

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

February 7, 2024
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

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

(Motion to accept 2nd reading)

Policies for First Reading

EEAEAA	Drug and Alcohol Testing for Bus Drivers
EEBA	Use of District-Owned Vehicles
EEBB	Use of Private Vehicles on School Business
EF	Food Services Management

Review/Consideration

RVA-IGADA	Work Experience Opportunities
RVA-IKF	Graduation Requirements

(Motion to accept policies in review)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, April 3, 2024

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

February 7, 2024

SECOND READING

Policy Code	Policy Title
EDF	Waste Management
EEA	Student Transportation Services
EEAA	Student Transportation/Route Requests
EEAEA	Transportation 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

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

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 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

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

5.

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 appropriate building administrator so that a building assignment for the student can be made concurrent with policy JECC (Assignment of Students to Schools). Routes may be rescheduled to accommodate newly registered K-12 students who reside within the district boundaries.
- Requests for transportation to and/or from a childcare 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 administrator or their 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 childcare 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

February 7, 2024

FIRST READING

Policy Code	Policy Title
EEAEAA	Drug and Alcohol Testing for Bus Drivers
EEBA	Use of District-Owned Vehicles
EEBB	Use of Private Vehicles on School Business
EF	Food Services Management

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: November 16, 1995 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: February 17, 2005 POLICY TITLE: DRUG AND ALCOHOL TESTING
DATE REVISED: March 21, 2013 FOR BUS DRIVERS
DATE REVISED: March 15, 2018
DATE REVISED:

In accordance with federal law and regulations, Medford Area Public School District (herein referred to as “MAPSD”) shall be responsible for implementing a drug and alcohol testing program for school bus drivers. The purpose of this testing program shall be to prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers.

The terms *drugs and controlled substances* are interchangeable and have the same meaning. *Drugs* refer to, but are not limited to, marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines).

PROHIBITED CONDUCT

Drivers shall be prohibited from any alcohol use that could affect performance on the job including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving and use during eight hours following an accident.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his/her **their** ability to safely operate a motor vehicle.

REQUIRED TESTING

Drivers shall be subject to pre-employment/pre-duty, reasonable suspicion, random, post-accident, return-to-duty and follow-up drug testing pursuant to procedures set out in the federal regulations. They shall also be subject to reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Pre-employment testing shall be administered to an applicant offered a position in the district prior to the first time the driver performs any safety-sensitive function for the district.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions which includes just before, during, or just after the employee performs the safety-related function. Controlled substances testing may be performed at any time while the driver is at work.

An employee covered by the federal regulations may not refuse to take a required test.

CONSEQUENCES IF TESTING INDICATES DRUG OR ALCOHOL MISUSE

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with the federal regulations. Before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results.

A driver that is under the influence of alcohol will, at a minimum be suspended without pay until their next regular duty period, but for no less than 24 hours, and must undergo a return to duty alcohol test with a result of 0.00. A driver may also be subject to additional disciplinary action by the district, up to and including discharge.

A driver who registers greater than 0.00 or has a verified positive test result for a controlled substance, at a minimum will be suspended without pay until their next regular duty period, but for no less than 24 hours, and must undergo a return to duty alcohol or drug test with an acceptable result. In addition, a driver must be released for duty by a substance abuse professional. A driver may also be subject to additional disciplinary action by the district, up to and including discharge.

A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

The board of education retains the authority consistent with state and federal law to discipline or discharge any employee who is alcohol or chemically dependent and whose current use of alcohol or drugs affects the employee's qualifications for and performance of his/her **their** job.

The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable district policies.

RECORD RETENTION

The district shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the district may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver shall be entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

OTHER PROVISIONS

The district shall take steps to insure that employees receive the notifications required by federal regulations.

CROSS REFERENCES: EEAEAA-R, GBCBC, & GBCBB

LEGAL REFERENCES: 49 U.S.C. '2717 *et seq.* (Omnibus Transportation Employee Testing Act of 1991), 49 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing, 49 C.F.R. Part 391 Qualification of Drivers, and Employee Handbook

MEDFORD AREA PUBLIC SCHOOL District

DATE ADOPTED: November 16, 1995 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: February 17, 2005 POLICY TITLE: DRUG AND ALCOHOL
DATE REVISED: March 15, 2018 TESTING FOR BUS DRIVERS
DATE REVISED:

School bus drivers who operate a motor vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

These district regulations reflect several requirements of the federal drug and alcohol testing regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in federal regulation. District personnel will adhere to the detailed provisions of federal regulation in administering the district's drug and alcohol program.

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise.

PRE-EMPLOYMENT TESTS

Tests will be administered before a driver performs any safety-sensitive functions for the district and provided in policy GBCBC (*Pre-employment Drug Testing*) and GBCBC-R (*Pre-employment Drug Testing Procedure*).

