

**SCHOOL DISTRICT OF MANAWA  
POLICY & HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**Date: January 10, 2023**

**Time: 5:00 p.m.**

**Google Meet joining info**  
Video call link: <https://meet.google.com/cag-tiqh-xef>  
Or dial: (US) +1 234-719-3677 PIN: 121 175 920#

**Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)**

**Board Committee Members: Reiersen (C), Riske, and Krueger**

**In Attendance:**

**Timer:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_

1. Discuss Students Being Excused From Instruction to Take Behind the Wheel Driving Instruction with a Private Company (Information / Action)
2. Consider Endorsing Revised PO5830 - Student Fundraising to Include Donations as Presented (Information / Action)
3. Consider Endorsing Revised Fundraising Form to Include Donations as Presented (Information / Action)
4. Support Staff concerns (10/10/22 meeting) - Special Ed paraprofessional coverage (Information / Action)
5. Discuss Development of an Employment Orientation Process (Information / Action)
6. Discuss Alternative Policy-Administrative Guideline Development Options (Information / Action)
7. Confirmation of Required Website Information is Complete (Information)
8. Confirmation of Required Posting and Notices are Complete (Information)
9. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01. (Information)
10. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators (Information / Action)
11. Policy & Human Resources Committee Planning Guide (Information)
12. Set Next Meeting Date \_\_\_\_\_
13. Next Meeting Items:
  - a. Update Job Description for Athletic Director and Secondary Principal as Needed Regarding Change from Athletic/Activities Director
  - b.
14. Adjourn



Book	Policy Manual
Section	5000 Students
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	Proposed to Policy & Human Resources Committee
Adopted	October 1, 2015
Last Revised	March 15, 2021

**5830 - STUDENT FUNDRAISING**

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

**Student-Led Fundraising for School-Related Organizations**

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students of food and/or beverage items that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale to students of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fundraiser cannot be longer than two (2) consecutive weeks.

Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the Board ~~Principal~~.

Funds raised by any student organization, club or class shall be processed through the appropriate financial accounting system and in accordance with the District’s student activity funds management policy and procedures.

Fundraising off school grounds may be permitted by the District Administrator.

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity involves students under age twelve (12) such students’ parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

**Student-Led Fundraising for Donation to Public Nonprofit Organizations**

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event for the purpose of donating the funds to public nonprofit organizations approved by the Board.

Funds raised by any student organization, club or class shall be processed through the appropriate financial accounting system and in accordance with the District's student activity funds management policy and procedures.

Fundraising off school grounds may be permitted by the District Administrator.

All crowdfunding activities are subject to AG 6605.

All other fundraising shall be done in accordance with Board Policy 9700.

Revised 6/19/17

Revised 12/18/17

Revised 11/18/19

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Legal

Wis. Stat. 103.23

**Last Modified by Melanie J Oppor on January 9, 2023**

# Fundraising Request Form

All fundraisers must be approved by the Board of Education. When requesting a fundraiser, please submit this form 2 months prior to the start of the sale to allow for adequate time for approval. Reference Policy 5830 and 9700.01 for more information.

**\* Required**

1. Email \*

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2. What group is fundraising? \*

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3. Advisor \*

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4. What is the fundraiser? (i.e. what is being sold?) \*

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5. What is the purpose for the funds being raised, be specific? (i.e. to pay admissions for a student field trip or donation to another non-profit organization?) \*

Four horizontal lines for text entry.

6. Will food or beverages be sold to students for consumption on campus? [Fundraisers and Smart Snacks: Foods Not Intended for Consumption at School](#) \*

Mark only one oval.

- Yes Skip to question 7
- No Skip to question 10

Food or Beverage Sales for Students

If approved, fundraisers that involve the sale to students of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. No sales may occur before school until 30 minutes after breakfast AND 30 minutes before the first lunch service until 30 minutes after the last lunch service.

7. Will the food or beverages sold to students meet the current USDA Dietary Guidelines for Americans and the Smart Snack Rules? [Smart Snacks In A Nutshell](#)

Mark only one oval.

- Yes Skip to question 8
- No Skip to question 9

Yes, food meets Smart Snack Rules

8. If approved, what day do you propose the fundraiser to start and end on?

No, food does not meet Smart Snack Rules	Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages not allowable under the Smart Snack Rules can be sold. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.
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9. If approved, this fundraiser will be considered an exemption. What day do you propose the fundraiser to start and end on? (may not exceed 2 weeks)

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Not a Food or Beverage Fundraiser

10. If approved, what day do you propose the fundraiser to start and end on? \*

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# 2022 Checklist of Website Information Required by Policy

*Some policies require, often due to State statute or Federal regulation, that certain information be posted on a District's website. Please note such requirements in Neola policy templates.*

**Bylaw 0151.2 – Required Student Academic Standards Agenda Item**

Districts must annually post notice of its student academic standards, adopted by the Board at its first meeting in July. Such notice may be posted electronically, including posting the notice or a link to the student academic standards on the District's website.

*[NOTE: See Fond du Lac for an example: About Us/Annual Notices/Student Academic Standards.]*

**Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**

Districts must post the training materials (not just an outline or document titles) on the District's website. In addition, the Title IX Coordinator's contact information must also be on the website; the link to BoardDocs for all Board policies is not sufficient to meet this requirement.

*[NOTE: See Cedar Grove-Belgium for an example: Home/Quick Links/Title IX Information.]*

**Policy 2420 – Education for Employment**

Districts must post the Board-approved Education For Employment long-range plan and the annual report that describes the education for employment program's current progress and future goals related to improving student postsecondary outcomes.

*[NOTE: See Cedarburg for an example: Departments/Student Services/E4E.]*

**Policy 2531 – Copyrighted Works**

Districts must appoint a person to serve as its agent to receive notification of claimed copyright infringement. The District must post a link to the agent's name, mailing address, telephone number, fax number, and email address on the home page of the District's website.

