

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office

124 West State Street
Medford, WI 54451

**February 5, 2025
11:00 a.m. – 1:00 p.m.**

AGENDA

Policies for Second Reading

GBFA Staff Serving as Volunteers
GBG Staff Participation in Political Activities
GBH Staff-Student Relations
GBI Staff Gifts and Solicitations

Policies for First Reading

N/A

Review/Consideration

BBE Unexpired Term Fulfillment
EEA Student Transportation Services/ Route Requests
GBCBC Pre-Employment Drug Testing
JFCIA Co-Curricular Drug Testing
IGBF Homeless Children & Youths (DELETE)
JLG Homeless Children & Youths (NEW)
JFG Interviews and Searches
RVA-JE Virtual School Attendance/Participation

(Motion to accept policy in review)

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, March 5, 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 January 30, 2025. **NOTE:** This meeting is open to the public.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

February 5, 2025

SECOND READING

Policy Code	Policy Title
GBFA	Staff Serving as Volunteers
GBG	Staff Participation in Political Activities
GBH	Staff-Student Relations
GBI	Staff Gifts and Solicitations

FILE: GBFA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 16, 1991
DATE REVISED: May 18, 2000
DATE REVISED: April 20, 2006
DATE REVIEWED: October 29, 2012
DATE REVISED: January 28, 2019
DATE REVISED:

FILE SECTOR: PERSONNEL
POLICY TITLE: STAFF SERVING AS
VOLUNTEERS

Medford Area Public School District (MAPSD) staff may serve as non-school volunteers such as: auxiliary police, emergency medical technicians, volunteer fire fighters, United Way, Big Brothers/Big Sisters, etc. However, staff may not be absent from scheduled/ assigned work to perform these volunteer functions. Exceptions may be made by the district administrator and/or their designee.

Any compensation received for volunteer services performed during regular work hours must be turned over to the school district if the staff person also received compensation in any form from the district for that specific time period.

MAPSD Board of Education (BOE) does not assume responsibility for injury or loss of life incurred during volunteer time. Any condition not expressly listed in this policy is subject to BOE action and its decision shall be final.

Nothing in this policy shall be construed so as to suggest that the MAPSD does not support staff volunteerism outside the normal school day.

CROSS REFERENCE: GBCA and GBG
LEGAL REFERENCE:

FILE: GBG

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 18, 1980 **FILE SECTOR:** PERSONNEL
DATE REVISED: February 16, 1995 **POLICY TITLE:** STAFF PARTICIPATION IN
DATE REVISED: February 17, 2000 **POLITICAL ACTIVITIES**
DATE REVISED: January 19, 2004
DATE REVISED: April 20, 2006
DATE REVIEWED: November 15, 2012
DATE REVISED: January 28, 2019
DATE REVISED:

Medford Area Public School District (MAPSD) Board of Education recognizes that staff members have civic responsibilities and/or rights, including the right to vote, to be an active member of the political party of their choice, to campaign for candidates for election to public office, and to seek, campaign for and serve in public office.

In fulfilling their responsibilities as members of MAPSD, they shall refrain from exploiting their privilege of position. They shall not exploit students in any way for political purposes for themselves or for any party, candidate or special interest group.

MAPSD members must observe the following when exercising their civic rights and responsibilities, there shall be no:

- Solicitation of support from staff or students during hours of employment with MAPSD.
- Use of school supplies, facilities or material for the promotion of political activities.
- Reconstruction of the curriculum so as to promote or exploit the staff person's political activities.
- Interference with the performance of school work assignments.
- Legal conflict of interest on the part of the employee or employees involved.
- Detriment or negative modification to the student/teacher professional relationship.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 18, 1980	FILE SECTOR: PERSONNEL
DATE REVISED: March 23, 1995	POLICY TITLE: STAFF-STUDENT RELATIONS
DATE REVISED: February 17, 2000	
DATE REVISED: January 19, 2004	
DATE REVIEWED: October 20, 2005	
DATE REVISED: November 15, 2012	
DATE REVISED: January 28, 2019	
DATE REVIEWED:	

Medford Area Public School District (MAPSD) is committed to quality educational programs requiring staff and students to possess integrity, dignity, high ideals and human understanding.

MAPSD staff shall be expected to treat each student as an individual and to provide each the rights and respect they are due. The role of staff shall be as resource persons, motivators, helpers and guides in the learning process.

The welfare and achievement of students are dependent on positive relationships within the school environment. To this end, employees are expected to develop positive student-staff relationships by:

- Maintaining empathy with and respect for students.
- Communicating with students in a way that fosters the development of a positive self-image.
- Using discretion in handling confidential information about students.
- Engaging in credible, positive feedback with students.
- Implementing motivation techniques that enhance self-esteem.
- Modeling and reinforcing positive behaviors that are expected of students.
- Utilizing problem-solving techniques in correcting and changing student behavior.
- Helping students feel worthwhile by recognizing their strengths and abilities.

