

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

## Board of Education Policy Committee Meeting

District Office  
124 W. State Street  
Medford, WI 54451

December 6, 2023  
11:00 a.m. – 1:00 p.m.

### AGENDA

#### Policies for Second Reading

ECD	Traffic and Parking Controls
ED	Material Resource Management
EDCB	Purchase and/or Use of School Equipment for Students/Staff
EDE	Management of Hazardous Substances
EFA	School Wellness

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

#### Policies for First Reading

EDF	Waste Management
EEA	Student Transportation Services
EEAA	Student Transportation/Route Requests
EEAEA	Transportation of Parents to Co-Curricular Activities

#### Review/Consideration

JECBD	School Open Enrollment
RVA-IIB	School and Class Size
RVA-JECBD	School Open Enrollment

(Motion to accept policy in review)

#### Editorial Changes

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

**Next Meeting Date:** Wednesday, January 3, 2024

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 6, 2023

## SECOND READING

Policy Code	Policy Title
ECD	Traffic and Parking Controls
ED	Material Resource Management
EDCB	Purchase and/or Use of School Equipment for Students/Staff
EDE	Management of Hazardous Substances
EFA	School Wellness

**FILE: ECD**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** February 19, 1980      **FILE SECTOR:** SUPPORT SERVICES  
**DATE REVISED:** January 16, 1992      **POLICY TITLE:** TRAFFIC AND PARKING  
**DATE REVISED:** December 16, 2004      **CONTROLS**  
**DATE REVISED:** August 18, 2005  
**DATE REVIEWED:** January 17, 2013  
**DATE REVISED:** December 21, 2017  
**DATE REVISED:**

Driving and parking on school property are privileges granted by the Medford Area Public School District board of education (BOE) to persons who have reasons to be in the schools or on school property. The BOE reserves the right to forbid parking on school property at any time, to withdraw the right of any person to use school property for parking and to issue regulations governing parking. The school administration will develop with local traffic authorities a plan for accommodating the flow of traffic on school roadways and traffic regulations.

The assignment of parking areas to staff, students and visitors to the school will be the responsibility of administration. The BOE assumes no responsibility for damage or theft of a vehicle or any item stolen while in or on a vehicle parked on school property.

**CROSS REFERENCE:** MASH Student Handbook - Parking

**LEGAL REFERENCE:** Sections 118.105, 118.08, 346.57(4), 349.08, Wis. Stats.

**FILE: ED**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 13, 1992**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: December 16, 2004**    **POLICY TITLE: MATERIAL RESOURCE**  
**DATE REVIEWED: January 17, 2013**                    **MANAGEMENT**  
**DATE REVISED: January 25, 2018**  
**DATE REVISED:**

Medford Area Public School District shall provide for the central purchasing, receiving, warehousing and distribution of supplies, equipment and material common to the requirements of all schools.

The business manager shall establish management procedures to assure the orderly procurement, storage, distribution and maintenance of equipment and supplies. A system of equipment and supplies recordkeeping will be maintained to meet district and state reporting requirements.

**CROSS REFERENCE: DJA & DJC**  
**LEGAL REFERENCE:**

**FILE: EDCB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** April 19, 1993  
**DATE REVISED:** December 16, 2004  
**DATE REVIEWED:** January 17, 2013  
**DATE REVISED:** January 25, 2018  
**DATE REVISED:**

**FILE SECTOR:** SUPPORT SERVICES  
**POLICY TITLE:** PURCHASE AND/OR USE  
OF SCHOOL EQUIPMENT  
FOR STUDENTS/STAFF  
WITH DISABILITIES

Medford Area Public School District (MAPSD) shall not discriminate against qualified individuals with disabilities and will provide such individuals reasonable accommodations as may be required under such laws as Section 504 of the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA) and/or the Americans with Disabilities Act (ADA).

Reasonable accommodations may from time-to-time require the purchase of capital equipment such as lap-top computers, special audio-visual equipment, special wheel chairs or desks and/or other capital items for use by students and/or staff. The decision to purchase such equipment which should be based on Individual Educational Plans (IEP's), 504 plans, recommendations of the school nurse or administration and shall be made by the director of special education and student services with the approval of the district administrator or their designee.

These items, if purchased solely by MAPSD are the property of the district and shall remain the property of the district after the student(s) or staff member(s) leaves or no longer requires the equipment.

