

UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting

Tuesday, August 10, 2021 6:00 PM

Unity School District Library, 1908 150th St., Balsam Lake, WI 54810

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is time for public participation, for items germane to the agenda, during the meeting as indicated on the agenda.

Patricia C. Kastens, Clerk

1. **5:00 PM** Summer Project Campus Tour
2. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
3. Approval of the Agenda
4. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to brobinson@unity.k12.wi.us by NOON on Tuesday, August 10, 2021. Such comments will be provided to the Board of Education for consideration and review.)
5. Board of Education Member Update
6. **Information**
 - a. Submitted Committee Reports
 - b. Introduction - Brian Johnston, Kobussen
 - c. District Administrator's Report - *Mr. Brandon Robinson* 2
 - 1) Fall In-Service Schedule
 - 2) Eagle Academy
7. **Consent Agenda**
 - a. Approval of Minutes, July 13, 2021 6
 - b. Approval of Elementary/Middle School/High School Activity Accounts 9
 - c. Approval of Vouchers 10
 - d. Financial Report - *Ms. Kara Holden*
 - e. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. Catherine Magnine, Resignation - High School Special Education Teacher
 - b. Terry Otradovec, Resignation - High School Physical Education Teacher
 - c. Alissa Balzer, New Hire - Elementary Teacher
 - d. Aaron Miller, New Hire - Middle School Teacher
 - e. Lisa Robinson, New Hire - Early Childhood Teacher
 - f. Laura Schwandt, New Hire - Elementary Teacher
 - g. Amanda Shoquist, New Hire - Elementary Teacher
8. **Action Agenda**
 - a. Consideration and Approval of School Age Childcare Program - *Mr. Brandon Robinson*
 - b. Consideration and Approval of the Updated School Reopening Plan 2021-2022 - *Mr. Brandon Robinson* 12
 - c. Consideration to Suspend Board Policy 471: Student Activity Fees for the 2021-2022 School Year - *Mr. Brandon Robinson*
 - d. Consideration and Approval of the following Board Policies and Administrative Rules: - *Mr. Brandon Robinson* 32
 - 347 Student Records
 - 347.1 Student Directory Data
 - 347.2 Maintenance of Pupil Health Care Records
 - 347.22 Procedures for Student Name Changes - Admin Rule
 - 723.3 Emergency School Closings
 - 723.6 Inclement Weather
9. Adjourn

District Administrator's Report

August 2021

Unity School District

Planning for 2021-2022: What Will School Look Like This Year?

Unity School District is committed to making the 2021-2022 school year the best possible for our students and families. With some practical precautions and changes, the planning for the school year is focused on providing a safe, quality, traditional, in-person learning experience for students. While the planning is ongoing, there are several expectations that have been solidified. It is important to note that it is possible some of these plans may change if an order is directed from the WI DPI or DHS. More specific details regarding the school year will be released as they become available.

Face Coverings

- Face coverings for students and staff are optional.

Confirmed Positive COVID Cases

- Confirmed positive COVID cases will continue to be excluded from the school setting.

COVID Testing

- Voluntary COVID testing will continue to be available onsite for students and staff.

Contact Tracing

- COVID contact tracing will be conducted by the Polk County Health Department.

Virtual Learning

- There will no longer be a "virtual learning option" available to families.
- Virtual learning may be requested by parents and may be provided in individual and special circumstances, at the discretion of the principal.

Learning Management System

- Canvas will continue to be the platform that organizes learning experiences for students.
- Canvas extends the classroom beyond the building, so students can connect with learning at home.

Food Service

- Students meals, breakfast and lunch, remain free for the 2021-2022 school year.

Bus Transportation

- Bus transportation returns to 100% capacity.
- Parents are advised that social distancing is not possible on a school bus.

Student Pickup/Drop-off

- Student pickup and drop-off has been redesigned slightly for the upcoming school year. Specific details regarding the flow of traffic will be provided soon.
- Parents entrance to the building will continue to be limited before and after school to reduce congestion in the entries.

Physical Precautions

- Plexiglass barriers will be removed in most classroom and common area settings.
- Drinking fountains remain turned off. Many drinking fountains have been replaced with water bottle filling stations.
- Classrooms will continue to be organized in a manner that provides as much space for students as possible.

Volunteers and Visitors

- Volunteers are welcome to return to the school setting. COVID screening may be conducted.
- Classroom visitors remain limited at this time. Visitors are allowed for various events and activities.
- Student pickup and drop-off will be limited to the school entrances and outside.

Events and Activities

- Specific information will be shared with parents about how they can participate at an upcoming class event or activity (Dads & Donuts, Moms & Muffins, Poetry Readings, Homecoming, etc.).

WIAA Sports

- The WIAA has released fall sports season guidance.
- Concessions for games will return for the 2021-2022 school year.

Performing Arts

- Concerts will be performed in-person and will be open to families.
- Theatrical productions (plays and musicals) will be performed in front of a live audience.

Community Education

- The Unity Pool and Fitness Center remain open for the community. Visit the District website for information about hours.
- Community Education classes and events are returning for the 2021-2022 school year.

Communication

- Communication regarding COVID planning, precautions, and responses will continue to be provided on the District website at www.unity.k12.wi.us.
- Direct communication regarding immediate and urgent information will continue to be provided to parents via the Infinite Campus Automated Parent Notification system.

District Administrator's Report

August 2021

Unity School District

SAVE THE DATE(S)

BACK-TO-SCHOOL 2021-2022

WEDNESDAY	THURSDAY	WEDNESDAY	THURSDAY	FRIDAY	FRIDAY
AUGUST 25	AUGUST 26	SEPTEMBER 1	SEPTEMBER 16	SEPTEMBER 17	SEPTEMBER 24
EAGLE ACADEMY DAY 1 8:15PM-3:15PM	EAGLE ACADEMY DAY 2 8:15PM-3:15PM OPEN HOUSE 5:00PM-7:00PM	1ST DAY OF SCHOOL 8:15PM-3:15PM	PICTURE DAY EC PRE-K (SECTION 1) KG 1ST - 4TH GRADE	PICTURE DAY PRE-K (SECTION 2) MIDDLE & HIGH SCHOOL 5TH - 12TH GRADE	EARLY RELEASE HOMECOMING COMMUNITY PICNIC HOMECOMING FOOTBALL GAME

*WELCOME LETTERS WITH ADDITIONAL DETAILS COMING SOON!
WE CANNOT WAIT TO HAVE OUR UNITY STUDENTS BACK AT SCHOOL!

Before and After School Program Being Considered

Unity is planning to offer a before and after-school child care program this fall. The program was being developed prior to the COVID pandemic but was paused during last year. Unity has restarted the planning process with a target of offering a program at the start of the school year. The program will be composed of a balanced approach to recreation, play, and discovery learning. It will be fee-based, dependent upon the amount of time a child is in the program. Information will be provided to families after approval at the August Board of Education meeting.

Unity Long-Range Plan and Summer Projects

Unity School District's Comprehensive Long-Range Plan was reviewed and updated at the Board of Education planning session on March 23rd. Many of the 2021 projects that were listed in the facilities component of the plan are nearing completion.