Students shall be expected to respect staff members and other students. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. Interference with those rights shall be addressed in accordance with established board of education policies and school rules.

CROSS REFERENCE: JF, JFC, and JFI

LEGAL REFERENCE: §118.164

FILE: GBI

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 18, 1980	FILE SECTOR:	PERSONNEL
DATE REVISED:	November 19, 1992	POLICY TITLE:	STAFF GIFTS AND
DATE REVISED:	February 17, 2000		SOLICITATIONS
DATE REVISED:	October 20, 2005		
DATE REVISED:	November 15, 2012		
DATE REVIEWED:	November 20, 2014		
DATE REVISED:	February 25, 2019		
DATE REVISED:			

Gifts

The giving or exchange of gifts of significant material value between students, families and the public, and Medford Area Public School District (MAPSD) employees or other personnel is discouraged.

It shall be unlawful for any MAPSD employee or Board of Education (BOE) member to receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of significant value which they are not authorized to receive from any person, if such a person:

- Has or is seeking to obtain contractual or other business or financial relationships with the BOE or MAPSD.
- Conducts operations or activities which are regulated by the BOE or MAPSD.
- Has an interest which may be substantially affected by the BOE or MAPSD.

For example: No school employee is to receive any commission, expense-paid trips, or anything of significant value from individuals or companies supplying equipment or materials required in the operation of the schools. The operation of the schools includes the purchase of materials for the repair and maintenance of MAPSD facilities, for conducting classes, for materials and supplies used in school organizations, such as clubs and classes, and for comparable items.

Any person violating this policy may be subject to disciplinary action.

Solicitations

No non-school organization may solicit funds from staff members within the schools, which includes MAPSD staff members acting on behalf of non-school organizations, nor may anyone distribute flyers or other materials related to fund drives through the schools unless approved in advance by a building administrator.

The BOE permits no distribution of literature or the placement of advertisements in MAPSD buildings or on MAPSD property by salespeople or representatives of commercial companies. Sales people or representatives of commercial companies will not be permitted to interfere with the professional time of a staff member, including teacher preparation time. Such non-work-related appointments must be scheduled away from MAPSD buildings and outside of the normal workday.

Soliciting and selling other than described above must have the approval of the district administrator or their designee.

CROSS REFERENCE: GBC, GBCA, & Employee Handbooks

LEGAL REFERENCE: §118.12, §946.10, §946.12, §946.13, Wis. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

February 5, 2025

Review/Consideration

Policy Code	Policy Title
BBE	Unexpired Term Fulfillment
EEA	Student Transportation Services/ Route Requests
GBCBC	Pre-Employment Drug Testing
JFCIA	Co-Curricular Drug Testing
JFG	Interviews and Searches
IGBF	Homeless Children & Youth (DELETE)
JLG	Homeless Children & Youth (NEW/ADOPT)
RVA-JE	Virtual School Attendance/Participation

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	January 17, 1991	FILE SECTOR:	BOARD GOVERNANCE &
DATE REVISED:	June 19, 1997		OPERATIONS
DATE REVISED:	December 21, 2000	POLICY TITLE:	UNEXPIRED TERM
DATE REVISED:	October 17, 2002		FULFILLMENT
DATE REVISED:	December 17, 2009		
DATE REVISED:	November 19, 2015		
DATE REVISED:	October 25, 2021		
DATE REVISED:			

If a vacancy occurs on the Medford Area Public School District Board of Education (BOE), it may be filled by the appointment made by the remaining BOE members. The appointment shall continue until an election can occur as follows:

- When a vacancy occurs in the office of a BOE member who is in the last year of their term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a BOE member who is not in the last year of their term, the successor shall be elected at the next spring election.
- When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of the BOE member who is not in the last year of their term, the successor shall be elected at the 2nd following spring election.

In fulfilling the term by appointment, the BOE, whenever practical, shall adhere to the following guidelines:

- ~~The BOE shall publish a notice of the vacancy as soon as possible in the official newspaper.~~
- ~~Any interested parties should submit a letter of interest to the BOE.~~
- ~~The BOE shall not act on the fulfillment of the unexpired term until at least two weeks subsequent to the appearance of the notice of vacancy in the official newspaper.~~
- ~~The appointment will take place at an open meeting of the board. The action taken shall be recorded in the board minutes. Within eight days of the appointment the clerk shall notify the person of the appointment. The appointment shall be deemed accepted unless the person files a written refusal with the clerk within five days of notice. The appointed member shall officially become a member of the board when the official oath has been administered and filed.~~

1. Publishing notice of the vacancy in the official newspaper for a period of at least 2 weeks.
2. Requiring interested parties to submit a letter of interest to the Board.
3. Acting upon the appointment of a new Board member in open session.
4. Offering the appointment to the new Board member.
5. Administering the oath of office.