**CROSS REFERENCE:** EDCB-R

**LEGAL REFERENCE:** Section 504, IDEA, and ADA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 19, 1993  
DATE REVISED: December 16, 2004  
DATE REVIEWED: January 17, 2013  
DATE REVISED: January 25, 2018  
DATE REVISED:

FILE SECTOR: SUPPORT SERVICES  
POLICY TITLE: PURCHASE AND/OR USE  
OF SCHOOL EQUIPMENT  
FOR STUDENTS/ STAFF  
WITH DISABILITIES

When it is determined that an item of capital equipment is necessary in order to provide a reasonable accommodation for a student or staff member, an agreement for the use of the equipment shall be drawn up and shall include items such as:

- The reason for obtaining the equipment
- The party(s) responsible for the purchase and cost of maintenance of the equipment (i.e. school, parents, grant, shared cost, etc.)
- When the equipment will be purchased
- Where the equipment will be located (i.e. building, classroom, bus, etc.)
- When the equipment will be available to the student or staff member (*May the student or staff member take the equipment home or is it solely for in-school use? Will it be needed the whole day or only for certain classes?*)
- The estimated length of time the student or staff member will need the equipment (*quarter, semester, school year, etc.*)
- The school staff member who will be responsible for the care and maintenance of the equipment

CROSS REFERENCE:  
LEGAL REFERENCE:

**FILE: EDE**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** February 19, 1998      **FILE SECTOR:** SUPPORT SERVICES  
**DATE REVIEWED:** December 16, 2004      **POLICY TITLE:** MANAGEMENT OF  
**DATE REVIEWED:** February 21, 2013      **HAZARDOUS SUBSTANCES**  
**DATE REVISED:** February 15, 2018  
**DATE REVISED:**

Medford Area Public School District shall establish a plan for the management of hazardous substances used in the schools. This plan shall be in compliance with regulations of the Department of Natural Resources and the United States Environmental Protection Agency and shall include, but not be limited to, the following components:

- Identification of hazardous substances utilized in the schools.
- Reduction in the use of hazardous substances.
- Regular monitoring of hazardous substances.
- Emergency procedures to follow in case of a hazardous substance spill.
- Employee training.
- Disposal of hazardous substances.

Hazardous substances management shall be under the cooperative direction of the school safety coordinator, director of buildings and grounds, district administrator and the building principals administrators.

**CROSS REFERENCE:** Environmental Management Plan  
**LEGAL REFERENCE:** Employees' Right to know Law Toxic Substances Control Act, Comprehensive Environmental Response, Compensation and Liability Act, Hazardous and Solid Waste Amendments of 1984, & Chapter NR 181, Wisconsin Administrative Code, §§101.585, 101.586, 101.589(3), 101.592, 101.595

6.

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** February 16, 2006      **FILE SECTOR:** SUPPORT SERVICES  
**DATE REVISED:** January 25, 2007      **POLICY TITLE:** SCHOOL WELLNESS  
**DATE REVISED:** March 21, 2013  
**DATE REVISED:** June 22, 2017      **DATE REVISED:** May 22, 2023  
**DATE REVIEWED:** August 24, 2020      **DATE REVISED:**  
**DATE REVISED:** June 27, 2022

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. The 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 board of education (BOE) and administration.

**CROSS REFERENCE:**

**LEGAL REFERENCE:** Child Nutrition and WIC Reauthorization Act of 2004, Dietary Guidelines for Americans, Healthy Hungry Kids Act, Smart Snacks in School



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 REVISED: June 27, 2022

FILE SECTOR: SUPPORT SERVICES  
POLICY TITLE: SCHOOL WELLNESS  
DATE REVISED: May 22, 2023  
DATE REVISED:

**Required Public Involvement**

The district administrator or their designee shall invite a diverse group of stakeholders to participate in the wellness committee to develop, implement and periodically review and update the wellness policy. Stakeholders may include but are not limited to: administrators, classroom teachers, physical education teachers, school food service representative, school nurses, BOE members, medical advisor, dieticians, community members, parents and students.

**Policy Leadership and Reporting Requirements**

The district administrator along with the wellness committee will oversee the development, implementation and evaluation of the wellness policy and procedures. The wellness committee shall conduct triennial reviews of the progress toward school wellness procedures, identify areas for improvement and recommend revision as needed.

