

MICHIGAN

**ANNUAL NOTICES
(2022 - 2023)**

Required by Law

- ___ Name and telephone number of Civil Rights Compliance Officer in student handbooks and District web site (see generic student handbook, Policy 5517, or Form 2260 F2)
- ___ Title IX Coordinator's(s') contact information, including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and Policy 2266 – Nondiscrimination On The Basis Of Sex in Education Programs or Activities on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements
- ___ Nondiscrimination in education (see Policy 2260) – newspapers, course catalogs
- ___ Nondiscrimination in employment - staff handbooks, newspapers (see Policy 1422/3122/4122)
- ___ Genetic Information Nondiscrimination posting and Safe Harbor notification (see Policy 1422.02/1622.02/3122.02/4122.02)
- ___ Annual review of the District/School Parent and Family Engagement Policy (Policy 2112) and the District's plan and each school's plan using evaluation findings to improve effectiveness
- ___ Parent and Family Engagement Policy must be reviewed and approved annually and distributed to parents of children receiving Title I services (see Policy 2112/2261.01)
- ___ Directory information on students (see Form 8330 F9 or generic student handbook) - Student/Parent Handbook, District newsletter, and/or local media
- ___ Request that Directory Information not be Released to Recruiters Without Prior Written Consent (see Policy 8330 and Form 8330 F13)
- ___ Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service (see Policy 8330)
- ___ Drug prevention memorandum to parents (see Form 5530 F2 or generic student handbook) – Student/Parent Handbook, District newsletter, or direct mailing
- ___ Memorandum to staff on Federal drug regulations (see Form 3122.01 F3/4122.01 F3) - pay envelopes or direct mailing
- ___ Submit summary reports of alcohol and controlled substances testing results as required by the Secretary of Transportation, any Department of Transportation (DOT) agency, or as required by law (Policy 4162)
- ___ Copy of educational materials and a drug-free awareness program for each CDL license holder and other qualified employees who perform safety-sensitive functions (Policy 4162)
- ___ Staff acknowledgement of information concerning toxic hazards (see Form 8431 F4) - staff orientation prior to the start of school

MICHIGAN

**ANNUAL NOTICES
(2022 - 2023)**

- ___ Request for or waiver of vaccination for Hepatitis B (see Form 8453.01 F1 or F4) - new staff orientation prior to the start of school
- ___ Acknowledgement of training in blood-borne pathogens (see Form 8453.01 F2) – new staff orientation prior to the start of school
- ___ Notification of pesticide application at times of application (see P 8431/AG 8431A)
- ___ Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator (see Form 7430 F1, F2, and F3) – direct contact with appropriate staff members and mailing to appropriate parents
- ___ Locker search policy (Policy 5771 Search and Seizure)
- ___ Documentation of a completed school safety drill posted on the school's [or the District's] website within thirty (30) school days after the drill is completed and maintained on the website for at least three (3) years (Policy 8420 – Emergency Situations at School)
- ___ Annual meeting and review for of the School Safety Information Policy Agreement (Policy 8400)
- ___ Annual report on the District website, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school (Policy 8400)
- ___ Annually, a copy of the most recent report of incidents of crime, disaggregated by school building, shall be made available to the parent or legal guardian of each student enrolled in the District (Policy 8400)
- ___ Report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs (Policy 8400)
- ___ Student privacy and parental access to information including surveys, analyses, and evaluations (see Policy 2416) – notice to parents – Special Note: Policy 2416 also requires notification of any substantive changes to this policy as well as to the schedule of any upcoming activities (surveys, etc.)
- ___ Notice of nonemergency invasive physical examination (see Policy 5310) – if such exams occur – notice to parents
- ___ Notification to public regarding inspection of instructional materials (see Policy 2416, Policy 5780, Policy 9130, and Form 9130 F4) – notice of right to inspect instructional materials
- ___ Parents' rights to inspect, review and request amendments to student educational records (see Policy 8330, Administrative Guideline 8330, and Form 8330 F9)
- ___ Employee notification of the Fair Labor Standards Act (FLSA) rights (see Policy 6700); Minimum Wage Notification; Employee Polygraph Protection Act (EPPA) – Federal law posters include this information

