

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

**December 7, 2022**  
**11:00 a.m. – 1:00 p.m.**

## AGENDA

### Policies for Second Reading

DB	Annual Operating Budget
DBB	Fiscal Year
DCA	Short Term Borrowing or Line of Credit
DFA	Revenues from Investments

(Motion to accept 2<sup>nd</sup> reading)

### Policies for First Reading

DFB	Fund Balance
DFE	Gate Receipts and Admissions
DFEA	Free Admissions
DGA	Authorized Signatures

### Review/Consideration

JECBD	School Open Enrollment
RVA-BBA	Governance Board Power and Duties
RVA-DB	Operational Budget and Agreements
RVA-IIB	School and Class Size
RVA-JECBD	School Open Enrollment

### Editorial Changes

**Any other policy business that may arise.**

**Next Meeting Date: Wednesday, January 4, 2023.**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 7, 2022

## SECOND READING

Policy Code	Policy Title
DB	Annual Operating Budget
DBB	Fiscal Year
DCA	Short Term Borrowing or Line of Credit
DFA	Revenues From Investments

**FILE: DB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: January 22, 1980**    **FILE SECTOR: FISCAL MANAGEMENT**  
**DATE REVISED: October 8, 1991**    **POLICY TITLE: ANNUAL OPERATING**  
**DATE REVISED: July 17, 2003**                                    **BUDGET**  
**DATE REVISED: December 20, 2016**  
**DATE REVISED:**

An operating budget shall be developed annually for the Medford Area Public School District. The budget shall be a systematized statement which relates the educational program to the expenditures and receipts anticipated in a fiscal period and which is supported by data and information reflecting the educational needs, philosophy and goals of the district.

Preparation of the budget shall be a continuous process which involves planning, study and deliberation by staff, building administrators, district administration, the public and the board of education (BOE). A budget development calendar shall be established by the business manager.

The ~~Board of Education~~ BOE shall make final approval of the annual budget in accordance with state law and established procedures. Alterations in the amounts and purposes of the appropriation provided for in the budget will be made only when authorized by a vote of two-thirds of the entire membership of the BOE as prescribed by law.

**CROSS REFERENCE:**

**LEGAL REFERENCE: Sections 65.90, 120.12(3), 120.17(8), 121.05(1)4, Wis. Stats.**

**FILE: DBB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: January 22, 1980 FILE SECTOR: FISCAL MANAGEMENT**  
**DATE REVISED: July 17, 2003 POLICY TITLE: FISCAL YEAR**  
**DATE REVIEWED: February 16, 2017**  
**DATE REVIEWED:**

The fiscal year for the district is July 1 through June 30.

**CROSS REFERENCE:**  
**LEGAL REFERENCE:**

**FILE: DCA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: November 21, 1991     FILE SECTOR: FISCAL MANAGEMENT**  
**DATE REVISED: September 18, 2003     POLICY TITLE: SHORT TERM BORROWING**  
**DATE REVISED: February 16, 2017                                         OR LINE OF CREDIT**  
**DATE REVISED:**

Medford Area Public School District Board of Education (BOE) may authorize the use of short-term loans or line of credit when the financial situation of the district so warrants. Such short-term borrowing or line of credit shall be done in accordance with state and federal law.

The BOE may borrow unencumbered monies from any one fund (except the debt service fund) for the use of another fund at any time during the fiscal year. All monies borrowed from a fund shall be repaid to that fund when needed to meet the obligations of the fund, and in any event, shall be repaid not later than the last day of the fiscal year during which said monies were borrowed.

**CROSS REFERENCE:**  
**LEGAL REFERENCE: Section 67.12 Wis. Stats.**

**FILE: DFA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: October 8, 1991      FILE SECTOR: FISCAL MANAGEMENT**  
**DATE REVISED: September 18, 2003      POLICY TITLE: REVENUES FROM**  
**DATE REVISED: February 16, 2017      INVESTMENTS**  
**DATE REVISED:**

Funds which are not needed to meet immediate operating expenses may be invested in authorized securities or funds to accrue maximum interest. Periodically, quotes should be obtained from financial institutions to ensure the funds are invested where maximum return may be realized.

Investments will be limited in a financial institution to the amounts insured by state and federal laws. If the financial institution shows proof of collateral to protect the district's investment, investments may be made over the insured limit.

The investment program will be administered under the direction of the business manager with the approval of the district administrator.

**CROSS REFERENCE:**

**LEGAL REFERENCE: Sections 22.50, 34.05, 34.08, 66.0603, and 67.11(2)**  
**Wis. Stats.**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 7, 2022

## FIRST READING

Policy Code	Policy Title
DFB	Fund Balance
DFE	Gate and Receipts Admissions
DFEA	Free Admissions
DGA	Authorized Signatures

6.

FILE: DFB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 15, 2011 FILE SECTOR: FISCAL MANAGEMENT  
DATE REVISED: September 15, 2016 POLICY TITLE: FUND BALANCE  
DATE REVISED:

**Purpose**

The following policy has been adopted by the Medford Area Public School District Board of Education (BOE) has adopted the following policy in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the district and jeopardize the continuation of necessary public services. This policy will ensure that the district maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs.
- Secure and maintain investment grade bond ratings.
- Offset significant economic downturns or revenue shortfalls and provide funds for unforeseen expenditures.
- Protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.



MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 15, 2011      FILE SECTOR: FISCAL MANAGEMENT  
DATE REVISED: September 15, 2016      POLICY TITLE: FUND BALANCE  
DATE REVISED:

**Fund Type Definitions**

The following definitions will be used in reporting activity in governmental funds across the district. The district may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of *specific revenue sources* that are *restricted* or *committed* to expenditure for *specific purposes* other than debt service or capital projects.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed, or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the district's purposes.

**Fund Balance Reporting in Governmental Funds**

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

*Non-spendable fund balance* - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Non-spendable fund balance - Classification* - non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The district will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the district).
- The district will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance).
- The district will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact.
- The district will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

*Restricted fund balance* - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

*Committed fund balance* - includes amounts that can be used only for the specific purposes determined by a formal action of the district's highest level of decision-making authority (i.e., the ~~board of education~~ **BOE**).

*Authority to commit* - commitments will only be used for specific purposes pursuant to a formal action of the ~~board of education~~ **BOE**. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

*Assigned fund balance* - includes amounts intended to be used by the district for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

*Authority to assign* - the ~~board of education~~ **BOE** delegates to the director of business services or his/her designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

*Unassigned fund balance* - includes the residual classification for the district's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The following guidelines address the classification and the use of fund balance in governmental funds:

Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the district to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the district that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

The district will maintain a minimum unassigned fund balance in its General Fund ranging from 15% to 25% of the subsequent year's budgeted expenditures and outgoing transfers.

*Surplus fund balance* - should unassigned fund balance of the General Fund ever exceed the maximum 25% range, the district will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

**Implementation and Review**

Upon adoption of this policy, the ~~board of education~~ **BOE** authorizes the director of business services to establish any standards and procedures which may be necessary for its implementation. The director of business services shall review this policy at least annually and make any recommendations for changes to the ~~board of education~~ **BOE**.

**CROSS REFERENCE:**

**LEGAL REFERENCE: GASB Statement No. 54**

**FILE: DFE**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: October 8, 1991      FILE SECTOR: FISCAL MANAGEMENT**  
**DATE REVISED: September 18, 2003      POLICY TITLE: GATE RECEIPTS**  
**DATE REVISED: February 16, 2017      AND ADMISSIONS**  
**DATE REVISED:**

Admission receipts from school events shall be controlled by the administrative staff. The district administrator, or his/her **their** designee, shall be responsible for the administration and supervision of all phases of school events for which an admission is charged.

Records shall be maintained to provide chronological and accounting data for subsequent review and analysis.

Receipts are deposited in the appropriate district bank account.

**CROSS REFERENCE: DFEA**  
**LEGAL REFERENCE:**

**FILE: DFEA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED**      **October 8, 1991**      **FILE SECTOR: FISCAL MANAGEMENT**  
**DATE REVISED:**    **October 16, 2003**      **POLICY TITLE: FREE ADMISSIONS**  
**DATE REVISED:**    **March 16, 2017**  
**DATE REVISED:**

Medford Area Public School District (MAPSD) will issue courtesy activity passes, which are good for most district sporting events, to the following:

- All board of education members and MAPSD employees of ~~Medford Area Public School District~~. The All Sports Booster pass is valid for the employee/board of education member and his/her ~~their~~ spouse and children up to termination of employment or office.
- Residents of the district who are sixty-five (65) and older may request a Lifetime Golden Pass. In addition to sporting events, this may entitle the holder to reduced admission at other district events.
- Other residents of the district as determined by the district administrator and/or his/her ~~their~~ designee.

Neither pass is valid for WIAA or Conference tournaments or other specifically excluded events.

Passes will be issued through the office of the activities director.

**CROSS REFERENCE:**

**LEGAL REFERENCE:**

FILE: DGA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 8, 1991 FILE SECTOR: FISCAL MANAGEMENT  
DATE REVISED: November 20, 2003 POLICY TITLE: AUTHORIZED  
DATE REVIEWED: March 16, 2017 SIGNATURES  
DATE REVISED:

The signatures of the Board of Education (BOE) president, clerk and treasurer shall be required on all checks or other orders drawn on public funds deposited in designated depositories. An exception shall be the agency fund checks which require two signatures, the building principal and one other designated official. Facsimile signatures shall be used in the district.

Each of the ~~board of education~~ BOE officers identified above shall authorize the designated depositories to honor checks or other orders bearing his/her their signature in such form as he/she they may designate and to charge the same to the account in the depository upon which the checks or orders are drawn. A facsimile signature shall be recognized in the same manner as a manually written signature.