* Facilities

- * Resurfacing of the tennis courts
- * Resurfacing of the track
- * Outdoor basketball courts
- * Stadium wiring and landscaping
- * Parking lot asphalt repair
- * Elementary exterior window and door replacements
- * Elementary playground sidewalk concrete
- * LEAP playground canopies
- * Berry patch fencing

"Expect Great Things"

District Administrator's Report

August 2021

Food Service Meal Program Update

Unity School District is participating in the USDA Seamless Summer Option (SSO) for the entirety of the 2021-22 school year. This means that our school is providing free meals to all students! This program provides additional support and flexibility for the district to continue serving meals to children while maintaining safety measures and managing the impacts of the COVID-19 pandemic. Even though receipt of free meals does not depend on an approved free and reduced-price meal application, we are still distributing and processing them so Unity School District families may qualify for P-EBT benefits as well as other school funding.

Menus and additional information are always posted on the district website.

District Budget Planning

The District budget process continues as administration is analyzing the impact of the state budget that was signed by Governor Evers last week. This year's budget process is also affected greatly by federal funding due to the Elementary and Secondary School Emergency Relief Fund (ESSER). There are specific requirements regarding this type of funding that are being considered. Unity will be working through budget calculations and implications through the summer.

Unity Eagle Academy

Unity Academy is on August 25th and 26th. These days are two normal school days, with school transportation and food service. Students are encouraged to attend these meaningful, high quality days. There will be unique, engaging, and exciting opportunities for students to start their school year.

These days will have themes for each school. There will be team-building, problem solving, project based experiences, and student leadership opportunities. They will be focused on providing a solid and positive transition for students.

Kindergarten, Pre-Kindergarten, Early Childhood, ULC, and ADP will not have school these days. Each of these programs have a separate beginning of the year transition that is unique.

District Administrator's Report

August 2021

Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
August 9-13	Summer Academy - Staff Professional Development	District	
Tuesday, August 10	Board of Education Meeting	Library	6:00 PM
Monday, August 23	First Day of Fall Staff In-Service	District	8:00 AM
August 25, 26	Eagle Academy	District	
Thursday, August 26	Unity Fall Open House	District	5:00 PM - 7:00 PM
Wednesday, September 1	First Day of School	District	8:00 AM
Tuesday, September 14	Board of Education Meeting	TBD	6:00 PM
Friday, September 24	Homecoming Parade, Picnic, Football Game	District	TBD



SCHOOL DAY REMINDER:
8:15AM - 3:15PM

Unity School District Goals

(Approved by the Unity Board of Education, March, 2021)

- **Nurture and promote a positive and inclusive culture of respect, leadership, and character for all.**
- **Encourage career readiness through school and community partnerships.**
- **Promote and provide flexible accelerated, personalized learning opportunities for students.**
- **Encourage healthy students, staff, and community while continuing to address mental health needs through various programs and partnerships.**

Check Out Some Amazing Career Opportunities!

Join the team! Unity School District is seeking team members in a variety of different positions. Consider becoming an employee of an amazing school district! Career opportunities are accessible at <https://www.unity.k12.wi.us/o/unity-school-district/page/employment>.

Minutes of Regular Meeting

July 13, 2021

The Board of Education

Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, July 13, 2021 beginning at 6:00 PM in the Unity School District Library.

1. **5:00 p.m.** Board Photos
2. **6:00 p.m.** Call to Order/Notice of Meeting/Roll Call
Members Present: Debbie Ince-Peterson, James Beistle, Victoria Studtmann, Ryan Peterson, Sheryl Holmgren, Jeromy Cox, Pat Kastens
Admin. Team Present: Supt. Brandon Robinson
Members Absent:
3. Approval of the Agenda
Motion to approve the agenda by James Beistle.
Second by Ryan Peterson.
Motion carries by unanimous voice vote.
4. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to brobinson@unity.k12.wi.us by NOON on Tuesday, July 13, 2021. Such comments will be provided to the Board of Education for consideration and review.)
No comments were received.
5. Board of Education Member Update
Thank you to Milltown and Balsam Lake for the upkeep and use of the town baseball fields during the Youth Baseball Season.
6. **Information**
 - a. Standing Committee Reports
 - b. District Administrator's Report – *Mr. Brandon Robinson*
 - 1) 2021-2022 School Year & COVID
 - 2) Community Education
 - 3) Lunch Program
7. **Consent Agenda**
 - a. Approval of Minutes, June 8, 2021
Motion to Approve the June 8, 2021 Minutes by Ryan Peterson.
Second by Pat Kastens.
Motion carries by unanimous voice vote.
 - c. Approval of Elementary/Middle School/High School Activity Accounts
Motion to Approve the June 2021 Activity Accounts by Ryan Peterson.
Second by Jeromy Cox.
Motion carries by unanimous voice vote.
 - b. Approval of Vouchers
Motion to Approve the June 2021 Vouchers by Pat Kastens.
Second by James Beistle.
Motion carries by unanimous voice vote. (Ryan Peterson and Victoria Studtmann Abstained.)

- d. Financial & Budget Report – *Ms. Kara Holden/Mr. Brandon Robinson*
Nothing to report this month due to upcoming year end and annual audit.
- e. Board Member Appointment to Before and After School Child Care Administrative Committee
Debbie Ince-Peterson appoints Victoria Studtmann to the Before and After School Child Care Administrative Committee.
- f. Personnel
 - 1) Consideration and Approval of Various Hire, Retirements, And Resignations, including but not limited to:
 - a. Alex Bates, New Hire – High School Band Director
 - b. Amber Johnson, New Hire – Counselor
 - c. Hal Rossi, New Hire – Part-time Custodian
 - d. Ashley Simonson, New Hire – Elementary Teacher
Motion to approve Personnel Items 7.f.1a – 7.f.1d by Ryan Peterson.
Second by Pat Kastens.
Motion carries by unanimous voice vote.
 - 2) Consideration and Approval of the 2021-2022 Fall Extra Duty Contracts – *Mr. Brandon Robinson*
Motion to approve the 2021-2022 Fall Extra Duty Contracts by Victoria Studtmann.
Second by Ryan Peterson.
Motion carries by unanimous voice vote. (Jeromy Cox Abstained.)

8. Action Agenda

- a. Consideration and Approval of Grade Level Sections – *Dr. William DeWitt*
Motion to approve Grade Level Sections with the discession for Administration to make changes as needed by Ryan Peterson.
Second by Pat Kastens.
Motion carries by unanimous voice vote.
- b. Consideration and Approval of the 2021-2022 District Employee Handbook Revisions – *Mr. Brandon Robinson*
Motion to approve the 2021-2022 District Employee Handbook Revisions by James Beistle.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.
- c. Consideration and Approval of the 2021-2022 Student & Parent Handbook Revisions – *Administration*
Motion to approve the 2021-2022 Student & Parent Handbook Revisions by Ryan Peterson.
Second by James Beistle.
Motion carries by unanimous voice vote.
- e. Approval by the Board of the annual declaration and parent notice of the District’s student academic standards that will be in effect for the 2021-2022 school year, pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statutes. – *Mr. Brandon Robinson*
Motion to approve the annual declaration and parent notice of the District’s student academic standards that will be in effect for the 2021-2022 school year, pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statute by Ryan Peterson.
Second by Pat Kastens.
Motion carries by unanimous voice vote.

g. Consideration and Approval of the following Board Policies and Administrative Rules: 458.2 -

Mr. Brandon Robinson

Motion to approve Board Policies and Administrative Rules: 458.2 by Pat Kastens.

