and federal law.

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in MAPSD, their parents and/or guardians and employees. It will also be available to organizations in the community having cooperative agreements with the schools. MAPSD will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the board of education (BOE), which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. Results from the risk behavior survey will be presented to the BOE annually.

### **Prevention**

- This policy and procedure will be made available to all employees, students or student's parents at least once a year.
- Discussion of harassment/bullying will be included at an age appropriate level and in the proper context as part of the social emotional curriculum.
- New employees will be provided with the BOE policy and trained on procedures annually.
- Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for making a report.
- This policy and procedures will be reviewed annually with input from parents/guardians and community members.

**CROSS REFERENCE: JB-R, JBA-R, & JOB, Bully Prevention Lab,  
DPI Bullying Prevention Toolkit Resources**

**LEGAL REFERENCE: §115.28(31), 118.13, 118.46, 120.13(1), 947.013, Title VI, Title IX,  
Education Amendments of 1972, PI9, PI 41, Wis. Admin. Code, Civil Rights Act of  
1964 & 1991, Sec. 504, Rehabilitation Act of 1973, Americans with Disabilities Act  
of 1990, & IDEA Amendments of 2004**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

<b>DATE ADOPTED:</b> February 18, 1999	<b>FILE SECTOR:</b> STUDENTS
<b>DATE REVISED:</b> April 17, 2003	<b>POLICY TITLE:</b> STUDENT HARASSMENT/ BULLYING APPEAL PROCEDURES
<b>DATE REVISED:</b> March 21, 2006	
<b>DATE REVISED:</b> March 20, 2008	
<b>DATE REVISED:</b> September 16, 2010	<b>DATE REVISED:</b> July 25, 2022
<b>DATE REVISED:</b> May 17, 2012	<b>DATE REVISED:</b> August 29, 2022
<b>DATE REVISED:</b> September 18, 2014	<b>DATE REVISED:</b> August 28, 2023
<b>DATE REVISED:</b> September 28, 2020	<b>DATE REVIEWED:</b>

**Appeal Process**

1. If any party is not satisfied with the report of the building administrator or designee, a written appeal may be submitted to the district administrator indicating the nature of the disagreement. The appeal must be filed within 10 working days after receipt of the building administrator or designee's answer. The building administrator or designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.
2. The district administrator or designee shall provide a written response outlining the findings and disposition of the appeal within 20 working days of the date the appeal is filed or 20 working days after the meeting, whichever is later.
3. If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the board of education (BOE) within 10 working days after the decision in Step 2 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.
4. The complainant shall be notified of the right to appeal a negative determination by the BOE of a complaint of harassment/bullying that would constitute student discrimination within 30 days to the Wisconsin Department of Public Instruction.

## Harassment/ Bullying Report Form

Instructions: It is designed to assist any staff member at a school site who may receive a report about harassment/bullying from a student. **THE STUDENT DOES NOT COMPLETE THIS FORM; THE STAFF PERSON TO WHOM THE STUDENT COMPLAINS SHOULD COMPLETE IT.** This form must be promptly forwarded to the building administrator or designee.

Date:	Time:
Name of Victim(s):	Grade:
Name of Perpetrator(s):	Grade:
Name of Witness(es):	Grade:
Does reporter want to stay anonymous?	Yes or No

Student(s) experienced bullying in the following place(s): Check all that apply.

<input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bus <input type="checkbox"/> Online <input type="checkbox"/> Other: _____	<input type="checkbox"/> Bathroom <input type="checkbox"/> Locker room <input type="checkbox"/> Bus stop <input type="checkbox"/> School related activity or event	<input type="checkbox"/> Hallway <input type="checkbox"/> Extracurricular activity <input type="checkbox"/> Gym <input type="checkbox"/> Recess
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Student(s) engaged in the following act(s): Check all that apply.

- Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
- Written communication (e.g., handwritten notes, other written documents, email, etc.)
- Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
- Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
- Social (e.g., purposeful exclusion, causing psychological harm, etc.)
- Items depicting implied hatred or prejudice were worn, possessed or displayed
- Other: \_\_\_\_\_

Describe the event in detail.

## Harassment/ Bullying Investigation Form

Name of Investigator: _____ Name of individual who engaged in bullying behavior: _____ Name of individual who was victimized: _____ Was there an imbalance of power? Yes / No Explain: _____ Was there intent to cause physical, emotional, or social harm? Yes / No Explain: _____ Was the incident based on any of these characteristics? (circle all that apply) Gender / Gender Identity / Race / National Origin / Ancestry / Ethnicity / Religion / Creed / Marital / Parent Status / Sexual Orientation / Disability / Physical Attributes Is this a repeated pattern, or without intervention, likely to be repeated for the individual who engaged in the bullying behavior? Yes / No Explain: _____ Is this a repeated pattern, or without intervention, likely to be repeated for the individual who was victimized? Yes / No Explain: _____ Based on the information, is this report determined to be an incident of bullying? Yes / No Explain: _____ Based on the information, is this report determined to be an incident of harassment? Yes / No Explain: _____	Date of Investigation: _____ Next steps for individual who was victimized: <input type="checkbox"/> Communication and collaboration with parents <input type="checkbox"/> Social skills instruction <input type="checkbox"/> Meet with school counselor, psychologist, etc. <input type="checkbox"/> Increased support by school staff <input type="checkbox"/> Other: _____ Next steps for individual who engaged in bullying behavior: <input type="checkbox"/> Communication and collaboration with parents <input type="checkbox"/> Social skills instruction <input type="checkbox"/> Meet with school counselor, psychologist, etc. <input type="checkbox"/> Increased support by school staff <input type="checkbox"/> Detention <input type="checkbox"/> Suspension <input type="checkbox"/> Expulsion recommendation <input type="checkbox"/> Other: _____ Follow-up (to be completed 2 weeks after intervention implemented) Do the steps implemented for the individual who engaged in bullying behavior appear effective? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ Do the steps implemented for the individual who was victimized appear effective? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ Are any additional steps needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____
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FILE: JHCD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989    FILE SECTOR: STUDENTS  
DATE REVISED: May 16, 2002        POLICY TITLE: ADMINISTRATION OF  
DATE REVISED: January 15, 2009      PRESCRIPTION AND NON-  
DATE REVISED: June 18, 2015        PRESCRIPTION MEDICATIONS  
DATE REVISED: June 21, 2018  
DATE REVISED: March 22, 2021  
DATE REVISED:

Medford Area Public School District (MAPSD) authorizes designated school personnel to administer medications to students under specified conditions and therefore immunizing these designated school personnel from civil liability. The board of education (BOE) realizes that students will need to receive over-the-counter (OTC) or prescription drugs. The school nurse will supervise the administering of medications to students.