**Nutrition Standards for All Food in School**

MAPSD is committed to serving healthy meals to our students. MAPSD encourages school administrators, teachers and food service staff to work together to develop and support nutrition policies and procedures aimed to improve the diet and health of students, model healthy eating patterns, promote lifelong healthy eating and support healthy choices while accommodating cultural food preferences and special dietary needs.

~~To promote nutrition~~ MAPSD is committed to:

- Adhering to nutrition standards based on the [Dietary Guidelines for Americans](#) and the current [Healthy Hungry Kids Act](#).
- 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.

## **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 Foods and Beverages Sold Outside of School Meals**

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 Foods Offered/Provided but Not Sold**

MAPSD encourages foods offered to meet the USDA Smart Snacks in school nutrition standards including those provided at celebrations, parties and classroom snacks brought by staff and family members.

## **Fundraising**

MAPSD adheres to the Wisconsin Department of Public Instruction fundraiser exemption policy and allows two exempt fundraisers per student organization per school year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards.

## **Nutrition Education**

Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors including:

- Nutrition curriculum shall be offered as part of a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote health.
- Skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information.
- Nutrition education shall follow the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.
- Students may participate in school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produced foods.

## **Nutrition Promotion**

MAPSD is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive nutrition messages that promote health throughout schools, classrooms, cafeterias and school media.

### **Physical Education and Activity**

MAPSD shall provide students with age and grade appropriate opportunities to engage in physical activity. MAPSD staff shall encourage students to be active during recess. All physical education classes are taught by licensed teachers who are certified to teach physical education.

### **Public Notice**

MAPSD shall be responsible for informing the public, including parents, students and community members on the content and implementation of this policy. The wellness policy shall be posted on MAPSD's website, including the triennially assessment report.

### **Record Retention**

MAPSD shall retain documentation pertaining to the development, review, evaluation and update of the policy, documentation pertaining to the most recent wellness assessment, documentation of the efforts to publicize the policy, documentation of the wellness committee invite and the participation of stakeholders. Review of this policy shall occur every three years, by the wellness committee. Wellness plan updates, program performance and any recommended policy changes will be reported to the BOE.

### **Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

MAPSD is an equal opportunity provider.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 6, 2023

## FIRST READING

Policy Code	Policy Title
EDF	Waste Management
EEA	Student Transportation Services
EEAA	Student Transportation/Route Requests
EEAEA	Transporation of Parents to Co-Curricular Activities

**FILE: EDF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: August 20, 1992**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: February 17, 2005**      **POLICY TITLE: WASTE MANAGEMENT**  
**DATE REVIEWED: February 21, 2013**  
**DATE REVISED: February 15, 2018**  
**DATE REVIEWED:**

Medford Area Public School District (MAPSD) will act to make resource conservation an integral part of the physical operation of the school district and curriculum.

It will be MAPSD policy to implement the following:

- Integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at appropriate grade levels.
- Work to decrease the amount of waste of consumable materials by:
  - Reducing consumption of consumable material whenever possible.
  - Fully utilizing materials prior to disposal.
  - Minimizing use of non-biodegradable products whenever possible.
- Cooperate with, and participate in, recycling efforts made by municipalities in which district buildings are located. As systems for recovering waste and recycling are developed within the city and county, the school district will participate when feasible.
- Purchase, where financially viable or as required by law, recycled products. The school district will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available.
- Actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

**CROSS REFERENCE:**

**LEGAL REFERENCE: §66.0131, 159.07, 159.21, Wis. Stats.**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

<b>DATE ADOPTED:</b>	<b>March 19, 1992</b>	<b>FILE SECTOR:</b>	<b>SUPPORT SERVICES</b>
<b>DATE REVISED:</b>	<b>April 20, 2000</b>	<b>POLICY TITLE:</b>	<b>STUDENT TRANSPORTATION</b>
<b>DATE REVISED:</b>	<b>February 17, 2005</b>		<b>SERVICES</b>
<b>DATE REVISED:</b>	<b>February 16, 2012</b>		
<b>DATE REVISED:</b>	<b>March 17, 2016</b>		
<b>DATE REVISED:</b>	<b>February 15, 2018</b>		
<b>DATE REVISED:</b>			

Student transportation is a part of the total education program and is the direct responsibility of the administrative and policy-making officials of the district.

