

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

February 2, 2022
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

BFG	Policy Review & Evaluation
BHB	Board Member Development Opportunities
BHD	Board Member Compensation & Expenses
RVA-BBA	Governance Board Powers & Duties

(Motion to accept 2nd reading)

Policies for First Reading

RVA-BBAB	Charter Education
RVA-BDDH	Public Participation at RVA Governance Board Meetings
RVA-EEA	Student Transportation
RVA-IFD	Curriculum Adoption
RVA-IGADA	Work Experience Opportunities
RVA-IGCD	Start College Now/Early College Credit Program
RVA-IKF	Graduation Requirements

Consideration/Review/Discussion

Editorial Changes

- Professional Staff Handbook – Section 7.2 Sick Leave
- Professional Staff Handbook – Section 7.3 Personal Leave
- Professional Staff Handbook – Section 7.4 Unpaid Leave

Any other policy business that may arise.

Next Meeting Date: Wednesday, March 2, 2022.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

February 2, 2022

SECOND READING

Policy Code	Policy Title
BFG	Policy Review & Evaluation
BHB	Board Member Development Opportunities
BHD	Board Member Compensation & Expenses
RVA-BBA	Governance Board Powers & Duties

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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

The review schedules for all other policies may be as follows:

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

Safety policies will be reviewed every three years in June.

- BFF – Emergency Policy Suspension
- EBC – Emergency Plans
- EBCD – Emergency School Closing

Temporary Administrative Arrangements (policy CI) will be reviewed annually in June.

School Wellness (policy EFA) will be reviewed every three years in June.

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

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

CROSS REFERENCE: BF & BFA
LEGAL REFERENCE:

2.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 15, 1990 FILE SECTOR: BOARD GOVERNANCE AND
DATE REVISED: November 21, 2002 OPERATIONS
DATE REVISED: May 20, 2010 POLICY TITLE: BOARD MEMBER DEVELOPMENT
DATE REVISED: May 19, 2016 OPPORTUNITIES
DATE REVISED:

Attendance at meetings directly or indirectly related to education or school matters shall be encouraged when there is benefit for the school system and professional growth for board of education (BOE) members.

The district administrator, or designee, shall notify BOE members of all relevant scheduled meetings. The ~~board~~ BOE may select representatives to attend these meetings from among the membership and/or any member who chooses to attend may do so in accordance with BOE policy. The members shall report to the BOE on the meetings attended and shall share information and materials acquired by attending the meetings.

Annually, the BOE shall select one of its members to voluntarily represent the BOE at the Wisconsin Association of School Boards (WASB) Delegate Assembly. Whenever a new delegate is chosen by the BOE, that individual shall be certified in writing to WASB at least five days before the delegate assembly begins. The BOE shall also select a member to represent them at CESA 10.

Unless otherwise determined by the BOE, a member or members may apply to attend the annual convention of the National Association of School Boards (NASB). The following criteria shall be used in determining who may attend:

- The first priority shall be given to those members with the longest service on the BOE who have not previously attended an NASB Convention.
- The second priority shall be given to those members with the longest elapsed time since attendance at a national convention. Members with the greatest elapsed time shall be given first opportunity of those who have previously attended a convention. In case of a tie in elapsed time of members desiring to attend, the length of continuous board service shall prevail. Any further tie shall be broken by the toss of a coin.

CROSS REFERENCE: BHA & BHD

LEGAL REFERENCE: Section 120.13(16) and 120.13(32) Wisconsin Statutes

FILE: BHD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	August 5, 1986	FILE SECTOR:	BOARD GOVERNANCE AND OPERATIONS
DATE REVISED:	February 15, 1990		
DATE REVISED:	November 16, 1995	POLICY TITLE:	BOARD MEMBER COMPENSATION AND EXPENSES
DATE REVISED:	July 15, 2004		
DATE REVISED:	October 15, 2009		
DATE REVISED:	March 21, 2013		
DATE REVISED:	November 20, 2014		
DATE REVISED:	May 19, 2016		
DATE REVISED:			

Members of the board of education (BOE) will receive compensation as follows:

The BOE president shall receive \$100 per meeting, the BOE clerk \$95 per meeting and other BOE members shall receive \$75 for attendance at meetings of the BOE; such as:

- All regularly scheduled monthly meetings.
- The annual meeting.
- Any special BOE meetings.
- The organizational meeting.

BOE members shall receive \$45 per meeting at other approved BOE meetings; such as:

- CESA and WASB sponsored meetings.
- BOE standing committee meetings.
- Meetings or activities when BOE member attendance is approved by the BOE.
- Legislative area BOE meeting.

District Committees with volunteer BOE representation shall not be reimbursable.

