

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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

## AGENDA

### Policies for Second Reading

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

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

### Policies for First Reading

RVA-IGHA	Physical Education Exemptions
RVA-IGHB	Physical Education Equivalent Courses
RVA-IHGA	High School Credit for Courses Taken By Pre-High School Students
RVA-IIBB	Instructional Resources & Materials
RVA-IKE	Promotion Criteria PreK-12
RVA-IKFB	Commencement Exercises
RVA-IL	Testing Program

### Consideration

GCLA – Staff Conferences  
Professional Development Form & Guidelines  
Support Staff Inservice Form & Guidelines

### Editorial Changes

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

**Next Meeting Date:** Wednesday, April 6 or May 4, 2022 as determined.

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

**March 2, 2022**

**SECOND READING**

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

Remove from RVA  
& change to File Sector B

FILE: RVA- BBAB

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

**DATE ADOPTED:** February 17, 2005      **FILE SECTOR:** ~~RURAL VIRTUAL ACADEMY~~  
**DATE REVISED:** March 15, 2007      **BOARD GOVERNANCE AND OPERATION**  
**DATE REVISED:** May 19, 2016      **POLICY TITLE:** CHARTER EDUCATION  
**DATE REVISED:**

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

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

A charter may be revoked by MAPSD BOE for any of the following circumstances:

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

**CROSS REFERENCE:**

**LEGAL REFERENCE:** Wis. Stat. 118.40

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

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

**FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**BOARD GOVERNANCE AND OPERATION**  
**POLICY TITLE:** CHARTER EDUCATION

MAPSD BOE has developed the following guidelines for charter schools within the district:

Establishment - A charter school may be established by BOE initiative or by petition.

MAPSD BOE Initiative

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

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

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

Petition

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

An individual, group or organization seeking to petition the MAPSD BOE for charter school status must submit the petition to the BOE no later than December 1 of the year preceding the proposed opening of a charter school. The petition must include information outlined in the state statute and district policy.

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

#### Approval/Renewal Process

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

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

## Evaluation

### Annual Review

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

### State Assessments

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

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

**DATE ADOPTED: March 20, 1979**  
**DATE REVISED: March 15, 2007**  
**DATE REVISED: May 19, 2016**  
**DATE REVISED:**

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

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

**CROSS REFERENCE:**

**LEGAL REFERENCE: Wis. Statutes 19.83, 19.84, 19.85**

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MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY

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

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

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

Procedures to Address the Governance Board

There are three ways for the public to address the governance board at a meeting.

- When a citizen of the participating consortium district wishes to speak to the governance board under the standing agenda item "Period of Public Comment" they need only request recognition to be heard at the beginning of the meeting. Any individual desiring to speak shall give their name, address and the group, if any, that is represented. All presentations should be as brief as possible. Unless an extension of time is granted in advance, by the RVA Administrator, a speaker shall be limited to five minutes.
- A citizen of the participating consortium district may request to comment at the meeting under a specific agenda topic. They must inform an RVA Administrator or designee at least 24 hours prior to the start of the meeting and shall describe the content of their presentation. The RVA Administrator or designee will make a determination prior to the meeting as to whether or not they will be placed on the agenda.
- Letters to the RVA governance board members and/or administrators will not be read/presented on a citizen's behalf. Such letters may be included in the next available board packet.

Rules of Order for Presenting to the RVA Governance Board:

- Charges, Complaints or Challenges  
At a public meeting of the governance board no person shall orally initiate charges or complaints against individual employees of the RVA or challenge instructional materials used in the RVA. All such charges, complaints, or challenges shall be presented to the RVA Administrator or governance board in writing, signed by the complainant. All such charges, if presented to the governance board directly, shall be referred to the RVA Administrator for investigation and report. Challenges of instructional materials used in the RVA are subject to the rules and regulations of the Medford Area Public School District policy.
- Conduct and Remarks Out of Order  
Undue interruption or other interference with the orderly conduct of governance board business shall not be allowed. Defamatory or abusive remarks are out of order. The Governance Board Chair or President may terminate the speaker's privilege of address if, after being called to order, they persist in improper conduct or remarks.
- Questions and Comments by Governance Board and RVA Administrator  
Members of the governance board and RVA Administrator may question a speaker or make comments in response to the speaker's remarks.



- Presiding Officer Authority

The governance board vests in the RVA Governance Board Chair and President, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

- Full RVA Board Authority

Persons appearing before the governance board are reminded, as a point of information that members of the governance board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual governance board members, but answers must be deferred pending consideration by the full governance board. The board may ask for clarification on matters brought up during the citizen participation period of the meeting agenda. The board shall not take action on any items of business not included in the meeting agenda notice.