CROSS REFERENCE:

LEGAL REFERENCE: Sections 66.0607, 120.15(1), 120.16(2), 120.17 Wis. Stats.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 7, 2022

## Review/Consideration

Policy Code	Policy Title
JECBD	School Open Enrollment
RVA-BBA	Governance Board Power and Duties
RVA-DB	Operational Budget and Agreements
RVA-IIB	School and Class Size
RVA-JECBD	School Open Enrollment

Annual Review

FILE: JECBD

No Changes

MEDFORD AREA PUBLIC SCHOOL DISTRICT

<b>DATE ADOPTED:</b> December 18, 1997	<b>FILE SECTOR:</b> STUDENTS
<b>DATE REVISED:</b> October 19, 2000	<b>POLICY TITLE:</b> SCHOOL OPEN ENROLLMENT
<b>DATE REVISED:</b> October 16, 2003	
<b>DATE REVISED:</b> January 23, 2006	
<b>DATE REVISED:</b> January 15, 2009	
<b>DATE REVISED:</b> April 19, 2012	<b>DATE REVIEWED:</b> January 27, 2020
<b>DATE REVISED:</b> January 17, 2013	<b>DATE REVIEWED:</b> January 24, 2022
<b>DATE REVISED:</b> January 16, 2014	<b>DATE REVIEWED:</b>
<b>DATE REVISED:</b> August 21, 2014	
<b>DATE REVISED:</b> December 14, 2015	
<b>DATE REVISED:</b> January 25, 2018	
<b>DATE REVISED:</b> May 17, 2018	

- Part I NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS-(FULL-TIME)
- Part II NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS-(PART-TIME)
- Part III NONRESIDENT STUDENT BUILDING ASSIGNMENT
- Part IV NONRESIDENT STUDENT TRANSPORTATION ARRANGEMENTS
- Part V RESIDENT SCHOOL OPEN ENROLLMENT STUDENTS
- Part VI APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT
- Part VII ATTENDANCE OF OPEN ENROLLMENT STUDENTS

This policy shall be administered in accordance with the state public school open enrollment law.

Part I  
NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS - (FULL-TIME)

A nonresident student may apply for full-time enrollment in the Medford Area Public School District (MAPSD) under the open enrollment program. Applications will be accepted and acted upon in accordance with procedures and timelines specified in state law.

The district shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

Space Availability

MAPSD shall determine the maximum number of students who can be enrolled in a particular classroom without jeopardizing the quality of the instructional program.

MAPSD reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain waiting lists, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.



### Student to Teacher Ratio

A student who is rejected under space availability criteria, but has siblings, who are accepted, may be considered for enrollment through special consideration under a student to teacher ratio criteria established by administration. In no case; however, will a student considered under this section be accepted if it negatively affects the quality of education provided to current students. Also, students who might otherwise be accepted under other criteria listed in this policy may be rejected based on student to teacher ratios.

### Sibling Preferences/ Guarantees

Preference must be given to any non-resident student currently attending MAPSD full time and to their siblings.

- Preference requires space.
- If there are no spaces, even students entitled to preference must be denied.

Guarantee may be given to currently attending students or their siblings.

- Guarantee means approval regardless of space.
- District must have policy to guarantee approval – otherwise may only grant preference.

### Enrollment Projections

Projected average class size shall be determined by administration based on prior in-grade growth for the preceding five years, including current open enrollment students, projected economic growth and projected birth data.

### Four-Year Old Kindergarten

A student may make application for attendance in a four-year-old kindergarten if the student's resident school district offers the same type of program and the student is eligible to attend the program in the resident district.

### Expelled Students

Students who have been expelled by a school district during the current school year or preceding two school years or who have disciplinary procedures pending as outlined in state law may be denied under the district's school open enrollment policy. If an expulsion or expellable behavior occurs after initial acceptance of the student and prior to the student starting school in MAPSD, the district may deny the enrollment of that student.

### Students with Disabilities

A non-resident student identified as a student with a disability will only be considered for enrollment if the special education program or related services described in the student's individualized educational program (IEP) are currently available within the district.

### Screening for Special Education Status

All applicant students will be screened to determine:

1. Whether or not the student has an identified disability and
  - is receiving services through an IEP, or
  - has received services and was dismissed through the IEP process, or
  - refused services, rejected placement or discontinued placement.

2. Whether or not the student is suspected of having a disability but has not been evaluated either by a school district or outside agency (clinic, hospital, university, etc.).

### Suspected Disabilities

Any student suspected of having a disability will not be considered for acceptance without completion of an IEP evaluation. A non-resident student, who has an identified disability and is not receiving services, will not be considered for acceptance without a valid IEP and placement consent.

### Part II

#### NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS (PART-TIME/HIGH SCHOOL)

MAPSD may enroll non-resident students who are currently enrolled in a public high school on a part-time basis in accordance with state law.

A non-resident part-time student may attend no more than two courses at any one time in a non-resident district.

#### A. Application Requirements and Acceptance

Non-resident high school students interested in taking one or two courses in MAPSD shall apply at least six weeks prior to the date the course is scheduled to commence. Upon receipt of the application, the open enrollment coordinator shall forward a copy of the application to the student's resident district. The resident district must then determine if it accepts or rejects the application and must notify the MAPSD.

MAPSD open enrollment coordinator shall decide if the non-resident applicant is to be accepted. The open enrollment coordinator shall review the application to determine if the non-resident student has met all necessary pre-requisites, is at the appropriate grade level and any other established requirements for entry into the course(s). MAPSD Board of Education (BOE) policies and criteria for accepting and rejecting applications for students who reside in another school district shall follow the same policies and criteria for entry into the course that the BOE may give preference to residents of the school district.

#### B. Resident Preference

Using the usual enrollment maximums that would apply in scheduling resident students, the open enrollment coordinator shall determine if non-resident space is available. Preference shall be given to resident students. The open enrollment coordinator shall notify the student and their resident district of the acceptance or rejection at least one week prior to the date the course is scheduled to commence. If the non-resident student is rejected, the reason(s) for rejection shall be included in the notice.

### Part III

#### NON-RESIDENT STUDENT BUILDING ASSIGNMENT

Non-resident *elementary* students will be placed in the elementary school having the lowest projected classroom enrollment at the grade level applied for and in accordance with the following:

- An effort will be made to keep non-residents siblings in the same school;
- If class sizes are relatively equal throughout the grade level, the student will be placed in the school closest to their residence, except if their residence is located East or West of

MAPSD the student will be placed according to the established boundary line policy in place at the time of the acceptance; and/or

- Placement will not be made according to the above criteria if it causes additional real cost to MAPSD. In that case, placement will be made in the school most advantageous to MAPSD.

Part IV  
TRANSPORTATION ARRANGEMENTS FOR NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS

A non-resident school district is prohibited from picking up an open enrolled student within the boundaries of the student's resident school district, unless the resident district approves. MAPSD must also approve the pick-up/drop-off site. MAPSD is not required to provide transportation for non-resident students and will not change or establish routes for non-resident students, unless transportation is required in the student's IEP.

PART V  
RESIDENT SCHOOL OPEN ENROLLMENT STUDENTS

Full-time Enrollment

A student may not apply for open enrollment admittance to more than three nonresident districts in any school year. For purposes of determining whether applications have been submitted to more than three nonresident school boards, the district may not count an application submitted to a nonresident district for a student to attend a virtual charter school.

Resident Special Education Student

MAPSD will deny an applicant resident student to attend another school district if the cost of special education and related services as required in the student's IEP would place an undue financial burden on MAPSD.

If a resident student's IEP changes after the student begins attending a nonresident school district and the costs of the special education program or services required by the IEP would place an undue financial burden on MAPSD, MAPSD will discontinue allowing the student to attend school in the nonresident district.

Transportation Arrangements for Resident School Open Enrollment Students

MAPSD will not provide transportation to resident students participating in the full time open enrollment program in another school district.

Criteria Used to Reject Resident Student School Part-Time Open Enrollment Applications

Resident students will not be allowed to attend more than two courses at another school district at any one time. MAPSD will not approve the application of any resident student if the course considered for enrollment is in conflict with the student's IEP.

MAPSD will reject applications for part-time enrollment in another district if tuition for enrollment in the non-resident district will place an undue financial burden on MAPSD.

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PART VI  
APPLICATIONS SUBMITTED UNDER ALTERNATIVE  
OPEN ENROLLMENT CRITERIA

Eligibility Criteria

A parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application outside of the regular open enrollment application period or in lieu of it if the student meets one of the following criteria and the parent describes the criteria that the student meets in the application:

- The resident BOE determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within thirty (30) days of the resident BOE's determination.
- The student is or has been a homeless student in the current or immediately preceding school year.
- The student has been the victim of repeated bullying and harassment and the following apply: (a) the student's parent/guardian must have reported the bullying or harassment to the BOE or designee under a bullying/harassment complaint process and (b) in spite of action taken by the BOE or designee, the repeated bullying and harassment continues.
- The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within thirty (30) days of the date on which the military orders changing the place of residence were issued.
- The student moved into Wisconsin. The application must be made within thirty (30) days after moving into the state.
- The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within thirty (30) days after the student's change in residence.
- The student's attendance in a school in the nonresident school district is considered to be in the best interest of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.

PART VII  
ATTENDANCE OF OPEN ENROLLMENT STUDENTS

All students attending MAPSD under an open enrollment application will follow attendance/truancy policies of the district. Should a student be found to be truant, and the parents of a habitual truant be notified, that student may not be allowed to attend the nonresident school district in the following semester or school year per WI Act 304 and BOE policy JE.

