

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

January 12, 2022  
11:00 a.m. – 1:00 p.m.

## AGENDA

### Policies for Second Reading

BF	Policy Development & Dissemination
BFA	Policy Development System
BFD	Policy Dissemination
BFE	Administration in Policy Absence
BFF	Emergency Policy Suspension
JECBD	School Open Enrollment
RVA-JECBD	School Open Enrollment

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

### Policies for First Reading

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

### Consideration/Review/Discussion

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

**Next Meeting Date: Wednesday, February 2, 2022.**

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

**January 12, 2022**

**SECOND READING**

<b>Policy Code</b>	<b>Policy Title</b>
BF	Policy Development & Dissemination
BFA	Policy Development System
BFD	Policy Dissemination
BFE	Administration in Policy Absence
BFF	Emergency Policy Suspension
JECBD	School Open Enrollment
RVA-JECBD	School Open Enrollment

**FILE: BF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: March 20, 1979      FILE SECTOR: BOARD GOVERNANCE &  
DATE REVISED: December 18, 1990      OPERATIONS  
DATE REVISED: March 17, 2003      POLICY TITLE: POLICY DEVELOPMENT  
DATE REVISED: March 18, 2010      & DISSEMINATION  
DATE REVISED: April 25, 2016  
DATE REVISED:**

Medford Area Public School District Board of Education (BOE) will adopt policies to guide the actions of those to whom it delegates authority. These policies will be recorded in writing and organized according to a standard policy classification system. BOE endorses for use the Educational Policy Services (EPS) policy development, codification and dissemination system of the National School Boards Association.

In formulating policies, the BOE will adopt general principles and statements of intent. The district administrator will, when necessary or when directed by the BOE, prepare written regulations to ensure the implementation of BOE policy.

The district administrator or their designee, in cooperation with staff and the BOE, will recommend policies for adoption and recommend revision of existing policies. Policies and/or revisions may be proposed by any member of the BOE, by any lay group or organization, or by any citizen. Recommended policies will not be formally acted on by the BOE until the regular meeting following the presentation of such policy to allow time for review and possible change.

The BOE will reappraise its policies periodically in view of the changing needs of the community and schools and delete outdated policies in the same manner as adoption procedures.

The district administrator or their designee is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the BOE and the administrative rules and regulations needed to put them into effect.

The district administrator shall make reasonable efforts to provide access to applicable policies to district employees, students, parents and the general public.

**CROSS REFERENCE: BBA, BCD & BFG  
LEGAL REFERENCE:**

**FILE: BFA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: March 20, 1979      FILE SECTOR: BOARD GOVERNANCE &  
DATE REVISED: September 18, 1997      OPERATIONS  
DATE REVISED: March 17, 2003      POLICY TITLE: POLICY DEVELOPMENT  
DATE REVISED: March 18, 2010      SYSTEM  
DATE REVISED: April 25, 2016  
DATE REVIEWED:**

Medford Area Public School District Board of Education endorses for use the Educational Policy Services (EPS) policy development, codification and dissemination system of the National School Boards Association.

**CROSS REFERENCE: BF  
LEGAL REFERENCE:**

FILE: BFD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 20, 1979      FILE SECTOR: BOARD GOVERNANCE &  
DATE REVISED: December 18, 1990      OPERATIONS  
DATE REVISED: April 17, 2003      POLICY TITLE: POLICY DISSEMINATION  
DATE REVISED: March 18, 2010  
DATE REVISED: April 25, 2016  
DATE REVISED:

The district administrator or his/her **their** designee is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board of education and the administrative rules and regulations needed to put them into effect.

The district administrator shall make reasonable efforts to provide access to applicable policies to district employees, students, parents and the general public.

CROSS REFERENCE: BF & BFG  
LEGAL REFERENCE:

**FILE: BFF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b> January 15, 2001	<b>FILE SECTOR:</b> BOARD GOVERNANCE & OPERATIONS
<b>DATE REVISED:</b> May 20, 2010	
<b>DATE REVIEWED:</b> August 21, 2014	<b>POLICY TITLE:</b> EMERGENCY POLICY SUSPENSION
<b>DATE REVIEWED:</b> May 19, 2016	
<b>DATE REVIEWED:</b> June 22, 2017	
<b>DATE REVISED:</b> June 21, 2018	
<b>DATE REVISED:</b>	

A specific policy may be suspended during an emergency situation by the district administrator or their designee and board of education (BOE) president. Such emergency situations must have a legitimate impact on the immediate health and safety of students and/or staff, or must interfere with the ability of the district to implement necessary fiscal transactions if the policy is not immediately suspended.