CROSS REFERENCE: JHCD-R  
LEGAL REFERENCE: 118.29, 118.291, 121.02(1)(8g), 450.01 (20) Wis. Statutes and  
PI8.01(2)(g) Wisc. Admin. Code, Wisc. School Nurse Handbook

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	June 17, 1980	FILE SECTOR:	STUDENTS
DATE REVISED:	November, 1985	POLICY TITLE:	ADMINISTRATION OF
DATE REVISED:	February 16, 1989		PRESCRIPTION AND NON-
DATE REVISED:	November 17, 1994		PRESCRIPTION MEDICATIONS
DATE REVISED:	July 15, 1999		
DATE REVISED:	May 16, 2002		
DATE REVISED:	January 15, 2009		
DATE REVISED:	June 18, 2015		
DATE REVISED:	June 21, 2018		
DATE REVISED:	March 22, 2021		
DATE REVISED:			

DEFINITIONS

**Controlled substances:** Pharmaceutical controlled substances are drugs that have a legitimate medical purpose, coupled with a potential for abuse and psychological and physical dependence. They include opiates, stimulants, depressants, hallucinogens and anabolic steroids.

**Drug:** Means any substances recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the U.S. or any supplement for either of them.

**Medical Advisor:** Physician licensed to practice in the State of Wisconsin.

**Licensed practitioner:** Includes physician, dentist, podiatrist, optometrist, physician assistant and advanced practice nurse prescriber licensed in any state.

**Prescription Drug:** Has the meaning specified in 450.01 (20)

**Nonprescription Over-the-Counter (OTC) Medication:** Any non-narcotic drug product which may be sold without a prescription order and is prepackaged for use by consumers and labeled in accordance with the requirements of state and federal law.

PHYSICIAN PRESCRIBED MEDICATIONS - BASIC REQUIREMENTS

The state of Wisconsin Medical Examining Board has determined that where medications are administered, the licensed practitioner prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of said medication. In order to ensure that the licensed practitioner retain the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by an employee or agent of the BOE unless the following are delivered to the individual(s) responsible for administering the medication.

Written instructions from the prescribing licensed practitioner for the administration of the prescription medication which:

- Identifies the specific conditions and circumstances under which contact should be made with the licensed practitioner concerning the condition or reactions of the student to the prescribed medication.
- Indicates a willingness on the part of the licensed practitioner to accept direct communication(s) from the person(s) administering the medication.
- Is signed by the prescribing licensed practitioner.



- Only a registered nurse may accept verbal orders from a licensed practitioner. In the event the school nurse received a verbal order from a licensed practitioner, a Medication Administration Consent Form will be faxed and completed by the licensed practitioner. The verbal order will be documented in the student's health record.

A written statement from the parent(s)/guardian(s) of the affected student:

- Authorizing school personnel to give the medication in the prescribed dosage. No employee or volunteer, except a health care professional may be required to administer any medication to a student by any means other than ingestion.
- Authorizing school personnel to contact the licensed practitioner directly.

## PHYSICIAN PRESCRIBED MEDICATIONS - PROCEDURES

Consent form required:

- Medication Administration Consent Form
  - No medications will be administered by school personnel unless and until this form is completed and returned to the school nurse or principal's designee.

Whenever possible, parents should hand-deliver prescribed medications to the school health office. The principal or school nurse reserves the right to require parents to bring medication in as necessary. Medication will be in a pharmacy container, or with a pharmacy label listing:

- Student's full name
- Name of drug and dosage
- Time and quantity to be given
- Licensed practitioner's name

The pharmacy container/ label must be verified and match the Medication Administration Consent Form.

Each time prescription medication is brought to the health office or sent home, medication will be counted by a staff member and the quantity will be documented in the student's medication record.

It is the student's responsibility, if appropriate, not school personnel, to get their medication at the designated times. Efforts will be made to contact a student who fails to report.

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to students and checked out only by a district employee or agent designated to administer the medication.

- While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic student may possess and use a metered dose inhaler or dry powder inhaler, if all of the following are true:
  - The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
  - The student has the written approval of the student's licensed practitioner and the written approval of the student's parent(s)/guardian(s).
  - The student has provided the school nurse with a copy of the approvals.
- While in school, at a school-sponsored activity or under the supervision of a school authority, a student with anaphylactic allergy may possess and use an epinephrine device if all of the following are true:
  - The student has the written approval of the student's licensed practitioner and parent(s)/guardian(s).
  - The student has provided the school nurse with a copy of the approvals.

The length of time for which a medication is to be administered shall be specified in the written instruction from the prescribing licensed practitioner. Any change in dosage, time to be administered or discontinuance of administration must be in writing, said changes to be at the request of the practitioner only.

Students in grades 9 through 12 on a school sponsored activity may self-carry and self-medicate non-controlled prescription medication(s). Medication amount must be limited to the prescribed dose plus one, if all the following are true:

- The student has the written approval of the student's licensed practitioner and parent(s)/guardian(s).
- The student has provided the school nurse with a copy of the approvals.

Consent form and prescription related materials must be obtained annually and/or at any time a medication is changed.

