

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

June 15, 2022
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

RVA-JE Virtual School Attendance/Participation
RVA-JEB Entrance Age
RVA-JECBB Transfer/Home-Based Students
RVA-JHG Child Abuse/Neglect Reporting

(Motion to accept 2nd reading)

Policies for First Reading

RVA-JI Student Awards and Scholarships
RVA-JIA WI Academic Excellence Higher Education Scholarship Program
RVA-JIB WI Technical Excellence Scholarship Program

Annual Review

BFF Emergency Policy Suspension
CI Temporary Administrative Arrangements
EBC School Safety Plans
EBCD Emergency School Closing
EFA School Wellness

Consideration - (already approved by RVA Governance Board)

RVA-JECBE Shared Enrollment

Editorial Changes (approved through Employee Relations)

Professional Staff Handbook
Section 5.2 Curriculum and Stipend Timesheets
Section 5.6 Prep Period Substitute Professional Staff
Support Staff Handbook
Section 6.10 Retirement Benefit
Section 7.4 Sick Leave
Section 7.6 Personal Leave

Both Professional and Support Staff Handbook
Section 6.10 Retirement Benefits & Recognition
- include dental insurance under Cobra coverage

Any other policy business that may arise.

Next Meeting Date: Wednesday, August 3, 2022

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

June 15, 2022

SECOND READING

Policy Code	Policy Title
RVA-JE	Virtual School Attendance/Participation
RVA-JEB	Entrance Age
RVA-JECBB	Transfer/Home-Based Students
RVA-JHG	Child Abuse/Neglect Reporting

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 2009 **FILE SECTOR:** RURAL VIRTUAL ACADEMY
DATE REVISED: August 18, 2016 **POLICY TITLE:** VIRTUAL SCHOOL
DATE REVISED: **ATTENDANCE/PARTICIPATION**

Each student enrolled in the Rural Virtual Academy (RVA) will be required to be in full attendance and communication with the RVA Teacher and/or Administrator. Communication is the key to the success of student achievement in the RVA. It is the inherent responsibility of the student or home mentor to contact the RVA Teacher and/or online support teacher to seek additional academic support or to clarify misunderstood information. Frequent communications in the form of one-on-one, on or offsite tutoring, telephone conversations, two-way email correspondence or interactive online correspondence with the RVA Teacher, Administrator and/or assigned online instructor constitutes full-time enrollment. Home visits are allowed upon request and students will be required to attend the office of the RVA for occasional mandatory testing, educational or technical support unless the absence is excused by the RVA Teacher/Administrator.

Students who are determined to be not in attendance may be considered truant. Prior absences for which written verification was not made to the RVA Administrator of a legal excuse may be counted as truant absences from school. Truant school days refer to any absence of part or all of one or more days from school during which the RVA Administrator has not been notified by the parent(s)/guardian(s) of the legal cause of such absence of the student.

As determined by State Statute a student's failure to fully participate will result in the student being removed from the virtual school through the following process:

- Whenever a student attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within 5 five school days, the governing body of the virtual charter school shall notify the student's parent(s)/guardian(s).
- The third time in the same semester that a student attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within five school days, the governing body of the virtual charter school shall notify the student's parent(s)/guardian(s), Medford Area Public School District (MAPSD), the school board of the student's resident school district and the department.
- The school board that contracted for (MAPSD) Board of Education (BOE) may transfer the student to their resident school district.
- If the student is a resident of MAPSD, the BOE may assign the student to another school or program within the school district.

- If the school board transfers or assigns a student, it shall notify the student's parent(s)/guardian(s) and the department (118.40 (8)(f)(g)).
- The parent(s)/guardian(s) of a student transferred to the student's resident school district may appeal the transfer to the department within 30 days after receipt of the notice to transfer.
- The department shall affirm the school board's decision unless the department finds that the decision was arbitrary or unreasonable.

Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes. The responsibility for regular school attendance of a student rests upon the child's parent(s)/guardian(s) or legal custodian(s).

In support of this responsibility, the RVA will extend all possible and appropriate modifications to assist in the successful participation in school for every student. The RVA Teacher will document contact time and maintain accurate attendance data. The RVA Administrator and Governance Board reserve the right to determine effective attendance rates and participation in the program. The RVA Administrator and Governance Board also reserve the right to enforce local attendance policies and dispositions up to and including dismissal of students from the RVA.

CROSS REFERENCE:

LEGAL REFERENCE: §118.15 Compulsory School Attendance, 118.16 School Attendance Enforcement, & 118.40 (8)(g) Pupil's Failure to Participate

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

DATE ADOPTED: November 20, 2014 **FILE SECTOR:** RURAL VIRTUAL ACADEMY
DATE REVISED: August 18, 2016 **POLICY TITLE:** ENTRANCE AGE
DATE REVISED:

Children who meet the age requirements of this state shall be enrolled in pre-kindergarten, kindergarten and/or first grade at the beginning of the school year. Upon enrollment of a child in pre-kindergarten, kindergarten or first grade, required documents including but not limited to a birth certificate and immunization records, shall be submitted in accordance with state and federal law and board policy.

