

Unity School District

Annual Notices

Public Notice of Student Nondiscrimination Policy

It is the policy of the Unity School District that no person may be denied admission to any public school in this District or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by §118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI and Title VII of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973, (handicap); and Americans With Disabilities Act of 1990, (disability).

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Unity School District.

Any questions concerning this policy, should be directed to: Brandon Robinson, Superintendent, Unity School District, 1908 150th Street/Hwy 46 N, Balsam Lake, WI 54810

Unity School District is Tobacco Free...

In compliance with Wisconsin Statute 120.12(19) and 97.0, 66.054, 176.01, 161.00 and Wisconsin Act 327, the Unity District will prohibit the use of all tobacco products, tobacco related products, electronic cigarettes, tobacco like products, alcohol and other drugs, at all times, on school premises. This will include all buildings, grounds, and athletic fields.

Notice Regarding Specific Learning Disability (SLD) Evaluations

Wisconsin's rule for identifying students with specific learning disabilities (SLD) has changed. All initial SLD evaluations of public school students will use information from interventions to make eligibility decisions.

This letter is to notify you that initial SLD evaluations at Unity Elementary, Middle, and High school will begin using information from a student's response to intensive, scientific research based or evidence based interventions when making special education eligibility decisions.

If you have questions or would like more information, please refer to our webpage at www.unity.k12.wi.us or contact Carol Kline, Special Education Director at 715-825-2101.

Asbestos Notification

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Unity School District has an Asbestos Management Plan at the School District Office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in June and December and full re-inspections every three years. For more information please contact the district office.

Notice for Request for Disability Accommodations

If you need an accommodation because of a disability, please contact the School District ADA Coordinator (715-825-3515) 48-hours prior to the event.

Notice for Request for Religious Beliefs Accommodations

Reasonable accommodation of a student's sincerely held religious beliefs shall be made with regard to all examination and other academic requirements. The parent/guardian of a minor student may request accommodation in confidence by notifying the building principal or his/her designee. The student shall be permitted to make up the examination(s) or academic requirement(s) at a mutually convenient date and time or by an alternative means without prejudicial effect.

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Notice of Disability Screening Programs

Unity School District has an ongoing, in-school, screening program to identify children who may have a disability. A yearly preschool screening program, open to children ages birth to 4 years, is also conducted. Parents/guardians who may wish to have their child screened at any time during the school year should contact the individualized education program team chairperson for Unity School District. Unity School District provides educational opportunities for students ages 3-21, or high school graduation, with the following disabilities: cognitive disabilities, learning disabilities, emotional disturbance, speech or language disabilities, orthopedically impaired, visual disabilities, hearing disabilities, other health impairment, autism, traumatic brain injury, and significant developmental delay.

Wisconsin Act 96

Indoor Environmental Quality Management Plan

The Unity School District can use a website, student handbook, local newspaper, or other appropriate means to notify students, staff, and the community that the district has an IEQ management plan in place. This annual publication is part of the Unity School District's communication plan within the IEQ Management Plan

The Unity School District would like to inform staff students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 1908 150th St., Hwy 46 N, Balsam Lake, WI 54810.

Student Records Notice

The Unity School District maintains records for each student attending school in the District, State and Federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the District.

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay and in no case more than 45 days after the request is made. Copies of the District's student records procedures are available upon request at the School District Office, 1908 150th Street/Highway 46 North, Balsam Lake, Wisconsin, 54810. Regular office hours are 8 a.m. until 4 p.m.
2. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

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4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U. S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Further, the board of Education has designated the following student record information as directory data: Student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.

Annual Notice of Special Education Referral and Evaluation Procedures

Upon request, the Unity School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the District receives a referral, the District will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The District locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the District.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Carol Kline, Director of Special Education, Unity School District at 715-825-3515 x350, or by writing her at 1908 150th St./Hwy. 46 N. Balsam Lake WI. 54810.

Special Needs Scholarship Program

Beginning in the 2016-2017 school year, students with disabilities meeting specific conditions as outlined by the State of Wisconsin may be eligible for the Special Needs Scholarship Program that provides assistance to students with disabilities that attend a participating private school. More information can be found at <http://dpi.wi.gov/sms/special-needs-scholarship>.

Board Policy #411.2: Bullying and Harassment

Number: 411.2	Title: BULLYING AND HARASSMENT	Adopted: 5/13/2008	Revised: 8/10/2010 **	Reviewed: 1/2/2013
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Introduction

The Unity School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The School District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

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Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the School District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their Building Principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a staff member or Building Principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the Building Principal who will investigate the report. The following school district employees have been identified as the investigators: Building Principals and Superintendent.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the District to conduct an investigation of the bullying report shall, in a timely manner, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the School District Administration and School Board may take disciplinary action, including: extra-curricular eligibility, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the School District, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The School District will also provide a copy of the policy to any person who requests it.

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Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Board Policy # 448.1: Homeless Students

Number: 448.1	Title: HOMELESS STUDENTS	1st Reading: 11/10/09 Adopted: 12/8/09	Revised: 01/14/14	Reviewed:
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The Unity Board of Education will ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging academic standards, are not segregated on the basis of their status as homeless, are protected from discrimination on the basis of their homelessness, and are not stigmatized by school personnel. The Unity elementary principal, or designee of the superintendent, will be the local educational agency liaison for homeless children. The liaison will serve as one of the primary contacts between homeless families and school staff, District personnel, shelter workers and other service providers. The liaison will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

Definition of Homeless Children (as defined by the McKinney-Vento Act)

The term “homeless children” (twenty-one years of age and younger) means individuals who lack a fixed, regular, and adequate night-time residence due to economic hardship and includes children who are:

- a. Temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)
- b. Living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- c. Living in emergency or transitional shelters
- d. Abandoned in hospitals
- e. Awaiting foster care placement
- f. Have a night-time residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings
- g. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- h. Migratory children who qualify as homeless because they are living in circumstances described above.