#### NON-PRESCRIPTION OTC MEDICATIONS – BASIC REQUIREMENTS

No medication shall be given to a student by an employee or agent of the BOE unless the following are delivered to the individual(s) responsible for administering the medications:

A written statement from the parent(s)/legal guardian(s) of the affected student:

- Authorizing school personnel to give medication in the recommended therapeutic dosage.
- Medication Administration Consent Form does not require a licensed practitioner's signature unless the dose requested exceeds package instructions.
- Over the counter medication not FDA approved must be accompanied by a licensed practitioner signature for administration at school by school staff.

Non-prescription medications must come in the manufacture's packaging with a list of ingredients and recommended therapeutic dose in a legible format. All non-prescription medication containers will be labeled with the student's name.

#### NON-PRESCRIPTION OTC MEDICATIONS – PROCEDURE

Designated personnel will administer non-prescription OTC medications only with written instructions and consent from a student's parent(s)/guardian(s) or Medication Administration Consent Form. Non-prescription OTC medications shall be provided to the school by the parent(s)/guardian(s).

- The Medication Administration Consent Form is required. No medications will be administered by school personnel unless and until form is completed.
- The Medication Administration Consent Form must be verified that the dose is within the manufacturer's packaging therapeutic dosing.

Students in grades 9 through 12 may self-administer non-prescription OTC medications. Consultation with the student, parent/guardian, licensed practitioner, school nurse and/or principal may be needed to determine whether the student is capable of self-administering. Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to other students.

Consent form and OTC related materials must be obtained annually and/or at any time a medication is changed.

### School Stock Medications

Annually the district's Medical Advisor will sign standing orders for the stocking of OTC medication to students aged 12 years and older which include oral regular strength Acetaminophen, and Ibuprofen according to the directions provided by the manufacturer. No more than 3 doses in 2 weeks will be administered and no more than 1 dose per day.

Annually a written electronic approval from the parent(s)/guardian(s) will be provided to the school for consent and permission for designated school staff to administer to their student school stocked OTC medication according to direction provided by the manufacturer. No more than 3 doses in 2 weeks will be administered and no more than 1 dose per day.

### Training

School personnel authorized by the principal to administer medication to students shall be provided appropriate instructions approved by Wisconsin Department of Public Instruction (DPI) and will be supervised by the school nurse. Determining which individuals should be responsible for medication administration will be the joint responsibility of the principal and school nurse.

No employee or volunteer, except a healthcare professional may be required to administer any medication to a student by any means other than ingestion.

The school nurse will assure that school staff designated to provide medication administration receive DPI approved knowledge training at least every 4 years and perform at least annually a return demonstration of the medication administration procedure to the school nurse to ensure competency.

A staff health training log will document staff training(s) and assignments. This record will be stored in the school nurse's office.

### Record Keeping

An accurate and confidential system of record keeping shall be established for each student receiving medication. Each dose of medication must be documented and the school nurse will periodically review such documents.

All medication errors will be documented on the Medication Administration Incident Report and filed in the student's health record.

At the end of the school year, when there is a change in the medication or medication is discontinued all medication forms will be filed in the student's health record.

School personnel authorized by the principal to administer medication to students shall see that the medication is given within 1 hour before or after the time specified by parent(s)/legal guardian(s) and/or licensed practitioner.

Approximately two weeks prior to the end of the school year parent(s)/legal guardian(s) will be notified in writing and/or phone call to pick up any remaining unused medications. Medication/treatment supplies will be destroyed if they have not been picked up within three days from the last day of instruction.

Medford Area Public School District

Medication Administration Consent Form

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher \_\_\_\_\_
Address: \_\_\_\_\_
Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_
Licensed Practitioner: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication Name and Strength: \_\_\_\_\_
Dose: \_\_\_\_\_
Route: \_\_\_\_\_
Time to be administered at school: \_\_\_\_\_
Date Order Effective From: \_\_\_\_\_ To: \_\_\_\_\_
Diagnosis/Reason for Medication: \_\_\_\_\_
Location of Medication: \_\_\_\_\_

Medication Name and Strength: \_\_\_\_\_
Dose: \_\_\_\_\_
Route: \_\_\_\_\_
Time to be administered at school: \_\_\_\_\_
Date Order Effective From: \_\_\_\_\_ To: \_\_\_\_\_
Diagnosis/Reason for Medication: \_\_\_\_\_
Location of Medication: \_\_\_\_\_

State the condition under which direct contact shall be made with the licensed practitioner in case the student receiving the medication develops an unusual condition or reaction to the medication.

\_\_\_\_\_
\_\_\_\_\_

- 1. Licensed Practitioner signature-Directs the above medication administration and indicates a willingness to communicate with staff who administers the medication.
2. Parent/Guardian signature-Allows staff to administer the above medication and to contact the health care provider if necessary. Agrees to hold the MAPSD harmless in any and all claims arising from the administration of this medication in school.

Practitioners Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Medford Area Public School District

### Administration of any medication to students is governed by Wisconsin Statute 118.29

#### General Information:

- Medication can only be accepted at school in original containers, or labeled pharmacy bottles.
- Medication should be transported to and from school by an adult.
- Students with permission may carry and self-administer their asthma inhaler, epinephrine, or insulin. Contact your school nurse to make arrangements if your child needs to carry other medications.
- School staff may not administer narcotic pain medication to students.

#### Prescription Medication:

- Prescription medications require licensed practitioner signature. To assist you, staff can FAX the form to your licensed practitioner for signature.
- Medications should be in a pharmacy container, with pharmacy label listing student's name, medication name, dosage and schedule.
- Information listed on the Medication Administration Consent Form must match the information on the pharmacy container, (i.e.: medication, dose, time given).
- Change in medication, dose or time requires an updated Medication Administration Consent Form, and a pharmacy bottle with an updated label.
- On delayed start times or late arrivals to school, medications will not be administered unless it is within 1 hour of the administration time specified by the licensed practitioner.