**CROSS REFERENCE:**

**LEGAL REFERENCE: Wis. Statutes 19.83, 19.84, 19.85**

**FILE: RVA-EEA**

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

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

Medford Area Public School District will not provide transportation to Rural Virtual Academy (RVA) students. Transportation to and from the RVA office and other RVA events is the sole responsibility of the parent(s)/guardian(s) in accordance with state and federal law.

**CROSS REFERENCE:**

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

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

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

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

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

**CROSS REFERENCE:**

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

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

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

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

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

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

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

**CROSS REFERENCE: RVA-IKF**

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

11.

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

**DATE ADOPTED: May 17, 2018**      **FILE SECTOR: INSTRUCTION**  
**DATE REVISED:**                      **POLICY TITLE: START COLLEGE NOW / EARLY COLLEGE CREDIT PROGRAM**

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

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

**Start College Now**

SCN will allow high school juniors and seniors who are in good academic standing the opportunity to take college courses at Wisconsin Technical Colleges. Through this program, students can take one or more courses for which they may earn high school elective credit, post-secondary credit or both.

**Early College Credit Program**

High school students at public and private high schools in Wisconsin who are in good academic standing can earn college credit through ECCP. A student selected for the program may be permitted to enroll in the UW System institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school elective credit, post-secondary credit or both.

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

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

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

**LEGAL REFERENCE: PI-8700A, PI-8900, PI 38, Wis Stats. §118.52 & §118.55**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 17, 2018  
DATE REVISED:

FILE SECTOR:  
POLICY TITLE:

INSTRUCTION  
START COLLEGE NOW / EARLY  
COLLEGE CREDIT PROGRAM

**A. Start College Now**

**How to apply for SCN:**

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

**Reasons for Denial**

- Does not satisfy a high school graduation requirement
- Is not in good academic standing
- District offers comparable course
- The student has a record of disciplinary problems

**B. Early College Credit Program**

**How to apply for ECCP:**

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

13.

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

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

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

<sup>^</sup> Via reimbursement to school district from grant funds appropriated in the Department of Workforce Development and from the student.

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

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

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

### Reasons for Denial

- Does not satisfy a high school graduation requirement.
- Not in good academic standing.
- District offers comparable course.

### Appeal Considerations

- Filed within 30 days of receiving decision.

**C. Important things to note:**

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



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

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_  
(Please Print)

Course: \_\_\_\_\_  
\_\_\_\_\_

Technical College or IHE \_\_\_\_\_

Course Amount: \$ \_\_\_\_\_

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

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

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

Start College Now     Early College Credit     Distance Learning

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

16.

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

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

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

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

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

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

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

**CROSS REFERENCE: RVA-1KFA, RVA-1GHA, RVA-1GHB**

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

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

March 2, 2022

## FIRST READING

Policy Code	Policy Title
RVA-IGHA	Physical Education Exemptions
RVA-IGHB	Physical Education Equivalent Courses
RVA-IHGA	High School Credit for Courses Taken by Pre-High School Students
RVA-IIBB	Instructional Resources & Materials
RVA-IKE	Promotion Criteria PreK-12
RVA-IKFB	Commencement Exercises
RVA-IL	Testing Program

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

**DATE ADOPTED: March 16, 2017      FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**DATE REVISED:                              POLICY TITLE: PHYSICAL EDUCATION**  
**EXEMPTIONS**

The Rural Virtual Academy (RVA) Governance Board recognizes that providing for the physical well-being of students is important and a complete physical education program shall be made available to students in the RVA.

Students may be exempted from participation in physical education courses for medical reasons by presenting a written statement from a medical services provider.

Other exemptions may be granted by an RVA administrator for religious reasons based on a written request from the student's parent(s)/guardian(s) and confirmation by their clergy.

The Rural Virtual Academy 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 on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Complaints shall be processed in accordance with established procedures.

**CROSS REFERENCE: RVA-JB**

**LEGAL REFERENCE: §118.01(2)(d), 118.13, 118.33, 121.02 (1)(j)(k)(l),  
PI 8.01(2)(j)(k)(l) and 9.03 Wisconsin Administrative Code**

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

**DATE ADOPTED: January 26, 2017 FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**DATE REVIEWED: POLICY TITLE: PHYSICAL EDUCATION**  
**EQUIVALENT COURSES**

Rural Virtual Academy (RVA) provides high school students the opportunity to earn 1.5 physical education credits by participating in authorized physical education equivalency courses. Equivalency courses replace other physical education courses provided by the RVA. Students who participate in at least 95 percent and 90+ hours of a school-sponsored sports season, organized physical activity, or another recognized state or nationally sanctioned sport may fulfill a .5 credit per semester towards their total 1.5 credits of physical education. Students must complete the requirements as outlined in RVA-IGHB-E in order to be awarded credit.

