

UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Policy and Programming Committee Meeting

Wednesday, June 5, 2024, 3:30 PM

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

Notice is hereby given to the public and news media pursuant to Wisconsin Statutes that a Policy and Programming Committee Meeting of the Unity School District Board of Education, Balsam Lake, will be held on Wednesday, June 5, 2024 at 3:30 PM. Agenda for said meeting is as follows:

Patricia C. Kastens, Clerk

1. **3:30 PM** Call to Order/Notice of Meeting/Roll Call
2. Review Board Policy 533 - Recruitment and Hiring of District Employees 2
3. Review Administrative Rule 533.1 - Activities Staffing 4
4. Review Administrative Rule 533.2 - Activity Staff Recruiting/Hiring 5
5. Review Board Policy 443.5 - Personal Communication Devices 6
6. Curriculum Material Adoption Proposals
- a. District Math Curriculum
- b. High School Health Curriculum
7. Adjourn

Unity School District - Board of Education
Board Policy 533
Recruitment and Hiring of District Employees
Last Revised 8/16/2022

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

The recruitment and hiring for all positions of employment in the District, except for the position of District Administrator, shall be conducted in accordance with provisions of this policy.

The District Administrator shall ensure that the District's core practices and procedures surrounding recruitment, selection, and hiring are well-defined and implemented consistently. Different core practices and procedures may be defined for different types of positions. The Board of Education directs the District Administrator to establish a procedure for the effective selection of personnel.

The District Administrator shall have the authority, at his/her discretion, to make binding offers of employment to fill vacancies in Board-approved positions, except for (1) positions which require the employee to hold an individual employment contract; and (2) any supervisory position. Where the School Board will make the final decision to approve, or not approve, the hiring of any employee, any preliminary offer of employment or any offer of a contract shall be contingent on obtaining Board approval, and the contingent offer shall be revocable in the event the Board does not approve the employment of the individual. Should the recommended candidate be rejected by the Board, it will be the duty of the District Administrator to bring forth another candidate.

If the District Administrator determines there is an urgent need or extenuating circumstances to fill a position or that another exceptional and good cause exists, standard practices may be modified for all potential candidates by, e.g., shortening the standard application period, forgoing the posting process, eliminating multiple interview levels, or considering interim appointments. However, under no circumstances shall an employee be hired without:

1. Participating in a personal interview;
2. Completing required physical examinations with satisfactory results, or expressly conditioning the offer of employment or offer of contract on such satisfactory completion;
3. For all positions, either of the following:
 - a. The District has completed licensure (where applicable), reference, and criminal background checks, and determined that the results of said checks are acceptable before the offer of employment is made; or
 - b. Any preliminary offer of employment is made expressly contingent upon completion of licensure (where applicable) confirmation, reference checks, and criminal background checks, the results of which the District, in its discretion, determines are acceptable; and

4. Where the Board will make the final decision to hire an employee, including the hiring of all employees who are required to hold an individual contract and the hiring for all positions that have supervisory duties, any offer of employment shall either:

- a. be made following Board approval of the hiring decision and the terms of any employment contract; or
- b. be made in a manner that is contingent upon a subsequent Board decision to approve the hiring decision and the terms of any employment contract.

The District Administrator has the authority to fill or recommend filling a position with an internal candidate without seeking external candidates.

Additional Provisions Applicable to Most Contracted Positions

Professional staff who are required to be licensed or certified by law must provide the District with a copy of the current license or certificate. Such employees are expected to remain licensed in good standing, including knowing the expiration date of their license/certification and meeting the requirements for maintenance/renewal in a timely manner. A contract with any person not legally authorized to hold the licensed position identified in his/her contract shall be (1) deemed materially breached by the individual holding the contract; and/or (2) void by operation of law. All teaching contracts shall terminate if, and when, the authority to teach terminates.

To the extent required by state law, teachers and administrators may be employed in or dismissed from their contracted positions only by a majority vote of the full membership of the Board. To the extent prohibited by state law, the District shall not enter into a contract of employment with any teacher or administrator for any period of time that the individual is then under a contract of employment with another board.

