



# UNITY SCHOOL DISTRICT

INDIAN POLICY AND PROCEDURES FOR THE  
UNITY SCHOOL DISTRICT

@UNITYSCHOOL

"EXPECT GREAT THINGS"

#UNITYEAGLEPRIDE

It is the intent of the Unity School District that all American Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Unity School District will consult with local tribal education departments, in the planning and development of American Indian Policies and Procedures (hereafter referred to as IPP's), general education programs, and co-curricular activities. These policies and procedures will be reviewed and revisions will be made within 90 days of the determination that requirements are not being adequately met. Any notice of inadequacy must be made in writing and verified by the District Administrator.

## ATTESTATIONS

The Unity School District attests that it has established IPP's as required in section 7003 of the Impact Aid law for any children claimed who reside on eligible American Indian lands. The IPP's have been adequately disseminated to the tribe(s) and parents of children residing on eligible American Indian lands. A copy of the current policies and procedures is attached to the FY 2020 Impact Aid application.

The Unity School District attests that it has provided a copy of written responses to comments, concerns, and recommendations received from tribal leaders and parents of American Indian children through the American Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of American Indian children prior to the submission of the FY 2020 Impact Aid application.

## INDIAN POLICIES AND PROCEDURES

The following American Indian policies and procedures become effective upon school board approval (see last page for approval date).

**POLICY 1:** The LEA will disseminate relevant applications, evaluations, program plans, and information related to the LEA's education program and activities with sufficient advance notice to allow tribal officials and parents of American Indian children the opportunity to review and make recommendations.

[34CFR222.94(a)(1)]

- i. Parents of American Indian students will be given notice of all information related to equitable participation, the content of the education program, and the Impact Aid Application through Board of Education approved methods of communication which includes letters sent home with students, email, postings in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us). Information will also be given to parents regarding the locations where this pertinent information can be found which will be, the Tribal education departments, the Unity School District Office, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us) and also through publication in our bi-monthly newsletter.
- ii. Parents of American Indians students and tribal officials will be given notice at least five to seven days in advance of any Board meeting where educational program changes will be discussed.

**PROCEDURE 1:** The District Administrator/designee will, as soon as reasonably possible after such information becomes available, but no later than five days in advance of any Board meeting, email to the tribal education department chairperson a copy of the following documents:

- i. FY 2020 Impact Aid application
- ii. Evaluation of all educational programs assisted with Impact Aid funds
- iii. Plans for education programs the District intends to initiate, change, or eliminate

In addition, information regarding these materials may be included in the District's Bi-Monthly Newsletter, which is made available to all parents and the tribal education department.

Parents of American Indian children, tribal officials, and the public will be given notice of any, and all meetings related to equal participation, or the content of the educational program by including information about meeting times and location. Five days prior to said meeting, the parents of American Indian students and tribal officials will be notified by Board of Education approved methods of communication which includes letters sent home with students, email, posting notices in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

**POLICY 2:** The Unity School District will provide an opportunity for the tribe and parents of American Indian children to provide their views on the District's educational program and co-curricular activities, including recommendations on the needs of their children and how the District may help those children realize the benefits of the educational program and activities. [34CFR222.94(a)(2)]

- i. Notify tribes and the parents of American Indian children of the opportunity to submit comments, recommendations, and other input concerning the educational programs including but not limited to core academics, electives, and co-curricular activities including, but not limited to sports, music, field trips, and clubs, by website, email, by attending any monthly, quarterly, or annual meeting, by contacting a tribal education chairperson or appearing in person by visiting the Unity School District Office.
- ii. At any time, parents of tribal students are welcome to submit comments, recommendations, and other input concerning the educational programs and co-curricular activities of the Unity School District to the Unity School District, District Administrator.
- iii. The Unity School District will communicate with tribal parents and the Board of Education using their preferred methods of communication which includes letters sent home with students, email, and posting notices in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).
- iv. If participation in surveys or questionnaires results in a low rate of participation or established meetings yield in a low rate (less than 25%) of participation by the parents of American Indian students and tribal officials, the Unity School District will re-evaluate its plan. The Unity School District may re-locate or change times of meetings to encourage participation.

**PROCEDURE 2:** In order to allow American Indian parents and tribal officials to make commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs, (2) the overall operation of the District's education program, and (3) the degree of parental participation allowed in the same, the District Administrator or designee will annually provide parents of American Indian children and tribal officials with a questionnaire formally requesting their input and recommendations. Once the questionnaire data is gathered, the District Administrator or designee may hold a forum where such commentary may be reviewed by American Indian parents, tribal education department leaders, and tribal officials. Only items related to the survey will be addressed and a summary of recommendations will be prepared. One week prior to the meeting, the parents of American Indian students

and tribal officials will be notified using Board of Education approved methods of communication which includes letters sent home with students, email, posting notices in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

The Unity School District will regularly consult and involve the tribal education department chairperson in the planning and development of education programs and activities. American Indian representation will be solicited for major task forces, committees, etc. so that American Indian people will have a forum for input of their views in the formulation of the total school district program, including curriculum and activities.