**CROSS REFERENCE: RVA-IKF**  
**LEGAL REFERENCE: 118.33(1)(e), 121.02(l)(p), Wis. Stats. & PI 18.03**

*Al.*



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

**DATE ADOPTED: May 19, 2016**

**FILE SECTOR: RURAL VIRTUAL ACADEMY  
POLICY TITLE: HIGH SCHOOL CREDIT FOR  
COURSES TAKEN BY PRE-HIGH  
SCHOOL STUDENTS**

In accordance with section 118.33(1)(em) of the state statutes, the Medford Area Public School District Board of Education and Rural Virtual Academy Governance Board approve and authorize students in grades 7 and 8 to potentially earn high school credit under the following conditions:

- 1. The student's performance on a state-mandated assessment required under section 118.30 of the state statutes, or a similar examination approved by the RVA Governance Board, demonstrates that the student is academically prepared for coursework that is offered in the high school grades;
- 2. The credit is earned in a course that is taught by a teacher who is licensed to teach the subject in the high school grades;
- 3. The credit is earned in a course that is taught using a curriculum and assessments that are equivalent to the curriculum and assessments used to teach the subject in the high school grades; and
- 4. RVA consortium students may have to meet alternate or additional requirements as required by local school board policy to have earned credits apply towards local graduation requirements. It is incumbent upon RVA consortium parents to seek local school board approval for these credits towards graduation. (See form RVA-IGHA-E).

It is recognized that school boards are not required to award high school credit towards graduation for courses taken by students in grades 7 and 8.

**CROSS REFERENCE: RVA-IKE, RVA-IKF**

**LEGAL REFERENCE: 118.33(1)(em) Wis. Stats.; 2013 Wisconsin Act 138**



MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY

DATE ADOPTED: May 19, 2016  
DATE REVIEWED:

FILE SECTOR: RURAL VIRTUAL ACADEMY  
POLICY TITLE: HIGH SCHOOL CREDIT FOR  
COURSES TAKEN BY PRE-HIGH  
SCHOOL STUDENTS

**PROCEDURES FOR AWARDING HIGH SCHOOL CREDIT TO PRE-HIGH SCHOOL STUDENTS**

Annually, the RVA Administrator and/or designee will review all course offerings in grades 7 and 8 to determine which courses will be allowed to be taken for high school elective credit.

Upon enrollment, eligible students in grades 7 and 8 will be provided the option of registering for courses which could earn them high school credit.

Eligible students in grades 7 and 8 who choose to take these courses will be allowed to enroll and experience high school level courses. Students who pass the course will be awarded high school credit towards graduation. Courses passed will appear on the student's official transcript upon entering high school. Course grade and grade point average will not be factored on the student's high school transcript. Grades assigned will only impact the grade point average at the student's current grade level.

Upon completion of the course, students will be awarded a "Pass" or "Fail" grade. RVA policy IKE states, "*Pass ("P") grades may be awarded to students for completion of school requirements that have no effect on grade point average. A "P" grade indicates that the student has completed the school requirement for grade advancement or graduation. Credit may be awarded for a student receiving a "P" grade.*" Therefore, all earned credit(s) will be applied to the student's permanent transcript. These credits will count towards fulfillment of graduation requirements.

Students who fail the course will receive an "F". RVA policy IKE states, "*F = 0 points - indicates failure*". Pre-high school students earning an "F" in a high school course will not have the "F" impact their high school transcript. The "F" will only apply towards the student's elementary/ middle report card.

Health Education is the exception. In accordance with section 118.33(1)(e)(2) students who take Health in grades 7 or 8 may take the course for high school credit. This ½ credit will be applied to the high school transcript along with the actual course grade and corresponding grade point average.

MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY

DATE ADOPTED: May 19, 2016  
DATE REVIEWED:

FILE SECTOR: RURAL VIRTUAL ACADEMY  
POLICY TITLE: HIGH SCHOOL CREDIT FOR  
COURSES TAKEN BY PRE-HIGH  
SCHOOL STUDENTS

Student Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Wisconsin law 118.33(1)(em) allows parents/ guardians to permit their children to take part in district offered and approved courses in grades 7 and 8 to potentially earn high school credit. **Once coursework is placed on a high school transcript it becomes a permanent part of the student's academic record and cannot be removed.**

Prior to taking the course, (with the exception of Health Education in grades 7 or 8), this form is to be completed by the parent and RVA Administrator or designee. Additionally, if the student is attending the RVA within a consortium district, the form must also be signed by an RVA consortium administrator or designee. All necessary signatures must be present in order for the student to receive approval to take the course.