Second by Victoria Studtmann

Motion carries by unanimous voice vote.

9. Adjourn

Motion to adjourn by James Beistle.

Second by Ryan Peterson.

Motion carries by unanimous voice vote by 6:57 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

UNITY SCHOOL DISTRICT

ACTIVITY ACCOUNT SUMMARY AS OF July 31, 2021

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSE	END BALANCE
164400-General Account	\$2,701.43	\$20.96		\$2,722.39
164401-Basketball - Boys	1,661.39			1,661.39
164402-Baseball - HS	2,543.55			2,543.55
164403-FFA	6,702.42			6,702.42
164404-FBLA	2,071.10			2,071.10
164405-Skills USA	2,992.32			2,992.32
164406-Athletics	1,385.73			1,385.73
164407-Football	509.12			509.12
164408-Volleyball	736.33			736.33
164409-Basketball - Girls	641.98			641.98
164410-Softball	573.21			573.21
164411-Soccer Club	0.00			0.00
164412-Grad Party	1,980.76			1,980.76
164413-Migizi Club	616.97			616.97
164414-Music Club	12,539.96			12,539.96
164415-Natnl Honor Society	1,014.40			1,014.40
164416-Student Council	3,536.42			3,536.42
164417-Theatre Arts	1,363.90			1,363.90
164418-Library	1,846.48			1,846.48
164420-Class of 2021-2024	3,948.42			3,948.42
TOTALS	\$49,365.89	\$20.96	\$0.00	\$49,386.85
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSE	END BALANCE
164200-General	\$6,697.96	\$7.23		\$6,705.19
164203-Student Council	1,137.11			1,137.11
164205-Drama	747.76			747.76
164206-Sopko	340.83			340.83
164208-PE Program	623.50			623.50
164211- MS Athletics	537.52			537.52
164213-Girls Traveling Bball	6,981.58			6,981.58
164214-Wrestling	470.40			470.40
TOTALS	\$17,536.66	\$7.23	\$0.00	\$17,543.89
ELEMENTARY SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSE	END BALANCE
General	\$8,762.35	\$4.17		\$8,766.52
Yearbook	1,359.28	20.00		1,379.28
TOTALS	\$10,121.63	\$24.17	\$0.00	\$10,145.80

JULY 2021 CHECK LIST

NUMBER	VENDOR	DATE	AMOUNT
15000	LOUGHLIN, MOLLY	7/9/2021	\$ 120.00
15001	CEBERY EXCAVATING & TRUCKING LLC	7/13/2021	2,160.00
15002	NASSP	7/13/2021	95.00
15003	WASPA	7/13/2021	225.00
15004	WCCAA	7/13/2021	50.00
15005	ELECTRONIC FEDERAL TAX PAYMENT	7/2/2021	59,901.44
15006	WEA TAX SHELTERED ANNUITY TRUST	7/2/2021	3,869.67
15007	WISCONSIN DEPARTMENT OF REV	7/2/2021	12,221.47
15008	UNITY FOOD SERVICE	7/13/2021	23.75
15009	ELECTRONIC FEDERAL TAX PAYMENT	7/20/2021	59,409.72
15010	WEA TAX SHELTERED ANNUITY TRUST	7/20/2021	3,869.67
15011	WISCONSIN DEPARTMENT OF REV	7/20/2021	12,200.98
15012	HORACE MANN LIFE INSURANCE COM	7/21/2021	1,150.00
15013	THRIVENT FINANCIAL FOR LUTHERANS	7/21/2021	200.00
15014	UNITY EDUCATION SCHOLARSHIP	7/21/2021	15.00
15015	UNITY FOOD SERVICE	7/21/2021	12.50
15016	STANDARD INSURANCE COMPANY	7/21/2021	0.00
15017	STANDARD INSURANCE COMPANY	7/21/2021	4,020.79
15018	VSP INSURANCE CO. (CT)	7/21/2021	801.72
15019	WISCONSIN RETIREMENT SYSTEM	7/30/2021	101,146.34
15020	ANDERSON, STEVE	7/22/2021	60.00
15021	ANDERSON, TEVIN	7/22/2021	60.00
15022	BALSAM LAKE HARDWARE	7/22/2021	2,536.23
15023	CENTURIA UTILITIES	7/22/2021	105.10
15024	CONNECTING POINT COMPUTERS	7/22/2021	8,889.00
15025	CROWE, SOPHIA	7/22/2021	180.00
15026	CWS SECURITY WATCH	7/22/2021	1,000.00
15027	DALCO	7/22/2021	6,558.36
15028	DESIGNS BY JILL-JILL SEARS	7/22/2021	909.00
15029	DON JOHNSON'S CUMBERLAND MOTORS LLC	7/22/2021	113.94
15030	ECKROTH MUSIC	7/22/2021	55.86
15031	EQUAL RIGHTS DIVISION	7/22/2021	120.00
15032	GOPHER	7/22/2021	159.31
15033	GRAMS, JESSICA	7/22/2021	60.00
15034	GRAMS, JOSH	7/22/2021	180.00
15035	HINZE, ELISSA	7/22/2021	21.12
15036	HOUGHTON MIFFLIN	7/22/2021	4,736.93
15037	INSTRUMENTALIST AWARDS LLC	7/22/2021	302.00
15038	JOSTENS	7/22/2021	757.88
15039	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS	7/22/2021	2,608.32
15040	MCPHILLIPS BROS ROOFING COMPANY	7/22/2021	875.00
15041	NORTHWESTERN WIS ELECTRIC CO	7/22/2021	22,678.81
15042	PAULSEN, NICK	7/22/2021	180.00
15043	SCHMIDT, DOUG	7/22/2021	120.00

15044	SCHMIDT, GIDEON	7/22/2021	60.00
15045	STRANG, PATTESON, RENNING, LEWIS & LACY	7/22/2021	3,470.00
15046	TREJO, ANA	7/22/2021	516.90
15047	VERIZON WIRELESS	7/22/2021	128.78
15048	WATERMAN RECYCLING AND DISPOSAL LLC	7/22/2021	1,313.70
15049	WI HIGH SCHOOL FORENSIC ASSOC.	7/22/2021	45.00
15050	WI DEPT OF JUSTICE	7/22/2021	49.00
15051	WILHELM, MARCUS	7/22/2021	120.00
15052	BEREITER, ANDY	7/23/2021	110.00
15053	CROWE, SOPHIA	7/23/2021	120.00
15054	DYNAMIC SIGNS DESIGN	7/23/2021	332.00
15055	GILLESPIE, MONICA	7/23/2021	65.30
15056	GRAMS, JESSICA	7/23/2021	120.00
15057	MEDICA	7/23/2021	1,436.00
15058	MORRIS, BRAD	7/23/2021	110.00
15059	POLK BURNETT ELECTRIC COOP.	7/23/2021	4,350.00
15060	SCHMIDT, DOUG	7/23/2021	180.00
15061	SCHMIDT, GIDEON	7/23/2021	180.00
15062	TILTON, JOE	7/23/2021	60.00
15063	WEA INSURANCE	7/23/2021	110,311.30
15064	WISCONSIN FFA CENTER	7/23/2021	350.00
15065	DELTA DENTAL	7/27/2021	18,054.91
15066	EMC INSURANCE COMPANIES	7/27/2021	85,139.00
15067	IXL LEARNING	7/27/2021	3,200.00
15068	BREMER BANK	7/29/2021	5,000.00
15069	AFLAC	7/19/2021	1,129.56
15070	PAYROLL ACCOUNT	7/20/2021	392,437.57
	Total for July 2021 Checks		\$ 943,148.93

