

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office

124 W. State Street

Medford, WI 54451

October 11, 2023
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

EBCA	Staff/Student Death
ECA	Buildings and Grounds Security
ECAA	Access to Buildings
ECAB	Vandalism
ECAC	Unmanned Aerial Vehicles on School Property

(Motion to accept 2nd reading)

Policies for First 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

Review/Consideration

RVA-JECBE	Shared Enrollment
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(Motion to accept policy in consideration)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, November 1, 2023

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

October 11, 2023

SECOND READING

Policy Code	Policy Title
EBCA	Staff/Student Death
ECA	Buildings and Grounds Security
ECAA	Access to Buildings
ECAB	Vandalism
ECAC	Unmanned Aerial Vehicles on School Property

FILE: EBCA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: July 19, 2001 **FILE SECTOR:** SUPPORT SERVICES
DATE REVISED: December 16, 2004 **POLICY TITLE:** STAFF/STUDENT DEATH
DATE REVISED: January 17, 2013
DATE REVISED: October 30, 2017
DATE REVISED:

Medford Area Public School District is aware of the need to convey concern, sympathy and shared loss for those grieving a deceased staff member or student. The district has an obligation to provide educational services to those students not affected by the death. The district shall do this in a manner which is mindful of students or peers who may experience difficulty with the grief process. Support will be provided for anyone seeking it.

The building administrator is responsible for developing, coordinating and implementing the district plan of services in the event of a student or staff death. Open communication among all school staff and sensitivity to the impact of trauma is critical to the implementation of a school-wide program.

CROSS REFERENCE: EB, EBCA-R, EBCE, IGAC, KBC, KG, KNAJ, JE, JFCK,
Employee Handbooks & District Safety Response Plan

LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: July 19, 2001 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: December 16, 2004 POLICY TITLE: STAFF/STUDENT DEATH
DATE REVISED: January 17, 2013
DATE REVISED: October 30, 2017
DATE REVISED:

The building administrator is responsible for the plan of service including recognition, funeral service and support resources.

RECOGNITIONS

In the event of the death of a student or staff member, the district administrator and the director of student services shall be contacted. The director of student services shall be responsible for notification of building level administrators and student services staff. The district administrator shall be responsible for notification of appropriate district office personnel and the board of education (BOE).

The building administrator shall, in the event of the death of a student or staff member, consult with a representative of the family of the deceased to determine the family's wishes with regard to funeral arrangements, reclamation of personal property at school and how the school plans to recognize the death. All building information pertaining to recognitions, funeral arrangements, support resources and facility use shall be communicated to the district administrator or their designee.

Staff Member

In the event of the death of a staff member, the administration shall, on behalf of the BOE, recognize the death by sending a floral arrangement or memorial to the family.

Student

The building administrator or designee shall read the following statement to the entire school at the beginning of the school day: "I am sorry to inform you that (First / Last Name of Student) died on (day / date). At this time, out of respect for (First Name), we will have a moment of reflection.Thank you."

FUNERAL ATTENDANCE

In the event of the death of a student or staff member, the building administrator shall consult with a representative of the family of the deceased to determine the family's wishes with regard to funeral service attendance by staff and students.

Students may be given information directly regarding funeral arrangements. Parents/guardians/legal custodians of younger students may call the building office for information if they so choose. Responsibility for student attendance and behaviors of the student at funeral services is the responsibility of the parent/guardian/legal custodian. Absences that are pre-approved for funeral services shall be an excused absence.

Staff Member

Administrative representation from the building in which the staff member was employed, guidance counselor(s), an immediate supervisor (if other than the building administrator) and departmental peers shall be given preference in attending the funeral. Staff members who are relatives may be granted funeral leave. Funeral leave and substitutes shall be dealt with via administrative operational procedures.

Student

An administrative representative from the building, in which the student was enrolled, the student's guidance counselor and no less than one of the student's teachers shall attend funeral services. Classroom teacher(s), special education teacher(s), Title 1 staff and any others who had scheduled on-going contact with the student shall be given preference in attending the funeral. A staff member who is a relative may be granted funeral leave. Funeral leave and substitutes and funeral attendance should be dealt with via administrative operational procedures.

