

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office

124 West State Street
Medford, WI 54451

**December 4, 2024
11:00 a.m. – 1:00 p.m.**

AGENDA

Policies for Second Reading

N/A

Policies for First Reading

GBCD Employee Misconduct Reporting
GBCE Control of Lockers & Facilities
GBD Board – Staff Communications
GBE Staff Health and Safety
GBEA Threats Against Staff by Students

Review/Consideration

RVA-IIB School and Class Size
RVA-JB Equal Educational Opportunity
JECBD School Open Enrollment

(Motion to accept policy in review)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, January 8, 2025.

Open Meeting Law Compliance: This notice was sent for posting to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and the District Office on November 25, 2024. **NOTE:** This meeting is open to the public

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 4, 2024

FIRST READING

Policy Code	Policy Title
GBCD	Employee Misconduct Reporting
GBCE	Control of Lockers & Facilities
GBD	Board – Staff Communications
GBE	Staff Health and Safety
GBEA	Threats Against Staff by Students

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 19, 1991 **FILE SECTOR:** PERSONNEL
DATE REVISED: December 16, 1999 **POLICY TITLE:** EMPLOYEE MISCONDUCT
DATE REVISED: September 15, 2005 **REPORTING**
DATE REVIEWED: October 29, 2012
DATE REVISED: December 17, 2018
DATE REVISED:

In cases of employee misconduct, the district administrator (or board of education president, if the misconduct is by the district administrator) shall do the following:

- Report the name of any **Medford Area Public School District (MAPSD)** ~~school-district~~ employee licensed by the state superintendent to the Wisconsin Department of Public Instruction, along with a complete copy of the licensee's personnel file and all records related to any investigation, if any of the following occurs:
 - The employee is charged with or convicted of a crime against children, a felony with a maximum prison term of at least five years, a crime in which the victim was a child or a 4th degree sexual assault.
 - The employee is dismissed, or their contract is not renewed by **MAPSD** ~~the district~~, based in whole or in part on evidence that the person engaged in immoral conduct as defined by law.
 - The employee resigns or is requested to resign, and the District Administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.
- Report the name of any **MAPSD** ~~school-district~~ employee who is not licensed by the state superintendent if the employee is convicted of a crime as listed above.
- Send a copy of any report made to the state superintendent and the employee who is the subject of the report.
- Make such reports, as required above, within 15 days after they become aware of the charge, conviction, dismissal, nonrenewal or resignation.

CROSS REFERENCE: GBCB & GBCBB

LEGAL REFERENCE: §115.31(1)(c), §19.356, 940, 948, 73.03 Wisconsin Statutes, Act 84

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 19, 1990 FILE SECTOR: PERSONNEL
DATE REVISED: November 23, 1993 POLICY TITLE: CONTROL OF LOCKERS
DATE REVISED: August 20, 1998 AND FACILITIES - STAFF
DATE REVISED: November 18, 1999
DATE REVISED: April 20, 2006
DATE REVIEWED: October 29, 2012
DATE REVISED: December 17, 2018
DATE REVISED:

Medford Area Public School District (MAPSD), pursuant to state and federal laws and regulations, does not discriminate in its provision of any MAPSD district facilities on the basis of age, race, color, sex (including sexual orientation or gender identity), disability, citizenship status, marital status, pregnancy, national origin, ancestry, religion or creed, arrest or conviction record, veteran status, military service (as defined in Wis. Stat. § 111.32) sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

- Lockers or other places of storage are offered to staff as a convenience. Ownership and possessory control of these facilities remains with the board of education and its appointed authorities. All lockers or other places of storage on school grounds are deemed to be the property of MAPSD, and as such, are subject to search by school personnel as determined necessary or appropriate without staff notice, consent or a search warrant.
- With reasonable cause, the contents of all lockers or other places of storage therein may be searched by the district administrator or their designee(s) for weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger. Any staff member using a locker or other place of storage does so with the understanding that its use is contingent upon an implied consent for search by the district administrator or their designee(s) as deemed necessary or appropriate.
- The district administrator or their designee(s) may request the assistance of law enforcement in conducting a locker or other place of storage search or contents therein if they have information believed to be true that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature are located in a staff member's locker or other place of storage.
- Any unauthorized item found as a result of a locker or other place of storage search may be returned to its rightful owner or forwarded to law enforcement as circumstances may warrant.
- The school shall maintain passkeys to all lockers or other places of storage so that the school shall have access at all times.
- Staff shall not secure their lockers or other places of storage in any way whatsoever other than the locking mechanism provided by the school.
- MAPSD shall include a copy of this policy in the staff handbooks.