MICHIGAN

**ANNUAL NOTICES
(2022 - 2023)**

- ___ 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 (see Administrative Guideline 8330 and Student/Parent Handbook)
- ___ Posting of tobacco prohibition in accordance with M.C.L. 333.12603
- ___ Notification to parents of the right to be informed before any pesticide application is made on school property (see AG 8431A and Form 8431A F1) – within thirty days of the beginning of each school year
- ___ Employees Rights & Responsibilities under FMLA (see Policy 1630.01/3430.01/4430.01)
Check for current forms on U.S. Department of Labor website –
<http://webapps.dol.gov/>
- ___ Employee notification of the Uniformed Services Employment and Reemployment Rights Act (USERRA) rights and benefits (see Policy 3437.01/4437.01)
- ___ State and Federal rights posters on discrimination and harassment posted at each building.
- ___ Participant notification (by group health plan) of privacy practices to each new health plan participant upon enrollment and every participant within sixty (60) days of a material revision to the notice (see AG 1619.01/3419.01/4419.01)
- ___ Notice of policy on bullying (including cyberbullying) (Policy 5517.01) circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students
- ___ Notice of policy on bullying (Policy 5517.01) incorporated into teacher, student, and parent/guardian handbooks
- ___ Review of policy on bullying (including cyberbullying) (Policy 5517.01) with all new employees at the time of employment, with sign-off acknowledgement on policy and related complaint procedure
- ___ Annual report to the Board of all verified incidents of bullying (including cyberbullying) and resulting consequences, including discipline and referrals (Policy 5517.01)
- ___ Annual review and report to the Board regarding District Wellness Policy (Policy 8510) and assessment of the policy and progress toward goals of the policy at least once every three years
- ___ Meal charge procedures (AG 8500D); copy to all households at the start of the school year and to transfer/new enrollees during the school year

MICHIGAN

**ANNUAL NOTICES
(2022 - 2023)**

Recommended by Board Policy or District's AG's

- ___ Code of conduct/student discipline code (see Policy 5600)
- ___ Policy and guidelines on harassment (see Policy 1662/2266/3362/4362/5517)
- ___ Policy 2266 – Nondiscrimination On The Basis of Sex in Education Programs or Activities (Title IX) training materials
- ___ Rules regarding entry on school grounds or premises of persons other than students, staff and faculty (see Policy 9150) - at or near the entrance to school grounds or premises and at the main entrance to each school building
- ___ Handicapped Access (Policy 9160)
- ___ Notification and approval of local fire department and law enforcement agencies, as well as training of staff working in facility if temporary door locking devices are utilized (Policy 7440)
- ___ Post information about enrollment requirements and procedures. Access to such information shall be available on the District's web site (Policy 5111)
- ___ Emergency medical authorization - students (see Form 5341 F1) - send home or direct mailing
- ___ Emergency medical authorization – staff (see Form 3160 F1/4160 F1) – back-to-school orientation or school memo; keep in office and/or personnel files
- ___ Parent signatures authorizing student early dismissal (see Form 5230 F1) and access to student records (see Form 8330 F4) – send home or direct mailing
- ___ Parent/student acknowledgement of risk when participating in interscholastic athletics (see Form 2431 F1/F2) - during sign-up or send home
- ___ Signed parent/student acknowledgement of receipt of educational materials on the risks of concussions, as developed by the Department of Community Health (DCH) (see Policy/AG 5340.01)
- ___ Blanket authorization by parents for child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (see Form 2340F2/F2A) – during sign-up or send home
- ___ Verification of insurance coverage for student accidents (see Form 8760 F1) – during sign-up or send home
- ___ Parent notification regarding blood-borne pathogens (see 8453.01 F5 - District newsletter or Student/Parent Handbook)
- ___ Parent notification regarding sex education and AIDS classes (see Form 2413 F2) – direct mailing, District newsletter, or student/parent handbook (see Form 2413/2414 F1)

MICHIGAN

**ANNUAL NOTICES
(2022 - 2023)**

- ___ Reminders to staff on student supervision/health/safety matters (Policy/AG 1613/3213/4213)
- ___ Notice of use of video surveillance/electronic monitoring of school facilities (see Policy 7440.01)
- ___ Annual filing of operating and financial information and notices of listed "material events" to provide continuing disclosure compliance (Policy 6146)
- ___ Designation of District-approved social media platforms/sites

© NEOLA 2022