Medford Area Public School District (MAPSD) shall provide safe, timely, and economical transportation for all eligible students residing within the school district boundaries under provisions of the appropriate Wisconsin State Statutes and board of education (BOE) policy governing student transportation.

**General Organization of Authority**

The district administrator is responsible for overseeing the daily operation, enforcement, and administration of the student transportation system.

All administrators will work with citizens of the district in resolving transportation problems that might arise in the implementation of these transportation policies.

Responsibility for the safety and discipline of the riders shall be shared by the district administrator, transportation contractor, building principals, parents/guardians and the bus driver when riders are in transit. It is also the responsibility of the bus driver to determine the safety of a student walking due to inclement weather.

**Private School Students**

Pursuant to Wisconsin State Statutes, transportation shall be provided to students attending private schools in accordance with the provision of the Wisconsin State Statutes.

**Students with Disabilities**

Pursuant to Wisconsin State Statutes, transportation shall be provided to all students with disabilities who reside within the school district boundaries or are enrolled in the district under the public school open enrollment program if the IEP indicates such services are required in order to achieve a free appropriate public education (FAPE).

Whenever possible, students with disabilities will be transported on a regular school bus, provided they are able to board the school bus on their own accord and do not require special care while on the school bus.

Special transportation arrangements will be made by the Director of Special Education and Student Services for all students with disabilities who are determined by IEP Committee to be in need of such accommodations.

### **Open Enrollment Students**

Any student attending MAPSD under the open enrollment opportunity will be picked up at the nearest bus stop/residence on the normal route. Parent(s)/guardian(s) of open enrollment students will be responsible for contacting the family of that "bus stop" to ensure the student may come into the home should it be necessary.

### **Handbook**

The transportation handbook shall be revised and approved by the ~~board of education~~ **BOE** on a regular basis. It shall include regulations pertaining to:

- School bus rider rules
- School bus rider discipline procedure
- Extra-curricular trip rules
- Personal safety for students
- Contractor responsibilities
- School bus driver rules
- Driving tips
- Emergency procedures

**CROSS REFERENCE: EEAA, JECBD, and JECC**

**LEGAL REFERENCE: 115.76(5), 115.787, 118.51(14), 118.52(11), Chapters 120 and 121, Wis. Stats, and TRANS 300, Wis. Admin. Code PI 7**

**FILE: EEAA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** April 20, 2000      **FILE SECTOR:** SUPPORT DISTRICT  
**DATE REVISED:** February 17, 2005      **POLICY TITLE:** STUDENT TRANSPORTATION/  
**DATE REVISED:** July 19, 2012                      **ROUTE REQUESTS**  
**DATE REVISED:** March 15, 2018  
**DATE REVIEWED:**

Medford Area Public School District (MAPSD) will provide safe, timely and economical transportation for all eligible students residing within school attendance boundaries as designated under provisions of the appropriate Wisconsin State Statutes and board of education policies governing student transportation. MAPSD will accommodate transportation needs of district students according to the procedures and conditions established in EEAA-R.

**CROSS REFERENCE:** EEA, EBCD, EEAA-R, EEAA-R-E, JECBD, AND JECC  
**LEGAL REFERENCE:** Wis. State Stat. Chapters 120 and 121

15.



**Medford Area Public School District**  
**Bus Routes**  
**New/Alternate Pick-up/Drop-off Form**  
(Return to School Office)

**FILE: EEAA-R**

Alternative Transportation Requests

- New student requests for transportation must be made in writing using the New/Alternate Pick-up/Drop-off Form for any student who registers after June 15. A copy of the completed New/Alternate Pick-up/Drop-off Form shall be forwarded to the Director of Transportation so that a building assignment for the student can be made concurrent with policy JECC (Assignment of Students to Schools). Routes may be re-scheduled to accommodate newly registered K-12 students who reside within the district boundaries.
- Requests for transportation to and/or from a child care provider must be made in writing using the New/Alternate Pick-up/Drop-off Form.
- Requests for more than one pick-up/drop-off point must be made in writing using the New/Alternate Pick-up/Drop-off Form.
- Requests for a change in the established pick-up/drop-off point must be made in writing using the New/Alternate Pick-up/Drop-off Form.

