

MANDATE INFORMATION (based on functions identified by MMSD) – November, 2008

Updated: 11/08

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
Bus Serv - Homeless Transportation	No Child Left Behind Act The McKinney-Vento program was reauthorized under the No Child Left Behind Act of 2001 (NCLB). It addresses the problems that homeless children face in school, such as low enrollment, poor attendance and lack of academic success.	(1) each state educational agency (SEA) shall ensure that each homeless child and/or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth; (3) homelessness alone should not be sufficient reason to separate students from the mainstream school environment; and (4) homeless students should have access to the education and other services needed to ensure that they have an opportunity to meet the same challenging state student performance standards to which all students are held.	The District provides individualized services for children to their home school of origin. Service is often taxicab or otherwise individualized.	Exceeds – options for alternate methods of service delivery are available
Bus Serv - Pupil Transportation 2 Mile Radius	WI Stat. 121.54 (2)	General transportation (a) Except as provided in sub. (1), every school board shall provide transportation to and from public school for all pupils who reside in the school district <u>2 miles or more from the nearest public school they are entitled to attend.</u>	1.5 mile radius currently in place @ MMSD	Exceeds
Bus Serv - Pupil Transportation Hazards	WI Stat. 121.54 (9)	Transportation in areas of unusual hazards (a) In school districts in which unusual hazards exist for pupils in walking to and from school, the school board shall develop a plan showing by map and explanation the nature of the unusual hazards and propose a plan of transportation, if necessary, which will provide <u>proper safeguards for school attendance.</u>	In connection with 2 mile radius, most elementary bussing is a result of hazards, not distance. Hazards do not generally apply beyond elementary age students.	Meets
Bus Serv - Spec. Educ. Transportation	WI Stat. 121.54 (3) as well as the Federal Rehabilitation Act 34CFR Part 104	Transportation for children with disabilities. The board shall provide transportation for children with disabilities, as defined in s. 115.76 (5), to any public or private elementary or high school, to the Wisconsin school for the visually handicapped or the Wisconsin school for the deaf or to any special education program for children with disabilities sponsored by a state tax- supported institution of higher education, including a technical college, regardless of distance, if the request for such transportation is approved by the state superintendent.	MMSD offers transportation in compliance with these regulations	Meets
Bus Serv - Purchasing	WI Stat 120.44	Provides authority for school district's customary operations	BOE 6242 and 6244 provide specifics. BOE 6600 deals with AA/EEO issues	Meets / Exceeds
Bus Serv - Risk Management	WI Dept. of Commerce Chapter Comm 32 Table32.50-1	Recording and reporting Occupational Injuries and Illnesses.	This information is stored on a spreadsheet in the Risk Management Department and reported on an annual basis.	Meets
Bus Serv - Risk Management	Dept of Workforce Development chapter 102 Workers Compensation Act of Wisconsin	The Madison Metropolitan School District shall provide Workers Compensation coverage for its employees. This coverage shall meet all the requirements of the Workers Compensation Act of Wisconsin.	The district carries Workers Compensation insurance coverage with an insurance company on an annual basis.	Meets
Bus Serv - Food Services- U.S.D.A. Programs (Policy compliance of	USDA National School Lunch Program Chapter 11 Part 245.1	Any child at a participating school may purchase a meal through the National School Lunch Program. Children from families with incomes at or below 130 percent of the poverty level (PL) are eligible for free meals.	MMSD is in compliance with F&R Meal Applications policies	Meets

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administering F & R Meal Applications)		Families with incomes between 130 percent and 185 percent of the PL are eligible for reduced-price meals, for which students can be charged no more than 40 cents. (For the period July 1, 2008 to June 30, 2009, 130 percent of the poverty level is \$27,560 for a family of four; 185 percent is \$39,220.) Local school food authorities set their own prices for full-price (paid) meals, but must operate their meal services as non-profit programs. After school snacks are provided to children on the same income eligibility basis as school meals. However, that program operates in areas where at least 50 percent of students are eligible for free or reduced-price meals may serve all their snacks for free.		
Bus Serv - Food Services- U.S.D.A. Programs (Lunch)	USDA National School Lunch Program Subchapter A Part 210.1	The National School Lunch provides nutritionally balanced, low-cost or free lunches to more than 27 million children each school day. In 1998, the program expanded to include reimbursement for snacks served to children in after school educational and enrichment programs to include children through 18 years of age. The Food and Nutrition Service administers the program at the Federal level. At the State level, the National School Lunch Program is usually administered by State education agencies, which operate the program through agreements with school food authorities.	MMSD offers food programs beyond regulations, However these programs are self-funded through fees and are currently break even, thus not costing the District additional local funding	Exceeds
Bus Serv – Free & Reduced Lunch Data Reporting	7 CFR Part 245 (1-1-06)	USDA lunch data reported each November to DPI to comply with FCC eRate documentation allows filing of federal eRate forms for partial reimbursements of telecommunications services.	Technical Services	Meets
Bus Serv – Bldg Serv	29 CFR 1926.1101	Annual Medical Examinations		
Bus Serv – Bldg Serv	29 CFR 1926.1101	Annual Negative Exposure Assessment		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Annual Notification of Management Plan Availability		
Bus Serv – Bldg Serv	29 CFR 1926.1101	Annual Respirator Fit Testing		
Bus Serv – Bldg Serv	Via Madison Fire Department	Annual Underground Storage Tank Inspection Reports		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Asbestos Abatement Design		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Asbestos Abatement Reports		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Asbestos Management Plans (Each Site)		
Bus Serv – Bldg Serv	WI DNR 406.04, 410.05 and 447.07 WI Administrative Code	Asbestos Notification of Demolition and/or Renovation and Application for Permit Exemption Form		
Bus Serv – Bldg Serv	DHFS WI DHFS 159	Asbestos Notification of Demolition and/or Renovation and Application for Permit Exemption Form		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule) Also OSHA 1910.1001 (j)(7)	Asbestos Operations & Maintenance Training (16 hour)		

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Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Asbestos Reoccupancy Air Clearance Reports		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Asbestos Response Action Reports		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule) Also OSHA 1910.1001 (j)(7)	Asbestos two hour Awareness Training (2 hour)		
Bus Serv – Bldg Serv	International Fire Code - NFPA 25	Automatic Sprinkler Systems		
Bus Serv – Bldg Serv	NFPA 102	Bleacher Inspections		
Bus Serv – Bldg Serv	IFC	Building Capacity		
Bus Serv – Bldg Serv	City of Madison	Building Inspection Orders		
Bus Serv – Bldg Serv	IBC/Wisconsin Administrative Code	Building Permits		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Bulk Sampling of ACBM/Chain of Custody		
Bus Serv – Bldg Serv	Motor Carrier Safety Improvement Act of 1999 (MCSIA)	CDL Drug Testing		
Bus Serv – Bldg Serv	Motor Carrier Safety Improvement Act of 1999 (MCSIA)	CDL Vehicle Inspections		
Bus Serv – Bldg Serv	DNR 488	Certification for Safe Transport of Salvaged Refrigeration Equipment		
Bus Serv – Bldg Serv	DHFS 163	Certification for the Identification, Removal and Reduction of Lead-Based Paint Hazards		
Bus Serv – Bldg Serv	Wisconsin Statute	Certified Pool Operators		
Bus Serv – Bldg Serv	WI Stat. 166.20-21	Chemical Inventory Fee Statements		
Bus Serv – Bldg Serv	Motor Carrier Safety Improvement Act of 1999 (MCSIA)	Commercial Driver License (CDL)		
Bus Serv – Bldg Serv	City of Madison, Planning and Development	Conditional Use		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 82	Cross Connection Control Device		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter A-E5	Designer of Engineering Systems License		
Bus Serv – Bldg Serv	City Agreements	Detention Pond Maintenance		
Bus Serv – Bldg Serv	OSHA 1926.651(a)/WI Statute 182.0175	Diggers Hot Line		
Bus Serv – Bldg Serv	Chapter NR 447	Disposal of Asbestos Containing Materials		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	District Notification of Asbestos Activities		
Bus Serv – Bldg Serv	Comm 16.04(2)	Electrical Permits		
Bus Serv – Bldg Serv	Comm 18.1008(2) PERMIT TO OPERATE.	Elevator - Annual Permit		
Bus Serv – Bldg Serv	ANSI	Elevator - Four Year Weight or Pressure Test		
Bus Serv – Bldg Serv	Comm 18.1008(3)	Elevator - Maintenance Log		