Course Title	Credit	Instructor

**I agree to have my child participate in the above course(s) and have the potential earned credit(s) applied to my child's high school transcript:**

Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**The student is approved to enroll in the above course(s):**

RVA Administrator/ Designee: \_\_\_\_\_ Date: \_\_\_\_\_

RVA Consortium Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Designee: \_\_\_\_\_

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Signed form is to be included in student cumulative file. Upon course completion of course forward results to RVA Office for posting to transcript:

Date: \_\_\_\_\_ Posted By: \_\_\_\_\_

25.

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

**DATE ADOPTED:** March 15, 2007      **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** April 17, 2014      **POLICY TITLE:** INSTRUCTIONAL  
**DATE REVISED:** June 23, 2016      **RESOURCES & MATERIALS**  
**DATE REVIEWED:**

All Rural Virtual Academy (RVA) instructional resources and materials are property of the RVA consortium and are fiscally accounted for by the Medford Area Public School District.

All RVA property provided to students and parents are considered on loan. The RVA expects the return of all non-consumable resources and materials in reasonable condition and reserves the right to determine which resources require return.

It is the parent(s)/guardian(s) responsibility to pay for the return of all required instructional resources and materials. Failure to return items in a reasonable condition may result in replacement fees being assessed and/or referral to law enforcement for collection.

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

**FILE: RVA-IKE**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** January 17, 2008 **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** February 18, 2016 **POLICY TITLE:** PROMOTION CRITERIA Pre-K-12  
**DATE REVISED:** January 26, 2017  
**DATE REVISED:** May 17, 2018  
**DATE REVISED:** May 20, 2019  
**DATE REVIEWED:**

Promotion and retention will be determined by using guidelines established by Medford Area Public School District policy RVA-IKE. The initial decision whether there will be retention or advancement shall rest with the teacher(s) primarily responsible for the student's education, the RVA administrator overseeing the student's RVA teacher, and the parent(s)/guardian(s) of the student. These provisions include but are not limited to: academic achievement, intelligence, attendance, self-image, attitude, experiential background, and social/ emotional maturity.

Before a decision to retain a student is made, the RVA administrator, RVA teacher and appropriate team members consisting of: school psychologist(s), school counselor(s), social worker(s) and/or IEP team members shall ensure that appropriate communication regarding the student's educational or related difficulties has taken place between the school and the parent(s)/guardian(s) at appropriate times. Promotion or retention due to social/emotional maturity may not always solve a student's school achievement problem.

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

In the event there is disagreement regarding promotion/retention that cannot be resolved, the parent(s)/guardian(s) reserves the right to appeal the decision to the RVA Governance Board for final determination.

**CROSS REFERENCE:** IKF

**LEGAL REFERENCE:** Wis. Stat. 118.33 (6)(b)

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 17, 2008 FILE SECTOR: RURAL VIRTUAL ACADEMY  
DATE REVISED: February 18, 2016 POLICY TITLE: PROMOTION CRITERIA Pre-K-12  
DATE REVISED: January 26, 2017  
DATE REVISED: May 17, 2018  
DATE REVISED: May 20, 2019

**STUDENT PROMOTION/RETENTION GUIDELINES Pre-K-12**

Grades for students in grades 3-12 will be scaled using the following evaluation system "A-F" as reporting marks. Grades will be determined using the following percentage scale:

A	93 – 100%
A-	90 – 92.99%
B+	87 – 89.99%
B	83 – 86.99%
B-	80 – 82.99%
C+	77 – 79.99%
C	73 – 76.99%
C-	70 – 72.99%
D+	67 – 69.99%
D	63 – 66.99%
D-	60 – 62.99%
F	0 – 59.99%

Letter grades have a corresponding weight utilized to formulate a grade point average. Those weights are the following:

A	4.00 points
A-	3.67 points
B+	3.33 points
B	3.00 points
B-	2.67 points
C+	2.33 points
C	2.00 points
C-	1.67 points
D+	1.33 points
D	1.00 point
D-	0.67 points
F	0 points - indicates failure
E	0.33 points - indicates passing on effort
INC	0 points - indicates incomplete work
P	0 points- indicates completed work

All approved Advanced Placement (AP), dual-credit or Wisconsin Institute of Higher Education classes are weighted. Students will receive one additional grade point for these courses.

A	5.00 points
A-	4.67 points
B+	4.33 points
B	4.00 points
B-	3.67 points
C+	3.33 points
C	3.00 points
C-	2.67 points
D+	2.33 points
D	2.00 point
D-	1.67 points
F	0 points - indicates failure
E	0.33 points - indicates passing on effort
INC	0 points - indicates incomplete work
P	0 points- indicates completed work

“E” grades may be awarded under special circumstances by the RVA teacher to any student regardless of actual grade percentage or academic performance. An “E” grade is considered a passing grade and is weighted at 0.33 grade points.