Enrollment

Homeless children shall be enrolled in District schools in accordance with established procedures and legal requirements. The school shall immediately enroll the child, even if the child lacks records normally required for enrollment. Records will immediately be requested from the previous school. If the child needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or unaccompanied homeless children to the District Homeless Coordinator, who is expected to assist in obtaining the necessary immunization or medical records.

If a dispute arises over school selection or enrollment in a school, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

The District Homeless liaison shall carry out the dispute resolution process as expeditiously as possible after receiving the notice of the dispute. The parent or guardian of the homeless child shall be provided with a written explanation of

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the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or child to appeal the decision to the office of Coordinator for Education of Homeless Children in the Wisconsin Department of Public Instruction.

Programs and Services

Each homeless child shall be provided services comparable to services offered to other students in the school selected. These comparable services include public preschool programs and educational programs or services for which a homeless student meets the eligibility criteria.

Transportation

The District will provide transportation for homeless children, at the request of the parent/guardian to the school of origin. In the case of different school districts, the two districts will agree on a method for transportation and share costs. If a family chooses to stay in the school of origin after permanent housing has been found, transportation (when possible) will be provided for the duration of that school year.

Ref: Wisconsin Statutes Section 118.13 [Student nondiscrimination] McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et. seq.) [School placement options for homeless children]

Meningococcal Disease: Protect Your Child

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students.

Immunization is the most effective way to prevent this very serious disease.

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

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To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- www.cdc.gov – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_05041.pdf - The Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm> - Another Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - A list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Meningitis Foundation of America, www.musa.org
- National Meningitis Association, www.nmaus.org

Parents Right to Receive Teacher Information

Federal law requires that we share with you the qualifications of staff members in the Unity School District. There are questions you may ask, including:

- * Is my child's teacher licensed to teach the grades or subjects assigned?
- * Has the state waived any requirements for my child's teacher?
- * What was the college major of my child's teacher?
- * What degrees does my child's teacher hold?
- * Are there instructional aides working with my child? If so, what are their qualifications?

All staff members are highly qualified. All teachers have at least a bachelor's degree in the Unity School District and a vast majority has advanced degrees. In addition all of the teachers in the Unity School District are fully licensed for their assignments. If you want to see the state qualifications of your child's teacher you may ask us or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html. In addition, we have instructional aides, and they all are considered qualified for this work. If you would like more information about Unity school, please feel free to call Brandon Robinson, Superintendent, at 715-825-3515.

For more information on teacher qualifications or the reporting requirement for teachers and paraprofessionals under the No Child Left Behind legislation, contact: DPI, Director of Teacher Education, Professional Development and Licensing, 608-266-0986.

Title I

Title I is a program funded by the Federal Government designed to serve students in the schools that meet low income eligibility requirements. Once a school is eligible for Title I funding, any child in the school exhibiting academic need (especially in the areas of reading, writing, and math) can be served by specially trained teachers in pull-out or in-class settings.

A high degree of parent involvement is included in the Title I program. Policy 821 ensures that parents are involved in developing the policy, annual meetings are held for all Title I parents in their respective schools, and communication is ongoing between the home and school. An annual end-of-year evaluation is made for the content and effectiveness of the Title I parental involvement program.

Notification of Vocational Opportunities

Each year, the Unity School District offers vocational education programs at Unity High School. These programs are designed to prepare students for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators.

The following is a list of programs being offered this year and criteria for admission.

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BUSINESS EDUCATION		AGRICULTURE EDUCATION		TECHNOLOGY EDUCATION	
<u>Program</u>	<u>Prerequisite</u>	<u>Program</u>	<u>Prerequisite</u>	<u>Program</u>	<u>Prerequisite</u>
*Information Processing	None		*Conservation		*Woods I
*Employability Skills	None	None	*Wildlife Management		None
					*Woods II
			*Animal Science		None
*Accounting 1	None				*CAD-CAM
			*Food Processing		None
*Accounting 2	None				*DIY Repair & Maint.
			*Intro. To Agriscience		None
*Personal Finance	None		None		*Metalworking I
			*Forestry		None
*Yearbook/Microsoft I	None				*Metalworking II
			*Horticulture		None
*Introduction to Business	None	*Greenhouse Management & Landscaping			*Small Business
		None			None
*Photoshop I	None		*Exploring Computer Science		*Horticulture
					None
*Photoshop II	None				*CAD-CAM I
					None
*Microsoft I	None				*CAD-CAM II
					None
*Microsoft II	None				*Small Engines
					None
*Exploring Computer Science	None				

All vocational education programs follow the District's policies of nondiscrimination on the basis of race, color, national origin, sex, age or disability in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For general information about these programs, contact: Jason Cress, High School Principal, Unity High School, 1908 150th Street/Hwy 46 North, Balsam Lake, WI 54810; 715-825-2131. Inquiries concerning equal opportunity on the basis of sex and for persons with disabilities should be directed to: Brandon W. Robinson, Superintendent, Unity School District, 1908 150th Street/Hwy 46 North, Balsam Lake, WI 54810; 715-825-3515.

The Unity School District utilizes the District website as an active form of communication. The Academic Standards for the Unity School District can be found by utilizing the following link: <http://unity.k12.wi.us/>

Notice of Suicide Prevention Resources

The Unity School District annually informs its professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, along with model notices, are available on DPI's Website.