*[NOTE: See Oshkosh for an example: District/Public Notice.]*

**Policy 2700.01 – School Performance and State Accountability Report Cards**

Districts must post a link to the WISEdash Public Portal to meet the State School Performance Report requirements.

*[NOTE: See Horicon for an example: District/School Performance Report.]*

**Policy 5330 – Administration of Medication/Emergency Care**

Any District that maintains its own supply of epinephrine auto-injectors must post its physician-approved epinephrine auto-injector plan on the District website, in accordance with the option at the end of the policy.

*[NOTE: See Plymouth for an example: Students & Families/Health Services/Epinephrine Stock...]*

**Policy 7544 – Use of Social Media**

Districts that select the option in the third paragraph of this policy requiring the posting of District-approved social media sites/platforms on the District's website (and the corresponding option in the definition of Social Media in Policy 0100 – Definitions) must post such a list.

*[NOTE: See Beaver Dam for an example: Students & Families/Families/District Social Media.]*



❑ **Policy 8146 – Educational Options**

Districts must post on its website a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program, and the early college credit program. A district that does not operate high school grades is not required to include an educational option offered only to high school pupils

*[NOTE: See DodgeLand for an example: District/District Info/Annual Parent Notices/Ed Options.]*

❑ **Policy 8500 – Food Services**

Districts that select the option—located in the Negative Account Balance section—that requires posting of the policy on the District website must do so. Just having the link to BoardDocs for all Board policies is not sufficient to meet this option.

*[NOTE: See Lomira for an example: About/Links/Food Service.]*

❑ **Policy 8510 – Wellness**

Districts must post the Wellness policy as well as the assessment of the implementation of the policy prepared by the District.

*[NOTE: See Kewaskum for an example: About Us/Departments/Nutrition Services/Imp. Links.]*

## Website Link Required by Statute

❑ **Wis. Stat. 118.015(4)(d) – Wisconsin’s Information Guidebook on Dyslexia & Related Conditions**

Districts must post a link to Wisconsin’s Informational Guidebook on Dyslexia and Related Conditions on their website. (The DPI must revise the Guidebook no less than every 3 years.)

*[REQUIRED LINK: [https://dpi.wi.gov/sites/default/files/imce/reading/Dyslexia\\_Guidebook.pdf](https://dpi.wi.gov/sites/default/files/imce/reading/Dyslexia_Guidebook.pdf)]*

## 2022 District Website Postings for Special Circumstances

❑ **Bylaw 0142.1 – Electoral Process**

If an incumbent Board member files written notification that the incumbent is not a candidate for re-election to their office, or fails to file a declaration of candidacy by the statutory deadline referenced in this Bylaw, then the District must promptly provide public notice of that fact on the District’s website.

❑ **Bylaw 0165.1 – Notice of Meetings**

If a District uses the statutory option of providing public notice on its website of Board meetings, and other meetings as required by law, then the District must post the meeting notice in at least one (1) public place likely to give notice to persons affected as well as on the District’s website.

❑ **Bylaw 0168.1 – Meeting Minutes**

If a District does not have an official newspaper, it may choose to publicize Board meeting minutes, as well as minutes of other meetings as required by law, on the District website to satisfy the requirement of District-wide distribution of the meeting minutes within forty-five (45) days following the meeting.

## 2022-23 Neola Annual Listing of Postings & Notices

Listed below is the updated Listing of Posting and Notices for the 2022-23 school year. Some materials referenced on this list appear more than once. However, each time a policy, administrative guideline, or form appears on the list, it is referencing and satisfying a different posting notice or requirement. Some of the posting and notice requirements are listed separately so districts have a way to quickly check and determine that a posting or notice requirement has been met. Please note that this is a partial list. As you developed your District's policies and guidelines you may have included additional notices and postings. Please also be sure that the U.S. Department of Labor and Wisconsin Department of Workforce Development required postings are in a visible location. Samples of these required postings are on the respective websites of those governmental departments.

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Student and Staff Nondiscrimination Student Access to Equal Educational Opportunity	4	
	Title IX Sexual Harassment	5	
	Student Nondiscrimination in Career and Technical Education	5	
	Genetic Information Nondiscrimination Act	5	
	Course Description Materials	5	
	Student Records & Directory Information	6	
	Student Harassment and Other Forms of Aggressive Behavior	6	
	Accommodation of Sincerely Held Religious Beliefs	6	
	Human Growth and Development	6	
	Surveys, Student Privacy, and Parental Review and Access	7	
	Parents Right to Inspect Instructional Materials	7	
	Program or Curriculum Modification	7	
	Personal Communication Devices	7	
	Title I Parent and Family Member Participation	7	
	Title I Parents Right to Know	7	
	Title I Special Notice of Staff Qualifications	7	
	Title I State Assessment Opt-Out	8	
	Title I Assessment Information	8	
	Title I Report Card	8	
	Programs for English Learners	8	
	Education of Homeless Children and Youth	8	
	Early College Credit Program	8	
	Child Nutrition Programs and Free/Reduced Meals	9	
	Meal Charge Policy	9	

## 2022-23 Neola Annual Listing of Postings & Notices

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Nondiscrimination in Food Service Program	9	
	Bullying and Other Forms of Aggressive Behavior	9	
	Student Code of Classroom Conduct	9	
	Student Attendance	9	
	Student Attendance of Open-Enrollment Students and Habitual Truancy	10	
	Student Attendance and Habitual Truancy	10	
	Authorization for Release of Student to a Non-Custodial Person	10	
	Filing a Complaint under FERPA	10	
	Weapons on School Grounds or at School Events	10	
	Student Locker Searches	10	
	Student Drug Prevention	11	
	Emergency Medical Authorization for Students	11	
	Immunization	11	
	Epinephrine Auto-Injector Plan	11	
	Concussion and Head Injury	11	
	Sudden Cardiac Arrest	11	
	Student Insurance Coverage	12	
	Nonemergency Invasive Physical Examinations	12	
	Meningococcal Disease	12	
	Asbestos Abatement Notification	12	
	Blanket Authorization for Extra-Curricular Trips	12	
	Staff Family and Medical Leave Act (FMLA)	12	
	Staff Anti-Harassment	12	
	Suicide Prevention Resources	12	
	Toxic Hazards Information for Staff	12	
	Pesticide Application	12	
	Indoor Environmental Quality Plan	13	
	Hepatitis B Request or Waiver for Staff	13	
	Blood-borne Pathogens Training for Staff	13	
	HIPPA Compliance Reminder for Staff	13	