Incomplete (“INC”) grades indicate that a student did not complete enough work in a course to be awarded a grade.

Pass (“P”) grades may be awarded to students for completion of school requirements that have no effect on grade point average. A “P” grade indicates that the student has completed the school requirement for grade advancement or graduation. Credit may be awarded for a student receiving a “P” grade.

If an individual student’s course content and/ or assessments is modified, (not accommodated), to exclude more than 25%, they will be awarded a “P” or “E” grade as determined by course instructor and RVA administration.

Student enrolled in grades Pre-K-2 will receive grade marks and comments on completed work. These grades will be reported using the following scale:

ADV:	Advanced
PRO:	Proficient
BAS:	Basic
MIN:	Minimal

## **PROMOTION/RETENTION GUIDELINES**

- Students that have met the promotion criteria established by the RVA shall be promoted to the next grade unless a parent/guardian presents prevailing information that this promotion will be detrimental to the student's educational well-being.
- A student in grade 8 must not fail 3 or more core courses for the year. If this occurs, there is access to alternative criteria to secure promotion to grade 9.
- A student in grade 12 who has not met the graduation requirements will be recommended for retention and provided access to alternative criteria to secure graduation.
- Retention consideration must include the understanding that in those rare cases when retention is effective (short term or long term), they usually occur in early primary grades. Retention in intermediate grades may be considered under certain circumstances.
- A student may not repeat a grade more than once (unless there are exceptional circumstances).
- Summer education experiences or tutoring do not necessarily guarantee promotion, but should be considered as alternative criteria.

## **RETENTION PROCEDURES**

- Parent-teacher conferences should be held when necessary throughout the year to explore all avenues of preventive action and remedial assistance.
- Per statute, no student may be promoted from grade 4 to grade 5 unless the student has satisfied the grade 4 RVA promotion criteria.
- Per statute, no student may be promoted from grade 8 to grade 9 unless the student has satisfied the grade 8 RVA promotion criteria.
- A parent/guardian conference will be scheduled when promotion criteria was not attained.
- A staffing team will be formed to gather data and investigate retention. Normally this team will include, but not be limited to, a classroom teacher, a school counselor, school psychologist, and principal.
- Concluding the parent/guardian conference, staffing team investigation and reviewing the evidence collected, a decision to either promote or retain will be determined by the RVA administrator. The RVA administrator will provide a copy of the intention letter to the parent(s)/guardian(s), appropriate staff and the student's cumulative file.
- If the parent(s)/guardian(s) do not agree with the retention, they will be asked to specify their reasons. These comments will become part of the student's cumulative folder.
- Administrative level retention decisions may be appealed to the RVA Governance Board. The RVA Governance Board decision is the final determination.

## **RETENTION CONSIDERATIONS**

In making a retention decision, the following factors shall be considered. It is important that all points be weighed and that retention not be tied to a single factor. Objective data evaluation should be utilized to help determine the potential degree of success for retainees.

- Academic Achievement: A student's progress in various curriculum areas (reading, mathematics, language, etc.) should be considered in relation to district expectations.
- Intelligence: Consideration should be given to each student's ability to achieve.
- Attendance: Consideration should be given to each student's attendance/ participation pattern during the previous and present school years. Excessive absences due to serious illness or injury without appropriate tutorial assistance may be a contributing cause for retention. Failure to participate, as outlined in state statute, can be cause to either retain a student or remand them back to their resident district for other school placement.
- Self-Image: A student's perception of self should be considered. Such factors as age, physical size, and a sibling in the same grade should be weighed.
- Attitude: The student's overall feelings about school and the student's feelings about repeating the grade should be carefully considered. In addition, consideration should be given to parent(s)/guardian(s) receptivity toward retention.
- Experiential Background: A student coming from a limited background and having little knowledge of common objects, verbal expression, and/or a broad spectrum of information gathered through his/her own experience, may benefit by repeating a grade thus obtaining additional time to absorb instructional material. If a student is unable to communicate in English and is not acquiring new language skills, retention may not solve the student's educational problems.
- Social/Emotional Maturity: Consideration should be given to each student's ability to emotionally cope with retention and promotion. If a student is socially immature they may benefit from additional growth time.
- Academic Achievement Data: Consideration should be given to the student's performance on both state and local standardized tests scores.