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	MAINTENANCE LOG.			
Bus Serv – Bldg Serv	Comm18.1015 Inspections	Elevator- Annual Inspection		
Bus Serv – Bldg Serv	IFC 604.3 Maintenance	Emergency and Standby Power System Annual Testing		
Bus Serv – Bldg Serv	WI Law Chapter 364, OSHA 1910.1200 and 1910.1000, Subpart Z	Employee Right to Know/MSDS		
Bus Serv – Bldg Serv	WI ss 66.949	Energy consumption		
Bus Serv – Bldg Serv	WI DOC Transitional Code	Erosion Control Permit		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Exposure Monitoring - Annual		
Bus Serv – Bldg Serv	IFC 405.2 Fire Drill Frequency	Fire Alarm - Monthly Drills		
Bus Serv – Bldg Serv	Comm 75.29(6)	Fire Alarm - Weekly Testing		
Bus Serv – Bldg Serv	NFPA Chapter 10	Fire Alarm - Annual Testing and Certification		
Bus Serv – Bldg Serv	IFC 901.7	Fire Alarm and Sprinkler Impairment		
Bus Serv – Bldg Serv	MFD	Fire Department Orders		
Bus Serv – Bldg Serv	IFC/NFPA	Fire Drill Reports		
Bus Serv – Bldg Serv	IFC 404.4 Maintenance	Fire Evacuation Plans Annual Maintenance		
Bus Serv – Bldg Serv	IFC 906.2/NFPA 10	Fire Extinguisher Maintenance		
Bus Serv – Bldg Serv	IFC 503.3 Marking	Fire Lanes Maintained		
Bus Serv – Bldg Serv	OSHA 1910.178(L)	Fork Lift Certification		
Bus Serv – Bldg Serv	FCC	Frequency License - Clocks		
Bus Serv – Bldg Serv	OSHA 29 CFR 1926	General Lead Industry Standard		
Bus Serv – Bldg Serv	WI DNR 500 through NR 620	General Solid Waste Management Requirements		
Bus Serv – Bldg Serv	WI DNR 291	Hazardous Waste Disposal Manifests		
Bus Serv – Bldg Serv	WI DNR 291	Hazardous Waste Identification and Certification Report		
Bus Serv – Bldg Serv	WI DNR 291	Hazardous Waste Spills		
Bus Serv – Bldg Serv	City Health	Health Department Orders		
Bus Serv – Bldg Serv	DOC 41.24 Wisconsin Administrative Code, Chapter Comm 41 - 3 year inspection cycle	Heating Boiler Permit to Operate Form SBD-7678 is used for reporting inspections of pressure vessels, and Form SBD-7679 is used for reporting inspections of boilers.		
Bus Serv – Bldg Serv	Plan Review/Approval - MGO	Historic Landmarks		
Bus Serv – Bldg Serv	WI Dept. of Commerce, ILHR 50	HVAC Permits		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 5	HVAC Qualifier Certification		
Bus Serv – Bldg Serv	IFC 508.5.3/MFD	Hydrants testing/flushing		
Bus Serv – Bldg Serv	COMM 32.10 Pursuant to s. 101.055 (7) (a), Stats.	Injury and Illness report.		

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		Beginning January 1, 2004, each employer shall report work-related injuries and illnesses to the department for the previous year by March 1 of each year. The report shall be made on form SBD-10710.		
Bus Serv – Bldg Serv	Wisconsin Statute 94.715	Integrated Pest Management		
Bus Serv – Bldg Serv	NFPA 17A, Wet Chemical Extinguishing Systems - Semi-annual inspections	Kitchen Hood Fire Extinguishing System		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 32 - ASHRAE 110	Laboratory Fume Hood Certification		
Bus Serv – Bldg Serv		Lamp Disposal		
Bus Serv – Bldg Serv	OSHA 29 CFR 1920.10.25	Lead -Based (LBP) Investigation Summary Reports		
Bus Serv – Bldg Serv	OSHA 29 CFR 1910.10.25	Lead Exposure in Construction		
Bus Serv – Bldg Serv	Lead Contamination Control Act (LCCA)/Clean drinking water Act	Lead in Drinking Water		
Bus Serv – Bldg Serv	Automatic Tank Gauging Reports	Leak Detection Verification for UST's (Monitoring)		
Bus Serv – Bldg Serv	Chapter NR 447	License of District Vehicles to Transport Regulated Materials		
Bus Serv – Bldg Serv	Comm 63.0805	Lighting and Emergency requirements		
Bus Serv – Bldg Serv	DPI Standard I ??	Long Range Plan		
Bus Serv – Bldg Serv	City of Madison	Maintain phone locations for 911		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 5	Maintain Trades Licenses		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 5	Master Plumber License		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 45	Mechanical Refrigeration Systems		
Bus Serv – Bldg Serv	IFC 105.6.35	MFD - Places of Assembly Permits		
Bus Serv – Bldg Serv	IFC 105	MFD - Construction Permits		
Bus Serv – Bldg Serv	IFC 105.6.23	MFD - High Rack Storage Permits		
Bus Serv – Bldg Serv	40 CFR 61 Part M	National Emission Standard for Hazardous Air Pollutants		
Bus Serv – Bldg Serv	City of Madison Fire Department	Occupancy Permits		
Bus Serv – Bldg Serv	City Of Madison, Planning and Development	Parking Lot Plan Submittal		
Bus Serv – Bldg Serv	MFD	Permit to Open Burn-Prairie		
Bus Serv – Bldg Serv	WI Admin. Code, Ch. Comm 10.16	Permit to Operate Underground Storage Tanks, including financial responsibility requirements.		
Bus Serv – Bldg Serv	ASTM/CPSC	Playground Inspections		
Bus Serv – Bldg Serv	WI Dept. of Commerce, ILHR 50	Plumbing Permits		
Bus Serv – Bldg Serv	H72 Wisconsin Administrative Code	Pool Operation		
Bus Serv – Bldg Serv	FCC	Radios		

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Bus Serv – Bldg Serv	EPA/DPI/DHFS	Radon - Voluntary Radon Testing in Classrooms		
Bus Serv – Bldg Serv	City of Madison	Recycle Waste Stream		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 5	Refrigerant Handling Technician Certification		
Bus Serv – Bldg Serv	DIHLR	Repairs to Buildings		
Bus Serv – Bldg Serv	29 CFR 1910.134	Respirator Standard		
Bus Serv – Bldg Serv		Right-of-Way Permit		
Bus Serv – Bldg Serv	Madison General Ordinance	Sign Permits		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Six Month Periodic Surveillance		
Bus Serv – Bldg Serv	City of Madison MGO 7.47	Swimming Pool Discharge - Non Storm Water		
Bus Serv – Bldg Serv	29 CFR Part 763 (Final School Rule)	Three Year Asbestos Reinspections		
Bus Serv – Bldg Serv	Department of Military Affairs, WI Stat. 166.20-21,	Tier Two Chemical Inventory Reports Reports sent to State Emergency Response Board Local Emergency Planning Committee and the MFD.		
Bus Serv – Bldg Serv	Leaks IFC 3404.2.7.10	Underground Storage Tanks		
Bus Serv – Bldg Serv	Wisconsin Administrative Code, Chapter Comm 41 - 3 year inspection cycle	Unfired Pressure Vessel Permit		
Bus Serv – Bldg Serv	29 CFR 1910.1030	Universal Blood and Body Precaution		
Bus Serv – Bldg Serv	City of Madison Ordinance	Urban Design		
Bus Serv – Bldg Serv	State Insurance Fund	Vehicle Accident Report		
Bus Serv – Bldg Serv	WI DOT	Vehicle License		
Bus Serv – Bldg Serv	WI DOT	Vehicle Registration		
Bus Serv – Bldg Serv	State Insurance Fund	Vehicle Repair and Maintenance Log		
Bus Serv – Bldg Serv	290 DWD Administrative Code	Wage Rate Applications/Certificate of Compliance		
Bus Serv – Bldg Serv	City of Madison, Planning and Development, Inspection Unit	Water Utility Orders		
Bus Serv – Bldg Serv	WI DNR	Well testing – School Forest		
Bus Serv – Bldg Serv	WI DHSS 159	WI Certified Asbestos Building Inspector for Administrator		
Bus Serv – Bldg Serv	WI DHSS 159	WI Certified Asbestos Management Planner for Administrator		
Bus Serv – Bldg Serv	WI DHSS 159	WI Certified Asbestos Project Designer for Administrator		
Bus Serv – Bldg Serv	WI DHSS 159	WI Certified Asbestos Supervisor Training for Administrator		
Bus Serv – Bldg Serv	WI DHSS 159	WI Certified Asbestos Supervisor Training for Trades (Initial & Refresher)		
Bus Serv – Bldg Serv	DHFS 163	WI Certified Lead Abatement Supervisor for Trades		
Bus Serv – Bldg Serv	DHFS 163	WI Certified Lead Risk Assessor for Administrator		
Bus Serv – Bldg Serv	City Ord. 10.28	Snow and ice removal from sidewalks		
Bus Serv – Bldg Serv	City Ord. 24.08	Noise control regulation		

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Bus Serv – Bldg Serv	City Ord. 10.101	Regulation of tree trimming		
Bus Serv – Bldg Serv	City Ord 27.05(v)	Removal of graffiti		
Bus Serv – Bldg Serv	City Ord. 27.05(2.6)	Control of weeds		
Bus Serv – Bldg Serv	City Ord. 12.89 and 12.895	Heavy traffic routes		
Bus Serv – Bldg Serv	EPA Regulations	Sulfur content of fuel		
Bus Serv – Bldg Serv	28 CFR Part 36 ADA	Accessible Design		
Bus Serv – Bldg Serv	DPI	Blood Borne Pathogens		
Bus Serv – Bldg Serv	Comm 32	Public Sector Safety – Occupational Safety		
Bus Serv – Bldg Serv	EPA	Mold		
Bus Serv – Bldg Serv	EPA	Indoor Air Quality		
Bus Serv – Bldg Serv	PI 8 Standard i	Safe and Healthful Facilities		
Bus Serv – Bldg Serv	BOE Policy	Record keeping		
Bus Serv – Bldg Serv	NFPA 705, Chapter 4.	Stage Curtain Testing		
Bus Serv – Bldg Serv	NFPA	Fire Suppression System Inspection/Testing		
Bus Serv – Bldg Serv	MFD	Knox Box – Key Maintenance		
Bus Serv – Bldg Serv	Clean Air Coalition	Air Quality		
Bus Serv – Bldg Serv	NEC	Flash Protection		
Bus Serv – Bldg Serv	NEC	Lock-out, Tag-out		
Bus Serv – Bldg Serv	OHSA	Powered Industrial Trucks/Fork Life Training & Certification		
Bus Serv – Bldg Serv	NFPA	Emergency Egress Plans		
Bus Serv – Bldg Serv	29 CFR 1910.146 & Comm 32.28	Confined Space		
Bus Serv – Bldg Serv	Comm 41	Boiler Operation		
Bus Serv – Bldg Serv	Comm 64	Minimum Temperatures		
Bus Serv – Bldg Serv	Comm 78	Schools and Other Places of Instruction		
Bus Serv – Bldg Serv	Comm 66	Existing Buildings		
Bus Serv – Bldg Serv	Comm 62	Buildings and Structures		
Bus Serv – Bldg Serv	Comm 61	Adoption of IBC		
Bus Serv – Bldg Serv	Comm 61.40	Construction shall be supervised by a Wisconsin registered architect or engineer		
Bus Serv – Bldg Serv	Comm 61.20(2)	Public building shall be designed by an architect or engineer		
Bus Serv – Bldg Serv	Comm 60 & MGO	Erosion Control, Sediment Control, and Storm Water Management		
Bus Serv – Bldg Serv	Comm 82	Design, construction, installation, supervision, maintenance, and inspection of plumbing		
Bus Serv – Bldg Serv	Comm 45	Mechanical Refrigeration – Design, operation, ozone depleting refrigerants		
Bus Serv – Bldg Serv	Comm 14	Fire Prevention		
Bus Serv – Bldg Serv	Comm 16	Electrical		