**CROSS REFERENCE:** IGBA, IIB, JE, JEC, & JECBB  
**LEGAL REFERENCE:** §118.13, 118.5, 118.51, 118.52, 121.54(10), 121.58(2)(A), 121.81, 121.84 Wis. Stats., Chapter 115, Subchapter V, Wis. Stats., 2012 Wisconsin Act 114, Act 304

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	December 18, 1997	FILE SECTOR:	STUDENTS
DATE REVISED:	October 16, 2003	POLICY TITLE:	OPEN ENROLLMENT PROCEDURES
DATE REVISED:	January 23, 2006		
DATE REVISED:	January 15, 2009		
DATE REVISED:	April 19, 2012	DATE REVIEWED:	January 27, 2020
DATE REVISED:	January 17, 2013	DATE REVISED:	January 24, 2022
DATE REVISED:	January 16, 2014	DATE REVIEWED:	
DATE REVISED:	August 21, 2014		
DATE REVISED:	January 25, 2018		
DATE REVISED:	May 17, 2018		

- Part I NONRESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS-FULL-TIME
- Part II NONRESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS-PART-TIME
- Part III NON-RESIDENT RANDOM SELECTION PROCESS
- Part IV RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS
- Part V RESIDENT STUDENT RANDOM SELECTION PROCESS
- Part VI APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT
- Part VII ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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Part I  
NONRESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS-FULL-TIME

Full-Time Enrollment

- The parent(s)/guardian(s) of a nonresident student who wishes to attend school in MAPSD shall complete and submit an online application. Online applications can be found at [http://sms.dpi.wi.gov/sms\\_psctoc](http://sms.dpi.wi.gov/sms_psctoc). The application may include a request to attend a specific school or program offered by MAPSD. The application shall be submitted no earlier than the first Monday of February and not later than the last weekday in April in the school year immediately preceding the school year in which the student wishes to attend.

By the first Friday following the first Monday in May, MAPSD shall send the nonresident school district a copy of the IEP developed for a student with a disability whose parent submitted an application.

- All applications shall be reviewed using the acceptance/rejection criteria outlined in BOE policy. The open enrollment coordinator shall submit recommendations regarding acceptance or rejection of applications to the BOE for action. No action shall be taken on any application before May 1.
- On or before the first Friday following the first Monday in June following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted. If the application has been accepted, the notification shall identify the specific school or program that the applicant may attend in the following school year. If the application is rejected, the notice shall include the reason(s) for the rejection.

- On or before the second Friday following the 1<sup>st</sup> Monday in June following receipt of a copy of the application, if a resident BOE denies a student's enrollment in a nonresident school district, MAPSD shall notify the applicant and the nonresident BOE in writing that the application has been denied and include in the notice the reason for the denial.
- If an application is accepted on or before the last Friday in June following receipt of a notice of acceptance, or within ten (10) days of receiving a notice of acceptance if a student is selected from a waiting list, the student's parent shall notify the nonresident school of the student's intent to attend a school in that school district in the following school year.
- Annually by July 7, the student's district of residence shall be notified of the names of those students from that district who will be attending school in MAPSD the following school year. If a student is selected from a waiting list, the nonresident school district shall report the name of the student to the student's resident school district within ten (10) days of receiving notice of the student's selection.

## Part II

### NONRESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS-PART-TIME

#### Application Process:

- The student's parent/ guardian is required to sign the application form. By signing the form, the parent grants permission for the nonresident school district to request and obtain from the resident school district (or district of attendance) records that are necessary to determine whether or not the student is in high school and whether the student meets the prerequisites for the courses.
- Apply with the nonresident school district (the district in which the student wishes to take the course). Applications are available at <https://dpi.wi.gov/oe> or from the resident/ nonresident school district.
- Apply no later than six (6) weeks before the scheduled start of the course.
- Application form must be received in the nonresident school district by that date – a postmark is not sufficient.
- Late applications will not be accepted.
- It is the responsibility of the parent/ student to find out the starting date for the course.

#### Approval / Denial Process (Nonresident District):

- No later than one (1) week before the start date of the course, the nonresident school district is required to notify the student if the application is approved or denied.
- The nonresident school district may deny a student's application only for the following reasons:
  - Space is not available in the course.
  - The student is not in the high school grades.
  - The student does not meet the nonresident school district's criteria for being admitted to the course.
  - The student is not enrolled in a public high school in Wisconsin.

#### Approval / Denial Process (Resident District):

- No later than one week before the start date of the course, the resident school district is required to notify the student:
  - If the application is denied (notification is not required for approval).
  - If the course does not meet the high school graduation requirements in the resident school district (although the student may attend the course even if it does not meet the high school graduation requirements).
- The resident school district may deny a student's application only for the following reasons:
  - The cost of the course creates an undue financial burden on the resident school district.
  - The course conflicts with the IEP for a student who needs special education.

#### Notification of the Student's Intent to Attend the Course:

- If the student has been notified that he / she is accepted into the course, the parent must notify both the nonresident and resident school districts whether or not the student will attend the course by the last weekday (excluding state holidays) before the course starts.

#### Appeals:

- If the application is rejected by either the resident or nonresident school district, the parent/guardian may appeal the decision to the Department of Public Instruction (DPI) within 30 days. DPI is required to uphold the BOE's decision, unless DPI finds that the decision was arbitrary or unreasonable. DPI's decision is final.

#### Transportation:

- The parent is responsible for transporting the student to and from the course in the nonresident school district.
- The parent may apply to DPI for a prorated reimbursement of the actual transportation costs. There is a maximum statewide appropriation for transportation reimbursement. Preference for reimbursement will be given to families that are eligible for free or reduced price lunches under the federal school lunch program.
- Claims for transportation reimbursement may be submitted to DPI at the end of the school year. The online claim form will be available starting June 1 on the open enrollment website at <https://dpi.wi.gov/oe>. Claims are due no later than July 15.

### Part III

#### NON-RESIDENT RANDOM SELECTION PROCESS

MAPSD shall determine, in advance of the January BOE meeting, the availability of spaces in each grade/program and the number of non-resident applicants. When space is available, first preference will be given to any students who are currently enrolled full time in the district and their siblings.

If MAPSD receives more nonresident student applications for full-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis as follows. At a BOE Policy Committee Meeting in May:

- All applications shall be assigned a number and the numbers placed in a container.
- The numbers shall be drawn and listed in the order they are drawn.
- Applications shall be accepted based on their order on the list and the number of spaces available in the district schools or programs.

- Those student applicants not selected in this random process will be placed on a numbered waiting list.
- As space becomes available, but prior to the third Thursday in September, the district shall randomly select the appropriate number of applicants from the waiting list using the procedures set forth in this section, Non-resident Random Selection Process, but only if the student will be in attendance in the nonresident school district on the third Friday in September. If a student is accepted from a waiting list after the start of the school term, it is the responsibility of the student's parent to immediately notify the resident school district of the student's intent to attend school in the nonresident school district in the current term.
- Parents/guardians of the student applicants will be notified of the applicant selection and will have ten (10) days in which to accept the open enrollment offer. Acceptance of the offer to attend must be in writing addressed to the Open Enrollment Coordinator, Medford Area Public Schools, 124 W. State Street, Medford, WI 54451 and be received or postmarked no later than 4:00 p.m. on the tenth (10<sup>th</sup>) day. All applicants must be enrolled in MAPSD prior to, and in accordance with, the third (3<sup>rd</sup>) Friday in September count date.

#### Part IV

#### RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

##### Full-Time Enrollment

- Upon receipt of a resident student's application to attend a school or program in another public school district, school office staff shall forward it to the open enrollment coordinator for review and recommendation.
- All applications shall be reviewed using the criteria outlined in BOE policy. The open enrollment coordinator shall submit recommendations regarding acceptance or rejection of application to the BOE for action. If the application is rejected, the applicant and the nonresident BOE shall be notified, in writing, that the application has been rejected. This notification shall be made on or before the second Friday following the first Monday in June. The notice shall include the reason(s) for the rejection.

##### Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days of the date the notice is postmarked or delivered to the parent.

#### Part V

#### APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT PROCEDURES

##### Application Review and Approval Process

- When the district receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the Open Enrollment Coordinator for review and recommendations.
  - A. If the application involves a nonresident student seeking to attend school in the district under open enrollment, the district will:



- Immediately send a copy of any paper application received by the district to the student's resident school district, or, if applicable, the student's anticipated resident school district.
  - Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school and to determine from which school the district will receive any relevant special education records (i.e., the student's current IEP) and/or disciplinary records (i.e., expulsion records). If the applicant is not currently attending school in the resident district, the district will request such records from the school or school district the student is attending or most recently attended; and
  - Within ten (10) days after receiving, or, if necessary, developing an IEP for a student with a disability, provide an estimate to the resident district of the costs to provide the student with special education or related services.
- B. If the application involves a resident student who is attending, or who previously attended school in the district, the district shall send the nonresident school district to which the open enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within ten (10) days of receiving the application.
- The Open Enrollment Coordinator shall review the application using the acceptance/denial criteria outlined in BOE policy. The Open Enrollment Coordinator shall submit recommendation(s) regarding acceptance or denial of the application to administration for action.
    - A. The district may deny an application of a resident student if (1) it determines that the criteria relied on by the parent or guardian to submit the application do not apply to the student or (2) it determines that the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except as to an applicant who the BOE determined was the victim of a violent crime).
    - B. The district may deny an application of a nonresident student:
      - for the same reasons it may deny an application submitted during the regular open enrollment application period; or
      - if the application relies on the best interests of the student criteria and the district determines that open enrollment is not in the student's best interest.
  - If the application involves a nonresident student seeking to attend school in the district, the district will notify the applicant, in writing, whether the application has been approved or denied no later than twenty (20) days after receiving the application.
    - A. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and district policy, acceptance of an application may be contingent or subject to revocation.
    - B. If the district has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the district and shall begin attending

the school or program no later than the fifteenth (15<sup>th</sup>) day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the district by that date, the district may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend the school or program in the district.