The RVA shall enroll in pre-kindergarten, kindergarten and first grade only those children who are four, five and six years of age respectively on or before September 1 in the year they propose to enter school. A child whose birthdate does not meet the date requirements may apply for early admission to pre-kindergarten, kindergarten or first grade. Applicants for early admission must meet the standards, conditions and procedures adopted by the RVA Governance Board and Wisconsin law.

The RVA shall enroll in 9th grade those students who have successfully completed through grade level promotions all prior grade levels. Applicants for advanced admission into 9th grade must meet the standards, condition and procedures adopted by the RVA Governance Board.

Consortium district's have the right to refuse or accept applications for early entrance or grade level promotions based upon individual local school district policy and procedures.

CROSS REFERENCE:

LEGAL REFERENCE: §115.79, 118.14, 120.12, 252.04, Wis. Stats. PI 36.06 Wisconsin Administrative Code

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

DATE ADOPTED: November 20, 2014 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: August 18, 2016 POLICY TITLE: EARLY/ ADVANCED
DATE REVISED: ADMISSION GUIDELINES

**GUIDELINES FOR EARLY ADMISSION TO
PRE-KINDERGARTEN/ KINDERGARTEN/ 1st GRADE/ 9th GRADE**

Rural Virtual Academy Governance Board believes that it is only in exceptional cases that early admission to school or advanced grade levels is appropriate or a benefit to the child. The Governance Board recognizes, however, that children do develop at different rates, making early admission into school or an advanced grade level appropriate for some children. The RVA does not discriminate on the basis of disability. Consequently, a parent(s)/guardian(s) may request early admission to pre-kindergarten, kindergarten, first grade or 9th grade by following the procedures and guidelines listed below:

- A written application stating the reason for early entrance, (form RVA-JEB-E), must be completed by the parent(s)/guardian(s) and submitted to the RVA Administrator or designee for review.
- If the applicant resides within a consortium member district, the application and request of the applicant will be forwarded to the consortium district for consideration. Only upon the approval of the consortium district will an applicant be allowed to proceed with this policy.
- If the applicant is applying for early entrance to 4-year-old kindergarten (pre-kindergarten) in the RVA under open enrollment, the Medford Area Public School District (MAPSD) may approve the application and assign the student to its 4-year-old kindergarten (pre-kindergarten) only if the student is evaluated and found eligible for early admission by the student's resident school district, in accordance with the resident school board policy under §120.12(25). An acceptance of open enrollment by the resident district would fulfill this eligibility requirement.

If the applicant is open enrolled, or applying for early entrance to 5-year-old kindergarten in the RVA under open enrollment, MAPSD may approve the application and assign the student to either a 5-year-old kindergarten or if the student is evaluated and found not ready, the district may assign the student to pre-kindergarten (4-year-old).

If the applicant is open enrolled, or applying for early entrance to 1st grade in the RVA under open enrollment, MAPSD may approve the application and assign the student to either 1st grade or if the student is evaluated and found not ready, the district may assign the student to 5-year-old kindergarten.

If the applicant is open enrolled, or applying for early entrance to 9th grade in the RVA under open enrollment, MAPSD may approve the application and assign the student to either 9th grade or if the student is evaluated and found not ready, assign the student to the age or readiness appropriate grade level.

- A personal interview with the parent(s)/guardian(s) will be held with the RVA Administrator or designee to determine the reason(s) for requesting early or advanced admission of their child. Grade level teacher(s) and school student services personnel may also be involved with this interview. Pending consensus that early or advanced admission would be in the best interest of the child, early or advanced entrance into the RVA may be granted following the completion of a written application and personal interview.
- Should a consensus not be reached, or upon the request of the parent(s)/guardian(s), RVA Administrator or designees, appropriate screening programs, record requests or evaluations may be utilized to further determine academic, social, physical, and emotional readiness for school or grade level. These screeners, record requests and/or evaluations will be at no cost to the parent(s)/guardian(s).
- After the screening, review of appropriate records and/or formal evaluation has been completed; parent(s)/guardian(s) and RVA Administrator will meet and review recommendations. If there is no consensus in the recommendations, the RVA Administrator or designee will determine if the child is to be accepted for early or advanced admission.
- A parent(s)/guardian(s) may appeal the decision of the RVA Administrator or designee to the RVA Governance Board who will review the case and render a decision. The Governance Board's decision will be final.

RURAL VIRTUAL ACADEMY

APPLICATION FOR EARLY ADMISSION TO
PRE-KINDERGARTEN/ KINDERGARTEN/ 1st GRADE/ 9th GRADE

Name: _____ Sex: _____ Birthdate: _____

Father's Name: _____

Mother's Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone Numbers: Primary _____ Secondary: _____
Work: _____

What is your resident school district? _____

I am requesting that my child be permitted early admission to pre-kindergarten/ kindergarten/ 1st grade/ 9th grade. If requested, I give permission for my child to be evaluated and tested by a certified school psychologist and other school personnel, where appropriate, at no cost to me.

Additionally, this is my reason for request: _____

Signature of Parent(s)/Guardian(s)

Date

Signature of Parent(s)/Guardian(s)

Date

Signature of Principal

Date Received

(Attach any pertinent interview notes)

Date of interview

PLACEMENT OF HOME-BASED PRIVATE EDUCATIONAL PROGRAM TRANSFERS

- Any student who has been in attendance in a Home-Based Private Educational Program, (hereafter referred to as HBPEP), for a period of 90 days or more and seeks to enter or re-enter the RVA will be requested to furnish administration with the following documentation of the HBPEP:
 - A copy of the school calendar that verifies each school term of the HBPEP instruction consisted of at least the minimum prescribed by Wisconsin statutes.
 - Copies of the sequential curriculum that was taught in the mandated subject areas as prescribed by Wisconsin statutes.
 - Records of student performance for each course taken.