Members of the BOE will be reimbursed for travel expenses incurred in the performance of their board approved responsibilities:

- Registration
Registration for out-of-district meetings and seminars will be made through the district administrator's executive assistant.
- Transportation
BOE members are encouraged to use district vehicles when traveling outside the district. However, if a vehicle is not available, the BOE member may claim mileage to attend meetings, both in and out-of-district, as described above, based on actual mileage and at the current rate as prescribed in policy DLCA "Mileage Reimbursement."

- Lodging
The actual cost of lodging will be reimbursed provided the cost is reasonable and proper. A receipt is required and must be attached to the travel voucher. It is the responsibility of the BOE member to pay any difference between a single room rate and that of a double if the BOE member has any other person sharing that room.

- Meals
BOE members will be provided expenses for meals while on approved overnight school district business as follows:
 - For all meetings outside the district that require an overnight stay, actual meal expenses are reimbursable. Meal reimbursement expenses for any one day shall not exceed \$75.00. Receipts must be submitted for reimbursement.

- Claims for expense reimbursement must be submitted on an Expense Reimbursement Form.

CROSS REFERENCE: DLC and DLCA

LEGAL REFERENCE: Wisconsin State Statutes 120.10(3)(4) and 120.13(16)(32)

**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:

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 comprised 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)
- Authorizer Member (as appointed by Authorizing School District)

The six remaining voting seats will be equally 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 will be limited to two years in length, unless otherwise modified by the Board. Member districts can be appointed to serve consecutive 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. The following Board selection cycle has been established as follows:

- May 2018: Initial establishment of nine-member Board
- May 2019: Appoint new Invested Small & Invested Medium member districts
- May 2020: Appoint new Invested Large member district
- May 2021: Appoint new Invested Small & Invested Medium member districts
- May 2022: Appoint new Invested Large member district
- May 2023: Appoint new Invested Small & Invested Medium member districts
- May 2024: Appoint new Invested Large member district
- (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:

All voting delegates, excluding the RVA Board President, will receive \$50 per Board meeting attended, virtually or in-person, as permitted by invested member district local school board policy. The RVA Board President will receive \$75 per Board meeting attended, 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 to, 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 this 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)

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

February 2, 2022

FIRST READING

Policy Code	Policy Title
RVA-BBAB	Charter Education
RVA-BDDH	Public Participation at RVA Governance Board Meetings
RVA-EEA	Student Transportation
RVA-IFD	Curriculum Adoption
RVA-IGADA	Work Experience Opportunities
RVA-IGCD	Start College Now/Early College Credit Program
RVA-IKF	Graduation Requirements

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: February 17, 2005 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: March 15, 2007 POLICY TITLE: CHARTER EDUCATION
DATE REVISED: May 19, 2016
DATE REVISED:

~~Charter schools provide an opportunity to develop innovative educational programs, governance structures, and provide parental and student instructional alternatives within the public school system.~~ The Medford Area Public School District (MAPSD) Board of Education (BOE) will consider the establishment of a charter school as provided by state statute and administrative procedures. Charter schools provide an opportunity to develop innovative educational programs, governance structures and provide parental and student instructional alternatives within the public school system. Charter schools established by the Medford Area Public School District MAPSD must support the Medford Area Public School District's ~~our~~ vision and mission statements, as well as develop its own vision and mission statements, meet state and local educational goals and measure student progress in attaining these goals. The granting, and renewal, of charter agreements will be at the sole discretion and autonomy of the Medford Area Public School District MAPSD Board of Education BOE. Petitions regarding the establishment of a proposed charter school must be submitted no later than December 1 of the school year preceding intended implementation. A public hearing will be held within ~~thirty~~ 30 days of the receipt of the petition. The board BOE will make a final decision on establishing a new charter school no later than 30 days following the public hearing.

Criteria used to make a decision on renewal will include, but not be limited to, student achievement, stakeholder interest, experience under the existing charter, availability of staff and district resources.

A charter may be revoked by the Medford Area Public School District MAPSD Board of Education BOE for any of the following circumstances:

- The charter school violated its contract with the board of education BOE.
- The students enrolled in the charter school failed to make sufficient progress toward attaining its educational goals.
- The charter school failed to comply with generally accepted accounting standards of fiscal management.
- The charter school violated the Wisconsin Charter School Law.

CROSS REFERENCE:

LEGAL REFERENCE: Wis. Stat. 118.40

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: February 17, 2005
DATE REVISED: March 15, 2007
DATE REVISED: May 19, 2016
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: CHARTER EDUCATION

Medford Area Public School District **MAPSD BOE** has developed the following guidelines for Charter Schools within the district:

Establishment - A charter school may be established by ~~board of education~~ **BOE** initiative or by petition.

MAPSD ~~Board of Education~~ **BOE** Initiative

The administration, staff members, parent(s)/guardian(s) or community members may present proposals to the ~~board~~ **BOE** seeking to initiate a charter. The proposals must indicate whether or not the proposed charter school is intended to be an instrumentality of the Medford Area Public School District.