- C. To the extent that there is a delay in the district's receipt of any relevant disciplinary records from another school or school district, the district will review and act upon such records promptly, and, if necessary, inform the student that final confirmation of the district's approval of the application is contingent upon the district's receipt and review of such records.
- If, for purposes of the application, the district is identified as the resident school district, the district shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by the state law or Department of Public Instruction rule. Normally, the district will issue such notifications no later than twenty (20) days after the district's receipt of the application. In addition:
  - A. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and district policy, approval of an application may be contingent or subject to revocation.
  - B. If the student is a student with a disability, the district shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the district no later than twenty (20) days after the district has received the relevant estimate.

#### Part VI

#### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

All students attending MAPSD under an open enrollment application will follow attendance/truancy policies of the district. Should a student be found to be truant, and the parents of a habitual truant be notified, that student may not be allowed to attend the nonresident school district in the following semester or school year per WI Act 304 and BOE policy JE.

Recommended change by RVA.  
Approved by Governance Board

FILE: RVA-BBA

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED:** December 17, 2009 **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** May 19, 2016 **POLICY TITLE:** GOVERNANCE BOARD  
**DATE REVISED:** May 17, 2018 **POWERS AND DUTIES**  
**DATE REVISED:** February 21, 2022  
**DATE REVISED:**

The Rural Virtual Academy (RVA) Governance Board is contractually empowered under the charter and authorization of the Medford Area Public School District (MAPSD) to determine the curriculum, content, staffing organization, calendar, budget, advisories and general operations of the RVA.

The RVA Board shall be composed of both voting and non-voting members. The Board shall be represented by nine voting delegates and one non-voting delegate from each of the RVA consortium invested member districts, without maximum limit.

**Selection:**

Voting Delegates:

The selection of the voting members shall be determined in the following manner:

Three voting seats are perpetually held by the following delegates:

- Parent Advisory Council President
- RVA Teacher (as appointed by RVA Administration)
- Authorized Member (as appointed by Authorizing School District)

The six remaining voting seats will be **equally equitably and perpetually** distributed between invested consortium districts by individual district enrollment size. There are three enrollment categories defined as:

- Invested Small Districts (2 voting seats)
- Invested Medium Districts (2 voting seats)
- Invested Large Districts (2 voting seats)

Annually, prior to the RVA Board's regular May/June meeting, all invested member districts will have their total district enrollment updated for purposes of establishing the equitable disbursement of invested districts across voting categories. The most recently published Department of Public Instruction pupil count data will be used to determine invested member district enrollment. Once the enrollment totals have been determined, invested district enrollment will be sorted from low to high. Divisions will be then established by dividing the total number of invested districts into equitable thirds based on enrollment. If the total number of invested districts can not be divided into three equal categories, the Invested Small Districts will receive one extra member. If there are two extra districts, they will be added to the Invested Small and Invested Medium District categories.

Each Invested category will have two voting member districts. Invested member districts reserve the right to select or appoint specific delegates to fill their voting seat on the Board. Voting delegates on the Board must not be school district administrators.

Board reorganization, including the selection of voting member districts, will be determined annually at the regular May/June RVA Board meeting through the following process:

- Invested member districts, including non-voting delegates, will be divided into groups based on categorical district enrollment size.
- Through consensus, each invested group will submit recommended districts to the full Board for consideration and approval.
- Upon Board approval of districts, invested member school administrators from selected member districts must appoint a delegate to fill the voting member seat prior the next Board meeting.

Voting delegates are expected to discuss, interject, make and second motions, and vote on all agenda items up for consideration. Voting members may abstain from voting on any particular item personally deemed to be a conflict of interest.

Non-Voting Delegates:

Non-voting delegates to the Board are designated by the district administrator of each invested member district. Non-voting members can be school administrators. Non-voting members on the Board may discuss, interject, make and second motions for consideration to the Board.

RVA Board President:

The RVA Board President must be representative of one of the six invested member district delegates. The RVA Board President may not hold a perpetual seat on the Board. The RVA Board President must be appointed and filled by a delegate at the next regular Board meeting following the selection of invested member districts. The RVA Board President should assist in the setting of Board agendas and may elect to preside over Board meetings or appoint the RVA Administrator to Chair Board meetings.

RVA Administrator:

The RVA Administrator is an ex-officio member of the Board. The RVA Administrator shall be allowed to sit with the Board and participate in discussions of agenda items, but shall not be allowed to vote on any matter coming before the Board. If the RVA Administrator also serves as the RVA Teacher, then the member is allowed Board participation and one vote.

Terms:

Terms of each voting member district and other delegates, with exception to the Authorizing District, will be limited to two years in length, unless otherwise modified by the Board. Member districts and other delegates can be appointed to serve consecutive two year terms. Delegates from invested member districts can serve consecutive two year terms.

Invested Small and Invested Medium voting member district delegates will serve on the Board through odd years. Invested Large voting member district delegates will serve through even years.

- May 2021: Appoint new Invested Small & Invested Medium member districts
- May 2022: Appoint new Invested Large member district, PAC President, and RVA Teacher
- May 2023: Appoint new Invested Small & Invested Medium member districts
- May 2024: Appoint new Invested Large member district, PAC President, and RVA Teacher
- (continues...)

Voting member delegates may request early termination of their voting seat at the regular May/June Board meeting. Upon notification of early termination to the Board, the delegates will be accepted. The delegate's seat will be refilled by appointment of the invested member district prior to the next Board meeting.

**Committees:**

The RVA Board reserves the right to establish standing or special committees and councils. At present, two councils, the Parent Advisory Council and Administrative Advisory Council, report to and act in consultation with the Board.

**Compensation:**

The RVA Board President will receive \$75 \$125 per Board meeting. All other voting delegates will receive \$50 \$100 per board meeting, virtually or in-person. Compensation is as permitted by invested member district local school board policy.

All voting members who attend RVA Board meetings in-person will be allowed to submit for mileage reimbursement at the rate determined by the RVA's authorizing school district as permitted by invested member district local school board policy.

Non-voting administrators on the Board receive no compensation or mileage reimbursement for attending Board meetings.

Time served on established committees or councils by Board members are not eligible for compensation or mileage reimbursement.

**Board Powers:**

The RVA Governance Board maintains autonomous decision-making authority over the RVA, in accordance with the charter to perform specific functions including but not limited to:

- Provide input, approve and monitor curriculum designed by or recommended by RVA staff and administration.
- Approve and monitor the annual budget prepared by the RVA Administrator.
- Provide vision and guidance to the school so it retains its uniqueness in meeting the individual academic, social-emotional and physical needs of its students.
- Approve the RVA school calendar.
- Recommend staff for contract approval by MAPSD Board of Education (BOE).
- Establish criteria for admission to the RVA consistent with the contract and charter school laws.
- Propose modifications to the contract as appropriate.
- Communicate any concerns regarding performance of RVA staff to the RVA administrator and/or MAPSD's BOE as appropriate.
- Serve as the primary link between the RVA and the community, articulating the RVA's mission, accomplishments and goals to the public, advocating for the RVA and its students and garnering support from members of the community.
- Plan, coordinate, approve of and carry out programs to raise money and other resources to assist in accomplishing the mission of the RVA.
- Ensure that the RVA is effective in achieving its mission and efficient in using its resources by evaluating the success of the Governance Board and its performance in fulfilling its responsibilities.

Should the RVA operate autonomously under the direction of the authorizing body of MAPSD, or another school district, without the aid of consortium partnerships, an appointed board will be determined by the authorizing district and be comprised of a minimum of four public representatives, including RVA parents/guardians and the RVA Teacher.

**CROSS REFERENCE:**

**LEGAL REFERENCE: Wis. Stat. 118.40(1m)(b)(6)**

Recommended changes by RVA  
Approved by Governance Board

FILE: RVA-DB

MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY

**DATE ADOPTED:** January 13, 2011 **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** October 24, 2011 **POLICY TITLE:** OPERATIONAL BUDGET  
**DATE REVISED:** March 15, 2012 **AND AGREEMENTS**  
**DATE REVISED:** June 20, 2013  
**DATE REVISED:** December 18, 2014  
**DATE REVISED:** August 17, 2017  
**DATE REVISED:** May 17, 2018  
**DATE REVISED:** May 20, 2019  
**DATE REVISED:** October 26, 2020  
**DATE REVISED:** October 25, 2021  
**DATE REVISED:**

An operating budget shall be developed annually by the Rural Virtual Academy Charter School Inc. (RVA) for approval by the RVA Governance Board and Medford Area Public School District (MAPSD) Board of Education (BOE). As the authorizing agent of the RVA, MAPSD will support the fiscal endeavors of the RVA by allocating the approved funds for expenditure purposes.

Acting in consortia, RVA will create equitable formularies for calculating the expenditures of participating school district entities, including MAPSD.

The preparation of this budget will be a process which includes the RVA Governance Board, RVA staff, administration, MAPSD BOE and the public through access at posted governance board meetings and/or created sub-committees.

MAPSD's BOE, acting as both the authorizing and fiscal agent of the RVA, shall make final approval of the annual budget in accordance with State law and established MAPSD procedures.

**CROSS REFERENCE:**

**LEGAL REFERENCE:** 66.0301, 118.40(3)(b), 118.40(5), 121.05(1)(a)(9) Wis. Stats.  
and 5204(f)(4)(B) Fed. Law

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the succeeding/following fiscal year. After this time, the district or other educational institution requesting termination may withdraw from future membership.

For those districts or other educational institutions operating under a multi-year agreement, the following financial formula will be used in determining individual district or other educational institution costs.