Upon receipt of any of the above documentation, school administration will place the student at the appropriate grade level. If school administration does not feel there is sufficient information upon which to base a placement, they may administer an achievement test, the results of which shall be considered along with administration and/or counselor interviews in determining grade level placement.

- If parent(s)/guardian(s) appeal student placement based on the belief that the placement is inappropriate, the placement may be reviewed by the RVA Governance Board and that decision will be considered final by all parties.
- Courses taken while in a HBPEP shall be recorded on the student's permanent record as pass/fail only. Grades and grade point averages from HBPEP instruction will not be used in determining class standing or scholarship eligibility.

CROSS REFERENCE: RVA-JIA, RVA-JECBB-R, RVA-JECBD, RVA-JECBE, RVA-IKA, & RVA-IKF
LEGAL REFERENCE: §118.33, 118.16, 118.165, 115.001(3)(g), 118.15, 118.30, 48.60, 118.14, and P.I. 18.

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

DATE ADOPTED: March 16, 2017 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: POLICY TITLE: CHILD ABUSE/NEGLECT
REPORTING PROCEDURES

Definitions

For purposes of implementing board of education policy, the following definitions will be used:

Child - Any person under 18 years of age.

Child Abuse - "Abuse" means any of the following:

- Physical injury inflicted on a child by other than accidental means §948.03;
- Sexual intercourse or "sexual contact" under §940.225(5)(a), 948.02, 948.025, or 948.085;
- Sexual exploitation of a child; as defined under §948.05;
- Permitting, allowing, or encouraging a child to engage in prostitution as defined in §944.30;
- Causing a child to view or listen to sexual activity under §948.055;
- For purposes of sexual arousal or gratification, either causing a child to expose genitals or pubic area or exposing genitals or pubic area to a child under §948.10;
- Manufacturing methamphetamine in violation of §961.41(1)(e) under any of the following circumstances:
 - With a child physically present during the manufacture.
 - In a child's home, on the premises of a child's home or in a motor vehicle located on the premises of a child's home.
 - Under any other circumstances in which a reasonable person should have known that the manufacture would be seen, smelled or heard by a child.
- Emotional damage which the child's parent(s)/guardian(s) or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain necessary treatment or to take steps to ameliorate symptoms.

Child Neglect - "Neglect" means failure, refusal or inability on the part of a caregiver for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

Reporting and Follow-up Procedures:

- Any employee of the RVA who, in the performance of their professional duties, either suspects or who has good reason to believe that child abuse/neglect has or will occur should, as soon as possible, contact, in person or by phone, the child's resident county human services department and inform the agency of the facts and circumstances contributing to the suspicion of child abuse or neglect or to a belief that abuse will occur. This may be done by the employee or in concert with an RVA administrator, school counselor or school psychologist; however, it is clearly the legal obligation of the suspecting educator to make the referral. If no referral is made, they are legally responsible. The following information will be required:
 - Your name, position, relationship to the child, the school phone number.
 - Child's name, home address and age.
 - Parent(s)/guardian(s) name, address, work place, names and ages of siblings.
 - Description of suspected child abuse and neglect or the threat of child abuse or neglect, statements of the child, statements allegedly made by the child to others, and any surrounding circumstances and conditions in the home of which the reporter is aware.
- Concurrent with the submission of the referral, at the first available opportunity, the staff member will inform an RVA administrator, school counselor or school psychologist of the referral.
- Any person reporting a case may also request an immediate investigation by law enforcement if the person has reason to suspect that the child's health or safety is in immediate danger.
- Any personal interview or physical inspection of the child shall be conducted in a professional manner; in the presence of at least one other staff member and in compliance with c.118.32, §948.50(2)(b) prohibiting strip searches.
- All district personnel will cooperate in every way possible during the course of the investigation by outside agencies and in providing appropriate assistance to the child involved.
- Any repeated suspicions involving the same child should follow the same procedure.
- Resolve doubts in reporting in favor of the child.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

June 15, 2022

FIRST READING

Policy Code	Policy Title
RVA-JI	Students Awards and Scholarships
RVA-JIA	WI Academic Excellence Higher Education Scholarship
RVA-JIB	WI Technical Excellence Scholarship Program

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

DATE ADOPTED: January 26, 2017
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
**POLICY TITLE: STUDENT AWARDS AND
SCHOLARSHIPS**

~~Students in the~~ Rural Virtual Academy (RVA) students shall be informed annually of available scholarships and awards.

Literature concerning available scholarships and awards shall be made available through the guidance **school counselor's** office and shared with eligible students and families.

Criteria for school district awards and scholarships shall be developed in an equitable manner.

Except as provided in Wisconsin statute 120.13 (37m), no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any **co**-curricular, **extra**curricular, **pupil student** services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Therefore, in full compliance with **pupil student** non-discrimination law, the RVA shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons.