## 2022-23 Neola Annual Listing of Postings & Notices

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Federal Drug Regulations for Staff	13	
	Fair Labor Standards Act (FLSA)	13	
	Information Management – Litigation Hold Procedure	13	
	Respirator Authorization	13	
	Public Records Notice	13	
	Video Surveillance Posting	13	
	School and District Performance Reports	14	
	OSHA 300 Posting of Prior Year Accidents	14	
	Rules for Visitors on School Grounds	14	
	Notice to Media Regarding Board Members Individual Statements	14	
	Job Recruitment Materials and Job Announcements	14	
	Military Recruiter Access to Student Data	14	
	Notice of Board’s Adopted Academic Standards	15	
	Board Adoption of Academic Standards	15	
	Notice of Educational Options	15	
	Notice of Special Needs Scholarship	15	
	DPI School Accountability Report	16	
	Child Find Notice	16	
	Notice for Virtual Charter School	16	
	Wellness Policy	16	
	Wellness Policy Report Card	17	
	State Assessments	17	
	Academic and Career Planning Services	17	
	Education for Employment	17	
	Title VII Parent and Indian Tribe Notice	17	
	Special Education Procedures and Services	17	
	Special Education Procedural Notice to Parents of a Student with a Disability	17	

## 2022-23 Neola Annual Listing of Postings & Notices

**L = Required by Law**

**R = Recommended in Policy or Guidelines**

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student and Staff Nondiscrimination and Student Access to Equal Educational Opportunity	po2260 po2260.01 po5517 po1422 po3122 po4122 po1623 po3123 po4123 po1662 po3362 po4362	Title IX 34 C.F.R. 106.9 Section 504 34 C.F.R. 104.8 Title II 28 C.F.R. 35.106 PI 9.05	Notice of the Board's policy on nondiscrimination in educational practices shall be posted throughout the District and published in any District statement regarding the availability of educational services. PI 9.05 requires that the name and address of the employee(s) who will hear complaints and the complaint procedure must be included and must be published in the official newspaper (as a Class 1 legal notice) and in Student/Parent and Staff Handbooks, course catalogs, and the District newsletter. The posting should also be on school and District websites. These statements must also include citations to all applicable Federal laws (Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106) (Students - Policy 2260, AG 2260D & Form 2260 F2, Staff - Policy 1422, 3122 & 4122) PI 9.05 requires that the name and telephone number of the Civil Rights Compliance officer(s) shall be included in the student/parent handbook. (see Form 2260 F2)	Class 1 legal notice must be published by Mid-August with Back-to-School materials and information. Must be published in Student & Staff Handbooks and any other materials distributed to the public describing school activities and to job applicants. Also, notice of the policy on nondiscrimination in employment practices and the identity of the district's Compliance Officer(s) must be published on the district's website, posted throughout the district, and included in the district's recruitment statements or general information publications.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Title IX Sexual Harassment	po2266	34 C.F.R. Part 106	Notice to students, parents, employees, unions, and job applicants of the district's nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the district will respond. The notice must also specify the Title IX Coordinator(s) and his/her contact information. The notice must include language that the district does not discriminate on the basis of sex in the education program or activity that it operates or employment. The notice must state that inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator(s) or the Assistant Secretary of Education, or both. The notice must include information that ANY person may report sexual discrimination, including sexual harassment, to the district's Title IX Coordinator(s), regardless of whether the person is the alleged victim or the report conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.	The district must prominently display the contact information for the Title IX Coordinator(s) and its Title IX policy on its website and in each handbook. Also must disseminate updated policies, and publish and maintain all Title IX grievance procedures.
L	Student Nondiscrimination in Career and Technical Education	po2421	34 C.F.R. Part 100	Annual notice to students, parents, staff, and public that the district offers its career and technical education program on a nondiscriminatory basis. Included must be a summary description of courses, programs, enrollment requirements, and the contact information for the district's Compliance Officer(s) who receive nondiscrimination violation complaints.	Include annually with other nondiscrimination notices.
L	Genetic Information Nondiscrimination Act (GINA)	po1422.02 po3122.02 po4122.02	42 U.S.C. 2000ff 29 C.F.R. Part 1635	Notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 must be provided to staff members that also explains all district requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) will be accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information.	Must be published in Staff Handbook. May also be posted with other required Dept. of Labor posters.
L	Course Description Manuals	po2230	PI 9	All course description manuals must include the nondiscrimination information identified above, AND the following statement: "All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes")."	Must be published in course description guides and any materials providing course or program options.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Records  (including FERPA rights and Student Directory Data/Information)	po8330 ag8330	20 U.S.C. 1232g 34 C.F.R. Part 99 Wis. Stat. 118.125 (2)(j)	Include the definition of student "Directory Information" in student/parent handbooks, District newsletter and/or local media. Parents and students shall be notified annually of the categories of student record information which have been designated as "directory information" and their right: 1) to deny the release of such information; 2) to inspect, review, and obtain copies of student records; 3) to request the amendment of the student's school records (and how to make the request) if they believe the records are inaccurate or misleading; 4) to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; and 5) to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. (see Form 8330 F9) For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her parent at the time and place of enrollment. The notice shall also indicate that student records shall be forwarded to other schools if the student seeks enrollment in those schools.	Notice in District's official newspaper must be published in mid-August.  Must be published in Student/Parent Handbooks.
L	Student Harassment	po5517	Wis. Stat. 118.13 PI 9 PI 41 Title IX 20 U.S.C. 1701 29 U.S.C. 794 42 U.S.C. 12101	Include in the Student/Parent Handbook information on disciplinary actions to be taken to halt student harassment. Include in the handbook notice of the District's policy on aggressive behavior toward students. A copy of the student Anti-Harassment Policy, including the reporting, investigation and resolution procedures, must be available in the school office and shall be made available upon request to parents, students, and other interested parties.	Must be published annually in the Student/Parent Handbook.
L	Accommodation of Sincerely Held Religious Beliefs	po2240 po2270 ag2240B	Wis. Stat. 115.28(31) WI PI 41.04(1)(a)	Annual written notification in the Student/Parent Handbook that if either the class content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes. Include in the notice the rules and the complaint process including their right of appeal. Instructors must also be informed of this policy.	Must be published annually in the Student/Parent Handbook.
L	Human Growth and Development	po2414	Wis. Stat. 118.019(3)	The notice shall provide parents annually with an outline of the Human Growth and Development program used in their child's grade level, as well as information regarding how the parent may inspect the complete program and instructional materials, and an explanation of the exemption under the statute. If the District does not provide instruction in Human Growth and Development a notice must be sent to parents prior to September 30 providing the information required by state statute 118.019(3).	Notice must be provided annually to parents.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Surveys, Student Privacy, and Parental Review and Access	po2416 ag2416	20 U.S.C. 1232g 20 U.S.C. 1232h	The District will notify parents at least annually at the beginning of the school year of the specific or approximate dates when the administration of any survey by a third party that contains one or more of the items described in A through H of Policy 2416 are scheduled. The notice must include their right to review the survey. A special notice is required if the district makes any substantive changes in the policy. Also, the notice shall provide the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: 1) activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); 2) the administration of any survey by a third party that contains one or more of the items described in A through H above. The notice must also inform parents of the opportunity to opt their child(ren) out of participation in any survey involving any of the items above.	Notice must be provided annually in mid-August and when changes are made in the policy.
L	Parents Right to Inspect Instructional Materials	po2416 po9130		Annual notification to parents of their right to inspect instructional materials. (see Form 9130 F4)	Published in Student/Parent Handbook or annual notice.
L	Program or Curriculum Modification	po2451	Wis. Stat. 118.15	Notification to students and parents of statutory right to request program or curriculum modifications under Policy 2451 and the process the district uses for responding to such requests.	Published in Student/Parent Handbook or annual notice.
L	Personal Communication Devices	po5136	Wis. Stat. 118.258	Notice of restrictions on the student's use of Personal Communication Devices (PCDs) must be included in Student /Parent Handbooks. The use of a camera phone or recording device to take nude or partially nude pictures in locker rooms and restrooms is prohibited.	Publish annually in Student/Parent Handbook.
L	Title I Parent and Family Engagement	po2261.01	20 U.S.C. 6318 ESSA (ESEA)	Title I districts are required to notify parents of the parent and family engagement policy.	Annually distribute to Title I parents and families the policy specifying the participation opportunities.
L	Title I Parents Right to Know	po2261.02	20 U.S.C. 6312	At the beginning of the school year notify all parents of children in Title I programs or school-wide programs that they may request information regarding the professional qualifications of their child's classroom teacher and paraprofessionals providing support to their child.	Annually notify parents in Mid-August.
L	Title I Special Notice of Staff Qualifications	po2261.02	20 U.S.C. 6312	ESSA requires parents to be given timely notice if the parent's child has been assigned, or taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified."	Timely notice to parents when applicable.



## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Title I State Assessment Opt-Out	po2623	Wis. Stat. 118.30(2) 20 U.S.C. 6312	Parents of all students in schools receiving Title I funds must be notified that they may request information on how to opt their child out of state mandated assessments in grades 4, 8, 9, 10, and 11.	Annually notify parents in Mid-August.
L	Title I Assessment Information	po2623 po2261	20 U.S.C. 6312	For any district receiving Title I funds, all parents must annually be notified of required state and district assessments by grade level. Required information includes the subject matter assessed, the purpose of the assessment, the entity responsible for the requirement, the assessment schedule, and the format and timeline for providing the results.	Annual posting in an easily viewed place on the district website and each school's website.
L	Title I Report Card	po2261.03 po2700.01	20 U.S.C. 6311	For any district receiving Title I funds, an annual school district report card must be disseminated that includes specified information for schools and the district, is presented in a way that is easy for parents to understand, and is accessible.	Annual posting or DPI report link on the district website and each school's website.
L	Programs for English Learners	po2260.02 ag2260.02	Wis. Stat. 115.96(2) 20 U.S.C. 6312	Districts that are required to offer a bilingual-bicultural program must annually, within 30 days of the beginning of the school year, notify parents of identified students of the program, the registration procedures and the parental consent requirements for student placement in the program. Federal law also requires parents of students identified for participation specific descriptions of the program as contained in ESEA.	If required, annually notify parents in mid-August.
L	Education of Homeless Children and Youth	po5111.01 ag5111.01	42 U.S.C. 1431 McKinney-Vento Act	Public notice of the educational rights of homeless children is to be disseminated where such children receive services (for example, in family homeless shelters). In addition, the parent or guardian of the homeless student or unaccompanied youth is to be provided notice of the rights described in Policy 5111.01. Also, the District shall post in each school a public notice of the educational rights of children and youth experiencing homelessness. See DPI Sample Annual Notice: <a href="http://www.dpi.state.wi.us/homeless/pdf/annualnotice.pdf">http://www.dpi.state.wi.us/homeless/pdf/annualnotice.pdf</a>	Annual notice, preferably in mid-August. Individual notification when warranted.
L	Early College Credit Program	po2271 ag2271	Wis. Stats. 118.55(8) 118.385(4) 118.57 PI 40	Notice by October 1 of each year to students in grades 8- 11 and their parents of the Early College Credit Program, including any credit limit the Board has approved (must be 18 credits or more). Wis. Stat. 118.385(4) requires districts to simultaneously provide parents with information regarding the ECCP and other educational options when providing a copy of the District's annual accountability report (no specific date); however, 118.57 requires Class 1 legal notice of educational options annually by January 31. (See Educational Options requirements and Accountability Report requirements)	Annual notification of students in grades 8 – 11 required by October 1. Also, include notification in course selection materials.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Child Nutrition Programs and Free/Reduced Meals	po8531	Wis. Stats. 118.34 118.341 118.343 42 U.S.C. 1771	School districts in the National School Lunch or Breakfast programs or special milk programs are required to provide annual notice to each household of the programs offered and eligibility requirements for free and reduced price meals or milk. The application form must be included. See DPI guidelines at: <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications</a>	Published/Distributed by District in mid-August. Repeated at mid-year if required by policy.
L	Meal Charge Policy	po8500 ag8500A	USDA Guidance SP23-2017	Annually, before each school year, the district must notify in writing all households of its meal charge policy in multiple methods and media.	Distribute written notification to all households in mid-August with Free/Reduced Meal information. Include in Student/Parent Handbook, newsletters, and negative account balance communications.
L	Nondiscrimination in Food Service Program	po8500	USDA Guidance	The district must include the USDA nondiscrimination statement contained in Policy 8500 in all materials for programs administered by the district that are funded in whole or in part by the U.S. Department of Agriculture (USDA). Each school site must also post a "And Justice for All" poster that includes USDA nondiscrimination statement and the USDA contact information for filing a complaint.	Publish with food service menus, and food service information contained in handbooks, website, or other publications. Post required poster.
L	Bullying	po5517.01	Wis. Stat. 118.46	Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students. A summary will be incorporated in the Staff and Student/Parent Handbooks. All new hires will be required to review and sign off on the policy and related complaint procedure. An annual summary report must be presented to the Board and made available to the public.	Notification of policy published in Staff Handbook and Student/Parent Handbook.
R	Student Code of Classroom Conduct	po5500 ag5500 po5511 po5600	Wis. Stat. 120.13(1)(a)	Include in the Student/Parent Handbook information on the Student Code of Classroom Conduct, student dress code, disciplinary consequences, and due process protections.	Must be published annually in the Student/Parent Handbook.
L	Student Attendance	po5200 ag5200	Wis. Stat. 118.16(4)(d)	Publish in the Student/Parent Handbook a summary of the attendance policy.	Must be published annually in the Student/Parent Handbook.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Attendance of Open-Enrollment Students and Habitual Truancy	po5200 ag5200	PI 36.09(2)	Parents of open-enrollment applicants/students must be notified of the District's attendance policy, the definition of truancy, and the possible consequences of habitual truancy on the student's acceptance/continuation in the open enrollment program of the District.	Publish in attendance summary in Student/Parent Handbook. Also, notice must be provided immediately upon unexcused absence of an open enrollment student.
L	Student Attendance and Habitual Truancy	po5200 ag5200	Wis. Stat. 118.16	The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. Additional requirements are contained in Policy 5200.	Notification after each unexcused absence in accordance with Policy 5200.
R	Authorization for Release of Student to a Non-Custodial Person	po5230		Send home or use direct mailing for parent signatures authorizing student early dismissal to a non-custodial person. (see Form 5230 F1)	Provide notification during registration process and as needed.
L	Filing a Complaint under FERPA	ag8330	20 U.S.C. 1232 (FERPA)	Include in the Student/Parent Handbook the address where parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated.	Must be published annually in the Student/Parent Handbook.