#### Non-Prescription Over-The-Counter Medication:

- Medication Administration Consent Form does not require licensed practitioner signature unless the dose requested exceeds package instructions.
- OTC medication not FDA approved must be accompanied by a licensed practitioner signature for administration at school by school staff.

FILE: JHH

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** May, 1986  
**DATE REVISED:** March 19, 1990  
**DATE REVISED:** December 19, 2002  
**DATE REVISED:** June 19, 2008  
**DATE REVISED:** June 18, 2015  
**DATE REVISED:** December 18, 2019  
**DATE REVISED:** May 24, 2021  
**DATE REVISED:**

**FILE SECTOR:** STUDENTS  
**POLICY TITLE:** SUICIDE PREVENTION/  
RESPONSE

Medford Area Public School District (MAPSD) Board of Education (BOE) recognizes that suicide and suicide tendencies among youth are continuing problems in the schools and communities across the nation. The BOE also recognizes that it is not a problem that it can deal with alone. Communication and cooperation within the school district and between the home, school and community is crucial.

The BOE establishes this policy in an effort to take positive steps toward preventing childhood/adolescent suicides and to outline procedures by which students can receive professional help and support in the following areas:

- Prevention: To develop within MAPSD a suicide prevention curriculum and to provide all staff members with basic information about, and a recognition of, the signs of suicidal behavior.
- Intervention: To take affirmative action when an immediate referral is warranted and to understand the emergency procedures when a referral is made.
- Postvention: To provide for the needs of students after an act of suicide has taken place.

**CROSS REFERENCE:** EBCA, JHG, JHH-R, JO, JOB, & Safety Response Plan  
**LEGAL REFERENCE:** Sections 118.01(2)(d)7, 118.126, & 118.295 Wis. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May, 1986  
DATE REVISED: March 19, 1990  
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FILE SECTOR: STUDENTS  
POLICY TITLE: SUICIDE PREVENTION/  
RESPONSE

**Prevention**

In the area of prevention, MAPSD, via Student Services (SS) (counselors, nurses, psychologists, etc.), will inform district staff on a regular basis concerning the warning symptoms of and the correct appropriate response to a suicidal threat or gesture. Information will be provided to parent(s)/ guardian(s) about the warning signals. The school district will include suicide prevention units at appropriate levels of the regular curriculum.

**Intervention**

~~In the area of intervention, the following procedures apply.~~ When any staff member has a suspicion of possible suicidal behavior, they will make an immediate referral to a member of SS. When dealing with suspected suicidal behavior, confidentiality must be secondary to the concern for the student's life. Action must be taken immediately.

Upon receiving the referral, the SS member will notify the appropriate principal of the referral and will see the indicated student. After talking with the student, the SS member will confer with another member of SS to determine if a serious suicidal threat does, in fact, exist. If, in the professional judgment of the two SS members, it is determined that a serious suicidal threat does exist, the parent(s)/guardian(s) of the student will be notified as soon as possible. If the parent(s)/guardian(s) do not respond, and if for that or any other reason the SS member suspects neglect or abuse could be involved, human services will be notified in accordance with state law and BOE policy. If the SS member is not able to control the student and feels the student may harm themselves, the SS member should contact the police. The student must remain in actual physical custody of a member until a transfer to the parent(s)/guardian(s), police or human services can be made. The building principal administrator is to be kept informed of all steps in this procedure.

If a student attempts suicide during the school day, the building principal administrator and district nurse must be notified as soon as possible. A list of all staff members having such training should be kept by each building principal administrator. If emergency medical care is needed, Emergency Medical Services will be activated. The student's parent(s)/guardian(s) are to be notified as soon as possible.