A proposal to have the ~~board of education~~ **BOE** initiate a charter must be submitted to the district administrator in writing prior to January 1 of the year preceding the proposed opening of a charter school. The proposal will be forwarded to the ~~board~~ **BOE** to determine whether or not further consideration is warranted.

The proposal must include information outlined in the state statutes and district policy. The ~~board~~ **BOE** will decide if the proposal is sufficiently complete and is aligned with the mission of the district. In addition, the charter must be sufficiently different from existing educational programs within the district to offer an alternative educational choice and must be financially feasible without imposing undue hardship on other schools/programs within the district.

Petition

A charter school may be established by petition in accordance with provisions of state statute. If a petition to establish a charter school is filed, the ~~board~~ **BOE** will review the petition for adherence to statutory provisions and district policy. The ~~board~~ **BOE** will hold a public hearing on the matter of the charter within 30 days of receipt of the petition.

An individual, group, or organization seeking to petition the MAPSD ~~Board of Education~~ **BOE** for charter school status must submit the petition to the ~~board~~ **BOE** no later than December 1. The petition must include information outlined in the state statute and district policy.

The board BOE will hold a public hearing within 30 days of receipt of the petition. Following the public hearing, the board BOE must, within 30 days, decide whether or not to grant the petition. If the board BOE denies the petition, the applicant seeking to establish a charter school may appeal the decision to the state Department of Public Instruction. Such appeal must be made within 30 days of receipt of denial. The DPI decision is final and is not subject to judicial review.

Approval/Renewal Process

- A. The board BOE will, no later than 30 days after a public hearing on a petition, approve or deny a petition request for charter school status.
- ~~B.~~ The board BOE will, no later than the April board BOE meeting prior to proposed establishment approve or deny a request to establish a charter submitted under ~~4A.~~ board BOE Initiative of policy BBAB.
- C. The board BOE will notify the state superintendent of its intention to establish a charter school within the district municipality. The notification shall include a description of the proposed school. The description must include the following:
 - The name of the person or persons who are seeking to establish the charter school.
 - The name of the person who will administrate the charter school and the manner in which administrative services will be provided.
 - A description of the educational program of the charter school.
 - The methods the charter school will use to enable students to attain the educational goals identified in state statute.
 - The method by which student progress in attaining the educational goals identified in state statute will be measured and reported.
 - The governance structure of the charter school, including the method to be followed by the charter school to ensure parental involvement.
 - The qualifications that must be met by the individuals to be employed in the charter school, subject to state statute.
 - The procedures that the charter school will follow to ensure the health, welfare, and safety of the students.
 - The means by which the charter school will achieve a racial and ethnic balance among its students that is reflective of the school district population.
 - The requirements for admission to the charter school.
 - The manner by which annual audits of the financial and programmatic operations of the charter school will be performed.
 - The procedures for disciplining students.
 - The public school alternatives for students who reside in the school district and do not wish to attend or are not admitted to the charter school.
 - A description of the charter school facilities and the types and limits of liability insurance that the charter school will carry.
 - The effect of the establishment of the charter school on the liability of the school district.

- The fiscal resource to be allocated to the charter school by the MAPSD during each school year of the contract and the budget for such.
 - The services to be provided by the Medford Area Public School District to the charter school.
 - The services which will be provided to special education students attending the charter school.
 - Assurances that the charter school will follow and uphold all applicable policies of the MAPSD, including but not limited to, non-discrimination.
- ~~D~~. The board **BOE** shall direct the administration to negotiate a contract with the charter school applicant(s). The contract may be for not less than two nor more than five years. The contract may be renewed for one or more terms not exceeding five school years each.
 - ~~E~~. An application for renewal of a charter school must be submitted to the board **BOE** no later than six months prior to the expiration of the existing charter.

Evaluation

Annual Review

A charter school established by the school district will be reviewed on an annual basis for performance standards including, but not necessarily limited to, student attainment of educational goals. The annual review shall also include a report of the charter school's fiscal audit.

State Assessments

Students enrolled in the charter school will participate in all statutorily required student assessments.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: March 20, 1979

DATE REVISED: March 15, 2007

DATE REVISED: May 19, 2016

DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY

POLICY TITLE: PUBLIC PARTICIPATION AT RVA
GOVERNANCE BOARD MEETINGS

The RVA Governance Board desires citizens of the Medford Area Public School District to attend its sessions meetings so that they may become better acquainted with the operations and programs of the schools and so that the governance board may have the opportunity to know the wishes and ideas of the public. All official meetings of the governance board shall be open to the press and public. However, the governance board reserves the right to adjourn, recess to or meet in closed session as authorized by law.