SAFE RETURN TO SCHOOL PLAN

FALL 2021

Plan Overview

- ☆ Face coverings for students and staff are optional.
- ☆ Student meals, breakfast and lunch, remain free for the 2021-2022 school year.
- ☆ There will no longer be a "virtual learning option."
- ☆ Bus Capacity will be at 100% (social distancing not possible).
- ☆ Volunteers are welcome back to campus. Visitors are limited.
- ☆ Concerts and PAC Events will be conducted in-person.
- ☆ Community Education classes and events return.

COVID Cases & Testing

- Confirmed positive COVID cases will continue to be excluded from school setting.
- COVID contact tracing will be conducted by the Polk County Health Department.
- Voluntary testing will continue to be available onsite for students and staff.

COVID Precautions

- Plexiglass barriers will be removed from most classroom and commons spaces. Will remain in Kitchen and Offices.
- Bottle filling stations only. Drinking fountains remain turned off.
- Cleaning/Disinfection practices remain in place.

Student Learning & Technology

- There will no longer be a "virtual learning option" offered.
- Virtual learning may be requested by parents and may be provided in individual and special circumstances, at the discretion of the principal.
- Canvas will continue to be used by students, staff, and parents as our LMS. Canvas extends the classroom beyond the building, so students can connect with learning at home.
- iPads and MacBooks will be available, Grades 1-12

Events & Activities

- Specific information will be shared prior to events (Homecoming, Dads & Donuts, Poetry Readings, etc.) about how parents can participate.
- Classroom visitors remain limited.
- Follow WIAA Fall Sports Guidance. 12

Student Pick Up & Drop Off

- Student Pick Up & Drop Off has been redesigned slightly for the 2021-22 school year. Details to be released soon.
- Parents entrance to the buildings will be limited before and after school to limit congestion in the entries.



UNITY SCHOOL DISTRICT

SOAR TO SCHOOL PLAN 2021-2022

AUGUST 10, 2021

SOAR TO SCHOOL PLAN

PLAN FOCUS

- In-Person Learning
- Practical COVID Mitigation Procedures
- Mental Health and Social Supports
- Academic Interventions
- Positive Comprehensive School Experience

SOAR TO SCHOOL PLAN

Plan Changes

- The UNITY SOAR TO SCHOOL PLAN 2021-2022 is subject to change based upon local community COVID health data. Various COVID mitigation strategies may be changed or reinstated.
- District administration is authorized to make changes as needed, subject to Board approval.
- The Plan will be modified to comply with a legal order or mandate by a superseding governmental authority.
- The Plan satisfies the requirements of Federal ESSER Funding.

SOAR TO SCHOOL PLAN

Plan Overview

TOPIC	DISTRICT COVID STRATEGY
Face Coverings	Masks and Face Coverings are optional for all students and staff on District property.
COVID-19 Health Services Office	Unity will have an COVID isolation room available in the Health Services Office, if someone is symptomatic.
Close Contact Process	The close contact process will be administered by the Polk County Health Department.
Positive Case Communication	Unity will communicate with parents, via the Infinite Campus parent notification system, if there has been a possibility that their child has come in contact with a confirmed COVID positive individual. Parents should then monitor for symptoms.
Household Exclusion	If a positive case is confirmed in a household, the entire household must follow the exclusion protocol. For those who are vaccinated, this exclusion will not apply unless they are symptomatic.
Screening	COVID screening should be conducted by students and staff each day, prior to arriving at school.
Vaccination Exemption	All students and staff identified as a close contact will be exempted from the requirement of isolation if vaccinated, unless symptomatic.
Voluntary COVID Testing	Voluntary COVID testing will be made available through the Unity Health Services Office, through an agreement with the WI DHS. Testing is being offered as a convenience for families.
Voluntary Vaccination	Vaccination in the school setting, for students and staff, is a voluntary practice. Unity will provide access to vaccination information and clinics as it becomes available. Unity campus may be used as a county vaccination site.

SOAR TO SCHOOL PLAN

Plan Overview

TOPIC	DISTRICT COVID STRATEGY
COVID Related Student Absences	COVID related student absences will be supported through Canvas Learning .
Visitors	Visitors to classrooms will not be allowed unless specifically approved. Visitors must follow school safety check-in procedures. Pickup and drop-off access for parents will be limited to the entrance.
Transportation	Assigned seats are required on daily bus routes. Kobussen Buses may require further COVID precautions.
Field Trips	School sponsored field trips may resume. Students and staff will abide by the COVID requirements of the field trip location. Field trips to certain locations may be restricted.
Social Distancing	Social distancing of three (3) feet will be followed as is reasonably practical.
Hygiene	Increased hand washing procedures will continue. Hand sanitizer stations will continue to be available in all common areas.
Cleaning and Disinfection	Increased cleaning and disinfection between student groups will continue in all classrooms, buses, and interior common areas.
Ventilation	Filtration and ventilation air exchange rates to meet or exceed CDC recommended levels.
Events	School sponsored events (concerts, games, activities, etc.) will resume. Events will be scheduled for the largest location available.
Communication	Information regarding positive cases and updates to the Soar to School Plan will be posted to the District website at www.unity.k12.wi.us .

SOAR TO SCHOOL PLAN

Plan Components

- COVID Screener and Absences
- Optional Mask Policy
- Learning Model
- Special Education and 504 Plans
- Health Services
- Mental Health Supports
- Athletics and Co-Curricular Activities
- Technology
- Communication
- School Nutrition
- Transportation
- Facilities Management
- Unity Child Care

SOAR TO SCHOOL PLAN

COVID Screener and Absences

- **Parents/Guardians should not send their child(ren) to school if they are ill.**
- A COVID screener tool is located on the District website at www.unity.k12.wi.us.
- Parents/Guardians should screen their child(ren) daily, prior to arriving at school or placing their child on the school bus.
- Student athletes should complete their COVID screener, as required for participation by the WIAA.
- Family members of a COVID positive individual are to be excluded from the school environment.

SOAR TO SCHOOL PLAN

OPTIONAL Mask Policy

- All students, staff, and visitors have the option of wearing a mask or face covering on school property.
- School activities at other locations may require wearing masks in compliance with the venue's requirements. Unity will follow the requirements of the host venue.
- All students, regardless of whether they are wearing a mask or not, will be treated with kindness, empathy, and respect.
- The policy of mask wearing will be periodically reviewed by the district administration.
- Wearing masks on school buses is currently required. Kobussen may take additional precautions, but Unity will not take disciplinary action regarding a student for not wearing a mask on a school bus.