R	Weapons on School Grounds or at School Events	po3217 po4217 po5772 po7217	Wis. Stats. 120.13 948.605 948.61	Include in Staff Handbook and the Student/Parent Handbook notice of the prohibition of weapons on any school site or at any school related event.	Must be published annually in the Staff and Student/Parent Handbooks.
L	Student Locker Searches	po5771	Wis. Stat. 118.325	Notice in the Student/Parent Handbook that the lockers, desks, and storage areas used by the students are school property under the control of the School District. These areas are subject to random searches.	Must be published annually in the Student/Parent Handbook.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Drug Prevention	po5500 po5530 ag5530	Wis. Stat. 118.24(2)(f) DFSCA of 1989	Provide information about possession and use of alcohol/drugs and disciplinary consequences.(see Form 5530 F2)	Must be published annually in the Student/Parent Handbook, District newsletter(s), or a direct mailing.
R	Emergency Medical Authorization for Students	po5341		Distribute Form 5341 F1 or equivalent local Emergency Medical Authorization form or verification form for Student Information System data.	Distribute and collect medical authorization form as part of enrollment and/or registration.
L	Immunization	po5320	Wis. Stat. 252.04(5)(a)	By the 15th and the 25th school day after the date on which the student is admitted to a school, child care center, or nursery school, the school, child care center, or nursery school shall notify in writing any adult student or the parent, guardian, or legal custodian of any minor student who has not met the immunization or waiver requirements of this section. The notices shall cite the terms of those requirements and shall state that court action and forfeiture penalty could result due to noncompliance. The notices shall also explain the reasons for the immunization requirements and include information on how and where to obtain the required immunizations.	Notice to affected students or parents by the statutory deadlines (15 <sup>th</sup> and 25 <sup>th</sup> school day).
L	Epinephrine Auto-Injector Plan	po5330	Wis. Stat. 118.2925	If the district has its own prescription for an emergency supply of epinephrine auto-injectors (Epi-Pen), then the district is required to post its Epinephrine Auto-Injector Plan on its website.	Post Epinephrine Auto-Injector Plan on website, as applicable.
L	Concussion and Head Injury	po5340	Wis. Stat. 118.293	At the beginning of a season of any athletic sport, a concussion and head injury information sheet shall be distributed to each coach and student participant. No student will be permitted to participate in any athletic activity unless that student, or his/her parent if the student is under age 19, has returned a signed concussion and head injury information sheet. A student is only required to return one signed sheet per school year in order to participate in athletics. (See below for required distribution of information regarding sudden cardiac arrest.)	Distribute during sign-ups for participation in athletics
L	Sudden Cardiac Arrest	po5340	Wis. Stat. 118.2935	Along with the concussion and head injury information sheet that is distributed to each coach and student participant 12 years of age or older engaged in a youth athletic activity, information regarding the nature and risk of sudden cardiac arrest must also be distributed. Such information shall be on the concussion and head injury information sheet that is signed by the parent and return before any student may participate.	Since the sudden cardiac arrest information must be part of the information sheet regarding concussion and head injury, see above distribution procedure.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
R	Student Insurance Coverage	po8760		If the District has this policy, collect Form 8760 F1 or local equivalent for the verification of insurance coverage for student accidents.	Distribute and collect form as part of enrollment and/or registration.
L	Non-emergency Invasive Physical Examinations	po5310	20 U.S.C. 1232h	If such exams occur, the District is required to send a notice to parents of nonemergency invasive physical examinations.	Notify parents of any affected students.
L	Meningococcal Disease		Wis. Stat. 118.07(3)	Schools must provide parents of students in grade 6 with information about meningococcal disease, the causes, symptoms, spread, and where to get information. DPI provides sample notifications on its website.	Annually distribute sample DPI letter and/or sample newsletter article to all parents of 6 <sup>th</sup> graders.
L	Asbestos Abatement or Management Notice	po8431.01	40 C.F.R. 763 AHERA	Annual written notice to parents, staff, and employee organizations regarding the availability of the Asbestos Abatement or Management Plan is required.	Annual mid-August notification.
R	Blanket Authorization for Extra-Curricular Trips	po2340	Wis. Stat. 121.54(7)	For districts that elect to use them, send home to parents or distribute during extra-curricular sign-up the blanket authorization by parents for their child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (Form 2340 F2 or Form 2340 F2A may be customized for this purpose.)	Optional for districts that choose to use this approach.
L	Staff Family and Medical Leave Act (FMLA)	po1630.01 po3430.01 po4430.01	Wis. Stat. 103.10(14) 29 U.S.C. 2601 29C.F.R. 825	The District must post a notice of Employee Rights and Responsibilities under FMLA. The notice is available at <a href="http://www.wagehour.dol.gov/whd/resources/posters.htm">www.wagehour.dol.gov/whd/resources/posters.htm</a> . A copy of the policy shall be available to staff members upon request.	Notice must be posted with other required Staff Legal Notices. Include notification of policies and right to a copy in Employee Handbook.
R	Staff Anti-Harassment	po1662 po3362 po4362	Wis. Stat. 111.31 Federal non-discrimination laws	Reminder to staff and supervisors during orientation regarding the anti-harassment policies. Emphasize as well cyber-bullying.	Annual reminder during pre-service. Reminder in Employee Handbook.
L	Suicide Prevention Resources	po5350	Wis. Stat. 115.365(3)	Must annually inform the professional staff using the DPI model notice of the resources available from DPI and other sources regarding student suicide.	Annual distribution of DPI model notice during pre-service.
L	Toxic Hazards Information for Staff	po8431 ag8431	101.58 et seq. Occupational Safety and Health Act of 1970	Staff acknowledgement of information concerning toxic hazards at staff orientation prior to the start of the school year or during first two weeks of school year if using electronic training. (see Form 8431 F4 or use comparable local version of acknowledgement of training)	Annual training and acknowledgement of training required.
L	Pesticide Application	po8431	Wis. Stat. 101.58 et seq. 15 U.S.C. 2601	Notification to staff and parents whenever a pesticide is applied, including date and location of application and potential side effects.	Notification or signs when pesticide applied.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Indoor Environmental Quality Plan	po8405	Wis. Stat. 118.075(4)(c)	Each school board shall provide a copy of its Indoor Environmental Quality Plan to any person upon request.	Provide upon request.
