

Medford Area Public School District 2023-24 School Calendar

23-24 New Teacher In-Service
29-30 Teacher In-service
29 MAES and SES Open House 4-5:30 p.m.
29 MAMS Open House 4:30-6:00 p.m.

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	NT	NT	25	26
27	28	IN	IN	31		

September						
S	M	T	W	T	F	S
					1	2
3	LD	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	ER	22	23
24	25	26	27	28	29	30

1 Grades 1-9 First Day of School
4 No School
5 PK-K & 10-12 First Day of School
21 Early Release

18 No School-Parent Teacher Conferences all schools 1-8 pm
19 No School Teacher In-Service/RD
20 No School

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	PT	IN	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	ER	22	TG	24	25
26	27	28	29	30		

3 End of 1st Quarter (42 days)
21 Early Release
22-24 No School

25-29 No School

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
CE	CD	26	27	28	29	30
NYE						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	IN	20
21	22	23	24	25	26	27
28	29	30	31			

1 No School
15 End of Quarter (42 days)
19 No School Teacher In-service

5 Early Release
26-29 Break – No School

February						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	IN	GF	30
31						

1 Break - No School
22 End of Quarter (43 days)
28 No School Teacher In-Service
29 No School

16 Early Release

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	ER	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	ER	16	17	18
19	20	21	22	23	24	25
26	MD	28	29	30	31	

15 Early Release
24 Graduation 7:00 p.m. / Last day of school / end of quarter (43 days)

3 first day of summer school

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

170 Student days
179 Teacher Days

The first six days lost to snow / bad weather will not be rescheduled. All other days will be made up. Updated 7/10/23

Pat Sullivan
District Administrator



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Directions for Online Student Registration

- Registration will open August 7
- Parents will complete an online student registration form for each child in Skyward

1: Go to the Medford District Page: www.medford.k12.wi.us



2: Click on the Skyward icon in the top right corner.

3: Log on with your Skyward username and password.



If you do not have a username and password, contact Tia Weber at the District Office, weberti@medford.k12.wi.us, 715-748-4620, 5535.

A screenshot of the Skyward login page. At the top is the Skyward logo and the text "MEDFORD AREA PUBLIC SCHOOL DISTRICT Business and Student". Below this are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. At the bottom, there is a link for "Forgot your Login/Password?" and a timestamp "05.20.06.00.04".

4: Click on the “2023-24 Student Registration” button on the left column of the screen, or on the link in the message at the top of the screen called, “Go to 2023-24 Student Registration for (student name).”



5: Complete each step of the online registration. Start by clicking on the first link called 1a. Student Information, then move to the 1b. Family Address, etc.

2023-24 Student Registration

Brett (MEDFORD AREA SENIOR HIGH 2021-2022)

District Message

Thank you for updating your information on the 2021-22 Student Registration portal. Please click through and verify each step in the process.

District Message

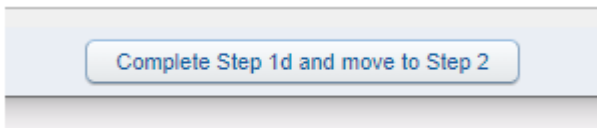
1. Verify Student Information
Completed 08/04/2020 3:39pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Health Information
2. Health and Emergency Contact
3. Learning Preference
4. Make a Food Service Payment
5. Add a Food Service Application
6. Athletic Consent Form
7. Pay Registration Fees online with RevTrak
8. Complete 2021-22 Student Registration

Next

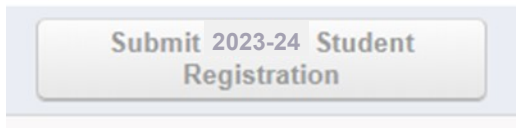
Close and Finish Later

The green check mark indicates section completed.

6: When you have entered the information in a page, go to the bottom of the page and click on the button that looks similar to this, "Complete Step X, and move to Step Y."



7: When you are done with the online registration form, click on the button at the bottom of the page called, "Submit 2023-24 Student Registration."



Note: If you have more than one child, you will go back to the home page. At the top of the home page is a drop down menu where you can choose another child.

If you have any problems, please contact your school building office.

Parent Drop Off / Pick Up

- Parents can drop off their children outside of the building or accompany them inside.
- Elementary students being dropped off will be met by staff by the entrance door to make sure they know where to go.
- Middle School student drop off/pick up will be at front entrance

Bus Pick Up / Drop Off Information

- **Check with Krug Bus Service** (715-748-3194) to verify your child's pick up / drop off information.
- Each year students are picked up and dropped off at home or at city shuttle points, unless otherwise informed.
- Because of changing households, you must check this information each year.

Volunteers

If you are interested in volunteering in one of our schools, please visit the website: <https://bib.com/SECUREVOLUNTEER/MEDFORD-AREA-PUBLIC-SCHOOLS/>

If you have any questions regarding this volunteer screening, please contact Becky Goodrich at 715-748-4620 x 5528.



School Closing Notifications via "Remind"

Would you like to receive a text message informing you that school has been cancelled due to inclement weather or some type of emergency? If you do, sign up for Remind 101 and receive a message from the District Administrator.

To receive messages via text, text **@notify** to **81010**. If you are having trouble with 81010 try texting **@notify** to **920-843-9580**. You can opt-out of messages at any time by replying **@LEAVE** to the message.

Or to receive messages via email, send an email to **notify@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.

It is possible that this will be used for other uses as well, such as parent teacher conference reminders, etc.

Note: If you changed your cell phone number from last year, you will have to "reapply" to receive these messages.

Family Access

Login to Family Access for:

- Registration
- Online Forms
 - * Community Service Verification Form,
 - * Fee Waiver Form
 - * Free & Reduced Lunch Applications
 - * State Testing Opt Out
 - * Transportation / Bus Routes
 - * And more
- District and Teacher Notifications
- Grades
- Attendance
- Food Service Account
- Health Information and more



Go to our school website:

<https://www.medford.k12.wi.us/>

Click on the Family Access icon

(upper right corner) 

To get on Family Access you will need a login and password.

Email weberti@medford.k12.wi.us or call the school office if you are in need of this information.

Students and parents have different logins and passwords.



Change of Information

If your family has a change of address, phone number or employer (and phone number) during the year, please contact your child(ren)'s school and provide them with that information. We ask to be updated so that in case of an emergency, we have the correct information so that we can contact you as soon as possible.

E-Mails

Contacts are often made to parents through e-mail. If you have an e-mail address to share with staff, please include this when registering your child(ren).

To update your email address:

- Log onto Family Access
- Select My Account (upper right of screen)
- Type in your new email address in Home Email
 - Select "Save"

This information will then be saved and is available to your child's teacher(s) and school.



District and School Contacts

Visit our website at www.medford.k12.wi.us

Board Meetings

Board Meetings are typically held on the fourth Monday of every month at 6:00 p.m. at the Medford Schools District Office.

The 2023 Annual Meeting is scheduled for Monday, August 28 at 6:00 p.m. at the Medford School District Office.

Board of Education

Dave Fleegel	President	715-560-8213
John Zuleger	Vice-President	715-560-8397
Brian Hallgren	Treasurer	715-965-0352
Jodi Nuernberger	Clerk	715-225-3967
Corey Dassow	Member	715-965-5401
Don Everhard	Member	715-965-1155
Aemus Balsis	Member	715-493-5173
Steve Deml	Member	715-965-6438
Kurt Werner	Member	715-965-5155

Administrative Team

Pat Sullivan	District Administrator	715-748-4620 ext. 5523
Laura Lundy	Director of Curriculum & Instruction	715-748-4620 ext. 5525
Audra Brooks	Director of Business Services	715-748-4620 ext. 5526
Joseph Greget	Director of Students Services & Special Education	715-748-2316 ext. 3324
Jill Lybert	MASH Principal	715-748-5951 ext. 4423
Andy Guden	MASH Assistant Principal	715-748-5951 ext. 4426
Justin Hraby	MAMS Principal	715-748-2516 ext. 2223
Jodi Butler	MAMS Assistant Principal	715-748-2516 ext. 2225
Dan Miller	MAES & SES Elementary Principal	715-748-2316 ext. 3323
Shelly Crank-Woller	MAES & SES Assistant Elementary Principal	715-678-2600 ext. 1123
Charles Heckel	RVA Administrator	715-748-4620 ext. 8823
Sara Holewinski	RVA Principal	715-748-4620 ext. 8825

District Contacts

Ted Wilson	Technology Engineer	715-748-5951 ext. 4493
Adam Schwarz	Director of Buildings and Grounds	715-748-5951 ext. 4570
Ryan Pilgrim	Activities Director	715-748-5951 ext. 4484
Athena Podolak	Director of Marketing	715-748-4400 ext. 8881

Community Learning Centers

The Medford and Stetsonville Community Centers (CLC) offer after school services to students in Pre-Kindergarten through Grade 8 and are located at MAES, SES and MAMS. The CLC program includes tutoring and homework help, recreational art activities, multicultural educational activities, character development activities, and family / parent nights. Registration forms can be filled out on Family Access in Skyward. For more information on the Community Learning Centers, contact your child's school office, or view our website at www.medford.k12.wi.us/district/clc.cfm

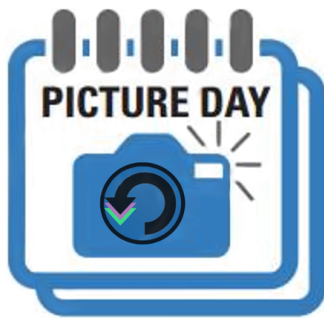
MAES:	6:45 - 7:30 a.m. and 3:34 – 5:30 p.m. Monday – Friday
SES:	6:45 - 7:15 a.m. and 3:07 – 5:30 p.m. Monday – Friday
MAMS:	6:30 - 7:30 a.m. and 3:20 – 5:30 p.m. Monday – Friday

NOTE: If a child is dropped off prior to the CLC start time, an early drop off fee will be assessed at the rate of \$4.00 for every five (5) minutes early.

If a child is not picked up by the CLC end time, a late fee will be assessed at the rate of \$4.00 for every five (5) minutes after 5:30 p.m.

Find the CLC Registration form via Family Access or on our website

Due to receiving the Nita M. Lowey 21st CCLC Grant there will be no charge for any CLC programming for the 2023-2024 school year.



Student Pictures

Lifetouch National School Studios will be taking student photographs for the 2023-24 school year. Pictures will be taken on the following dates:

MASH – Thursday, September 21, 2023

MAMS – Thursday, September 21, 2023

MAES – Tuesday, September 12, 2023

SES – Tuesday, September 12, 2023

Early Release Day Procedures

The 2023-2024 calendar calls for five early release days (September 21, November 21, February 5, April 16, and May 15).

1. Professional Learning Communities (PLC) time is designated from 2:10 to 3:50 p.m. at the various schools (all certified staff will attend).
2. All certified staff will have a 7:30-3:50 p.m. work day.
3. Athletic practices, rehearsals, and other activities will not begin prior to 3:50 p.m. on those days at MASH.
4. Building principals will decide whether or not a teacher assistant is required to stay for Early Release activities.
5. CLC programs at the schools will begin immediately after the students are dismissed.

Early Release Dismissal Times: SES 1:37, MAES 2:04, MAMS 1:45, MASH 1:57

2023-24 Needed School Supplies

*School supplies may need to be replenished throughout the school year.

<u>Grade PK</u>	<u>Grade K</u>	<u>Grade 1</u>
<p>Regular sized backpack, a complete change of clothes (in a bag labeled with the student's name) 2 boxes of Kleenex 1 towel for rest time Optional Water Bottle Gym shoes (Velcro or slip on) No tie shoes</p> <p>One of our goals in Pre-K is to foster independence. When picking out everyday school shoes, please consider Velcro or slip on shoes that your child is able to put on and take off independently. This is an important self-help skill that we work diligently on during the school year and your help is appreciated.</p>	<p>Large school bag / backpack Gym shoes with non-marking soles to be kept at school for gym class ***all items clearly marked with name Two boxes of 24 count crayons Fiskars scissors (blunt end) 1 large pink pearl eraser 9 large (0.74 oz.) glue sticks 1 box of Kleenex 1 container of cleaning wipes Twelve sharpened #2 pencils (SES only) A complete change of clothes (in a bag labeled with name) Optional water bottle</p>	<p>24 #2 yellow pencils, sharpened 24 count box of crayons 1 scissors 6 large glue sticks 5" x 8" pencil box 1 set of washable markers 1 large backpack 1 large box of Kleenex 8 black Expo dry erase markers 1 container of disinfecting wipes 1 box of Ziploc bags (BOYS bring a box of gallon size; GIRLS bring a box of sandwich or quart size) 1 watercolor paint set of 8 colors (MAES only) 1 box of Dixie cups (MAES only) 1 single subject notebook (SES only) 1 clean old sock to be used as a whiteboard eraser (SES only) Gym shoes with non-marking soles Optional water bottle</p>
<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>
<p>24 #2 yellow pencils sharpened 1 wide-ruled notebook 6 jumbo glue sticks 24 count crayons 10 count washable markers 12 count colored pencils 1 pencil box 1 kids scissors 2 highlighters 2 large erasers 1 box of Kleenex 1 backpack 6 Expo dry erase markers, fine tip & black 1 pack of 3x3 post-it notes 1 pair of tennis shoes for gym 1 container of disinfecting wipes Headphones (optional) 1 box of Ziploc bags any size (optional) Optional water bottle</p>	<p>Pencils (10 pack – more as needed) 1 pack of Post-It Notes 1 large eraser 1 crayon box or zipper pencil pouch 1 wooden ruler (12-inches & centimeters) 1 (12 count) colored pencils 1 box of markers (10 count) 1 large box of Kleenex 4-8 Expo dry erase markers: fine tip 4 pocket folders 3 notebooks one subject and wide-ruled 2 highlighters Crayons (24 count) 4 glue sticks (more as needed) 1 backpack 1 kids scissors 1 whiteboard eraser or 1 clean sock 1 pair of tennis shoes Optional water bottle Optional headphones School supplies may need to be replenished throughout the school year</p>	<p>24 #2 pencils sharpened Eraser 3 spiral notebooks Scissors, pen Colored pencils or crayons Markers A pencil pouch or small plastic in desk case for small items Glue Ruler A backpack or book bag 3 pocket folders 1-2 large boxes of Kleenex Gym shoes with non-marking soles A highlighter 1 pack of 3 x 3 post-it notes A sock (black preferred) or eraser to erase whiteboards 1 set of earbuds/headphones (to stay at school) 4-8 Expo dry erase markers 1 box of Ziploc bags – any size Optional water bottle PLEASE, NO Trapper Keepers or binders. A folder will be provided for organization</p>

2023-24 Needed School Supplies

Grade 5

3-ring binder, zippered, metal rings (2" or larger)
 5 pocket folders
 3 spiral notebooks (single subject)
 1 pencil pouch with holes
 12 pencils
 1 large eraser or cloth/old sock
 2 pens (blue or black)
 1 pen (red)
 4 dry-erase markers
 1 yellow highlighter
 12 count colored pencils
 12 count colored markers
 2 glue Sticks
 Scissors
 1 container of Lysol wipes
 2 boxes of Kleenex
 2 sets of earbuds to stay at school

Grade 6

3-ring binder, zippered, metal rings (2" preferred)
 2 pocket folders
 2 spiral notebooks (single subject)
 1 pencil pouch with holes
 1 box of pencils (24)
 1 pen (blue or black)
 4 dry-erase markers
 1 highlighter
 12 count colored pencils
 12 count colored markers
 1 glue stick
 Scissors
 Calculator
 2 boxes of Kleenex
 2 sets of earbuds to stay at school

Grade 7

3-ring binder, zippered, metal rings (2" preferred)
 6 pocket folders
 4 spiral notebooks (single subject)
 1 pencil pouch with holes
 1 box pencils
 1 large eraser
 2 pens (blue or black)
 4 dry erase markers
 1 yellow highlighter
 12 count colored pencils
 1 12-inch ruler
 Calculator
 2 boxes of Kleenex
 2 set of earbuds to stay at school

Grade 8

3-ring binder, zippered, metal rings (2" preferred)
 6 pocket folders
 1 pocket folder w/fasteners
 4 spiral notebooks (single subject)
 1 pencil pouch with holes
 1 box pencils
 1 large eraser
 2 pens (blue or black)
 1 yellow highlighter
 12 count colored pencils
 Calculator
 2 boxes of Kleenex
 2 set of earbuds to stay at school




Food Service

Medford Area Public School District has adopted a policy on Family Services accounts that are used to pay for your children's food service purchases. Our district uses Skyward software, which utilizes a computerized prepayment system for school meals.

Each student has an individual PIN/ID to deduct purchases from a family account. The system works the same way as a checking account. Your family must maintain a positive balance in order for your child to draw purchases from it. You are encouraged to send regular payments on a weekly or monthly basis to cover anticipated meals. The money remains in your account until your children draw from it.

Families do not need to write individual checks for each student in their family. Funds can be deposited into your family account in three ways:

Online - Payments can be made online via credit/debit card or electronic transfer from your bank account by using Family Access. Go to our website, www.medford.k12.wi.us and click on the Family Access icon () located in the upper right hand corner of the page. If you do not have your username and password, contact Tia at 715-748-4620 x 5532. A 2.1% convenience fee per transaction is assessed for online payments.

At School - Cash or check deposits can be made in person or sent with your child to school. Please indicate the student name on your payment. Checks can be made out to MAPSD (Medford Area Public School District).