If the remaining members of a school board do not appoint an individual to fill a vacancy within 60 days of the date on which the vacancy first exists, the remaining members of the school board may fill the vacancy in accordance with the school board's policy under s. [120.12 \(28\)](#).

CROSS REFERENCE: BBB & BD

LEGAL REFERENCE: Sections 17.03, 17.035, 17.26(1g)(a), 17.26(3), 19.01, 120.06(4)(12) & 120.06(10), 120.42(2) Wis. Stats.

FILE: EEA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	April 20, 2000	FILE SECTOR:	SUPPORT DISTRICT
DATE REVISED:	February 17, 2005	POLICY TITLE:	STUDENT TRANSPORTATION
DATE REVISED:	July 19, 2012		SERVICES/ ROUTE REQUESTS
DATE REVISED:	March 15, 2018		
DATE REVISED:	February 19, 2024		
DATE REVISED:			

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

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

General Organization of Authority

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

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

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

Private School Students

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

Students with Disabilities

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

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

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

Open Enrollment Students

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

Handbook

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

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

CROSS REFERENCE: EBCD, EEA-R, EEA-R-E, JECBD, and JECC

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

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

FILE: EEA-R

Alternative Transportation Requests

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

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

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

Please check all boxes that apply

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

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

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

Name of Child: _____ Teacher: _____ Grade: _____ School: _____

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

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

☐ To School ☐ From School ☐ Both

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

☐ To School ☐ From School ☐ Both

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

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

FILE: 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: November 25, 2024
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 MAPSD's duty to comply with legal mandates and its obligation to promote the health, welfare, safety and education of students and employees. Because 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 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
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DATE REVISED: November 25, 2024
DATE REVISED:

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

COVERAGE

Applicants: The term "applicant" includes persons making initial application for employment 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 MAPSD.

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

Excluded Positions: Board of Education (BOE), students, 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.

NOTICE

Policy Notification: All applicants for covered positions shall be notified that such positions are subject to 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: 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 MAPSD's employment application form shall be required to execute a consent form acknowledging the positions are subject to MAPSD's drug testing policy and agreeing to submit to a drug test.

Alternate Notice: Failure of 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 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 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.

DRUG TESTING PROCEDURES

Schedule for Test: 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 MAPSD's medical advisor.

Oral Fluid Collection: Oral fluid specimens will be collected analyzed by a trained MAPSD staff member. ~~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: 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.

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 to MAPSD's medical advisor and reported as positive for a specific drug.

Medical Advisor Verification: 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 MAPSD as verified positive results.

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

CONFIDENTIALITY

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

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	July 15, 1999	FILE SECTOR:	STUDENTS
DATE REVISED:	August 16, 2004	POLICY TITLE:	CO-CURRICULAR
DATE REVISED:	January 15, 2009		DRUG TESTING
DATE REVISED:	December 18, 2014		
DATE REVISED:	April 25, 2016		
DATE REVISED:	October 30, 2017		
DATE REVISED:	June 24, 2019		
DATE REVISED:	December 21, 2020		
DATE REVISED:			

Medford Area Public School District (MAPSD) Board of Education (BOE) is committed to the health, safety and welfare of our students. Studies throughout the United States, Wisconsin and Taylor County indicate that education alone, as a preventive measure, is not totally effective in combating substance abuse. MAPSD commitment to maintaining co-curricular programs in a healthy, safe and secure educational environment requires a clear policy and supportive programs relating to the detection, treatment and prevention of substance abuse.

Participation in co-curricular programs is a privilege. Students involved in co-curricular programs need to be exemplary in the eyes of other students and the community. Furthermore, MAPSD the district needs to be proactive in ensuring the safety of students participating in co-curricular programs. Therefore, it is the purpose of this policy to prevent students from participating in co-curricular programs while having alcohol, drug or controlled substance residues in their body and it is further the purpose of this policy to educate, help and direct students away from alcohol, drug and controlled substance use toward a healthy and drug free life style. This program seeks to provide needed help for students who have a verified "positive" test.

Drug testing is not intended to be disciplinary or punitive in nature. No student shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under this program, other than stated herein.

This policy applies to all MAPSD students in grades 9-12 who participate in co-curricular programs which are approved by the BOE and listed in the current student handbook.

CONSENT FORM FOR DRUG TESTING

Each student shall be provided with a copy of this policy and the consent form which shall be dated and signed by the student and by their parent(s)/guardian(s). It is mandatory that each student sign and return the consent form within 10 days of participation in the activity. Signing the consent form, and adherence to its conditions, thereafter, shall be a condition of participation in the co-curricular activity. The signed consent form constitutes express permission and agreement that the student will submit to drug testing as set forth in BOE policy.

CONFIDENTIALITY

The results of any test administered under the terms of this policy shall be confidential and disclosed only to the student, their parent(s)/guardian(s) and school officials designated by the district administrator, or as otherwise required by law.