L	Hepatitis B Request or Waiver for Staff	po8453.01 ag8453.01	29 C.F.R. 1910.1030	Request for or waiver of vaccination for Hepatitis B. Make this notice available to new staff members at the orientation prior to the start of the school year. If a staff member has signed a waiver they do not need to renew the waiver each school year. (see Form 8453.01 F1 & F2& F4)	Annual notification to staff at start of school year.
L	Blood-borne Pathogens Training for Staff	po8453.01 ag8453.01	29 C.F.R. 1910.1030	Annual staff acknowledgement that they have received training in blood-borne pathogens at a staff orientation session prior to the start of the school year. (see Form 8453.01 F2)	Annual training and acknowledgement of training required.
L	HIPPA Compliance Reminder for Staff	ag3419.01 ag4419.01	45 C.F.R. 164.520	Notice is required every three years unless the district has elected to send the notice annually.	Annual or tri-annual notice required, or put notice in Employee Handbook
L	Federal Drug Regulations for Staff	po3122.01 po4122.01 ag3122.01 ag4122.01		Annual notice to staff on Federal drug regulations required. (see Form 3122.01 F3 & Form 4122.01 F3)	Annual notification in pay envelopes, direct mailing, or Employee Handbook.
L	Fair Labor Standards Act (FLSA)	po6700	Wis. Stat. 104.1 29 U.S.C. 201 29 C.F.R. Part 541	Employees must be notified of their Fair Labor Standards Act rights and minimum wage requirements.	Federal law posters at each work site. Employee Handbook.
R	Information Management – Litigation Hold Procedure	po8315 ag8315	F.R.C.P. 34, 37(f)	Information on litigation hold procedures shall be posted and distributed in a manner that places all Board members and employees on notice of their responsibilities.	Include summary of Litigation Hold procedures in Employee Handbook.
L	Respirator Authorization	po7430 ag7430	101.055	Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator. Issue by direct contact with appropriate staff members and mailing to appropriate parents. (see Form 7430 F1, F2 & F3)	Distribute/collect authorization to staff and students using respirators
L	Public Records Notice	po8310 ag8310	Wis. Stat. 19.356	The district will display in a prominent location in each school building and office an Open Records Notice conforming to the Open Records Law.	Post Form 8310A F1 to satisfy this requirement.
L	Video Surveillance Posting	po7440.01	Title I of the Electronic Communication Privacy Act of 1986	Parents, students and employees should be informed annually that surveillance cameras are being used on, in and around district facilities.	Signs should be placed at the main entrance and in the areas where video surveillance equipment may be in use.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	School and District Performance Reports	po0174.2 po2700.01	Wis. Stat. 115.38(2)	Notify parents by January 1 announcing the availability of the school and district performance reports. In addition, when the district maintains a website the reports must be posted on the website. When requested by a parent, distribute paper copies of the performance report by May 1. The Performance report should include the required Special Education Performance Report.	Annual notification to parents by January 1 and post on district's website when available from DPI.
L	OSHA 300 Posting of Prior Year Accidents		Occupational Safety and Health Act of 1970	Post OSHA annual listing of accidents where the district posts the other required employee and wage/hour posters.	Notice must be posted with other required Staff Legal Notices.
R	Rules for Visitors on School Grounds	po9150 ag9150		Each Principal must post the rules regarding entry on school grounds or premises of persons other than students, staff and faculty.	Post at or near the main entrance to each school building. Include information regarding classroom visitations by parents and others.
R	Notice to Media regarding Board Members' Individual Statements	po0143.1		If incorporated in your policy book, Bylaw 0143.1 should be sent annually to the media by the Board President or District Administrator.	Distribute to media if required by Bylaw 0143.1.
L	Job Recruitment Materials and Job Announcements	po1422 po3122 po4122 po3123 po4123	Wis. Stat. 111.31 34 C.F.R. 110	Recruitment materials, job announcements and all other materials/publications published by the Board must contain the following statement: "The _____ School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.	Annual notice and included in all publications and materials published by the district or its schools, including online publications and employment announcements and materials.
R	Military Recruiter Access to Student Data	po8330 ag8330	20 U.S.C. 7908	Notify parents of secondary students that they may request that their student's name, address, school-provided email address, and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal funds.	Annually include with student directory notice to secondary students/parents.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Notice of Board's Adopted Academic Standards	po0151.2	Wis. Stat. 120.12 (13)	School Districts are required to provide notice to parents of the school board's adopted academic standards prior to the beginning of the school year.	Annual notification required. The district may provide the notice electronically, including by posting the notice or a link to the pupil academic standards on the district's website.
L	Board Adoption of Academic Standards	po0151.2	Wis. Stat. 120.12(13)	Wis. Stat. requires that school boards place a notice on the agenda of the Board's first meeting of each school year (July) that clearly identifies the pupil academic standards adopted by the school board under s. 118.30(1g)(a)1 that will be in effect for the school year.	Annual mandatory agenda item for first Board meeting in July. Parents must be notified of academic standards by a notice or a link to a listing of the academic standards on the district's website.
L	Notice of Educational Options	po8146	Wis. Stat. 118.57	Annually, by January 31, each school board shall publish as a class 1 notice, under ch. 985, and post on its Internet site a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, and the early college credit program. A school board that does not operate high school grades is not required to include an educational option offered only to high school pupils in a description of educational options. The school board shall include in the notice the most recent state assessment performance category assigned to each school within the school district boundaries, including charter schools established and private schools participating in a parental choice program. The notice published by the school board shall inform parents that the full school and school district accountability report is available on the school board's Internet site.	Annually a Class 1 notice or 985.02(2) alternative notice must be published prior to January 31. It also must be posted on the district's website. Simultaneously, all parents of students must receive a description of educational options and the DPI performance category of each school. K-8 districts are not required to list high school options.
L	Notice of Special Needs Scholarship		Wis. Stat. 115.7915(5)	Districts must provide notice to parents in the school district with children receiving special education services of the availability of a Special Needs Scholarship.	Annual notice. May be combined with educational options notice.



## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	DPI School Accountability Report	po2605 po2700.01	Wis. Stat. 115.385(4) 118.57(2) 120.123	Annually, each public school, including a charter school, and each private school participating in a parental choice program shall provide a copy of the school's accountability report to the parent or guardian of each pupil enrolled in or attending the school. Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, the early college credit program, and options for pupils enrolled in a home-based private educational program. A school that does not operate high school grades is not required to include an educational option that is offered only to high school pupils in a list of educational options provided under this subsection.	Annual notice of accountability ratings of each public, charter, and choice school within the district. Must be combined with educational options notice. The notice must indicate the full accountability report(s) are available on the district's website.  Also, a link to the DPI school and district accountability report(s) must be posted on the district's website.
L	Child Find Notice		Wis. Stats. 115.77(1m)(a) 115.777(3)(d)	Districts are required to, at least annually, inform parents and persons required to make referrals under sub. (1) (a) about the agency's referral and evaluation procedures.	Annual notice published in mid-August.
L	Notice for Virtual Charter School		Wis. Stat. 118.40(8)(f)	Annually the governing body of a virtual charter school shall inform the parent or guardian of each pupil attending the virtual charter school, in writing, the name of, and how to contact, each of the following persons: 1) The members of the school board that contracted for the establishment of the virtual charter school and the administrators of that school district; 2) The members of the virtual charter school's governing body, if different than the persons listed under previous item; 3) The members of the virtual charter school's parent advisory council; and 4) The staff of the virtual charter school.	For districts with virtual charter schools, notice must be provided in mid-August, prior to start of school year.
L	Wellness Policy	po8510	7 C.F.R. 210.31	Districts that participate in the federally-subsidized child nutrition program must notify the public annually of its wellness policy, a summary of the content, where to find the full policy posted, and the contact information for the district's wellness committee chair.	Distribute notice with other information early in the school year as locally determined.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Wellness Policy Report Card	po8510	7 C.F.R. 210.31	Review of the Wellness policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The three-year report, which must use the DPI's Wisconsin Local Wellness Policy Report Card, must be available to the public.	Every three years the Wellness Policy Report Card shall be part of the Board packet that is available to the public. It may be posted to the website.
L	State Assessments	po2623	Wis. Stat. 118.30(1m)(d)	The school district must annually publish information on its website about the State examinations administered to students in grades 4, 8, 9, 10, and 11.	Annual publication required on website. May be combined with Title I notice requirements.
L	Academic and Career Planning Services	po2411	PI 26.03(1)(b)1	Inform parents of students in grades 6-12 in each school year about what academic and career planning services their child receives.	Annual notification required.
L	Education for Employment	po2420	PI 26.04(4)	The district must annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to students at all levels regarding career awareness, exploration, and preparation as well as career planning in grades 6-12, including the availability of programs at technical colleges.	Annual notification required.
L	Title VII Parent and Indian Tribe Notice		Title VII	Districts receiving federal Title VII impact aid for children residing on Indian lands must disseminate plans and information to parents of Indian children and tribes so they may review and make recommendations. This must include an opportunity for parents and tribes to submit comments and recommendations regarding the education program. Annually the district must assess to what extent Indian children participate in the district's education program and activities on an equal basis with non-Indian children and share that information with an opportunity for review and comment by parents and tribes.	Annual notification of Title VII requirements and the district's Indian Policies and Procedures (IPP).
L	Special Education Procedures and Services		Wis. Stat. 115.777	School districts must regularly publicize information regarding its special education procedures and services, including how to make a referral for special education services.	Annual notification to all parents required.
L	Special Education Procedural Notice to Parents of a Student with a Disability		Wis. Stat. 115.792	Districts shall give to the parents of a child with a disability, once a year but also upon the child's initial referral or parental request for evaluation, upon the first occurrence of the filing of a request for a hearing under s. 115.80, and upon request by the child's parent, a full explanation written in an easily understandable manner, and in the native language of the child's parents unless it clearly is not feasible to do so, of the procedural safeguards available under this section and under applicable federal law relating to all of the following: independent educational evaluation; prior	Annual notification required.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
				<p>written notice; parental consent; access to educational records; opportunity to present and resolve complaints, including the period in which the child's parents may request a hearing and the opportunity for the local educational agency to resolve the issues presented by the request; the child's placement during pendency of due process proceedings; procedures for students who are subject to placement in interim alternative educational settings; requirements for the unilateral placement by parents of students in private schools at public expense; mediation; due process hearings under section 115.80; civil actions including the period in which to file a civil action; and attorney fees.</p>	