In the Mail - Send to 124 West State Street, Medford, WI 54451. Checks should be made payable to MAPSD. Please include your child's name when sending a payment

Payments made at school prior to 8:30 a.m. are credited to your account at the end of each day. Please allow up to 24 hours for online payments to be processed.

To review Medford Area Public School District's Meal Charge Policy, and the penalties for neglecting to maintain a positive balance, please visit www.medford.k12.wi.us/district/policies.cfm, Section E: Support Services, Policy EFF.

Please contact Tia Weber if you have questions at weberti@medford.k12.wi.us or 715-748-4620 x 5532.

2023-24 Food Service Prices

Breakfast

Adult.....	\$2.60 per meal
PK/K-4.....	\$1.40
5-8	\$1.50
9-12.....	\$1.60



Snack

Gr. PK-2 \$0.20 per snack, all students regardless if they qualify for free or reduced lunch are charged for snack.

Milk (extra milk or milk breaks in grades PK-2)

All Grade Levels.....\$0.40 per milk

Extra milk or milk for breaks, and snacks will be deducted from your Food Service Account . Please make sure there are funds available in your family food service account.

Lunch

Extra Entrée.....	\$2.50 per entrée
Adult	\$4.65 per meal
PK/K-4.....	\$2.50
5-8.....	\$2.65
9-12.....	\$2.80

Free & Reduced Price Meal

Application

Free snack milk (grades PK-2) and a reduced cost for the CLC afterschool program are available for those who qualify financially. Application forms can be picked up at the school buildings, filled out using family access, or on pages 57-58.

NOTE If you qualify for free and reduced meals, any snack (PK-2), extra entrée or ala carte items your child purchase(s) are/is charged to your account at full price.

Credit Card Payments:

The district accepts credit card payments for Food Service via Family Access



School Nutrition Program by A'viands



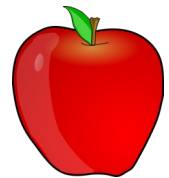
FOOD SERVICE PROVIDED BY A'VIANDS FOOD AND SERVICES MANAGEMENT, AN ELIOR COMPANY 'SMALL ENOUGH TO CARE, BIG ENOUGH TO MAKE A DIFFERENCE.'

August 2023: A'viands, a food and services management company headquartered in Charlotte, North Carolina, is looking forward to starting service to the Medford Area Public Schools which will include many satisfying and nutritious meals to our student population.

Through our partnership, A'viands will work with the district to enhance our food service program. We are committed to providing a food experience that includes professional and creative management, merchandising, and marketing. A'viands will progressively provide a variety of food stations and experiences that feature comfort foods, local favorites, and kid friendly meals.

In addition to serving nutritious and tasty food choices, A'viands believes that nutrition and education go hand in hand. A'viands will work with the district to incorporate nutritional education into students dining experiences. This will be made on display in our student eating areas with informative signage provided by our marketing team.

With the idea of offering more customizable options, we will build our Fresh Picks, Global Bites options into our menus. It will be a great way to offer new looks at more exotic cuisines and cultures. This will help us continue to develop more 'build-your-own' offering stations that focus on high quality foods with from scratch recipes.



Best regards, Cheryl Kell, Food Service Director

FREE AND REDUCED PRICE APPLICATIONS

Reminder: Applications for free and reduced breakfast and lunch prices **must be filled out annually.** (Find the application on pages 57-59) Direct Certification: All schools are required to complete direct certification. Households that are receiving Food Share or W-2 Cash Benefits do not have to fill out an application. School officials will notify you of your child's eligibility and your child will be provided free benefits, unless you tell the school that you do not want benefits. **If you are not notified by October 1, 2023, submit an application at that time.** Applications are available in this booklet, on line at www.medford.k12.wi.us – Family Access / Food Services / Add Application or at each building.

E-Rate

You may know that the Medford Area Public School District has been participating in the E-Rate Program for the past number of years. The E-Rate Program is a federal program which provides schools and libraries across the country with substantial discounts on their technology services.

These discounts reduce the costs of our internal data lines we use to connect our school buildings. E-Rate also discounts our wireless infrastructure we plan to install. The size of the discounts which we receive is based on the income level of our students' families. Our local public library also benefits since it shares our discount rate. Discounts also save the district and taxpayers a substantial amount of money. We need your help qualifying for the largest discount allowable. If you qualify for Free and / or Reduced Price Meals / Milk, please fill out an application.

Medford and Stetsonville Elementary Schools

Grades EC/PK—4

**Open House Information:
Tuesday, August 29**

4:00—5:30



Grades 1 – 4:

School Begins on
Friday, September 1, 2023

**Early Childhood, Pre-Kindergarten &
Kindergarten:**

School Begins on
Tuesday, September 5, 2023

See page 9 for CLC information.

Online Registration

Registration for students is now online. Please login to your Skyward Family Access to complete the registration process for your child(ren). See page 7 for directions.



School Start and Dismissal Times

SES	Start Time	7:48 a.m.
	Dismissal Time ...	3:07 p.m.
MAES	Start Time	8:15 a.m.
	Dismissal Time ...	3:34 p.m.



Log in to your Skyward Family Access to fill out the Bus Routes – New / Alternate Pick-Up / Drop -Off Form.

Medford Area Middle School

Grades 5-8

Registration

Registration forms will NOT be sent home this year. All registration forms are to be completed online.

Please log in to your Skyward Family Access to complete the registration process for your child(ren). See pages 4-5 for directions.

Chromebooks will be available at MAMS during office hours for those without internet access.

7th & 8th Grade Schedule Pick Up

Thursday, August 17, 12:00 pm - 7:00 pm

Friday, August 18, 8:00 am - 12:00 pm

Schedules can also be picked up anytime after August 18th during MAMS office hours (8:00 am - 2:00 pm Monday -Friday). Schedules may also be picked up in the auditorium on the first day of school.

Chromebooks will be distributed on the first day of school.

Incoming 8th Grade students must have their Chromebook case to receive their Chromebook.

MAMS 23-24 Fall Athletics

Athletic dates/times will be posted on the website and in the back to school booklet.

If you have any questions, please contact Ryan Pilgrim at MASH 715-748-5951 ext. 4484

Open House Information:

Grades 5-8

Tuesday, August 29

4:30 - 6:00 p.m.

5th & 6th grade students and parents may go directly to classrooms if they know their teacher. Students will receive locker information from their teacher.

Class lists will be posted for those who do not know their teacher.



5th Grade Parent Building Tours

Monday, August 21, 2023

6:00 p.m. (A-K)

7:00 p.m. (L-Z)

If one time works better than another, feel free to attend that session. Tours will last approx. 20 minutes.

Middle School Orientation

5th TO 8th GRADE STUDENTS NEW TO THE DISTRICT

MAMS orientation will be held August 15th at 2:00 pm. Please enter by the main entrance and meet by the office.

Physical Education Uniforms

- 7th & 8th Grade students are required to wear a uniform for class participation. The school district will provide one Phy. Ed. uniform to each student when entering 7th Grade.
- Sweatshirts and sweatpants may also be needed for outside activities.
- Students entering 7th grade and any new 8th Grade students will receive their Phy. Ed. uniform when picking up their schedule.
- Students entering 8th grade will need their uniform from last year.
- 5th & 6th Grade students do not have a required dress code, except for tennis shoes

MAMS Fall Athletics

Grade 7 – 8 Football

Equipment will be handed out on Thursday, August 10th at 6:00 p.m. Practice will begin on Monday, August 14th. A practice schedule will be handed out when equipment is handed out.

Grade 7 – 8 Volleyball

First practice will begin on Wednesday, August 23th, from 3:30-5:00 p.m. at MAMS. Please check the website for further practices, etc.

Grades 6 – 8 Girls Swim

First practice will begin on Monday, August 21st from 4:00 - 6:00 p.m. at the MASH pool .

Grades 6 – 8 Cross Country

Thursday, August 17th at 8am to 9:30am at MAES front entrance. Grades 6-8 boys and girls. Coaches Angie Stibbe and Nikki Brost. Parents and runners please sign-up for remind: Text the message @mamsc6-8 to the number 81010.

Grade 5 – 6 Girls Basketball

Basketball will start on Sept 5th after school in the small gym.

Boys 6 - 7 - 8 Soccer

Practice will start Aug 22nd at 3:30 at the MAES field. You can sign up for Remind by sending a text the message @mamss6-8 to the number 81010.



The CARES Model is a School Based Mental Health Counseling Partnership helping provide counseling for school age students here in Taylor County.

Aspirus and Counseling Connection have counselors available Year Round to provide mental health counseling at no cost for students and their families.

Here in Medford Schools the CARES Model is part of our overall school mental health services framework providing mental health and social emotional counseling, education, and resources.

Referrals can be made at any time by contacting directly the counseling agency, school student services team member, and/or Director of Student Services Joseph A Greget.



Medford Area Senior High

Grades 9 - 12

2023 Early Registration

Wednesday, August 9	8:00 a.m. – 8:00 p.m.
Thursday, August 10	8:00 a.m. – 12:00 noon
Monday, August 14	8:00 a.m. – 4:00 p.m.
Tuesday, August 15	8:00 a.m. – 4:00 p.m.
Wednesday, August 16	8:00 a.m. – 4:00 p.m.

If you are unable to attend Early Registration, students will pick up their schedules in their Homeroom on the first day of school.

If you need to meet with your counselor for a schedule change during Early Registration, you must schedule an appointment in advance. Please call 715-748-5951 and select #1. All class changes must be made during the early registration period. All students who are scheduled for mentorship / apprenticeship must meet with the School-to-Work Supervisor during early registration in his/her office.

MASH BAND

Freshmen/New Students to the District Rehearsal - Mon, Aug 7: 6-9 pm, Tues, Aug 8: 6-8pm in Rm 226

Band Officers and Marching Section Leaders will assist with this rehearsal

Drumline Rehearsals - Mon & Tues, August 7 & 8 4-5 pm, Rm 226

All percussionists are strongly encouraged to attend to prep for the full band rehearsals

Combined Rehearsal (All Band Members) - Aug 9, 14, 16, 21, 23, 30, 7-9 pm Rm 226

Performance Schedule:

Fri. Aug. 18	FB Game vs New Richmond 6:00 pm Room 226
Sun. Aug. 20	Athens Parade 11:00am Room 226
Fri. Sept. 8	FB Game vs. Lakeland 6:00pm Room 226
Thurs. Sept. 22	FB Game vs. Hayward 6:00pm Room 226, (Band Night/Senior Night)
Fri. Oct. 6	Homecoming Parade 2:00 pm downtown, FB Game vs. Mosinee (Homecoming) 6:00pm Room 226
Fri. Oct. 29	Harvest Day Parade 2:00pm Downtown
Sun. Sept. 10	Granton Fall Festival Parade 11:00am Room 226
Sat. Oct. 7	Possible Showcase in Rhinelander 11am-1pm TBD

ALL PERFORMANCES ARE REQUIRED AS PART OF THE GRADE FOR BAND

Online Registration

Registration forms will NOT be sent home this year. All registration forms are to be completed online. Students may pick up schedules during early registration times **after online registration is complete.**

All MASH students must also complete the co-curricular code of conduct found via Family Access.

Please login to your Skyward Family Access to complete the registration process for your child(ren). See pages 4-5 for directions.

Computers will be available at MASH during Early Registration times for those without internet access.

Registration Fees

In order for students to receive their schedule, they must complete Online Student Registration and pay a \$6.00 Registration Fee for Class Dues, Student Council Activities., and annual fee.

**Registration fees and padlocks can be paid for via family access.

Padlocks

Padlocks may be purchased any time during the school year for a cost of \$6.00. **Only locks purchased from MASH may be used.**

Student Fees

Please review the Student Fees Policy (JN), found on page 42.

MASH Sports

Mandatory Fall Parent Meeting: There will be a mandatory meeting for all parents of Fall Sport athletes on Monday, July 31st, Athletic code presentation at 5:30, and parent athlete meeting at 6:00 p.m. in the Red/White Theater at MASH. Topics to be discussed will include: Athletic Code FAQ's, Concussion Information, Important Dates, and other important information. Athletic paperwork and payment of athletic fees can also be taken care of at this time. Sport specific meetings (locations TBA) will take place after the Fall Parent Meeting. If you have questions, please contact Ryan Pilgrim at 715-748-5951 ext. 4484 or email pilgry@medford.k12.wi.us. Or Casey Hartl at ext 4490 or hartlca@medford.k12.wi.us

Cross Country Practice for both boys and girls will be on Monday, August 14, Time TBD. See the MASH Cross Country face book page for details

Football Practice will begin on Tuesday, August 1, from 7:45 a.m. - 12:00 p.m. for grades 9-12. Athletes should meet in the Team Room. Bring running shoes, lifting clothes, shorts, and cleats. Contact Coach Wilson with any questions (wilsote@medford.k12.wi.us).

Boys Soccer All boys should report to the Raider football/soccer field at MASH on Monday, August 15 at 3:30 p.m.

Girls Swim Swim practice will begin on Tuesday, August 8th with a short info meeting at 7:45am in the MASH pool. Come dressed in athletic clothing as dry land practice will follow at 8:00am and pool practice starting at 8:30 am-10:30 am. Rest of the August schedule will be provided on the first day. Contact Coach Morgan Wilson with questions (wilsonmo@medford.k12.wi.us).

Girls Tennis Practice will begin on Tuesday, August 8th. Varsity will practice in the morning 8:15-10:00 a.m., JV from 10:15-11:45 a.m., all at the MASH tennis courts. Bring racket (if you own one), shoes, and a filled water bottle. In case of rain, report to the MASH cafeteria. Contact coach Bucki with any questions. (buckja@medford.k12.wi.us)

Volleyball We will begin the season with a "Midnight Madness" practice at 12:00am (midnight) on Monday August 14th. Practices the remainder of the week will be in the afternoon from 2:30-6:00pm for setters and 3:00-6:00pm for everyone else; Wear workout clothes, have outside shoes, knee pads, and water bottles. Contact Coach Jochimsen with any questions (jochias@medford.k12.wi.us)

Reminder: All necessary athletic forms must be received in the MASH office prior to the start of MASH athletic practices.

Athletic and Co-Curricular Participation Fees

Students are assessed a participation fee for athletic and co-curricular activities as follows:

\$60	per student, per sport
\$240	per family cap on participation fees
\$10 - \$15	per co-curricular activity (dependent upon the advisor pay)

Fee waiver forms are available and can be requested at the MASH office. If you have any questions regarding participation fees, please contact Ryan Pilgrim at MASH (715-748-5951 ext. 4484) or Casey Hartl at MASH (715-748-5951 ext 4424).

***Athletes must have physical or alternative year cards, along with parent consent forms and concussion sheets signed prior to practicing. Return forms to the high school central office as soon as possible.**



Transportation

The 2023-24 Transportation Handbook is located on our website (www.medford.k12.wi.us), click Transportation. If you do not have computer access, there are books located in each school office. Please be sure to review bus safety with your child.

Rural transportation routes will operate similar to last year's routes. City pick-up will require students to walk to the nearest pick-up point. If streets are under construction, students should walk to the next pick-up point. For the numerous pick up and drop off shuttle points in the City of Medford or the Village of Stetsonville, please contact Krug's at 715-748-3194 the week of August 21 for exact locations, as they do change from year to year.

Log in to your Skyward Family Access to fill out the Bus Routes – New / Alternate Pick-Up / Drop-Off Form.

STUDENT TRANSPORTATION / ROUTE REQUESTS (EEAA)

Medford Area Public School District (MAPSD) will provide safe, timely, and economical transportation for all eligible students residing within school attendance boundaries as designated under provisions of the appropriate Wisconsin State Statutes and board of education policies governing student transportation. MAPSD will accommodate transportation needs of district students according to the procedures and conditions established in EEAA-R.

Bus Rider Rules

Students are reminded that the bus driver is in charge at all times. The safety of all students on the bus is a great responsibility; therefore, disruptive conduct on the bus will not be tolerated. Students who continually create disturbances will lose the privilege of riding the bus.

General Rules:

Parents and pupils must realize that the ride to and from school on a bus is a privilege, not a right.

Obey your driver. Your school bus is a classroom on wheels and the driver's wishes must be respected.

Misbehavior of any kind will not be tolerated. Pupils who continually misbehave can be put on report or denied the privilege of riding.

Students observed hitting, throwing, using sharp objects or any object to injure others or damage property can also lose their riding privilege.

Parents will be responsible for their children's conduct when it involved property or personal damage to others while riding a public school bus.

Previous to Loading:

Use a safe route walking to the bus stop. If you walk along a road to reach your bus stop, walk facing traffic if at all possible.

Get to the bus on time. Avoid having to run to catch the bus.

While waiting for the bus, stay off the street or road. Stay back to allow the bus to enter the loading zone. No pushing or crowding.

Loading:

Always use the hand rail when getting on or off the bus. Be especially careful in winter when slippery conditions exist.

Take your designated seat on the bus, or follow the loading and unloading pattern set up by the driver. When seat belts exist, they must be worn.

Keep the aisles clear. Do not pile books, instruments, and other belongings in the aisles. Avoid bringing articles on the bus that you cannot hold while you are seated. Keep feet and legs out of the aisles. Animals and birds are not allowed on the bus.

Riding:

Do not open windows without the permission of the driver.

Keep hands and legs inside the bus at all times. Do not throw objects out of the windows.

Eating on the bus is not allowed, unless upon a special occasion when the entire load will be allowed to eat with the permission of the driver. However, cleanliness will have to be maintained.