DISTRICT SUPPORT RESOURCES

At the earliest possible time, the building administrator(s) shall conduct a staff meeting to provide available factual details. Those details shall be delivered by staff to the student body as directed by administration. All district student services staff shall attend the staff meeting in the building in which the staff person was assigned or in which the student was enrolled. In the case of the death of a student, a student services provider assigned to any building where siblings of the deceased is/are enrolled shall return to the building of the sibling(s) and share the available factual details with the building administrator(s) and classroom teacher(s). All other student services staff shall remain with the building population most affected by the death until such time as the director of student services and/or the building administrator determine it is no longer necessary or there is a need to be reassigned to another building. In the event additional student services staff are necessary, the building administrator and director of student services shall contact adjacent school districts and request additional resources.

COMMUNITY SUPPORT RESOURCES

The building administrator shall consult with a representative of the family to determine what if any recognition or school/community support services should be provided. The building administration may also determine to provide resources from the religious community, county human services or private providers as non-sectarian counselors for staff and/or students. The building administrator and director of student services shall determine appropriate agency or clergy contacts, and afford these groups the opportunity to provide non-sectarian grief counseling on school grounds if appropriate and/or necessary. In the event that a local religious organization would find it beneficial to hold a before or after school memorial service off school grounds for students, the building administrator shall announce the location and time of that service to the student body or provide time and location information to the parents of younger students. Attendance at memorial services shall be the responsibility of the parent/guardian/legal custodian(s).

ADMINISTRATIVE RESPONSIBILITIES

The building administrator and director of student services shall jointly prepare a statement when appropriate and/or necessary with regard to the availability and location of counseling services for staff and/or students. Announcements shall be made to the public via radio or other media when appropriate and/or necessary.

In the event of a death of a student or staff member when school is not in session the building administrator shall, upon being contacted by a representative of the family of the deceased, use their discretion with regard to recognitions.

In the event of the use of school facilities, the building administrator shall assure compliance with BOE policy KG - Community Use of School Facilities.

In the event of a crisis situation as described or determined by the District Safety Response Plan and/or the district administrator or their designee, the building administrator shall assure compliance with the District Safety Response Plan.

In the event of an on-going police investigation, the building administration shall assure compliance with BOE policy KNAJ - Relations with Police Authorities.

In the event of a suicide or suspected suicide the building administrator and director of student services shall assure compliance with BOE Policy JHH - Suicide Prevention.

In the event of a death or suicide the building administrator shall refer media requests for interviews or access to schools to the district office or official district spokesperson. Other media situations shall be addressed following the guidelines provided in the District Safety Response Plan.

**CROSS REFERENCE: EB, EBCA-R, EBCE, IGAC, KBC, KG, KNAJ, JE, JFCK,
Employee Handbooks & District Safety Response Plan**

LEGAL REFERENCE:

Medical Emergency (Student/Staff Injury)

Principal's Office

- ✓ Call parent or those listed on emergency release form
- ✓ Call the District Administrator's office to ensure that the necessary administrators are notified
- ✓ File an incident report

Preventive or Supportive Actions

- ✓ In the health room, post the names of building staff who have completed paramedic, emergency medical technician, American Red Cross First Aid, or other special lifesaving or life-sustaining training or expertise such as CPR
- ✓ Provide information to teachers about all students in their classes who have special medical or physical needs, i.e. allergies, fainting, seizures, diabetes, etc.
- ✓ An accident/injury report should be completed and submitted to building principal
- ✓ District Administrator should be notified immediately if an accident is of a serious or unusual nature
- ✓ Maintain an ongoing communication with teachers regarding health issues of students (504 Plans)

Death or Homicide (Student or Staff Member)