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

**DATE ADOPTED:** March 20, 2014      **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** June 23, 2016      **POLICY TITLE:** COMMENCEMENT EXERCISES  
**DATE REVISED:** January 26, 2017  
**DATE REVIEWED:**

It will be the policy of the Rural Virtual Academy (RVA), under the direction of the Medford Area Public School District Board of Education and RVA Governance Board, to have high school commencement exercises with the following guidelines:

- Students are eligible to participate in the commencement exercise once they have met all the graduation requirements of the RVA.
- Parent(s)/guardian(s) and/or adult students will be informed, in writing as to the student's eligibility to participate in the commencement exercise, location, date and time of the ceremony.
- Participation in the virtual school commencement exercises is not a requirement.
- A diploma will only be issued after all graduation requirements are met.
- Foreign exchange students that have been here for the full academic senior year will be recognized at commencement exercises as a special guest with administrative approval.
- For students with disabilities, the Individual Education Program (IEP) team is responsible for determining whether a student has completed a course of study that makes him/her eligible to receive a diploma. Students meet graduation requirements when they complete a standard or modified course of study and/or IEP transition goals. Even if the student with disabilities will continue his/her education program until the end of the school year in which he/she reaches age 21, the IEP team may recommend that the student would benefit from participation in commencement exercises with his or her peers. They will not receive a signed diploma until the standard or modified course of study and/or the IEP transition goals have been completed.
- Students will participate in an RVA commencement exercise only one time.
- Students graduating early as outlined in policy RVA-IKFA will be allowed to participate in the next commencement exercise after graduation.
- Appropriate dress for commencement exercises will be determined by school administration.
- No student may be under the influence of or distribute alcohol or controlled substances. Students who violate this provision shall be prohibited from participating in or attending commencement exercise.

**CROSS REFERENCE:** RVA-IKF, RVA-IKFA

**LEGAL REFERENCE:**

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

**DATE ADOPTED: December 17, 2009**      **FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**DATE REVISED: June 23, 2016**            **POLICY TITLE: TESTING PROGRAM**  
**DATE REVISED: January 26, 2017**  
**DATE REVISED:**

The Rural Virtual Academy (RVA) shall establish and maintain a testing program which can be used, communicated and interpreted by school staff.

The testing program will provide:

- Assessment of the RVA's educational programs for purposes of reporting to the RVA governance board and Medford Area Public School District the overall status of the RVA and charting the growth of its students by grades and curricular areas in accordance with the RVA charter.
- Tests as required by state and federal law. Testing reports shall be made to the public in accordance with state law.
- Information used to provide appropriate educational experiences for students in areas such as remediation and acceleration, or any other areas of specialized help.
- Appropriate accommodations and alternative assessments where necessary and as indicated in the student's individualized education program (IEP). Decisions regarding the testing of limited-English proficient (LEP) students shall be made in accordance with the law.

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

Parent(s)/guardian(s) requesting to opt their child(ren) out of the State required testing are permitted to do so by completing the form RVA-IL-E.

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

**CROSS REFERENCE: RVA-IKE and RVA-JB**

**LEGAL REFERENCE: 118.13, 118.30, 121.02 (l)(r)(s) Wis. Stats., PI 8.01(2)(r)(s),  
PI 9.03(1), PI 13 of the Wis. Admin. Code, & No Child Left Behind Act of 2001**

## State Testing Opt Out Form

The state examinations our students participate in each year serve as an indicator of our student's academic performance. Results of the exam are reported to the Wisconsin Department of Public Instruction for the purpose of school and district accountability.

Under current state law, parent(s)/guardian(s) are allowed to opt their children out of state testing. Please understand, should you elect to opt your child(ren) out of state testing, his/her score will be reported as a "non-tested student" when calculating overall achievement of students in the Rural Virtual Academy.

If you choose to opt your child(ren) out of the test(s), please sign the "Opt Out" form and return it to the school **no later than two weeks before the scheduled test(s)**. **Email correspondence sent from parents will constitute a signed request.**

**Opt out forms are valid for the current school year only.** You must complete a new opt out form each year.

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### Parent/Guardian Exemption Form

Student(s) Name: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

- Test (check box):
- Access for ELL (Grades K – 12)
  - ACT Aspire (Grades 9 – 10)
  - ACT (Grade 11)
  - ACT WorkKeys (Grade 11)
  - DLM (Grades 3 – 11)
  - Forward Exam (Grades 3 – 8 & 10)

I do not want my child(ren) to participate in the above state test(s). I understand that my child(ren)'s score on the exam(s) will be recorded as "not tested" and will be reflected as such on the school's accountability reports generated by the Department of Public Instruction.