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Bus Serv – Bldg Serv	HFS 159	Asbestos Certification and Training Accreditation		
Bus Serv – Bldg Serv	HFS 172	Safety, maintenance and operation of public pools and water attractions		
Bus Serv – Bldg Serv	ILHR 811	Performance-based contracting		
Bus Serv – Bldg Serv	NR 406	Construction permit – demolition		
Bus Serv – Bldg Serv	NR 500-555	Bureau of Waste & Materials Management license renewal		
Bus Serv – Bldg Serv	Federal Virginia Graeme Baker Pool and Spa Safety Act	Pool intake covers		
Bus Serv - BPA	EEN State Categorical Aid Claim (Annual) PI-1505-SE s. 115.88, Wis Stats.	This report is required under s. 115.88, Wis. Stats. Which records the District's Special Education costs eligible for EEN State Categorical Aid. Consequence to not preparing and submitting this report is the State's withholding of EEN State Categorical Aid s.20.255 (2)(b), Wis Stats.	The EEN Categorical State Aid Claim (Annual) is submitted upon completion of the District's required external audit and due 1 st Friday in September.	Meets
Bus Serv - BPA	EEN State Categorical Aid Claim (Budget) PI-1505-SE s.115.88 Wis Stats.	This report is required under s. 115.88, Wis Stats. which records the District's Special Education costs eligible for EEN State Categorical Aid. Consequence to not preparing and submitting this report is the State's withholding of EEN State Categorical Aid s.20.255 (2)(b), Wis Stats	The EEN State Categorical Aid Claim (Budget) is completed and submitted after final Budget and Tax Levy adoption in October and due November 19	Meets
Bus Serv - BPA	Annual Report (Aid Certification Data) PI-1505AC s. 120.18 Wis Stats.	This report is required under s. 120.18 Wis Stats. to enable the District to receive State General Aid.	The Aid Certification Data is completed and submitted after the initial phase of the District's external audit is completed and due the Last Friday of August.	Meets
Bus Serv - BPA	Indirect Cost Rate Adjustments Schools (PI-1161)	The District is entitled to charge Grants and donations an indirect cost for providing the financial/Bus Serv - support to these grants for making claims and receiving funds. Consequence is that we will not be able to charge indirect costs to grants and recoup any funds.	Due to State October 31	Meets
Bus Serv - BPA	SAGE Classroom Expansion Claim For State Aids (PI-7206) s. 118.43 (8), Wis Stats and Admin Rule PI 24.07	Bus Serv - completes the Financial portion of the SAGE Classroom Expansion Claim for State Aids.	Due May 15	Meets
Bus Serv - BPA	Financial Audit Statement	The District is responsible for securing an External Auditor each year and completing financial statements to be submitted to DPI in order to receive General Aid.	External Auditor submits September 17.	Meets
Bus Serv - BPA	Tax Levy Certification (PI-1508)	The Tax Levy Certification is submitted to the Department of Revenue and DPI. Consequence of non-submittal is non collected of the School District's Tax Levy from Municipalities	The Tax Levy is set by the BOE by October 31 and due November 6 to reporting agencies	Meets
Bus Serv - BPA	State Tuition Claim (PI-1524)	The District provides Educational Services to students whom incarcerated and receive State Tuition.	State Tuition Claim is submitted by October 1.	Meets
Chief of Staff Expulsions & Truancy- Return to School	WI Stat. 118.16(4)(c) WI Stat. 118.16(4)(cm)	A student may be assigned to detention as a consequence of a pupil's truancy or to a supervised, directed study program pursuant to Board policy. The program need not be held during the regular school day. The study program may qualify for credit provided for work completed during study program time. A pupil		Meets

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		<p>shall be permitted to take any examinations missed during a period of assignment to a supervised, directed study program.</p> <p>A student may be assigned to an assessment period as a consequence of truancy or upon the return to school after being truant. The student may participated in the assessment without being in violation of s. 118.15.</p>		
Chief of Staff Expulsions & Truancy- (Legal Compliance of Truancy)	WI Stat. 118.16(2)	<p>The school attendance officer, except as provided under pars. (cg) and (cr), shall notify the parent or guardian of truancy, and direct the parent or guardian to return the child to school no later than the next day on which school is in session, or provide an excuse under s. 118.15. The notice under this paragraph shall be given before the end of the 2nd day after receiving a report of an unexcused absence. When the child initially becomes a habitual truant, the parent or guardian shall be notified by registered or certified mail of the parent or guardian's responsibility to cause the child to attend school regularly. The parent or guardian can request program or curriculum modifications and meet with personnel to discuss the truancy. The mailing should also include penalties imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required.</p>		Meets
Educational Services ESL & Bilingual Education – Identification of LEP Pupils	WI PI 13.06	<p>Each school board shall identify potential LEP pupils within the school district as part of the enrollment process using a home language survey and department-approved English proficiency assessment under s. PI 13.07. The school board shall identify pupils meeting any of the following criteria: (1) Pupils who communicate in a language other than English. (2) Pupils whose families use a language other than English. (3) Pupils who use a language other than English in daily non-school surroundings.</p>		
Educational Services ESL & Bilingual Education - Provide Instruction	WI Stat. 115.96 (4) WI Stat. 115.97	<p>Annually, the board shall establish a bilingual-bicultural education program [to include]... Instruction in reading, writing and speaking the English language and instruction in the subjects necessary to permit the pupil to progress through the educational system. If, in a language group under s.115.96(1), Stats., there are 10 or more limited-English proficient pupils in kindergarten to grade 3, 20 or more LEP pupils in grade 4-8, or 20 or more LEP pupils in grades 9-12 in attendance at a particular school and whose parents or legal custodians give written consent to such pupils' placement under s. 115.96(3), Stats., the school board shall establish a bilingual-bicultural education program for such pupils during the school term. Such program shall be taught by a bilingual teacher. At the high school level Bilingual counselors shall be made available. Programs for Spanish-speaking pupils must employ bilingual teachers. For other languages, bilingual teachers may not be available, in which case the</p>		

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		program (with the approval of the state superintendent) may be taught by a certified ESL teacher(s) and at least one bilingual teacher's aide. Such programs must take a good faith, continuing effort to recruit bilingual teachers for the language group.		
Educational Services ESL & Bilingual Education – Provide Instruction	WI Stat. 115.95 (1)(c) WI Stat. 115.95 (5)	It is beneficial to pupils from bicultural and monocultural backgrounds to participate in bilingual-bicultural programs where such programs are available in order to instill respect for non-English languages and cultures in all pupils. It is the policy of this state that fundamental courses may be taught in the pupil's non-English language to support the understanding of concepts, while the ultimate objective shall be to provide a proficiency in those courses in the English language in order that the pupil will be able to participate fully in a society whose language in English.		
Educational Services ESL & Bilingual Education - Student Assessment	WI Stat. 115.96 (1) WI PI 13.07, 13.08, 13.09	Annually, each school board must conduct a count of the limited-English speaking pupils in public schools, assess the language proficiency of such pupils, and classify pupils by language group, grade level, age, and English language proficiency. Each school board shall determine the English proficiency level of a pupil identified under S. PI 13.06 and shall place the pupil in an appropriate education program. The school board shall use a department-approved assessment instrument, maintain all assessment records, and report information to the department under s. PI 13.09. The school board shall classify each pupil assessed under s. PI 13.07 and a charter school shall classify each pupil tested under s. PI 13.09 as one of the following: (1) Level 1 – Beginning Preproduction, (2) Level 2 – Beginning Production, (3) Level 3 – Intermediate, (4) Level 4 – Advanced Intermediate, (5) Level 5 – Advanced, (6) Level 6 – Formerly LEP Now Fully English Proficient. Each school board policy under s. PI 13.05 shall include procedures regarding the testing of LEP pupils.		
Educational Services ESL & Bilingual Education - Public Information/ Partnerships	WI Stat. 115.96 (2)(3)	A school board which may be required to offer a program must send a letter to the parent, custodian, or guardian of every limited English speaking pupil who is eligible for participation in the program, and provides notice of consent.		
Educational Services ESL & Bilingual Education – Public Information/Partnership	WI Stat. 115.96 (5)	By the commencement of the school term, the school board shall place, with the parent's or legal custodian's written consent, each LEP pupil in the appropriate bilingual-bicultural program. A parent or legal custodian may appeal the school board's failure to place the pupil in the bilingual-bicultural program by filing a notice of appeal with the clerk of the school board within ten days after the commencement of the school term. School board shall provide for a hearing within 20 days of the appeal and shall provide for a		