No one other than medical personnel can determine death

Principal's Office

- ✓ **Isolate** area, provide privacy
- ✓ **Call** 911 for police and ambulance
- ✓ If not breathing or no heartbeat, personnel certified in CPR may administer CPR
- ✓ Call School Nurse
- ✓ **Secure** emergency health information of victim; make a copy for medical personnel
- ✓ **Assist** police in locating any possible perpetrators
- ✓ Principal and possibly a teacher will **notify** a parent in person, if possible
- ✓ **Call** the District Administrator's office to ensure that the necessary administrators are notified
- ✓ **Inform** staff by email or staff meeting
- ✓ **Facilitate** investigations by civil authorities
- ✓ **Announce** counseling services and document students receiving counseling
- ✓ **File** an incident report

Building Administrator Guidelines Student Death

The building administrator is responsible for developing, coordinating and implementing the district plan of services in the event of a student death. Open communication among all school staff and sensitivity to the impact of trauma is critical to the implementation of a school-wide program.

- ✓ Convene crisis team meeting to determine accurate information
- ✓ Contact Director of Student Services
- ✓ Consult with a representative of the family regarding funeral arrangements, reclamation of personal property and how the school plans to recognize the death
- ✓ Conduct a staff meeting to provide factual details as soon as possible.
 - Give directive to staff to share details with student body (who, what, where, and when)
 - Refer staff to the resource "Grief" at school
 - Invite all district student services staff to the staff meeting
- ✓ Notify the entire school at the beginning of the school day in the event of a student death. You may read the following statement: "I am sorry to inform you that (first/last name of student) died on (day/date). At this time, out of respect for (first name), we will have a moment of reflection. Thank you."
- ✓ Arrange for necessary district support resources
 - Direct the district student services staff to remain with building population most affected until no longer necessary or the need to be reassigned arises
 - In the event additional student services are necessary, the building administrator and Director of Student Services may contact nearby school districts to request additional resources
- ✓ Determine need for community support resources
 - Consult with family to determine what, if any, recognition or school/community support services should be provided
 - With the Director of Student Services, determine appropriate agency or clergy contacts and afford opportunity to provide on-site non-sectarian grief counseling, if appropriate or necessary
- ✓ Other Announcements
 - With the Director of Student Services, prepare a statement regarding availability and location of counseling services for staff and students, if appropriate or necessary
 - Refer all media requests for interviews or access to schools to the district office or official district spokesperson

Administrator Guidelines for Family Contact in the Death of a Student

Key Issue: Be sensitive to the grief the family is experiencing and remember that grief can be manifested in a variety of ways. Express concern that the school wants to help in whatever way it can.

Principal's Contact of the Family:

- ✓ Call the family at an appropriate time.
- ✓ Identify yourself and express condolences to the person you are talking to.
- ✓ State the purpose of your call.
- ✓ Inquire as to who would be the best person to talk with.
- ✓ If you are given another person to talk with, re-express condolences and state purpose of your call again.
- ✓ Reassure the person that you and the school would like to help in whatever way possible.
- ✓ Tell them you will be sharing only the basic facts with the student body and you will do everything possible to share information appropriately and accurately. If appropriate, and you know the information is to be shared with students, share it with the family member and ask them to verify the accuracy. Address any questions or concerns they express.
- ✓ Ask if funeral arrangements have been made and tell them how this information will be shared with staff and students. Ask if they have any special request regarding staff/student attendance at the visitation or funeral.
- ✓ If a moment of reflection is planned, share this information with them and ask if they are comfortable with this.
- ✓ Tell the family member that you will take responsibility for collecting any personal belongings of the student and that they may be picked up in the office at their convenience.
- ✓ Ask if they have questions or anything they want to share at this point.
- ✓ Reiterate condolences
- ✓ Ask them to call you back if they have any concerns, questions or requests.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 19, 1980 **FILE SECTOR:** SUPPORT SERVICES
DATE REVISED: January 16, 1992 **POLICY TITLE:** ACCESS TO BUILDINGS
DATE REVISED: December 16, 1999
DATE REVISED: November 20, 2003
DATE REVISED: December 16, 2004
DATE REVIEWED: January 17, 2013
DATE REVISED: December 21, 2017
DATE REVISED:

Under the general supervision of the district administrator or their designee, all keys/fobs for a given building shall be controlled by the building administrator who shall keep on file, readily accessible, a key/fob receipt agreement for every authorized user. These agreements must be made available for inspection by the district administrator or their designee when requested. Each building administrator shall deposit with the district office, one complete set of keys/fob for every portion of their building.