CROSS REFERENCE: RVA-JB, RVA-JIA, RVA-JIB

LEGAL REFERENCE: Wisconsin Statute 118.13, 120.13 (37m), and PI 9.03(1)

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: January 26, 2017
DATE REVISED: May 17, 2018
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: WISCONSIN ACADEMIC
EXCELLENCE HIGHER EDUCATION
SCHOLARSHIP PROGRAM

Rural Virtual Academy (RVA) will participate in the Wisconsin Academic Excellence Higher Education Scholarship Program as determined by state law. School administration, under the guidance of RVA Governance Board, shall name the graduating student or students who have the highest grade point average(s) in all subjects completed during high school. The selection procedures followed will be based on state law and guidelines set forth by the Wisconsin Higher Education Aids Board. The number of scholars named will be officially designated by the Higher Education Aids Board based on enrollment.

Annually, at the end of the last full semester preceding February 15, school administration, under the guidance of RVA Governance Board, shall select the graduating student(s) with the highest grade point average(s) using all semesters, less the final semester prior to graduation, of approved semester grades and based on the decimal system as referenced in the "Grading System" policy RVA-IKE. For purposes of selecting the scholar and/or alternate, grade point average shall include the same number of places past the decimal that the RVA uses on the official high school transcript. Weighted grades, as provided for in district policy, will be used to determine grade point average for the Wisconsin Academic Excellence Higher Education Scholarship. All courses completed at the RVA, and/or transfer courses which are acceptable toward graduation, will be included in the grade point average.

In order to qualify for this scholarship, an RVA student must have:

- attended the RVA for four (4) full semesters immediately preceding the graduation year;
- completed courses which have adequately prepared the student to meet admission standards for an institute of higher education in Wisconsin;
- earned a minimum of 21 cumulative grade point average (GPA) credits by the end of the semester preceding graduation.

In the case of ties (two or more students with the same grade point average), the following shall be applied in the order indicated:

1. If the tied students have all taken the ACT test, prior to the first day of class their graduation year, the student will be selected who has the highest composite standard score on his/her their highest ACT test, as recorded on his/her their permanent record. In the event that a tied student did not take the ACT, they will not be awarded the scholarship. If none of the tied students took the ACT, step two will be used. Only ACT tests already taken and recorded on the permanent record at the time of determination will be used.

2. If, after step one has been tried and there is still a tie, the student's total grade points shall be determined counting only the courses accepted previously for grade point average. The student with the most grade points shall be selected.
3. If, after both steps have been tried, there still exists a tie, the winner shall be determined by adding the sub scores of the ACT.
4. If, after all steps have been tried, there still exists a tie, the winner shall be determined by the flip of a coin conducted by school administration, at a designated time and place which will be announced to all parties involved.

CROSS REFERENCE: RVA-IKE, RVA-JI

LEGAL REFERENCE: HEA 9 Wis. Admin. Code, 39.41 Wis. Statute

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: January 26, 2017
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: WISCONSIN TECHNICAL
EXCELLENCE SCHOLARSHIP PROGRAM

The Rural Virtual Academy (RVA) will participate in the Wisconsin Technical Excellence Scholarship (TES) Program as determined by state law. School administration, under the guidance of the RVA Governance Board, shall name the graduating student or students who have the highest total points based on the Higher Educational Aids Board (HEAB) ranking system. The selection procedures followed will be based on state law and guidelines set forth by the Wisconsin ~~Higher Education Aids Board~~ HEAB. The number of scholars named will be officially designated by the ~~Higher Education Aids Board~~ HEAB based on enrollment.

In order to be eligible for nomination of a TES, a student must exhibit interest in and plan for a technical career at a Wisconsin Technical College within the Wisconsin ~~Technical College System~~ TES located within the State of Wisconsin. A student must be enrolled on a full-time basis by September 30 of the academic year following the academic year in which he or she was ~~he or she was~~ they were designated as a scholar, at a participating Wisconsin Technical college. No student may receive both a Wisconsin TES and an Academic Excellence Scholarship (AES). In addition, to be an eligible candidate for a TES, a student must also have completed at least one of the following eight (8) eligibility items:

- Be a Career and Technical Education (CTE) Concentrator;
- Participated in a Youth Apprenticeship Program;
- Participated in a Technical High School Diploma Program;
- Participated in a Career and Technical Training Pathway;
- Participated in a Skills Standards Program;
- Completed, or on track to complete, an industry-recognized certification program;
- Participated in a Career and Technical Student Organization (CTSO) in Wisconsin:
 - DECA, FBLA, FCCLA, FFA, HOSA or Skills USA;
- Completed a technical training program for high school students.

In order to qualify for this scholarship, a student must have attended the RVA for four (4) full semesters immediately preceding the graduation year.

Annually, at the end of the last full semester preceding February 15, the board of education shall select the graduating student(s) with the highest total points based on the following HEAB ranking system.

- One point is given to a student for each credit earned in high school in CTE courses.
- One point is given to a student for each year of activity in a CTSO.
- For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.

In the case of a tie, (two or more students with the same total points) the following shall be applied in the order indicated:

1. The student grade point average in all CTE courses taken during high school.
2. The students cumulative grade point average earned in all courses taken during high school.