Drug testing result sheets will be returned to the **building administrator or their principal/administrative** designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be secured in a location that only the **building administrator or their principal/administrative** designee has access to.

This policy does not affect other current policies, practices or rights of MAPSD in regard to drug and/or alcohol possession and/or use where reasonable suspicion is obtained by means other than drug testing through this policy. MAPSD reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Apart from this co-curricular drug testing program, MAPSD and coaching staff have their own training rules and requirements above and beyond drug testing. Coaches/Advisors have the necessary authority to enforce these rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

CROSS REFERENCE: JFCH, JFCHA, Co-Curricular Code of Conduct
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	July 15, 1999	FILE SECTOR:	STUDENTS
DATE REVISED:	August 16, 2004	POLICY TITLE:	CO-CURRICULAR
DATE REVISED:	January 15, 2009		DRUG TESTING PROCEDURES
DATE REVISED:	December 18, 2014		
DATE REVISED:	April 25, 2016		
DATE REVISED:	October 30, 2017		
DATE REVISED:	June 24, 2019		
DATE REVISED:	December 21, 2020		
DATE REVISED:			

SELECTION FOR TESTING

Students participating in co-curricular activities will be selected for drug testing by one of the following methods:

- Random testing will occur three times during each of the co-curricular seasons. The day of the week on which students will be tested will change and will not be in any predictable order. Each student participating in a co-curricular program during that season will be assigned a number and five of those numbers will be drawn from the total pool of co-curricular students available to be tested during that co-curricular season.
- If a student displays behavior or if other reliable evidence exists that causes the building administrator or their principal and/or administrative designee to have reasonable suspicion that the student may be a user or under the influence of controlled substances, the building administrator or their principal/administrative designee will cause the student's name to be added to the list of students randomly drawn under first bullet above. The reasonable suspicion conduct will be documented in writing within 24 hours of the observed conduct. If feasible, the reasonable suspicion conduct will be witnessed by at least two MAPSD staff members. The building administrator or their principal/administrative designee will receive proper training in the detection and objective evaluation of reasonable suspicion conduct.

No student will be given advanced notice or early warning of the testing by any MAPSD school district employee or any person contracted to provide or facilitate this testing.

TESTING PROCEDURES

The laboratory selected to perform the testing must follow the standards set by the Department of Health Services and must be certified under the auspices of the Clinical Laboratory Improvement Amendment and The Joint Commission.

The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment and guarantee specimens and supervise the chain-of-custody.

The **building administrator or their principal/administrative designee** will be responsible for escorting students to the collection site. The student will bring all materials currently in their possession with them to the collection site and will not be allowed to go to their locker.

Upon being selected for testing under this policy, a student will be required to provide a specimen which may include hair, saliva or urine according to the quality control standards and policies of the laboratory conducting the test. The 10-panel test may include: amphetamines, methamphetamine, cocaine, opiates, oxycodone, phencyclidine PCP, THC, barbiturates, benzodiazepines and methadone, and in addition to a cotinine (nicotine) test.

Before the student's specimen is **collected** ~~tested by the laboratory~~, students will agree to fill out, sign and date any form which may be required ~~by the testing laboratory~~. If a student chooses, they may notify the administrator and the testing facility that they are taking a prescription medication.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all co-curricular programs for the remainder of the school year. The reason for this ineligibility will also be reported to the parent(s)/guardian(s).

TESTING NEGATIVE

~~The certifying laboratory will contact the principal/administrative designee within 10 days of the testing date if the results are negative. The parent(s)/guardian(s) of a student who tests negative will be notified by mail within five days of the district's receipt of the information.~~

The rapid oral test results will be available shortly after the test is conducted. If the results are negative, the proper paperwork will be marked and filed.

TESTING NON-NEGATIVE POSITIVE

Any **non-negative** positive tests will be **sent to the testing laboratory for a confirmation test and screened by the contracted facilitator's Medical Review Officer (MRO).** The MRO will contact the donor to determine whether the non-negative test results can be satisfactorily explained. If the non-negative result cannot be justified or confirmed with a prescription from a provider, the test results will be positive. ~~Following that, the principal/administrative designee will be notified of a student's testing "positive". The principal/administrative designee will notify the student and their parent(s)/guardian(s). The student or their parent(s)/guardian(s) may submit any documented prescription, explanation or information which will be considered by the Medical Review Officer in determining whether a "positive" test can be satisfactorily explained.~~

The certifying laboratory will contact the **building administrator or their principal/administrative designee** as soon as possible (usually within 48 hours) but not to exceed 10 days of the testing date if the results are positive. ~~The parent(s)/guardian(s) of a student who tests positive will be notified personally and confidentially by the principal/administrative designee within five days of the district's receipt of the information.~~ In addition, The student or parent/(s)guardian(s) may, within five days of the notification of the positive test result, request that the specimen be re-tested by the certified laboratory at full cost to the student or their parent(s)/guardian(s).

