

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office

124 West State Street

Medford, WI 54451

**October 2, 2024
11:00 a.m. – 1:00 p.m.**

AGENDA

Policies for Second Reading

N/A

Policies for First Reading

GBCAB Network Use – Staff

GBCAC Network Use / District Web Site – Staff

GBCB Staff Conduct

GBCBB Employee Possession, Use, Sale or Distribution of Alcohol & Other Drugs

GBCBC Pre-Employment Drug Testing

Review/Consideration

JBA Student Harassment / Bullying

RVA-JEC School Admissions

RVA-JB Equal Educational Opportunity

RVA-EDCB Computer & Software

RVA-JECBD School Open Enrollment

(Motion to accept policy in review)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Monday, November 4, 2024.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

October 2, 2024

SECOND READING

[illegible]

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

October 2, 2024

FIRST READING

Policy Code	Policy Title
GBCAB	Network Use – Staff
GBCAC	Network Use / District Web Site – Staff
GBCB	Staff Conduct
GBCBB	Employee Possession, Use, Sale or Distribution of Alcohol & Other Drugs
GBCBC	Pre-Employment Drug Testing

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: July 19, 2001 **FILE SECTOR:** PERSONNEL
DATE REVISED: October 20, 2005 **POLICY TITLE:** NETWORK USE – STAFF
DATE REVISED: October 29, 2012
DATE REVISED: October 29, 2018
DATE REVISED:

Medford Area Public School District (MAPSD) provides network access. These resources will be integrated where appropriate in the PreK-12 curriculum. As users of MAPSD network resources, it is essential that each user recognize their responsibility in having access to vast services, sites and people. The user is ultimately responsible for their actions in accessing network services and for adhering to district use policies, procedures and guidelines.

For this policy, network is defined as the district's servers and internet.

In the environment of a network, it is impossible to control all material. MAPSD believes that the valuable information and interaction available on this network far outweigh the possibility that staff may procure material that is not consistent with the educational goals of the district. Focus is ~~in~~ **on** providing individual students with the understanding and skills needed to use the network in ways appropriate to their educational needs.

Through network access, staff may:

- Access resources.
- Enter into partnerships to enhance their learning options.
- Broaden their problem-solving and decision-making abilities.
- Broaden their research capabilities by using primary materials.
- Develop their higher-level thinking skills.
- Gain an employability skill needed for the 21st century.
- Utilize a personalized, motivational learning opportunity.
- Differentiate and assess available resources.

Policy Statements

Access to the network and resources within MAPSD is a privilege, not a right. This privilege will be revoked at any time. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including discharge from employment.

Users shall not access or use email or other computerized communication systems to relay threatening, intimidating, abusive or harassing messages. Such use may result in criminal sanctions consistent with state law.

Users shall not impose their choices on others, access private files, attempt to break security systems, copy software illegally, or use computer supplies that are not for school-related activities.

Users accessing district network systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e. viruses) to enter the system.

Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities.

Copyrighted material may not be placed on the network without the copyright owner's permission.

Users are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall not intentionally obtain copies of and/or modify files or passwords belonging to other users.

The district is not responsible for the accuracy or quality of information obtained through its network service. The district is also not responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems or service interruptions. Use of any information obtained via district technology is at the user's risk.

~~Principals~~ **Administrators** may establish additional rules and procedures that they deem necessary to ~~insure~~ **ensure** proper use of the network in their buildings.

Staff has the responsibility of making the educational goal clearly understood to the student. In addition, it is the responsibility of staff to inform students of their responsibilities when accessing the networks and the proper etiquette for their use.

Responsibility and Consent

Though the district does employ some types of filtering software it does not have complete control of information on the network. Therefore, information which users have access to may include material that is illegal, defamatory, inaccurate or potentially objectionable to some people.

The user is responsible for their actions using the network. Unacceptable uses may result in disciplinary action. Typical types of unacceptable use may be, but are not limited to, accessing for personal monetary gain, pornography, endangering the health/safety of others, gambling, union activity and/or use in any manner so as to cause damage or disruption to the system (but shall not pre-empt non-profit personal use such as accessing personal email.) MAPSD administration will determine what is "unacceptable use" and such decisions are final.

CROSS REFERENCE: IIBGA, IIBGB, IIBGC, KGA, & Employee Handbooks

LEGAL REFERENCE: §118.13, §120.18, §121.02(1)(H), §947.0125, §948.12 Wis. Stats., PI 8.01(2)(h), PI 9.03 of the Wisconsin Administrative Code, COPPA 16 CFR §312.6, 312.7, ACT 7 (18 U.S.C. §2252), 17 U.S.C. §512, CIPPA (47 U.S.C. §254 (h), (l)).

