

## ANNUAL LISTING OF POSTING AND NOTICES

Revised 2017~~6~~/2018~~7~~

Listed below is the Posting and Notices list for the 2017~~6~~/2018~~7~~ 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 Department of Labor and Wisconsin Department of Workforce Development required postings are in a visible location. Samples of these required postings are on the departments' website.

### L - Required by Law

### R - Recommended in Policy or Guidelines

CHECK	ISSUE	COMMENT
<input type="checkbox"/>	<input type="checkbox"/> L Nondiscrimination and Access to Equal Educational Opportunity	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. 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 and in student and staff handbooks, course catalogs and the newsletter. The posing 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- <del>&amp; 2260.01C</del> , AG 2260D & Form 2260- <del>F8F2</del> , Staff - Policy <b>1422</b> , 3122 & 4122) PI 9.05 must include references to all protected categories. The name and telephone number of the Civil Rights Compliance officer shall be included in the student/parent handbook. (Form 2260 <del>F8F2</del> )
<input type="checkbox"/>	<input type="checkbox"/> L Course Description Manuals	All course description manuals must include the nondiscrimination information identified above and the following statement "All courses, including Career and Technical Education course are available without discrimination based on <del>sex, race, color, national origin, or disability</del> <b>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")."</b> <del>the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, any other characteristic protected by law in its employment practices or on the basis of transgender status, change of sex or gender identity."race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, ( ) including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student programs and activities."</del>

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L	Student Records	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. <b>This notice shall be published in the District's official newspaper within three (3) weeks of the start of the school year.</b> (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. (Policy 8330, AG 8330) Wis. Stats, 115.125
R	Sexual and Other Forms of Harassment - Bullying and Other Forms of Aggressive Behavior or Boundary Invasions	Include in the student/parent handbook information on disciplinary actions to be taken to halt sexual harassment, boundary invasions, other forms of harassment, bullying and cyberbullying. Include in the handbook notice of the District's policy on aggressive behavior toward students. (Policy 5517 & 5517.01) A copy of the school's Bullying Policy (Policy 5517.01) must be distributed annually to each student, and the Anti-Harassment Policy, including the reporting, investigation and resolution procedures is available in the school office and shall be made available upon request to parents, students and other interested parties. Wis.Stats. 118.46(2)
L	Accommodation of Sincerely Held Religious Beliefs	Annual written notification in the parents/student handbooks 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. (Policy 2240 & AG 2240B) PI 41.04(1)(A)
L	Human Growth and Development	Direct mailing of the notification to the parents of each student that complies with state statute 118.019(2). 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. 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). Wis. Stats. 118.119(2) & (3)
L	Surveys, Student Privacy and Parental Review and Access	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. (Policy 2416)
L	Parents Right of Request Program Modifications	Include in the student/parent handbook notice of the parent's right to request for their student a program or curriculum modification and the procedures used in responding to such a request. (Policy 2240) Wis. Stats. 119.15(1)(d)

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L	Parents Right to Inspect Instructional Materials	Notice to parents of their right to inspect instructional materials. (Policy 9130, & Policy 2416, Form 9130 F4)
L	<del>Wireless Personal</del> Communication Devices	Notice of restrictions on the student's use of <del>Wireless Personal</del> Communication Devices ( <del>WPCDs</del> <b>PCDs</b> ) <b>must be included</b> in student /parent handbooks. (Policy 5136) <b>Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), ( ) telephone paging devices (e.g., beepers or pagers), ( ) and/or other web-enabled devices of any type.</b>
L	Camera Phones, Electronic Paging, Recording Devices, and two-way Communications Devices	Notice in the student/parent handbook of the policy prohibiting the use or possession of an electronic paging or two-way communication device while on school premises. Notice also of the means of receiving an exemption from the prohibition. The use of a camera phone or recording device to take nude or partially nude pictures in locker rooms and restrooms is prohibited. (Policy <del>5518</del> <b>5136</b> , 9151 & AG- <del>5518</del> <b>5136</b> ) Wis. Stats. 118.258
L	Title I Program	Title I districts are required to notify parents of the parent involvement policy. In addition at the beginning of the school year notify all parents that they may request information regarding the professional qualifications of their child's classroom teacher and paraprofessionals providing support to their child. (Policy 2261.01 & 2261.02) Separate required notice if child is assigned to or taught for four or more weeks by a teacher who is not "highly qualified."
L	Programs for English Language Learners	Districts required to offer a bilingual-bicultural program must annually notify parents of identified students of the program, the registration procedures and the parental consent requirements for student placement in the program. Wis. Stats. 115.96(2)
L	Youth Options Program	<b>Notice by October 1</b> of each year to students in grades 9 - 11 and their parents of the Youth Options program and the credit limit the board has approved (must be 18 or more). (Policy 2271) Wis. Stats. 118.55(8)
L	Education of Homeless Children and Youth	Public notice of the educational rights of homeless children is to be disseminated where such children receive services, for example, family homeless shelters. (AG 5111.01) 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 and the District shall post in each school a public notice of the educational rights of children and youth experiencing homelessness. <b>DPIA</b> Sample Annual Notice - <a href="http://www.dpi.state.wi.us/homeless/pdf/annual_notice.pdf">http://www.dpi.state.wi.us/homeless/pdf/annual_notice.pdf</a>
L	<b>Education of Children and Youth in Foster Care</b>	<b>Notice of the educational rights for children and youth who are in foster care shall be disseminated to provide that educational stability for the students in foster care is afforded to these children and youth. The District's local point of contact (POC) is responsible for safeguarding the rights of children and youth in foster care who attend school in this District as identified in Policy 5111.03 and Administrative Guideline 5111.03. See also for specific requirements the guide that was jointly published by the Department of Public Instruction (DPI) and Department of Children and Families: <a href="https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/sswedfostercare.pdf">https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/sswedfostercare.pdf</a></b>