Treat bus equipment as valuable furniture in your home. Damage to bus equipment must be paid for by the offender. Do not bring pencils, protractors, or other sharp objects on the bus that are not cased in some type of holder, pouch or pocket.

There must be complete silence on the bus when it stops at a railroad crossing.

Refrain from loud talking or yelling. Your voice can drown out danger signals for the driver.

Remain in your seat at all times when the bus is in motion.

Absolutely no horseplay on the school bus. Horseplay is distracting and adds to accident producing conditions.

No balloons or flowers on the bus before or after school. Contact Krug's Bus Service at 715-748-3194 for any bus concerns.

Unloading:

Use the same procedure when leaving the bus as when you entered it.

Do not cross immediately in front of the bus. Cross the road at least ten (10) feet ahead of the bus so the driver can see you and signal you that it is safe to cross.

Riders are not permitted to ride buses, other than those assigned. Riders are not permitted to leave their bus at other than regular stops, unless the driver has a note from the parent or a school official authorizing it.

Inform the driver, if possible, when a rider will be absent.

Curricular Trips:

The above rules apply to students on any curricular trip authorized by the school.

Students will respect the wishes of the chaperons assigned by the school district.

Health Issues / Policies

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

MENINGOCOCCAL DISEASE

Each school district must provide the parents/guardians of students enrolled in grades 6 in the district with information about meningococcal disease, including: (1) the causes and symptoms of the disease, (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness and risks of vaccination against the disease.

Meningococcal Disease Information – Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. Meningococcal disease is a rare, but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students. Up to 83% of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 year olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

About Meningococcal Disease. Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash. Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30% of all U.S. cases every year. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20% may endure permanent disabilities, in-

cluding brain damage, deafness and limb amputations. Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situa

tions (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact. To learn more about meningococcal disease, vaccine information and public health resources, visit the following websites: CDC Meningitis Additional information at <https://www.cdc.gov/meningococcal/index.html>; CDC Meningitis Fact Sheet at <https://www.cdc.gov/meningitis/>; and CDC Vaccine Recommendations at <http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mening.html>.

NOTICE TO PARENTS OF CHILDREN REQUIRING ADMINISTRATIVE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS (JHCD)

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.

The Medication Administration Consent Form can be found on our website at <https://www.medford.k12.wi.us/family/familyforms.cfm> or ask for one at the school's offices.

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.

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

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 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 student 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 used 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 manufacturer'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).

- Medication Administration Consent Form 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 on a school sponsored activity may self-administer non-prescription OTC medications. Only limited quantities of any medication are to be kept with the student. Said medications are to be kept in a safe place, not accessible to other students.

Students in grades 9 – 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.

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 re-

sponsible 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.

CONCUSSION INSURANCE

Every high school and middle school in the Wisconsin Interscholastic Athletic Association (WIAA) will be covered by concussion insurance, beginning August 1, 2017.

For years, the WIAA has been at the forefront of addressing the concussion issue. Now the organization that oversees high school sports is taking another step regarding one of the biggest concerns in athletics today.

The WIAA purchased a policy for all of its student athletes, approximately 80,000 annually, providing them with Zero out-of-pocket costs should they suffer a concussion. Wisconsin is the fourth state to provide this coverage for all student athletes. WIAA doesn't want a single student athlete to not be evaluated or treated for a concussion because of the cost. This coverage provides one more level of support for member schools and their athletes in making school sports as safe as possible. The Middle school however, is not affiliated with the WIAA so there is no secondary concussion insurance for middle school athletes.

For more information about this insurance opportunity, please contact the WIAA office at 715-344-8580.

CONTROL OF PEDICULOSIS (LICE) (JHCA)

When a student is identified or suspected to be infected with pediculosis (lice), the school nurse, principal or their designee will:

Remove the student from the classroom as unobtrusively as possible to inspect and determine the next course of action.

- Call parent(s)/guardian(s) to inform them of the active infestation and ask that the parent(s)/guardian(s) arrange and provide treatment. Students do not need to be sent home early from school however, the comfort of the student may indicate a need for quick treatment.
- Give the student or parent(s)/guardian(s) written information and oral directions for treatment at home.
- Assist the parent in finding an acceptable treatment option. Treatment with a product that is both a pediculicidal and ovicidal is the surest way to kill lice and prevent further reinfestation.
- Work with local agencies to arrange support for the family/student if repeated infestation occurs.
- Document the infestation in the student health record. Readmission to school:
- The student should return to school after treatment is completed.
- The school nurse or their designee will inspect the student upon readmission to school. They will examine the student for head lice and for presence of nits - 1/4" or less from scalp.
- Students with nits only should not be sent home from school, they should be monitored for signs of re-infestation.
- School nurse, principal or their designee will recheck the student as needed. The District reserves the right to inspect other known individuals that attend school and are in close personal contact with the student, such as siblings.
- Notification letters may be sent home to alert parent(s)/guardian(s) of students in the classroom where live lice have been found.



Medford Area Public School District

Annual Notifications, Important Policies & Procedures

All policies can be viewed on our website at:

<https://www.medford.k12.wi.us/district/policies.cfm>

ACADEMIC HONESTY

The Medford Area Public School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-inclusive) of violations of the academic honesty policy:

Cheating on a test.

Plagiarism – using the ideas of another as one's own without acknowledgement of the source (downloading materials from the internet, using an author's ideas without crediting the author or the source).

Submitting another person's work as one's own.

Copying another student's work (test, quiz, homework, project, etc.).

Allowing another student to copy your work.

Classroom teachers are responsible for documenting offenses in their classes.

First Offense in a class

Zero for educational product.

The student will not be given an opportunity to make up the assignment or complete extra credit.

File Code of Conduct Form.

Second Offense in a Class

Zero for educational product.

The student will not be given an opportunity to make up the assignment or complete extra credit.

File Code of Conduct form.

Offer a conference with parents, teacher and student.

Notification of incident to the building principal and counselor.

Recommend review for removal from National Honor Society, if applicable.

ASSIGNMENT OF STUDENTS TO CLASSES (JECB)

Assignments of students to classes within schools in Medford Area Public School District (MAPSD) shall be the responsibility of building principals working in cooperation with the professional staff.

ASSIGNMENT OF STUDENTS TO SCHOOLS (JECC)

Medford Area Public School District (MAPSD) elementary students (PK-4) will be assigned to attend Medford or Stetsonville school based on enrollment projections for district PK-4 programs and to balance class sizes.

To balance class sizes, volunteers will be sought first. If voluntary re-assignments are insufficient, a list will be generated for potential transfers. Those meeting one or more of the following criteria will be removed from the list of potential transfers:

- Any student who requires special programming that is not available in the building students are to be transferred to.
- Any student who has a legal residence that is not conducive to transportation to the building students must be transferred to.

Those remaining on the list will be ranked in order determined by their legal residence in ease of transportation determined by the district's transportation carrier.

The district administrator and/or their designee will make the final determination.

Siblings of an assigned PK-4 student, may by parent request, attend the same building as that assigned student if an appropriate program/class and space in that program/class is available.

A student who has been designated by the district as a re-assigned student, and does not enroll in MAPSD during that term, will be considered as re-assigned at any future date of enrollment in the district.

Children of families, whose residence changes within the district, from either Medford to Stetsonville or Stetsonville to Medford may, at the parent's/guardian's request, complete the year in the same school in which they started. The following year the children will be assigned to attend the appropriate school, based on the location of their residence and district needs.

The district administrator or their designee is empowered to assign students to schools outside their established attendance areas and to grant excep-

tions to attendance areas for individual students at the written request of parents or guardians when there are unforeseen circumstances such that the district administrator or their designee deems the exception would be in the best interest of the student and the district.

ATTENDANCE AND TRUANCY POLICY (JE)

Student Attendance: In accordance with state law, all students between 6 and 18 years of age, and students enrolled in a five-year old kindergarten program, must attend school full-time until the end of the semester in which the child becomes (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes or have graduated from high school. It is the responsibility of any person having under their control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the semester of the school year in which the student becomes 18 years of age. Adult students over the age of 18, open enrollment and/or any other transfer or tuition students are expected to be in regular attendance. It is the responsibility of the parent(s)/guardian(s) to notify the school of student absences in accordance with established district procedures. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant). When students are absent from school, their activities are the responsibility of their parent(s)/ guardian(s). Ordinances and/or legislation developed at the municipal, county or state level shall be adhered to as they affect school attendance.

SCHOOL ATTENDANCE OFFICER (JE-R)

“A School Attendance Officer” means an employee designated by the board of education (BOE) to deal with matters relating to school attendance and truancy. The district administrator shall designate a person in each building of the Medford Area Public School District (MAPSD) to serve as attendance officer. This person will deal with all matters relating to school attendance and truancy. Each building principal shall adopt specific procedures for handling absences in accordance with district attendance policies. A written copy of these procedures shall be provided for each student and/or their parent (s)/guardian(s). Each teacher shall submit daily attendance reports to the attendance officer on all students under their charge. Each school shall determine daily which students enrolled in school are absent from school and whether that absence is excused or truant in accordance with BOE policy and procedures and state statutes. The district administrator, and/or the school attendance officer, may visit any place of employment in the school district to ascertain whether any minors are employed there contrary to state law. The school attendance officer shall report any cases of illegal employment to the proper school authorities and to the Department of Workforce Development. The school attendance officer:

- Shall have access to information regarding the attendance of any student between the ages of six and 18 years who is a resident of MAPSD or who claims or is claimed to be in attendance at a private school program located in MAPSD.
- Under the discretion of the district administrator, may contact home-based private educational programs in an attempt to discover whether such programs meet the program criteria established by law. All such contacts should be documented.
- Shall release student record information to appropriate agencies for purposes outlined in state law and BOE policy.

EXCUSED ABSENCES

The responsibility for a student’s regular school attendance rests upon the student’s parent(s)/ guardian(s).

No absence shall be recorded when a student is physically away from school because they are participating in school sponsored, and/or teacher chaperoned, field trips, co-curricular events, workshops, contests, etc.

In order for a student to be excused the parent(s)/guardian(s) must provide written verification to be submitted to the principal or attendance officer in advance of the absence, or prior to readmittance to school. The only exception is if an 18-year old lives independently from their parent(s)/guardian(s) in which case they will be allowed to provide their own written rationale for the absence.

Upon written verification from a parent(s)/guardian(s), the school attendance officer or designee is authorized to approve a legal excuse for a student for the following reasons:

- An excuse may be authorized under this provision for not more than 10 days in a school year for if a student that is not in proper physical or mental condition to attend school or an educational program, requires medical or dental treatment which cannot be scheduled outside of the school day, or is under a quarantine imposed by a public health officer. If the 10 allowable days have been exhausted, the school attendance officer or designee may request the parent(s)/guardian(s) of the child to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition or treatment of the student. This written excuse shall state the period of time (not to exceed 30 days) for which it is valid.
- If a child is expected to be absent from school for more than 20 days, refer to policy IGBG-Homebound Instruction.
- An excuse may be authorized under this provision for not more than 10 days in a school year for a student that has sought prior approval to be absent for any of the following reasons:
 - A court appearance or other legal procedure which requires the student’s presence.
 - Serving as an election official. ◦ A death in the immediate family or funerals for relatives or close friends.
 - Attendance at special events of educational value (i.e., college visits, job fairs).
 - An emergency in the family or other crisis, which requires the absence of the student because of family responsibilities.
 - Religious holiday.
 - Special circumstances that show good cause and which are approved by the school attendance officer or designee.
- Make-up Assignments and Examinations for Excused Absences All students with absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student’s truant absence from school.

It is the student’s responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. Students have the obligation to obtain understanding, and retain for future reference and use, all materials presented during their absence.

- Students who are absent from school with the prior written permission of their parent(s)/guardian(s) are required to make up work missed during the absence. Students shall obtain this make up work from their teacher(s) before the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences.

- Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make up work missed when they return to school. The respective teacher shall identify make-up work. If any question arises as to the appropriateness and/or feasibility of making up a particular assignment, the teacher shall discuss with the building principal, the extent to which makeup work and/or substitute assignments are possible. A student has one day to make up work for each day absent. The principal or designee has discretion to extend make-up opportunities if warranted by extenuating circumstances.
- Examinations missed during an excused absence shall be taken at a time mutually agreed upon by the student and the teacher as outlined in the student handbook.

Under this provision, after a student has missed 10 days in a given school year, they may be required to provide a medical excuse from a physician for future absences to be excused. If no medical documentation is provided, the absence may be considered truant.

TRUANT ABSENCES

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified by the parent(s)/guardian(s) of the legal cause of such absence of the student. This also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (118.15).

Students who are absent without an acceptable reason shall be considered truant.

The school attendance officer, or designee, shall notify the parent(s)/guardian(s) of the student=s truancy and direct the parent(s)/guardian(s) to return the student to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of a truant absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone call shall be attempted before notice by mail is given.

Make-up Assignments and Examinations for Truant Absences: All students with truant absences shall not be given the opportunity to make up work missed with the exception of the following:

- Credit in a course or subject shall not be denied solely because of a student=s truant absence from school.
- Students with truant absences shall be permitted to make up major examinations (quarter, semester or grading period). Examination make-up date(s) shall be determined by administrator/teacher discretion. Students in these circumstances shall be prepared to make up exams within the number of days absent or a grade of zero may be recorded.
- A student will receive a zero for class participation for all classes missed if participation grades were given the day the student was absent.

HABITUAL TRUANT

“Habitual truant” means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

The parent(s)/guardian(s) of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include the following:

- A statement of the parent=s/guardian=s responsibilities under state law to cause the student to attend school regularly.
- A statement that the parent(s)/guardian(s) or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for students at-risk.
- A request that the parent(s)/guardian(s) meet with appropriate personnel to discuss the student=s truancy. The notice must include the name of the school personnel with whom the parent(s)/guardian(s) should meet, a date, time, and place for the meeting, and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student=s parent(s)/guardian(s). The date for the meeting may be extended for an additional five school days, with the consent of the student=s parent(s)/guardian(s).
- A statement of the penalties under state law and county ordinance that may be imposed on the parent(s)/guardian(s) if they fail to cause the student to attend school regularly as required by state law.

A referral may be brought against a student for habitual truancy or against their parent(s)/ guardian(s) for failure to cause the student to attend school regularly. The school attendance officer shall provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, attempted all of the following:

1. Met with the student=s parent(s)/guardian(s) to discuss the student=s truancy or attempted to meet with the student=s parent(s)/guardian(s) and received no response or were refused. This does not apply if the required parent(s)/guardian(s) meeting is not held within 10 school days after the date the habitual truancy letter was sent.
2. Provided to the student an opportunity for educational counseling to determine whether a change in the student=s curriculum would resolve the student=s truancy, and have considered curriculum modifications possible within the current school program.
3. Evaluated the student to determine whether learning/emotional problems may be a cause of the student=s truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if test administered to the student within the previous year indicate that the student is performing at their grade level.
4. Conducted an evaluation to determine whether social problems may be a cause of the student=s truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.

Items 2-4 above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student=s absences from school.

All of the above will be documented by the attendance officer and the student’s counselor and made available for the court.

MAPSD’s truancy plan shall be followed when dealing with habitual truants. This plan shall be reviewed and, if necessary, revised every two years consistent with state law requirements. This policy shall apply to the regular school year. Separate attendance procedures may be established for summer sessions.

STUDENT WITHDRAWALS

Students may be excused from regular school attendance prior to the time that they graduate or that they have reached 18 years of age under the following conditions:

- Any student who is 16 years of age may be excused from regular school attendance by the BOE upon the student's request and with the written approval of the student's parent(s)/guardian(s) in order for the student to participate in a program or curriculum modification leading to the student's high school graduation. Possible modifications include the following:
 - Modifications within the student's current academic program.
 - A high school work training program if available.
 - Enrollment in an alternative public school or program in MAPSD.
 - Home study consisting of correspondence courses or other independent study type courses approved by the school and arranged for by the student and/or their parent(s)/guardian(s).
 - Enrollment in any public educational program outside the district, subject to MAPSD approval, and pursuant to a contractual agreement between school districts.
- Any student who is 17 years of age may be excused from regular school attendance by the BOE upon the student's request and with the written approval of the student's parent(s)/guardian(s) in order for the student to participate in a program or curriculum modification (as listed above) leading to the student's high school graduation or leading to a Wisconsin High School Equivalency Diploma.
- Any student who is 17 years of age or over shall be excused from regular attendance if the student began a program leading to a high school equivalency diploma in a secured correctional facility, a secured student caring institution, a secure detention facility or a juvenile portion of a county jail, and the student and his or her parent(s)/guardian(s) agree that the student will continue to participate in such a program.

A written agreement shall be drawn up between the student, their parent(s)/guardian(s), the BOE and a representative of the High School Equivalency Program or other programs leading to the student's high school diploma. This agreement shall be drawn prior to the student's admission to such program(s). The agreement will state the services to be provided, the time period needed to complete the program and how the student will be monitored. The BOE, or their designee, will monitor the written agreement at least once each semester. If the BOE, or their designee, determines that the student is not complying with the agreement, the principal will notify the student and their parent(s)/guardian(s), in writing, that the agreement may be modified or suspended in 30 days. If the agreement is suspended the parent(s)/guardian(s) will be notified, in writing, and if the student does not return to school, the student may be considered truant.