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	August 20, 1998	FILE SECTOR:	PERSONNEL
DATE REVISED:	December 17, 1998	POLICY TITLE:	NETWORK USE / DISTRICT
DATE REVISED:	July 19, 2001		WEBSITE – STAFF
DATE REVISED:	August 18, 2005		
DATE REVISED:	October 29, 2012		
DATE REVISED:	June 20, 2013		
DATE REVISED:	October 29, 2018		
DATE REVISED:			

Medford Area Public School District (MAPSD) may develop, display and maintain a website on the network. For this policy, network is defined as the district's servers and internet.

- MAPSD district website shall be developed and controlled under the supervision of staff designated by the district administrator or his/her designee or building principals administrators. No one else is authorized to add, change or alter district web pages.
- School employees and/or their designees who create web pages representing the district that are not housed on district resources (i.e. Social Media, Weebly, Google sites) are still subject to all policies.
- When identifying students on district web pages:
 - District websites may include a student's full name, grade or class.
 - Group pictures may be used without identification of individual students.
 - Photos of individual students may be used, but only with permission of the student if 18 or older or the parent(s)/guardian(s). However, due to the public nature of the activities, participation in extracurricular activities or clubs provides inherent permission to identify students while participating.
- District web pages may not include any information that indicates the physical location of specific students at specific times, other than attendance at a particular school, or participation in activities.
- District web pages shall meet the criteria established under district policy. District web pages shall not be linked to sites that do not meet the same criteria.
- As specified in board policy, no unlawful copies of copyrighted material may be knowingly produced or transmitted via school equipment. This includes all material published on the web page, including any graphics, audio or video.
- Staff may use district web pages to provide information to the public on school programs and events, curriculum, policies, staff and student accomplishments, and so on. However, district web pages are not to be used as "personal web space" as these pages are official publications of the district.
- District web pages shall be maintained and updated on a regular basis.

Any deliberate tampering with or misuse of the MAPSD network services or equipment will be considered vandalism and subject to appropriate disciplinary measures.

CROSS REFERENCE:	GBCAB, IIBGA, IIBGB, IIBGC, & KGA & Employee Handbooks
LEGAL REFERENCE:	118.125, 118.13, 120.13(1), 120.18, 121.02(1)(H), 943.70, 947.0125, 948.12 Wis. Stats., PI 8.01(2)(h), PI 9.03 of the Wisconsin Administrative Code, COPPA 16 CFR 312.6, 312.7, ACT 7 (18 U.S.C. 2252), 17 U.S.C. 512, CIPPA (47 U.S.C. 254 (h), (l)) & Employee Handbooks.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 18, 1980	FILE SECTOR:	PERSONNEL
DATE REVISED:	January 24, 1995	POLICY TITLE:	STAFF CONDUCT
DATE REVISED:	December 16, 1999		
DATE REVISED:	January 19, 2004		
DATE REVISED:	September 15, 2005		
DATE REVISED:	June 21, 2012		
DATE REVISED:	April 17, 2014		
DATE REVISED:	October 29, 2018		
DATE REVISED:			

Staff members and volunteers have a responsibility to make themselves familiar with and abide by state laws as they affect their work, policies of the board of education (BOE) and regulations designed to implement them.

The mission of Medford Area Public School District (MAPSD) is dependent on professional behavior of all staff. The following list is intended to provide concrete examples of types of unacceptable conduct that may lead to discipline. It is not intended to include all types of activity that could lead to discipline.

The following are specifically prohibited:

- Refusal to follow the board BOE approved district curriculum.
- Violation of an established board BOE policy or administrative procedure.
- Theft.
- Falsification of any school record or employment application.
- Deliberate destruction of school property or property of another school employee.
- Fighting or causing physical harm to others during working hours or on school property.
- Gambling and/or games of chance during working hours or on school property.
- Volatile discussion of professional or personal differences with other staff members in the presence of students.
- Unauthorized absence.
- Refusal to obey a supervisor's work-related instructions or use of threatening language or actions directed toward supervisors in connection with those instructions.
- Sexual exploitation, sexual assault and all sexual conduct defined in Chapters 944 and 948 of the Wisconsin Statutes.
- Sleeping during work hours or taking breaks in excess of scheduled break time.
- Leaving assigned work site without permission.
- Divulging confidential information in violation of state or federal law that guarantees confidentiality of said information.
- Inappropriate or threatening language directed toward others, including such acts as prohibited by Chapter 947 of the Wisconsin Statutes.

- Failure to demonstrate concern and attention for their own and ~~the district's~~ MAPSD's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision during the school day and at school sponsored activities.
- Failure to provide careful attention to all professional duties, including student registration, attendance and record keeping, student discipline, reporting to parent(s)/guardian(s), supervision of students, attendance at appropriate meetings, and the request for, care of, and accounting for instructional materials and equipment, as well as effective classroom interaction with students.