SOAR TO SCHOOL PLAN

Learning Model

- Unity School District is committed to providing an In-Person learning model for the success of its students.
- Canvas Learning Management System will be used to organize learning activities and lessons for students, for those in school and absent.
- To this end, a “Virtual Learning Option” is not available for all students. If a parent or student is interested in a virtual learning setting, they must meet with their principal for approval. Virtual learning is provided by a contracted vendor (Wisconsin Virtual Academy, EduCere, etc.) and supported by District staff.

SOAR TO SCHOOL PLAN

Special Education and 504 Plans

- Unity School District is committed to working collaboratively with families of students with disabilities to ensure that consistent, quality services are provided.
- Parents of students with disabilities are encouraged to communicate with their principal or child's case manager regarding their child's IEP and whether additional adjustments or modifications may be necessary.
- Parents have the option of attending meetings in person, via telephone, Google Meet, or ZOOM.

SOAR TO SCHOOL PLAN

Health Services

- **Free, voluntary COVID testing will be offered at the school through an agreement with WI DHS.** Testing is offered as a convenience for families.
- A separate COVID isolation room will be located in the Health Services Office. The isolation room will have additional ventilation and filtration.
- The school nurse will send home students who present with symptoms during the school day.
- All individuals with COVID symptoms are to remain home for 24 hours after symptoms subside.
- All confirmed COVID positive individuals must follow the 7-, 10-, or 14-day quarantine requirement.
- The school nurse will collaborate and communicate with the Polk County Health Department.

SOAR TO SCHOOL PLAN

Mental Health Supports

- **Unity School District has added an additional school counselor to its pupil services team.**
- A school social worker continues to provide parent/family support, connecting with available resources.
- Unity has an in-school therapy clinic, with an agreement with Family Therapy Associates (FTA), to provide therapy sessions. Parents are encouraged to communicate directly with their child's school counselor or FTA for referral or scheduling.
- Unity will continue to utilize screeners to identify students who may benefit from assistance or counseling.
- Unity has implemented the daily screener, CloseGap, so that struggling students may receive a same-day connection with a counselor.

SOAR TO SCHOOL PLAN

Athletics and Co-Curricular Activities

- **The WIAA COVID guidelines are posted online at www.wiaawi.org.**
- Unity will follow the WIAA COVID guidelines as much as possible, to ensure that Unity's student-athletes are allowed to compete.
- Sharing of common items, like water bottles, is not allowed.
- Vaccination is encouraged, as vaccinated athletes are exempt from exclusion.
- Home events will be streamed via Unity's YouTube Channel or WeAreUnity.
- Events, concerts, and games may have an audience or spectators.
- Concession sales return for 2021-2022, with precautions and prepackaging.

SOAR TO SCHOOL PLAN

Technology

- Students are provided with school issued technology devices.
 - Grades 1-4: iPad, stored at school, unless needed during absence.
 - Grades 5-8: iPad, with keyboard case, able to be taken home daily.
 - Grades 9-12: Apple Laptop, able to be taken home daily.
- Internet Access: Parents are encouraged to communicate with the District if internet access is limiting your family's educational experience.
 - Public WiFi Access:
 - Unity School Parking Lot
 - Village Public Libraries
 - Lakeland Communications - Milltown, WI
- Canvas Learning Management System will be used to organize learning activities and lessons for students, for those in school and absent.
- Google Meet and Zoom will continue to be used when virtual meetings are necessary.
- If a parent or student is interested in a virtual learning setting, they must meet with their principal for approval. Virtual learning is provided by a contracted vendor (Wisconsin Virtual Academy, EduCere, etc.) and supported by District staff.

SOAR TO SCHOOL PLAN

Communication

- COVID information will be shared via the District website at www.unity.k12.wi.us. Parents are encouraged to download the Unity App and follow the District on Facebook and Instagram.
- Direct parent communication will be facilitated via the Infinite Campus Parent Notification System. Parents are encouraged to update their contact information in the parent portal. Communication will occur in various ways through this system; phone call, text messaging, and emails.
- Periodic letters may be mailed or sent home with students.
- Parents are encouraged to communicate with their child(ren)'s teachers and principal whenever they have concerns or questions.

SOAR TO SCHOOL PLAN

School Nutrition

- **Free breakfast and lunch meals will continue for all students for the 2021-2022 school year.**
- Students will have access to hand sanitizer and hand washing prior to eating.
- Social distancing of three (3) feet, as much as possible, will be followed in the cafeteria setting.
- Groups of students may eat with their classroom or grade level to reduce the number of students in the cafeteria or classroom at any one time.
- Food options will return. Such options may be pre-packaged salads and a la carte items.

SOAR TO SCHOOL PLAN

Transportation

- Assigned seats are required on school buses for daily routes.
- Parents are notified that social distancing is not possible on school buses.
- Buses will be disinfected between routes.
- Masks are required on school buses, in accordance with federal order. Students will not be disciplined for not wearing a mask on a school bus.

SOAR TO SCHOOL PLAN

Facilities Management

- Daily and weekly cleaning and disinfecting will continue.
- Disinfection supplies will continue to be made available and used between student groups.
- Plexiglass shields will be removed, except in the office and food service areas.
- Ventilation systems will continue to maximize air filtration and fresh air circulation.
- Hand sanitizer stations will continue to be provided in common areas.
- Drinking fountains will remain off. Additional water bottle filling stations are being installed.
- Classroom spaces will be maximize space between students as is practical.

SOAR TO SCHOOL PLAN

Unity Child Care

- The LEAP Childcare Center may have distinct COVID mitigation strategies unique to the needs of the setting.
- LEAP Childcare Center closure decisions are made separately from the school buildings and will be communicated directly with parents.

Unity School District - Board of Education

Board Policy 347

Student Records

Last Revised 8/10/2021

~~1. GENERAL~~

~~Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. The Board prohibits use of labels which may cause stigmas except for confidential report purposes and these must be destroyed when no longer useful.~~

~~2. CONTENT~~

~~Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.~~

~~Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extracurricular activities and the student's attendance record.~~

~~Behavioral records maintained by the school include all student achievement tests, psychological tests, law enforcement officers' records, teacher evaluations other than grades, statements relating to individual student behavior, etc.~~

~~Pupil physical health records maintained by the School include basic health information about a student, including the student's immunization records, an emergency medical card, first aid log, medication log, athlete permit card, and routine screening test results and follow up.~~

~~3. CONFIDENTIALITY~~

~~— All students records are confidential, with the following exceptions:~~

~~A. A student, or the parent or guardian of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records.~~

~~B. An adult student, or the parent or guardian of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain the records, the pupil's behavioral records. Such student or parent or guardian shall, upon request, be provided with a copy of the behavioral records.~~

~~C. The judge of any court of this state or of the United States shall, upon court order or proper request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceeding in such court.~~