CHILDREN OF DIVORCED/SEPARATED PARENTS (JP)

Medford Area Public School District shall maintain neutrality between parent(s)/guardian(s) who are involved in an action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s)/guardian(s) to notify the district of any such court order. The residence of the parent(s)/guardian(s) enrolling a student in school shall be considered to be the student's residence for school purposes unless a court order or other satisfactory documentation is presented which specifies otherwise. Either parent(s)/guardian(s) of any student enrolled in a school subject to district control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the principal. Either parent(s)/guardian(s) may also participate in all activities, including conferences unless a court order provides otherwise. The school generally will conduct only one meeting for parent(s)/guardian(s) at appropriate times in which both parent(s)/guardian(s) will be permitted to participate. A student enrolled in the district may be released from school to either parent(s)/guardian(s) unless a court order or other legally binding document has been presented which prohibits such a release. In cases where no court order or other legally binding documents have been presented, the principal may, where the safety or welfare of the student is concerned and for the purpose of exercising reasonable care of the student, notify the other parent(s)/guardian(s) before releasing the student and/or take other action with the approval of the district administrator.

CODE OF CLASSROOM CONDUCT (JFC)

Medford Area Public School District (MAPSD) is committed to maintaining a favorable academic atmosphere. Every member of the school community is expected to cooperate in this mission. Staff, including teachers and administration, must work to create positive learning climates and maintain proper order in their classrooms. Students must come to school ready and willing to learn. Students are expected to abide by all rules of behavior established by the Board of Education (BOE), administration and their classroom teachers as outlined in the student handbook and referenced policies. Parent(s)/guardian(s) should be aware of their child's behavior in school and are asked to cooperate and consult with the school to prevent or address misbehavior.

MAPSD shall not discriminate in standards and rules of behavior, including student harassment, or in disciplinary measures, including suspension and expulsion, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability. Discrimination complaints shall be handled in accordance with established procedures. Student behavior that is dangerous, disruptive or unruly or that interferes with the teachers ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement procedure as outlined in this policy. In addition, the student may be subject to other disciplinary action in accordance with established BOE policies and school rules.

REASONS FOR STUDENT REMOVAL FROM CLASS

A teacher may remove a student from class for:

- Dangerous, disruptive or unruly behavior or inappropriate behavior of a serious nature that interferes with the ability of the teacher to teach effectively. This type of behavior may include, but is not limited to:
- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol, controlled substances or controlled substance analogs, or otherwise in violation of MAPSD student alcohol, tobacco and other drug policies.
- Sexual or other harassment, including behavior that interferes with another student's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Fighting, taunting, baiting, inciting and/or encouraging a fight or disruption.
- Disruption or intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.

- Inappropriate physical contact such as biting, pinching, pushing or striking another person.
- Obstruction of classroom activities or other intentional action of a serious nature taken to prevent the teacher from exercising their assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Repeated disruption or violation of classroom rules, confronting staff argumentatively, or refusing to follow directions.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.
- Willful damage to school property or that of another student.
- Possession of personal property which is prohibited by school rules and disruptive to the teaching and learning of others.
- Repeated use of profanity and obscenities.

When a teacher removes a student from class, the reason must be consistent with provisions outlined above, reasonable, serve a legitimate educational purpose and be nondiscriminatory.

PROCEDURES FOR REMOVING A STUDENT FROM CLASS

When a student is removed from class for a violation(s) of this Code of Conduct, the teacher shall send the student to the building principal or designee and inform them of the reason(s). The teacher (using an appropriate form) shall provide a written explanation of the reason(s) to the principal or designee within 24 hours.

The principal shall inform the student and/or the parent(s)/guardian(s) of the reason(s) for the removal from class and shall allow the student the opportunity to present their version of the situation. The principal shall then determine the appropriate educational placement for the student.

PLACEMENT PROCEDURES

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- An alternative education program if available.
- Another class in the school or another appropriate place in the school as determined by the building principal or their designee.
- Another instructional setting.
- The class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative. When making placement decisions, the building principal or designee should consider the following factors:
 - The reason the student was removed from the class (severity of the offense), the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location, supervision).
 - The estimated length of time of placement.
 - The student=s individual needs and interests.
 - Whether the student has been removed from a teacher=s class before (repeat offender).
 - The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the students conduct, is the placement applicable before and or after the suspension?)

The building principal or designee may consult with other appropriate school personnel when making or evaluating placement decisions. A student's parent(s)/guardian(s) may also be consulted regarding student placement decisions when determined by the building principal or designee to be in the best interests of the persons involved or as required by law.

- All placement decisions shall be made consistent with established BOE policies and in accordance with state and federal laws and regulations.
- The parent(s)/guardian(s) of a minor student shall be notified of a student's placement in an alternative educational setting.
- Except that a student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

PARENT(S)/GUARDIAN(S) NOTIFICATION PROCEDURES

The building principal or designee shall notify the parent(s)/guardian(s) of a minor student when a teacher has removed a student from a class for violation(s) of this Code of Conduct. The initial notice must be attempted by phone and shall be followed, within one day of receipt of written notice from the teacher, by a written parental/guardian notice. The written notification to parent(s)/guardian(s) should be completed on the appropriate form and shall include the reasons for the student=s removal from class along with any placement decision involving the student.

If the removal from class and change in educational placement involves a student with a disability, parent(s)/guardian(s) notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to additional disciplinary action for the particular classroom conduct (i.e., detention, suspension or expulsion), the student=s parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.

EXCEPTIONS

Instances may occur when a teacher sends a student to the principal, designee, or office for reasons other than those described in this Code of Conduct (i.e. minor recess playground rule violations, lunchroom rule violations, counseling, etc.). In these cases it shall be the principal=s or designee=s determination as to whether a teacher must file a written report and if parent(s)/guardian(s) notification is required.

COMPLAINT PROCEDURE REGARDING FEDERALLY FUNDED PROGRAMS

Any organization or individual who believes that the Medford Area public school District is in violation of a federal statute or regulation that applies to a federally funded program may file a written, signed complaint with the state. The complaint must include a statement that the state or local district has violated a requirement of a federal statute or regulation and the facts on which the statement is based.

A decision on the complaint will be made within 60 days after the state receives the complaint. If necessary, an independent on-site investigation will

be conducted to resolve the complaint. Complaints meeting the requirements enumerated above may be addressed to: Assistant State Superintendent, Division for Learning Support, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707.

PUBLIC COMPLAINTS/CONCERNS (KL)

Parent(s)/guardian(s) or other citizens with complaints or concerns relating to the Medford Area Public School District (MAPSD) or its operation should attempt to resolve the matter by discussing their complaint/concern directly with the district employee most closely involved.

Although no citizen of MAPSD shall be denied the right to petition the board of education (BOE) for redress of a grievance, any complaint/concern not directly related to BOE action or operation shall be referred through the proper established administrative channels for resolution before investigation or action by the BOE. If the complainant feels uncomfortable reporting to the principal or the district administrator, then the complaint should be delivered to a BOE member. The BOE member will then deliver the complaint to the district administrator.

Any complaint/concern that cannot be resolved as described above shall be addressed using the following procedures:

- If the complaint concerns an employee of MAPSD, the procedures as prescribed in policy KLD and KLD-R (Procedures for the Investigation of Complaints against District Employees) shall be followed.
- If the complaint/concern relates to textbooks or other classroom materials, library or other media materials and/or any other instructional materials intended to support or implement the curriculum, the procedures in policy IIA and IIA-R (Educational Materials Selection and Adoption) shall be followed.

If the complaint/concern is other than those addressed in the bullets above, the following procedures shall be followed:

- ◇ The person with the complaint/concern shall be referred to the building principal and they shall attempt to resolve the complaint/concern.
- ◇ In the event the matter is not resolved at the building principal level, the concern shall be reduced to writing, signed and presented to the district administrator.
- ◇ If the matter is not resolved at the district administrator level it may be presented to the BOE by the district administrator and the complainant.

CONTROL OF LOCKERS AND FACILITIES – STUDENTS (JFGA)

The Medford Area Public School District, pursuant to state and federal laws and regulations, does not discriminate in its provision of district facilities on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

1. Lockers and other places of storage are offered to students as a convenience, but the ownership and possessory control of these facilities remains with the board of education and its appointed authorities. Any student using a locker or other places of storage does so with the understanding that its use is contingent upon an implied consent for search by the principal or his/her designee as deemed necessary or appropriate. All lockers and other places of storage on school grounds are deemed to be the property of the school, and as such, are subject to search by the principal or his/ her designee(s) as determined necessary or appropriate without student notice, without consent, and without a search warrant for weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger.
2. The personal contents of all lockers/other places of storage (e.g., purses, backpacks) may be searched by the principal or his/ her designee when there are reasonable grounds to believe that such search will provide evidence that the student has violated or is violating either the law or school rules (e.g., weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger).
3. The principal or his/her designee may request the assistance of law enforcement in conducting a locker search or place of storage search or search of contents therein if he/she has information that he/she believes to be true that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature are located in a student's locker or place of storage.
4. Any unauthorized item found as a result of a locker search or place of storage search may be given to the parent(s)/guardian(s) of the student, returned to its rightful owner, or forwarded to law enforcement as circumstances may warrant.
5. The school shall maintain passkeys to all lockers and other places of storage so that the school shall have access at all times.
6. Students shall not secure their lockers or other places of storage in any way whatsoever other than the locking mechanism purchased from the school. Personal locks will be cut off.
7. The district shall include a copy of this policy in the student handbooks that are distributed annually to each student enrolled in the district.

CURRICULUM ADOPTION (IFD)

The board shall, upon recommendation of the district administrator or his / her designee, consider and adopt or reject new programs and courses when they constitute an addition or a significant alteration in instructional content or approach.

The district administrator or his / her designee shall be responsible for implementing the courses of instruction and shall keep the board of education informed of the district's programs and compliance with state law.

DISTRICT PROMOTION CRITERIA K – 12 (IKE)

The initial responsibility for deciding retention or advancement of a student shall rest with the student's primary teachers, the building principal and the parent(s)/guardian(s) of the student. In making this decision, these persons shall consider the opinion of other trained personnel, the student's educational background, classroom performance, age, emotional and social well-being.

Before a decision to retain a student is made, the building principal and classroom teacher(s) shall ensure that timely communication regarding the student's educational or related difficulties has taken place between the district and the parent(s)/guardian(s).

If the parent(s)/guardian(s) of a student requests retention in grades K-8, the building principal will follow essentially the same steps as if the classroom teacher generated the request.

These guidelines are designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent(s)/guardian(s) and placed in the student's cumulative file regarding the final decision at the end of the school year.

The district administrator, or his/her designee, shall be responsible for the general supervision and management of the promotion of students

under this policy. The district administrator or his/her designee, shall determine whether a student has satisfied the criteria in these guidelines. Building level retention decisions may be appealed to the district administrator. In the event that there is a disagreement regarding promotion/retention that cannot be resolved, the district administrator or his /her designee will make the determination. If the parties involved disagree with the district administrator's decision they may appeal it to the board of education for a final determination.

DISTRICT REPORT CARD

The Medford Area Public School District compiles a School Performance Report annually. Information about academic performance, attendance, enrollment, graduation, post-graduation, discipline, staffing, courses and finance can be located in this report.

Under section 115.38(2) of the state statutes, school boards are required to notify, by January 1 each year, the parent / guardian of each student enrolled in the district of their right to request a school district performance report. The report must be distributed to those parents / guardians who request it by May 1 of each year. The performance report is posted on the district's website upon its completion each year. You can locate a copy of the latest performance report at: www.medford.k12.wi.us / District / Report Card.

If you would like to receive a paper copy of the school district's performance report, please contact Nicole Gebert at 715-748-4620 ext. 5522. The district is also required to provide to parents information regarding the district's "Report Card." This Report Card is compiled by DPI and is also located at: [www.medford.k12.wi.us / District / Report Card \(select Medford\)](http://www.medford.k12.wi.us / District / Report Card (select Medford)).

EDUCATION FOR EMPLOYMENT (IGAD)

The Medford Area Public School District Board of Education shall provide an education for employment program for elementary and secondary students which has been developed in accordance with state guidelines and has been approved by the State Superintendent of Public Instruction.

All students shall have access to an education for employment program which provides for the following:

1. Career awareness at the elementary grade levels.
2. Career exploration at the middle grade levels. Career exploration shall address stereotyping and may include work based learning experiences and career research identifying personal preferences in relation to future work roles.
3. Career planning and preparation at the high school levels, including all of the following:
 - a. Career research identifying personal preferences in relation to specific occupations and school supervised work based learning experiences.
 - b. Instruction in career decision making and employability skills, including work behaviors.
 - c. Instruction which provides for the practical application of academic skills and applied technologies.
 - d. The study of the practical application of economics and American economic institutions, including entrepreneurship education.
 - e. Pupil access to technical education programs which have a curriculum incorporating accurate national, regional, and state labor market information, including labor market supply and demand.

The district administrator and/or his/her designee shall coordinate the education for employment program in accordance with state laws and regulations. Education for employment program records and reports shall be made as required by the Department of Public Instruction.

EDUCATIONAL OPTIONS

Pursuant to Wisconsin State Statute 118.57, the Medford Area Public school District is required to publish a description of the educational options available to the children residing in the district. This information will be distributed to parents in the Fall Student Services Newsletter, with the School Accountability Report. The information and report will also be linked to the district's website.

ELECTOR REGISTRATION INFORMATION

Pursuant to Wisconsin State Statutes 6.28(2)(b) the following opportunity is provided to eligible students and staff:

The municipal clerk of each municipality shall notify the school board of each school district in which the municipality is located that high schools shall be used for registration pursuant to par. (a). The school board and the municipal clerk shall agree upon the appointment of at least one qualified elector at each high school as a special school registration deputy. The municipal clerk shall appoint such person as a school registration deputy and explain the person's duties and responsibilities. Students and staff may register at the high school on any day that classes are regularly held. The school registration deputies shall promptly forward properly completed registration forms to the municipal clerk of the municipality in which the registering student or staff member resides. The municipal clerk, upon receiving such registration forms, shall add all those registering electors who have met the registration requirements to the registration list. The municipal clerk may reject any registration form and shall promptly notify the person whose registration is rejected of the rejection and the reason therefore. A person whose registration is rejected may reapply for registration if he or she is qualified. The form of each high school student who is qualified and will be eligible to vote at the next election shall be filed in such a way that when a student attains the age of 18 years, the student is registered to vote automatically. Each school board shall assure that the principal of every high school communicates elector registration information to students.

ENGLISH LANGUAGE LEARNERS

The English Language service evaluation process begins when a student arrives in the district whose family has indicated a language other than English on the Home Language Survey. After a copy of this survey has been shared with the English Language teacher in the building, he/she will evaluate the student's language level. If the new student has a cumulative file with ACCESS results from another district, this information will be used on the program evaluation form. If the student does not have English language records in his/her cumulative file, the English Language teacher will administer a language screening assessment.

If you have any questions about the English Language Program or if your child(ren) qualify to receive services, please contact your school office to be directed to someone to answer your questions.

EQUAL EDUCATIONAL OPPORTUNITY (JB)

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

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

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

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

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

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

FAMILY SERVICES ACCOUNT CHARGES AND COLLECTIONS (EFF)

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.

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 dis-

trict 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.

FOOD SERVICES MANAGEMENT (EF)

The school breakfast and lunch program is an integral part of the total educational program, and as such shall be governed by the same principals and type of control as any other divisions of the school system.

Students in the Medford Area Public School District (MAPSD) have an opportunity to participate in school breakfast and lunch programs.

MAPSD shall not discriminate in school-sponsored food service programs on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

GRADUATION REQUIREMENTS AND GED OPTION #2 (IKF)

Specific requirements for graduation from Medford Area Public School District (MAPSD) will be published each year in the Medford Area Senior High Handbook. Any changes in the requirements shall be approved by the MAPSD Board of Education (BOE) prior to implementation.

In order for a student to graduate from MAPSD, the student must complete 23.75 credits of study. Of these credits, 15 are required by state statute: 4 credits in English/Language Arts, 3 in Social Studies, 3 in Mathematics, 3 in Science, 1.5 in Physical Education, and .5 in Health Education along with the Civics Test Requirement. In addition, the district requires .25 of Life Management, .5 credit of Financial Literacy, .5 credit of Vocational Education and .5 credits of Fine Arts.

In addition to the 23.75 credits of study required to graduate, students will complete 20 hours total of community service to be recorded over the student's high school career. Required community service hours will be prorated by graduating class; Class of 2020 will serve 5 hours, Class of 2021 will serve 10 hours, Class of 2022 will serve 15 hours, all graduating classes beginning with the class of 2023 will serve 20 hours of community service. Any student moving into the district will have their hours prorated accordingly. Community service hours are subject to the following guidelines:

- Service hours must be fulfilled outside school hours, unless approved by administration.
- The service may not be performed for a relative.
- The service shall be performed without a material reward.
- Attending meetings or being on committees will not qualify as service hours.
- Service hours meeting class requirements will not qualify.
- Students may not use court-ordered community service hours to fulfill the graduation requirement.

Students must be enrolled for four years of high school. Students must have enrolled in a class or have participated in a board-approved activity for each class period of each day or under the direction of a district-approved Individualized Education Program (IEP) or the competency-based alternative educational program.

Study abroad programs which have received prior board approval may be substituted for one of the required four years of enrollment. Students will be required to meet the MAPSD graduation requirements. Coursework and grades earned by resident students as a result of district-approved study abroad programs will be reviewed by the building principal and school counselors to determine if they reflect comparable local coursework requirements. If comparable, that coursework will be incorporated into the transcript being noted as earned outside of the district on a pass/ fail basis and will apply toward graduation requirements. Such coursework will not be used in determining the student's GPA.