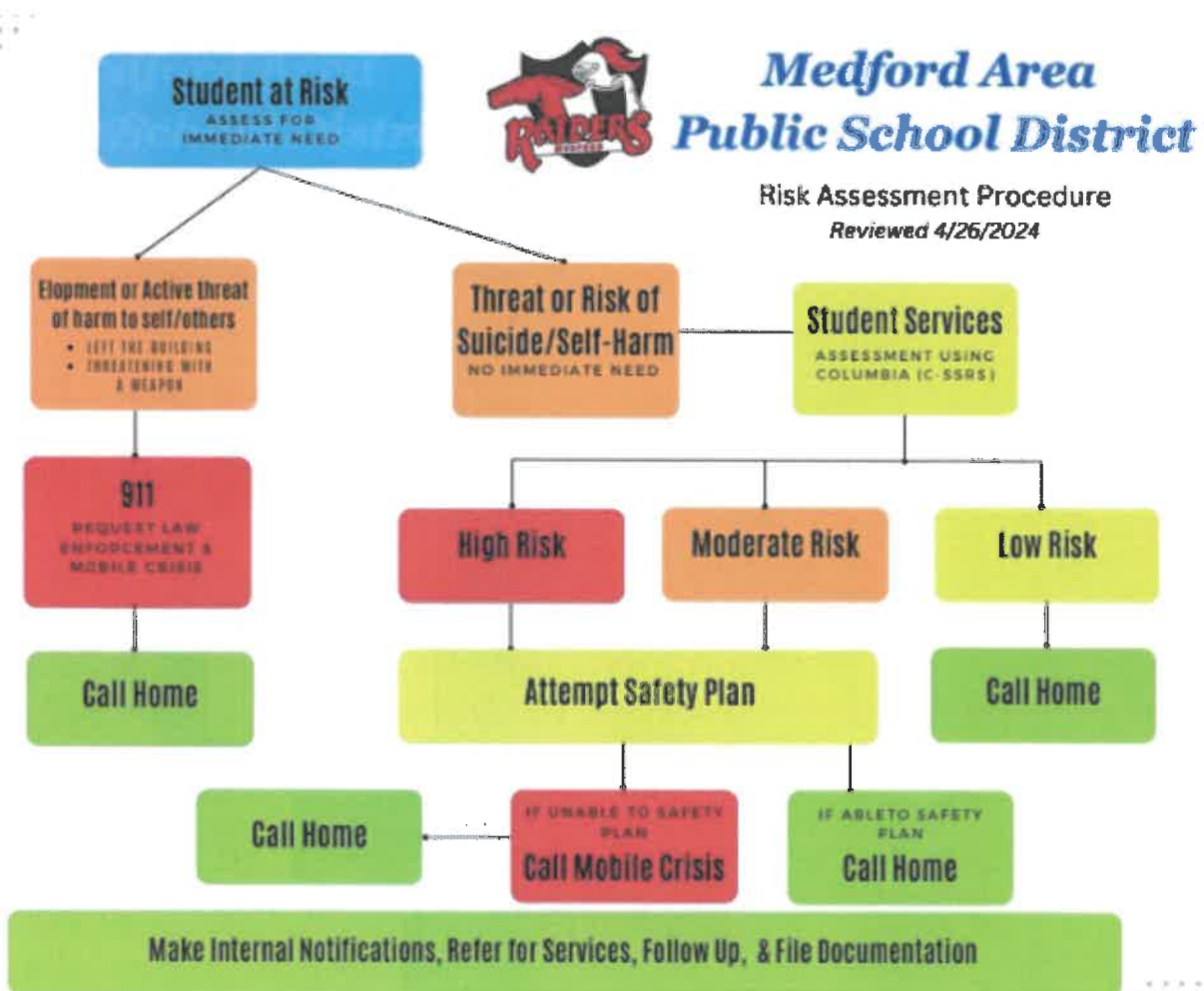
## Postvention

In the area of postvention, The school district will handle the aftermath of a student's suicide in the following manner:

- A list of mental health personnel (crisis team) who can help students in their immediate reaction to the suicide will be developed and updated on a regular basis. Potential members of this group might include but are not limited to: SS members, human services staff members, clergy members, county nursing staff, morticians, physicians and nurses. These volunteers would be willing to come into the school on a crisis basis to work with individual students or in the classrooms following a suicide.
- These crisis team members, when needed, will be contacted as early as possible, and should meet before they make contact with students. If necessary, they will go into the first hour classes of the building where the suicidee has been a student. Assignments for the crisis team will be determined by the crisis team coordinator and/or the building principal administrator.
- The crisis team would meet with teachers briefly before school to review with them the facts surrounding the suicide and to answer questions about how to deal with students during the school day. Teachers will be informed of a resource room staffed with volunteer mental health personnel, which will be available to students/staff throughout the day. Teachers will make their students aware of this option. Any student who wishes to go to the resource room may go. However, teachers must notify the resource room of any students who are leaving to come to that room.
- Individual members of the crisis team may go into first hour classes. They would spend whatever portion of the first hour is necessary discussing the suicide with the students. They will also inform the students of the existence of a resource room available to the students throughout the day. A member of the crisis team may attend the suicidee's classes during the day to help the teachers if needed.
- The crisis team should reconvene after first hour to share their concerns. They will refer any individual students about whom they are concerned to the resource room.
- Some of the members of the crisis team may meet with the teachers over lunch for the purpose of answering their questions and for receiving referrals about individuals who are experiencing difficulty in handling the suicide. The parent(s)/guardian(s) of any student who is having difficulty with the suicide will be contacted.
- If there are sufficient numbers of crisis team volunteers available, they may visit the schools in the district that same day to discuss the suicide with staff and to go into classrooms where staff feels there is a need to deal with student's questions or reactions. The determination as to what needs to be done in other buildings of the district will be made by the crisis team coordinator and the building principals administrators.
- Available members of the crisis team will meet with teachers again at the end of the school day to address their own personal concerns and/or their concerns about individual students.
- Any contact with the media shall be made by the district administrator or their designee. An effort should be made to encourage the media to downplay the suicide.
- Within a reasonable amount of time the crisis team coordinator should consider arranging a meeting for parent(s)/guardian(s) to deal with questions about how to work with their children.



- In the event of a suicide attempt, SS will meet and confer about how to handle the student's reentry into school and ongoing intervention. A member of SS shall keep close contact with the student's parent(s)/guardian(s) and the community agency treating the student to assure a coordinated approach in helping the student. Additionally, this staff person shall maintain records of all actions taken by the school, and perform a monitoring and follow-up function after the student returns to class. Teachers involved with the student should be given information to assist them in appropriately dealing with the student.
- When any outside agency is to be utilized, a release of information form should be signed by the parent/guardian and student to allow a two-way flow of information between the school and the community agency.
- Other crises involving the death of a student or staff member may be handled using the above procedures. The crisis team coordinator and/or the building principal **administrator** shall make this determination.



# Michelle's Recommendations

## Prevention

MAPSD, via Student Services (SS) (counselors, nurses, psychologists, etc.), will inform district staff on a regular basis concerning the warning symptoms of and the appropriate response to a suicidal threat or gesture. Information will be provided to parent(s)/ guardian(s) about the warning signals. The school district will include suicide prevention units at appropriate levels of the regular curriculum.

In the area of intervention, the following procedures apply. When any staff member has a suspicion of possible suicidal behavior, they will make an immediate referral to a member of SS. When dealing with suspected suicidal behavior, confidentiality must be secondary to the concern for the student's life. Action must be taken immediately.

Upon receiving the referral, the SS member will notify the appropriate principal of the referral and will see the indicated student. After talking with the student, the SS member will confer with another member of SS to determine if a serious suicidal threat does, in fact, exist. If, in the professional judgment of the two SS members, it is determined that a serious suicidal threat does exist, the parent(s)/guardian(s) of the student will be notified as soon as possible. If the parent(s)/guardian(s) do not respond, and if for that or any other reason the SS member suspects neglect or abuse could be involved, human services will be notified in accordance with state law and BOE policy. If the SS member is not able to control the student and feels the student may harm themselves, the SS member should contact the police. The student must remain in actual physical custody of a member until a transfer to the parent(s)/guardian(s), police or human services can be made. The building principal is to be kept informed of all steps in this procedure.