~~D. Student records including law enforcement officers' records, may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under s. 115.28(7) to hold a certificate, license or permit or clerical employees acting under supervision or Board of Education members acting on matters relating to such records and other school officials who have legitimate educational or safety interests in the student records.~~

~~Upon written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of his behavioral records as determined by the person authorizing the release.~~

~~Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.~~

~~The School Board may provide the Department of Public Instruction or any public officer with any information required under Ch. 115 to 121.~~

~~Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multidisciplinary team under Ch. 115 of the statutes.~~

~~H. The School District Clerk shall provide a law enforcement agency with a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is being investigated for committing a criminal or delinquent act.~~

~~A. A juvenile court may order the district to disclose student records to an agency that provides care or has legal custody of a student.~~

~~B. Names of students who have withdrawn from school before graduation shall be provided to the technical college district board and various state agencies for the verification of public assistance eligibility under Chs. 46 and 49 Wisconsin Statutes.~~

~~The building principal shall have responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his qualified designee shall be present to interpret behavioral records when inspection is made under paragraph (3)(b). Upon transfer (under paragraph (4) herein) these duties shall be assumed by the school district administrator or his designee.~~

Maintenance of Pupil Health Care Records

~~The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by 118.125 of the Wisconsin Statutes and the Family Educational Rights and Privacy Act of 1974. The Board of Education appoints the school nurse as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the District, and will ensure that policies in regard to pupil health care records shall be adhered to. In her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.~~

~~All requests for inspection of pupil health care records shall be directed to the school nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and~~

~~officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety.~~

~~The building principal or school nurse will respond to a request for inspection without unnecessary delay and in no case more than 45 days after the request is made.~~

~~4. INSPECTION AND AMENDMENT OF STUDENT RECORDS~~

~~An adult student or parent/guardian of a minor student, may upon request to the building principal or his/her designee (or school nurse in connection with pupil physical health records), inspect, review and obtain copies of the student's records. If circumstances prevent the adult student or parent/guardian of a minor student from exercising their right to inspect and review the student's records, the District shall provide the adult student or parent/guardian of a minor student with a copy of the record requested, or make other arrangements for the adult student or parent/guardian of a minor to inspect and review the requested records.~~

~~An adult student or parent/guardian of a minor student may request the building principal (or school nurse) to modify or delete information in the student's records. The building principal (or school nurse) shall review the request and determine whether to modify or delete information as requested. If the building principal (or school nurse) denies the request, the adult student or parent/guardian of a minor student may appeal to the superintendent who shall hold a hearing on the matter. If the superintendent determines the information is inaccurate, misleading or in violation of any rights of the student, the superintendent shall amend the information accordingly. If not, the superintendent shall inform the adult student or parent/guardian of a minor student that a statement of reasons for disagreement with the superintendent's decision may be placed into and maintained with the student's records.~~

~~5. CONSENT TO DISCLOSURE OF STUDENT RECORDS~~

~~An Adult student or parent/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's health records, except to the extent that state and federal laws authorize disclosure without consent.~~

~~6. MAINTENANCE AND DESTRUCTION OF RECORDS~~

~~While students are attending school their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his/her records will be transferred to the central administrative office.~~

~~Records which are transferred to the central administrative office when the student ceases to be enrolled shall be maintained as follows:~~

- ~~A. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student (and his/her parent or guardian if the student is a minor*) gives permission that the records may be maintained for a longer period of time.~~

~~Where such written permission is received, behavioral records will be destroyed (35) years after the date the student graduated from or last attended school.~~

~~*Subs. (3) of 118.125 does not specifically require the authorization of the parent or guardian of minor students to retain behavioral records longer than one year. However, this may be added in view of the general legal inability of minors to consent.~~

~~B. Progress records will be destroyed (75) years after the student ceases to be enrolled in the school district.~~

~~Seven (7) years after the student ceases to be enrolled in the school system, all progress records, and all behavioral records not previously destroyed, will be maintained on microfilm.~~

~~7. TRANSFER OF RECORDS~~

~~Student records relating to a specific student shall be transferred to another school or school district within five (5) working days of receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled.~~

~~8. DIRECTORY INFORMATION Addendum~~

~~Information such as the student's name, general 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 the name of the school most recently previously attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation, within 14 days after the date of publication in the official district newsletter.~~

~~This exception to the policy shall be published in the official district newspaper annually, along with information relating to the opening of school.~~

~~9. COMPLAINT PROCEDURE~~

~~An adult student, or the parent/guardian of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District non-compliance 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, West, Washington, D. C. 20202-4605.~~

~~_____~~

RECORDS

- ~~1. An accurate cumulative record shall be maintained for every student enrolled in the Unity Schools. The records shall include student progress records, behavioral records, physical health records and directory data.~~
- ~~2. If a student has been referred for an exceptional educational need, a separate folder will be started. Upon completion of referral, the folder will be destroyed.~~
- ~~3. Only authorized school personnel, adult students and parents/guardians of a minor student shall view the records without subpoena. The student, with the consent of his parents/guardian, may view his record upon request. Law enforcement officers' records shall be maintained separately from a student's other student records pursuant to section 118.125(3).~~
- ~~4. A principal may defer showing a student in the 8th grade and below his/her record, pending a conference with the parent/guardian relative to the nature of the content of the cumulative record and the student's ability to use the information for a legitimate purpose.~~
- ~~5. The parent or legal guardian of a minor student and an adult student has the right to review and file an objection or request for deletion of any material in the folder.~~
- ~~6. School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students 18 years old or over, and former students to educational institutions and potential employers.~~

MAINTENANCE OF PUPIL HEALTH CARE RECORDS

- ~~1. The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by 118.125 of the Wisconsin Statutes and the Family Educational Rights and Privacy Act of 1974. The Board of education appoints the school nurse as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the district, and will ensure that policies in regard to pupil health care records shall be adhered to. In her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.~~
- ~~2. All requests for inspection of pupil health care records shall be directed to the school nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials who have been designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety.~~
- ~~3. The building principal or school nurse will respond to a request for inspection without unnecessary delay and in no case more than 45 days after the request is made.~~

Unity School District
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.~~

- ~~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.~~

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law.

Unity School District - Board of Education

Board Policy 347.1

Student Directory Data

Last Revised 8/10/2021

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data":

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The name of the school most recently previously attended by the student
- Student's dates of attendance (not including daily attendance records)

The District's designation and use of directory data is further defined and limited as follows:

1. Pursuant to a state law requirement, unless the student's parent or guardian (or adult student) has notified the District of his/her objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

2. The District discloses a student's date of birth only for the purpose of acknowledging and observing the student's birthday within the student's school. A student's date of birth is never released in response to a third party's request for access to student directory data.

3. Separate and independent of the District's designation of student directory data items under this policy, federal law requires the District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students **unless** an eligible student or the parent or guardian of a minor student has notified the District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):

- a. To institutions of higher education: a high school student's name, address, and telephone number.

- b. To military recruiters: a high school student's name, address, telephone number, and District-issued electronic mail address.

The District shall notify parents and guardians of high school students (or, if applicable, an adult student) of the option to opt out of such disclosures, and the administration shall implement appropriate procedures for submitting an opt-out decision to the District.