If the test is verified "positive," the **building administrator or their principal/administrative designee** will meet with the student and their parent(s)/guardian(s) at a school facility as soon as

reasonable. At this meeting, the student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies that the family may want to contact for help.

CONSEQUENCES

See Page 7 of the Co-Curricular Code of Conduct.

In addition, MAPSD reserves the right to continue testing, at any time during the remaining school year, any participating student who tested “positive” and did not make satisfactory explanation.

FINANCIAL RESPONSIBILITY

Under this policy, MAPSD will pay for all initial random drug tests, all initial reasonable suspicion drug tests, ~~the initial parent(s)/guardian(s) requested test~~, and all initial “follow up” drug tests. Once a student has a verified positive test result and has subsequently tested negative from a “follow up” test, any future “follow up” drug test that must be conducted, as required above, will be paid for by the student or their parent(s)/guardian(s).

The initial parent(s)/guardian(s) requested test or a request for a re-test of a “positive” specimen is the financial responsibility of the student or their parent(s)/guardian(s).

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or their parent(s)/guardian(s).

~~MEDFORD AREA PUBLIC SCHOOL DISTRICT~~

~~DATE ADOPTED: January 28, 2019~~ ~~FILE SECTOR: INSTRUCTION~~
~~DATE REVISED: January 25, 2021~~ ~~POLICY TITLE: HOMELESS CHILDREN~~
~~AND YOUTHS~~

~~The McKinney-Vento Act defines homeless children and youth (21 years of age and younger) as:~~

- ~~• Children and youth who lack a fixed, regular and adequate nighttime residence and includes children and youth who are:
 - ~~➤ Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason (sometimes referred to as double-up).~~
 - ~~➤ Living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations.~~
 - ~~➤ Living in emergency or transitional shelters.~~
 - ~~➤ Abandoned in hospitals.~~
 - ~~➤ Awaiting foster care placement.~~~~
- ~~• Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation.~~
- ~~• Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.~~
- ~~• Migratory children who qualify as homeless because they are living in circumstances described above.~~

~~Medford Area Public School District provides the following assurances to parent(s)/guardian(s) of homeless children according to the McKinney-Vento Act Educational Rights:~~

- ~~• Provide a free, appropriate public education.~~
- ~~• There shall be immediate enrollment and school participation, even if educational, proof of residency and other required enrollment records are not available.~~
- ~~• Enroll in the local school or continue attending the school of origin, according to each student's best interest.
 - ~~➤ If the school district believes that the school selected is not in the student's best interest, the district must provide the parent(s)/guardian(s) or unaccompanied youth with a written explanation of its position and inform them of the right to appeal its decision according to the McKinney-Vento Dispute Resolution.~~~~
- ~~• All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.~~
- ~~• Receive transportation to and from the school of origin, if requested.
 - ~~➤ "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.~~~~
- ~~• Meaningful opportunities for parent(s)/guardian(s) to participate in the education of their children shall include special notices of events, parent teacher conferences, newsletters and access to student records.~~
- ~~• Homeless children and youth are eligible to receive free school lunch immediately at enrollment and/or identification as being in a homeless situation.~~

~~For additional information about homeless services and support, contact our liaison for homeless children, our Director of Special Education and Student Services at 715-748-2316 ext. 324.~~

~~CROSS REFERENCE: JB, JEC, JECBD~~

~~LEGAL REFERENCE: § Wis. Stats., PI, Wisconsin Administrative Code, McKinney-Vento-
Homeless Education Assistance Act~~

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:

FILE SECTOR: STUDENTS

**POLICY TITLE: HOMELESS CHILDREN
AND YOUTHS**

Homeless students shall have equal access to public school education. The purpose of the McKinney-Vento program is to allow this access by reducing barriers and providing resources.

Determination of homelessness status will be determined by the District Homeless Liaison, Director of Special Education and Student Services.

All District Staff shall be trained annually in identification and referral procedures for homeless students.

“Homeless children and youths” or “homeless students” means individuals who lack fixed, regular, or adequate nighttime residence due to economic hardship. This definition includes:

- Individuals who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- Individuals who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Individuals who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Individuals who are migratory children who qualify as homeless because the children are living in circumstances described above.