Graduation Requirements for the Medford Alternative High School (MAHS)

Competency-Based Curriculum

High school credits will be reviewed to determine the necessary courses that must be completed for a student to meet the following graduation requirements. In order for a student to graduate and receive a diploma while attending MAHS program, the student must complete:

- Eight semesters of English.
- Six semesters of Social Studies/Social Studies elective.
- Six semesters of Science, including two semesters of physical science and biology, one semester of Chemistry and one semester of a science elective.
- Six semesters of Mathematics.
- Three semesters of Physical Education.
- One semester of Health.
- One semester of Financial Literacy/Consumer Math.
- One semester of College/Career Readiness
- One semester of Employability Skills.
- Five semesters of Electives.
- Other Required Competencies.
 - Civics Exam
 - CPR Course
 - Service Learning/Community Service (20 hours per year).

-Work Experience: MAHS students are required to complete 15 work hours per week while enrolled in the Alternative School.

Early Graduation Consideration for Competency Based Curriculum:

Students who intend to graduate in less than four years of high school must meet the requirements listed below:

- Students must complete a minimum of three years of high school and be 17 years of age.
- Students must meet all graduation requirements as outlined above.
- Students must notify administration that they intend to graduate early by completing and submitting the required form 30 days in advance.
- Students will be allowed to participate in the next commencement exercise after graduation.

The General Education Development Option #2

The General Education Development Option #2 (GEDO #2) allows authorized school districts to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. In order for a student to graduate from MAPSD with a GED Option #2 diploma, the student must:

- Pass four (4) GED tests (Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies) with a score of 145 on each individual test; Medford School District requires that the students take and pass all of the tests or meet the district's credit requirements for each subject area. For example, a student who has adequate credits in math and science must only take the language arts and social studies tests.
- Be at least 17 years of age and be a senior in high school.
- Be at least one year behind their 9th grade class in credits earned.
- Be able to demonstrate an ability to read at or above the 9th grade level or be required to spend additional time on literacy skills.
- Complete College/Career Readiness.
- Complete Employability Class.
- Complete Health requirements.
- Complete Financial Literacy/Consumer Class.
- Complete Civics requirements.
- Complete any additional competencies contained within their instructional plan.
- Complete 15 work hours per week while enrolled in MASH.

Early Graduation Consideration for GEDO #2:

Wisconsin requires all students to wait until three weeks before their 9th grade class graduates or until they are 18.5 to finish the last test as part of GEDO #2 Program. However, some students have strong reasons, justification, or need to finish testing early, so age waivers for complete testing early can be requested from the state GED/HSED by the administrator. These requests are granted on a very limited basis.

Students who intend to graduate in less than 4 years of high school must request an age waiver and meet the requirements listed below:

- Students must complete a minimum of 3 years of high school and be 17 years of age.
- Students must meet all graduation requirements as outlined above.
- Students must notify the administration/alternative education instructor that they intend to graduate early by completing and submitting the required form.
- Students will be allowed to participate in the next commencement exercise after graduation.

The district administrator or their designee shall be responsible for the general supervision and management of the graduation policy. The district administrator or his/her designee shall determine whether a student has satisfied the criteria in this policy. High school graduation decisions may be appealed to the district administrator. In the event that there is a disagreement regarding the procedure followed to determine the student's eligibility for a diploma, it may be appealed to the BOE for a final determination.

HOMELESS CHILDREN (IGBF)

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - Living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations;
 - Living emergency or transitional shelters;
 - Abandoned in hospitals; or
 - Awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Medford Area Public School District provides the following assurances to parent(s)/guardian(s) of homeless children:

- The district liaison for homeless children is the Director of Student Services and Special Education.
 - There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.

- Enrollment and transportation rights, including transportation to the school of origin shall be possible, if requested. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed, other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parent(s)/guardian(s) to participate in the education of their children shall include: special notices of events, parent-teacher conferences, newsletters and access to student records.

For additional information about homeless services and support, please contact our Director of Special Education and Student Services at 715-748-2316 ext. 3324.

HUMAN GROWTH & DEVELOPMENT INSTRUCTION (IGAI)

Human growth and development (HG&D) instruction shall be made available to students in the Medford Area Public School District.

The district shall provide the parent(s)/guardian(s) of each student receiving human growth and development instruction with a basic outline of the human growth and development curriculum and information on how the parent/guardian may inspect the complete curriculum and instructional materials. The human growth and development curriculum and instructional materials shall be made available for inspection at any time during regular school office hours.

The parent(s)/guardian(s) of a minor student may withhold their son or daughter from any unit(s) or individual lessons of the human growth and development curriculum by filing a written request with the principal and/or teacher. In cases where a student will not be participating in all or part of the human growth and development program, the school will provide the student with alternative assignments of approximately equal difficulty and length. The student shall be graded based on the quality of the alternative assignments.

An advisory committee shall be appointed to develop the human growth and development curriculum and to advise the board on the design, review and implementation of such curriculum. The committee shall consist of parents, teachers, administrators, students, health care professionals, members of the clergy and other residents of the school district.

The human growth and development curriculum shall be evaluated no less than every three (3) years.

INDEPENDENT EDUCATIONAL EVALUATIONS (IGBAB)

The district recognizes the responsibility to provide each special education student with a free and appropriate public education (FAPE). Furthermore, the district recognizes parental rights regarding independent educational evaluations of special education students as established by Federal regulations.

For purposes of this policy an evaluation means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services necessary to provide FAPE. A student's parents (or court-appointed legal guardian with complete educational authority) may request and the district will consider the request of an independent educational evaluation under the following limitations and guidelines and in adherence to the procedures outlined in IGBAB-R.

1. The school district is not required to pay for an independent educational evaluation if the district has not completed a district evaluation of the student.

2. If the district has completed an evaluation, upon request for an independent educational evaluation, the district must: provide the independent educational evaluation following procedures outlined in IGBAB-R

OR

request a due process hearing for determination that the district evaluation is appropriate.

3. In the event that a due process hearing finds the district evaluation to be appropriate, an independent educational evaluation could be requested and arranged by the parent at parental expense.

4. Only one publicly funded independent educational evaluation request may be submitted for each district evaluation.

5. Parents/ guardians should submit to the district a written request for an independent education evaluation (IEE). However, the district will not deny parents/ guardians a publicly funded IEE because they fail to provide the district with such a written request.

6. Requests for public funding of an independent educational evaluation must be made within one year of the date the results of the school district evaluation were shared with the parents.

INDOOR ENVIRONMENTAL QUALITY (IEQ)

The Medford Area Public School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 124 West State Street, Medford Area Public, 124 West State Street, Medford, WI, 54451-1771.

INTERNET SAFETY / DISTRICT WEB SITE – STUDENTS (IIBGAB)

The Medford Area Public School District may develop, display and maintain a web site on the internet.

1. The district web site shall be developed and controlled under the supervision of staff designated by the district administrator or his / her designee or building principals. No one else is authorized to add, change or alter district web pages.

2. When students have created web pages representing the district, but are not housed on district resources, they are still subject to all telecommunication policies.

3. Identifying students on district web pages:

- District web sites may include a student's full name, grade or class.

- Group pictures may be used without identification of individual students.

- Photos of individual students may be used, but only with permission of the student if 18 or older or the parent / guardian. However, due to the public nature of the activities, participation in extracurricular activities or clubs provides inherent permission to identify students while participating.

4. District web pages may not include any information that indicates the physical location of specific students at specific times, other than attendance at a particular school or participation in activities.

5. District web pages shall meet the criteria established under the district's internet acceptable use policies for content.
6. As specified in board policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the school's equipment, including its web server. This includes all materials published on the web page, including any graphics, audio or video.
7. The staff may use district web pages to provide information to the public on school programs and events, curriculum, policies, staff and student accomplishments, and so on. However, district web pages are not to be used as "personal web space" as these pages are seen as official publications of the district.
8. District web pages shall be maintained and updated on a regular basis.
Any deliberate tampering with or misuse of the Medford Area Public School District network services or equipment will be considered vandalism subject to appropriate disciplinary measures.

INTERNET SAFETY / TELECOMMUNICATIONS – STUDENTS (IIBGA)

The power of electronic networks and resources is transforming the educational culture from one of isolation to one of connectivity. The one characteristic shared by all network sites is the use of common communication protocol to transmit data. The Medford Area Public School District provides telecommunication access for its users. These resources will be integrated where appropriate in the PreK – 12 curriculum. When possible, the community will be partners with the district in telecommunications efforts. As student(s) of the Medford Area Public School District use telecommunication resources, it is essential that each student recognize his / her responsibility in having access to vast services, sites and people. The student(s) is ultimately responsible for his / her actions in accessing telecommunication services, and for adhering to district use policies, procedures and guidelines.

In the environment of a global network, it is impossible to control all materials. The Medford Area Public School District believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that student(s) may procure materials that are not consistent with the educational goals of the district. Our focus is in providing individual student(s) with the understanding and skills needed to use the internet or other telecommunications in ways appropriate to their educational needs.

Through telecommunication access, student(s) may:

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

Policy Statements

1. Access to the electronic network and resources within the Medford Area Public School District is a privilege, not a right. This privilege will be revoked at any time for deliberate use not consistent with the "Telecommunication Code of Conduct (IIGBA-R) of the district. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including possible suspension or expulsion from school.
2. Student(s) shall not access or use electronic mail or other computerized communication systems to relay threatening, intimidating, abusive or harassing messages. Such use may result in criminal sanctions consistent with Wisconsin Statutes §947.0125.
3. Student(s) shall not impose their choices on others, access private files, attempt to break the security systems, copy software illegally, or use computer supplies that are not for school-related activities.
4. Student(s) accessing district telecommunication systems may not corrupt network integrity by deliberately allowing inappropriate and / or dangerous files (i.e. viruses) to enter the system.
5. Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities.
6. Copyrighted material may not be placed on the network without the copyright owner's permission.
7. Student(s) are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Student(s) shall not intentionally obtain copies of and / or modify the files or passwords belonging to other users.
8. The district is not responsible for the accuracy or quality of information obtained through its telecommunication services. The district is also not responsible for any damages the student(s) suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, hardware system programs or service interruptions. Use of any information obtained via district technology is at the user's risk.
9. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully is described as cyber bullying, and is unacceptable and punishable.
10. Principals may establish additional rules and procedures that they deem necessary to insure proper use of the telecommunications in their buildings.
11. The staff has the responsibility of making the educational goal clearly understood by the student. In addition, it is the responsibility of the staff to inform the student of his / her responsibilities when accessing the networks and the proper etiquette for their use.

Student and Parent Responsibility and Consent

Parents should be advised that even though the district does employ some types of filtering software, it DOES NOT have complete control of information on the internet or other telecommunication services. Therefore, the information which students have access to may include material that is illegal, defamatory, inaccurate, visual depictions that are harmful to minors, or potentially objectionable to some people. While it is the intent of the

Medford Area Public School District to make internet access or other telecommunication services available to further its educational goals, students may have the ability to access other materials as well. Therefore, all students who access the internet independently via technology provided through the Medford Area Public School District are asked to sign the Student Internet Access Consent (SIAC) Form at the time of initial use. The form will be renewed as students change buildings. In addition, the Telecommunications Code of Conduct, including the Rules for Telecommunications Use, along with any additional building use regulations will be discussed with the students. The building principal or his / her designee may require a written test, and / or a demonstration of personal competency before access is granted.

Since students may have access to material which is beyond the school district's control, a parent or guardian must sign the Student Registration Form requesting that his /her child have or not have individual access to the internet. Parents / guardians have the right to modify permission at any time by contacting the school.

LIMITED ENGLISH PROFICIENCY STUDENTS (IGBFA)

The Medford Area Public School District Board of Education recognizes that with the district, there may be students whose primary language is not English. With that in mind, the board shall provide appropriate services for district students who possess limited or no command of the English language. The purpose of these services will be to help students acquire English language skills that will enable them to function successfully in an all English classroom and to meet established academic standards.

MEDFORD SCHOOLS IN COMPLIANCE WITH EPA GUIDELINES

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA). This is notice that the Medford Area Public School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in January and July and full re-inspections every three years. For more information please contact the district office.

NORTHERN WISCONSIN EDUCATIONAL COMMUNICATION SYSTEMS / EARLY COLLEGE CREDIT / START COLLEGE NOW PROGRAM (IGCD)

Medford Area Public School District (MAPSD) Board of Education (BOE) believes that any student who is capable of, and wishes to do advanced level work, should be given the opportunity if the courses are available and prerequisites have been met.

Northern Wisconsin Education Communication Systems (NWECS)

Medford Area Senior High (MASH) juniors and seniors may participate in courses from the Northern Wisconsin Educational Communication Systems (NWECS). NWECS is comprised of area school districts and is a cooperative endeavor to enhance the education of students through the avenue of interactive television (ITV.) Courses are offered from other high schools and from Wisconsin institutions of higher education. Upon passing of college courses, students receive dual credit (high school and college). MASH students may also participate in courses from Wisconsin institutions of higher education as set forth in '118.55, Wis. Stats., Postsecondary Enrollment Options Program and shall include the following consistent with state statute:

Start College Now Program (SCN)

Beginning in the fall of 2018, the "Start College Now" Program will allow high school juniors and seniors who have a 3.0 overall GPA and a 3.0 GPA for the previous semester the opportunity to take college courses at Wisconsin Technical Colleges. Through this program, students can take one or more courses for which they may earn high school credit, post-secondary credit or both.

Early College Credit Program (ECCP)

Beginning in the fall of 2018, high school students at public and private high schools in Wisconsin who have a 3.0 overall GPA and a 3.0 GPA for the previous semester can earn college credit through the ECCP. A student selected for the program may be permitted to enroll in the UW System institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school credit, post-secondary credit or both. All courses taken through these programs for high school credit shall be approved in advance by the MAPSD (BOE) or its designee. A student may not take more than a total of 18 credits under these programs over the period a student is eligible for SCN or ECCP.

NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM (EFB)

The Medford Area Public school District takes part in the National School Lunch Program.

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

NOTICE OF CHILD FIND ACTIVITY

Medford Area Public School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts child find activities each year which includes but is not limited to an annual Child Development Day. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating

specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, data and place of birth, major field of study, participation officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening tests, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right of consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL 107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also, the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

NOTICE OF NON-DISCRIMINATION

The Medford Area Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Pat Sullivan, Title IX Coordinator; 124 W State Street, Medford, WI 54451; 715-748-4620; sullipa@medford.k12.wi.us

PARENTAL NOTICE FOR BILLING MEDICAID FOR HEALTH-RELATED SERVICES IN STUDENT'S INDIVIDUALIZED EDUCATION PROGRAMS (IEP)

This is the notification of your rights under the Individuals with Disabilities Education Act (IDEA) regarding Medicaid billing. IDEA allows certain services provided under an IEP to be covered by Medicaid. The Wisconsin Medicaid school-based services benefit is a way for school districts to receive additional federal revenue. These services include attendant care services, nursing services, physical therapy, occupational therapy, speech and language services, specialized medical transportation, psychological services, counseling, social work services and developmental testing and assessment.

In order for a school district to request these funds, you, as the parent, must be notified of your rights under IDEA regarding this process. After

notification and before a school district may seek recovery of costs, you must sign a consent form that gives the school district permission to bill Medicaid and share student information. This notice is not consent for the school district to bill Medicaid, which is a separate form signed after you have received this notification.

1. A district must obtain your written consent prior to submitting your child's IEP-health-related costs for Medicaid reimbursement. Consent only needs to be provided once, so you will not have to sign the form each year.
2. The consent form allows the school district to send your child's education information to Wisconsin's Department of Health Services (DHS), the state agency that administers Medicaid. The consent form lists the educational records that may be shared with DHS.
3. At any time you decide that you do not want the school district to share your child's information with DHS or to bill Medicaid for your child's costs, you can withdraw consent and the school district will no longer include your bill for Medicaid.
4. School districts are required to provide all IEP services at no cost to parents, even if the district cannot bill Medicaid. Parents are not required to sign up for or enroll in public insurance programs in order to receive these services.
5. As a student with a disability, your child will always receive a free appropriate public education (FAPE) while attending a public school regardless of insurance coverage. The school district will never require you to enroll in Medicaid to ensure your child receives FAPE.
6. The school district will never require you to pay for a deductible or co-pay if one is created when the Medicaid bill is filed by the school district.
7. Billing Medicaid for a cost:
 - a. Will not decrease the availability or length of Medicaid coverage time for your child,
 - b. Will not result in you paying for required services outside of school that would have been covered by Medicaid,
 - c. Will not increase your insurance premiums or lead to the discontinuation of benefits or insurance, and
 - d. Will not risk your child's eligibility for home and community-based waivers, based on the total costs of your child's health-related needs.

School districts are strongly encouraged to access Medicaid for student costs as it brings more federal revenue into Wisconsin. If you have not signed a "Consent to Bill Wisconsin Medicaid for Health-Related Special Education and Related Services" form, the school district will be contacting you with a request to sign the form so that Medicaid billing may begin. If you have signed a consent form in the past, this serves as an annual notification to remind you of your rights under IDEA and to stress that accessing Medicaid on behalf of your child does not reduce any of the benefits that you would normally receive under the Medicaid program outside of the school day.