Employees of the district may be issued keys/fob according to the approved key/fob assignments procedures. No student may be issued keys/fob unless employed by the district.

Employees to whom keys/fob have been issued shall return all keys/fob to their building administrator when checking out at the end of the school year. Building administrator may make exceptions to this for employees who require keys/fob during the summer, but such exception must be noted and dated on the key/fob receipt agreement at the end of each school year. Limited term employees shall turn in their key(s)/fob immediately following the completion of their paid service including non-teacher coaches. In the event of termination of employment, employees shall turn in all district keys/fob before receiving their final paycheck. In the event of immediate discharge or administrative leave, pending investigation, employees shall remit all keys/fob in their possession to the building administrator.

Community members using a district building shall make prior arrangements in accordance with board policy and keys/fob shall be issued to such persons following the approved key/fob assignment procedures.

All issued keys/fob are the property of Medford Area Public School District (MAPSD) and shall not be duplicated in any form, or loaned to another individual under any circumstance.

CROSS REFERENCE: GBCAA & KG
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 16, 1999 **FILE SECTOR:** SUPPORT SERVICES
DATE REVISED: November 20, 2003 **POLICY TITLE:** ACCESS TO BUILDINGS
DATE REVISED: December 16, 2004
DATE REVISED: December 21, 2017
DATE REVISED:

All employees issued keys/fob shall complete a key/fob receipt agreement (ECAA-R-E). In the event that a key/fob is lost or stolen, the building administrator shall be notified immediately. The building administrator will contact the district administrator. A decision will be made whether or not to alter the access hardware/software in the affected area and issue new key(s)/fob or replace as appropriate.

If the decision is made to alter the access hardware/software in an affected area, that decision will be documented and the date of completion will be noted. A copy of the documentation will be forwarded to the district administrator.

Community members may not possess a building key/fob except as provided below:

- Keys/fob will only be issued to adults (persons 18 years of age or older).
- Keys/fob will be given out one day before a weekday activity or on Friday before a weekend activity, and must be returned on the day of the activity if the building office is open or on the first business day after the activity.

Community members will pay a \$50.00 deposit for use of a school key/fob. Should the key/fob be lost, the \$50.00 deposit will be forfeited.

When using a school building, the adult supervisor of the activity shall:

- Be responsible for the security of the building.
- Inspect all accessible portions of the building both before and after the group's usage.
- Report any damage to the building, in writing, to the building administrator when returning the building key/fob.
- If suspicious strangers or intruders are present, or disruptions occur, contact a building supervisor. If a building supervisor is not available, call law enforcement.
- Report the presence of strangers or intruders in the building, in writing, to the building administrator when returning the key/fob.
- Monitor the building door when it is open.
- Lock the door when a monitor is not available.

Any exceptions to the above procedures shall be approved by the building administrator with notification to the district administrator or designee.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

KEY/FOB RECEIPT AGREEMENT (School Employees)

I, the undersigned, hereby acknowledge receipt of the key(s)/fob described below. I understand that the key(s)/fob issued is (are) the property of MAPSD, and shall not be duplicated in any form or loaned to another individual under any circumstance. I agree that it is my responsibility to promptly report any loss or theft of said key(s)/fob, and that said key(s)/fob is (are) to be returned upon request, or when my need for said key(s)/fob no longer exists. I further understand that failure to comply with any of the above provisions of this agreement may result in disciplinary action(s).

<u>Key/FOB #/Code</u>	<u>Sequence #</u>	<u>Accesses</u>	<u>Required Return Date</u>	<u>Date Returned</u>	<u>Initials</u>

Signature: _____ Date: _____

Verifying Administrator: _____ Date: _____

12.

FILE: ECAB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 19, 1980 **FILE SECTOR: SUPPORT SERVICES**
DATE REVISED: January 16, 1992 **POLICY TITLE: VANDALISM**
DATE REVISED: December 16, 2004
DATE REVISED: January 17, 2013
DATE REVISED: December 21, 2017
DATE REVISED:

Incidents of willful or malicious abuse, destruction, defacing and/or theft of Medford Area Public School District property are clearly contrary to the best interests of the district and injurious to the rights and welfare of the entire community. It is the board of education policy to pursue, where deemed necessary, legal action against persons found to have committed such acts.