CROSS REFERENCE: GBCAB, GBCAC, GBCBB, GBCD, & Employee Handbook
LEGAL REFERENCE: §115.31, §120.12(2), Chapters 940, 944, 947, 948, 961

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 21, 1991	FILE SECTOR:	PERSONNEL
DATE REVISED:	August 15, 1991	POLICY TITLE:	EMPLOYEE POSSESSION, USE,
DATE REVISED:	May 18, 2000		SALE OR DISTRIBUTION OF
DATE REVISED:	September 15, 2005		ALCOHOL AND OTHER DRUGS
DATE REVIEWED:	October 29, 2012		
DATE REVISED:	November 26, 2018		
DATE REVISED:			

Medford Area Public School District will comply with the Drug-Free Workplace Act in order to further the health, welfare and safety of students and employees.

No employee shall unlawfully manufacture, distribute, dispense, possess, or use alcohol or "controlled substances" (drugs) as defined in state and federal law on any school premise, in district-owned or approved vehicles, or while involved in school-sponsored activities.

Any employee engaged in the performance of a grant received directly from the federal government shall notify the district administrator **or designee** in writing of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of such conviction. Within 30 calendar days of giving notice of such conviction, the employee shall be required to participate satisfactorily in a professional assessment and rehabilitation program.

All employees shall abide by this policy. Any violation of this policy, including failure or refusal to participate satisfactorily in a required professional assessment and rehabilitation program, shall result in disciplinary action -- consistent with the provisions of the current employee agreement, board of education policies, and local, state and federal law -- up to and including termination of employment and referral to law enforcement authorities for prosecution.

CROSS REFERENCE: GBK, JFCH, JFCHA, JFCG, & Employee Handbooks
LEGAL REFERENCE: Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F
 (Regulations Implementing Drug Free Workplace Act)
 Chapter 961, Wisconsin Statutes, Section 125.02

FILE: GBCBC

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: June 16, 1994
DATE REVISED: September 16, 1999
DATE REVISED: January 17, 2000
DATE REVISED: November 20, 2003
DATE REVISED: September 15, 2005
DATE REVISED: October 29, 2012
DATE REVISED: September 24, 2018
DATE REVISED:

FILE SECTOR: PERSONNEL
POLICY TITLE: PRE-EMPLOYMENT DRUG TESTING

It is policy of Medford Area Public School District (MAPSD) to be consistent with its obligations under state and federal law to establish and maintain drug-free schools and workplaces, to require applicants for covered positions to consent to a pre-employment, post-offer drug test.

Securing a drug-free environment is vital to the district's MAPSD's duty to comply with legal mandates and its obligation to promote the health, welfare, safety and education of students and employees. Because district MAPSD employees render services to students, serve as role models for students, act as enforcers of student drug policies and constitute potential sources of illegal drugs for students, the district MAPSD has a compelling interest in eliminating illegal drug use from its workplaces and in ensuring that its employees are drug-free.

No offer of employment for a covered position shall be made to any applicant who has not agreed to submit to a drug test as part of the employment screening process. Any applicant who receives a conditional offer of employment and refuses to take a drug test shall be disqualified from further consideration for the position.

All applicants for covered positions shall receive written notice of this drug testing policy prior to receiving conditional offers of employment. All drug test results from an applicant shall be maintained as a confidential record and shall be released only with the express, written consent of the applicant.

CROSS REFERENCE: GBCBB, JFCIA
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: June 16, 1994
DATE REVISED: September 16, 1999
DATE REVISED: January 17, 2000
DATE REVISED: September 15, 2005
DATE REVISED: October 29, 2012
DATE REVISED: September 24, 2018
DATE REVISED:

FILE SECTOR: PERSONNEL
POLICY TITLE: PRE-EMPLOYMENT DRUG
TESTING

I. COVERAGE

Applicants: The term "applicant" includes persons making initial application for employment by the district **Medford Area Public School District (MAPSD)** as well as employees making voluntary application for posted vacancies but does not include employees who are recalled from layoff or transferred laterally or involuntarily by the district **MAPSD**.

Covered Positions: Unless expressly excluded, all professional and nonprofessional regular full-time and part-time positions, including summer schoolteacher and paid non-teacher coach/advisor positions are covered positions.

Excluded Positions: Board of Education (BOE), student, substitute, temporary, outside consultant/contractor, competitive event referee/official/judge and volunteer positions are excluded positions, except as provided in policy JFCIA - Athlete Drug Testing.

Timing: A drug test shall be administered only after an offer of employment, conditioned on the results of the test, has been made to an applicant for a covered position.

II. NOTICE

Policy Notification: All applicants for covered positions shall be notified that such positions are subject to the district's **MAPSD's** drug testing policy, that agreement to submit to a drug test is a condition of consideration for such position, and that receipt of satisfactory drug test results is a condition of employment for such positions.

Advertising and Job Descriptions: Advertisements, job descriptions, and postings for all covered positions shall include notice as outlined in §II.

Application Form: The district's **MAPSD's** employment application form for all covered positions shall include notice as outlined in §II. and shall require the applicant to agree to submit to a drug test.