If a student attempts suicide during the school day, the building principal and district nurse must be notified as soon as possible. A list of all staff members having such training should be kept by each building principal. If emergency medical care is needed, Emergency Medical Services will be activated. The student's parent(s)/guardian(s) are to be notified as soon as possible.

In the area of postvention, the school district will handle the aftermath of a student's suicide in the following manner:

- A list of mental health personnel (crisis team) who can help students in their immediate reaction to the suicide will be developed and updated on a regular basis. Potential members of this group might include but are not limited to: SS members, human services staff members, clergy members, county nursing staff, morticians, physicians and nurses. These volunteers would be willing to come into the school on a crisis basis to work with individual students or in the classrooms following a suicide.
- These crisis team members, when needed, will be contacted as early as possible, and should meet before they make contact with students. If necessary, they will go into the

first hour classes of the building where the suicidee has been a student. Assignments for the crisis team will be determined by the crisis team coordinator and/or the building principal.

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- If there are sufficient numbers of crisis team volunteers available, they may visit the schools in the district that same day to discuss the suicide with staff and to go into classrooms where staff feels there is a need to deal with student's questions or reactions. The determination as to what needs to be done in other buildings of the district will be made by the crisis team coordinator and the building principals.
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- Within a reasonable amount of time the crisis team coordinator should consider arranging a meeting for parent(s)/guardian(s) to deal with questions about how to work with their children.
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student should be given information to assist them in appropriately dealing with the student.

- When any outside agency is to be utilized, a release of information form should be signed by the parent/guardian and student to allow a two-way flow of information between the school and the community agency.
- Other crises involving the death of a student or staff member may be handled using the above procedures. The crisis team coordinator and/or the building principal shall make this determination.



# Medford Area Public School District

124 West State Street  
Medford, WI 54451-1771  
Telephone: (715) 748-4620  
Fax: (715) 748-6839  
District Website: [www.medford.k12.wi.us](http://www.medford.k12.wi.us)  
E-mail: [sullipa@medford.k12.wi.us](mailto:sullipa@medford.k12.wi.us)

## Student Risk Assessment

Columbia Suicide Severity Rating Scale (C-SSRS)

Ask questions 1 & 2	
1. In the past month, have you wished that you could go to sleep and never wake up or that you were dead?	
2. Have you thought about killing yourself?	
If YES to question 2, ask questions 3, 4, 5, and 6. If NO to question 2, go directly to question 6	
3. Did you think about ways you could kill yourself?	
4. Some people think about killing themselves but know they wouldn't do it. Others think about killing themselves and think that they might do something. Was there a time when you thought about killing yourself and it was something you might do, even if you weren't completely sure?	
5. Did you make a plan for how you would kill yourself? (Like when, how, where?) Even if you weren't completely sure when you made this plan, was it something that you thought you might do?	
Always ask question 6	
6. Have you <u>EVER</u> tried to kill yourself, started to do something to kill yourself or done anything to get yourself ready to kill yourself?	
If yes to question 6, ask question 7	
7. Was this in the past 3 months?	

Low Risk
Moderate Risk
High Risk

40



# Medford Area Public School District

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## Student Safety Plan

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

→ Warning Signs – Clues that I may not be doing well:

◆ \_\_\_\_\_  
◆ \_\_\_\_\_

→ Coping Skills that work for me:

◆ Distraction: \_\_\_\_\_  
◆ Activity: \_\_\_\_\_  
◆ Sensory/Mindfulness: \_\_\_\_\_

→ Trusted Adults at School:

◆ \_\_\_\_\_  
◆ \_\_\_\_\_

→ Trusted Adults at Home:

◆ \_\_\_\_\_  
◆ \_\_\_\_\_

→ Making the Environment Safe:

◆ \_\_\_\_\_  
◆ \_\_\_\_\_

→ Reasons to Continue Living:

◆ \_\_\_\_\_

Resources:



There is hope



It's ok to not be ok  
A mental health app that gives you the tools to battle depression at your fingertips.



Talk with us. If you or someone you know needs support now, call or text 988 or chat 988lifeline.org



This safety plan was created in collaboration and support with:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student Services Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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## Risk Assessment Procedure Reviewed 4/26/2024

**Student at Risk**  
ASSESS FOR IMMEDIATE NEED

**Elopement or Active threat of harm to self/others**

- LEFT THE BUILDING
- THREATENING WITH A WEAPON

**911**  
REQUEST LAW ENFORCEMENT & MOBILE CRISIS

**Call Home**

**Threat or Risk of Suicide/Self-Harm**  
NO IMMEDIATE NEED

**Student Services**  
ASSESSMENT USING COLUMBIA (C-SSRS)

**High Risk**

**Moderate Risk**

**Low Risk**

**Attempt Safety Plan**

**Call Home**

**Call Home**

IF UNABLE TO SAFETY PLAN  
**Call Mobile Crisis**

IF ABLE TO SAFETY PLAN  
**Call Home**

**Make Internal Notifications, Refer for Services, Follow Up, & File Documentation**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

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

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

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

**Grades PK-8**

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

**Grade 9-12**

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

**CROSS REFERENCE:**

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



# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

June 5, 2024

## EDITORIAL CHANGE

Policy Code	Policy Title
5.1	Support Staff Handbook – Base Compensation
6.11	Support Staff Handbook – Retirement Benefit & Recognition
7.4	Support Staff Handbook – Sick Leave
7.5	Support Staff Handbook – Funeral Leave
5.11	Educational Credit Reimbursement & Advancement Plan
7.5	Professional Staff Handbook – Funeral Leave

## **5 COMPENSATION POLICIES**

### **5.1 Base Compensation**

It is the Medford Area Public School District's desire to pay all employees' wages that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and district performance, and in compliance with all applicable laws. Support staff will receive a double bump on the wage scale upon completion of 5, 10, 15, 20 and 25 years of service.