CROSS REFERENCE: JFGA

LEGAL REFERENCE: In the Interest of Isiah B. v. State of Wisconsin, (176 Wis. 2d 639) - Decided June 7, 1993, Section 118.13 & 118.325 Wis. Statutes, PI 9.03 Wis. Admin. Code, Title IX & Sec. 504 American with Disabilities Act

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 20, 1979
DATE REVISED: May 14, 1991
DATE REVISED: December 16, 1999
DATE REVISED: May 18, 2006
DATE REVISED: October 29, 2012
DATE REVISED: December 17, 2018
DATE REVISED:

FILE SECTOR: PERSONNEL
POLICY TITLE: BOARD-STAFF
COMMUNICATIONS

The board of education (BOE) desires to maintain open channels of communication between itself and the staff.

Staff Communications to the BOE

All communications or reports to the BOE or any BOE committee from **building administrators** principals, supervisors, teachers or other staff members shall be submitted through the district administrator. This procedure shall not be construed as denying the right of any employee to appeal to the BOE administrative decisions on important matters provided the district administrator shall have been notified of the forthcoming appeal and it is processed in accordance with the BOE's policy on complaints and grievances. Staff members are also reminded that BOE meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the BOE's deliberations on problems of staff concern.

BOE Communications to Staff

All official communications, regarding matters of day-to-day school operations including, but not limited to, contract administration, directive, policies, curriculum design, programming and implementation, fiscal, budget and requisition matters, discriminating complaints and complaints against school personnel necessitate a structured line of communication through the district administrator. The district administrator will employ all such media as are appropriate to keep staff fully informed of the BOE's problems, concerns and actions.

Social Interaction

Staff and BOE members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues and innovations and general school district problems. However, staff members are reminded that individual BOE members have no special authority except when they are convened at a legal meeting of the BOE or vested with special authority by BOE action. Therefore, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct.

CROSS REFERENCE: BBF, BBFA, BCD, BCF, BD, BDDH, & KLD
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 21, 1987	FILE SECTOR: PERSONNEL
DATE REVISED: February 13, 1992	POLICY TITLE: STAFF HEALTH AND SAFETY
DATE REVISED: February 20, 1997	
DATE REVISED: June 15, 2000	DATE REVISED: December 14, 2015
DATE REVISED: May 19, 2005	DATE REVISED: January 25, 2018
DATE REVISED: June 15, 2006	DATE REVISED: August 28, 2023
DATE REVISED: October 29, 2012	DATE REVISED:

Freedom from tuberculosis in a communicable form is a condition of employment. In accordance with state law, a screening certification that the individual poses no direct threat to the health or safety of the individual or others will be required of each **Medford Area Public School District (MAPSD)** ~~school-district~~ employee at the time of their initial employment. This certification must include a screening questionnaire for tuberculosis approved by the department of health services and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. If the reaction to the tuberculin test is positive, a chest X-ray shall be required. Additional physical examinations and/or completion of the screening questionnaire for tuberculosis shall be required thereafter at intervals determined by the **MAPSD** ~~school~~ medical advisor.

After completing initial **MAPSD** ~~district~~ employment requirements, individuals may be given additional screening questionnaires that may be administered by the **MAPSD** ~~school~~ nurse or registered nurse. The screening questionnaire shall contain space for certification that the person examined by the registered nurse or **MAPSD** ~~school~~ nurse does not have risk factors for tuberculosis. If tuberculosis risk factors are identified on the screening questionnaire, the registered nurse or **MAPSD** ~~school~~ nurse shall recommend that the person receive a tuberculin skin test from a practitioner to determine the presence or absence of tuberculosis in a communicable form. If a test to determine the presence or absence of tuberculosis in a communicable form is recommended of the person, and if the test indicates the absence of tuberculosis in a communicable form, the practitioner who administers the test shall certify, on a form prepared by the department of health services, that the person appears to be free from tuberculosis in a communicable form. If a tuberculin test has a positive reaction of 15 mm will be considered high risk and will be referred for a chest X-ray and follow-up with the **MAPSD** ~~school~~ medical advisor. A positive reaction will be based upon 5, 10, or 15-mm criteria as described by the Centers for Disease Control and Prevention.