POLICE-SCHOOL LIAISON OFFICER (KNAJA)

Medford Area Public School District (MAPSD) Board of Education, in conjunction with the City of Medford, shall sponsor a police-school liaison officer program (PSLO) in the district for the purpose of limiting and preventing juvenile delinquency and to improve community relations by building rapport between students, the police and the community.

MAPSD reserves the right to assign, select and discontinue the PSLO. PSLO shall report jointly to the police chief and the district administrator or their designee(s). Building principals shall be responsible for coordinating the efforts of the PSLO in, and for, their school. MAPSD designates the PSLO as a school district official.

The enforcement of school rules shall be the responsibility of school authorities. The building principal may assign duties to the PSLO including duties of discipline within the school and enforcement of school rules.

The PSLO shall abide by the same BOE policies and regulations as any other special resource person assigned to MAPSD and working at a particular school. The PSLO shall, however, retain their legal responsibilities in the community as police officers.

The BOE shall cooperate with the Medford Police Department and the community in the planning, development, implementation and evaluation of this program.

POSSESSION OF TOBACCO PRODUCTS BY STUDENTS (JFCG)

The possession of tobacco products by students is prohibited at all times on school premises and at all school sponsored events. "School premises" includes all property owned by, rented by or under the control of the Medford Area Public School District.

RELEASE TIME FOR RELIGIOUS INSTRUCTION (JEFB)

In accordance with state law and established procedure, Medford Area Public School District (MAPSD) Board of Education (BOE) shall permit students, with the written permission of the parent(s)/guardian(s), to be absent from school not more than one hundred eighty (180) minutes per week to obtain religious instruction outside the school during the required school attendance hours. The BOE may deny the privilege of release time to students who absent themselves from the religious instruction after requesting the privilege. The time period(s) allotted for the student to be absent from school for the purpose of religious instruction may be determined by the building principal.

Any transportation to religious instruction or from religious instruction to a school in MAPSD shall be the responsibility of the parent(s)/guardian(s) or organization sponsoring the religious instruction.

MAPSD assumes no liability for a student who is absent from school in accordance with this policy.

REQUIREMENTS OF THE ELEMENTARY AND SECONDARY EDUCATION ACT – PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

As a parent / guardian of a student in the Medford Area Public School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of this information, please contact Pat Sullivan, District Administrator, at 715-748-4620.

SCHOOL ACCOUNTABILITY REPORT

Pursuant to Wisconsin State Statute 115.385(4), the Medford Area Public School District is required to provide parents of students attending district schools a copy of the school's accountability report which is published by the Wisconsin Department of Public Instruction (DPI) in the fall of each year. This accountability report will be distributed to parents in the Fall Student Services Newsletter. The report will also be linked to the district's website.

SCHOOL DISRUPTIONS (JFI)

Medford Area Public School District (MAPSD) recognizes that the disruption of antisocial acts or criminal acts by individual students or groups of students interferes with the mission of the district. MAPSD further recognizes that the presence of gangs, gang activities and gang affiliations can cause a disruption of or interfere with school and school activities and will not be tolerated.

A gang is defined as a group of individuals with defined leadership and organization that identifies with or claims turf or territory, associates on a regular basis and engages in antisocial, criminal or other illegal activities.

Any student acting as an individual or as a member of a group who disrupts the normal routines of the educational process of the school or follows a course of conduct which may be reasonably anticipated to become disruptive shall be subject to disciplinary action including suspension or expulsion.

SCHOOL PERFORMANCE REPORT

The Medford Area Public School District compiles a School Performance Report annually. Information about academic performance, attendance, enrollment, graduation, post-graduation, discipline, staffing, courses and finance can be located in this report.

Under section 115.38(2) of the state statutes, school boards are required to notify, by January 1 each year, the parent / guardian of each student enrolled in the district of their right to request a school district performance report. The report must be distributed to those parents / guardians who request it by May 1 of each year. The performance report is posted on the district's website upon its completion each year. You can locate a copy of the latest performance report at: www.medford.k12.wi.us / District / Report Card.

If you would like to receive a paper copy of the school district's performance report, please contact Nicole Gebert at 715-748-4620 ext. 5522.

The district is also required to provide to parents information regarding the district's "Report Card." This Report Card is compiled by DPI and is also located at: [www.medford.k12.wi.us / District / Report Card \(select Medford\)](http://www.medford.k12.wi.us / District / Report Card (select Medford)).

SCHOOL WELLNESS (EFA)

Medford Area Public School District (MAPSD) promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential. MAPSD supports and promotes a healthy school nutrition environment, which includes the following: • Quality school meals with an emphasis on nutrient dense foods (i.e., whole grains, fresh fruits, vegetables and dairy products). • Healthy food choices. • Pleasant eating experiences. • Nutrition education. • Opportunities for physical activity within the school day. • Marketing health and nutrition within the community. MAPSD will promote knowledge and behavior that improves health, intellectual development and overall quality of life. Students, parents, teachers, school officials including district nurse, community and business leaders must be actively involved in ensuring that the school environment promotes good health. The district will set forth nutrition guidelines set by the state and federal government for all foods available in each school during the school day. Nutrition guidelines will be based on sound nutrition facts and principles. Foods will be selected with the objective of promoting student health and reducing childhood obesity. MAPSD assures that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Department of Agriculture (USDA), as applicable to schools. School meals will meet at least minimum nutritional standards set forth in federal child nutrition program laws and regulations, including but not limited to the Dietary Guidelines for Americans. MAPSD will develop and maintain a wellness plan that will address nutrition guidelines, nutrition education, physical activity and other school-based activities that are designed to promote student, staff and community wellness. This wellness plan will be reviewed every three years (triennially) by the district administrator and policy implementation status and follow-up activities will be reported to the school board and administration.

SPECIAL EDUCATION SCREENING AND REFERRAL PROCESS

Upon request, the school district is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Director of Special Education at 715-748-2316 ext. 3324 or by writing him / her at 124 West State St Medford, WI 54451

SPECIAL NEEDS SCHOLARSHIP PROGRAM

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Students may apply for the SNSP from July 1 to June 30. More information can be found at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications>

STATE MANDATED TEST PARTICIPATION FOR SPECIAL EDUCATION STUDENTS (ILBA)

The Medford Area Public School District shall provide students with disabilities the same opportunity to acquire and demonstrate competence in basic skill areas through the state assessment programs. In accordance with state and federal special education law, all questions regarding the participation of an individual student with disabilities in statewide assessments shall be addressed through the Individualized Education Program (IEP) process.

It is assumed that:

- The IEP team has knowledge of the student's present level of academic achievement and functional performance in reference to the Wisconsin Model Academic Standards, Common Core State Standards, Common Core Essential Elements and/or Extended Grade Band Standards.
- The IEP team has working knowledge of the test format and what skills and knowledge are being measured by the statewide assessments.
- The IEP team is knowledgeable of state testing guidelines and the use of appropriate testing accommodations.

There are multiple alternatives for student's participation in state and district wide assessments. These would include options:

1. Participation in state or district-wide assessments without accommodations.
2. Participation in state or district-wide assessments with accommodations.
3. Participation in an alternative assessment with accommodations.
4. Participation in an alternative assessment without accommodations.

IEP teams are responsible for determining whether students with disabilities will participate in the general education assessment with or without testing accommodations or an alternate assessment with or without accommodations. In a given year, a student must participate in one of these assessments, not parts of both.

IEP teams are responsible for determining whether students with disabilities will participate in the state WKCE test, with or without testing accommodations, or in the Wisconsin Alternate Assessment during Grades 4, 8, and 10 in the areas of Science and Social Studies.

IEP teams are responsible for determining whether students with disabilities will participate in the Badger Exam (Grades 3-8), ACT Aspire (Grades 9-10), ACT Plus Writing (Grade 11) and ACT WorkKeys (Grade 11) assessments/testing with or without accommodations, or in the alternate assessment called the Dynamic Learning Map.

IEP teams will discuss and guide the decision on student participation in regular or alternate assessments through the IEP Form 1-7-A Participation Guidelines for Alternate Assessment. IEP teams should use the Participation Guidelines for Alternate Assessment to facilitate informed and equitable decision-making.

When the IEP team concurs that all three of the criteria below accurately characterize a student's current educational situation, an alternate assessment should be used to provide a meaningful evaluation of the student's current academic achievement.

1. The student has a significant cognitive disability.
2. The student is primarily being instructed using the Common Core Essential Elements and the Extended Grade Band Standards as content standards.
3. The student requires extensive direct individualized instruction and substantial support to achieve measureable gains in the grade- and age-appropriate curriculum.

Test results will not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, graduation, or participation in post-secondary educational opportunities.

STUDENT ACADEMIC STANDARDS

Pursuant to Wisconsin State Statute 120.12(13), the Medford Area Public School District considers Student Academic Standards annually at their July Board of Education meeting. Medford staff use standards to create outlines of what is taught and assessed in each subject and at each grade level. These outlines are called curriculum maps and can be found on staff websites or on the district's website at: [www.medford.k12.wi.us / District / Staff Resources / Curriculum Maps](http://www.medford.k12.wi.us/District/StaffResources/CurriculumMaps) If you have any questions regarding the academic standards, please contact Laura Lundy, Director of Curriculum & Instruction at lundyla@medford.k12.wi.us or 715-748-4620 ext. 5525.

STUDENT ACHIEVEMENT LEVEL AND ACADEMIC GROWTH ON STATE ACADEMIC ASSESSMENTS

Pursuant to ESSA (20 U.S.C. § 6312(e)1B(i)), parents of students who participate in the student achievement testing (at all levels) are provided information on the achievement level and academic growth of their child when the results become available. This information is sent home to parents with a cover letter. If you have any questions regarding your child's student achievement, please contact Laura Lundy, Director of Curriculum & Instruction at: lundyla@medford.k12.wi.us or 715-748-4620 ext. 5525.

STUDENT DRESS (JICA)

Medford Area Public School District is committed to student safety, providing a high quality learning environment and preventing learning distractions. Students are encouraged to dress for success promoting common respect and projecting an image of high self-esteem, confidence and school and community pride. School administration will determine if student dress is appropriate and the consequences for wearing inappropriate clothing. These guidelines will be posted in student handbooks. Refer to each building's student handbook for details.

STUDENT FEES (JN)

Medford Area Public School District (MAPSD) exists to provide a free and appropriate public education. MAPSD may charge student fees for certain activities, courses and services which may require additional funding and may assess charges when school property is damaged, lost or stolen. Budgetary constraints imposed by the State of Wisconsin or the current economic environment justify the institution of student fees. MAPSD will use these principles to guide decisions pertaining to student fees: • Graduation required coursework, including textbooks, technology and materials will be provided without student fees. • Non-graduation required coursework and activities may include fees to offset costs for materials, supplies, personal equipment and uniforms. Student fees will be reviewed annually in February by the Board of Education (BOE). Fee schedules will be consistent with state and federal laws and regulations. To encourage all students to participate in school activities regardless of the student's financial situation, the board authorizes the district administrator or their designee to waive the payment of part or all of student fees if the student or student's parent(s)/ guardian(s) demonstrate an inability to pay such fees. Parent(s)/guardian(s) who claim that the financial conditions of their families are such that they cannot afford to pay fees may request a waiver in accordance with procedures.

STUDENT HARASSMENT/BULLYING (JBA)

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, Page 2 of 6 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 the school district. 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 the school district, their parents and/or guardians and employees. It will also be available to organizations in the community having cooperative agreements with the schools. The school district 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 school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

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 Board of Education (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

STUDENT HAZING (JFCF)

Medford Area Public School District (MAPSD) does not tolerate hazing and will take all reasonable and appropriate action to eliminate it, up to and including suspension or expulsion.

2023-24 STUDENT FEES

Description	Fee	Notes
Athletic Participation Fee	\$60	\$240 / family maximum
MAMS Band Fees	\$5 – \$12	Flip folder, price depends on instrument and consumable supplies, i.e. reeds
MAMS Band Instrument	0	No fee, student purchases their own instrument from vendor
MAMS Band Instrument Rental	\$60	School owned instrument, waived if student is on free / reduced lunch
MASH Band Fees	Misc.	Reeds, wax, instrument oil
MASH Band Instrument Rental	\$60	Annual
MASH Band Uniform Fee – One-time fee - Everyone	\$20	Items student keeps – Red Band t-shirt, white spats, white gloves, and garment bag
MASH Freshman Band Uniform – Boys Only	\$15	Boys – white band shirt to be worn under the tux
MASH Registration Fee	\$6	(\$4 Student Council Fee, \$1 Class Dues, & \$1 Annual
Co-Curricular Fees	\$15	HMV, Science Olympiad, Forensics, Dance Team, Drama (Drama Club pays for the Drama Kids)
DECA/FBLA	\$13	State & National Dues – this is in lieu of district co-curricular fees
FFA	\$20	FFA Membership
Phy Ed - Bowling	\$40	Student can take different phy ed classes without bowling
Phy Ed – Lifeguard	\$10	Personal Rescue Mask
Advanced Placement Class Fee	\$50	Per test
Show Choir Competition Fee	\$100	Annual
Show Choir Kick Pants	\$10	Buy their own shoes, nylons & socks
Men's Choir Shirt	\$16	Buy their own black dress pants
Women's Choir		Buy their own shoes & nylons
Concert Choir		Buy their own shoes, nylons & socks
Tech Ed Fees	\$20	Intro to Tech A Class – beginning woods project and CO2 car kit
Tech Ed Fees	\$10	Intro to Tech B Class – beginning metals project
Art – 2D Art	\$6	Spray paint – student's choice
Art - Drawing I & II	\$6	Portion of the Sketchbook for each class
Art – Exploration	\$6	Metals project portion of the class
AP Art	\$10	
Art – Metal and Glass	\$6	
Art – Painting I & II	\$6	Portion of the canvas for each class
Art - Photography	\$6	
Art - Pottery I & II	\$6	Portion of the Raku clay for each class
Art – Film & Video	\$5 - \$10	Students must purchase their own SD card

For the purposes of this policy “hazing” means any act which serves to persecute or harass with threats or meaningless, difficult or humiliating activity. “Forced activity” means any activity which is a condition of initiation, admission into, or affiliation with a school sponsored organization, regardless of a student’s willingness to participate in the activity.

No student may intentionally or recklessly engage in acts which endanger the physical or emotional health or safety of a student for the purpose of initiation, admission into or affiliation with any school sponsored organization. Prohibited acts include, but are not limited to, brutality such as whipping, beating, branding, forced consumption of any substance including food, liquor, and/or drugs, forced confinement or any other forced activity which endangers the physical or emotional health or safety of a student.

Any employee who observes such acts in any form shall take reasonable action to stop the behavior and shall report the incident to the building principal. Any employee who has reasonable cause to suspect that an act of hazing toward a student has taken place, shall immediately report such suspicion to the building principal.

Retaliation against anyone reporting or thought to have reported hazing behavior is prohibited. Such retaliation shall be independent of whether a charge or informal complaint of hazing is substantiated. Encouraging retaliation violates the policy.

The administration and staff will inform students annually that MAPSD does not tolerate hazing in any form.

STUDENT POSSESSION, USE, SALE, BEING UNDER THE INFLUENCE OF AND / OR DISTRIBUTION OF ALCOHOL, CONTROLLED SUBSTANCES OR PRESCRIPTION DRUGS (JFCH)

No student shall unlawfully manufacture, use, dispense, possess, be under the influence of or distribute alcohol, controlled substances or inappropriate use of prescription drugs on any school premises, in any school-owned or school-approved vehicle, or while involved in any schoolsponsored activity. A student may be required to submit to a breath or drug test to determine the presence of alcohol, controlled substances or inappropriate use of prescription drugs if a school official or law enforcement officer has reasonable suspicion that the student has alcohol, a controlled substance or inappropriate use of prescription drugs in their system. Such test shall be administered by a law enforcement officer, or trained school district employee, and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

All students may be required to submit to a breathalyzer before entering a school sponsored event.

All students shall abide by this Board of Education (BOE) policy. Violation of this BOE policy shall result in disciplinary action consistent with policies and/or local, state and federal law up to and including expulsion and referral to law enforcement authorities for prosecution. Violation of the District’s Co-Curricular Code of Conduct shall result in disciplinary action pursuant to the code of conduct as well as this BOE policy.

A copy of this policy shall be distributed annually to all students and their parents.

STUDENT RECORDS (JO)

Medford Area Public School District (MAPSD) shall maintain student records to assist school personnel in providing appropriate educational experiences for each student in MAPSD. MAPSD shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the parent(s)/guardian(s) or adult student except in situations where legal requirements specify release of records without such prior approval. Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures. All persons collecting or using student records shall be provided with information concerning confidentiality policies and procedures. For purposes of Board of Education (BOE) policy and its implementing guidelines, student records will include data kept in any form. Confidentiality provisions shall apply to information maintained in record form and oral exchanges regarding the contents of such record information.

GUIDELINES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS (JO-R)

1. DEFINITIONS

a. “Student records” include all data directly related to an individual student, maintained by the school regardless of record format, other than: [1] notes or records maintained for personal use by teachers or other certified personnel who are required by the state superintendent under s. 115.28 (7) to hold a certificate, license, or permit if such records and notes are not available to others, [2] records necessary for and available only to persons involved in the psychological treatment of a student, and [3] law enforcement unit records.

b. “Progress records” maintained by the school include a statement of courses taken by the student, the student’s grades, the student’s attendance record, the student’s immunization records, any lead screening records required under Wis. Stat. 254.162, and records of the student’s extracurricular activities.

c. “Behavioral records” maintained by the school include psychological tests, personality evaluations, records of conversations, any written statements relating specifically to an individual student’s behavior, tests relating specifically to achievement or measurement of ability, student physical health care records other than immunization records, or any lead screening records required under Wis. Stat. 254.162, law enforcement officers’ records obtained under 48.396(1) or 938.396(1)(b) 2. or (c) 3. and any other student records which are not progress records.