Consent Form: Applicants for all covered positions not filled pursuant to the district's **MAPSD's** employment application form shall be required to execute a consent form acknowledging the positions are subject to the district's **MAPSD's** drug testing policy and agreeing to submit to a drug

test.

Alternate Notice: Failure of ~~the district~~ MAPSD to provide notice of its drug testing policy by the methods outlined above shall not preclude drug testing of applicants if applicants for covered positions are provided prior written notice by alternate means.

Posted Vacancies/Emergency Hires: Applicants filling posted vacancies or covered positions pursuant to ~~the district's~~ MAPSD's emergency hiring procedures shall be required, before being permitted to begin work, to execute a consent form acknowledging the positions are subject to ~~the district's~~ MAPSD's drug testing policy and agreeing to submit to a drug test. Applicants for posted vacancies and emergency hires may be asked to begin work before drug test results are available but offers of employment for such positions shall remain conditioned on receipt of satisfactory test results.

Conditional Offers: All offers of employment to applicants for covered positions shall be conditioned on agreement to submit to a drug test and receipt of satisfactory test results. Any applicant for a covered position who does not agree to submit to a drug test shall be disqualified from further consideration for the position.

III. DRUG TESTING PROCEDURES

Schedule for Test: ~~The district~~ MAPSD will schedule the drug test. Applicants shall provide the specimen within 48 hours after such direction.

Cooperation Required: Applicants who receive a conditional offer of employment for a covered position and refuse to cooperate in drug testing shall be disqualified from further consideration for the position. Failure to appear when scheduled for oral fluid specimen or substituting or tampering with an oral fluid specimen shall be deemed a refusal to cooperate in drug testing.

Medication: Applicants directed to provide an oral fluid specimen shall be granted 48 hours to supply information concerning their use of medication or other substances that might affect the drug test results. Such applicant information and/or documentation by a physician of an applicant's lawful possession or use of any drug must be submitted to and will be reviewed exclusively by ~~the district's~~ MAPSD's medical advisor.

Oral Fluid Collection: Oral fluid specimens will be analyzed by the Omega Laboratory in Mogadore, OH. The 10 Panel test may include: amphetamines, barbiturates, benzodiazepines, cocaine, methadone, methamphetamine, opiates, oxycodone, phencyclidine, THC and such other controlled substances as determined by the BOE.

Test Facilities: ~~The district's~~ MAPSD's collection and laboratory facilities shall adhere to the mandatory guidelines for Federal Workplace Drug Testing Programs with respect to professionally trained collection personnel, quality assurance for oral fluid collection, chain of custody standards, and confidentiality requirements.

IV. TEST RESULTS AND REPORTING

Reporting Test Results: The laboratory shall report test results to Human Resources. Only specimens that test positive on an initial and confirmatory test shall be reported ~~the district's~~ to MAPSD's medical advisor and reported as positive for a specific drug.

Medical Advisor Verification: ~~The district's~~ MAPSD's medical advisor shall review all positive test results and shall consider any medical information/documentation provided by an applicant to justify positive test results. Applicants are not entitled to a hearing before the medical advisor. Evidence to justify positive test results may include, but is not limited to, a valid prescription or a physician's certification of the existence of a valid prescription. Hemp product consumption is not an acceptable medical explanation for a positive test for marijuana. If the medical advisor determines there is no justification for positive test results, such results shall be reported to ~~the district~~ MAPSD as verified positive results.

Satisfactory Test Results: All negative test results and those positive test results determined to be justified by ~~the district's~~ MAPSD's medical advisor shall be reported to ~~the district~~ MAPSD as satisfactory test results.

Consequences: An applicant for a covered position who fails to receive satisfactory test results shall be disqualified from further consideration for the position and shall not be permitted to apply for another covered position for a period of one year. If the applicant has begun work pursuant to a conditional offer of employment under ~~the district's~~ MAPSD's emergency hiring procedures, such failure shall constitute good and sufficient reason for rescission of the conditional offer of employment, and the applicant's work shall be terminated immediately.

V. CONFIDENTIALITY

Confidentiality: All drug test results, and medical information/documentation provided by applicants for covered positions pursuant to ~~the district's~~ MAPSD's drug testing policy shall be maintained as confidential medical records consistent with applicable state and federal law.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

October 2, 2024

Review/Consideration

Policy Code	Policy Title
JBA	Student Harassment / Bullying
RVA-JEC	School Admissions
RVA-JB	Equal Educational Opportunity
RVA-EDCB	Computer & Software
RVA-JECBD	School Open Enrollment

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 18, 1999	FILE SECTOR: STUDENTS
DATE REVISED: April 17, 2003	POLICY TITLE: STUDENT HARASSMENT/
DATE REVISED: March 21, 2006	BULLYING
DATE REVISED: March 20, 2008	
DATE REVISED: September 16, 2010	DATE REVISED: August 29, 2022
DATE REVISED: May 17, 2012	DATE REVISED: August 28, 2023
DATE REVISED: September 18, 2014	DATE REVISED: June 24, 2024
DATE REVISED: September 28, 2020	DATE REVISED:
DATE REVISED: July 25, 2022	

Medford Area Public School District (MAPSD) will strive to maintain and ensure a learning environment free from any form of harassment/bullying or intimidation toward and between students. MAPSD consistently and vigorously addresses harassment and bullying so that there is no disruption to the learning environment and learning process.