- A budget for the upcoming school year will be submitted to the RVA Governance Board at the March/April regular governing board meeting. The budget is to include those expenses not covered by any grants, such as administrative costs, teacher costs, support staff costs, consumables, postage, dues, reimbursements, tuition, lease agreements, field trips, technology, curriculum, professional development, and/or other identified RVA expenditures.
- The RVA Governance Board will establish a *virtual school invested access* and *District Connect access fee* to belong to the consortium. This fee is assessed in November with final adjusted calculation based on enrollment at the regular May/June meeting.
- The fees will be based on the following tables:

<b>RVA Invested &amp; Affiliated Virtual School Access Fee</b>	
<b>Based on Per Students Enrolled</b>	
0	\$1,500
1-4	\$3,000
5-9	\$4,500
10-14	\$6,000
15-19	\$7,500
20-24	\$9,000
25-29	\$10,500
30-34	\$12,000
35-39	\$13,500
40+	\$15,000

<b>RVA Invested &amp; Affiliated District Connect Fee</b>	
<b>Based on Total # of Student Course Enrollments</b>	
0	\$500
1 – 24	\$1,000
25 - 74	\$2,000
75 - 149	\$3,000
150 - 399	\$4,000
400 - 999	\$5,000
1,000+	\$6,000
X	\$0

- For full-time virtual students, the RVA Governance Board will establish a *per student-cost* based on the number of students enrolled in the RVA on a full-time equivalent basis. The end of the year cost per district for full-time virtual learning services will be calculated using the total full-time virtual cost, subtracting the virtual school access fee, subtracting 94% of the 66.0301 and open enrollment revenue received by the school's authorizing school district, subtracting both teacher and support staff credits and establishing a per student cost by dividing the remaining cost by the number of students. School districts or other educational institutions invested in the consortium will be assessed the per student fee, based on the number of students enrolled in the RVA from their district or other educational institution, in the following manner:
  - Member school districts or other educational institutions will be annually charged the membership fees and a prorated amount of estimated expenses equal to 25% of accumulated expenses on the first Friday of November with payment due by the last Friday of December. Open enrollment and tuition subsidy revenues will be excluded from this calculation.
  - End of the year reconciliation will be made based on increased or decreased enrollments. Enrollments will be calculated quarterly, i.e., a student enrolled after the beginning of the first quarter, but prior to the start of the second quarter will be calculated as a 1 (FTE), (4K=0.6), student. A student enrolling after the second quarter, but prior to the start of the third quarter will be calculated as a .75 (FTE), (4K=0.45), student. Any student enrolled after the start of the third quarter, but prior to the fourth quarter will be calculated as a .50 (FTE), (4K=0.3), student. Any student enrolled after the start of the fourth quarter, but prior to the fourth quarter billing date will be calculated as a .25 (FTE), (4K=0.15). Consortium students leaving the RVA prior to the end of any quarter will only have the prorated amount of FTE time assessed for billing purposes. Any student who meets mid-year early graduation requirements will be counted in full for the remainder of the year. Any student enrolling at the request of the member district past the fourth quarter billing date will be separately invoiced. Resident districts will be billed at the regular May/June governance meeting.
- Districts which elect to share staff to teach direct instruction courses with 10 or more RVA students will be provided a \$5,000 per section per year credit. ~~Proration can be considered down to \$2,500 for 5 students.~~ (See table below.) Shared consortium staff will not be considered for sections having fewer than 5 students. The RVA Administration makes determinations of class and section needs and reserves the right to deny requests for shared course sections. Needs for shared course sections are made on an annual basis by RVA Administration with no guarantee of continued availability from year-to-year. Preference will be given to those districts who have previously shared staff. All shared staff will be required to attend and participate in designated RVA trainings and professional development. Poor evaluations or performance of shared staff in their instructional duties as evaluated by RVA Administration can result in the course section not being offered in future years.

RVA Affiliated & Invested Shared Instructional Staff Credit		
Based on Per Teacher Per RVA Students Enrolled		
Teacher	RVA Students	Credit
1	0-4	No Section
1	5-9 35	\$2,500 \$5,000
1	10-35	\$5,000

- Partner districts and other educational institutions may elect to open an on campus learning center which would support the opportunity or requirement for full-time virtual school students to attend and receive academic help, support, and guidance on a regular basis. To receive a credit, an invested member district or other educational institution must have an established "learning center" accessible by all full-time RVA students from within the invested member district or other educational institution staffed by at least one support staff person. The credit will be based off the full-time equivalency (FTE) of the support staff position and total number (FTE) students enrolled in the RVA from the Invested Member district or other educational institution at the end of the year.

RVA Affiliated & Invested Learning Center Credit								
Based on Staff FTE Per RVA Total Student FTE's Enrolled (Invested) Per RVA Total Different Students Enrolled (Affiliate)								
Support Staff FTE				RVA Students	Prorated Credit			
0.25	0.5	0.75	1	0	\$0	\$0	\$0	\$0
0.25	0.5	0.75	1	1-10	\$1,250	\$2,500	\$3,750	\$5,000
0.25	0.5	0.75	1	11-20	\$1,875	\$3,750	\$5,625	\$7,500
0.25	0.5	0.75	1	21-35	\$2,500	\$5,000	\$7,500	\$10,000
0.25	0.5	0.75	1	36+	\$3,750	\$7,500	\$11,250	\$15,000

- Partner districts and other educational institutions may annually elect to apply for the "Growing Connections Credit." This financial credit is given to partner districts who elect to participate in one of two requirement tiers as outlined in the following table:

<b>Growing Connections Credit</b>		
	<b>Tier 1</b>	<b>Tier 2</b>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>Attend Virtual Coordinator Orientation</li> <li>Participate in Growing Connections Series</li> <li>Maintain a Learning Center</li> <li>Maintain Monthly Contact with Full-Time Virtual Students</li> </ul>	<ul style="list-style-type: none"> <li>All Requirements From Tier 1</li> <li>RVA Enrichment Event Location</li> <li>Participate in Technical Training</li> <li>Provide Basic LMS/Technical Student Support</li> <li>Full-Time Virtual Tutoring Support as Requested</li> </ul>
<b># of RVA Students</b>	<b>Financial Credit</b>	
0	\$0	\$0
1-10	\$2,500	\$5,000
11-20	\$3,750	\$7,500
21-35	\$5,000	\$10,000
36+	\$7,500	\$15,000

- Other costs and credits will be assessed to the consortium districts and other educational institutions for services including but not limited to: professional development per diems, special education services provided by the RVA in lieu of the consortium district, and associated technology purchases.
- New districts wishing to become consortium members may petition their request to the RVA Governance Board by contacting the RVA Administrator. Any district wishing to belong to the RVA consortium under a multi-year commitment must first have approval from RVA Governance Board, requesting district's BOE, with final approvals made by the MAPSD's BOE.

### **Single Year “Affiliate” Consortium Agreements**

A participating school district or other educational institution can join the RVA by utilizing a shared virtual learning services agreement of one year or less. The purpose of this agreement is two-fold: to provide school districts and other educational institutions an opportunity for their students to receive a virtual education without needing to have individual students open enroll, or for districts and other educational institutions to be compelled to sign a multi-year commitment and for the requesting school district access to curriculum for use in the traditional school setting. Individual consortium agreements are to be developed cooperatively between the requesting district or other educational institutions and the RVA Administration. A single year affiliate agreement shall consider and describe the following:

Pursuant to Wisconsin Statutes 66.0301, 120.25 and the Department of Public Instruction (DPI) Chapter PI-14.02, the RVA and School District of (entity name) agree to form a consortium to provide year round virtual learning services to Pre-Kindergarten through Grade 12 students residing in the \*\*\*\*\* (entity name) for the term of one school year.

### **Program Description [PI-14.02(b)]:**

- Upon approval of this agreement, the RVA will be allowed to enroll pupils from families seeking virtual learning educational options from the \*\*\*\*\* (entity name) and provide them instructional services in accordance with this contract and RVA’s operating policies and procedures.
- The RVA will provide the designated contact with copies of each student enrollee’s academic achievement reports and assessment data.
- Students acquiring enough credits for graduation will be granted a diploma from the \*\*\*\*\* (entity name) meeting all necessary graduation requirements of the RVA. The \*\*\*\*\* (entity name) agrees that any additional local graduation requirements will be communicated to the students by \*\*\*\*\* (entity name) personnel in a timely manner as to not delay the graduation of a student on track to meet all RVA requirements.
- The \*\*\*\*\* (entity name) retains determination and all associated special education and/or related services should they be needed for RVA students. The RVA will not over-cost for special education services as they will remain under the direct control of the \*\*\*\*\* (entity name). If an IEP team is created for student of \*\*\*\*\* (entity name) attending the RVA, then the RVA requests to have a teacher represented on such team.
- The \*\*\*\*\* (entity name) agrees to provide to its RVA parents the option of receiving in-district intervention programming and progress monitoring services to student who are referred for a specific learning disability.
- The \*\*\*\*\* (entity name) agrees to coordinate, schedule, and proctor all required State assessments.
- The \*\*\*\*\* (entity name) agrees to allow its resident RVA students access to regular school programming including but not limited to: academic classes, elective courses, activities, clubs, co-curriculars, athletics, etc.
- The RVA will provide access to digital learning curriculum and ongoing professional development for digital learning use in classrooms with the \*\*\*\*\* (entity name).

**Fiscal Agent [PI-14.02(c)1,2,3]:**

- The RVA, under the authorization and fiscal oversight of MAPSD, will be the fiscal agent. RVA instructors will operate in accordance of Wisconsin statute and follow the RVA's operational policies, salary schedule, take part in staff development, and be supervised by RVA administration. The RVA will account for all employment responsibilities (teacher retirement, worker's compensation, and unemployment insurance).
- As fiscal agent, the RVA will establish and maintain records in accordance with the uniform accounting system prescribed by DPI under §115.28(13); file all required financial reports DPI; and, upon request of DPI, file a copy of the contract and the plan of operation with DPI.