4. Pursuant to federal law, the District may not disclose or confirm a student's directory data without obtaining the written consent of a parent or guardian if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

Directory Data Notice and Opt-Out Decisions

The District will provide written notice of the District's designation of student directory data, opt-out rights, and opt-out procedures to parents/guardians and adult students (if applicable).

Upon a student's initial enrollment and registration in the District, upon re-enrollment following a gap in enrollment, and upon each continuing student's initial transition into high school, the student's parent or guardian (or adult student, if applicable) shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the District will avoid any release of the student's directory data that is not separately authorized or required by law.

Regarding decisions to opt out from the school's disclosure of all or any part of the directory data under this policy:

1. Using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.
2. Unless the District issues express notice to a parent, guardian, or adult student stating that a new opt-out decision is required (in which case a 14-day non-disclosure period will again apply), an opt-out decision from the disclosure of directory data under this policy will remain in effect until it is modified or withdrawn by an appropriate party.

Unity School District - Board of Education

Board Policy ~~347.1~~ 347.2

Maintenance of Pupil Health Care Records

Last Revised 8/11/2020

The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by §118.125 of the Wisconsin Statutes, the Family Educational Rights and Privacy Act of 1974 (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPPA). The Board of Education appoints the School Nurse as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the district, and will ensure that policies in regard to pupil health care records shall be adhered to. In his/her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.

All requests for inspection of pupil health care records shall be directed to the School Nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials who have been designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety.

Unity School District

Administrative Rule ~~347.2~~ 347.22

Procedures for Handling Student Name Changes

Last Revised 8/10/2021

A student's official school records will include and will generally be maintained under the student's legal name as provided at the time of the student's initial registration and enrollment. Requests to change a student's official school records in order to reflect a change in a student's legal name shall be submitted in writing to the office of the applicable building principal and shall include copies of any applicable supporting documentation.

Requests Supported by a Court-Ordered Name Change

In order to request a change in a student's official school records to reflect a change in a student's legal name, an adult student, or the parent or legal guardian of a minor student, may present a copy of a court order to the office of the building principal that documents the change in the student's legal name. For a student who is a minor, the District may seek to confirm that all parents or legal guardians who are known to the District and who have the right to request and receive student records of the student in question have no reasonable basis for disputing that the court order documenting the name change is authentic and current.

Requests Not Supported by a Court-Ordered Name Change

If the District is not provided with a copy of a court order that sufficiently documents a change in the student's legal name, the applicable building principal may authorize changes to a student's official school records in order to reflect a change in a student's legal name if either of the following apply:

1. An adult student may file a sworn statement affirming that all of the following are true (a) the student has changed his/her legal name, (b) he/she consistently uses the new legal name for all official purposes, (c) he/she is not a registered sex offender who is prohibited by law from changing his/her name, and (d) he/she has not changed his/her name for any fraudulent purpose or in order to interfere with the rights of others. In addition:
 - Such statement shall be notarized and shall clearly identify both the student's former legal name and his/her new legal name.
 - The adult student may provide copies of or present for review by District officials such additional supporting documentation as supports the sworn statement (such as a driver's license or other government-issued photo ID that uses the new name, a social security card that reflects the new legal name, etc.).
 - The building principal may, at his/her discretion, waive the requirement for submitting the sworn statement when the request is supported by a certified copy of valid marriage license/certificate, divorce decree, or annulment and the name change request is clearly related to such event.
2. Every parent who has or who shares legal custody of a minor student, or the legal guardian of a minor student whose parents are deceased or whose parental rights have been terminated, may file a sworn statement affirming that all of the following are true: (a) the student has changed his/her legal name, (b) the student consistently uses the new legal name for all official purposes, (c) the student, parent, or guardian, as applicable, is not prohibited by law from changing the student's name, and (d) the student's name has not been changed for any fraudulent purpose or in order to interfere with the rights of others. In addition:
 - If the student is 14 years old or older, then the student shall also file a sworn statement affirming the truth of the same statements.
 - Such statement(s) shall be notarized and shall identify both the student's former legal name and his/her new legal name.
 - The person(s) submitting the sworn statement(s) may provide copies of or present for review by District officials any additional supporting documentation that may support the sworn statement(s) (such as

letters of guardianship, a vital record that has been amended to reflect the student's new legal name, a driver's license or other government-issued photo ID that uses the new name, etc.).

- Before approving the modification of the school records of such a minor student in order to reflect a change in a student's legal name, and unless prohibited by applicable law, the District shall make a reasonable attempt to contact all parents or legal guardians who are known to the District and who have the right to request and receive student records. If reached, the District will inform such persons of the request to change a student's official school records to reflect a change in a student's legal name and offer a reasonable opportunity for them to present any additional records or information that they wish the District to review (e.g., a family court order that the person believes precludes the asserted name change).
- Where a request is not supported by a court-ordered name change and two custodial parents disagree concerning an asserted name change, or where the District otherwise determines that it has an insufficient basis for determining the respective rights among more than one parent or legal guardian who disagree, the building principal shall deny the request.

In any other situation that is not addressed by these procedures, and unless otherwise required by law to approve the request, the building principal shall deny a request to change a student's official school records to reflect a new name as the student's legal name.

Appeals

The parent, legal guardian, or student requesting changes to a student's official school records to reflect a new name as the student's legal name may appeal a principal's denial of the request to the District Administrator by requesting an appeal in writing. Any such appeal will be treated as a request for a hearing on the denial of an amendment to the student's records. The District Administrator may meet with the appellant(s), decide the appeal based on the evidence that has been presented, and issue a decision in writing.

Additional Clarifications

Except as required by a court order, applicable law, or a School Board policy:

1. Changing a student's official school records to reflect a new name as the student's current legal name under these procedures means adding the student's new legal name to the student's official school records and using that legal name prospectively, including when creating new records or when generating a new report of an existing record on which a legal name customarily appears (e.g., on a newly-printed transcript of past grades).
2. In some situations, student records may be maintained under, or refer to, both a student's new legal name and a former legal name.
3. Changing a student's official school records to reflect a new legal name generally does not mean retroactively modifying the name that appears on all records that were created prior to the name change, or redacting or deleting all references to the student's former legal name that exists in records that are maintained by the District. At the same time, nothing in these procedures shall be construed to preclude the amendment or redaction of an existing student record following a change in a student's legal name where the District determines that failing to amend the record(s) would be inaccurate, misleading, or in violation of the student's rights of privacy. However, the fact that a student has changed his or her legal name does not automatically require such a finding; and, in assessing any such situation, the District may consider the confidentiality protections that apply to student records.

Nothing in these procedures shall be construed to preclude the correction of a verifiable error in a name that has been entered into a student's records.

Changing a student's official records to reflect a change in a student's legal name under this rule/procedure is different from the District approving a student's, parent's, or legal guardian's request to regularly use an alternate name or nickname in certain school settings, while leaving the legal name that the District has on file unmodified. If a request for

a student to regularly use an alternate name or nickname in certain settings is otherwise appropriate, but District staff become aware that there is a disagreement between a student and his/her parent or guardian regarding the use of such alternate name or nickname, the District will normally (1) abide by the final decision of the parent or guardian if the student is a minor; and (2) abide by the preference of the student if the student is an adult. In this paragraph, “regularly use” includes, for example, the manner in which staff members will refer to the student and the manner in which the student will refer to himself/herself when turning in assignments, but it does not mean changing or deleting a legal name that is documented in the District’s official records for school purposes.