### **5.2 Timekeeping Procedures**

By law, the Medford Area Public School District is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate timesheet. Timesheets are due the 5<sup>th</sup> and 20<sup>th</sup> of each month.

### **5.3 Overtime Pay**

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Thus, for all hours worked over 40 in a week (12:00 a.m. Monday through 11:59 p.m. Sunday), non-exempt employees will be paid 1½ times the employee's regular hourly rate. Non-exempt employees may accumulate compensatory time not to exceed 60 hours total. Employees who have not used comp time by June 30 shall receive payment on or before July 15. All overtime work performed must receive the supervisor's prior authorization. Hours not worked, but in paid status (e.g., sick leave, comp. time, funeral leave, holiday pay, personal leave, vacation) shall not count toward hours worked in a week for purposes of overtime pay.

### **5.4 Chaperone Pay**

The board shall pay chaperones at the rate of \$20.00 per hour for chaperoning/supervising—academic events, dances, and similar activities provided it is Board approved. These assignments shall be voluntary, unless a sufficient number of volunteers are not available, in which case, the district administrator or his/her designee shall assign support staff members to serve as chaperones.

### **5.5 Payroll and Paydays**

The frequency of the Medford Area Public School District payroll distribution is dependent upon an employee's employment status. Regular full-time and part-time employees (exempt or non-exempt) are paid semi-monthly on or by the 15th and last business day of each month.

### **5.6 Performance and Salary Reviews**

The Medford Area Public School District wants to help employees to succeed in their jobs and grow. In an effort to support this growth and success, the Medford Area Public School District has a review process for providing formal performance feedback.

# 6.11 Retirement Benefit & Recognition

Employment Handbook – Support Staff  
Assistants, AV Technicians, Bus Drivers, Cooks, Custodians, Secretaries, & Specialists

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benefit is exhausted.\* If both spouses are support staff employed by the Medford Area Public School District, each spouse may be eligible for the Premium Only HRA based upon the eligibility as noted above. Should any retiree receiving benefits under this section die before exhausting the benefit, the surviving spouse shall continue to receive the benefit until the benefit has been exhausted or until the death of the surviving spouse, whichever occurs first.

Insurance Provision – For support staff who do not qualify for the above referenced benefit and for support staff who have exhausted their retirement benefits as described above, upon retirement, support staff may continue in the Health Insurance Plan, offered by the District to active employees, subject to the rules of the insurance carrier, providing they pay their own premium.\*

**\*Effective July 1, 2026:**

**The duration of coverage on the District's health and dental insurance program for those retiring on or after July 1, 2026, is based upon COBRA continuation coverage election and the COBRA-specified coverage period. The retiree and/or eligible family members may choose to continue coverage on the District's health insurance plan, provided they pay 100% of the COBRA premiums. Note that retirees may only remain on the District's health insurance plan for the duration of COBRA.**

Eligible employees shall be required to contribute to the Wisconsin Retirement System the full employee-required contribution, as per the Employee Trust Funds Board. The District shall contribute the employer-required contribution.

Unused personal leave pursuant to Section 7.6 of this handbook shall be paid out at a rate of \$75.00 per day upon retirement.

Unused sick leave will be paid into the Health Reimbursement Arrangement (HRA) at a rate of \$75.00 per day up to 96 108 days upon retirement.

## 6.12 Training and Professional Development

A specific schedule of basic training and orientation has been established for each job and employment classification. The Medford Area Public School District encourages all interested employees to take advantage of the continuing education initiative and further job specific training. All courses must be approved by a supervisor and District Administrator.

## 6.13 Health Savings Account

The district may make a deposit to all qualified participant's Health Savings Account each payroll period.

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## 7.4 Sick Leave

Employees who are scheduled to work 1,700 or more hours per year will be allocated twelve (12) days of sick leave on July 1. Sick leave can be used for absences caused by illness or disability of which twelve (12) days of sick leave for care of a sick dependent child living in the home of the employee that works 1,700 or more hours per year.

Employees who are scheduled to work 1,699 or less hours per year will be allowed nine (9) days of sick leave on July 1. Sick leave can be used for absences caused by illness or disability of which nine (9) days of sick leave for care of a sick dependent child living in the home of the employee that works 1,699 or less hours per year.

In addition, sick leave can be used for medical and dental appointments of the employee. Sick leave deductions will be made in 15 minute increments. Sick leave shall be cumulative to 108 days.

An employee who has been absent from work due to illness may be required to provide medical verification of his/her illness and/or to submit to an examination by a licensed physician at the District's expense.

Full-time, 9-month employees may substitute sick leave or personal leave days in place of unpaid leave days due to district cancellations.

In the event that an employee's normal work day changes, the employee's accumulated sick leave shall be converted to hours and apportioned over the employee's new work schedule; provided, under no circumstances shall the accumulation exceed 108 days.

In the event that a paid holiday falls within the week or weeks when the employee is on paid sick leave, such holiday will be charged as a paid holiday and not deducted from the employee's accrued sick leave.

Misuse of sick leave shall mean loss of pay for the days alleged as sick leave and may result in other appropriate disciplinary action, up to and including discharge.

Sick leave requests shall be made to the building principal/supervisor.

Payment for unused sick leave – A staff member who has accumulated ~~408~~ 120 days of sick leave will be reimbursed for unused cumulative sick leave above the ~~ninety-six (96)~~ 108 days at the end of the school year at a rate of \$75.00 per day. Payments will be made at the end of the fiscal year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

An hourly employee with ten (10) or more years of service whose services are terminated for any reason other than discharge, will be compensated for all unused sick leave at a rate of \$75.00 per day provided termination is effective on or before the day following the last day of classes for the school year.