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		written record of the proceeding. Within 10 days after the hearing the school board shall make a decision on the question of placement. The board's decision may be appealed within 10 days to the state superintendent. The state superintendent shall issue a decision within in 10 days after receipt of the appeal.		
Educational Services ESL and Bilingual Education – Federal ESEA – NCLB Title III Part A	NCLB Title III Part A	<p>Title III Part A: English Language Acquisition, Language Enhancement, and Academic Achievement Act funds are directed to MMSD through a formula grant allocation to: develop high-quality language instruction education programs; assist SEAs, LEAs, and schools to build their capacity to establish, implement, and sustain language instruction and development programs; promote parental and community involvement; and to hold SEAs, LEAs, and schools accountable for increases in English proficiency and core academic content knowledge of limited English proficient children by demonstrated improvements in the English proficiency of limited English proficient children each fiscal year; and adequate yearly progress for limited English proficient children, including immigrant children and youth, as described in section 1111(b)(2).</p> <p>Parents must be notified that their child has been identified as limited-English proficient and is/will be participating in a language instruction educational program.</p> <p>Section 3113 – English Language Proficiency Standards Implementation of English language proficiency standards covering language domains of listening, speaking, reading and writing aligned to academic content and student achievement standards grades K-12.</p> <p>Section 3113, 3116 – English Language Proficiency Assessment All LEP students in grades K-12 are annually assessed for English language proficiency in the four language domains of listening, speaking, reading, and writing (Including comprehension - listening and reading combined.) using an assessment aligned to the English language proficiency standards.</p> <p>Section 3122(a)(1)(2)(3), 111(b)(2)(B) - Annual Measurable Achievement Objectives Annual Measurable Achievement Objectives (AMAOs) are set by the state to reflect increases in the number and percentage of children making progress in learning English, attaining English language proficiency, and making Annual Yearly Progress (AYP) according to section 3122(a) (3).</p> <p>Section 9501 – Private School Participation LEA/Sub grantees comply with No Child Left Behind requirements regarding participation of LEP students and</p>		

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		<p>teachers in private schools under Title III, Section 9501, including consultation requirements and equitable services for eligible students.</p> <p>Section 3116(b)(4), 3302 – Parental Notification and Participation Parental notification provisions for identification and placement and for failure to meet Title III AMAOs, along with parent outreach provisions.</p>		
Educational Services ESL & Bilingual Education – Report on Bilingual – Bicultural Education and Reporting Requirements	WI Stat. 115.993 WI PI 13.15	Annually, on or before August 15, the school board of a district operating a bilingual-bicultural education program under this subchapter shall report to the state superintendent the number of pupils, including both limited-English proficient pupils and other pupils, instructed the previous school year in bilingual-bicultural education programs, an itemized statement on oath of all disbursements on account of the bilingual-bicultural education program operating during the previous school year and a copy of the estimated budget for that program for the current school year. Annually on or before August 15, each school district providing a program under this subchapter shall report to the department the following information as provided under ss. 115.993 and 115.996.		
Educational Services Special Education - IDEA Process	<p>WI Stat. 115.76 (7), 115.77</p> <p>Federal 300.26, 300.24, 300.28, 300.550</p> <p>Federal 300.300 300.13</p>	For children ages 3-21 identified with a disability as outlined, must provide special education 300.26, related services 300.24 and supplementary aids and services, necessary to participate in school day, extra curricular and non-academic activities 300.28, 300.550 Must ensure that free and appropriate public education is available to all children with disabilities and provided in the least restrictive environment. Free appropriate public education means special education and related services that: (a) Are provided at public expense, under public supervision and direction, and without charge (b) Meets the standards of the SEA, and provided in conformity with an individualized education program (IEP)		
Educational Services Special Education – Related Services	<p>WI Stat. 115.76, 115.77</p> <p>Federal 300.24 PI 11</p>	Must provide related services (developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education). Includes: (a) Speech-language pathology (b) Audiology services, (c) Psychology services, (d) Physical and occupational therapy (e) Recreation (f) Early identification and assessment (g) Counseling, including rehabilitation counseling, orientation and mobility services (h) Medical services for diagnostic or evaluation purposes, parent counseling and training, school health services, social work services, transportation.		
Educational Services	WI Stat. 115.787 (3) (b)	In the case of a child who is visually impaired, provide		

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Special Education - Vision Impaired- Instruction in Use of Braille	3	for instruction in Braille and use of Braille unless IEP team determines that use of Braille is not appropriate for the child.		
Educational Services Special Education - Hearing Impaired Interpreter Services	WI Stat. 115.787 (3) (b) (4)	Plan for instruction must consider communicative needs of the child, and, in the case of hearing impaired, consider language and communicative needs, opportunities for direct communication, and opportunities for direct instruction in the child's language and communicative mode.		
Educational Services Special Education - Assistive Technology (Acquire, Maintain, Repair Devices, assessment, services)	WI Stat. 115.76 (1) (2) Federal 300.308 300.6	Each public agency shall ensure that assistive technology devices or assistive technology services, or both, are available to a child if required as part of the child's IEP. Evaluation teams must describe any devices or services that are necessary for the student to receive FAPE. The results must be reflected in the IEP goals or services, special factors, etc.		
Educational Services Special Education - Positive Behavioral Support	WI Stat. 115.787 (3) (b) (1) Federal 300.24	IEP program team shall in the case of a child whose behavior impedes his or her learning or that of others consider, when appropriate, strategies, including positive behavior interventions and support to address that behavior.		
Educational Services Special Education – Extended School Year	Federal 300.309	Each public agency shall ensure that extended school year services are available as necessary to provided FAPE, and ESY must be provided only if a child's IEP team determines that services are necessary for the provision of FAPE.		
Educational Services Special Education - CCIS-PST (Manifestation Determinations)	Federal 300.523	Any action contemplated involving a removal that constitutes a change of placement must include a review of the relationship between the child's disability and the behavior subject to disciplinary action		
Educational Services Special Education - Child Find (Notice Public of CF Require/Process)	Federal 300.125 WI Stat. 115.77 (1m) (a), 115.777 Federal 300.121(c)	Must have in effect policies and procedures to ensure that all children with disabilities residing in the State, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. If a licensed staff member becomes aware of a child between the ages of 3 and 5 years who is not enrolled in kindergarten and who may have a disability, the staff member is required by law to refer the child to the local education agency. Must ensure that FAPE is made available to each eligible child no later than the child's third birthday, and IEP or IFSP is in effect for the child by that date.		
Educational Services Special Education - Private/Parochial School Services	WI Stat. 115.77 (1m) (d) Federal 300.451	Must locate, identify, and evaluate all private school children with disabilities in the jurisdiction of the LEA. Must ensure that children with disabilities (both resident and nonresident children) who are enrolled in private schools within the MMSD attendance area are provided with special education and related services, as defined		

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	Federal 300.452(b)	in the agency's service plan (to be developed and implemented with each private school child). Decisions about which services will be provided in service plans must be made in consultation with representatives of private school children. LEA must spend an amount on private school children that is proportionate to the number of children.		
Educational Services Special Education - IDEA Compliance/ Reporting Legal Complaints-Student/ Parents	Federal 300.751 WI Stat. 115.77 (4)	Must provide an annual report of children served (300.751) LEA must submit plan, including required information.		
Educational Services Special Education – Native Language Primary Mode of Communication	WI Stat. 115.792 (2)	The notice shall be in the native language of the child's parents unless the LEA determines that it clearly is not feasible to do so.		
Educational Services Special Education – Native Language Primary Mode of Communication	WI Stat. 115.782 (2) (a) 3.a	Tests and other evaluation materials used to assess a child are selected and administered so as not to be racially or culturally discriminating and are provided and administered in the child's native language.		
Educational Services Special Education – Initial Evaluations	WI Stat. 115.78 (1m)	LEA must appoint an IEP team including parents, at least one special education teacher, a representative of the LEA, and individual who can interpret evaluation results, the child (if appropriate) and any other individuals at the discretion of the parent or LEA.		
Educational Services Special Education – Reevaluations	WI Stat. 115.782 (4)	LEA must ensure that an IEP team reevaluates a child with a disability before determining a child is no longer a child with a disability, when the LEA determines that changes in educational or functional performance needs may warrant modifications or additions in special or related services, if the parent or teacher request a reevaluation, at least every 3 years unless the LEA and parent agree it is not necessary and no more than 1 time a year.		
Educational Services Special Education – Annual IEPs	WI Stat. 115.787 (4)	The Individual Education Program Team shall review the child's IEP periodically, but at least annually to determine whether annual goals for the child are being achieved.		
Human Resources Administration Staff TB testing	WI Stat. 118.25(2)(a)	As a condition of employment, the school board, except in 1st class cities, shall require a physical examination, including a chest X-ray or tuberculin test, of every school employee of the school district. Freedom from tuberculosis in a communicable form is a condition of employment. In the case of a new school employee, the school board may permit the school employee to submit proof of an examination, chest X-ray or tuberculin test complying with this section which was taken within the past 90 days in lieu of requiring such examination, X-ray or test. If the reaction to the tuberculin test is positive, a chest X-ray shall be required. Additional		Meets