Unity School District - Board of Education

Board Policy 723.3

Emergency School Closings

Last Revised 8/10/2021

~~The District Administrator, or an administrative-level designee in the temporary absence or unavailability of the District Administrator, shall make decisions regarding school closings, delayed starts, early releases, and any program or activity cancellations due to inclement weather or due to other health or safety concerns. Examples of other health or safety concerns include a communicable disease outbreak, a credible threat to safety, or a utility failure.~~

~~When any District school is closed under this policy for a reason other than inclement weather, the administration shall ensure that the Department of Public Instruction is promptly notified of the closing and reopening of the school(s) and of the reason(s) for the closure(s).~~

~~This policy does not address or apply to the cancellation of School Board meetings or meetings of Board committees.~~

The District Administrator, or an administrative-level designee in the temporary absence or unavailability of the District Administrator, shall make decisions regarding school closings, delayed starts, early releases, and any program or activity cancellations due to inclement weather or due to other health or safety concerns. Examples of other health or safety concerns include inclement weather, a communicable disease outbreak, a credible threat to safety, damage to a building, or a utility failure.

In certain circumstances, a decision to close school due to a health or safety concern for a full or partial day may apply only to one or more individual schools.

If any District school is closed by an order of a local health officer or by an order of the Wisconsin Department of Health Services, the administration shall implement the order.

When any District school is closed under this policy for a reason other than inclement weather, the administration shall ensure that the Department of Public Instruction is promptly notified of the closing and reopening of the school(s) and of the reason(s) for and length of the closure(s).

Remote/Virtual Learning During a School Closure

The District Administrator or his/her administrative-level designees may direct a full or partial day of remote/virtual learning for specific grade level(s) or for one or more District schools on any day that a school is closed under this policy, subject to the following requirements and limitations and to any more specific direction or authority that may be given by the School Board for the specific school year:

1. Prior to permitting any shift to remote/virtual instruction, the District Administrator shall determine that the affected school(s) have an adequate instructional plan established for all affected students, including planning for any necessary accommodations based on individual student need, such that the District may appropriately designate all or a material portion of the day as hours/minutes of direct student instruction.

2. For students in grades Pre-Kindergarten through 12th grade, the administration shall take into consideration the reason for the emergency closing, the expected length of the emergency closing, the value of maintaining continuity of instruction via remote/virtual learning, the school's then-projected

status with regard to annual state-mandated hours of direct student instruction for the applicable grade levels, and the remaining school calendar.

The administration shall determine the daily schedule of any such full or partial days of remote/virtual learning and the number of hours/minutes that may appropriately be counted as hours of direct student instruction. Subject to the reason for the school closure and applicable safety considerations, the administration may also determine that some students with special educational needs may be permitted to receive instruction or services at the school or at an alternate site.

Make-Up Days/Hours for Students

When any District school has been closed for a full or partial day under this policy and scheduled hours/minutes of direct student instructional have been lost because school was closed and the scheduled in-person instructional time was not replaced, in whole or in part, with remote/virtual instruction, additional school days or extended hours for affected students will **not** be added to the school calendar/schedule **unless** at least one of the following applies:

1. Additional instructional time is required to meet a state or federal requirement;
2. A specific procedure or standard for making up school days or hours of direct instruction was incorporated into the school calendar/schedule that was adopted for the school year in question; or
3. Such an adjustment is otherwise directed or approved by the School Board.

Subject to the requirements of this policy, and unless otherwise directed by the Board, the administration may determine whether such make-up days or make-up hours of instruction will be conducted in person, through remote/virtual instruction, or by using a combination of both approaches.

Excused Absences for Inclement Weather

It is possible that inclement weather may affect specific portions of the District's territory more severely, or that other circumstances unique to a particular student or family may create a special safety hazard in connection with a weather event. If a student's school is not closed, but a parent, guardian, or adult student makes the determination that it would be unsafe for a student to attempt to attend school on a day that is subject to severe weather, then the parent, guardian, or adult student may contact the school. The school shall approve an excused absence for the student(s) for any reasonable request.

Before-School and After-School Activities and Programs

When any District school is closed for a full or partial day due to inclement weather:

1. For a delayed start, all before-school activities and programs at the affected schools shall be cancelled for the day. After-school and evening activities and programs will be held as scheduled unless specifically cancelled by a separate announcement.
2. For an early release, all after-school and evening activities and programs that were scheduled to take place at the affected school(s) shall normally be cancelled for the day, except that the administration shall clearly specify any exceptions in the announcement(s) of the early release (e.g., for an after-school child care program).
3. When District school buildings have been closed to students for the full day due to inclement weather, all before-school activities and programs shall be cancelled for the day. After-school and evening activities and programs shall also normally be cancelled for the day, except that any exceptions shall be approved by the District Administrator or his/her designee and expressly identified in a notice or announcement as early in the day as practicable. An exception to hold an after-school or evening event on such a day should only be made if weather conditions have substantially improved, the

administration determines that there is a strong justification for holding the event, and affected persons can reasonably be notified of the decision to hold the event.

The standards listed immediately above for inclement weather situations apply to all District-sponsored activities and programs involving students, all community education and community recreation activities or programs that are scheduled to take place at a District facility, and to all previously-approved third-party use of District facilities.

When a school building or other District facility is closed for a reason other than inclement weather, the holding of previously-scheduled activities and programs shall be addressed by the administration on a case-by-case basis. In addition, regardless of whether school was held for students on a particular day, the administration may decide to cancel any District-sponsored activity or program, or any event that is scheduled to take place at a District-controlled facility, in order to address a concern with health or safety or with the condition of specific property.

This policy does not address or apply to the cancellation of School Board meetings or meetings of Board committees.

Unity School District - Board of Education

Board Policy 723.6

Inclement Weather - Outside Activities

Last Revised 8/10/2021

The Board of Education recognizes that weather conditions change each day which affects student recesses, lunch periods, and other times where children may be scheduled for outside activities.

Therefore, the building principal in charge is responsible for determining if weather conditions are such that prevent students benefiting mentally, physically, or socially from participation in scheduled outside activities under the following guidelines.

Elementary

- A. Guidelines for Early Childhood through 5th grade that prevent outside activities shall be:
1. Actual temperature and/or wind chill of –10F degrees. Temperature and wind chill may be determined by one of two methods:
 - a. Temperature and wind chill as calculated by the District weather station if one is in operation for instructional or administrative purposes.
 - b. Wind chill as reported by the Weather Channel or the National Weather Service (NWS).
 2. Based upon the judgment of the building principal, students may be prevented from these outside activities when weather conditions are less severe than stated in A. 1. above.

Middle and High School

- B. Guidelines are reasonable judgment by the building principal in charge by considering the activity schedule and age of students.

Outside recesses and activities may also be limited by National Weather Service (NWS) Alerts, including Heat Advisories and various Watches