CROSS REFERENCE: RVA-IKE, RVA-JI

LEGAL REFERENCE: HEA 9 Wis. Admin. Code, 39.41 Wis. Statute

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

June 15,2022

Annual Review

Policy Code	Policy Title
BFF	Emergency Policy Suspension
CI	Temporary Administrative Arrangements
EBC	School Safety Plans
EBCD	Emergency School Closing
EFA	School Wellness

Consideration

Policy Code	Policy Title
RVA-JECBE	Shared Enrollment

EDITORIAL CHANGES effective 7/1/22

Policy Code	Policy Title
	Professional Staff Handbook
	Section 5.2 Curriculum and Stipend Timesheets
	Section 5.6 Prep Period Substitute Professional Staff
	Support Staff Handbook
	Section 6.10 Retirement Benefit
	Section 7.4 Sick Leave
	Section 7.6 Personal Leave
	Both Professional and Support Staff Handbooks
	Section 6.10 Retirement Benefits & Recognition
	- include dental insurance under Cobra coverage

FILE: BFF

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 15, 2001	FILE SECTOR: BOARD GOVERNANCE & OPERATIONS
DATE REVISED: May 20, 2010	
DATE REVIEWED: August 21, 2014	POLICY TITLE: EMERGENCY POLICY
DATE REVIEWED: May 19, 2016	SUSPENSION
DATE REVIEWED: June 22, 2017	
DATE REVISED: June 21, 2018	
DATE REVISED: January 24, 2022	
DATE REVIEWED:	

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 and 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:

FILE: CI

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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

The board of education hereby appoints in the following order:

1. Middle School Principal
2. Director of Curriculum and Instruction
3. High School Principal

Review annually in June.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 19, 1991
DATE REVISED: March 19, 1998
DATE REVISED: December 16, 2004
DATE REVISED: January 17, 2013
DATE REVISED: August 21, 2014
DATE REVISED: August 18, 2016
DATE REVISED: June 22, 2017
DATE REVISED: June 21, 2018
DATE REVISED: December 17, 2018
DATE REVISED: January 28, 2019
DATE REVISED:

FILE SECTOR: SUPPORT SERVICES
POLICY TITLE: SCHOOL SAFETY PLANS

Medford Area Public School District Board of Education (BOE) recognizes its responsibility to provide facilities, equipment and training that may minimize the effects of disasters. The administration shall have a district safety response plan which will serve as an educational tool and a reference for emergency measures. The district safety response plan should provide as much protection as possible for students and should provide adequate instruction so the school district safety response plan may be carried out as efficiently as possible.

The district administrator, or their designee, shall develop safety plans for evacuating buildings during fire and other emergencies, for lock downs and for using buildings for shelter in the safest manner possible during extremely inclement weather.

Principals shall be responsible for the supervision of safety programs for their schools; the district administrator shall have overall responsibility for the safety program of the district and shall appoint a district director of safety. The district director of safety is responsible for recommending policies and safety improvements. It shall be the responsibility of the district administrator to see that staff members are kept informed of pertinent state and local regulations and the recommendations relating to safety in schools.

Drills shall be held in accordance with state law to implement such plans and to allow for order and efficiency in the event of building evacuations, lock downs or weather emergencies. A record of fire drills shall be maintained at the district office.

The Safety Response Plan will be reviewed annually by the administrative team and all staff will be trained annually during inservice or building meetings. The BOE shall review and approve the policy and school safety plan at least once every 3 **three** years after the plan goes into effect.

Wisconsin requires that each BOE has in effect a school safety plan for each school. This plan will be created with input and active participation by all involved agencies including law enforcement, emergency agencies, school employees and mental health professionals. The plan will include general guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery and may allow for drills. The BOE is authorized to decide who gets trained on the plan and how often.

CROSS REFERENCE: District Safety Response Plan, EBBB, EBCA, EBCD
LEGAL REFERENCE: Section 118.07(2), 118.07(4), 118.257(1) Wisconsin Statute

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 2006
DATE REVISED: January 25, 2007
DATE REVISED: March 21, 2013
DATE REVISED: June 22, 2017
DATE REVIEWED: August 24, 2020
DATE REVIEWED:

FILE SECTOR: SUPPORT SERVICES
POLICY TITLE: SCHOOL WELLNESS

Medford Area Public School District (MAPSD) promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

MAPSD supports and promotes a healthy school nutrition environment, which includes the following:

- Quality school meals with an emphasis on nutrient dense foods i.e. whole grains, fresh fruits, vegetables and dairy products.
- Healthy food choices.
- Pleasant eating experiences.
- Nutrition education.
- Opportunities for physical activity within the school day.
- Marketing health and nutrition within the community.

MAPSD will promote knowledge and behavior that improves health, intellectual development and overall quality of life. Students, parents, teachers, school officials including district nurse, community and business leaders must be actively involved in ensuring that the school environment promotes good health.

The district will set forth nutrition guidelines set by the state and federal government for all foods available in each school during the school day. Nutrition guidelines will be based on sound nutrition facts and principles. Foods will be selected with the objective of promoting student health and reducing childhood obesity.

MAPSD assures that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Department of Agriculture (USDA), as applicable to schools. School meals will meet at least minimum nutritional standards set forth in federal child nutrition program laws and regulations, including but not limited to the Dietary Guidelines for Americans.