In the case of a new **MAPSD** ~~school~~ employee, the board of education (BOE) may permit the **MAPSD** ~~school~~ employee to submit proof of an examination, chest X-ray or tuberculin test complying with this policy which was taken within the past 90 days in lieu of requiring such examination.

The provider making a physical examination shall prepare a report of the examination on a standard form prepared by section 118.25 of the Wisconsin statutes. Such report shall be retained in the provider's files and the provider shall make confidential recommendations there to the **BOE** ~~school-board~~ and **MAPSD** ~~school~~ employee. The recommendation form shall contain space for a certificate that the person is free from tuberculosis in a communicable form. The cost of such examinations, including X-rays and tuberculin tests, shall be paid out of **MAPSD** ~~school~~ district

funds.

In all cases, the examining provider will be a Medford area provider, and the cost shall be as determined by said provider and **MAPSD** ~~Medford Area Public School District~~. Anyone wishing to use other medical sources for these exams must have prior approval and will be paid only that amount set by the Medford provider for these services.

If an employee is absent from work because of illness, the BOE may request certification that the individual poses no direct threat to the health or safety of the individual or others before the employee resumes work.

CROSS REFERENCE: JHCC

LEGAL REFERENCE: Sections 118.25, 121.52(3)(a) Wis. Stats.

FILE: GBEA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 14, 1999 FILE SECTOR: PERSONNEL
DATE REVISED: October 20, 2005 POLICY TITLE: THREATS AGAINST STAFF
DATE REVISED: July 19, 2012 BY STUDENTS
DATE REVIEWED: December 17, 2018
DATE REVISED:

Threats to and/or harassment of Medford Area Public School District staff by students will not be tolerated. Any staff member being threatened or harassed by a student should immediately report it to the building **administrator** principal. The building **administrator** principal shall investigate the situation and take appropriate action which may include, but is not limited to, notification of parent(s)/guardian(s), notification of police, suspension and/or expulsion. The district administrator will be informed as soon as possible.

CROSS REFERENCE:
LEGAL REFERENCE: Section 120.13(1) Wis. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

December 4, 2024

Review/Consideration

Policy Code	Policy Title
RVA-IIB	School and Class Size
RVA-JB	Equal Educational Opportunity
JECBD	School Open Enrollment

**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: January 22, 2024
DATE REVISED:

School and class sizes for the Rural Virtual Academy (RVA) are to be determined by the RVA Governance Board and for purposes of open enrollment limitations also in conjunction with the authorizer, Medford Area Public School District (MAPSD). 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 MAPSD Board of Education (BOE) will establish class and school guidelines including maximum enrollments in Stetsonville Elementary School, Medford Area Elementary School, Medford Area Middle School, and Medford Area Senior High School. It is the policy of the MAPSD BOE to set no space limitations for these schools.

Using these same considerations, the RVA Governance Board will establish class and school size guidelines including recommended maximum enrollments in the Rural Virtual Academy. 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 355 students (based on a 25:1 student-teacher ratio) in special education. The total school size for the RVA is 2,405 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**

DATE ADOPTED: March 15, 2007
DATE REVISED: October 26, 2009
DATE REVISED: August 18, 2016
DATE REVISED: May 23, 2022
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: EQUAL EDUCATIONAL
OPPORTUNITY

Rural Virtual Academy (RVA) is committed to equal educational opportunity for all students.

It is RVA policy, pursuant to state and federal laws, that no person, on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender identity), or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of or be discriminated against in any co-curricular, student services, recreational or other programs.

Students who have been identified as having a disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered disabled under this policy even if they are not covered under the Medford Area Public School District's (MAPSD) special education policies and procedures.

RVA shall provide for the reasonable accommodation of a student's religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the RVA Administrator. Accommodations may include, but not limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Compliance Officers

MAPSD designates the following individuals to serve as the District's RVA compliance officers.

Sara Holewinski
 RVA Administrator of Teaching & Learning
 715-748-2400 ext. 8825
 624 College St
 Medford, WI 54451
sara.holewinski@ruralvirtual.org

Kathleen Alexander
 RVA Director of Pupil Services & 9-12 Principal
 715-748-2400 ext. 8827
 124 W State St
 Medford, WI 54451
kathy.alexander@ruralvirtual.org

It shall be the responsibility of the compliance officer(s) or their designee to examine existing policies and develop new policies where needed to ensure that the RVA does not discriminate pursuant to federal and state law. The RVA Administrator or their designee shall ensure that an employee is designated annually to receive complaints filed under state laws and/or regulations Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws and assure that an evaluation of the RVA's compliance with state law is completed in accordance with state regulations.