[1] The student behavioral records include, but not limited to, referral information [including notices and forms]; signed parental consent or refusal for evaluation; individualized education program team [IEP team] evaluations; individual reports and IEP findings and reports; individualized education programs; placement decisions and signed parental consent or refusal; medical evaluations and prescriptions required to substantiate health treatment services; medical evaluations used to substantiate a disability; and physicians statement required for provision of special education homebound instructional services [see Medford Area Public School District Special Education Handbook].

d. “Law Enforcement officer records” include those records obtained from a law enforcement agency relating to: [a] the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the Medford Area Public School District, [b] the illegal possession of a dangerous weapon by a student, [c] the act for which a juvenile enrolled in the Medford Area Public School District was adjudged delinquent, and [d] an act for which a district student was taken into custody based on the law enforcement officer’s belief that he/she violated or was violating any state or federal criminal law. The law enforcement agency may provide such record information to the district on its own initiative or upon request of the Medford Area Public School District Administrator or designee, subject to the agency’s official policy. Once the records are received, the student named in the records and the parent(s)/guardian(s) of any minor student named in the records shall be notified of the information.

e. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the Medford Area Public School District who: [a] has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, [b] has been adjudged delinquent, [c] has school attendance as a condition of his/her court dispositional order, or [d] has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

f. "Student physical health records" include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, any lead screening records required under Wis. Stat. 254.162, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the designated state superintendent.

g. "Student patient health care records" include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the "student physical health records" definition above.

h. "School resource officer records" include all records maintained by a law enforcement unit of the school district that are created by that law enforcement unit for the purpose of law enforcement. Such records are not student records and shall be maintained separately from student records. School resource officer records shall be disclosed only to the extent other law enforcement officers' records are disclosed.

i. "Directory data", as designated by the Medford Area Public School District, includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of school most recently attended by the student.

j. "Parent" means parent, legal guardian or guardian ad litem.

k. "Adult student" means a student who has attained the age

2. ACCESS RIGHTS REGARDING STUDENT PROGRESS AND BEHAVIORAL RECORD INFORMATION.

a. Parent(s)/Guardian(s)/Adult Student Access to Student Records

[1] Parent(s)/guardian(s) shall be permitted to review and inspect any student records relating to their minor child, except as provided in [a] below. Student behavioral records shall be shown to the parent(s)/guardian(s) in the presence of a person qualified to explain and interpret the records [i.e., special education designee for special education student behavioral records; building principal for other student behavioral records]. If any student record includes information on more than one child, the parent(s)/guardian(s) of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information. Parent(s)/guardian(s) will be provided a single copy of their minor child's records upon request.

[a] A parent(s)/guardian(s), regardless of whether the parent(s)/guardian(s) has legal custody of the student, shall have equal access to the student's medical, dental and school records unless the parent(s)/guardian(s) has been denied access to such records as outlined by state law [e.g. denied periods of physical placement with the student, ordered by the court].

[2] Personally identifiable information from the student records of an adult student may be disclosed to the parent(s)/guardian(s) of the adult student without the written consent of the adult student if the adult student is still considered a dependent of his/her parent(s)/guardian(s) for tax purposes. This may be done unless the adult student has informed the school, in writing, that the information may not be disclosed.

[3] The Medford Area Public School District will respond to parental requests for records without unnecessary delay and in no case more than 45 working days after the request is made.

[4] A list of the types and locations of student records collected, maintained or used by the Medford Area Public School District shall be provided to parent(s)/guardian(s) on request.

[5] For purposes of board of education policy and these procedures, adult students have all the rights accorded to parent(s)/guardian(s) concerning their own records.

b. Minor student Access to Progress Records - A minor student may be shown and provided with a copy of his/her progress records upon request.

c. Access to Progress and Behavioral Records by Persons Other Than Parent(s)/Guardian(s)/Students with Consent - The Medford Area Public School District shall provide access to a student's behavioral or progress records when a signed authorization by the parent(s)/guardian(s) or adult student that consents to the release of information to another party or agency is presented.

For purposes of these procedures, an informed consent means written consent that includes all of the following information: [a] the name of the student whose record is being disclosed, [b] the type of information to be disclosed, [c] the name of the person[s] making the disclosure, [d] the purpose of the disclosure, [e] the individual, agency or organization to which disclosure may be made, [f] the signature of the student, if an adult, or the parent(s)/guardian(s) of a minor student, [g] the date on which the consent is signed, and [h] the time period during which the consent is effective.

[1] Upon the written request of an adult student or the parent(s)/guardian(s) of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of his/her behavioral records as determined by the person authorizing the release. Law enforcement officer record information may not be made available under this exception unless specifically identified by the adult student or by the parent(s)/guardian(s) of a minor student in the written request.

[2] Annually, on or before August 15, the Medford Area Public School District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the Medford Area Public School District, who are 16 years of age or older, who are enrolled in a special education program, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 and 51.437 [community mental health, development disabilities, alcoholism, and drug abuse]. Before filing the report, parent(s)/guardian(s) or adult student consent shall be obtained.

[3] Student Patient Health Care Records: All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state statute or to other persons with the informed consent of the patient or a person authorized by the patient.

d. Access to Progress and Behavioral Records by Persons Other Than Parent(s)/Guardian(s)/Students without Consent - The Medford Area Public School District shall provide access to a student's behavioral or progress records without consent in accordance with any valid court order / ordinances or the following procedures:

[1] Student records shall be disclosed at the request or order of a court. The district shall make a reasonable effort to notify the parent(s)/guardian(s) or adult student of the order in advance of compliance therewith, except as otherwise provided by law.

[2] Student records may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of any individual.

[3] If school attendance is a condition of a student's dispositional order under 48.355[2][b]7 or 938.358[2], the board of education shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.

[4] A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent(s)/guardian(s) shall be notified of that disclosure as soon as practicable after the disclosure.

[5] Student records shall be made available to school officials who have been determined by the board to have legitimate educational interests, including safety interest, in such records. A school official is a person employed by the district who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and police liaison personnel); a person serving on the board of education; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional or district responsibility.

A board of education member or Medford Area Public School District employee may not be held personally liable for any damages caused by failure to make student record disclosures to Medford Area Public School District employees as outlined above, unless the person acted with actual malice in failing to disclose the information. The Medford Area Public School District also may not be held liable for any damages caused by nondisclosure, unless the Medford Area Public School District or its agent acted with gross negligence or reckless, wanton or intentional misconduct in failing to disclose the records.

[a] Law enforcement records, including but not limited to AOD, weapons possession, or delinquency-related record information, received by the district may be made available to those school officials with legitimate educational interests, including safety interest, in the information. If law enforcement record information obtained by the district relates to a district student, the information may also be disclosed to those district employees who have been designated by the board to receive that information for the purpose of providing treatment programs for district students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the district's co-curricular code of conduct.

[b] Court records obtained by the Medford Area Public School District must be disclosed to Medford Area Public School District employees who work directly with the juvenile named in the records or who have been determined by the board of education to have legitimate educational or safety interests in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school or as the sole basis for taking any other disciplinary action against a student, including action under the district's co-curricular code of conduct.

[c] Student patient health care records may be released upon request without informed consent to a Medford Area Public School District employee or agent, with regard to patient records maintained by the Medford Area Public School District in which he/she is employed or is an agent, if any of the following apply:

[1] The employee or agent has responsibility for the preparation or storage of patient health care records.

[2] Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV [the virus which causes acquired immunodeficiency syndrome - AIDS] shall be confidential and may be disclosed to other persons only with the informed written consent of the test subject.

[6] A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that:

[a] the student is under investigation for arson,

[b] the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and

[c] the fire investigator will use and further disclose student's attendance record only for the purpose of pursuing that investigation.

[7] Student records may be disclosed to a law enforcement agency, district attorney, city attorney, corporation counsel, social welfare agency, juvenile intake worker, court, private school or another school board for the purposes of providing services to the student before adjudication if the disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies that the records will not be further disclosed.

[8] Student records shall be provided to a court in response to a subpoena for inspection. The court may turn said records or parts thereof over to parties in the action or to their attorneys if these records would be relevant and material to a witness's credibility or competency. The district shall make a reasonable effort to notify parent(s)/guardian(s) or adult students of the subpoena in advance of compliance therewith, except as otherwise provided by law.

[9] board of education may provide the state education agency or any other public officer with any information required under Chapters 115 to 121, which covers all aspects of public instruction under the law. The state education agency may secure student or other records which are necessary in connection with the audit and evaluation of state or federal-supported programs or in connection with the enforcement of state or federal requirements which relate to such programs.

[10] Information from a student's immunization records shall be made available to state and local health officials to carry out immunization require-

ments.

[11] Upon request, the board of education clerk shall provide the names of students who have withdrawn from school prior to graduation to the technical college board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Workforce Development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.

[12] The district shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:

A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;

b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and

c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

[13] The school district clerk or his/her designee shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision.

Any representative of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceedings under chapter 980.

[14] Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by individualized education program teams under state special education laws, except as provided in 2-d-5 a and b.

e. If a request is received from the Disability Rights Wisconsin Inc. (DRW) for access to the student records of a student with a mental illness who is receiving care and treatment at school, a student with a disability receiving special education services or a student with a Section 504 accommodation plan, for purposes of investigating potential claims of abuse or neglect under applicable federal laws, the request shall be handled as follows:

[1] If the DRW provides proof of parental consent to access the records, the district shall provide DRW such access.

[2] If DRW does not provide proof of parental consent to access the records, the district shall determine if the conditions for access without parental consent, as defined in applicable federal laws, are met and, if so, provide access to the requested records.

[a] If the student whose records are requested has a mental illness and is receiving care or treatment at school but is not eligible for special education services or a Section 504 accommodation plan, DRW's access to the student's records without parental consent is limited to disclosure only when the following three conditions exist: (1) the potential abuse or neglect places the health or safety of the student in serious and immediate jeopardy, (2) DRW has notified the student's parent(s)/guardian(s) of the potential abuse or neglect and has offered assistance, and (3) the parent(s)/guardian(s) has failed or refused to act.

[b] If the student whose records are requested is receiving special education services or has a Section 504 accommodation plan, DRW has access to the student's records without parental consent when one of two conditions exist: (1) when the DRW has notified the parent(s)/guardian(s) of the suspected abuse or neglect of his/her child, has offered assistance and the parent(s)/guardian(s) has failed or refused to act, or (2) when the potential abuse or neglect places the health or safety of the student in serious and immediate jeopardy.

The records DRW may be able to access from school include both individual student records and investigative records or reports prepared by school district employees.

[3] If the conditions for disclosure without parental consent are not met or if DRW shows that they have probable cause to investigate suspected abuse or neglect of a student whose identity is unknown but could be determined with further investigation, the district may consider providing DRW with contact information about the student's parent(s)/guardian(s) so that DRW may attempt to obtain consent for access to the records. The building principal shall consult with the district administrator when making this determination.

3. RELEASE OF STUDENT DIRECTORY DATA

Except as provided below, directory data may be disclosed to any person after the school has (1) notified the parent(s)/guardian(s) or guardian ad litem, or adult student of the categories of information which it has designated as directory data with respect to each student, (2) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (3) allowed 14 days for the adult student or parent(s)/guardian(s) or guardian ad litem of a minor student to inform the school, in writing, that all or any part of the directory data may not be released without their prior consent. Parent(s)/guardian(s) or adult students can restrict the release of student directory data at any time.

a. If the Medford Area Public School District has followed the notification procedure outlined above, and the parent(s)/guardian(s) does not object to the directory data being released, the board of education clerk shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college board.

b. If the Medford Area Public School District has followed the notification procedure outlined above, and the parent(s)/guardian(s) does not object to the directory data being released, the board of education clerk shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23 or a court of record or municipal court with such directory data information relating to any such student enrolled in the Medford Area Public School District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the Medford Area Public School District.

c. If the Medford Area Public School District has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the board of education clerk shall, upon request by military recruiters provide secondary school students' names, addresses, and telephone listings. The district shall provide military recruiters the same access to secondary students and student directory data about such students as is provided to post-secondary institutions or prospective employers.

d. Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student. When

reviewing student directory data requests, as well as when implementing other provisions of these guidelines, consideration shall be giving to applicable provisions of the public records law and the district's policy and procedures dealing with public records.

4. STUDENT PARTICIPATION IN SURVEYS

a. An adult student or the parent(s)/guardian(s) of a minor student shall be notified by the Medford Area Public School District of any student survey containing questions addressing any of the following protected areas: political affiliations or beliefs of the student or parent(s)/guardian(s), mental, or psychological problems of the student or the student's family, sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships (i.e. lawyers, physicians or ministers); religious practices, affiliations, or beliefs of the student or student's parent(s)/guardian(s); or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). At least annually, at the beginning of the school year, the district shall notify the parent(s)/guardian(s)/adult student of the approximate dates during the school year when the district will administer student surveys that contain questions about any of the protected areas. Parent(s) /guardian(s)/adult students shall be provided an opportunity to opt out his or her child from participating.

[1] The district shall obtain written consent from parent(s)/guardian(s)/adult students, before administering required student surveys that contain questions about any of the protected areas and that are funded in whole or in part by U.S. Department of Education funds.

[2] The district shall offer parent(s) /guardian(s)/adult students an opportunity to opt their child out of participating in activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

[3] Parent(s)/guardian(s)/adult students have the right to review, upon request, any survey that concerns any of the protected areas of information.

5. CHALLENGE/AMENDMENT OF STUDENT RECORDS

a. An adult student, or the parent(s)/guardian(s) of a minor student, shall have the opportunity to challenge the contents of a student's school records by making a written request directly to the building principal, or to the Medford Area Public School District Administrator in the event the student is no longer enrolled in the Medford Area Public School District. The written request shall: [1] set forth the specific portion of the school record claimed by the challenger to be in error, inaccurate, misleading, or in violation of the student's privacy rights and [2] state the modification[s] requested in respect thereto.

[1] If the request is made to a building principal, the principal shall confer with the Medford Area Public School District Administrator concerning the request.

[2] The Medford Area Public School District Administrator, either from the information provided to him/her by a building principal or from the individuals direct request to the Administrator, shall make a written response to the adult student or parent(s)/guardian(s). This response shall be within a reasonable time of the receipt of the written challenge by the building principal or Medford Area Public School District Administrator.

b. If the district decides not to amend the record as requested, it shall inform the parent(s)/guardian(s) or eligible student of its decision and of his/her right to a hearing. He/she may make a written request for a hearing before the board of education regarding the original challenge. This request shall be directed to the Medford Area Public School District Administrator within a reasonable period of time after the receipt of the Medford Area Public School District Administrator's response.

[1] The Medford Area Public School District Administrator shall, upon receipt of the request for hearing, arrange for a hearing to be held before the board of education within a reasonable time of the receipt of the request therefor.

[2] The board of education shall conduct the hearing, take evidence and make its findings, conclusion and order upon the evidence submitted at the hearing, and shall notify the challenging adult student, or the parent(s)/guardian(s) of a minor student, of such findings, conclusion and decision within a reasonable period of time following the conclusion of the hearing.

[3] If, as a result of the hearing, the board of education decides that the information is inaccurate, misleading or in violation of the student's privacy rights, it shall amend the information accordingly and inform the adult student, or parent(s)/guardian(s) of a minor student, of such amendment.

[4] If, as a result of the hearing, the board of education decides that the information is not inaccurate, misleading or in violation of the student's privacy rights, it shall inform the adult student, or parent(s)/guardian(s) of a minor student, of the right to place in the records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the board of education. The board of education shall require that any explanation placed in the records of a student be maintained by the Medford Area Public School District as part of the records as long as the record or contested portion is maintained by the Medford Area Public School District. If the records of the student, or the contested portion are disclosed by the Medford Area Public School District to any party, the explanation shall also be disclosed to that party.

6. MAINTENANCE OF STUDENT RECORDS

a. The building principal shall have primary responsibility for maintaining the confidentiality of student records in each school building. All requests for inspection or transfer of student records to another school district or agency shall be directed to the building principal, who will determine whether inspection or transfer is permitted under these procedures. Confidentiality provisions regarding student records apply to information maintained in record form and oral exchanges regarding the contents of such record information.

[1] Building principals shall maintain an updated list of staff by name and title who have access to student records.

[2] The Medford Area Public School District shall keep a record of parties obtaining access to student records collected, maintained or used under these procedures, except access by parent(s)/guardian(s); authorized Medford Area Public School District employees whose names and positions are listed; a party with written consent from the parent(s)/guardian(s) or adult student; a party with written consent of the parent(s)/guardian(s)/adult student; a party seeking directory data; or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

[3] A record of access shall be maintained in each student's file. This record shall include the name of the party, date access was given, and the purpose for which the party was authorized to use the record.

b. While students are enrolled in school, their progress records will be maintained in the school of attendance. Upon transfer of the student another school operated by the Medford Area Public School District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the Medford Area Public School District, his/her non-special education records will be kept in the building he/she last attended. Special Education records will be kept by the Director of Special Education.