Exceptions: The District Administrator is authorized by the Board of Education to hire and make continued employment decisions for specific positions.

The positions that the District Administrator is authorized exclusively to hire are:

- 1. Employees that are classified as temporary, seasonal, project specific, casual, occasional, student, and long-term.
- 2. Substitute employees in all capacities.
- 3. Specific advisory positions are also exempt and include; auditors, consultants, attorneys, architects, guest speakers, or engineers for opinions or recommendations and other similar professionals.
- 4. Workers employed by outside agencies such as CESA, concentrated employment programs, U.S. conservation corps, AmeriCorps or other contractors for regular maintenance or emergencies are considered exceptions in the hiring policy.
- 5. Professional advisory positions are filled at the discretion of the District Administrator. Such positions may include: mentors, committee chairpersons, library board positions, high school advisory, PBIS, RtI, and technology coaches.
- 6. LEAP Child Care Program employees in all categories.
- 7. District support staff employees considered at-will, compensated hourly, and provided a letter of appointment.

Unity School District - Board of Education

Administrative Rule 533.1

Activities Staffing

Last Revised 8/16/2022

The Unity School District recognizes that the ratio of students to advisors/coaches is an integral factor to consider in attempting to provide a sound learning environment for students. It is also important that a safe and well-supervised environment exists for all activities.

Each head coach, advisor, and athletic director may make recommendations to the building principal for the addition/deletion of staff for their activity programs. The administrative review will detail considerations involved in participation, facilities, equipment, scheduling and cost factors.

Guidelines for staffing activities include but are not limited to:

1. Number of participants
2. Nature of the activity/sport
3. Safety of participants
4. Age of participants
5. Facilities involved
6. Instructional objectives
7. Travel requirements/arrangements
8. Season of the school year
9. Number of teams/groups involved

Proposals for any additional Staffing for activities will be presented to the District Administrator, who shall have the authority to make the final determination.

Unity School District - Board of Education

Administrative Rule 533.2

Activity Staff Recruiting/Hiring

Last Revised 8/16/2022

RECRUITING

The Board of Education has a commitment to securing the best personnel possible. Professionally trained individuals who meet the state certification requirements and who satisfy the district's standards will be first considered in filling activity staff positions.

The District may receive emergency relief for unusual circumstances to employ other than certified teachers for coaching or supervision.

The school district will follow Article XVII ("Coaches Qualifications") as stated in the WIAA Constitution Bylaws for WIAA-sponsored sports.

SELECTION

Candidates will be selected on the basis of character, professional qualifications and background. The selection process shall be defined by Board Policy 535, and the discretion of the District Administrator. Candidates will be selected and interviewed where applicable by the principal, athletic director, head coach or designee. A recommendation will be made to the district administrator.

The District Administrator shall be responsible for the final recommendation of a candidate to the Board of Education.

RESPONSIBILITIES

Activity staff members are under the direction and supervision of the athletic director and the building principal in which the activity takes place.

Faculty and non-faculty coaches or advisors must meet state and district certification requirements.

Unity School District - Board of Education

Board Policy 443.5

Personal Communication Devices

Last Revised 7/10/2018

This Policy is subject to change as technology changes. Such change shall be initiated by the Superintendent and communicated to the building principals. This Policy serves to clarify the usage of personal communication devices (PCDs), as a basis for reference in the Student Handbooks.

Students may use personal communication devices (PCDs) before and after school at the elementary and middle school level at the discretion of the building principal and/or classroom teacher.

High school students may use personal communication devices (PCDs) before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. The high school principal may further define limitations and expectations in the High School Student Handbook.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. Such devices do not include the school provided tablets or computers middle and high school levels.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other board-provided vehicles or on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or the sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held at the discretion of the principal or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. Appropriate school discipline may be assigned, in accordance with the Student Handbook. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and

circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is strictly prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with policy and statute. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Ref: Section 118.258 WI Stat.
Student Disciplinary Procedures