Notice of Nondiscrimination

Notice of the Board's nondiscrimination policy and the identity of the District's RVA Compliance Officer(s) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

CROSS REFERENCE: Medford Area Public School District Special Education Handbook
LEGAL REFERENCE: Sec. 118.13, Wis. Stats, Department of Public Instruction (PI 9)
Wis. Admin. Code, Section 504 of the Rehabilitation Act of 1973, Title VI (Civil Rights Act of 1964), Americans with Disabilities Act of 1990 (ADA), Individuals with Disabilities Education Act (IDEA), and Civil Rights Act of 1991

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

DATE ADOPTED: March 15, 2007
DATE REVISED: October 26, 2009
DATE REVISED: August 18, 2016
DATE REVISED: May 23, 2022
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
**POLICY TITLE: EQUAL EDUCATIONAL
OPPORTUNITY**

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Any person who either lives within the district boundaries of MAPSD or open enrolls to attend the RVA through MAPSD believes that the school district or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Section 504, the Americans with Disabilities Act, or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability, may bring forward a complaint to the compliance officer at the district office, 624 College Ave, Room 104, in Medford, WI or contact them by telephone: 888-801-2666. If the complainant is uncomfortable with the compliance officer acting in this role, or if the compliance officer is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the MAPSD district administrator or their designee.

Persons belonging to RVA consortium districts outside of MAPSD will be referred to their resident district for compliance to local district policy and procedure for filing a complaint.

An individual may file a complaint in writing or orally with a compliance officer, or the district administrator. Formal complaints shall be referred to the compliance officer for investigation unless the complaint relates to the compliance officer. If the complaint relates to a compliance officer, the district administrator may designate another compliance officer, or another individual to investigate the matter.

Investigations shall be completed by a compliance officer or another designee, without undue delay, typically within thirty (30) business days. However, more time may be necessary for some investigations. The investigator shall keep the complainant and compliance officer reasonably informed of the status of the investigation and the anticipated completion date.

After completing the investigation, the investigator(s) shall prepare and deliver a written report to the compliance officer and the district administrator. If the complaint relates to the district administrator, the report shall be delivered to the board president or Board of Education designee. The written report shall summarize the evidence gathered and provide recommendations on whether a preponderance of the evidence supports a finding that discrimination/retaliation occurred.

Within five (5) business days of receiving the report, the district administrator shall issue a written decision substantiating the complaint, dismissing the complaint, or requesting further investigation. If the complaint is substantiated, the district administrator shall direct corrective action to address the discrimination/retaliation. If further investigation is requested, the district administrator shall indicate what additional information must be gathered. Once the additional information is gathered, the district administrator shall issue a decision as described above.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with disabilities shall be processed in accordance with established appeal procedures outlined in MAPSD's special education handbook.

COMPLAINT PROCEDURE - FEDERAL PROGRAMS

Discrimination complaints related to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

MAINTENANCE OF COMPLAINT RECORDS

The district administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records shall include:

- Name of the complainant and their title or status.
- Date the complaint was filed.
- Specific allegation made and any corrective action requested by the complainant.
- Name(s) of the respondents.
- Levels of processing followed, and the resolution, date and decision-making authority at each level.
- Summary of facts and evidence presented by each party involved.
- Statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parent(s)/guardian(s), employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks and news articles before the start of school, and other appropriate places and times.

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 REVISED:	January 24, 2022
DATE REVISED:	January 16, 2014	DATE REVISED:	January 22, 2024
DATE REVISED:	August 21, 2014	DATE REVIEWED:	
DATE REVISED:	December 14, 2015		
DATE REVISED:	January 25, 2018		
DATE REVISED:	May 17, 2018		

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

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 non-resident school boards, the district may not count an application submitted to a non-resident 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
DATE REVISED:	January 23, 2006		PROCEDURES
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:	January 22, 2024
DATE REVISED:	August 21, 2014	DATE REVIEWED:	
DATE REVISED:	January 25, 2018		
DATE REVISED:	May 17, 2018		

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

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 <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 1st 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 non-resident 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 non-resident 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 non-resident 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 non-resident 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 non-resident 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 non-resident 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 (10th) day. All applicants must be enrolled in MAPSD prior to, and in accordance with, the third (3rd) 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 non-resident 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 (15th) 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.