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		physical examinations shall be required thereafter at intervals determined by the school board. The school employee shall be examined by a physician in the employ of or under contract with the school district, but if a physician is not employed or under contract, the examination shall be made by a physician selected by the school employee.		
Human Resources Administration Non-renewal of Administrators	WI State Stat. 118.24	According to state law, the district must give any administrator whose contract shall not be renewed preliminary notice in writing by registered mail at least 5 months prior to the expiration of such contract that the board is considering nonrenewal of the contract, and that if such person files a written request with the board within 7 days after receiving such notice, the person has the right to a hearing before the board prior to being given written notice of refusal to renew the contract. The written request for a hearing shall include a statement requesting either a private hearing or a public hearing before the board. If a hearing concerning nonrenewal of the contract is requested, the reasons upon which the board is considering nonrenewal may also be requested and the board shall furnish such reasons before the hearing in writing.		Meets
Human Resources Administration/Employment Teacher and Effected Administrator Licensing	WI State Stat. 118.19 and DPI Admin Code 4.81, 4.82, 4.83, 4.84, 4.85, 4.86, 4.87	Wisconsin law requires that all professional school staff be properly licensed for their assignments to teach in the public schools. Human Resources monitors the licensure of all relevant staff members, sends out reminders to staff members shortly before license expiration, and follows up on any staff member who had allowed their license to lapse.		Meets
Human Resources Benefits Tax implications of dependent family partners	Internal Revenue Code Section 152	Employees and retirees adding domestic partners/children to their employer-sponsored insurance programs must identify their family tax status to verify whether their dependents qualify as Internal Revenue Code (IRC) "eligible dependents" under Section 152. Section 152 qualifying dependents can be added on to MMSD coverage as any other dependent, with no additional tax impact to the employee.		Meets
Human Resources Benefits COBRA Insurance program	Consolidated Omnibus Budget Reconciliation Act (COBRA)	Provides health benefit provisions. The law amends the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise would be terminated. Specific notification, enrollment, length of eligibility, and premium provisions for employees.		Meets
Human Resources Benefits HCFA insurance program	Now Called CMS Medicare Medicaid	CMS provides health through Medicare, Medicaid and SCHIP. Individuals can receive their benefits through the fee for service delivery system or choose a managed care plan. Annual report of employees with active service and Medicare eligibility.		Meets
Human Resources	Health Insurance	Title I of the Health Insurance Portability and		Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
Benefits HIPAA insurance program	Portability and Accountability Act	Accountability Act of 1996 (HIPAA) protects health insurance coverage for workers and their families when they change or lose their jobs. 2004 added confidentiality of medical information.		
Human Resources Benefits Data capture for FMLA leave of absence and Medical leave of absence including compensation and contract administration	Wisconsin Family and Medical Leave Act (WFMLA), the Federal Family and Medical Leave Act (FMLA)	The Wisconsin law (WFMLA) allows 6 weeks of paid or unpaid leave. The Federal law (FMLA) grants twelve weeks but only requires that leave time be granted, therefore, it is unpaid leave. The result is twelve weeks of parental leave time that includes the possibility of 6 weeks of paid time. Leave qualifying under WFMLA and FMLA is counted towards the employee's entitlement under both laws.		Meets
Human Resources Benefits Flexible Spending Accounts	IRS Section 125	Flexible Spending accounts provide pre-tax savings for uninsured health and dependent care expenses for employee, and FICA tax savings to District. Only IRS qualified events allow changes active and retired employees.		Meets
Human Resources Benefits Insurance	Medicare	Incorporation of primary coverage of health insurance for active employees and spouses. Incorporation of health insurance when Medicare is primary for specific health status such as end stage renal dialysis or transplant coverage.		Meets
Human Resources Benefits Military Leave	USERRA Uniformed Services Employment and Reemployment Rights	Federally required insurance continuation rights retirement benefits rights, leave and re-employment of military reservists called to active duty.		Meets
Human Resources Benefits Military FMLA	National Defense Authorization Act for Fiscal year 2008 (NDAA, P.L. 110-181, Section 585(a))	1. Eligible employees are entitled to up to 12 weeks of leave for "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation. 2. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. Combined total of 26 weeks of all FMLA.		Meets
Human Resources Benefits Military "HEART" Act	Heroes Earnings Assistance and Relief Tax Act of 2008	Employees on Active Military Duty; 1. No 10% early withdrawal penalty on 403(b) if called to duty for 180 days, may re-contribute within 2 yrs 2. If die during active duty, the employee must be treated as if they passed away as an active employee for vesting in 403(b). And, not required, also permits if die or become disabled to credit military time for benefit accruals. 3. Treatment of differential pay in excess of 30 days starting 1-1-09 has to be reported as W-2 earnings and must be treated as compensation for contributions and earnings in retirement plans.		Meets

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		4. Health Flex Spending Accounts. If called to active duty for a minimum of 180 days, may withdraw all or a portion of unused money.		
Human Resources Benefits TERP (Teacher Emeritus Retirement Program)	Title II of Social Security Act	Teacher Emeritus Retirement Program allows 19% of highest paid income to qualified retired teacher for 3 years provided amount does not exceed Social Security.		Meets
Human Resources Benefits Medicare Part D	Medicare Rx Prescription Drug Coverage	Requires annual notification of all health plan participants that their health plan either meets or does not meet the prescription drug coverage equivalent to Medicare Part D. Requires annual statement to all health plan members of Creditable Coverage of their plan.		Meets
Human Resources Benefits WHCRA	The Women's Health and Cancer Rights Act	Provides protections to patients who choose to have breast reconstruction in connection with mastectomy. Requires annual statement to all employees of health plan coverage.		Meets
Human Resources Benefits/Payroll Retirement	IRS Section 403b	Pre-tax employee contributions to retirement savings accounts with annual changes to maximum contributions. Maximum contributions managed and adjusted annually to include limits based on age, years of contribution and compensation. Annual notification.		Meets
Human Resources Benefits GASB 45 on Other post employment Benefits (OPEB)	GASB 45 GASB 27	Accounting and Financial Reporting by Employers for Post employment Benefits Other Than Pension. Net OPEB Obligation or balance sheet liability represents the cumulative difference between Annual OPEB Costs and actual employer contributions	Biennial actuarial valuation	Meets
Human Resources Benefits/Employment ADA A	ADA Amendments Act of 2008	Increases the definition of disability and covered disabilities for employment and accommodations. Effective 1-1-09		
Human Resources Employment Capture staff data under employment for unemployment compensation	Wisconsin Unemployment Insurance Law Act 15 Section 108	Unemployment insurance law appropriations and penalties 1099G QTWRS WISER		Meets
Human Resources Employment Contract Issuance to all teachers and administrators	WI State Stat. 118.21 and 118.24	Teachers: The school board shall contract in writing with qualified teachers. Administrators: The school board shall contract in writing with district administrators and other school administrators. At least 4 months prior to the expiration of the employment contract, the district shall give notice in writing of either renewal of the contract or of refusal to renew such person's contract.		Meets
Human Resources Employment Employment Verification	Immigration Reform & Control Act	Employers are required to complete Employment Eligibility Verification Forms I-9 for all employees to ensure that US citizen and non-citizen employees are eligible to work in the United States and that their		Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		identities match the information on their employment authorization documents.		
Human Resources Employment Personnel File & Medical File Maintenance	Federal, State and Wisconsin DPI records retention requirements.	Federal, state and DPI require that certain records maintained in both personnel and medical files be retained for a minimum amount of time.		Meets
Human Resources Employment NCLB Recordkeeping	Federal NCLB Act.	This act requires that reports be filed with the government during the year.		Meets
Human Resources Labor Relations Contract Administration- Grievance negotiations	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Contract Administration- Legal Compliance	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Contract Administration- WERC Hearings	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Contract Administration- WERC Witnesses	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Contract Administration- WERC Exhibits	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Contract Administration- WERC Briefs	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Contract Administration- WERC Communication	WI Stat. 111.70	111.70 governs and allows employment relations including all collective bargaining See CBA for MMSD		Meets
Human Resources Labor Relations Sexual Harassment Training	BOE Policy 8012	The District is committed to the provision of a professional, harassment-free environment for employees, job applicants, students of the District, and to all persons who seek or receive services from the District or its contractors. The Labor Relations department offers Sexual Harassment training to every new employee, which must be completed within the first year of employment.		Meets
Human Resources Payroll Federal and State Reports (mandated)	IRS Us Dept Revenue	Employers who withhold income tax on wages, or who must pay social security or Medicare tax must file Form 941 each calendar quarter		Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
IRS--941				
Human Resources Payroll Federal and State Reports (mandated) W-2	IRS Us Dept Revenue	Employers required to file copy of federal form W-2 if wages were paid to employees		Meets
Human Resources Payroll Garnishments, Tax Levy/Child Support/ Chapter 13 Execution	WI Statute 812.35 (2), 812.44 (3)	Employers must execute these ordered deductions from employee paychecks in a timely and accurate manner.		Meets
Information Services - Research and Evaluation Enrollment- Open Enrollment	WI Stat. 118.51	Any student may attend a public school in a nonresident school district under the full-time open enrollment program. A pupil may attend a pre-k, early childhood or school-operated day care program in a nonresident school district only if the resident school district offers the same type of program and the pupil is eligible to attend that program in the resident district. Student must apply and the District must notify applicant if application denied, including reason for denial. A nonresident school board may not act on any application received until after the 3rd Friday following the first Monday in February. If more applications for a grade or program are received than are available, the board shall give preference to pupils and siblings already enrolled then accept on a random basis. If space is not available for open enrollment pupils in the grade or program applied to, the board may accept an applicant who is already attending school in the nonresident school district or a sibling of the applicant.		Meets
Information Services - Research and Evaluation Enrollment- School guardianship & temporary school residency	Section 11432(e)(4) of the McKinney Act	When a homeless child is not living with parents or legal guardians, it is the school district responsibility to enroll the child. Section 11432(e)(4) of the McKinney Act specifies that the choice regarding school placement shall be made regardless of whether the child is living with parents or in another temporary placement. The District is required to enroll homeless children who are not living with parents or legal guardians assuming the child is not living in the District for the primary purpose of attending the District's public schools.		Meets
Information Services - Research and Evaluation Student Record- Student records request from students, parents and government agencies	WI Stat. 118.25 (2) (e)	Upon written request for pupil or adult guardian, the District must make records available.		Meets
Information Services - Research and Evaluation	WI Stat. 118.43(3)	Except as provided in <u>pars. (am)</u> and <u>(ar)</u> , an achievement guarantee contract shall require the school board to do all of the following in each		Meets