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L	Child Nutrition Programs	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.
R	Bullying and Other Forms of Aggressive Behavior	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. (Policy 5517.01)
R	Student Code of Conduct	Include in the student/parent handbook information on the Code of Conduct, Code of Classroom Conduct and dress code. (Policy 5500, 5511, and 5600)
L	Student Attendance/Non-Attendance	Provide in the student/parent handbook a summary of the attendance policy. (Policy 5200, AG 5200) Wis. Stats. 118.16(4)(d)
R	Authorizing Student Early Dismissal	Send home or use direct mailing for parent signatures authorizing student early dismissal. (Form 5230 F1)
L	Filing a Complaint Under 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. (AG 8330)
R	Weapons on School Grounds	Include in staff and student handbooks notice of the prohibition of weapons on any school site or at any school related event. (Policy 3217, 4217, 5772 and 7217)
L	Student Locker Searches	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. (Policy 5771) Wis. Stats. 118.3325
L	Student Drug Prevention	Provide information via student/parent handbook, District newsletter or direct mailing (Form 5530 F2)
L	Parent Notification Regarding Blood-borne Pathogens	Distribute via district newsletter or student/parent handbook the parent notification of how the district will handle a blood-borne pathogens incident. (Form 8453.01 F5)
R	Emergency Medical Authorization - Students and Staff	For the students, distribute the form via the student/parent handbook, send home or by direct mailing. (Form 5341 F1) For the staff, distribute during back-to-school orientation or in a school memo. Keep the authorization in the school office and/or personnel files. (Form 3160 F1 & 4160 F1)
R	Risks of Interscholastic Athletics	Parent/student acknowledgement of the risks when participating in interscholastic athletics. Distribute during sign-up or sent home. (Form 2431 F1/F2)
R	Student Insurance Coverage	Distribute during sign-up or send home Form 8760 F1 for the verification of insurance coverage for student accidents.

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L	Nonemergency Invasive Physical Examinations	If such exams occur, the District is required to send a notice to parents of nonemergency invasive physical examinations. (Policy 5310)
L	Meningococcal Disease Information	Schools must provide parents of students in grades 6 - 12 with information about meningococcal disease, the causes, symptoms, spread and where to get information. DPI will provide this to the District. Wis. Stats/ 118.07(3) As of 2012 the District is only required to provide the information to parents of grade 6 students.
<del>L</del>	<del>Elector Registration Information</del>	<del>Include in each high school student/parent handbook or distribute in the high school a notice including elector registration information. Wis. Stats. 6.28(2)(b)</del>
L	Asbestos Abatement Notification	Notice to parents and staff regarding the availability of the Asbestos Abatement Plan.
R	Blanket Authorization for Co-curricular Trips	For districts that elect to use them, send home to parents or distribute during 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 & F2A)
L	Family and Medical Leave Act	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">www.wagehour.dol.gov</a> . A copy of the policy shall be available to staff members upon request. (Policy <b>1630.01</b> , 3430.01, 4430.01)
R	Employee/Supervisor Anti-Harassment	Reminder to staff and supervisors during orientation regarding the anti-harassment policies. Emphasize as well cyber-bullying. (Policy <b>1662</b> , 3362 & 4362)
L	Suicide Prevention Services Notice	Inform the professional staff using the DPI model notice of the resources available from DPI and other sources regarding student suicide. (Policy 5350) Wis. Stats. 115.356(3)
L	Staff - Acknowledgement Toxic Hazards Information	Staff acknowledgement of information concerning toxic hazards at staff orientation prior to the start of the school year. (Form 8431 F4)
L	Staff - Hepatitis B Request for or Waiver	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. (Form 8453.01 F1 & F2)
L	Staff - Blood-borne Pathogens Training	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. (Form 8453.01 F3)
L	HIPPA Compliance Reminder	Notice is required every three years unless the district has elected to send the notice annually. (AG 3419.01 & 4419.01)
L	Staff - Federal Drug Regulations	Memorandum to staff on Federal drug regulations in pay envelopes or direct mailing. (Form 3122.01 F3 & Form 4122.01 F3)