Medford Area Public School District (MAPSD) shall provide homeless students and their families the following rights and services:

- Free, appropriate public education
- Immediate enrollment and school participation, even if they lack paperwork or records from previous school district has not been received
- Enrollment in a local school or continue attending the school of origin, according to the student’s best interests
 - Transportation to the appropriate school as determined by the LEA
- Free breakfast and lunch
- Student Fees are Waived
- Additional school related fees (field trip, classroom projects, enrichment activities, fines, etc) are waived automatically without a waiver form

- School Supplies Provided
- Honor and accept partial credits from sending school
- Engagement Opportunities for Parent(s)/Guardian(s)

Student Placement Dispute

For any student placement disputes, contact the MAPSD Homeless Coordinator listed below:

MAPSD Homeless Coordinator:

Joseph Greget

Director of Special Education and Pupil Services

1065 W Broadway

Medford, WI 54451

gregego@medford.k12.wi.us

715-748-2316, ext. 3324

The parent(s)/guardian(s) or unaccompanied youth can contact the State Coordinator for Homeless Education at (608) 267-7338 for additional information.

CROSS REFERENCE: JB, JEC, JECBD, JN

**LEGAL REFERENCE: 'Wis. Stats., PI, Wisconsin Administrative Code,
McKinney-Vento Homeless Education Assistance Act**

FILE: JFG

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	November 18, 1986	FILE SECTOR: STUDENTS
DATE REVISED:	March 21, 1991	POLICY TITLE: INTERVIEWS AND
DATE REVISED:	February 20, 2003	SEARCHES
DATE REVISED:	April 16, 2009	
DATE REVISED:	March 19, 2015	
DATE REVISED:	January 25, 2021	

Medford Area Public School District (MAPSD) Board of Education recognizes that the responsibility to cooperate with law enforcement agencies must be balanced with the district's duty to maintain an appropriate learning environment and protect the students in its charge.

School officials shall cooperate with appropriate law enforcement agencies regarding the investigation, interview, arrest and search of students on MAPSD property or in the school building according to established procedure.

CROSS REFERENCE: GBCE, JFAA, & JFG-R

LEGAL REFERENCE: §48.981, 118.257, 118.32, 938.19, & 948.50 Wis. Stats. and US Constitution 4th Amendment

FILE: JFG-R

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	February 20, 2003	FILE SECTOR:	STUDENTS
DATE REVISED:	April 16, 2009	POLICY TITLE:	INTERVIEWS AND
DATE REVISED:	March 19, 2015		SEARCHES
DATE REVISED:	January 25, 2021		

INVESTIGATION AND INTERVIEW

Investigation by Law Enforcement Upon Request of School Authorities

- A principal, or designee, may exercise their discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in their school building or MAPSD grounds during school hours.
- If the principal or their designee requests assistance, law enforcement may conduct an investigation within the school building and interview students as possible witnesses in school during the school day. The principal or their designee may be present during the interview unless the student requests they not be there.
- If the investigation focuses on a student as a suspect of a crime, the principal or their designee and the law enforcement officer will follow the general guidelines herein set forth with respect to interviews of suspects by law enforcement upon request of school authorities.

Investigation by Law Enforcement Without Request of School Authorities

- If law enforcement deems it necessary to interview students (possible witnesses and/or victims) at school, the Law Enforcement Department shall first contact the principal or their designee, regarding the planned visit and inform the principal or their designee of the probable cause to investigate within the school. The Law Enforcement Department may contact the district administrator or their designee in the case of the principal or their designee not being available.
- In other situations involving the interviewing of students by non-school personnel in relation to a child in need of protection or services, the principal or their designee shall comply with §48.981(3)(c) and relevant opinions from the State Attorney General and make every effort to cooperate with non-school personnel.
- If the investigation focuses on a student as a suspect of a crime, the principal or their designee and the law enforcement officer will follow the general guidelines herein set forth with respect to interviews of suspects by law enforcement without request of school authorities.

Interviews of Suspects by Law Enforcement Upon Request of School Authorities

- If a principal or their designee, has requested assistance by a Law Enforcement Department to investigate a crime involving their school building or students, law enforcement shall have permission to interview a student suspect in school during school hours. The principal or their designee shall make a good faith effort to notify the parent(s)/guardian(s) of the student of the intended interview. The principal or designee of the student's choice may be present unless the student requests they not be there.
- Before interview, the law enforcement officer shall advise the student of the nature of the crime of which he or she is suspected and inform them that they do not have to speak to officers if they do not desire to do so. The school officials or parent(s)/ guardian(s) cannot waive these rights on behalf of the student.

Interview of Suspects by Law Enforcement Without Request of School Authorities

- If law enforcement deems it necessary to interview suspects at school, law enforcement shall first contact the principal or their designee, regarding the planned interview, and inform the principal or their designee of the necessity to interview the student within the school. Under circumstances where the principal or their designee is not available, the notification of interview should be directed to the district administrator or their designee. Interviews should be arranged by methods that minimize disruptions. The principal or a school counselor of the student's choice may be present unless the student or their designee request they not be there.
- Before interviews, the law enforcement officer shall advise the student of the nature of the crime of which he or she is suspected and inform them that they do not have to speak to officers if they do not desire to do so. The school officials or parent(s)/ guardian(s) cannot waive these rights on behalf of the student.