**Budget Reconciliation [PI-14.02(f)(h)]:**

**Virtual School Access Charges (REQUIRED):**

- \*\*\*\*\* (Entity name) will be assessed an annual "Affiliate Virtual School Access Fee" based upon the number of different students enrolled in the RVA over the course of the year. This amount is not prorated by the number of enrollment days. This amount is fixed and billed at the end of year reconciliation. Fees are based on the following table:

<b>RVA Invested &amp; Affiliated Virtual School Access Fee</b>	
<b>Based on Per Students Enrolled</b>	
0	\$1,500
1-4	\$3,000
5-9	\$4,500
10-14	\$6,000
15-19	\$7,500
20-24	\$9,000
25-29	\$10,500
30-34	\$12,000
35-39	\$13,500
40+	\$15,000

- \*\*\*\*\* (Entity name) will be assessed at an agreed per pupil amount (tuition). The tuition amount will be prorated to the number of days of enrollment by each participating student. Tuition is determined to be the annual public school open enrollment dollar amount determined by DPI on an annual basis **less \$1,500 per pupil, (or as negotiated.)** Different open enrollment dollar amounts exist for both regular and special education students.
- \*\*\*\*\* (Entity name) may elect to share staff to teach direct instruction courses with **5 40** or more RVA students and will be provided a \$5,000 per section per year credit. ~~Proration will be considered down to \$2,500 for five students.~~ (See table below.) Shared consortium staff will not be considered for sections having fewer than 5 students. The RVA Administration makes determinations of class and

section needs and reserves the right to deny requests for shared course sections. Needs for shared course sections are made on an annual basis by RVA Administration with no guarantee of continued availability from year-to-year. All shared staff will be required to attend and participate in designated RVA trainings and professional development. Preference will be given to those districts who have previously shared staff. Poor evaluations or performance of shared staff in their instructional duties as evaluated by RVA Administration can result in the course section not being offered in future years.

RVA Affiliated & Invested Shared Instructional Staff Credit		
Based on Per Teacher Per RVA Students Enrolled		
Teacher	RVA Students	Credit
1	0-4	No Section
1	5-9 35	\$2,500 \$5,000
1	10-35	\$5,000

- \*\*\*\* (Entity name) may elect to open an on campus learning center which would support the opportunity or requirement for full-time virtual school students to attend and receive academic help, support, and guidance on a regular basis. In order to qualify for the credit, an affiliate member district must have an established "learning center" accessible by all full-time RVA students from within the affiliate member district staffed by at least one support staff person. The credit will be based off the total number of different students enrolled in the RVA from the affiliate member district at the end of the year. Full and prorated credits will be based upon the following table:

RVA Affiliated & Invested Learning Center Credit									
Based on Staff FTE Per RVA Total Student FTE's Enrolled (Invested) Per RVA Total Different Students Enrolled (Affiliate)									
Support Staff FTE				RVA Students	Prorated Credit				
0.25	0.5	0.75	1	0	\$0	\$0	\$0	\$0	\$0
0.25	0.5	0.75	1	1-10	\$1,250	\$2,500	\$3,750	\$5,000	
0.25	0.5	0.75	1	11-20	\$1,875	\$3,750	\$5,625	\$7,500	
0.25	0.5	0.75	1	21-35	\$2,500	\$5,000	\$7,500	\$10,000	
0.25	0.5	0.75	1	36+	\$3,750	\$7,500	\$11,250	\$15,000	

- Partner districts and other educational institutions may annually elect to apply for the "Growing Connections Credit." This financial credit is given to partner districts who elect to participate in one of two requirement tiers as outlined in the following table:

Growing Connections Credit	
Tier 1	Tier 2

<b>Requirements</b>	<ul style="list-style-type: none"> <li>Attend Virtual Coordinator Orientation</li> <li>Participate in Growing Connections Series</li> <li>Maintain a Learning Center</li> <li>Maintain Monthly Contact with Full-Time Virtual Students</li> </ul>	<ul style="list-style-type: none"> <li>All Requirements From Tier 1</li> <li>RVA Enrichment Event Location</li> <li>Participate in Technical Training</li> <li>Provide Basic LMS/Technical Student Support</li> <li>Full-Time Virtual Tutoring Support as Requested</li> </ul>
<b># of RVA Students</b>	<b>Financial Credit</b>	
0	\$0	\$0
1-10	\$2,500	\$5,000
11-20	\$3,750	\$7,500
21-35	\$5,000	\$10,000
36+	\$7,500	\$15,000

**District Connect Access Charges (OPTIONAL):**

- \*\*\*\*\* (Entity name) may opt out of utilizing the RVA District Connect Access Charges by electing not to accept the following terms in the contract. If the \*\*\*\*\* (entity name) elects to have access, they will be assessed an annual "Affiliate District Connect Access Fee" based upon the total number of student course enrollments in District Connect over the course of the year. This amount is fixed and billed at the end of year reconciliation. Fees are based upon the following table:



<b>RVA Invested &amp; Affiliated District Connect Fee</b>	
<b>Based on Total # of Student Course Enrollments</b>	
0	\$750
10 - 99	\$1,500
100 - 249	\$2,000
250 - 499	\$2,500
500 - 999	\$3,500
1,000+	\$5,000
X	\$0

- \*\*\*\*\* (Entity name) will be provided access to all the courses available through the Wisconsin eSchool Network (Wisconsin Digital Learning Collaborative). Professional development and ongoing technical support and training will be provided to the \*\*\*\*\* (entity name) staff by the RVA.
- \*\*\*\*\* (Entity name) will be charged all associated costs for content of digital courses in the same amount the RVA is charged for acquiring those courses from the Wisconsin eSchool Network. This amount is fixed at the rate per courses which are “licensed,” “owned,” or “Digital” by the Wisconsin eSchool Network and billed at the end of year reconciliation.
- \*\*\*\*\* (Entity name) will be charged a per course/student/semester “instructional fee” for any classes taken by \*\*\*\*\* (entity name) students in RVA teacher directed courses. This cost is variable depending upon type of instructional support needed. This amount is fixed and billed at the end of year reconciliation.
- The RVA will prepare a preliminary budget for the virtual learning services with actual and final reconciliation prior to June 30, 20xx. In this way, the proration of costs will be made on a basis which is fair and equitable to each participant.

**Renewal:**

Including language to determine when the agreement will be revisited for possible renewal on at least an annual basis.

Program Contacts: Charles Heckel, RVA Administrator, MAPSD, will be the responsible contact person for this instructional position. The designated contact for the \*\*\*\*\* (entity name) will be \_\_\_\_\_.

RVA Administration may enter into negotiations and development of single year contracts with requesting districts in the representative best interest of the RVA, the RVA Governance Board and MAPSD BOE. Upon drafting a satisfactory agreement, any district still wishing to belong to the RVA consortium, under a single year commitment, must have final approval from both requesting district’s BOE and MAPSD’s BOE.

## **Single Year “District Connect Exclusive” Agreements**

Pursuant to Wisconsin Statutes 66.0301, 120.25 and DPI Chapter PI-14.02, the Rural Virtual Academy (RVA) and (entity name) agree to form a consortium to provide digital learning services to Pre-Kindergarten through Grade 12 students residing in the (entity name) for the term of one school year. The RVA and (entity name) are jointly considered the Parties within this Agreement.

### **Program Description [PI-14.02(b)]:**

Upon approval of this agreement, RVA District Connect will provide access and enroll students in requested digital learning courses at the direction of the (entity name). Students receiving services will remain enrolled in (entity name). Student supports beyond curriculum or associated instruction will be provided by (entity name). RVA District Connect will also provide support, training and professional development opportunities for staff at (entity name).

The (entity name) retains all associated special education and/or related services should they be needed for students to complete and partake in digital learning options provided by RVA District Connect.

(Entity name) students are wholly the educational responsibility of (entity name) including but not limited to the enforcement of coursework completion, attendance, technology access, technology support, and behavior management. The RVA supports (entity name) in the educational best interest of all students and families. In those efforts, RVA will report failures of pupils overseen by RVA teachers to participate within the RVA District Connect’s program expectations to (entity name)’s designated contact.

### **Fiscal Agent [PI-14.02(c)1,2,3 (e)]:**

The RVA, under the authorization and fiscal oversight of the MAPSD, will be the fiscal agent. RVA instructors will operate in accordance with Wisconsin statute and follow the RVA’s operational policies, salary schedule, take part in staff development, and be supervised by RVA administration. The RVA will account for all employment responsibilities included but not limited to teacher retirement, worker’s compensation, and unemployment insurance.

(Entity name) students are not dually-enrolled in the RVA or Medford MAPSD and are not factored into pupil membership in either RVA or MAPSD.

As fiscal agent, the RVA will establish and maintain records in accordance with the uniform accounting system prescribed by the DPI under §115.28(13); file all required financial reports with the DPI; and, upon request of the Department, file a copy of the contract and the plan of operation with the Department.

**Budget Reconciliation [PI-14.02(d)(f)(h)]:**

**District Connect Access Fees**

The (entity name) will be assessed an annual “RVA District Connect Exclusive Access Fee” based upon the number of unique student course enrollments provided by the RVA District Connect over the course of the year. This fee is fixed and billed at the end of year reconciliation. Fees are based upon the following table:

<b>RVA District Connect Exclusive Access Fee</b>	
<b>Based on Total Student Course Enrollments</b>	
0	\$1,000
1-24	\$1,500
25-74	\$3,000
75-149	\$4,500
150-399	\$6,000
400-999	\$7,500
1,000	\$9,000

**Course/Digital Content Costs**

(Entity name) will be provided access to all the courses available through the Wisconsin eSchool Network (Wisconsin Digital Learning Collaborative) and other curricular contracts held by the RVA. (Entity name) will be charged all associated costs for content of digital courses and associated instruction as applicable. This amount is billed in aggregate of all course enrollments at the end of year reconciliation.