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Mandated data requests for DPI SAGE reporting		participating school: (a) <i>Class size</i> . Reduce each class size to 15 in the following manner: 1. In the 1996-97 school year, in at least grades kindergarten and one. 2. In the 1997-98 school year, in at least grades kindergarten to 2. 3. In the 1998-99 to 2000-01 school years, in at least grades kindergarten to 3. (am) <i>Class size; additional contracts</i> . For contracts that begin in the 1998-99 school year, reduce each class size to 15 in the following manner: 1. In the 1998-99 school year, in at least grades kindergarten and one. 2. In the 1999-2000 school year, in at least grades kindergarten to 2.		
Information Services - Research and Evaluation- School Performance Report; Educational Program Review	WI Stat 115.38	<p>(1) The state superintendent shall develop a school and school district performance report for use by school districts under sub. (2). The report shall include all of the following by school and by school district:</p> <p>(a) Indicators of academic achievement, including the performance of pupils on the tests administered under s. 121.02 (1) (r) and the performance of pupils, by subject area, on the statewide assessment examinations administered under s. 118.30.</p> <p>(b) 1. Other indicators of school and school district performance, including dropout, attendance, retention in grade and graduation rates; percentage of habitual truants, as defined in s. 118.16 (1) (a); percentage of pupils participating in extracurricular and community activities and advanced placement courses; percentage of graduates enrolled in postsecondary educational programs; and percentage of graduates entering the workforce.</p> <p>(d) The number and percentage of resident pupils attending a course in a nonresident school district under s. 118.52, the number of nonresident pupils attending a course in the school district under s. 118.52, and the courses taken by those pupils.</p> <p>2. The numbers of suspensions and expulsions; the reasons for which pupils are suspended or expelled, reported according to categories specified by the state superintendent; the length of time for which pupils are expelled, reported according to categories specified by the state superintendent; whether pupils return to school after their expulsion; the educational programs and services, if any, provided to pupils during their expulsions, reported according to categories specified by the state superintendent; the schools attended by pupils who are suspended or expelled; and the grade, sex and ethnicity of pupils who are suspended or expelled and whether the pupils are children with disabilities, as defined in s. 115.76 (5).</p>		Meets
Information Services - Research and Evaluation- Testing and Assessment	WI Stat 118.30	(1) (a) The state superintendent shall adopt or approve examinations designed to measure pupil attainment of knowledge and concepts in the 4th, 8th and 10th grades.	The District currently assesses student sin grades 4, 8, and 10 in language arts, reading, math, science, social studies, and writing.	Exceeds

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		<p>(b) The department shall develop a high school graduation examination that is designed to measure whether pupils meet the pupil academic standards issued by the governor as executive order no. 326, dated January 13, 1998.</p> <p>(1m) Except as otherwise provided in this section, annually each school board shall do all of the following:</p> <p>(a) 1. Except as provided in sub. (6), administer the 4th grade examination adopted or approved by the state superintendent under sub. (1) to all pupils enrolled in the school district, including pupils enrolled in charter schools located in the school district, in the 4th grade.</p> <p>2. Beginning on July 1, 2002, if the school board has developed or adopted its own 4th grade examination, administer that examination to all pupils enrolled in the school district, including pupils enrolled in charter schools located in the school district, in the 4th grade.</p> <p>(am) 1. Except as provided in sub. (6), administer the 8th grade examination adopted or approved by the state superintendent under sub. (1) (a) to all pupils enrolled in the school district, including pupils enrolled in charter schools located in the school district, in the 8th grade.</p> <p>2. Beginning on July 1, 2002, if the school board has developed or adopted its own 8th grade examination, administer that examination to all pupils enrolled in the school district, including pupils enrolled in charter schools located in the school district, in the 8th grade.</p> <p>(b) Administer the 10th grade examination to all pupils enrolled in the school district, including pupils enrolled in charter schools located in the school district, in the 10th grade.</p> <p>(d) If the school board operates high school grades, beginning in the 2004-05 school year administer the high school graduation examination adopted by the school board under sub. (1g) (b) to all pupils enrolled in the school district, including pupils enrolled in charter schools located in the school district, in the 11th and 12th grades. The school board shall administer the examination at least twice each school year and may administer the examination only to pupils enrolled in the 11th and 12th grades.</p>	<p>The District also assesses students in writing in grades 3, 5, 7, and 9.</p>	
<p>Information Services - Research and Evaluation Student Records- Year end, summer school, quarter-end,</p>	<p>WI Stat. 121.05 PI 17.04 PI 1563 PI 1804</p>	<p>Annually the school district clerk shall file a verified annual school district report with the department, on forms supplied by the department.</p> <p>The school district clerk shall include, as part of the annual school district report under s. 120.18, the</p>		<p>Meets</p>

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
membership third Friday and second Friday roll-ups of student information		average of the number of pupils enrolled on the 3rd Friday of September and the 2nd Friday of January of the previous school year. Summer school aid calculation. Summer school average daily membership equivalent shall be included as a full-time equivalency in the District's September official enrollment of the school district		
Information Services - Research and Evaluation Enrollment- Official District and DPI Membership Reports- Third Friday, Second Friday, Annual Summer School, 220 Integration	WI Stat. 115.30(3) DPI Ch 220 PI 1563	Annually each school administrator shall submit, on forms provided by the department, a statement of the enrollment on the 3rd Friday of September. Immediately following each membership count date, the sending district must provide receiving district with a list of Integration Transfer Program pupils. Receiving district must review the lists against its membership records. If the pupil counts on the lists do not agree with the membership reports filed with the DPI, the receiving and sending districts are to amend membership reports. The School Performance report requires habitual truancy data.		Meets
Information Services - Research and Evaluation Student Enrollment	PI-1290	There are several different enrollment reports. This information is collected from public school districts on the PI-1290, Public Enrollment Report.		Meets
Information Services Records Management	WI Stat 19.21(6)	Provides statutory guidance for school district records. This is embodied in DPI's January, 1990 "Wisconsin Records Retention Schedule".	BOE Policy 6361 reflects this initiative	Meets
Information Services Internet Site Filtering	Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (N-CIPA), both part of PL 106-554 (12-2000)	Requires use of Internet filtering systems (effective, July 1, 2002) designed to filter visual depictions of obscenity, child pornography, and material harmful to minors. Use a dynamic, 4 host, proxy service system.	Technical Services	Meets
Public Information and Business Relations (Legislative Liaison)	Chapter 13, Wis. Stats.	The district's lobbyist has a license, provides and files reports, etc. Pursuant to Chapter 13 of the Wis. Stats., the law requires that the District's lobbyist have a license, provide and file a number of reports.		Meets
Select Government Programs	Elementary and Secondary Education Act (ESEA) Section 1114 & 1115	Title I Part A – provides federal dollars to supplement educational opportunities for children who live in high poverty areas and are at risk of failing to meet the state's challenging content and performance standards. Targeted Assistance – students are identified based on multiple, objective and educationally related criteria. Programming options are discretionary however, programming must be provided specifically for the identified students. An assessment of program effectiveness is required. School-wide – requires a poverty level at or above 40% (determined by free and reduced lunch counts). Staff resources can work with all students. An assessment of the effectiveness of the program is tied to the School	Title I programs in Madison emphasize early intervention in reading and math. Embedded professional development provided by the school based Instructional Resource Teacher and School Wide Facilitator focuses on increasing teacher capacity in both reading and math.	Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		Improvement Plan(SIP)		
Select Government Programs	PI 34.17	<p>The initial educator shall receive ongoing orientation from the employing school district which is collaboratively developed and delivered by school boards, administrators, teachers, support staff and parents. The initial educator shall be provided support seminars by the employing school district which reflect the standards in subchapter II and the mission and goals of the school district. The initial educator shall be provided with a qualified mentor by the employing school district. The mentoring period may be for less than 5 years.</p> <p>To move to the professional educator level, the initial educator must design and complete a professional development plan that demonstrates increased proficiency in one or more of the standards that were identified by her/his professional development team as needing improvement.</p> <p>Educators eligible to hold or renew a regular license prior to August 31, 2004, may renew their license either by completing 6 semester credits (related to license or standards) from an accredited IHE, or successfully complete the professional development plan.</p>	All aspects of PI-34 are fully implemented.	Meets
Student Services ADA & Section 504	29 USC 794 (Section 504 of the Rehabilitation Act of 1973)	<p>Section 504 requires identification of and development of a plan for eligible students. Section 504 requires notice to parents regarding identification, evaluation, and/or placement. Written notice is recommended. Section 504 requires grievance procedure and impartial hearings for parents who disagree with the identification, evaluation, or placement of a student. Parents have an opportunity to participate in the hearing process and to be represented by counsel.</p>	Evaluations performed by school teams appointed by principal. Placement made by District ADA 504 coordinator.	Meets
Student Services Alternative Programs- Instruction to Students for At-Risk Programs	WI Stat. 118.153(2)(a) 118.153(3)(a) 118.153(3)(b)	The District is required to identify students at risk of not-graduating and develop a plan to meet their needs, including through alternative programs.	The District offers a vast array of alternative programs.	Exceeds
Student Services Alternative Programs- Instruction to Students at Dane County Jail/Huber	WI Stat. 115.76(3) 118.15(1)(cm) 121.77(1)	Required to provide free and appropriate education to people who are at least 3 and less than 21 and who have not graduated from high school. The district in which the facility is located must provide the education.		Meets
Student Services Alternative Programs- Instruction to students in SAPAR	WI Stat. 115.91 115.91(5)	The program for school age parents who are residents of the school district shall be designed to provide services and instruction to meet the needs of school age parents, including education on the skills required of a parent; family planning, as defined in s. 253.07 (1) (a) , including natural family planning; and instruction on adoption and adoption services. The program shall be coordinated with existing vocational and job training programs in the school district.	The District provides services in home school, in addition to single parent project and school age parent program (SAPAR)	Exceeds