CROSS REFERENCE:

LEGAL REFERENCE: Wis. Statutes 19.83, 19.84, 19.85

Same changes that
were made to
BDDH

FILE: RVA-BDDH-R

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: October 22, 1997
DATE REVISED: March 15, 2007
DATE REVISED: May 19, 2016
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: PUBLIC PARTICIPATION AT RVA
GOVERNANCE BOARD MEETINGS

In order to assure that persons who wish to appear before the governance board may be heard and, at the same time, conduct its meetings properly and efficiently, the governance board adopts as policy rules the following procedures and rules pertaining to public participation at governance board meetings.

Procedures to Address the Governance Board

There are three ways for the public to address the governance board at a meeting. ~~Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented. All presentations should be as brief as possible. Unless an extension of time is granted in advance, by the RVA Administrator, a speaker shall be limited to five minutes.~~

- When a citizen of the participating consortium district wishes to speak to the governance board under the standing agenda item "Period of Public Comment" ~~he/she~~ they need only request recognition to be heard at the beginning of the meeting. Any individual desiring to speak shall give their name, address and the group, if any, that is represented. All presentations should be as brief as possible. Unless an extension of time is granted in advance, by the RVA Administrator, a speaker shall be limited to five minutes.

~~At times, it may be too early for some citizens to participate in the first agenda item, "Period of Public Comment." In cases when this applies, the citizen may contact the RVA Administrator or designee prior to the meeting and make a request to be heard later in the meeting. If granted, all of the related conditions of this policy still apply.~~

- A citizen of the participating consortium district requesting ~~may request to be placed on the agenda to comment at the meeting~~ under a specific agenda topic. ~~(other than [a.] above)~~ They must inform an RVA Administrator or designee ~~to do so~~ at least 24 hours prior to the start of the meeting and shall describe ~~to the RVA Administrator or designee, in general terms, the content of his/her~~ their presentation. The RVA Administrator or designee will make a determination prior to the meeting as to whether or not the citizen they will be placed on the agenda.
- Letters to the RVA Governance Board
~~During the Period of Public Comment governance board~~ Letters to the RVA governance board members and/or administrators will not be read/presented on a citizen's behalf. Such letters may be included in the next available board packet.

Rules of Order for Presenting to the RVA Governance Board:

- Charges, Complaints or Challenges
At a public meeting of the governance board no person shall orally initiate charges or complaints against individual employees of the RVA or challenge instructional materials used in the RVA. All such charges, complaints, or challenges shall be presented to the RVA Administrator or governance board in writing, signed by the complainant. All such charges, if presented to the governance board directly, shall be referred to the RVA Administrator for investigation and report. Challenges of instructional materials used in the RVA are subject to the rules and regulations of the Medford Area Public School District policy.
- Conduct and Remarks Out of Order
Undue interruption or other interference with the orderly conduct of governance board business shall not be allowed. Defamatory or abusive remarks are out of order. The Governance Board Chair or President may terminate the speaker's privilege of address if, after being called to order, ~~he or she~~ they persist in improper conduct or remarks.
- Questions and Comments by Governance Board and RVA Administrator
Members of the governance board and RVA Administrator may question a speaker or make comments in response to the speaker's remarks.
- Presiding Officer Authority
The governance board vests in the RVA Governance Board Chair and President, authority to terminate the remarks of any individual when they do not adhere to the rules established above.
- Full RVA Board Authority
Persons appearing before the governance board are reminded, as a point of information that members of the governance board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual governance board members, but answers must be deferred pending consideration by the full governance board. The board may ask for clarification on matters brought up during the citizen participation period of the meeting agenda. The board shall not take action on any items of business not included in the meeting agenda notice.

CROSS REFERENCE:

LEGAL REFERENCE: Wis. Statutes 19.83, 19.84, 19.85

FILE: RVA-EEA

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: December 17, 2009 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: June 23, 2016 POLICY TITLE: STUDENT TRANSPORTATION
DATE REVIEWED:

Medford Area Public School District will not provide transportation to Rural Virtual Academy (RVA) students. ~~to and from the Rural Virtual Academy (RVA) offices, or required locations for academic participation off campus, will not be provided to RVA students by the District or school.~~ Transportation to and from the RVA office and other RVA events is the sole responsibility of the parent(s)/guardian(s) in accordance with state and federal law.

CROSS REFERENCE:

LEGAL REFERENCE: §121.54(10); Wisconsin Statutes; *Racine Charter One vs. Racine Unified School District*, 424 F.3d 677 (2005)

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

DATE ADOPTED: April 17, 2014 **FILE SECTOR: RURAL VIRTUAL ACADEMY**
DATE REVISED: June 23, 2016 **POLICY TITLE: CURRICULUM ADOPTION**
DATE REVISED:

The Rural Virtual Academy (RVA), under the direction of the charter school governance board and school administration, shall consider, adopt and reject new programs and courses for the school. These adoptions will be made with reference to best practice, common acceptable standard and be free of sectarian instruction.