To suspend an existing BOE policy, the district administrator or their designee shall relate the facts regarding the "emergency situation" to the BOE president or in their absence, the next ranking officer in the order of vice president, clerk and treasurer. The district administrator or their designee shall identify the policy and define the course of action that is to be taken during the time of policy suspension as well as the length of policy suspension. The district administrator or their designee may suspend the policy in accordance with the actions described above only with the consent of the BOE president/officer. A suspended policy will automatically be reinstated if no regular or special action on that policy is taken at the next BOE meeting.

**CROSS REFERENCE: BBC, BCA, BCB, BFE, BFG**  
**LEGAL REFERENCE:**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 18, 1997	FILE SECTOR: STUDENTS
DATE REVISED: October 19, 2000	POLICY TITLE: SCHOOL OPEN
DATE REVISED: October 16, 2003	ENROLLMENT
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:
DATE REVISED: January 16, 2014	
DATE REVISED: August 21, 2014	
DATE REVISED: December 14, 2015	
DATE REVISED: January 25, 2018	
DATE REVISED: 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.

6.

### 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 not be accepted 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 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.

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

10.

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 16, 2014	
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

---

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.

11.

- 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:

- 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 (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.

12.

#### 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 individualized educational program (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.

13.

- 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.

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

<b>DATE ADOPTED:</b> December 18, 1997	<b>FILE SECTOR:</b> RURAL VIRTUAL
<b>DATE REVISED:</b> March 15, 2007	<b>ACADEMY</b>
<b>DATE REVISED:</b> April 16, 2009	<b>POLICY TITLE:</b> SCHOOL OPEN
<b>DATE REVISED:</b> May 20, 2010	<b>ENROLLMENT</b>
<b>DATE REVISED:</b> April 19, 2012	
<b>DATE REVISED:</b> January 17, 2013	<b>DATE REVIEWED:</b> January 27, 2020
<b>DATE REVISED:</b> January 16, 2014	<b>DATE REVISED:</b>
<b>DATE REVISED:</b> December 14, 2015	
<b>DATE REVISED:</b> January 25, 2018	
<b>DATE REVISED:</b> 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 not be accepted 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 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.

18.

## 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

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

**DATE ADOPTED: December 18, 1997**      **FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**DATE REVISED: March 15, 2007**      **POLICY TITLE: OPEN ENROLLMENT**  
**DATE REVISED: April 16, 2009**      **PROCEDURES**  
**DATE REVISED: May 20, 2010**  
**DATE REVISED: April 19, 2012**      **DATE REVIEWED: January 27, 2020**  
**DATE REVISED: January 17, 2013**  
**DATE REVISED: January 25, 2018**  
**DATE REVISED: 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 individualized educational program (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.

23.



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.

25.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

January 12, 2022

## FIRST 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  
 DATE REVISED: December 18, 1990  
 DATE REVISED: May 16, 1995  
 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: April 18, 2013  
 DATE REVISED: May 19, 2016  
 DATE REVISED: August 17, 2017  
 DATE REVISED: March 28, 2019  
 DATE REVISED:

FILE SECTOR: BOARD GOVERNANCE &  
 OPERATIONS  
 POLICY TITLE: POLICY REVIEW &  
 EVALUATION

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:

<del>2019-2020</del>	<del>Section I and Section K</del>
<del>2020-2021</del>	<del>Section J and Section L</del>
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?

27. *over →*  
*ref & page 1 will fit*

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

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

Unless otherwise determined by the board of education 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:

- 4.The first priority shall be given to those members with the longest service on the board BOE who have not previously attended an NASB Convention.
- 2.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 in (1) or (2) 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

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

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

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

- CESA and WASB sponsored meetings.
- Board BOE standing committee meetings.
- Meetings or activities when board BOE member attendance is approved by the board of education BOE.
- Legislative area board of education BOE meeting.
- Other meetings as approved by the board BOE.

District Committees with volunteer board of education BOE representation shall not be reimbursable.

Members of the board of education 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  
~~Board of education~~ **BOE** members are encouraged to use district vehicles when traveling outside the district. However, if a vehicle is not available, the ~~board~~ **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 receipted lodging statement is required and must be attached to the travel voucher. It is the responsibility of the ~~board of education~~ **BOE** member to pay any difference between a single room rate and that of a double if the ~~board~~ **BOE** member has any other person sharing that room.
- Meals  
~~Board~~ **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 \$40.00. 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 (3) 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 (~~6~~) remaining voting seats will be equally distributed between invested consortium districts by individual district enrollment size. There are three (~~3~~) 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 3 **three** equal categories, the Invested Small Districts will receive one (~~1~~) extra member. If there are two (~~2~~) extra districts, they will be added to the Invested Small and Invested Medium District categories.



Each Invested category will have two ~~(2)~~ 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 ~~(1)~~ of the six ~~(6)~~ 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 ~~(1)~~ vote.

**Terms:**

Terms of each voting member district will be limited to two (2) 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 (2) 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 (2) 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 and the RVA Teacher.

**CROSS REFERENCE:**

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