Interviews of suspects by law enforcement upon or without request of school authorities, if criminal prosecution is contemplated by law enforcement, interview shall not commence unless an attempt is made to notify the parent(s)/guardian(s) of the student. In situations where the parent(s)/guardian(s) cannot be notified, it is the principal's or their designee's decision whether to proceed or not.

SEARCHES

School officials have an affirmative duty to investigate any suspicious conduct, materials dangerous or harmful to the health and welfare of students, school personnel or property present within the school. They shall cooperate with law enforcement personnel in any such investigation.

Who May Conduct a Student Search

- Principal or other administrator.
- School district employee designated by the principal or other administrator.
- Law enforcement or police liaison officer.
- Two people must be present. One must be the same sex as the student being searched.

Search of School Building or On School Property, By Law Enforcement, Upon Request of School Authorities

If a principal or their designee has a reasonable suspicion, that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature, is located in a certain student's locker, desk, property or student's or non-student's automobile, the principal or their designee, may request law enforcement assistance. Law enforcement or a police liaison officer may participate in searches at the request of school officials provided such reasonable suspicion exists.

Search of School Buildings or On School Property, By Law Enforcement, Without Request of School Authorities

If law enforcement personnel seek permission from school authorities to search a student's property or locker to obtain evidence related to criminal activities, the school officials shall require law enforcement to obtain a valid search warrant unless: (1) there is uncoerced consent by the person whose interests are involved, (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or, (3) a valid arrest has been made and the search is incident to the arrest. School officials shall make a good faith effort to notify the parent(s)/guardian(s) when a request is made to search a student or the student's property or locker.

Search by School Authorities

Unreasonable searches and seizures shall not be conducted by school officials. Staff should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the legitimate end of preserving order in the schools. Rather than conduct a search, a school official or their designee has the right to contact a law enforcement official to take appropriate action.

Under no circumstance will a strip search be conducted by the school district at any time. A strip search as defined in Wisconsin statutes means "a search in which a person's private area is uncovered and either is exposed to view or is touched by a person conducting the search" a search in which a detained person's genitals, pubic area, buttock or anus or a detained female person's breast is uncovered and either is exposed to view or touched by a person conducting a search". If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies will be contacted immediately.

Documentation

For all searches, the individual doing the search shall maintain a written record of all actions leading up to and including the search.

Search of Students

In the interest of the welfare of the students and school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or their designee has obtained voluntary and uncoerced student consent for the search or a reasonable suspicion that the student has obtained, or has in their possession, items in violation of school regulation, local ordinance or state law.

The manner in which the search is conducted must be reasonably related to the objective of the search and must not be overly intrusive in light of the age and sex of the student and the nature of the infraction.

No school official may conduct such search unless they suspect, from information or personal observation, that a student is in violation of school rule, local ordinance or state statutes.

In such cases the following procedure will be used.

- Inform the student of the reason for conducting the search.
- Request permission of the student to conduct the search.

Search Conducted with the Student's Consent

The school official or their designee who is conducting this search has the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; to remove hats, shoes, and/or to roll socks down. The school official or their designee can also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or t-shirts. No school official or school employee has the right to request the removal of any other clothing or to conduct a strip search.

If the student cooperates, the school official or their designee may notify the student's parent(s)/guardian(s) if they deem it appropriate.

Search Procedure if a Student Refuses to Cooperate

If a student refuses to cooperate, the school official or their designee has the authority to proceed, if reasonable grounds to suspect that the search will reveal evidence of school or legal violations.

A school official may contact the student's parent(s)/guardian(s) in order to request them to encourage the student to cooperate. If the parent(s)/guardian(s) have not been contacted and the law enforcement officials are involved, the school official or their designee will make a good faith effort to notify the parent(s)/guardian(s) as soon as possible as to the reason for such search.

Danger to Students or Other Individuals

If a school official or their designee has reason to suspect that a student is carrying a dangerous or illegal item or substance and if a school official or their designee believes that an immediate search is necessary, he or she may search a student's pockets or belongings and conduct a pat-down search. The student may be detained until such time as a law enforcement official arrives.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever the student has given consent to search a vehicle or a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and exterior inspections may be conducted without notice, without student consent and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

ARREST BY LAW ENFORCEMENT

- No law enforcement officer shall arrest or take custody of any student in school during school hours unless:
 - Upon lawful request by the principal or their designee.
 - The officer makes an arrest for a felony or misdemeanor.
 - Has an arrest warrant or juvenile commitment order, which the issuing authority of juvenile court directs be served at school.
- In cases where the student is to be taken into custody, the law enforcement officer shall first contact the principal and advise them of such fact. When appropriate, the student shall first be summoned to the office by the principal.
- In emergency situations where the commission of a serious felony or misdemeanor has been witnessed by a law enforcement officer or if the law enforcement officer is in pursuit of a student for such crime, law enforcement shall have the legal right to apprehend such student. However, before removing such individual from the school grounds, the law enforcement officer shall inform the principal or their designee of such apprehension.
- The principal or their designee shall record the name of the law enforcement officer, time of the arrest, name of the issuing authority of any arrest warrant, nature of the crime for which apprehension is made and place of custody or detention. The parent(s)/ guardian(s) of the student shall be notified as soon as possible by the principal or their designee.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 2009 FILE SECTOR: RURAL VIRTUAL ACADEMY
 DATE REVISED: August 18, 2016 POLICY TITLE: VIRTUAL SCHOOL
 DATE REVISED: June 27, 2022 ATTENDANCE/PARTICIPATION
DATE REVISED:

Each student enrolled in the Rural Virtual Academy (RVA) will be required to be in full attendance and communication with the RVA Teacher and/or Administrator. Communication is the key to the success of student achievement in the RVA. ~~It is the inherent responsibility of the student or home mentor to contact the RVA Teacher and/or online support teacher to seek additional academic support or to clarify misunderstood information.~~ Attendance requirements vary depending upon the type of instructional model each child is participating in ranging from individualized to whole class instruction. Regardless of instructional model, frequent and reciprocal communications in the form of one-on-one, on or offsite tutoring, telephone conversations, two-way email correspondence or interactive online correspondence, participation in scheduled meetings and classes, adequate academic progress and pace in asynchronous courses, or other forms of required attendance and participation with assigned RVA staff ~~the RVA Teacher, Administrator and/or assigned online instructor~~ constitutes full attendance. It is the responsibility of the RVA parent to request and report student absences to the appropriate school personnel. ~~time enrollment.~~ Home visits are allowed upon request and RVA students will ~~may~~ be required to attend the office of the RVA ~~report to an RVA office~~ for occasional mandatory testing, educational or technical support unless the absence is excused by ~~the~~ RVA administration or designee. ~~Teacher/Administrator.~~

Students who are determined to be not in attendance may be considered truant ~~and failing to participate with the expectations of the RVA under § 118.40 (8)(g)).~~ Prior absences for which written verification was not made to the RVA ~~administration or designee~~ Administrator of a legal excuse may be counted as truant absences from school ~~and a failure to participate with the expectations of the RVA.~~ Truant school days refer to any absence of part or all of one or more days from school during which the RVA Administrator ~~administration or designee~~ has not been notified by the parent(s)/guardian(s) of the legal cause of such absence of the student. ~~Parental or guardian failure to notify the school of such absences is a failure to meet the expectations of the RVA.~~

As determined by § 118.40 (8)(g) a student's failure to fully participate will result in the student being removed from the virtual school through the following process:

- Whenever a student attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within 5 five school days, the governing body of the virtual charter school shall notify the student's parent(s)/guardian(s).
- The third time in the same semester that a student attending a virtual charter school fails to respond appropriately to a school assignment or directive from

instructional staff within 5 school days, the governing body of the virtual charter school shall notify the student's parent(s)/guardian(s), Medford Area Public School District (MAPSD), the school board of the student's resident school district and the department.

- The school board that contracted with MAPSD Board of Education (BOE) may transfer the student to their resident school district.
- If the student is a resident of MAPSD, the BOE may assign the student to another school or program within the school district.
- If the school board transfers or assigns a student, it shall notify the student's parent(s)/guardian(s) and the department. ~~(118.40 (8)(f)(g))~~.
- If the parent or guardian of a pupil attending the RVA notifies the RVA in writing before a school assignment or directive is given that the pupil will not be available to respond to the assignment or directive during a specified period, the school days during that period are excused absences and do not count for purposes determining truancy or a failure to participate.
- The RVA shall require the pupil to complete any assignment missed during the period of an excused absence. This applies to no more than 10 school days in a school year.
- The parent(s)/guardian(s) of a student transferred to the student's resident school district may appeal the transfer to the department within 30 days after receipt of the notice to transfer.
- The department shall affirm the school board's decision unless the department finds that the decision was arbitrary or unreasonable.

Truancy and failing to participate with the expectations of the RVA under § 118.40 (8)(g) also means includes intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes. The responsibility for regular school attendance of a student rests upon the child's parent(s)/guardian(s) or legal custodian(s).

In support of this responsibility, the RVA will extend all possible and appropriate modifications to assist in the successful participation in school for every student. ~~The RVA Teacher~~ It is the responsibility of the RVA to will document contact time and maintain accurate attendance data. ~~The RVA Administrator~~ administration and Governance Board reserve the right to determine effective attendance rates and participation in the program. ~~The RVA Administrator~~ administration and Governance Board also reserve the right to enforce local attendance policies and dispositions up to and including dismissal of students from the RVA.

CROSS REFERENCE:

LEGAL REFERENCE: § 118.15 Compulsory School Attendance, § 118.16 School Attendance Enforcement, & § 118.40 (8)(g) Pupil's Failure to Participate