By approving this policy, the Unity School District Board of Education agrees to accept two appointments (tribal education chairperson and District Native American Coordinator) to serve the District Administrator in an advisory capacity on matters related to academic and co-curricular programs. These two advisers will serve as advocates for American Indian students, parents, and the tribes as a whole. When information is disseminated as agenda notices, these individuals will be responsible for communicating the items and their implications to their tribe. They will also be responsible for bringing the Council's, education department's, and parent's perspective to the meeting to guarantee input from the American Indian community regarding academic and co-curricular programming.

To ensure thorough transparency and promote mutual respect among all involved, the Unity Board of Education requires a meeting annually (not to be confused with the District's annual financial meeting) with both representatives at the school district to review the recommendations gathered from the questionnaire data, share administrative recommendations from the collaborative work of administration and the education department, and take any questions brought forth by parents of American Indian children, education department staff, and tribal officials. One week prior to the meeting, the parents of American Indian students and tribal officials will be notified using Board of Education approved methods of communication which includes letters sent home with students, email, posting notices in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

**POLICY 3:** The Unity School District will encourage American Indian students to participate in all curricular subjects including, but not limited to core academics, electives, and co-curricular activities including but not limited to sports, music, field trips and clubs and will assess the extent to which American Indian children participate on an equitable basis with non-Indian children in the District's education programs and activities. [34CFR222.94(a)(3)]

- i. After each academic semester and co-curricular season, the District Administrator or designee(s) will assess the extent to which equal participation of American Indian students is occurring in each program.
- ii. All educational programs including, but not limited to core academics, electives, and all co-curricular programs including, but not limited to sports, music, field trips and clubs will be assessed to ensure American Indians students participate on an equitable basis with non-Indian students.
- iii. At the required Title 6 meeting and the meeting referenced in procedure #2, the Unity School District will share its assessment findings with the parents of American Indian students, tribal education departments, and tribal officials through the Board of Education approved methods of

communication which includes letters sent home with students, email, posting in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

- iv. At any time, through direct communication such as phone call, email, letter, or visiting the Unity School District Office, or at any monthly school board meeting, request results of findings of any assessments concerning American Indian student participation in all academic subjects including, but not limited to core academics, electives, and co-curricular activities including, but not limited to sports, music, field trips and clubs on an equal basis. Note that this data will be aggregate and not reveal individual students. Data can be provided as long as it does not lead to individual identification of students.
- v. The parents of American Indian students, tribal officials, and any other interested parties will be given an adequate time of one week to review and provide meaningful input on any recommendations and questions concerning the school district's academic subjects including, but not limited to core academics, electives, and co-curricular activities including, but not limited to sports, music, field trips and clubs.
- vi. The District will provide adequate time of one week for parents of American Indian students and tribal officials review the assessments and provide meaningful input on any recommendations concerning academic subjects and co-curricular activities.
- vii. Recommendations or suggestions concerning the District's academic subjects including but not limited to core academics, electives, and co-curricular activities including, but not limited to sports, music, field trips and clubs will be submitted to the District Administrator and Board of Education for review, consideration and possible adoption.

**PROCEDURE 3:** The Unity School District will take the following measures to assess the extent to which American Indian children participate on an equitable basis with non-American Indian children in the District's academic programs and activities.

- i. The Unity School District will monitor American Indian student participation in all academic subjects including, but not limited to core academics, electives, and co-curricular activities including, but not limited to sports, music, field trips, and clubs.
- ii. District officials will review school data to assess the extent of American Indian children's participation in the District's educational programs including, but not limited to core academics, electives, and co-curricular activities including, but not limited to sports, music, field trips, and clubs on an equal basis.
- iii. The Unity School District will share its assessment of district funding, American Indian student participation, related academic achievements and other related data and it will be shared with the parents of American Indian children and tribal officials by Board of Education approved methods of communication which include letters sent home with students, email, posting in tribal buildings, and on the school webpage [www.unity.k12.wi.us](http://www.unity.k12.wi.us) one week prior to any meeting in addition to publication in our bi-monthly newsletter.