The RVA reserves the right to restrict the availability of services depending upon employee caseload maximums and the ability to acquire and retain employees.

**Support & Professional Development**

Professional development and ongoing technical support and training will be provided to (entity name) staff by the RVA’s District Connect team at no additional cost unless otherwise communicated.

**Miscellaneous:**

This Agreement and any dispute arising from or related to this Agreement shall be governed by the laws of the State of Wisconsin.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

This Agreement shall be for one school year. This Agreement shall not automatically be renewed for the next school year. However, either Party may request to renew the Agreement beyond the current school year. Renewal requests will not be effective unless confirmed in writing by both Parties.

If either Party shall breach any term, covenant, or condition of this Agreement, this Agreement may be terminated by the non-breaching Party or a reasonable time may be given to permit compliance at the option of the non-breaching Party. The Agreement may be immediately terminated for conduct by an employee of a Party involving the health and safety of participants or health and safety concerns.

The RVA's failure to demand strict performance of any of the terms, covenants, or conditions set forth herein shall not be construed as a continuing waiver or relinquishment thereof. The RVA may, at any time, demand strict and complete performance by the \*\*\*\*\* (entity name) of such terms, covenants, or conditions.

\*\*\*\*\* (Entity name) shall maintain compliance with all applicable federal and state laws, rules and regulations. Failure to do so will be recognized as grounds for declaring a breach of contract hereunder.

This Agreement constitutes the entire Agreement between the Parties and shall supersede all previous communications and commitments, whether written or verbal, between the Parties regarding the subject matter of this Agreement. No Agreement or understanding changing, modifying, or extending this Agreement, shall be binding on either Party unless in writing and signed by both Parties' authorized representatives.

Program Contacts: Alli Ranum, RVA Director of District Connect, MAPSD, will be the responsible contact person. The designated contact for (entity name) will be \_\_\_\_\_.

**Agreement Renewal:**

This Agreement will be reviewed and may be renewed annually.

*Recommended Changes by RVA*

*Approved by Governance Board*

FILE: RVA-IIB

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED:** December 17, 2009    **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** April 19, 2012    **POLICY TITLE:** SCHOOL AND CLASS SIZE  
**DATE REVIEWED:** January 17, 2013  
**DATE REVISED:** January 16, 2014  
**DATE REVISED:** February 19, 2015  
**DATE REVISED:** February 18, 2016  
**DATE REVISED:** January 26, 2017  
**DATE REVISED:** January 25, 2018  
**DATE REVISED:** December 17, 2018  
**DATE REVISED:** January 27, 2020  
**DATE REVISED:** December 21, 2020  
**DATE REVISED:** December 20, 2021  
**DATE REVISED:**

School and class sizes for the Rural Virtual Academy (RVA) are to be determined by the RVA Governance Board. The RVA Governance Board recognizes that optimal educational achievement for students enrolled in a virtual school setting will be best served by considering the following criteria when determining both school and class sizes:

- Ages of the students being assigned to the class.
- Degree of independent learning expected or demonstrated by the assigned students.
- Number of at-risk or special needs students.
- Facility limitations.
- Available financial resources.

Using these considerations, the RVA Governance Board will establish class and school size guidelines including recommended maximum enrollments. The Governance Board recognizes that class sizes greater than the maximum may be approved.

It is the policy of the RVA Governance Board to recommend class sizes of 35 students in grades Pre-K through 12 direct instruction classes, 50 students in Pre-K through 12 independent classes and a total of ~~150~~ 330 students (based on a 25:1 student teacher ratio) in special education. The total school size for the RVA is ~~2,100~~ 2,200 students.

**CROSS REFERENCE:** RVA-JECBD  
**LEGAL REFERENCE:** §118.001, 118.51(5), 120.12(2), 120.13(1)

MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY

DATE ADOPTED: December 18, 1997	FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: March 15, 2007	
DATE REVISED: April 16, 2009	POLICY TITLE: SCHOOL OPEN ENROLLMENT
DATE REVISED: May 20, 2010	
DATE REVISED: April 19, 2012	
DATE REVISED: January 17, 2013	DATE REVIEWED: January 27, 2020
DATE REVISED: January 16, 2014	DATE REVIEWED: January 24, 2022
DATE REVISED: December 14, 2015	DATE REVIEWED:
DATE REVISED: January 25, 2018	
DATE REVISED: May 17, 2018	

This policy shall be administered in accordance with the state public school open enrollment law and Medford Area Public School District (MAPSD).

NON-RESIDENT SCHOOL OPEN ENROLLMENT STUDENTS - (FULL-TIME)

A nonresident student may apply for full-time enrollment to the Rural Virtual Academy (RVA) under the open enrollment program. The form shall require an applicant to indicate that they are applying to attend a virtual charter school, the number of virtual charter schools to which they are applying, and whether they are a sibling of a student currently enrolled in a virtual charter school through the open enrollment program. Applications will be accepted and acted upon in accordance with procedures and timelines specified in state law.

RVA shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

Space Availability

RVA shall determine, the maximum number of students who can be enrolled without jeopardizing the quality of the instructional program (following policy RVA-IIB regarding school and class size).

RVA reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain waiting lists, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

Student to Teacher Ratio

A student who is rejected under space availability criteria, but has siblings who are accepted, may be considered for enrollment through special consideration under a student to teacher ratio criteria established by administration. In no case; however, will a student considered under this section be accepted if it negatively affects the quality of the education provided to current students. Also, students who might otherwise be accepted under other criteria listed in this policy may be rejected based on student to teacher ratios.

### Sibling Preferences/ Guarantees

Preference must be given to any non-resident student currently attending RVA or MAPSD full time and to their siblings.

- Preference requires space.
- If there are no spaces, even students entitled to preference must be denied.

Guarantee may be given to currently attending students or their siblings.

- Guarantee means approval regardless of space.
- District must have policy to guarantee approval – otherwise may only grant preference.

### Expelled Students

Students who have been expelled by a school district during the current school year, preceding two school years, or who have disciplinary procedures pending as outlined in state law may be denied under the open enrollment policy. If an expulsion or expellable behavior occurs after initial acceptance of the student and prior to the student starting school in MAPSD RVA, the district may deny the enrollment of that student.

### Students with Disabilities

A non-resident student identified as a student with a disability will only be considered for enrollment if the special education program or related services described in the student's IEP are currently available within RVA.

### Screening for Special Education Status

All applicant students will be screened to determine:

1. Whether or not the student is a student with an identified disability and
  - is receiving services through an IEP, or
  - has received services and was dismissed through the IEP process, or
  - refused services, rejected placement or discontinued placement.
2. Whether or not the student is suspected of having a disability but has not been evaluated either by a school district or outside agency (clinic, hospital, university, etc.).

### Suspected Disabilities

Any student suspected of having a disability will not be considered for acceptance without completion of an IEP evaluation. A non-resident student, who has an identified disability and is not receiving services, will not be considered for acceptance without a valid individualized educational program (IEP) and placement consent.

### Age Eligibility

The nonresident school district is not required to evaluate the student and may deny the student's open enrollment based on the student not being old enough to attend school.

## NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS – PART-TIME/ HIGH SCHOOL

MAPSD may enroll non-resident students who are currently enrolled in a public high school on a part-time basis in accordance with state law.

A non-resident part-time student may attend no more than two courses at any one time in a non-resident district.

### A. Application Requirements and Acceptance

Non-resident high school students interested in taking one or two courses in RVA shall apply at least six weeks prior to the date the course is scheduled to commence. Upon receipt of the application, the open enrollment coordinator shall forward a copy of the application to the student's resident district. The resident district must then determine if it accepts or rejects the application and must notify the MAPSD.

MAPSD open enrollment coordinator shall decide if the non-resident applicant is to be accepted. The open enrollment coordinator shall review the application to determine if the non-resident student has met all necessary pre-requisites, is at the appropriate grade level and any other established requirements for entry into the course(s). Board of Education (BOE) policies and criteria for accepting and rejecting applications for students who reside in another school district shall follow the same policies and criteria for entry into the course that the BOE may give preference to residents of the school district.

### B. Resident Preference

Using the usual enrollment maximums that would apply in scheduling resident students, the open enrollment coordinator shall determine if non-resident space is available. Preference shall be given to resident students. The open enrollment coordinator shall notify the student and their resident district of the acceptance or rejection at least one week prior to the date the course is scheduled to commence. If the non-resident student is rejected, the reason(s) for rejection shall be included in the notice.

## APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA

### Eligibility Criteria

A parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application outside of the regular open enrollment application period or in lieu of it if the student meets one of the following criteria and the parent describes the criteria that the student meets in the application:

- The resident BOE determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within thirty (30) days of the resident BOE's determination.
- The student is or has been a homeless student in the current or immediately preceding school year.
- The student has been the victim of repeated bullying and harassment and the following apply: (a) the student's parent or guardian must have reported the bullying or harassment to the BOE or designee under a bullying/harassment complaint process and (b) in spite of action taken by the BOE or designee, the repeated bullying and harassment continues.



- The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within thirty (30) days of the date on which the military orders changing the place of residence were issued.
- The student moved into Wisconsin. The application must be made within thirty (30) days after moving into the state.
- The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within thirty (30) days after the student's change in residence.
- The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interests of the student.

ATTENDANCE OF OPEN ENROLLMENT STUDENTS

All students attending RVA Charter School, are subject to be active participants in the virtual school. Students who fail to participate fully in a virtual school setting are subject to removal from the virtual school and may be remanded back to the resident school district following Wisconsin Statute 118.40(8)(g) and BOE policy RVA-JE.