Types of Harassment

Student harassment - behavior towards students based in whole or in part, on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

Sexual harassment - any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to any unwanted sexual or gender related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressure for sexual activity. Sexual harassment can be by a person of the same or opposite gender.

Bullying - deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is repeated behavior and involves an imbalance of power.

- An imbalance of power: Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).

Cyber bullying - use and employment of network systems (data, video, or voice) to harass, intimidate or bully. Cyber bullying involves the use of information and communication technologies including but not limited to: email, cellphone and text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by MAPSD. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any employee or student services team member who will then make the report to the building administrator or designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the building administrator or designee who serves as the investigating designee.

If a student with a disability, who has an IEP, is being harassed, bullied or is the perpetrator, the Local Educational Agency (LEA) should convene the IEP team to determine whether, as a result of the harassment or bullying, the student's needs have changed and revising the IEP is necessary to ensure the student is receiving meaningful education. The LEA may include building principal, teachers, director of special education and student service, etc.

The right to confidentiality, of both the complainant and of the accused, will be respected consistent with MAPSD's legal obligations, provided it does not interfere with MAPSD's ability to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Retaliation against anyone reporting or thought to have reported harassment/bullying behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of harassment/bullying is substantiated. Encouraging others to retaliate also violates the policy.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, begin interviewing the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

~~Retaliation against anyone reporting or thought to have reported harassment/bullying behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of harassment/bullying is substantiated. Encouraging others to retaliate also violates the policy.~~

The administration and staff will inform students that MAPSD does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, including social skills intervention and support, detention, suspension or expulsion.

If it is determined that students participated in harassment/bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board Board of Education (BOE) may take disciplinary action, including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Employees and volunteers who engage in student harassment/bullying shall be subject to disciplinary action up to and including termination and referral to appropriate authorities. All discipline shall be conducted in conformance with appropriate employee handbooks and existing state and federal law.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in MAPSD, their parents and/or guardians and employees. It will also be available to organizations in the community having cooperative agreements with the schools. MAPSD will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

A bi-annual (twice a year) summary report shall be prepared and presented to the board of education (BOE), which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The bi-annual report will be available to the public. Results from the risk behavior survey will be presented to the BOE biennially.

Prevention

- This policy and procedure will be made available to all employees, students or student's parents at least once a year.
- Discussion of harassment/bullying will be included at an age appropriate level and in the proper context as part of the social emotional curriculum.
- New employees will be provided with the BOE policy and trained on procedures annually.

- Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for making a report.
- This policy and procedures will be reviewed annually with input from parents/guardians and community members.

**CROSS REFERENCE: JB-R, JBA-R, & JOB, Bully Prevention Lab,
DPI Bullying Prevention Toolkit Resources**

**LEGAL REFERENCE: §115.28(31), 118.13, 118.46, 120.13(1), 947.013, Title VI, Title IX,
Education Amendments of 1972, PI9, PI 41, Wis. Admin. Code, Civil Rights Act of
1964 & 1991, Sec. 504, Rehabilitation Act of 1973, Americans with Disabilities Act
of 1990, & IDEA Amendments of 2004**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 18, 1999	FILE SECTOR: STUDENTS
DATE REVISED: April 17, 2003	POLICY TITLE: STUDENT HARASSMENT/ BULLYING APPEAL PROCEDURES
DATE REVISED: March 21, 2006	
DATE REVISED: March 20, 2008	
DATE REVISED: September 16, 2010	DATE REVISED: August 29, 2022
DATE REVISED: May 17, 2012	DATE REVISED: August 28, 2023
DATE REVISED: September 18, 2014	DATE REVIEWED: June 24, 2024
DATE REVISED: September 28, 2020	DATE REVISED:
DATE REVISED: July 25, 2022	

Appeal Process

1. If any party is not satisfied with the report of the building administrator or designee, a written appeal may be submitted to the district administrator indicating the nature of the disagreement. The appeal must be filed within 10 working days after receipt of the building administrator or designee's answer. The building administrator or designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.
2. The district administrator or designee shall provide a written response outlining the findings and disposition of the appeal within 20 working days of the date the appeal is filed or 20 working days after the meeting, whichever is later.
3. If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the board of education (BOE) within 10 working days after the decision in Step 2 has been rendered. The BOE will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.
4. ~~The complainant shall be notified of the right to appeal a negative determination by the BOE of a complaint of harassment/bullying that would constitute student discrimination within 30 days to the Wisconsin Department of Public Instruction.~~

Policy: JBA-R-E
Medford Area Public School District

Harassment/ Bullying Report Form

Instructions: It is designed to assist any staff member at a school site who may receive a report about harassment/bullying from a student. **THE STUDENT DOES NOT COMPLETE THIS FORM; THE STAFF PERSON TO WHOM THE STUDENT COMPLAINS SHOULD COMPLETE IT.** This form must be promptly forwarded to the building administrator or designee.