Changes (Each change will require completing a new New/Alternate Pick-up/Drop-off Form)

- All permanent New/Alternate Pick-up/Drop-off Forms must be received before a change is to become effective during the school year. Phone calls cannot be accepted except in emergency situations. Such exceptions must be approved by the building principal or his/her designee.
- A New/Alternate Pick-up/Drop-off Form must be completed for each new school year.
- School buses will not deviate from scheduled routes during the year to accommodate a change in a child care provider once the route has been established at the beginning of the school year unless the route change can be reasonably accommodated by the transportation contractor.
- Pick-up and drop-off points must be on a scheduled basis and must be documented on the New/Alternate Pick-up/Drop-off Form.

Please check all boxes that apply

- New student registration  
(for any student who registers after June 15).
- Beginning of the year pick-up/drop-off request  
(for any student who will go to any address which differs from that of the first or primary legal guardian).
- Request for additional pick-up/drop-off  
(for any student who will have more than one pick-up/drop-off point. The additional pick-up/drop-off must be received by the contractor before it will become effective; the additional pick-up/drop-off must be on a scheduled basis).
- Request for change in pick-up/drop-off  
(for any student who requires a change in their current pick-up/drop-off point. This New/Alternate Pick-up/Drop-off Form must be received by the contractor before it will become effective; the pick-up/drop-off must be on a scheduled basis).

**Bus Routes**  
**New / Alternate Pick-Up / Drop-Off Form (EEAA-R-E)**  
 (Return to School Office)

**NOTE: Only complete this form if pick up or drop off is OTHER than home.**

Name of Child: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent #1:		Parent #2:	
Parent Name:		Parent Name:	
Address (Street)		Address (Street)	
(City/State/Zip)		(City/State/Zip)	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	

I request that my child be transported to and/or from the designated address(es) listed below:

To School                      From School                      Both

Name of Residence Holder:					
Address (Street)					
(City/State/Zip)					
Phone:					
Days (circle all that apply):	Monday	Tuesday	Wednesday	Thursday	Friday
Effective Date:					
Comments:					

To School                      From School                      Both

Name of Residence Holder:					
Address (Street)					
(City/State/Zip)					
Phone:					
Days (circle all that apply):	Monday	Tuesday	Wednesday	Thursday	Friday
Effective Date:					
Comments:					

**School Personnel: Fax ALL forms to the Transportation Contractor  
 Pick-Up / Drop Off Change / Addition Copy to Classroom Teacher**

**FILE: EEAEA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 19, 1980**

**DATE REVISED: October, 1986**

**DATE REVISED: February 17, 2005**

**DATE REVISED: June 20, 2013**

**DATE REVIEWED: March 15, 2018**

**DATE REVIEWED:**

**FILE SECTOR: SUPPORT SERVICES**

**POLICY TITLE: TRANSPORTATION OF**

**PARENTS TO EXTRA-**

**CURRICULAR ACTIVITIES**

Parents and guardians are not allowed to ride the team bus for any athletic event.

**CROSS REFERENCE:**

**LEGAL REFERENCE: Sections 120.13(27), 121.54(7) and 121.53(2), Wis. Stats.**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 6, 2023

## Review/Consideration

Policy Code	Policy Title
JECBD	School Open Enrollment
RVA-IIB	School and Class Size
RVA-JECBD	School Open Enrollment

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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

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

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

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

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

Space Availability

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

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

### Student to Teacher Ratio

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

### Sibling Preferences/ Guarantees

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

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

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

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

### Enrollment Projections

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

### Four-Year Old Kindergarten

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

### Expelled Students

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

### Students with Disabilities

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

### Screening for Special Education Status

All applicant students will be screened to determine:

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

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

### Suspected Disabilities

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

### Part II

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

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

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

#### A. Application Requirements and Acceptance

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

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

#### B. Resident Preference

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

### Part III

#### NON-RESIDENT STUDENT BUILDING ASSIGNMENT

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

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

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

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

Part IV  
TRANSPORTATION ARRANGEMENTS FOR NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS

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

PART V  
RESIDENT SCHOOL OPEN ENROLLMENT STUDENTS

Full-time Enrollment

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

Resident Special Education Student

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

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

Transportation Arrangements for Resident School Open Enrollment Students

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

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

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

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



PART VI  
APPLICATIONS SUBMITTED UNDER ALTERNATIVE  
OPEN ENROLLMENT CRITERIA

Eligibility Criteria

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

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

PART VII  
ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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

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

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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

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Part I  
NONRESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS-FULL-TIME

Full-Time Enrollment

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

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

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

school or program that the applicant may attend in the following school year. If the application is rejected, the notice shall include the reason(s) for the rejection.