- iv. Parents of American Indian children, tribal officials, and other interested parties may express their views on participation at any time through direct communication (such as phone call, email, letter or visiting the Unity School District Office) with the school district or at monthly or annual school board meetings. Tribal officials and parents of American Indian students will be given a one week notice prior to the meetings in order to review and assess all evaluations.
- v. Procedures for modifying District policy are established by the Board of Education. and will be continually articulated. Procedures will allow for tribal and parental assessment of American Indian child's participation in Unity education programs and activities. Recommendations will be considered by the Board of Education for possible adoption.
- vi. Copies of all meeting reports will be provided to the tribal education department by Board of Education approved methods of communication which include letters sent home with students, email, posting in tribal buildings, and on the school webpage [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

**POLICY 4:** The Unity School District will modify the IPP's if necessary, based upon the results of any assessment or meaningful input described in this document. [34CRF222.94 (a)(4)]

- i. At any time, parents of American Indian students or tribal officials can express their questions and concerns and make recommendations for changes to the IPP's by attending monthly or annual meetings, phone call, email, visit to the Unity School District Office, or communication to the tribal education department chairpersons.
- ii. Each respective tribe-appointed Board of Education representative will prepare official recommendations for changes to the IPP's and bring those changes to the Unity Board of Education.
- iii. Changes to the IPP's will be implemented in the month immediately following an approval by the Unity Board of Education.
- iv. Within two weeks after the Unity Board of Education approving any changes to the IPP's, the parents of American Indian students and others will be made aware of any changes to the IPP's by Board of Education approved methods of communication which include letters sent home with students, email, posting in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

**PROCEDURE 4:** At any time, parents of American Indian students or tribal officials can express their concerns and make recommendations for changes to the IPP's by attending monthly or annual meetings, phone call, email, a visit to the Unity School District Office, letter or by contacting the District Administrator. When it appears that a concern does exist regarding the educational programming for American Indian students, the District Administrator along with the appropriate building administrators will meet with the Board of Education representatives to determine next steps. The representatives will have direct interaction the education departments of the tribe. The representatives will be charged with the following:

- i. Review the American Indian questionnaire for input and the Unity School District's response to the American Indian parent comments recommending changes in the District's policies and procedures

and recommend modification of the policies and procedures if necessary, to respond to American Indian input.

- ii. For those concerns found to have merit, develop a list of recommendations.
- iii. The Board of Education representative will bring all IPP recommendations (renewals and changes) to the District Administrator for review prior to the board meeting where said recommendations are potentially going to be approved. Changes will be reviewed and then their recommended adjustments will be shared with the Board Policy Committee and brought to the next appropriate board meeting for Board consideration, review, and potential adoption.
- iv. The tribal representatives will report to the Unity Board of Education on the impact of the action taken prior to the annual meeting. New or continuing educational concerns will be identified.
- v. The parents of American Indian students and tribal officials will be made aware of any possible changes to the IPP's by Board of Education approved methods of communication which includes letters sent home with students, email, posting in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us) in addition to publication in our bi-monthly newsletter.
- vi. Finally, the Unity Board of Education can approve the changes to the IPP's in the month immediately following the month in which the annual meeting between the tribal representatives and the District Administrator is held.

**POLICY 5:** The Unity School District will respond at least annually in writing to comments and recommendations made by the tribes or parents of American Indian children, and disseminate the responses to the tribe and parents of American Indian children prior to submission of the IPP's by the LEA.  
[34CRF222.94(a)(5)]

- i. The District Administrator will respond annually in writing to comments and recommendations made by parents of American Indian students and tribal officials to the IPP's, using the Board of Education approved methods of communication which includes letters sent home with students, email, posting in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us) within two weeks of the meeting between the school and tribes.
- ii. The Unity Board of Education will disseminate the responses to the comments and recommendations of parents of American Indian students and tribal officials by the Board of Education approved methods of communication which includes letters sent home with students, email, posting in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us) within two weeks of the annual meeting between the school and representatives.

**PROCEDURE 5:** The Unity School District will at least annually, respond in writing to comments and recommendations made by the tribal officials, or parents of American Indian children, and disseminate the responses to all parties through Board of Education approved methods of communication which includes letters sent home with students, email, posting in tribal buildings, and on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us), within two weeks of the annual meeting between the school and representatives.

**POLICY 6:** The Unity School District will provide a copy of the IPP's annually to the affected tribe.  
[34CRF222.94(a)(6)]

- i. Annually, after submission of the Impact Aid application, the Unity School District will provide a copy of the current Indian Policies & Procedures to the tribal education department using mail, email, and the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us) and through publication in the bi-monthly district newsletter.

**PROCEDURE 6:** The Unity School District will annually, after submission of the Impact Aid application is completed, provide a copy of the current Indian Policies & Procedures to the tribal education department by mail or email and also post it on the school webpage at [www.unity.k12.wi.us](http://www.unity.k12.wi.us) as well as publication in the bi-monthly newsletter.