Date:	Time:
Name of Victim(s):	Grade:
Name of Perpetrator(s):	Grade:
Name of Witness(es):	Grade:
Does reporter want to stay anonymous?	Yes or No

Student(s) experienced bullying in the following place(s): Check all that apply.

<input type="checkbox"/> Classroom	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Hallway
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Locker room	<input type="checkbox"/> Extracurricular activity
<input type="checkbox"/> Bus	<input type="checkbox"/> Bus stop	<input type="checkbox"/> Gym
<input type="checkbox"/> Online	<input type="checkbox"/> School related activity or event	<input type="checkbox"/> Recess
<input type="checkbox"/> Other: _____		

Student(s) engaged in the following act(s): Check all that apply.

<input type="checkbox"/> Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
<input type="checkbox"/> Written communication (e.g., handwritten notes, other written documents, email, etc.)
<input type="checkbox"/> Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
<input type="checkbox"/> Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
<input type="checkbox"/> Social (e.g., purposeful exclusion, causing psychological harm, etc.)
<input type="checkbox"/> Items depicting implied hatred or prejudice were worn, possessed or displayed
<input type="checkbox"/> Other: _____

Describe the event in detail. (Use additional pages if needed.)

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Policy: JBA-R-E
Medford Area Public School District

Harassment/ Bullying Investigation Form

Name of Investigator: _____ Name of individual who engaged in bullying behavior: _____ Name of individual who was victimized: _____ Was there an imbalance of power? Yes / No Explain: _____ Was there intent to cause physical, emotional, or social harm? Yes / No Explain: _____ Was the incident based on any of these characteristics? (circle all that apply) Gender / Gender Identity / Race / National Origin / Ancestry / Ethnicity / Religion / Creed / Marital / Parent Status / Sexual Orientation / Disability / Physical Attributes Is this a repeated pattern, or without intervention, likely to be repeated for the individual who engaged in the bullying behavior? Yes / No Explain: _____ Is this a repeated pattern, or without intervention, likely to be repeated for the individual who was victimized? Yes / No Explain: _____ Based on the information, is this report determined to be an incident of bullying? Yes / No Explain: _____ Based on the information, is this report determined to be an incident of harassment? Yes / No Explain: _____	Date of Investigation: _____ Next steps for individual who was victimized: <input type="checkbox"/> Communication and collaboration with parents <input type="checkbox"/> Social skills instruction <input type="checkbox"/> Meet with school counselor, psychologist, etc. <input type="checkbox"/> Increased support by school staff <input type="checkbox"/> Other: _____ Next steps for individual who engaged in bullying behavior: <input type="checkbox"/> Communication and collaboration with parents <input type="checkbox"/> Social skills instruction <input type="checkbox"/> Meet with school counselor, psychologist, etc. <input type="checkbox"/> Increased support by school staff <input type="checkbox"/> Detention <input type="checkbox"/> Suspension <input type="checkbox"/> Expulsion recommendation <input type="checkbox"/> Other: _____ Follow-up (to be completed 2 weeks after intervention implemented) Do the steps implemented for the individual who engaged in bullying behavior appear effective? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ Do the steps implemented for the individual who was victimized appear effective? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ Are any additional steps needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____
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**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: [DATE]

**FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: SCHOOL ADMISSIONS**

The Rural Virtual Academy (RVA) Governance Board (Governance Board) shall not discriminate against any student in its admission process on the basis of any protected class established by law. The Governance Board shall be nonsectarian in its admissions policies.

Prior to January 1 each year, the Governance Board shall determine the number of spaces that will be available in the upcoming school year in each grade at the RVA for regular education and special education. The Governance Board shall consider Policy RVA-IIB – School and Class Sizes – when establishing the number of spaces available for the upcoming school year.

The Medford Area Public School District (MAPSD) shall use such space projections in accepting or denying open enrollment applications. The Governance Board shall use such projections in its admissions process, only after the MAPSD has made such open enrollment determinations.

The Governance Board may admit MAPSD students, Consortium District students, and students who have been open enrolled into the MAPSD. In order to be considered for admission to the RVA, interested students must submit an application for admission to the RVA. Acceptance into the RVA for students applying to the MAPSD for open enrollment will be contingent upon being enrolled.