MAPSD will develop and maintain a wellness plan that will address nutrition guidelines, nutrition education, physical activity and other school-based activities that are designed to promote student, staff and community wellness. This wellness plan will be reviewed every three years (triennially) by the District Administrator and policy implementation status and follow-up activities will be reported to the school board and administration.

CROSS REFERENCE:

LEGAL REFERENCE: Child Nutrition and WIC Reauthorization Act of 2004, Dietary Guidelines for Americans

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 25, 2007
DATE REVISED: March 21, 2013
DATE REVISED: June 22, 2017
DATE REVIEWED: August 20, 2020
DATE REVIEWED:

FILE SECTOR: SUPPORT SERVICES
POLICY TITLE: SCHOOL WELLNESS

Nutrition Standards

MAPSD promotes nutrition integrity in all school buildings. The School Nutrition Association (SNA) defines nutrition integrity as “a guaranteed level of performance that assures all foods available in schools for students are consistent with recommended dietary allowances and dietary guidelines and, when consumed, contribute to the development of lifelong, healthy eating habits.”

To promote nutrition MAPSD encourages:

- Adhering to nutrition standards based on the [Dietary Guidelines for Americans](#) and the current [USDA Food Nutrition Guidelines](#).
- Considering student preferences in menu planning.
- Providing meals with enough calories to support growth.
- Evaluating the nutritional value of foods over a period of time.
- Purchasing food items that meet expected quality and nutrition standards.
- Preparing foods in ways that provide optimal nutrition and student acceptance.
- Carefully selecting other foods offered in addition to meals (competitive foods) to promote nutrition and encourage healthy eating habits.
- Providing a pleasant eating environment.
- Promoting nutrition education.
- Developing cooperative efforts between nutrition professionals and other school / community members.

MAPSD encourages school administrators, teachers and food service staff to work together to develop and support nutrition policies and procedures aimed at promoting lifelong healthy eating. Nutrition integrity and nutrition education should be an integral part of nutrition policies. MAPSD encourages using the following district nutrition standards as minimal guidelines:

School Meal Program

- Encourage the consumption of nutrient dense food which provide students with calories rich in the nutrient content needed to be healthy.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 10% of its total calories derived from saturated and trans fats combined.

- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- The full meal hot lunch program will continue to follow the U.S. Government’s Nutrition Standards.
- The hot lunch provider will follow the District Nutrition Standards when determining the items in a la carte sales.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these Standards.

Individual Sales

All foods and beverages sold individually through vending machines will be subject to the guidelines of the USDA publication [Smart Snacks in School](#). Vending machines will not be in operation during lunch periods for students.

Teacher Incentives

Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to district nutrition standards.

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

DATE ADOPTED: March 15, 2007
DATE REVISED: March 20, 2008
DATE REVISED: April 16, 2009
DATE REVISED: June 20, 2013
DATE REVISED: August 18, 2016
DATE REVISED: March 22, 2021
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: SHARED ENROLLMENT

In accordance with the charter and associated shared service agreements, consortium students attending the Rural Virtual Academy (RVA) students are allowed to enroll in regular school day courses, and co-curricular activities within the consortium school district they reside. These shared opportunities include:

- RVA consortium students are allowed to take academic classes in-building within the consortium school district. A full-time RVA student will be permitted to take up to two (2) but no more than half of their classes in-building and still remain considered a full-time RVA student. The maximum limit of allowable classes taken in-building by an RVA consortium student is determined by consortium school board policy or procedures.
- RVA consortium students who need to complete state mandated academic examinations will do so within their consortium district.
- RVA consortium students are allowed to participate in both district-based and WIAA sanctioned extra and co-curriculars under the same expectations outlined in the local athletic and co-curricular code of conducts for all other students in the consortium district.
- RVA consortium students who need to receive academic intervention or related services are allowed to receive those services in-person within the consortium district.
- RVA consortium students with Individual Education Plans (IEP's) will have the determination, programming, and management of those IEP's retained within their consortium district.

In order to enroll in regular school day courses or co-curricular activities, the following conditions must be met:

- The student has met all standards for admission to the school established by the consortium school district.
- The student has satisfied any prerequisites and/or entrance requirements for the course(s) they wish to take.
- The student must reside in the consortium school district where the courses are being taken.

- Sufficient space is available in the classroom(s) as determined by the consortium school district.
- The decision has been mutually agreed upon by the student's parent(s)/guardian(s), RVA Administrator or designee and consortium school district's building principal.
- Transportation is the responsibility of the parent(s)/guardian(s); however, shared enrollment students may ride their school district's bus if their schedules and routes coincide with the students' schedule. Bus routes and schedules will not be changed to accommodate shared enrollment students.
- RVA students may participate in co-curricular activities, including athletics (WIAA regulated or not) in their resident district, with prior signed approval from the consortium district's building principal on the "RVA Co-Curricular Participation Form". Final determination of participation in any co-curricular activity will be made by that consortium district's building principal or designee. Students participating in those district activities will be subject to those policies and procedures governing participation and eligibility.