POST-ACCIDENT TESTS

Alcohol and controlled substance tests will be conducted as soon after an accident as practicable on any driver who:

- Was performing safety-sensitive functions with respect to the vehicle if the accident involved injury to a passenger or loss of human life;
- Received a citation under state or local law for a moving traffic violation arising from the accident.
- Causes his/her **their** vehicle to leave the roadway and requires a tow to return the vehicle to service.

No driver involved in an accident may use alcohol for eight hours after the accident or until after ~~he/she~~ **they** undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol tests and cannot be used to fulfill controlled substance testing obligations.

*Before any driver operates a commercial motor vehicle, the district will provide ~~him~~ **them** with post-accident procedures that will make it possible to comply with post-accident testing requirements.*

RANDOM TESTS

Tests will be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs do not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers will be selected by a scientifically valid random process and each driver will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.

REASONABLE SUSPICION TESTS

Tests must be conducted when a properly-trained supervisor or district official has reasonable suspicion that the driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indication of chronic and withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours.

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of ~~his/her~~ **their** observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

RETURN-TO-DUTY TESTS

A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards.

FOLLOW-UP TESTS

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

RECORDS

Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to his/her **their** use of drugs or alcohol, including any records pertaining to his/her **their** drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

NOTIFICATIONS

Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations will be notified of the availability of this information. The information will identify:

- The person designated by the district to answer driver questions about the materials as the director of transportation.
- Categories of drivers who are subject to the drug and alcohol testing requirements.
- Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the work day driver compliance is required.
- Specific information concerning driver conduct that is prohibited.
- Circumstances under which a driver will be tested for drugs and/or alcohol.
- Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and insure that test results are attributed to the correct driver.
- The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
- An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
- Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
- Consequences for drivers found to have an alcohol concentration greater than 0.00.
- Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problems, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

Each driver must sign a statement certifying that he/she **they** ~~has~~ **have** received a copy of the above materials.

The district will inform drivers before drug and alcohol tests are performed.

The district will notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district also will tell the driver which controlled substances were verified positive.

Drivers will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her **their** ability to safely operate a commercial motor vehicle.

ENFORCEMENT

Any driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions. Such refusals shall be treated as insubordination and regarded as a positive test.

A driver who in any other way violates district prohibitions related to drugs and alcohol will receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which he/she **they has have** a financial interest except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, the district must insure that the employee:

- Has been evaluated by a substance abuse professional.
- Has complied with any recommended treatment.
- Has taken a return-to-duty drug and alcohol test with a result indicating no alcohol concentration level.
- Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

CROSS REFERENCES: EEAEAA-R, GBCBC, & GBCBB

LEGAL REFERENCES: 49 U.S.C. §2717 *et seq.*(Omnibus Transportation Employee Testing Act of 1991), 49 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing, 49 C.F.R. Part 391 Qualification of Drivers and Employee Handbook

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 1992 **FILE SECTOR:** SUPPORT SERVICES
DATE REVIEWED: February 17, 2005 **POLICY TITLE:** USE OF DISTRICT-
DATE REVISED: April 16, 2009 **OWNED VEHICLES**
DATE REVISED: September 20, 2012
DATE REVISED: August 15, 2013
DATE REVISED: May 17, 2018
DATE REVISED:

When conducting official school business, Medford Area Public School District Board of Education (BOE) members and district staff shall use a district-owned vehicle, if a vehicle is available. In cases where a vehicle is not available, BOE members and district staff shall provide their own transportation and shall be reimbursed at the approved rate.

Vehicles shall be scheduled and released through the district office or individual school buildings. Vehicles shall be scheduled on a first come, first-served basis. However, priority in assignment may be given on the basis of distance to be traveled, duration of the trip, nature of the school business and number of people traveling.

The following information must be secured prior to the release of a district vehicle: name of driver, destination (e.g., school, hotel, town), date and time of departure and date and time of return.

The driver must hold a valid driver's license.

All traffic citations and their payments shall be the responsibility of the driver. The driver and passengers must follow all applicable safety and legal requirements.

District vehicles are purchased for school purposes only. These vehicles should never be used for personal use. Vehicles may be used to transport students only if state law requirements are met.

A BOE member or employee may take a district vehicle home when there is a scheduled trip on the following day or when returning from a trip provided the vehicle is returned in a timely manner and is ready for the next scheduled trip. All requests must be approved by the district office.

It is expected that ordinary care shall be taken when operating or riding in a district vehicle. All warning lights and gauges should be monitored and the vehicle checked when there is indication that the vehicle may be functioning improperly. The driver shall report any damage, malfunction or impending malfunction to the district office immediately.

CROSS REFERENCE: **EEBB**
LEGAL REFERENCE: **Section 121.555, Wis. Stats.**

FILE: EEBB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 2009 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: September 20, 2012 POLICY TITLE: USE OF PRIVATE
DATE REVISED: May 17, 2018 VEHICLES ON SCHOOL BUSINESS
DATE REVISED:

Medford Area Public School District Board of Education (BOE) discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation needs far enough in advance to avoid any non-emergency use of private vehicles.

The district administrator will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. School district administrators and teachers assigned to multiple buildings shall be granted standing authority to use their private vehicles for routine school-related business and/or to travel between district facilities. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the BOE.