The RVA administrator or ~~his/her~~ **their** designee shall be responsible for implementing the programs and courses of instruction and shall keep the RVA governance board and Medford Area Public School District Board of Education informed of significant changes.

CROSS REFERENCE:
LEGAL REFERENCE: §118.01, §118.40(1m)(b)(3-5)

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: March 28, 2019 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVIEWED: POLICY TITLE: WORK EXPERIENCE
OPPORTUNITIES

The Rural Virtual Academy (RVA) shall provide access to school supervised work experiences for students where appropriate and/or required by law. All work experience will be coordinated by licensed school personnel and credit toward graduation may be given with the approval of the RVA principal. Work experience opportunities shall be designed to enable the learner to acquire knowledge, skills and attitudes for work and other life roles by participating in or observing actual work settings.

The RVA shall provide approved work experience opportunities for its students which will **may** include but not be limited to:

- ~~The work experience is related to a~~ Formalized local, state or federal “at-risk” program, and is reflected in the student’s individual educational plan (IEP).
- ~~The work experience is related to a~~ Special education program and reflected in the student’s IEP.
- ~~The work experience is related to a~~ Co-op, Youth Apprenticeship program or other administratively approved employment where the work experience relates to the student’s IEP.
- ~~The work experience is~~ Administratively approved to meet a student’s individual learning plan.

The specific operational procedure for each work experience and transitional type program shall be established by the RVA principal, director of ~~pupil~~ **student** services or ~~other~~ **their** designee.

CROSS REFERENCE: RVA-IKF

LEGAL REFERENCE: §118.15 (1)(d), 118.33(1)(b) & 121.02(I)(m) Wis. Stats.

Recommended changes from Charlie

FILE: RVA-IGCD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 17, 2018

FILE SECTOR: INSTRUCTION

DATE REVISED:

POLICY TITLE: START COLLEGE NOW / EARLY COLLEGE CREDIT PROGRAM

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

This policy only pertains to those students enrolled in the RVA through open enrollment or who reside within the boundaries of the MAPSD. This policy is not applicable for RVA students enrolled through a consortium district. RVA students enrolled from a consortium school district are eligible to enroll in Start College Now (SCN) and the Early College Credit Program (ECCP) through their local school district's board policy.

Start College Now Program (SCN)

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

Early College Credit Program (ECCP)

Beginning in the fall of 2018, high school students at public and private high schools in Wisconsin who have a 3.0 overall GPA and a 3.0 GPA for the previous semester can earn college credit through the ECCP. A student selected for the program may be permitted to enroll in the UW System institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school elective credit, post-secondary credit or both.

All courses taken through these programs for high school credit shall be approved in advance by MAPSD BOE or its designee.

A student may not take more than a total of 18 credits under these programs over the period a student is eligible for SCN or the ECCP, unless all other graduation requirements have been met. If all other graduation requirements have been met, then it will be left to the discretion of the RVA Principal or designee to approve additional SCN and / or ECCP credits up to 18 per year. Accumulated SCN and / or ECCP credits cannot exceed 36 in total over the period a student is eligible for SCN or the ECCP.

CROSS REFERENCE: IGBH, IKA, IKF, JIA & JECD-R

LEGAL REFERENCE: §118.52 & 118.55 Wis. Stats. & PI 38 PI-40

21.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 17, 2018

FILE SECTOR:

INSTRUCTION

DATE REVISED:

POLICY TITLE:

START COLLEGE NOW / EARLY COLLEGE CREDIT PROGRAM

A. Start College Now Program (SCN)

How to apply for the SCN:

- A junior or senior in good academic standing, as determined by the school district, with an acceptable disciplinary record, and in a public (including independent charter) or private school, could participate in the SCN.
- Request information from the Wisconsin Technical College where you'd like to take classes.
- Talk with your high school guidance counselor to see if it's a good fit for you. They will consider how the class aligns with academic plans and whether you meet the pre-requisite for taking a college level class. Obtain a SCN application from your high school counselor.
- Submit your completed form by March 1 for the fall semester or October 1 for the spring semester to your guidance office (available for the fall and spring semesters only).
- Apply to the campus where you'd like to take classes (meet all deadlines and their campus-specific requirements).
- Submit high school transcripts along with any prerequisite documentation (i.e. AP scores).
- At least 30 days before the beginning of a technical college semester in which the student will be enrolled, MAPSD RVA must notify the student if a technical college course in which the student will be enrolled will not meet a high school graduation requirement and whether the course is comparable to a course offered in the school district.
- MAPSD RVA to notify student/parent by May 15 for the fall semester or November 15 for the spring semester whether the application has been approved or denied.
- Enroll in your class (only after approval has been granted).
- For each student attending a technical college under this program, the school district shall pay to the technical college for those courses taken for high school credit, course fees and books that a student who is attending the technical college and who is a resident of the State of Wisconsin would be charged, except that the school district is not responsible for payment for any courses that are comparable to courses offered in the school district.