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<input type="checkbox"/>	<input checked="" type="checkbox"/>	R	Information Management - Litigation Hold Procedure	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. (Policy 8315 & AG 8315)
<input type="checkbox"/>	<input type="checkbox"/>	L	Respirator	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. (Form 7430 F1, F2 & F3)
<input type="checkbox"/>	<input type="checkbox"/>	L	Public Records Notice	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. (AG 8310A) Wis. Stats 19.356
<input type="checkbox"/>	<input type="checkbox"/>	L	Video Surveillance Posting	Parents, students and employees should be informed annual 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. (Policy <del>7441.01</del> <b>7440.01</b> , <del>Form 7441.01 F1</del> <del>Sample posting</del> )
<input type="checkbox"/>	<input type="checkbox"/>	L	School and District Performance Reports	Mail notice to parents by January 1 announcing the availability of the school and district performance report (may be in student handbooks). In addition, when the district maintains a website the report must be posted on the website. Distribute the paper copies of the performance report by May 1 and post on the District's website if applicable. The Performance report should include the required Special Education Performance Report. (Bylaw 0174.2 & Policy 2700.01) Wis. Stats. 115.38(2)
<input type="checkbox"/>	<input type="checkbox"/>	L	OSHA 300 Posting of Prior Year Accidents	Post OSHA annual listing of accidents where the district posts the other required employee and wage/hour posters.
<input type="checkbox"/>	<input type="checkbox"/>	L	Copies of the Laws	A copy of each of the acts and the regulations will be available to the public in the office of each building administrator. ( <del>AG 2260B, AG3122B &amp; AG4122B</del> )
<input type="checkbox"/>	<input type="checkbox"/>	R	Rules for Visitors on School Grounds	Each Principal should post the rules regarding entry on school grounds or premises of persons other than students, staff and faculty. Post at or near the entrance to school grounds or premises and at the main entrance to each school building. (Policy 9150) The notice should include the information regarding classroom visitations by parents, etc. (AG 9150)
<input type="checkbox"/>	<input type="checkbox"/>	R	Notice to the Media regarding Board Members Individual Statements	If incorporated in your policy book, Bylaw 0143.1 should be sent annually to the media by the Board President or District Administrator. (Bylaw 0143.1 B)

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L	Recruitment Materials and Job Announcements	<p>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 <b>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.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-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. (Policy 1422, 3122 &amp; 4122, Policy 3123 &amp; 4123)</b></p> <p><del>race, color, national origin, sex, religion, genetic information, age or disability in employment or the provision of services of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-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 (-) or on the basis of transgender status, change of sex or gender identity."</del> (Policy 3122 &amp; 4122, AG 2260.01C Policy 3123 &amp; 4123)</p>
R	Recruiter Access to Student Data	<p>Notify parents of secondary students that they may request that their student's name, 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.</p>
L	<b>Notice to Parents of the School Board's adopted Educational Standards</b>	<p><b>School Districts are required to provide notice to parents of the school board's adopted educational standards prior to the beginning of the school year. Wis. Stat. § 120.12(13), Wis. Stat. § 118.30(1g).</b></p> <p><b>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." (Policy 2370, Policy 5113.01)</b></p>
L	<b>Notice to Parents of the Educational Options Available</b>	<p><b>A notice to parents of the educational options available in the district, including, public schools, private schools participating in a parental choice program, charter schools, youth options, and course options. This <del>has to be</del> must be completed <del>done</del> prior to January 31 of each school year.</b></p>
L	<b>Notice of Special Education Scholarship Program</b>	<p><del>Beginning in 2016-2017, School</del> Districts must provide notice to parents in the school district with children receiving special education services of <del>athe</del> the availability of a Special Education Scholarship.</p>

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L **DPI School Accountability Report**

~~Beginning with the 2016-2017 school year, districts will be~~ required to provide to parents of students enrolled in the schools a copy of the DPI school accountability report. (Policy 2605)

L **Child Find Notice**

Districts are required to, ~~a~~At least annually, inform parents and persons required to make referrals under sub. (1) (a) about the agency's referral and evaluation procedures. (Wis. Stats. 115.777(3)(d))