The Governance Board shall establish a single application period for accepting RVA applications from MAPSD students, Consortium students, and students who are seeking to open enroll into the MAPSD. If, during the application period established, the RVA receives more applications than there are spaces available, the RVA shall conduct a random lottery after open enrollment applications have been processed by the MAPSD. The random lottery shall ensure fairness in the RVA's selection process without regard to potentially discriminating factors. The following selection process shall be applied:

- (1) The RVA must first give preference to students currently enrolled in the RVA and their siblings.
- (2) The RVA will give preference to the children of RVA's founders, governing board member, and full-time employees, but the total number of such children given preference under this provision may not exceed ten percent of the RVA's total enrollment.

- (3) After currently enrolled students and their siblings have been placed, if spaces remain, the RVA shall select student applications applying a random lottery process.
- (4) Students must then be selected until no further spaces remain.
- (5) Students who have not been selected after the random lottery process will be placed on a wait list according to their placement in the random lottery process.
- (6) As space becomes available, students on the wait list will be assigned to the RVA according to their placement on the wait list.
- (7) For any applications received outside of the application period, the RVA shall place such students according to their application date, provided that no students remain on the wait list. If space is unavailable, the student will be placed at the bottom of the wait list.

CROSS REFERENCE: RVA-IIB, RVA-JE, RVA-JEB, JECBD
LEGAL REFERENCE: §118.40(3)g, §118.40(3m)a, §118.51

**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

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

DATE REVISED:

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 sex, race, national origin, ancestry, creed, religion, pregnancy, color, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or on the basis of any other protected class as recognized under state or federal law or RVA or Medford Area Public School District (MAPSD) policy may be denied admission to any school in the RVA or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, student services, recreational or other program.

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 sincerely held 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.

It shall be the responsibility of the RVA Administrator 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.

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, Title IX of the Education Amendments,
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

If 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, Title IX, Section 504, the Americans with Disabilities Act, or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, color, parental or marital status, sexual orientation, physical, learning, mental or emotional disability, or on the basis of any other protected class as recognized under state or federal law or RVA or MAPSD policy, they may bring forward a complaint to the district administrator at the district office, 124 W. State St. Medford, WI or contact them by telephone: 715-748-4620. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to MAPSD Board of Education (BOE) president 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.

INFORMAL PROCEDURE

The person who believes they have a valid basis for complaint shall discuss the concern with the district administrator, who shall in turn investigate the complaint and reply to the complainant in writing within 20 school/business days. If this reply is not acceptable to the complainant, they may initiate formal procedures according to the steps listed.

FORMAL COMPLAINT PROCEDURE

- Step I: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator within 10 school/business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the complaint and reply in writing to the complainant within 15 school/business days. If the grievance begins at this step (I), the 10 days for district response shall instead be 25 school/business days. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to MAPSD BOE president or their designee.
- Step II: If the complainant wishes to appeal the decision of the district administrator, they may submit a signed statement of appeal to MAPSD BOE president or their designee within ten school/business days after receipt of the district administrator's response to the grievance. MAPSD BOE president or their designee shall meet with all parties involved, formulate a conclusion and respond in writing to the complaint within 15 school/business days.

Step III: If the complainant remains unsatisfied, they may appeal through a signed, written statement to the full MAPSD BOE within 10 school/business days of their receipt of MAPSD BOE president or their designee response to Step II. In an attempt to resolve the complaint, MAPSD BOE shall meet with the concerned parties and their representatives at the next regular MAPSD BOE meeting or within 20 school/business days of the receipt of such an appeal. A copy of MAPSD BOE's disposition of the appeal shall be sent by MAPSD BOE clerk to each concerned party within 15 school/business days of this meeting.

Step IV: The complainant shall be notified of the right to appeal a negative determination, by the board, within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office.

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. The information shall be published in student, parent/guardian and staff handbooks and other appropriate times and places.

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

DATE ADOPTED: June 16, 2005 **FILE SECTOR:** RURAL VIRTUAL ACADEMY
DATE REVISED: March 15, 2007 **POLICY TITLE:** COMPUTER AND
DATE REVISED: June 20, 2013 **SOFTWARE**
DATE REVISED: May 21, 2015
DATE REVISED: March 15, 2018
DATE REVISED: June 28, 2021
DATE REVISED:

Rural Virtual Academy (RVA) parent(s)/guardian(s) providing their own computer equipment should contact the RVA office for recommended specifications. The RVA is not responsible for maintaining a parent's/guardian's personal technology equipment.

RVA parent(s)/guardian(s) of full-time enrolled students may request a loan of RVA equipment if viable computer equipment is not available in the home. Viable computer equipment will be provided on loan to RVA parent(s)/guardian(s) of enrolled students. RVA Parent(s)/guardian(s) may choose not to accept the RVA loaned equipment in lieu of providing, utilizing, and maintaining their own personal technology equipment.