Any traffic violations committed by a driver while using private vehicles are the financial responsibility of the driver. The driver and passengers must follow all applicable safety and legal requirements.

The district shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the required permission to transport students.

When driving ~~his/her~~ **their** own vehicle, the driver must hold a valid driver's license and a certificate of insurance for the vehicle.

CROSS REFERENCE: DLC, DLCA, EEBA
LEGAL REFERENCE:

FILE: EF

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 19, 1980 **FILE SECTOR:** SUPPORT SERVICES
DATE REVISED: March 19, 1990 **POLICY TITLE:** FOOD SERVICES
DATE REVISED: April 25, 2005 **MANAGEMENT**
DATE REVISED: September 20, 2012
DATE REVISED: May 17, 2018
DATE REVISED:

Students in the Medford Area Public School District (MAPSD) **students** have an opportunity to participate in school breakfast and lunch programs.

The school breakfast and lunch program is an integral part of the total educational program and ~~as such~~ shall be governed by the same ~~principals~~ **principles** and type of control as any other division of the school system.

MAPSD shall not discriminate in school-sponsored food service programs on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

CROSS REFERENCE: JB

LEGAL REFERENCE: Wisconsin Statutes 118.13, 120.10(16), 120.13(6) and (10), PI 9.03(1) of the Wisconsin Administrative Code, and Elementary and Secondary Education Act, 2001

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

February 7, 2024

Review/Consideration

Policy Code	Policy Title
RVA-IGADA	Work Experience Opportunities
RVA-IKF	Graduation Requirements

Recommended changes by RVA
Approved by RVA Governance Board

FILE: RVA-IKF

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY

DATE ADOPTED: March 20, 2014 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: February 18, 2016 POLICY TITLE: GRADUATION REQUIREMENTS
DATE REVISED: January 26, 2017
DATE REVISED: March 15, 2018
DATE REVISED: April 19, 2018
DATE REVISED: August 26, 2019
DATE REVISED: March 28, 2022
DATE REVISED:

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

This policy only pertains to those students enrolled in the RVA through open enrollment or who reside within the boundaries of the MAPSD. This policy is not applicable for RVA students enrolled through a consortium district.

In order to graduate from the RVA, students:

- Must complete twenty-four (24) credits of study and at least three years of high school. In addition to the 15.5 credits required by state statute, the RVA will require nine 8.5 elective credits. Students who intend to graduate in less than four years of high school must also meet the requirements outlined in RVA-IKFA.
- May earn high school credit towards graduation in grades 7 and/or 8 as outlined in the policy RVA-IGHA.
- Who participate in at least 95 percent and 90+ hours of a school sponsored sports season, organized physical activity or another recognized state or nationally sanctioned sport may fulfill a .5 credit per semester towards their total 1.5 credits of physical education by fulfilling the requirements outlined in policy RVA-IGHB.
- All regular education students must pass the State's Civics Test requirement. Students with disabilities are required to take the test but are not required to pass.
- Beginning with the graduating class of 2026, must complete a minimum of 0.5 credits of personal financial literacy.
- Must complete a minimum of 8 hours of community service for every year they are enrolled in the RVA unless otherwise deemed inappropriate by the RVA administrator or their designee.
- Allowed to take a maximum of nine credits per school year, excluding summer school. Students electing to take summer school courses for advancement may take a maximum of one credit. Students who are deemed to be credit deficient are allowed to exceed the maximum number of credits in any given year per RVA administrator or their designee's prior approval.
- Allowed to take college level courses under the State of Wisconsin's Start College Now (SCN) and Early College Credit Program (ECCP). A maximum of 18 credits

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

- Allowed to take "dual credit" courses offered by the RVA and taught by RVA teachers. Students taking "dual credit" courses are able to earn the assigned number of college credits as well as 0.5 high school credits per semester.
- Study abroad programs which have received prior board approval may be substituted for one of the required three years of enrollment. Students will be required to meet the RVA's graduation requirements. Course work and grades earned by enrolled students as a result of district approved study abroad programs will be reviewed by the administration and guidance officials to determine if they reflect comparable local course work requirements. If comparable, that course work will be incorporated into the transcript being noted as earned outside of the district on a pass/fail basis and will apply toward graduation requirements. Such course work will not be used in determining the student's GPA.

Students enrolled in RVA from any participating consortium school district may have different graduation requirements. Graduation requirements for students from a consortium school district will need to meet the minimum basic requirements of the RVA in combination with their consortium school board's graduation policy. All students must reference consortium school district policy to ensure all requirements are met in order to graduate and receive a diploma from their consortium school district. Specific courses and/or other graduation requirements required in a consortium district which are not available to be taken through the RVA, can have equivalent substitutes approved with the permission of the consortium school counselor and/or administration. If schedules, class size and other factors allow, specific courses can also be taken in-person within the consortium school district.

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

CROSS REFERENCE: RVA-IKFA, RVA-IGHA, RVA-IGHB

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