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
Student Services Alternative Programs- Instruction to students in Homeless/TEP Program	Section 11432(e)(5) of the McKinney Act	Section 11432(e)(5) of the McKinney Act requires that school districts provide to homeless children services that are comparable to services provided to other students in the school district. Specifically, homeless children must have access to any educational services for which they otherwise meet the eligibility requirements including programs for limited English proficient children, gifted children, or children with handicapping conditions. Also, homeless children who meet the relevant eligibility requirements must have access to free and reduced price meal programs, before- and after-school programs, and programs for preschool students offered by the school district. Homeless children, who meet the educational criteria, are also eligible to receive Chapter 1 services without regard to the school residency requirement.		Meets
Student Services Alternative Programs- Transportation to students in Homeless/TEP Program	Section 11432(e)(5) of the McKinney Act	As a general rule, Section 11432(e)(5) of the McKinney Act requires that homeless children be provided transportation services that are "comparable" to the services offered to other students in the school selected. In some cases, however, even if "comparable" services are provided, lack of adequate transportation may still act as a barrier to school attendance by homeless children.	The District provides individualized services for children to their home school of origin. Service is often taxicab or otherwise individualized.	Exceeds
Student Services Alternative Programs- Instruction to Students at the Dane County Shelter/Detention	WI Stat. 115.76(3) 118.15(1)(cm) 121.77(1)	Required to provide free and appropriate education to people who are at least 3 and less than 21 and who have not graduated from high school. The district in which a correctional facility is located must provide the education.		Meets
Student Services Career & Technical Ed and Student Services and Alternative Education - Guidance	WI Stat. 121.02(1)(e) PI 8.01(2)(e)	s. 121.02(1)(e) Provide guidance and counseling services. PI 8.01(2)(e) Provide a program of guidance and counseling services for all pupils, with the following requirements: (1) approved plan for the provision of a program of guidance and counseling services (2) a developmentally based program available to all students (3) the program shall be (a) systematically planned by licensed school counselors in collaboration with other licensed pupil services staff, teachers, parents and community health and human service professionals (b) provided by licensed school counselors in collaboration with these same groups (4) provision of developmentally appropriate educational, vocational, career, personal and social information to assist pupils in problem solving and in making decisions (5) inclusion of pupil appraisal, post-secondary planning, referral, research, and pupil follow-up activities.	School counseling program through the Director of Student Services and Alternative Education, CTE program through Coordinator of Career & Technical Education	Meets
Student Services Expulsions & Truancy- Return to School	WI Stat. 118.16(4)(c) WI Stat. 118.16(4)(cm)	A student may be assigned to detention as a consequence of a pupil's truancy or to a supervised, directed study program pursuant to Board policy. The program need not be held during the regular school		Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		<p>day. The study program may qualify for credit provided for work completed during study program time. A pupil shall be permitted to take any examinations missed during a period of assignment to a supervised, directed study program.</p> <p>A student may be assigned to an assessment period as a consequence of truancy or upon the return to school after being truant. The student may participate in the assessment without being in violation of s. 118.15.</p>		
Student Services Expulsions & Truancy- (Legal Compliance of Truancy)	WI Stat. 118.16(2)	<p>The school attendance officer, except as provided under pars. (cg) and (cr), shall notify the parent or guardian of truancy, and direct the parent or guardian to return the child to school no later than the next day on which school is in session, or provide an excuse under s. 118.15. The notice under this paragraph shall be given before the end of the 2nd day after receiving a report of an unexcused absence. When the child initially becomes a habitual truant, the parent or guardian shall be notified by registered or certified mail of the parent or guardian's responsibility to cause the child to attend school regularly. The parent or guardian can request program or curriculum modifications and meet with personnel to discuss the truancy. The mailing should also include penalties imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required.</p>		Meets
Student Services Social Work Services- Child abuse referral	WI Stat. 48.981 (2)(4)(7)	<p>Social workers are among those required to report child abuse and refer to appropriate agencies.</p>		Meets
Student Services Social Work Services- Classroom Instruction (Protective Behaviors Curriculum)	WI Stat. 115.368(2)(a)	<p>Each school board shall provide instructional programming to give pupils knowledge of effective means to recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to pupils, including child abuse, sexual abuse and child enticement. Instruction shall be designed to help pupils develop positive psychological, emotional and problem-solving responses to such situations and avoid relying on negative, fearful or solely reactive methods of dealing with such situations. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to pupils in elementary schools.</p>	<p>The school district provides curriculum which is often delivered by psychologists or social workers (while curriculum is required, law does not specify who must deliver)</p>	Meets
Student Services Psychological Services- Assessment	HFS 107.36(1)(f)	<p>The psychologist conducts both behavioral and intellectual assessments and assists in program planning for classroom teachers in regard to youngsters with behavioral and academic need</p>	<p>Psychologists provide assessments.</p>	Meets
Student Services- Health Services- Medication Administration	WI Stat. 118.29	<p>Schools are required to administer medication to students as ordered by health care practitioner. MMSD Board Policy requires that all medication be given or delegated by the school nurse.</p>	<p>Health Services staff</p>	Meets
Student Services- Health Services-	WI Stat. 118.07, WI Stat. 118.25, WI Stat. 101.055	<p>Required to provide health exams, protect from exposure to blood borne pathogens, accommodate</p>	<p>Health Services, Human Resources</p>	Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
Employee Health		disability, safety, ergonomics.		
Student Services- Health Services- Physical Health (Communicable Disease)	WI Stat. 252.21, 118.07 29 CFR 1920, 1030	Required to have prevention, intervention, reporting, annual staff training, and written plan for addressing communicable disease.	Health Services staff	Meets
Student Services- Health Services- Physical Health (Diagnosis & Treatment)	WI Stat. 115.76(14) WI Stat.146.81-84 WI Stat. 441	Districts are required to provide medical services as a related service to the child's IEP. Required to communicate with health care provider, provide accommodation, delegate nursing procedures, notify staff with a need to know.	Related services provided by school nurses.	Meets
Student Services- Health Services- Physical Health (Immunizations)	WI Stat. 252.04	Districts are required to gather information, send notices, exclude for noncompliance, exclude for disease outbreak, report to local public health agency and district attorney, and maintain and store records.	Health Services staff	Meets
Student Services- Health Services- Physical Health(Direct care & referral)	WI Stat. 121.02 (1) (g) PI 8.01(2)(g)1-6	School districts are required to provide emergency nursing in accordance with the District's policy and procedures	Health Services staff	Meets
Student Services - Research and Evaluation Enrollment- School guardianship & temporary school residency	Section 11432(e)(4) of the McKinney Act	When a homeless child is not living with parents or legal guardians, it is the school district responsibility to enroll the child. Section 11432(e)(4) of the McKinney Act specifies that the choice regarding school placement shall be made regardless of whether the child is living with parents or in another temporary placement. The District is required to enroll homeless children who are not living with parents or legal guardians assuming the child is not living in the District for the primary purpose of attending the District's public schools.		Meets
Teaching & Learning – Career & Technical Education	Wis. Stat. 121.02(1)(m) WI Stat. 121.02(1)(K)1 WI Stat. 121.02(1)(L)3 WI Stat. 121.02(1)(L)6	See Teaching & Learning Career & Tech Ed- Education for Employment 121.02(1)(K)1 Maintain a written sequential curriculum plan in vocational education specifying objectives, course content, resources and a program evaluation method. 121.02(1)(L)3 In grades 9 to 12, provide access to an educational program that enables pupils each year to study vocational education. In this subdivision, "access" means an opportunity to study through school district course offerings, independent study, cooperative educational service agencies or cooperative arrangements between school boards and postsecondary educational institutions. 121.02(1)(L)6 In one of grades 5 to 8 and in one of grades 10 to 12, provide pupils with the instruction on shaken baby syndrome and impacted babies described in s. 253.15 (5).	CTE program under the direction of the Coordinator of Career & Technical Education/LVEC.	Meets
Teaching & Learning Career & Technical Ed- Education for Employment	WI Stat. 121.02(1)(m) PI 26.01 PI 26.03	The school district shall provide access to an education for employment program approved by the state superintendent. The program shall incorporate applied curricula; guidance and counseling services under <u>par.</u>	The District employs 1.0 FTE of a Local Vocational Education Coordinator (LVEC) to manage the School to Work and Youth Apprenticeship programs. A partnership with	Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		<p>(e); technical preparation under s. 118.34; college preparation; youth apprenticeship under s. 106.13 or other job training and work experience; and instruction in skills relating to employment.</p> <p>General requirements include: (1) development of a long range plan (2) identification of other educational program requirements, including (a) school district standards under s. 121.02 (1), Stats. (b) vocational skills required under s. 118.01 (2) (b), Stats. (c) high school graduation requirements under s. 118.33, Stats. (d) Programs for children at risk under s. 118.153, Stats. (e) Tech prep under s. 118.34, Stats. (f) Youth options under s. 118.55, Stats. (g) Youth apprenticeship under s. 106.13 (3) to (4), Stats. (3) all pupils in grades K-12 will have access to an education for employment program which provides for foundations of good citizenship and which links academic and occupational standards to workplace skills and experiences, including (a) career awareness at the elementary grade levels (b) career exploration at the middle grade levels (c) career planning and preparation at the high school levels.</p>	<p>the county exists for managing relationships with program employers related to the Youth Apprenticeship program. District guidance counselors are involved in screening YA applicants.</p>	
Teaching & Learning Career & Technical Ed- Education for Employment, Technical Preparation	PI 26.04 s. 118.34	<p>PI 26.04 General requirements: (1) insure district representation on the technical preparation council as created under s. 118.34 (2), Stats. (2) designate a staff person certified under s. PI 34.32 (7) (a), to coordinate and direct the education for employment program. (3) encourage the development of business and education partnerships (6) indicate on a pupil's transcript the name of the course; the high school credits earned and whether those credits were earned through advanced standing, transcribed credit, or the advanced placement program; and the participating postsecondary institution, when appropriate.</p> <p>s. 118.34 General Requirements: (1) in cooperation with a technical college district board, establish a technical preparation program in each public high school located in the school district consisting of a sequence of courses, approved by the technical college system board under s. 38.04 (26), designed to allow high school pupils to gain advanced standing in the technical college district's associate degree program upon graduation from high school.</p>	<p>MMSD Coordinator of Career & Technical Education serves as Executive Director of the Business & Education Partnership, directs the education for employment program and tech prep program, and oversees articulation with postsecondary institutions.</p>	Meets
Teaching & Learning - Career & Technical Ed- Education for Employment, Youth Options	WI Stat. 121.02(1)(m) s. 118.55(3)(b) s. 118.55(4)(c) s. 118.55(7r)(c) s. 118.55(5)(7t) s. 118.55(8)	<p>Although the responsibility for Youth Options is upon the student and parent, there are mandates for the school district in the application process, including after a pupil submits an application, the school board shall determine whether the course is comparable to a course offered in the school district, and whether the course satisfies any of the high school graduation requirements under s. 118.33 and the number of high school credits to award the pupil for the course, if any. The school board shall notify the pupil of its</p>	<p>School counseling program through the Director of Student Services and Alternative Education, Career and Technical Education program through the Coordinator of Career & Technical Education/Local Vocational Education Coordinator</p>	Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		<p>determinations, in writing, before the beginning of the semester in which the pupil will be enrolled. If an institution of higher education admits a pupil to an alternate course, the school board shall inform the pupil of its determinations of the aforementioned parameters as soon as practicable. 118.55(5)(7t) within 30 days after the end of the semester, the school board of the school district shall pay the institution of higher education, on behalf of the pupil, a specified amount for any course that is taken for high school credit and that is not comparable to a course offered in the school district. 118.55(7r)(c) if a child attends a technical college, at least 30 days before the beginning of the technical college semester in which the pupil will be enrolled, the school board shall notify the pupil, in writing, if a course in which the pupil will be enrolled does not meet the high school graduation requirements and whether the course is comparable to a course offered in the school district. 118.55(7t) for each pupil attending a technical college, the school board shall pay to the technical college district board, an amount equal to the cost of tuition, course fees, and books for the pupil at the technical college. 118.55(8) annually by October 1, each school board shall provide information about the Youth Options program to all 9th, 10th and 11th grade pupils.</p>		
Teaching & Learning – Career & Technical Education, Carl Perkins Legislation	Career and Technical Education Improvement Act of 2006	<p>General Assurances: (1) the eligible recipient will provide a program that is of such size, scope, and quality to bring about improvement in the quality of career education (2) a DPI certified LVEC/CTE Coordinator shall be employed by the district and shall fully oversee all aspects of the project including planning, evaluation, improvement, and implementation.</p>	MMSD Coordinator of Career & Technical Education is a certified LVEC and oversees and implements the Career & Technical Education program.	Meets
Teaching & Learning/ Career & Technical Education	Standard (m) PI 26.01	<ul style="list-style-type: none"> • Must have education for employment council, half business/industry representatives, half teachers, administrators, pupil services, pupils, parents, etc. • Long range plan with annual review • Designate an individual to coordinate the education for employment program 	The Career and Technical Education Coordinator is the coordinator of the program.	Meets/ Exceeds
Teaching & Learning/ Curriculum Development	Standards (j) & (k)	<ul style="list-style-type: none"> • Written comprehensive curriculum. • Instruction in K-6 provided by or under supervision of a subject area teacher. • Art and music instruction in grades 7-12 available and taught by an art or music teacher. • Health instruction in grades 7-12 including one structured course by a health teacher. 	The District has standards based curriculum in all core areas. The District ensures appropriate course offerings and required student scheduling for art, music and instruction.	Exceeds – students have access to additional music instruction at the elementary school level (grade 5)
Teaching & Learning/ Fine Arts	Standard (l)	<p>Regularly scheduled instruction K-6 Accessible to students – 7-12 K-5th Grade Music and Visual Arts meets 60 minutes per week; Voluntary choice of Elementary Strings meets 90 minutes per week; 6thGrade Music (average of 2.5 times per week) and Visual Arts (an average of 9</p>	The District has an administrative level position overseeing this area.	Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		weeks in school year); 7 th – 12 th grade fine arts courses offered in all MS/HS.		
Teaching & Learning/ Foreign Language	Standard (l)	Access to students – grades 9-12	Students 7-12 have access to foreign language instruction	Meets
Teaching & Learning/ Information & Communications Technology	Standard (h)	<ol style="list-style-type: none"> 1. Have on file a written, long-range plan for library services development which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the school district board. 2. Designate a licensed library media person to direct and coordinate the District's library media program. 3. Provide library facilities within the school building and make available to all pupils a current balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society. 4. Provide library services to all pupils as follows: to pupils in grades kindergarten through grade 6, library media services which are performed by or under the under the direction of licensed library and audiovisual personnel; 5. and to pupils in grades 7 through 12, library media services which are performed by licensed library and audiovisual personnel. 	All library media centers (LMCs) are staffed by certified librarians.	<ol style="list-style-type: none"> 1. Meets 2. Meets 3. Meets 4. Exceeds 5. Meets
Teaching & Learning / Information & Communications Technology	NCLB 8 th Grade Technology Literacy Requirements (E2T2)	<ul style="list-style-type: none"> • The portion of the No Child Left Behind (NCLB) Act known as 'Enhancing Education Through Technology Act of 2001' (E2T2) has a goal: "To assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the 8th grade, regardless of the student's race, ethnicity, gender, family income, geographic location or disability." 	"Technology literacy" defined locally as "the ability to use information and technology to improve learning, productivity and performance." Keyboarding performance (25 wpm) and the successful completion of a technology project between grades 6 and 8 are currently used to assess technology literacy.	Meets
Teaching & Learning/ Language Arts and Reading	Standard (l)	Access to Students K-8		Meets
Teaching & Learning/ Language Arts and Reading	PI 8.01(2)c Standard (c)	<ul style="list-style-type: none"> • Identify underachieving students K-4. • Assessment administered by staff educated in reading achievement and diagnosis. • Integrated reading intervention and improvement plans. 	The current combination of PLAA, Reading Recovery, Title I, Literacy Coordinator and Instructional Resource Teachers, and Literacy Coaches support this requirement. Principal Profile Conferences set intervention goals.	Meets
Teaching & Learning/ Mathematics	Standard (l)	Access to students K-12		Meets
Teaching & Learning/ Mathematics	Statute 118.33	Minimum of two credits of mathematics in high school to graduate.	MMSD defines the minimum two credits as Algebra and Geometry.	Meets
Teaching & Learning/ Physical Education	Standards (j) & (l)	<ul style="list-style-type: none"> • Grades K-5 must meet for physical education a minimum of 3 times per week 		Meets