## 7.5 Funeral Leave

An employee is eligible for up to three (3) days, with pay, in the event of a death in the immediate family of the employee or spouse (immediate family is defined as spouse, mother, mother-in-law, step mother, father, father-in-law, step father, child, sister, step

sister, brother, step brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, step grandparent, great grandparent, grandchild, foster parent, or foster child). Also considered as an immediate family member is a long-standing relationship, (adults living within the same household). If additional time off becomes necessary and is requested by the employee and approved by the District Administrator or designee, then the additional time off shall be deducted from the employee's sick leave.

A leave without loss of pay for one (1) full day will be allowed for attendance at a funeral of the support staff or spouse not covered in the first paragraph of this section. This day is not deducted from the support staff's sick leave and is limited to one per year. Subsequent funeral leave in a school year can be requested for uncles, aunts, nieces, nephews or cousins and if approved, a day of sick leave will be deducted from the support staff's cumulative sick leave. Once you request your funeral leave for someone not covered in the first paragraph, you cannot decide later to change that day for another funeral.

Misuse of funeral leave shall mean loss of pay for the days alleged as funeral leave and may result in other appropriate disciplinary action, up to and including discharge.

## 7.6 Personal Leave

All personal leave requests must be submitted to the employee's immediate supervisor. Employees will earn one (1) day of personal leave with pay each school year. Employees completing their fourth year of service, will receive an additional personal leave day each school year. Personal leave days may be taken consecutively and combined with any other leave, including unpaid leave. Personal leave deductions will be made in 15 minute increments. Under this provision, an employee will bank any unused personal leave during a school year up to a maximum of four (4) days. Employees may carry over the four (4) banked days to be used in any subsequent year. Except in the case of emergency, forty-eight (48) hours advance notice to the principal or supervisor is required. Employees planning to use two (2) or more consecutive days must submit written request to the principal or supervisor at least fourteen (14) working days prior to the first day of the requested leave. No more than two (2) employees per department per building per day may be absent for personal leave. Leave under this section shall not extend holiday/vacation periods that are themselves three (3) or more days in length and may not be used on inservice days by an employee scheduled to attend inservice activities on said days and may not be used on the first or last day of student instruction. Exceptions may be made for a family event or situation that falls on the first or last day of student instruction, scheduled inservice day, parent-teacher conference day, or prior to or after a holiday break. Any requests that fall under this description must be brought to the attention of the District Administrator. The same staff member per building limit applies.

A staff member that has more than four (4) personal leave days at the end of the school years will be paid at a rate of \$75.00 per day. Payment for this unused leave will be made at the end of the fiscal year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

Misuse of personal leave shall mean loss of pay for the days alleged as personal leave and may result in other appropriate disciplinary action, up to and including discharge.

## 5.11 Educational Credit Reimbursement and Advancement Plan

The District shall reimburse a maximum of three credits per school year at a rate up to \$125.00 \$175.00 per credit for graduate course work completed after 7/1/24 which applies to a program that is relevant to an educational certification as recognized by DPI licensing. In addition, each National Board component completed is equal to three credits and will be reimbursed at the same rate per school year. All course work must be previously approved by the District. Any duplicate or nearly-identical credentials and/or degrees which have already been completed or earned by the professional staff member will be denied.

A teacher who finishes their master's degree will move over three cells on the salary schedule, one time, per Master's earned and will start with the new salary based on the number of days remaining on the contract. Official transcript showing degree and date earned must be submitted to the district office.

A teacher who earns their National Boards for Professional Teaching Standards (NBPTS), Wisconsin Master Educator Assessment Process (WMEAP) or a Doctorate degree, will move two cells each year per the salary schedule guidelines and examples until they reach the end of the salary schedule.

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Personal leave deductions will be made in 15 minute increments. Except in the case of emergency, forty-eight (48) hours advance written request to the principal or supervisor is required. Professional staff members planning to use five (5) or more consecutive days must submit a written request to the principal or supervisor at least fourteen (14) working days prior to the first day of the requested leave. No more than three (3) professional staff members per building at MASH, MAMS, MAES, and two (2) professional staff members per building at SES may be absent per school day for personal leave. Leave under this section shall not extend holiday or vacation periods that are themselves three or more days in length and may not be used on the first or last day of student instruction or during a scheduled inservice day or parent-teacher conference day. Exceptions may be made for a family event or situation that falls on the first or last day of student instruction, scheduled inservice day, parent-teacher conference day, or prior to or after a holiday break. Any requests that fall under this description must be brought to the attention of the District Administrator. The same staff member per building limit applies.

If an unforeseen reason develops, the District Administrator or their designee may waive the three (3) professional staff members per building at MASH, MAMS, MAES, and two (2) professional staff members per building at SES rule and/or the extension of a holiday or vacation rule.

A staff member with more than the allowed banked personal leave days at the end of a school year will be paid out at a rate of \$75.00 per day, prorated for partial days. Payment will be made at the end of the fiscal year. A professional staff member who resigns after April 15 may lose any right to reimbursement under this paragraph.

Misuse of personal leave shall mean loss of pay for the days alleged as personal leave and may result in other appropriate disciplinary action, up to and including discharge.

## 7.4 Unpaid Leave

Unpaid leave may only be requested after you have exhausted all paid leave. A professional staff member will be allowed two (2) unpaid days per school year. An unpaid day will result in a salary reduction. Unpaid leave deductions will be made in 15 minute increments. Additional unpaid leave requests will be considered on an individual basis. Additional days will result in a salary reduction as well as the pro-rated cost of health, dental and vision insurance.

## 7.5 Funeral Leave

A professional staff member is eligible for up to three (3) days, with pay, in the event of a death in the immediate family of the professional staff member or spouse (immediate family is defined as spouse, mother, mother-in-law, step mother, father, father-in-law, step father, child, sister, step sister, brother, step brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, step grandparent, great grandparent, grandchild, foster parent, or foster child). Also considered as an immediate family member is a long-standing relationship, (adults living within the same household). If additional time off becomes necessary and is requested by the professional staff member