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

## Part II

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

#### Application Process:

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

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

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

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

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

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

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

#### Appeals:

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

#### Transportation:

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

### Part III

#### NON-RESIDENT RANDOM SELECTION PROCESS

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

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

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

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

#### Part IV

#### RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

##### Full-Time Enrollment

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

##### Appeal of Rejection

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

#### Part V

#### APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT PROCEDURES

##### Application Review and Approval Process

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

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

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

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

#### Part VI

#### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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

# Annual review and recommended changes.

FILE: RVA-IIB

## MEDFORD AREA PUBLIC SCHOOL DISTRICT RURAL VIRTUAL ACADEMY

**DATE ADOPTED:** December 17, 2009    **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:** April 19, 2012    **POLICY TITLE:** SCHOOL AND CLASS SIZE  
**DATE REVIEWED:** January 17, 2013  
**DATE REVISED:** January 16, 2014  
**DATE REVISED:** February 19, 2015  
**DATE REVISED:** February 18, 2016  
**DATE REVISED:** January 26, 2017  
**DATE REVISED:** January 25, 2018  
**DATE REVISED:** December 17, 2018  
**DATE REVISED:** January 27, 2020  
**DATE REVISED:** December 21, 2020  
**DATE REVISED:** December 20, 2021  
**DATE REVISED:** December 19, 2022  
**DATE REVISED:**

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

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

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

It is the policy of the RVA Governance Board to recommend class sizes of 35 students in grades Pre-K through 12 direct instruction classes, 50 students in Pre-K through 12 independent classes, and a total of **330 355** students (based on a 25:1 student-teacher ratio) in special education. The total school size for the RVA is **2,200 2,300** students.

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



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

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

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

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

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

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

Space Availability

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

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

Student to Teacher Ratio

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

### Sibling Preferences/ Guarantees

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

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

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

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

### Expelled Students

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

### Students with Disabilities

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

### Screening for Special Education Status

All applicant students will be screened to determine:

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

### Suspected Disabilities

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

### Age Eligibility

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

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

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

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

### A. Application Requirements and Acceptance

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

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

### B. Resident Preference

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

## APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA

### Eligibility Criteria

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

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

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

### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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

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

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

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

NON-RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

Full-Time Enrollment

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

## PART-TIME OPEN ENROLLMENT APPLICATIONS

### Application Process:

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

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

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

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

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

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

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

Appeals:

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

Transportation:

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

NON-RESIDENT RANDOM SELECTION PROCESS

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

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

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

APPLICATIONS SUBMITTED UNDER  
ALTERNATIVE OPEN ENROLLMENT PROCEDURES

Application Review and Approval Process

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



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

#### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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

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

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

NON-RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

Full-Time Enrollment

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

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

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

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

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

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

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

Space Availability

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

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

Student to Teacher Ratio

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

### Sibling Preferences/ Guarantees

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

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

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

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

### Expelled Students

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

### Students with Disabilities

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

### Screening for Special Education Status

All applicant students will be screened to determine:

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

### Suspected Disabilities

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

### Age Eligibility

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

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

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

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

### A. Application Requirements and Acceptance

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

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

### B. Resident Preference

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

## APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA

### Eligibility Criteria

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

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

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

### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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

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

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

<b>DATE ADOPTED:</b> December 18, 1997	<b>FILE SECTOR:</b> RURAL VIRTUAL ACADEMY
<b>DATE REVISED:</b> March 15, 2007	<b>POLICY TITLE:</b> OPEN ENROLLMENT
<b>DATE REVISED:</b> April 16, 2009	<b>PROCEDURES</b>
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NON-RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

Full-Time Enrollment

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

## PART-TIME OPEN ENROLLMENT APPLICATIONS

### Application Process:

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

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

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

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

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

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

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



#### Appeals:

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

#### Transportation:

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

#### NON-RESIDENT RANDOM SELECTION PROCESS

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

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

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

APPLICATIONS SUBMITTED UNDER  
ALTERNATIVE OPEN ENROLLMENT PROCEDURES

Application Review and Approval Process

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

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

#### ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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