Department/Function (alphabetically by dept)	Mandate	Specific Requirement	MMSD Program Offering/Compliance Assurance	Service Level
		<ul style="list-style-type: none"> • Grades 6-8 must meet every other day for 50 minutes. In addition, a sixth grade "wellness class" meets everyday for 50 minutes for nine weeks or every other day for 50 minutes for a semester. • Physical education instruction in grades 9-12 required and taught by a physical educational teacher, except the potential elective year in high school. 		
Teaching & Learning/ Science and Environmental Education	Standard (l) & (k)	Access to students K-12 – Science Integration of environmental education concepts into curriculum		Meets
Teaching & Learning/ Social Studies	Standard (l)	Access to students grades K-12		Meets
Teaching & Learning/ Social Studies	Wis. Stat. 121.02	History culture re: Indian tribes twice in elementary and once in H.S.	The curriculum ensures coverage of these elements.	Meets
Teaching & Learning/ Staff Development	PI 8.01 (2) Standard (b)	Establish a professional staff development plan each school year designed to meet the needs of individuals or curriculum areas in each school. Involve licensed support staff, instructional staff, and administrative staff in creation of the annual professional staff development plan.	Each content area coordinator prepares such plan. Involvement of licensed staff occurs during the school year and in Summer Institutes.	Meets
Teaching & Learning/ Talented & Gifted	WI Stat. 118.35	Each school board shall ensure that all gifted and talented pupils enrolled in the school district have access to a program for gifted and talented pupils.	The District dedicates 6.0 FTEs to oversee and facilitate student access	Meets
Teaching & Learning/ Talented & Gifted	Standard (t)	<ul style="list-style-type: none"> • Written plan • Coordinator • Identification in 5 talent categories • Appropriate programs, provided without charge for tuition, K-12 • Parental participation in program planning 	The District has a 1.0 FTE administrator level position coordinating this program.	Meets
Teaching & Learning/ Technology and Learning	Standard (k)	Integrate computer literacy into the curriculum plan. To receive Ed Tech funds (entitlement or competitive), the district must have a long-range strategic educational technology plan that is consistent with the objectives of the statewide technology plan and that addresses statutory local plan requirements.		Meets