CROSS REFERENCE: RVA-JFC
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: April 16, 2009
DATE REVISED: June 20, 2013
DATE REVISED: August 18, 2016
DATE REVISED: March 22, 2021

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: SHARED ENROLLMENT

RVA Co-Curricular Participation Form

_____, has the permission of the _____ School District to
(Student's Name)

participate in co-curricular activities, including athletics (WIAA regulated or not) and agrees to abide by all policies and procedures of the school district. Excluded from participation will be the following district or school sponsored activities

(please list):

Building Principal

School District

***Please provide a completed copy to the RVA Office to remain with the student's records.**

5 COMPENSATION POLICIES

5.1 Base Compensation

It is the Medford Area Public School District's desire to pay all employees' wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and district performance, and in compliance with all applicable laws.

5.2 Curriculum and Stipend Timesheets

By law, the Medford Area Public School District is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate Medford Area Public School District timesheet each time curriculum or stipend pay is approved. The board shall pay ~~\$19.25~~ **\$23.00** per hour for curriculum work.

5.3 Payroll and Paydays

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

5.4 Chaperone Pay

The board shall pay chaperones at the rate of \$13.00 per hour for chaperoning/supervising—academic events, dances, and similar activities provided it is Board approved. These assignments shall be voluntary, unless a sufficient number of volunteers are not available, in which case, the district administrator or his/her designee shall assign professional staff members to serve as chaperones.

5.5 Athletic Event Pay

The board shall pay athletic events at a flat rate with the exception of spring track. The Activities Director will maintain a list of these athletic event rates.

5.6 Prep Period Substitute Professional Staff

Each professional staff member will be paid at the rate of ~~\$16.00~~ **\$20.00** per hour when assigned to substitute during his/her preparation period.

6.10 Retirement Benefits & Recognition

Hired before July 1, 2020

Eligibility - To be eligible for this benefit & recognition, the teacher must:

- 1) Retire effective at the conclusion of the school year (June 30).
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service in the District.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the teacher and the District of his/her intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.

Health Insurance - Upon retirement, the retired teacher will be eligible to be included in the district's current health insurance program subject to the rules, regulations and eligibility requirements of the insurance carrier. However, the retired teacher is not required to remain covered by the district's health insurance program to be eligible for the benefit described below. The retiree may choose to delay the receipt of the benefit described below; however, delay of the benefit will not affect the amount provided to the retiree.

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

Post-Employment Premium Only HRA: Upon retirement, the Board shall pay into a Premium Only Retiree Health Reimbursement Arrangement (HRA) a one-time lump sum amount as outlined below upon retirement. These funds are available to the retired teacher, their spouse, qualifying dependents, and surviving spouse and/or surviving qualifying dependent until the funds are exhausted. The benefit is prorated for in-between years and there will be an additional \$1,000 per year for 30+ years:

Years of Service	Benefit
15	\$39,160 + \$75.00 (per day of sick leave)
20	\$41,160 + \$75.00 (per day of sick leave)
25	\$43,160 + \$75.00 (per day of sick leave)
30	\$48,160 + \$75.00 (per day of sick leave)
30+	\$1,000 per year

Hired on or after July 1, 2020

Eligibility - To be eligible for this benefit & recognition, the teacher must:

- 1) Retire effective at the conclusion of the school year (June 30).
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service in the District.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the teacher and the District of his/her intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.

- 5) During active years of employment, the District will fund \$750 per year of service into a Premium Only Retiree Health Reimbursement (HRA) with the first \$750 contribution occurring upon completion of the 2020-2021 fiscal year. Subsequent contributions will occur upon the completion of each year of service. To retain the account balance within the HRA, teachers must meet the eligibility requirements as outlined above. If these eligibility requirements are not met by the time the teacher separates from service, the full HRA balance will forfeit back to Medford Area Public School District and will not be available for use by the employee.

The benefit shall be available to reimburse 100% of the applicable premium to remain on the District's health insurance program or an outside health insurance plan until the benefit is exhausted.* If both spouses are teachers employed by the Medford Area Public School District, each spouse may be eligible for the Premium Only HRA based upon the eligibility as noted above. Should any retiree receiving benefits under this section die before exhausting the benefit, the surviving spouse shall continue to receive the benefit until the benefit has been exhausted or until the death of the surviving spouse, whichever occurs first.

Insurance Provision – For teachers who do not qualify for the above referenced benefit and for teachers who have exhausted their retirement benefits as described above, upon retirement, teachers may continue in the Health Insurance Plan, offered by the District to active employees, subject to the rules of the insurance carrier, providing they pay 100% of the District's health insurance premium to remain on the plan.*

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

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

Unused personal leave pursuant to Section 7.3 of this handbook shall be paid out at a rate of \$75.00 per day upon retirement.

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

6.11 Educational Assistance

The Medford Area Public School District believes that education leads to self-improvement and recognizes that the skills and knowledge of its employees are critical to the success of the district. In that vein, the Medford Area Public School District encourages higher education and is willing to offer incentives for professional development opportunities which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the district.

paycheck an employee receives. In addition, the Medford Area Public School District matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

6.10 Retirement Benefits and Recognition

Hired before July 1, 2020

Eligibility - To be eligible for this benefit & recognition, we are only considering your primary position. The support staff must:

- 1) Work a minimum of nine (9) months per school year.
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service in the District.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the support staff and the District of their intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.

Any support staff position that requires a degree, i.e. COTA, Sign Language Interpreter, shall receive the same retirement benefit as a professional staff member.