**Quick Summary Report**  
**Manawa School District**

**Date: October 24, 2022**

**MEI's Findings and Recommendations:**

**Accident Reduction (OSHA 300)**

Carmen O'Brien was reminded to have the form submitted to the agency division by March 1<sup>st</sup> and must be posted for all employees from February 1<sup>st</sup> to April 30<sup>th</sup>

Carmen O'Brien was also reminded that the WI Department of Public Safety and Professional Services Accident Summary Form or The OSHA 300A Form must be submitted to the agency Division by March 1st.

**Emergency Action Plan**

Yes the EAP is posted in every room of the District

There are AED's within the District

Monthly inspections of the fire extinguishers, emergency lighting, and exit signs are required and must be documented. **This shall be conducted by the District.**

Yes, weekly flushing of plumbed eyewash/shower stations is being tested and documented. **This shall be conducted by the District.**

There is a safety committee in the district  
MEI recommends a safety committee be formed  
**Recommended from the state of WI.**

Melanie Oppor is the designated safety person

**IEQ**

Melanie Oppor is the designated person for all indoor environmental quality needs

Public notification was sent out either via mail/email/District newsletter

**Blood Borne Pathogens**

DPI online provides the annual BBP training

The District currently does have a plan/procedure in place

The District does have BBP kits throughout the school

### **Asbestos O&M**

Melanie Oppor is the Designated Person (DP)

There is no one certified to perform O&M operations

### **Asbestos Notification**

The District provides the annually required asbestos notification to all District parents and staff either via mail/email/District newsletter

### **Asbestos 6 Month Periodical**

3-year was done in 2020

6-month surveillance was last done in October 2022

### **Asbestos Periodic Surveillance (40 CFR Part 763)**

#### **Jr/Sr High School**

9X9 floor tile and mastic

Ceramic floor tile and grout

Terrazzo floor

Under sink coating

Blacktop science tables

Transite slate windowsills

Window glazing

### **Paving the Way Building**

There is no known suspect asbestos containing building material.

However, sampling of assumed materials is recommended for any disturbance of the materials and needs to be tested before removal/disposal occurs.

**All accessible asbestos containing materials appeared to be in good condition.**

### **Lead in Water**

Last tested in 2018

The municipality does annual testing, although this occurs it is recommended to be tested every 5 years as the quality of the water can change upon entering the school building

### **Lead in Paint**

Last tested in 2018

Only needs testing if there will be any major renovations if the school is older than 1978

### **Radon Gas**

Last tested in 1994

Not mandatory but recommended to be tested every 5 years

### **Pest Management**

The District has contracted with Tru-Green & Green Boyz to assess and manage its herbicide needs.

Valley Pest Control responds to the District as needed to address pest problems as they arise (mice in the kitchen, ants in or around the building, etc.).

The District has no personnel who are certified and licensed to apply herbicides and pesticides. Therefore, no herbicides or pesticides should be applied at this time.

### **Infectious Disease**

The School District has met the specification for the Emergency Plan for Infectious Diseases.

**MEI has reviewed/revised the written compliance plans for the District**