[1] All student records shall be maintained in locked files.

[2] Student patient records and law enforcement officer record information shall be maintained separately from a student's other records.

7. TRANSFER OF STUDENT RECORDS

a. All student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from:

[1] an adult student, or the parent(s)/guardian(s) of a minor student, that the student intends to enroll in the other school or school district;

[2] another school or school district that the student has enrolled; or,

[3] a court that a student has been placed in a secured correctional facility or secured group home or secured child caring institution.

b. Records will be sent to another school or school district within five working days of receiving the written request.

c. Student record information shall be disclosed upon receipt of written consent to another agency on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent(s)/guardian(s)/adult student. The district shall inform the party to whom disclosure is made of this requirement. This does not apply to the release of directory data, the release of information pursuant to a court order or subpoena, or disclosure to parent(s)/guardian(s)/adult student.

8. DESTRUCTION OF STUDENT RECORDS

The special education designee/coordinator/director shall be responsible for reviewing records of students with special educational needs. Information that is no longer needed to provide educational services to the special education student shall be destroyed after one month notification to the parent(s)/guardian(s).

All behavioral records shall be destroyed one year after the student graduates or last attends school, except with written parent(s)/guardian(s) or adult student permission to retain special education records for a longer period of time for audit purposes. Where such permission is received, behavioral records shall be maintained for the time period specified in the written permission or as long as the district's needs require. If written parent(s)/guardian(s) or adult student consent to maintain special education records for a period longer than one year is not granted, all personal identifiers will be removed from records and they shall be maintained until no longer needed to satisfy federal record maintenance requirements.

Student progress records shall be destroyed 6-7 years after the student ceases to be enrolled in the Medford Area Public School District or upon notification of the former student's death.

9. ANNUAL PUBLIC NOTICE

Parents(s)/guardian(s) and students shall be notified annually of the following: [a] their rights to inspect, review and obtain copies of student records; [b] the existence of the student records policy and procedures and where copies can be obtained; [c] the categories of student record information which have been designated as directory data and their right to deny the release of such information within 14 days of receipt of notification; [d] their rights to request amendment of the student's school records if they believe the records are inaccurate, misleading, or otherwise in violation of the student's rights of privacy; [e] their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent and, [f] their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Provisions shall be made to effectively notify parent(s)/guardian(s) when the parent(s) /guardian(s)' primary language is other than English. Parent(s)/guardian(s) of secondary school students shall also be notified of their option to request the district not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

When a student transfers into the Medford Area Public School District after the above notice has been given, the student and his/her parent(s)/guardian(s) shall receive a copy of the notice.

10. COMPLAINTS REGARDING ALLEGED NON-COMPLIANCE WITH FEDERAL REQUIREMENTS

Adult students or parent(s)/guardian(s) of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged district non-compliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

STUDENT USE OF TWO-WAY COMMUNICATION DEVICES (JFCM)

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 21st 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.

SUICIDE PREVENTION (JHH)

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.

TESTING PROGRAM (IL)

Medford Area Public School District (MAPSD) shall establish and maintain a testing program which can be used, communicated and interpreted by school staff.

The testing program will provide:

- Assessment of MAPSD educational program for purposes of reporting the overall status of the district and charting the growth of its students by grades, curricular areas and schools.
- Interpretations for use by staff in making program improvement decisions at the student, classroom, building and district levels. The district testing program shall include tests as required by state and federal law. Testing results shall be made available to the public in accordance with state law.
- Information which will be used to provide appropriate educational experiences for students in areas such as remediation, gifted and talented Title I and any other areas of specialized help.

Students with disabilities shall participate in state-required testing, with appropriate accommodations and alternative assessments where necessary and as indicated in the student's individualized education program (IEP). Decisions regarding the testing of Limited-English proficient (LEP) students shall be made on an individual basis in accordance with board policy and established procedures.

Parent(s)/guardian(s) shall be notified yearly of the standardized testing schedule and shall be provided with information regarding their child's performance on state academic assessments as soon as possible after the assessment results are received from the Department of Public Instruction.

MAPSD shall not discriminate in the testing program on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

TITLE I PROGRAM (IGBC)

In order to meet its goal of providing educational opportunities for all students of the Medford Area Public School District, the Board of Education shall participate in the federal Title I program.

All programs and services provided for Title I students shall be at least comparable to those provided in areas not receiving Title I funds. Also, the district shall ensure equivalency among schools or grade levels within the district in teachers, administrators, auxiliary personnel, curriculum materials and instructional supplies. When determining comparability, the district need not consider unpredictable changes in enrollment or personnel assignments which occur after the beginning of the school year.

The board recognizes the importance of parent and teacher involvement in the Title I program and, therefore, will provide appropriate opportunities for parents and teachers to become involved in the design and implementation of the district's Title I program through advisory councils and/or parent informational meetings.

Specific activities for parent and teacher involvement in the district's Title I program shall be developed by the administration. Program planning activities shall be reported to the board on a regular basis.

VIRTUAL CHARTER SCHOOL NOTICE

The Medford Area Public School District provides a virtual / charter school opportunity for students with the Rural Virtual Academy (RVA). For more information regarding the RVA, including a list of governance board members and staffing contact information, please visit their website: <http://www.medford.k12.wi.us/schools/virtual>.

WEAPONS IN SCHOOL (JFCJ)

This policy applies to all Medford Area Public School District (MAPSD) students, regardless of age.

Definition

As used in this policy, the term "weapon" includes, but is not necessarily limited to, any:

- Firearm, whether loaded or unloaded, assembled or unassembled.
- Bomb, explosive, or similar destructive device.
- Poisons or dangerous chemicals, including pepper spray.

- Beebee or pellet-firing gun that expels a projectile through the force of air pressure or any starter pistol.
- Ammunition or any electric weapon, as defined in section 941.295(1c) (a) of the state statutes.
- Knives and other cutting instruments.
- Device designed as a weapon and capable of producing death or bodily harm.
- Other object which, in the manner it is used or intended to be used, is calculated or likely to produce significant injury or bodily harm.
- Other device or object defined as a weapon by state or federal law.

Weapons Prohibited

- No student shall possess, use, store, or transfer or make accessible to another person any weapon while the student is (1) at school or under the supervision of a district authority, regardless of the student's location; (2) in any building or facility or on grounds or premises owned, occupied or controlled by the district, at any time; (3) in any district-owned vehicle or on any form of district provided transportation, at any time; and/or (4) participating in or attending any district-sponsored program or activity.

No student, while not at school or while not under the supervision of a school authority, shall possess, use, store, transfer or make accessible to another person any weapon in a manner which (1) endangers the property, health or safety of others who are at school or under the supervision of a school authority, or (2) endangers the property, health or safety of any employee or Board of Education (BOE) member.

- No student shall keep, store, or allow any other person to keep or store, a weapon in their personal vehicle at any time when the vehicle is located on school premises or other property owned, occupied or controlled by MAPSD.
- No student shall falsely represent as a weapon anything that, although not actually a weapon, has (or has been given) the appearance of a weapon (e.g., to intimidate or threaten another person).

Exceptions to the Prohibitions against Student Possession of Weapons

The prohibitions on weapons identified in the previous section of this policy do not apply in the following circumstances:

- Where state or federal law prohibits a district from restricting any student's right to possess or use a weapon in a location or at a time otherwise covered by this policy; Page 2 of 3
- Where a weapon, other than a firearm, bomb, explosive or similar destructive device, has been approved by the building principal, in advance, for purposes of a specific demonstration or educational presentation, provided that the weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation or the use of a starter pistol by a responsible adult in connection with school athletics;
- Where a student possesses and uses a firearm or other hunting weapon and is legally hunting, in season, within the Medford school forest pursuant to hunting activities that have been authorized by the BOE; or
- Pursuant to any other exception that is consistent with applicable law and that is approved in advance by a motion of the BOE. I

In addition, it shall not be considered a violation of this policy for a student to possess or use a potentially dangerous object or substance, which might also be improperly used as a weapon (e.g., certain cutting instruments, equipment, or tools), provided that the object or substance has been authorized or issued by MAPSD, and provided that such objects are possessed and used exclusively for their limited and authorized purpose(s).

Additional Student Responsibilities

Students are responsible for taking reasonable steps, in advance, to ensure that any item in their possession or control is not prohibited by this policy. Students who have questions about whether an item is covered by this policy, or whether a particular exception identified in this policy may apply in a specific context should contact their school principal or the district administrator.

A student who finds themselves inadvertently in possession of a weapon in violation of this policy shall immediately surrender the weapon to a school staff member. An investigation will occur into the circumstances surrounding the possession and surrender of the weapon, and a decision will be made whether to discipline the student, or not, after a consultation between the principal and the district administrator. If the weapon is surrendered before the student is discovered to be in possession of the weapon and before any incident or disturbance occurs involving the weapon, such factors shall weigh in favor of the student.

If any student has reason to believe that any student, staff member, visitor or other person possesses or has used or stored a weapon in violation of this policy or any other BOE policy, the student should immediately report that belief to a teacher, school principal or other responsible adult. Any act of retaliation against a student who, in good faith, has made a report of a violation of this policy or who participates in the investigation of such a report is prohibited.

Sanctions for Violations

Any time school officials determine that a student has possessed or used any firearm, bomb, explosive or similar destructive device while at school or while under the supervision of a school authority, an administrator must refer the student and the incident to law enforcement or another representative of the criminal or juvenile justice system. An administrator must also suspend the student, commence expulsion proceedings, and the BOE may expel the student. Where applicable, MAPSD may also impose sanctions under the co-curricular code of conduct. The requirements of this paragraph (1) do not apply to a student who is legally hunting in the school forest, as described above in this policy; and (2) Page 3 of 3 shall be construed and implemented in a manner that is consistent with the requirements of the Individuals with Disabilities Education Act.

Other violations of this policy will be referred for disciplinary action, up to and including possible expulsion from school. Where applicable, MAPSD may also impose sanctions under the co-curricular code of conduct. Per federal law, a school administrator shall contact law enforcement in connection with any violation of this policy that involves a student's possession of any firearm, destructive device or illegal weapon (i.e., where the possession of the "weapon" at school may be a violation of federal and state criminal law, such as section 948.60 or 948.61 of the state statutes). School administrators may exercise discretion in determining whether to contact and involve law enforcement in other situations involving a student's violation of this policy (for example, when a student is in possession of an item that, while not illegal, is dangerous and prohibited under this policy.) School administrators may exercise discretion in determining whether to contact and involve law enforcement in a situation involving a student's violation of this policy, except that law enforcement shall be contacted in connection with any violation of this policy (1) that involves firearms or any destructive device (as identified in the preceding paragraph); or (2) that may also constitute a criminal offense.

Notices. Students shall be given notice of the conduct prohibited by this policy via the Student Handbook.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2023-24

Dear Parent/Guardian: Children need healthy meals to learn. The Medford School District offers healthy meals every school day. Breakfast costs \$1.40 for Elementary students; \$1.50 for Middle School; and \$1.60 for High School students; lunch costs \$2.50 for Elementary students; \$2.65 for Middle School and \$2.80 for High School students. Your children may qualify for free meals or for reduced price meals. Reduced price meals are free for the 2023/24 school year. This packet includes an application for free meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W- 2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2023-2024			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

- Children may qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Joseph Greget**, gregejo@medford.k12.wi.us or call **715 748-2316 x 3324**.

DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Your child’s school or 1065 W Broadway Ave, Medford, WI 54451, Attention: Lesia Fuchs.***

SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Lesia Fuchs at 715 748-2316 ext. 3322** or fuchsle@medford.k12.wi.us immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOL? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.medford.k12.wi.us/family/familyforms.cfm> to begin or to learn more about the online application process. Contact **Lesia Fuchs at 715 748-2316 ext. 3322** or fuchsle@medford.k12.wi.us if you have any questions about the application process.

MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 12, 2023**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.

MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.

WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.

WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Pat Sullivan**, sullipa@medford.k12.wi.us **715-748-4620 X 5523, 124 W State St Medford, WI 54451**.

MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get over-time, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.

WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call Lesia Fuchs at 715 748-2316 ext. 3322.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the Medford School District.**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Lesia Fuchs at fuchsle@medford.k12.wi.us or call 715-748-2316.

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) School name or NA if not school age

<p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.</p>	<p>B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.</p> <p>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.</p>
<p>C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing Step 1, go to Step 4.</p>	<p>D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.</p>

This institution is an equal opportunity provider.

Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in **Step 2** and go to **Step 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: <https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>
- Go to **Step 4**.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "**Sources of Income**" & "**Examples of Income for Children**," on the back side of the application form to determine if your household has income to report.
- Report all amounts in **GROSS INCOME ONLY**. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received **before** taxes and deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has **NOT** been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, children and students already listed in **Step 1**.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in **Step 1** and **Step 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List the combined gross income for ALL children listed in **Step 1** in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

C) Mail completed application to:

Medford Elementary School
Attention: Lesia Fuchs
1065 W Broadway Ave.
Medford, WI 54451

Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

2023-24 Household Application for Free and Reduced Price School Meals

APPLY ONLINE: <https://www.medford.k12.wi.us/family/familyforms.cfm>
RETURN TO (School/District Name): Medford School District
ADDRESS: 1065 W Broadway Ave, Medford, WI 54451 Attention: Lesia Fuchs

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP), receipt of free meals does not depend on returning this application; however, this information is necessary for other programs.

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade					Foster Child	Migrant	Runaway	Homeless

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDIPIR? Badgercare, Medicaid, Pandemic-EBT are not eligible.

NO → Go to STEP 3. YES → Write case number here and proceed to STEP 4.

PROGRAM NAME: CASE NUMBER (NOT EBT NUMBER):

Badgercare, Medicaid, Pandemic-EBT are not eligible. Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work			Public Assistance, Child Support, Alimony			Pensions, Retirement, Social Security, VA Benefits, All Other		
	Weekly	2-Month	Monthly	Weekly	2-Month	Monthly	Weekly	2-Month	Monthly
	\$			\$			\$		
	\$			\$			\$		
	\$			\$			\$		
	\$			\$			\$		
	\$			\$			\$		

Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

Child Income \$

How often received? Weekly 2-Month Monthly Annual

B. Child Income

Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Required: Total Household Members (Children and Adults)

Child Income \$

STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here 1065 W Broadway Ave Medford, WI 54451 Attention: Lesia Fuchs

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form Today's Date

Mailing Address (if available) City State Zip Phone (optional) Email (optional)

Return completed form to your child's school.

Please see application's back for list of income sources.

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		Examples of Income for Children
Earnings from Work <ul style="list-style-type: none"> Salary, wages, cash bonuses, tips, commissions Net income from self-employment (farm or business) 	Public Assistance/Alimony/Child Support <ul style="list-style-type: none"> Unemployment benefits Workers' compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans benefits Strike benefits 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits
If you are in the U.S. Military: <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	Pensions/Retirement/All other sources of income <ul style="list-style-type: none"> Social Security/Disability (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household 	<ul style="list-style-type: none"> A friend or extended family member regularly gives a child spending money A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) Not Hispanic or Latino

Race (check one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income

How often? Weekly Every 2 Weeks 2x/Month Monthly Annual

Household size Categorical Eligibility Eligibility Free Reduced Denied

Determining Official's Signature Date Verifying Official's Signature Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, check if no Social Security Number Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination
 In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410

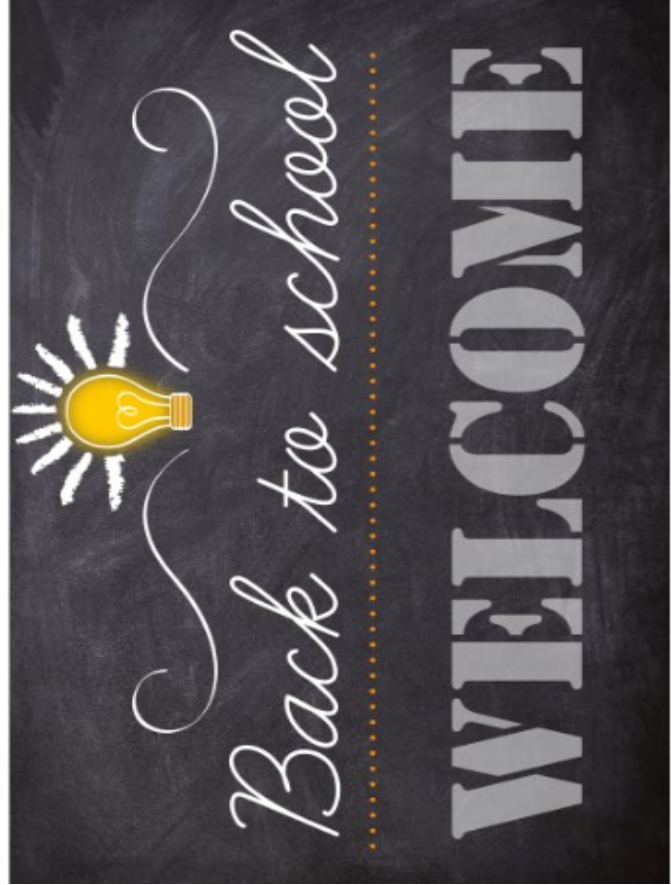
FAX: (833) 256-1665 or (202) 690-7442; or
 EMAIL: program.intake@usda.gov

*Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school. This institution is an equal opportunity provider.

Medford Area Public School District
124 West State Street
Medford, WI 54451

Nonprofit Organization
PAID
Medford, WI 54451
Permit No. 120



Current Resident or