If you have any questions, contact RVA school administration by calling: 1-888-801-2666.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

March 2, 2022

## CONSIDERATION

Policy Code	Policy Title
GCLA	Staff Conferences
	Professional Development Form & Guidelines
	Support Staff Inservice Form & Guidelines

see forms. consideration of meal expenses, overnight stay and coaching clinics.  
FILE: GCLA

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** February 15, 1990      **FILE SECTOR:** PERSONNEL  
**DATE REVISED:** October 21, 1999      **POLICY TITLE:** STAFF CONFERENCES  
**DATE REVISED:** December 15, 2005  
**DATE REVISED:** February 18, 2010  
**DATE REVISED:** November 15, 2012  
**DATE REVISED:** April 22, 2019  
**DATE REVIEWED:**

Medford Area Public School District Board of Education (BOE) encourages teaching staff members to participate in meetings and workshops of local and state professional organizations and educational agencies. National meetings are also supported by the BOE under special circumstances. Eligibility to attend functions of these types shall be based on professional improvement plans, professional interest or leadership and basic policy procedures as determined by the BOE. All leaves and absences for professional staff members shall be subject to the provisions of the current employee handbook, if applicable, and BOE policy.

**CROSS REFERENCE:** Employee Handbooks, DLC, GCLA-R  
**LEGAL REFERENCE:** Sections 118.21(4), 121.02(1)(b) Wisconsin Statutes

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 15, 1990      FILE SECTOR: PERSONNEL  
DATE REVISED: October 21, 1999      POLICY TITLE: STAFF CONFERENCES  
DATE REVISED: December 15, 2005  
DATE REVISED: February 18, 2010  
DATE REVISED: November 15, 2012  
DATE REVISED: April 22, 2019  
DATE REVIEWED:

Staff members will be allowed to attend national conferences and conventions, during the school year, without loss of pay, subject to the following conditions:

- The staff member will file a written request including an estimated budget must be filed with their principal.
- Staff members will be considered for attendance at a national conference once every five years.
- The staff member must have been a member of the national organization hosting the conference for at least two years prior to the request.
- The staff member must agree to file a report with the district administrator, board and faculty upon return.
- A maximum of one national conference may be attended by teaching staff, under this provision, in any one year. Principals receiving a request at budget time shall inform the administrative staff.
- A staff member attending a national conference will not miss more than three contract days unless approved by the district administrator.
- If more than one request is received, preference will be given to a staff member of the grade and/or department with the longest duration between national conferences. If more than one person from the same grade level and/or the same department files a request, preference will be given to the person with the longest duration between national conferences and, if this criteria does not resolve the issue, then, the staff member with seniority will receive first priority. Any further tie will be broken by the toss of a coin.
- Attendance at a national convention, under this provision, may not be used to extend a vacation or holiday period.

## Medford Area Public School District

# Professional Development Form & Guidelines

Name	School Alt HS RVA SOAR MASH MAMS MAES SES DO	Dept.
Title of Inservice (Please attach appropriate documentation.)		
Location (Facility & Town)	Date(s)	Time
If known, others attending from the district		

### Teaching - Professional development must fall into one of three categories.

	District will pay the following:	Limitations:
<input type="checkbox"/> <b>District Initiative</b> The professional development is part of the district's overall goals and the staff member is asked to attend.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	Limited by district policy / procedures
<input type="checkbox"/> <b>Required</b> The professional development is part of mandatory training for the staff person's job, the staff person is on the state board of directors of a state convention, or the staff person has been chosen to present or receive an award.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	Limited by district policy / procedures  <input type="checkbox"/> <b>Staff are limited</b> to two required training days per year. After two days, staff may use enrichment days if available. <b>Note:</b> This does not apply to mandatory training for staff.
<input type="checkbox"/> <b>Enrichment</b> Any workshop that would enhance a staff person's knowledge or skills and falls under the job description, but does not fall under the district initiative or required categories.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	<input type="checkbox"/> <b>Overnight</b> conference - once every two years.  <input type="checkbox"/> <b>One-day</b> workshop.  <b>Overnight and day workshops combined</b> cannot exceed <u>three</u> teaching days every <u>two</u> years.

### Coaching - Professional development must fall into one of two categories.

	District will pay the following:	Limitations:
<input type="checkbox"/> <b>Coaching Clinics</b>	Registration School Vehicle \$40 Total Expenses per person	Not to exceed three staff gone per day / per building. One coaching clinic per year / per sport.
<input type="checkbox"/> <b>State Tournaments</b>	Cost of ticket School Vehicle	Head coach and assistant coaches can not exceed 4 days per year / per sport.