**CROSS REFERENCE:** RVA-IIB, RVA-JE  
**LEGAL REFERENCE:** §118.13, 118.14, 118.40 (8)(h), 118.51 (15)(g), 121.54(10), 121.58(2)(A), 121.81, 121.84 Wis. Stats., 1999 Wisconsin Act 117, Chapter 115, Subchapter V, Wis. Stats., 2012 Wisconsin Act 114, Act 304

48.

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

<b>DATE ADOPTED:</b> December 18, 1997	<b>FILE SECTOR:</b> RURAL VIRTUAL ACADEMY
<b>DATE REVISED:</b> March 15, 2007	<b>POLICY TITLE:</b> OPEN ENROLLMENT
<b>DATE REVISED:</b> April 16, 2009	<b>PROCEDURES</b>
<b>DATE REVISED:</b> May 20, 2010	
<b>DATE REVISED:</b> April 19, 2012	<b>DATE REVIEWED:</b> January 27, 2020
<b>DATE REVISED:</b> January 17, 2013	<b>DATE REVIEWED:</b> January 24, 2022
<b>DATE REVISED:</b> January 25, 2018	<b>DATE REVIEWED:</b>
<b>DATE REVISED:</b> May 17, 2018	

NON-RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

Full-Time Enrollment

- The parent(s)/guardian(s) of a non-resident student who wishes to attend school in the RVA shall complete and submit an online application. The application may include a request to attend a specific school or program offered by MAPSD, including RVA. The application shall be submitted no earlier than the first Monday of February and no later than the last weekday in April in the school year immediately preceding the school year in which the student wishes to attend.
- By the first Friday following the first Monday in May, MAPSD shall send the nonresident school district a copy of the IEP developed for a student with a disability whose parent submitted an application.
- All applications shall be reviewed using the acceptance/rejection criteria outlined in BOE policy. The open enrollment coordinator shall submit recommendations regarding acceptance or rejection of applications to the BOE for action. No action shall be taken on any application before May 1.
- On or before the first Friday following the first Monday in June following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted. If the application has been accepted, the notification shall identify the specific school or program that the applicant may attend in the following school year. If the application is rejected, the notice shall include the reason(s) for the rejection.
- On or before the second Friday following the 1<sup>st</sup> Monday in June following receipt of a copy of the application, if a resident BOE denies a student's enrollment in a nonresident school district, MAPSD shall notify the applicant and the nonresident BOE in writing that the application has been denied and include in the notice the reason for the denial.
- If an application is accepted on or before the last Friday in June following receipt of a notice of acceptance, or within 10 days of receiving a notice of acceptance if a student is selected from a waiting list, the student's parent shall notify the nonresident school of the student's intent to attend a school in that school district in the following school year.
- Annually by July 7, the student's district of residence shall be notified of the names of those students from that district who will be attending school in MAPSD the following school year. If a student is selected from a waiting list, the nonresident school district shall report the name of the student to the student's resident school district within 10 days of receiving notice of the student's selection.

## PART-TIME OPEN ENROLLMENT APPLICATIONS

### Application Process:

- Applications are available at <https://dpi.wi.gov/oe> or from the resident/nonresident school district.
- The student's parent/ guardian is required to sign the application form. By signing the form, the parent grants permission for the nonresident school district to request and obtain from the resident school district (or district of attendance) records that are necessary to determine whether or not the student is in high school and whether the student meets the prerequisites for the courses.
- Apply with the nonresident school district (the district in which the student wishes to take the course).
- Apply no later than six weeks before the scheduled start of the course.
- Application form must be received in the nonresident school district by that date – a postmark is not sufficient.
- Late applications will not be accepted.
- It is the responsibility of the parent/student to find out the starting date for the course.

### Approval / Denial Process (Nonresident District):

- No later than one week before the start date of the course, the nonresident school district is required to notify the student if the application is approved or denied.
- The nonresident school district may deny a student's application only for the following reasons:
  - Space is not available in the course.
  - The student is not in the high school grades.
  - The student does not meet the nonresident school district's criteria for being admitted to the course.
  - The student is not enrolled in a public high school in Wisconsin.

### Approval / Denial Process (Resident District):

- No later than one week before the start date of the course, the resident school district is required to notify the student:
  - If the application is denied (notification is not required for approval).
  - If the course does not meet the high school graduation requirements in the resident school district (although the student may attend the course even if it does not meet the high school graduation requirements).
- The resident school district may deny a student's application only for the following reasons:
  - The cost of the course creates an undue financial burden on the resident school district.
  - The course conflicts with the IEP for a student who needs special education.

### Notification of the Student's Intent to Attend the Course:

- If the student has been notified that they are accepted into the course, the parent must notify both the nonresident and resident school districts whether or not the student will attend the course by the last weekday (excluding state holidays) before the course starts.

#### Appeals:

- If the application is rejected by either the resident or nonresident school district, the parent may appeal the decision to the Department of Public Instruction (DPI) within 30 days. DPI is required to uphold the BOE's decision, unless DPI finds that the decision was arbitrary or unreasonable. DPI's decision is final.

#### Transportation:

- The parent is responsible for transporting the student to and from the course in the nonresident school district.
- The parent may apply to DPI for a prorated reimbursement of the actual transportation costs. There is a maximum statewide appropriation for transportation reimbursement. Preference for reimbursement will be given to families that are eligible for free or reduced price lunches under the federal school lunch program.
- Claims for transportation reimbursement may be submitted to DPI at the end of the school year. The online claim form will be available starting June 1 on the open enrollment website at <https://dpi.wi.gov/oe>. Claims are due no later than July 15.

#### NON-RESIDENT RANDOM SELECTION PROCESS

MAPSD RVA shall determine, in advance of the January Board of Governance meeting, the availability of spaces in each grade/program and the number of non-resident applicants. When space is available, first preference will be given to any students who are currently enrolled full time in the district and their siblings.

If the RVA receives more nonresident student applications for full time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis as follows. At a BOE Policy Committee Meeting in May:

- All applications shall be assigned a number and the numbers placed in a container.
- The numbers shall be drawn and listed in the order they are drawn.
- Applications shall be accepted based on their order on the list and the number of spaces available in the district schools or programs.
- Those student applicants not selected in this random process will be placed on a numbered waiting list.
- As space becomes available, but prior to the third Thursday in September, the district shall randomly select the appropriate number of applicants from the waiting list using the procedures set forth in this section, Non-Resident Random Selection Process, but only if the student will be in attendance in the nonresident school district on the third Friday in September. If a student is accepted from a waiting list after the start of the school term, it is the responsibility of the student's parent to immediately notify the resident school district of the student's intent to attend school in the nonresident school district in the current term.
- Parents/guardians of the student applicants will be notified of the applicant selection and will have 10 days in which to accept the open enrollment offer. Acceptance of the offer to attend must be in writing addressed to the open enrollment coordinator, Medford Area Public School District, 124 West State Street, Medford, WI 54451 and be received or postmarked no later than 4:00 p.m. on the tenth (10<sup>th</sup>) day. All applicants must be enrolled in MAPSD prior to, and in accordance with, the third (3<sup>rd</sup>) Friday in September count date.

APPLICATIONS SUBMITTED UNDER  
ALTERNATIVE OPEN ENROLLMENT PROCEDURES

Application Review and Approval Process

- When the district receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the open enrollment coordinator for review and recommendations.
  - A. If the application involves a nonresident student seeking to attend school in the district under open enrollment, the district will:
    - Immediately send a copy of any paper application received by the district to the student's resident school district, or, if applicable, the student's anticipated resident school district.
    - Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school and to determine from which school the district will receive any relevant special education records (i.e., the student's current IEP) and/or disciplinary records (i.e., expulsion records). If the applicant is not currently attending school in the resident district, the district will request such records from the school or school district the student is attending or most recently attended; and
    - Within 10 days after receiving, or, if necessary, developing an IEP for a student with a disability, provide an estimate to the resident district of the costs to provide the student with special education or related services.
  - B. If the application involves a resident student who is attending, or who previously attended school in the district, the district shall send the nonresident school district to which the open enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
- The open enrollment coordinator shall review the application using the acceptance/denial criteria outlined in BOE policy. The open enrollment coordinator shall submit recommendation(s) regarding acceptance or denial of the application to the administration for action.
  - A. The district may deny an application of a resident student if (1) it determines that the criteria relied on by the parent or guardian to submit the application do not apply to the student or (2) it determines that the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except as to an applicant who the BOE determined was the victim of a violent crime).
  - B. The district may deny an application of a nonresident student:
    - for the same reasons it may deny an application submitted during the regular open enrollment application period; or
    - if the application relies on the best interests of the student criteria and the district determines that open enrollment is not in the student's best interest.

- If the application involves a nonresident student seeking to attend school in the district, the district will notify the applicant, in writing, whether the application has been approved or denied no later than twenty (20) days after receiving the application.
  - A. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and district policy, acceptance of an application may be contingent or subject to revocation.
  - B. If the district has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the district and shall begin attending the school or program no later than the fifteenth (15<sup>th</sup>) day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the district by that date, the district may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend the school or program in the district.
  - C. To the extent that there is a delay in the district's receipt of any relevant disciplinary records from another school or school district, the district will review and act upon such records promptly, and, if necessary, inform the student that final confirmation of the district's approval of the application is contingent upon the district's receipt and review of such records.
- If, for purposes of the application, the district is identified as the resident school district, the district shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by the state law or Department of Public Instruction rule. Normally, the district will issue such notifications no later than 20 days after the district's receipt of the application. In addition:
  - A. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and district policy, approval of an application may be contingent or subject to revocation.
  - B. If the student is a student with a disability, the district shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the district no later than twenty (20) days after the district has received the relevant estimate.

#### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

All students attending RVA Charter School are subject to be active participants in the virtual school. Students who fail to participate fully in a virtual school setting are subject to removal from the virtual school and may be remanded back to the resident school district following Wisconsin Statute 118.40(8)(g) and BOE policy RVA-JE.