Reasons for Denial

- Does not satisfy a high school graduation requirement
- ~~Does not have an overall 3.0 GPA or a 3.0 GPA for the previous semester~~
- Is not in good academic standing
- District offers comparable course
- The student has a record of disciplinary problems

B. Early College Credit Program (ECCP)

How to apply for the ECCP:

- A student in any high school grade in good academic standing, as determined by the school district, and in a public (including independent charter) or private school, could participate in the ECCP.
- Request information from UW System campus(es) where you'd like to take classes.

- Talk with your high school guidance counselor to see if it's a good fit for you. They will consider how the class aligns with academic plans and whether you meet the pre-requisite for taking a college level class. Obtain an ECCP application from your high school counselor.
- Submit your completed form by March 1 for summer and/or fall semester or October 1 for spring semester to your school officials.
- Apply to the campus where you'd like to take classes. Deadlines are: May 1 for the summer term; June 15 for the fall term; and December 1 for the spring term.
- Submit high school transcripts along with any prerequisite documentation (AP Scores).
- **MAPSD RVA** to notify student/parent before the beginning of the semester in which the student will be enrolled whether the application has been approved or denied.
- Enroll in your class (only after approval has been granted).
- The following cost sharing chart will be used:

Credit is earned for:	School District	State	Student	IHE
High School (even if also for postsecondary)*	75%	25% [^]	0%	Cost sharing through limit on allowable tuition charge
Postsecondary only*	25%	50% [^]	25%	

* The course must not be comparable to one offered in the school district in which the student is enrolled.

[^] Via reimbursement to school district from grant funds appropriated in the Department of Workforce Development and from the student.

- **MAPSD RVA through the MAPSD** makes payment (100%) directly to the IHE within 30 days of the end of the semester.
- MAPSD will submit an itemized report to the Department of Public Instruction (DPI) the amounts paid to IHEs for students participating in the ECCP.
- Student(s) receiving just post-secondary (not high school) credit only for the course is responsible for paying 25% of the allowable tuition charge to the MAPSD within 30 days of the end of the semester, unless that payment would pose an undue financial burden on the family, as determined by DPI.

Note: Per the UW, the "postsecondary only" scenario would only happen if the student is physically taking the course at one of their sites. This scenario would be very rare.

- If the student takes the course at a high school in a school district (for high school credit), the school board of the school district in which the student is enrolled (rather than the IHE) would be responsible for the costs of books and other necessary materials for the course.

Reasons for Denial

- Does not satisfy a high school graduation requirement.
- ~~Does not have an overall 3.0 GPA or a 3.0 GPA for the previous semester~~
- District offers comparable course.

Appeal Considerations

- Filed within 30 days of receiving decision.

C. Important things to note:

- Students / parents should always know the specific requirements of the school of their choice for the SCN or the ECCP programs, as they may vary.
- Students may not participate in both the SCN and the ECCP at the same term.
- The student will be considered a college student in the eyes of the postsecondary institution.
- It is the student's responsibility to register at the postsecondary institution, enroll in courses, meet prerequisites and attend classes. Progress reports are not provided by the college or university to the student's high school counselor or family.
- If a student receives a failing grade in a course or fails to complete a course, at an IHE or technical college for which the school district has made payment, the student's parent(s)/guardian(s), or the student if he or she is an adult, must reimburse the school district the amount paid on the student's behalf upon the school district's request. If a school district that requests reimbursement of a payment made under this section is not reimbursed as requested, the student on whose behalf the payment was made is ineligible for any further participation in the program under this section. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the school district constitutes a failing grade for a course taken at an IHE or technical college under this section.
- One semester credit offered by a postsecondary course is equivalent to 0.25 RVA elective credits.
- Textbooks purchased by the MAPSD/ RVA to support the SCN or ECCP must be returned to the district / RVA upon course completion.
- Submitting a SCN or ECCP application and obtaining approval from the MAPSD-RVA does not guarantee that a student will be able to take a course. Each IHE will determine if room is available in the identified course. Furthermore, registration should not take place until permission is granted from IHE.
- Student/ parent responsible for any transportation costs for attending course(s).
- All courses taken through SCN or ECCP must be from eligible institutions in the State of Wisconsin.
- Students may be sent a 1098T form from the IHE. This form is for information only and alerts students that they may be eligible for education tax credits. The figure in Box 5 of the 1098T – Scholarships or Grants – includes scholarships, grants and, if applicable, payments made by a third party under a formal billing arrangement.
- Students are allowed to take courses comparable to those offered by the school district; however, in this case, the students and/or family would have to pay for the course or courses and the following provisions will be in place:
 - The student/family pays for the course.
 - The school district will allow release time to take the course, if offered during the school day.
 - The school district will allow the course to be included on the transcript and/or substituted for required course.