If loaned, the computer will be released to the parent/guardian of the student upon the signing of "Statement of Compliance" registration form by both the parent(s)/guardian(s) and student. This compliance will become part of the student's cumulative record.

RVA parent(s)/guardian(s) who are experiencing technical problems should contact the RVA office. If it is determined that the problem is with district equipment, replacement or repair of the equipment will be made as soon as possible in order to reduce the amount of online instructional time missed by the student.

Internet Access - RVA Parent(s)/guardian(s) are responsible to provide the internet connection to the home. The RVA reimburses the parent(s)/guardian(s) of full-time enrolled students up to \$360 annually for internet access. The RVA is responsible for ensuring that students have appropriate tuition-free access to the internet during the reasonable times and days school is in required session.

Content filtering and anti-virus software is installed on all RVA computers as required by the federal Children's Internet Protection Act (CIPA). Tampering or disconnecting the content filtering and/ or anti-virus applications on RVA computers being used by students is prohibited and will result in the loss of privilege to use RVA equipment.

Remote Access - The RVA reserves the right to remotely access the district computers for remote maintenance and/or software installation. Software may be installed on personal equipment that would allow remote installation of any necessary school software.

Intentional Damage or Loss - Any intentional damage or failure to return RVA equipment or software will result in possible prosecution and termination of opportunities within RVA.

Accidental Damage or Infraction of Use - If something is not working on an RVA computer, report it immediately to the RVA office. Warranty coverage on RVA equipment can be made void if repair attempts are made by any person other than from whom the warranty was issued. Attempts to repair damaged RVA equipment by parties not specifically authorized by the RVA is prohibited and can result in the loss of privilege to use RVA equipment.

CROSS REFERENCE: RVA-IIBGA

LEGAL REFERENCE: §245(h)(5) Communications Act: Section 1721: “Children’s Internet Protection Act (CIPA)”

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

DATE ADOPTED: December 18, 1997 FILE SECTOR: RURAL VIRTUAL
DATE REVISED: March 15, 2007 ACADEMY
DATE REVISED: April 16, 2009 POLICY TITLE: SCHOOL OPEN
DATE REVISED: May 20, 2010 ENROLLMENT
DATE REVISED: April 19, 2012
DATE REVISED: January 17, 2013 DATE REVIEWED: January 27, 2020
DATE REVISED: January 16, 2014 DATE REVISED: January 24, 2022
DATE REVISED: December 14, 2015 DATE REVIEWED: December 19, 2022
DATE REVISED: January 25, 2018 DATE REVISED: January 22, 2024
DATE REVISED: May 17, 2018

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

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

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

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

Space Availability

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

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

Student to Teacher Ratio

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

Sibling Preferences/ Guarantees

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

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

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

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

Expelled Students

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

Students with Disabilities

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

Screening for Special Education Status

All applicant students will be screened to determine:

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

Suspected Disabilities

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

Age Eligibility

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

NONRESIDENT SCHOOL OPEN ENROLLMENT STUDENTS — PART-TIME/ HIGH SCHOOL

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

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

A. Application Requirements and Acceptance

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

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

B. Resident Preference

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

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA

Eligibility Criteria

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

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

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

ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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

CROSS REFERENCE: RVA-IIB, RVA-JE

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

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

DATE ADOPTED: December 18, 1997 FILE SECTOR: RURAL VIRTUAL ACADEMY
DATE REVISED: March 15, 2007 POLICY TITLE: OPEN ENROLLMENT
DATE REVISED: April 16, 2009 PROCEDURES
DATE REVISED: May 20, 2010
DATE REVISED: April 19, 2012 DATE REVIEWED: January 27, 2020
DATE REVISED: January 17, 2013 DATE REVIEWED: January 24, 2022
DATE REVISED: January 25, 2018 DATE REVIEWED: December 19, 2022
DATE REVISED: May 17, 2018 DATE REVIEWED: January 22, 2024

NON-RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

Full-Time Enrollment

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

PART-TIME OPEN ENROLLMENT APPLICATIONS

Application Process:

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

Approval / Denial Process (Nonresident District):

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

Approval / Denial Process (Resident District):

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

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

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

Appeals:

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

Transportation:

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

NON-RESIDENT RANDOM SELECTION PROCESS

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

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

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

APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT PROCEDURES

Application Review and Approval Process

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

- If the application involves a nonresident student seeking to attend school in the district, the district will notify the applicant, in writing, whether the application has been approved or denied no later than twenty (20) days after receiving the application.

A. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and district policy, acceptance of an application may be contingent or subject to revocation.

B. If the district has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the district and shall begin attending the school or program no later than the fifteenth (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 20 days after the district's receipt of the application. In addition:

A. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and district policy, approval of an application may be contingent or subject to revocation.

B. If the student is a student with a disability, the district shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the district no later than twenty (20) days after the district has received the relevant estimate.

ATTENDANCE OF OPEN ENROLLMENT STUDENTS

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