Full restitution for the damage caused may be sought from such persons -- or, in the case of minors, from their parent(s)/guardian(s) -- subject to state laws.

The district administrator and/or the building administrator is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as they see fit, authority to sign such complaint and to press charges.

CROSS REFERENCE:

LEGAL REFERENCE: §895.035, 895.77(2), 943.012, & 943.70 Wis. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: November 19, 2015 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: POLICY TITLE: UNMANNED AERIAL
VEHICLES ON SCHOOL PROPERTY

The policy for Unmanned Aerial Vehicles (UAVs) or drones focuses on public safety and the facilitation of event planning and administration. The use of drones/UAVs for any purpose may be permitted at outdoor events only, provided the following conditions and requirements are satisfied:

- A. Drone operation at events requires Certificate of Authorization (COA)—or the necessary 333 Exemption—as issued by the FAA when required by law, advanced written consent (at least 24 hours) from the WIAA executive office, as well as approval of host facility event management.
- B. A signed agreement holding the ownership and operators of event facilities and the District harmless from any claims of harm to individuals or damage to property. In addition, UAV operators must provide event management proof of insurance with liability limits of not less than \$1 million that identifies the WIAA and its member school as additionally insured.
- C. UAV controllers must maintain line of sight at all times during operation and are prohibited from flying UAVs over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present.
- D. UAV controllers and their employers are responsible for ensuring operators are trained in the use of the drone that they operate. UAV operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the UAV as a result of weather, operator error or judgement, and failure of device systems and equipment.
- E. When recording or transmitting visual images, UAV controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms. In Wisconsin, it is a misdemeanor to use a drone to “photograph, record, or otherwise observe another individual in a place where the individual has a reasonable expectation of privacy.” (Wis. Stat. §942.10).

Medford Area Public School District shall refuse admission to any individual or group attempting or intending to use a UAV without authorization. Event host managers are authorized to suspend play, if necessary, to remove and confiscate any authorized or unauthorized use of a UAV in prohibited areas during events. Failure to follow this policy may result in District sanctions, as well as local, state and federal penalties if applicable. This policy will be updated as deemed necessary to reflect changes in administrative policies, as well as federal, state and local regulations.

Drone Requirement Checklist at Events:

- FAA approval with Certificate of Authorization or necessary 333 Exemption
- District Staff approval
- Venue host administration approval
- Proof of insurance as required by this policy
- Statement that the operators are trained in the use of the UAV

CROSS REFERENCE: District Safety Response Plan, EBC, KG

LEGAL REFERENCE: Wis. Stat. §114.04, §175.55, §175.55(1)(a), §175.55(2) §942.10,

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

October 11, 2023

FIRST 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

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 staffing, recommendations of the school nurse or recommendations of administration shall be made by the director of special education and student services with the approval of the district administrator or his/her **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 REVISE:

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, district administrator and the building principals.

CROSS REFERENCE: Hazardous Substance 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

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

October 11, 2023

Review/Consideration

Policy Code	Policy Title
RVA-JECBE	Shared Enrollment

Consideration of Minor Change - recommended by RVH.

FILE: RVA-JECBE

MEDFORD AREA PUBLIC SCHOOL DISTRICT RURAL VIRTUAL ACADEMY

DATE ADOPTED: March 15, 2007

DATE REVISED: March 20, 2008

DATE REVISED: April 16, 2009

DATE REVISED: June 20, 2013

DATE REVISED: August 18, 2016

DATE REVISED: March 22, 2021

DATE REVISED: June 27, 2022

DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY

POLICY TITLE: SHARED ENROLLMENT

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

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

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

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

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

CROSS REFERENCE: RVA-JFC
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

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

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: SHARED ENROLLMENT

RVA Co-Curricular Participation Form

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

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

(please list):

Building Principal

_____ School District

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

26.