MEDFORD AREA PUBLIC SCHOOL DISTRICT/ RURAL VIRTUAL ACADEMY
Start College Now / Early College Credit Program Enrollment Agreement

Student Name: _____ School Year: _____
(Please Print)

Course: _____

Technical College or IHE _____

Course Amount: \$ _____

RVA provides high school students with the opportunity to enroll in coursework from the technical college system and the university system through the state of Wisconsin approved Start College Now (SCN) / Early College Credit Program (ECCP).

The following agreement pertains to students who take part in the SCN / ECCP.

- In order for a student to enroll in university/technical college coursework, they must meet all of the requirements established by the University of Wisconsin or Wisconsin Technical College system for the course. This includes but is not limited to a student being in both good academic standing and not identified as a discipline problem.
- MAPSD/ RVA agrees to pay the initial cost of the coursework as indicated on the PI-8700A, PI-8900, PI 38, Wis. §118.52 & §118.55 and/or initial cost of the coursework offered from MAPSD/ RVA Distance Learning Network, SCN or ECCP programs.
- If the student receives a failing grade in a course or fails to complete a course at an IHE or technical college, the student's parent(s)/guardian(s) or the student, if he/she is an adult, must reimburse the school district the amount paid by the school district on the student's behalf. A grade that constitutes a failing grade for a course offered in the school district constitutes a failing grade for a course taken at an IHE or technical college.
- If a student enrolls in a course offered through MAPSD/ RVA Distance Learning Network, SCN or ECCP programs and withdraws after the course begins, the financial obligation becomes that of the parent(s)/guardian(s) or the student.
- All parties involved must agree to the stipulations in this agreement before final enrollment in the SCN/ ECCP programs as stated on the PI-8700A, PI-8900, PI 38, Wis. §118.52 & §118.55.

Start College Now Early College Credit Distance Learning

Student Signature

Date

Parent(s)/Guardian(s) Signature

Date

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: March 20, 2014 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: February 18, 2016 POLICY TITLE: GRADUATION REQUIREMENTS
DATE REVISED: January 26, 2017
DATE REVISED: March 15, 2018
DATE REVISED: April 19, 2018
DATE REVISED: August 26, 2019
DATE REVISED:

Specific requirements for graduation from Rural Virtual Academy (RVA), under the direction of the Medford Area Public School District (MAPSD) Board of Education and RVA Governance Board, will be published each year in the RVA Student Handbook. Any changes in the requirements shall be approved by the MAPSD Board of Education and the RVA Governance Board prior to implementation.

- This policy only pertains to those students enrolled in the RVA through open enrollment or who reside within the boundaries of the MAPSD. This policy is not applicable for RVA students enrolled through a consortium district. In order for students to graduate from the RVA, they must complete twenty-four (24) credits of study and at least three (3) years of high school. In addition to the 15 credits required by state statute, the RVA will require nine (9) elective credits. Students who intend to graduate in less than four (4) years of high school must also meet the requirements outlined in RVA-IKFA.
- Students may earn high school credit towards graduation in grades 7 and/or 8 as outlined in the policy RVA-IGHA.
- Students who participate in at least 95 percent and 90+ hours of a school sponsored sports season, organized physical activity or another recognized state or nationally sanctioned sport may fulfill a .5 credit per semester towards their total 1.5 credits of physical education by fulfilling the requirements outlined in policy RVA-IGHB.
- All regular education students must pass the State's Civics Test requirement. Students with disabilities are required to take the test but are not required to pass.
- Students must complete a minimum of 8 hours of community service for every year he/she is enrolled in the RVA unless otherwise deemed inappropriate by the RVA administrator or his/her designee.
- Students are allowed to take a maximum of 9 credits per school year, excluding summer school. Students electing to take summer school courses for advancement may take a maximum of 1 credit. Students who are deemed to be credit deficient are allowed to exceed the maximum number of credits in any given year per RVA administrator or his/her designee's prior approval.
- Students are allowed to take college level courses under the State of Wisconsin's "Start College Now" and "Early College Credit Program." A maximum of 18 credits in either

program, or in combination, will be allowed to be earned unless all other graduation requirements have been met. If all other graduation requirements have been met, then it will be left to the discretion of the RVA Principal or designee to approve additional SCN and / or ECCP credits up to 18 per year. Accumulated SCN and / or ECCP credits cannot exceed 36 in total over the period a student is eligible for SCN or the ECCP. The RVA Administrator-Principal or designee shall determine whether the college course is comparable to a course offered at the RVA, whether it satisfies graduation requirements and what, if any, high school credits are to be awarded to the student. The student must meet the college's requirements and pre-requisites of the course(s) for which the student has applied. Students enrolled in a college approved credit class under either the "Start College Now" or "Early College Credit Program" will receive .25 high school credit for each one (1) credit of college coursework successfully completed. All grades earned may be included in the student's high school transcript and be factored into the student's GPA.