Health Insurance - Upon retirement, the retired support staff will be eligible to be included in the district's current health insurance program subject to the rules, regulations, and eligibility requirements of the insurance carrier. However, the retired support staff is not required to remain covered by the district's health insurance program to be eligible for benefit described below. The retiree may choose to delay the receipt of the benefit described below; however, delay of the benefit will not affect the amount provided to the retiree.

Effective July 1, 2026:

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

Post-Employment Premium Only HRA - Upon retirement, the Board shall pay into a Premium Only Retiree Health Reimbursement Arrangement (HRA) a one-time lump sum amount as outlined below upon retirement. These funds are available to the retired staff member, their spouse, qualifying dependents and surviving spouse and/or surviving qualifying dependent until the funds are exhausted. The benefit is prorated for in-between years and there will be an additional \$600 per year for 30+ years:

Years of Service	Benefit for 12-month employee
15	\$17,000 + \$60.00 \$75.00 (per day of sick leave)
20	\$18,000 + \$60.00 \$75.00 (per day of sick leave)
25	\$19,000 + \$60.00 \$75.00 (per day of sick leave)
30	\$21,000 + \$60.00 \$75.00 (per day of sick leave)
30+	\$600 per year

Years of Service	Benefit for 11-month employee
15	\$15,589 + \$60.00 \$75.00 (per day of sick leave)
20	\$16,506 + \$60.00 \$75.00 (per day of sick leave)
25	\$17,423 + \$60.00 \$75.00 (per day of sick leave)
30	\$19,257 + \$60.00 \$75.00 (per day of sick leave)
30+	\$400 per year

Years of Service	Benefit for 9-month employee
15	\$12,750 + \$60.00 \$75.00 (per day of sick leave)
20	\$13,500 + \$60.00 \$75.00 (per day of sick leave)
25	\$14,250 + \$60.00 \$75.00 (per day of sick leave)
30	\$15,750 + \$60.00 \$75.00 (per day of sick leave)
30+	\$300 per year

Part-time employees will be eligible for this retirement benefit at a prorated amount.

Hired on or after July 1, 2020

Eligibility - To be eligible for this benefit & recognition, we are only considering your primary position. The support staff must:

- 1) Work a minimum of nine (9) months per school year.
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the support staff and the District of their intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.
- 5) During active years of employment, the District will fund \$375 per year of service, beginning with the 2020-21 fiscal year, into an irrevocable trust.

The benefit shall be available to reimburse for 100% of the applicable premium to remain on the District's health insurance program or an outside health insurance plan until the benefit is exhausted.* If both spouses are support staff employed by the Medford Area Public School District, each spouse may be eligible for the Premium Only HRA based upon the eligibility as noted above. Should any retiree receiving benefits under this section die before exhausting the benefit, the surviving spouse shall continue to receive the benefit until the benefit has been exhausted or until the death of the surviving spouse, whichever occurs first.

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

***Effective July 1, 2026:**

The duration of coverage on the District's health and dental insurance program for those retiring on or after July 1, 2026, is based upon COBRA continuation coverage election and the COBRA-specified coverage period. The retiree and/or eligible family members may choose to continue coverage on the District's health insurance plan,

provided they pay 100% of the COBRA premiums. Note that retirees may only remain on the District's health insurance plan for the duration of COBRA.

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

Unused personal leave pursuant to Section 7.6 of this handbook shall be paid out at a rate of ~~\$60.00~~ \$75.00 per day upon retirement.

Unused sick leave will be paid into the Health Reimbursement Arrangement (HRA) at a rate of ~~\$60.00~~ \$75.00 per day up to 96 days upon retirement.

6.11 Training and Professional Development

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

6.12 Health Savings Account

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

7.4 Sick Leave

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

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

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

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

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

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

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

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

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

Payment for unused sick leave – A staff member who has accumulated 108 days of sick leave will be reimbursed for unused cumulative sick leave above the ninety-six (96) days at the end of the school year at a rate of ~~\$60.00~~ \$75.00 per day. Payments will be made at the end of the fiscal year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

An hourly employee with ten (10) or more years of service whose services are terminated for any reason other than discharge, will be compensated for all unused sick leave at a rate of ~~\$60.00~~ \$75.00 per day provided termination is effective on or before the day following the last day of classes for the school year.

7.5 Funeral Leave

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

sister, brother, step brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, step grandparent, great grandparent, grandchild, foster parent, or foster child). If additional time off becomes necessary and is requested by the employee and approved by the District Administrator or designee, then the additional time off shall be deducted from the employee's sick leave.

A leave without loss of pay for one (1) full day will be allowed for attendance at a funeral of those relatives of the employee or spouse not covered in the first paragraph of this section. Relatives in this section shall mean: uncles, aunts, nieces, nephews, or cousins. If such leave is approved, a day of sick leave will be deducted from the employee's cumulative sick leave.

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

7.6 Personal Leave

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

A staff member that has more than four (4) personal leave days at the end of the school years will be paid at a rate of ~~\$60.00~~ \$75.00 per day. Payment for this unused leave will be made at the end of the fiscal year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

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

7.7 Unpaid Leave

Unpaid leave may only be requested after you have exhausted all paid leave. Employees will be allowed two (2) unpaid days per school year. An unpaid day will result in a loss in