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## Additional Guidelines to Follow for Professional Development

<b>Meals</b>	District pays for meals, up to <b>\$40 per person, per night</b> for overnight stays only.
<b>Conference Registration</b>	Conference registration will automatically be made by the business department at the District Office once professional leave has been approved.
<b>Overnight Stay</b>	District will pay for a room if the conference is over 100 miles away from Medford.
<b>* Room Reservations</b> (see below)	Room reservations will automatically be made by the business department at the District Office once professional leave has been approved. District will pay for one room per <b>2-3 staff</b> members (same gender).
<b>** School Vehicle Reservations</b> (see option below)	School vehicle, if available, will automatically be made by staff at the District Office once professional leave has been approved. If a school vehicle is unavailable you must submit an expense reimbursement form for mileage.
<b>Substitutes</b>	Substitutes for professional leave will not exceed 3 per building / per day.
<b>Exceptions</b>	Administration reserves the right to exceed the 3 substitutes per day rule for district initiatives and required training.
<b>Professional Development Unit</b>	One hour of training equals one PDU. A PDU can be defined as attending or facilitating conferences and seminars, are intensive and educational, and will ideally incorporate an implementation and evaluation stage.

### \* Room Reservations:

- I am requesting \_\_\_\_\_ hotel room(s) for \_\_\_\_\_ nights on the following date(s): \_\_\_\_\_.
- I do not need hotel reservations.

### \*\* Vehicle Option:

- I choose to use my personal vehicle and will not be reimbursed for any mileage.

### \*\*\* PDU Option:

- I am requesting \_\_\_\_\_ PDUs for this training.

**Please attach completed conference registration and hotel information.**

**Approved requests will be forwarded to the human resource department for appropriate registrations and reservations.**

Received by:	<input type="checkbox"/> Approved
_____	<input type="checkbox"/> Not Approved
Principal _____ Date _____	_____ Date _____
Athletic Director _____ Date _____	Charge to: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Not Approved
Director of Curriculum & Instruction _____ Date _____	District Administrator _____ Date _____
Charge to: _____	

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**Medford Area Public School District**

**Support Staff Inservice Request Form & Guidelines**

Name	School MASH MAMS MAES SES DO	Dept.
Title of Inservice (Please attach appropriate documentation.)		
Location (Facility & Town)	Date(s)	Time
If known, others attending from the district		

**Conferences & Workshops must fall into one of three categories.**

	District will pay the following:	Limitations:
<input type="checkbox"/> <b>District Initiative</b> The inservice is part of the district's overall goals and the staff member is asked to attend.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	Limited by district policy / procedures
<input type="checkbox"/> <b>Required</b> The inservice is part of mandatory training for the staff person's job.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	Limited by district policy / procedures
<input type="checkbox"/> <b>Enrichment</b> Any workshop that would enhance a staff person's knowledge or skills and falls under the job description, but does not fall under the district initiative or required categories.	Registration School Vehicle Meals (if overnight) Lodging (if over 100 miles)	<input type="checkbox"/> <b>Overnight</b> conference - once every two years. <input type="checkbox"/> <b>One-day</b> workshop. <b>Overnight and day workshops combined</b> cannot exceed two days every <u>two</u> years. No more than one employee per building can attend a conference on school calendar days.

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## Additional Guidelines to Follow for Workshops & Conferences

<b>Meals</b>	District pays for meals, up to \$40 per day for overnight stays only.
<b>Conference Registration</b>	Conference registration will automatically be made by the business department at the District Office once professional leave has been approved.
<b>Overnight Stay</b>	District will pay for a room if the conference is over 100 miles away from Medford.
<b>Room Reservations</b>	Room reservations will automatically be made by the business department at the District Office once professional leave has been approved. District will pay for one room per 2-3 staff members (same gender).
<b>School Vehicle Reservations</b> (see option below)	School vehicle, if available, will automatically be made by staff at the District Office once professional leave has been approved. If a school vehicle is unavailable you must submit an expense reimbursement form for mileage.
<b>Substitutes</b>	Substitutes for conferences & workshops will not exceed 1 per building / per day.
<b>Exceptions</b>	Administration reserves the right to exceed the 1 substitutes per day rule for district initiatives.

### Room Reservations:

- I am requesting \_\_\_\_\_ hotel room(s) \_\_\_\_\_ nights on the following date(s): \_\_\_\_\_.
- I do not need hotel reservations.

### Vehicle Option:

- I choose to use my personal vehicle and will not be reimbursed for any mileage.

Received by:  _____ Principal <span style="float: right;">Date</span>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  _____ Director of Special Education <span style="float: right;">Date</span>  Charge to: _____  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  _____ Director of Curriculum & Instruction <span style="float: right;">Date</span>  Charge to: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  _____ District Administrator <span style="float: right;">Date</span>

**\*\*Please attach completed conference registration information and hotel information.**  
**\*\*Approved requests will be forwarded to the business department for appropriate registrations and reservations.**