- Students are allowed to take "dual credit" courses offered by the RVA and taught by RVA teachers. Students taking "dual credit" courses are able to earn the assigned number of college credits as well as 0.5 high school credits per semester.
- Study abroad programs which have received prior board approval may be substituted for one of the required three years of enrollment. Students will be required to meet the RVA's graduation requirements. Course work and grades earned by enrolled students as a result of district approved study abroad programs will be reviewed by the administration and guidance officials to determine if they reflect comparable local course work requirements. If comparable, that course work will be incorporated into the transcript being noted as earned outside of the district on a pass/fail basis and will apply toward graduation requirements. Such course work will not be used in determining the student's GPA.
- Students enrolled in RVA from any participating consortium school district may have different graduation requirements. All students must reference consortium school district policy to ensure all requirements are met in order to graduate and receive a diploma from their consortium school district. Specific courses required in a consortium district which are not available to be taken through the RVA, can have equivalent substitutes approved with the permission of the consortium school counselor and/or administration. If schedules, class size and other factors allow, specific courses can also be taken in-person within the consortium school district.

The RVA administrator Principal or his/her their designee shall be responsible for the general supervision and management of the graduation policy. The district administrator RVA Principal or his/her designee shall determine whether a student has satisfied the criteria in this policy. RVA High school graduation decisions may be appealed to the district administrator of the consortium district or to the MAPSD superintendent RVA Administrator for all RVA students attending through single year shared virtual Learning Service agreements (66.0301) or open enrollment or who are residents of the MAPSD. In the event that there is a disagreement regarding the procedure followed to determine the student's eligibility for a diploma, it may be appealed to the RVA Governance Board for a final determination.

CROSS REFERENCE: RVA-IKFA, RVA-IGHA, RVA-IGHB

LEGAL REFERENCE: 118.33, 121.02(l)(p) Wis. Stats. & PI 18.03, Wis. Admin. Code

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

February 2, 2022

EDITORIAL CHANGE effective 1/1/22

Policy Code	Policy Title
	Professional Staff Handbook – Section 7.2 Sick Leave
	Professional Staff Handbook – Section 7.3 Personal Leave
	Professional Staff Handbook – Section 7.4 Unpaid Leave

7 TIME-OFF BENEFITS

7.1 Leaves

Full-time employees are eligible to receive the leave benefits as described below. The District will pro-rate all leave benefits, including cumulative sick leave, for regular part-time professional staff members.

Any professional staff member obtaining leave benefits by fraud, deceit, or falsified statement or otherwise abusing the District's leave benefits, shall be subject to disciplinary action, up to and including discharge.

7.2 Sick Leave

All professional staff will be allocated twelve (12) days of sick leave on July 1. Sick leave can be used for absences caused by illness or disability of which twelve (12) days may be used for care of a sick dependent child living in the home of the professional staff member. In addition, sick leave can be used for medical and dental appointments of the professional staff member. Sick leave deductions will be made in ~~hour~~ 15 minute increments. Sick leave shall be cumulative to 120 days. A professional staff member who has been absent from work due to illness may be required to provide medical verification of his/her illness and/or to submit to an examination by a licensed physician at the District's expense.

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

Sick leave requests shall be made to the building principal.

A professional staff member under this section who has accumulated 120 days of sick leave will be reimbursed for unused cumulative sick leave above 108 days at the end of a school year at the rate of \$75.00 per day. Payment will be made at the end of the fiscal year. A professional staff member who resigns after April 15 loses any right to reimbursement under this paragraph.

7.3 Personal Leave

All personal leave requests must be submitted to the employee's immediate supervisor. A professional staff member will earn two (2) days of personal leave with pay each school year. Starting with the fifteenth year of service, a professional staff member will earn one additional personal leave day per school year. Personal leave days may be taken consecutively, and combined with any other leave, including unpaid leave. Under this provision, a professional staff member may bank any unused personal leave during a contract year. They may carry over banked days to be used in any subsequent year. A professional staff member can start a school year with no more than six (6) personal days which includes both banked and earned personal days.

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

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

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

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

7.4 Unpaid Leave

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

7.5 Funeral Leave

A professional staff member is eligible for up to three (3) days, with pay, in the event of a death in the immediate family of the professional staff member or spouse (immediate family is defined as spouse, mother, mother-in-law, step mother, father, father-in-law, step father, child, sister, step sister, brother, step brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, step grandparent, great grandparent, grandchild, foster parent, or foster child). If additional time off becomes necessary and is requested by the professional staff member and approved by the District Administrator or