

GERMANTOWN SCHOOL DISTRICT

Notice of Policy Committee Meeting

February 21, 2023

4:30 PM

Germantown District Office

N104 W13840 Donges Bay Road

Germantown, WI 53022

AGENDA

- I. Meeting Called to Order**
- II. Roll Call**
- III. Agenda Revisions and Approval**
- IV. Approve Minutes**
 - A. Approval of the September 20, 2022 Meeting Minutes
- V. New Business**
 - A. Discussion and action regarding updates and modifications to District policies 0100 - 9800.
- VI. Adjourn**

Note: *School Board members who are not members of the Policy Committee may be present at this Policy Committee meeting.*

**GERMANTOWN SCHOOL DISTRICT
MINUTES OF THE BOARD OF EDUCATION
POLICY COMMITTEE MEETING**

September 20, 2022

1. The meeting of the Policy Committee was called to order in the District Office Board Room by Committee Chair Barney at 4:36 p.m.
2. Policy Committee Members present: Tom Barney, Bob Soderberg, Russ Ewert.
3. Motion by Soderberg, second by Ewert to approve the agenda. Motion carried.
4. Motion by Ewert, second by Ewert to approve the April 20, 2022 committee meeting minutes. Motion carried.
5. Superintendent Chris Reuter led discussions with the Committee reviewing 22 policies, between policies 0161-8740 with updates and modifications.
6. Ewert led discussions on Policy 5900, Transgender Policy.
7. Soderberg led discussions on Policy 7217, Weapons Policy.
8. Motion by Ewert, second by Soderberg to approve the edits as presented to the policies that were presented and/or discussed along with any revisions that were discussed which would include 5900 and 7217 and send it to the full Board with a positive recommendation. Motion carried.
9. Motion by Soderberg, second by Ewert to adjourn. Motion carried.
10. Committee Chair Barney declared the meeting adjourned at 5:43k p.m.

Melissa Timmerman
Recording Secretary

GERMANTOWN SCHOOL DISTRICT

TO: Policy Committee

TOPIC: Review of District Policies

FROM: Chris Reuter

MEETING DATE: February 21, 2023

DATE: February 14, 2023

AGENDA ITEM: V. A.

BACKGROUND:

Germantown School District Policies 2414, 2522, and 8510 are recommended for review and revisions.

ATTACHMENTS:

Germantown School District Policies:
2414 - Human Growth and Development
2522 - Library Media Centers
8510 - Wellness.

RECOMMENDATION: Motion to move forward with a positive recommendation to the full Board to approve the updates and modifications to District policies 0100 - 9800 reviewed and revised.

2414 - HUMAN GROWTH AND DEVELOPMENT

The Board directs that students shall not receive instruction in human growth and development. The board directs students shall receive age-appropriate personal health instruction that does not violate or enact Wisconsin State statute 118.019. Curriculum in personal health shall be reviewed by the Teaching & Learning Committee to ensure compliance. The district shall provide parents annually with an outline of the personal health program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection. The district shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. Unless exempted and under 118.01(2)(d)8, Wis. Stats.

The Board directs students in grades 9-12 to receive instruction in the knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body. No pupil may be required to take instruction in these subjects if his or her parent files with the teacher a written objection thereto. If a pupil does not take instruction in these subjects as a result of parental objection, the pupil may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, but if the subjects receive credit toward graduation, the school board may require the pupil to complete an alternative assignment that is similar to the subjects in the length of time necessary to complete. Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases. Students in grades 9-12 will receive instruction as required by s118.01 (2) (d) 2. c. Wis. Stats.

Classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in K4 through grade 5 or in a manner that is not age appropriate or developmentally appropriate for students in accordance with state standards.

Revised 4/25/22



Book	Policy Manual
Section	2000 Program
Title	LIBRARY MEDIA CENTERS
Code	po2522
Status	Active
Adopted	February 8, 2021
Last Revised	September 26, 2022

2522 - **LIBRARY MEDIA CENTERS**

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator in collaboration with the District's library media specialist shall establish procedures related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

The Board, in its commitment to transparency, believes it is a fundamental right that parents have access to the materials made available to their students through the school libraries. With respect to this fundamental right, each school library shall provide a searchable catalog of all material available to students. This catalog shall be made available on the District website. This catalog shall be updated by the School Library Media Specialist or their designee when materials are added or removed. This catalog shall highlight any new materials when added for a period of thirty (30) days.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

All requests under this policy for reconsideration of library materials shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.
- B. The request is to be addressed to the District Administrator, in writing and shall include the following information:
 1. author;
 2. title;
 3. publisher;
 4. the individual's familiarity with the material;
 5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not age-appropriate, developmentally appropriate, age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
- C. The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.

The decision of the Board shall be final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for four (4) years before new requests for reconsideration of those items will be entertained.

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students

will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to Library Media Center Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's library media centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request, library media center records relating to the use of the center's documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library media center shall disclose to the officer records produced by a surveillance device under the control of the center that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges and the Student Handbook.

Legal

43.30, 43.72, 121.02(1)(h) Wis. Stats.

PI 6, 8

8510 – WELLNESS

Nutrition influences a child's development, health status, well-being and potential for learning. Students who practice good nutrition attend school with both mind and body ready to take advantage of their learning environment. The Germantown School District encourages all members of the school community to help create an environment that supports health, lifelong habits. We will also develop school programs that reflect and encourage positive nutritional choices that align with current USDA school meal pattern requirements and the USDA Smart Snacks in School nutrition standards.

A. **Mission Nutrition Advisory Committee:**

Efforts to promote the above statement will be the shared responsibility of the District Administrator or their representative, all individual school administrators, staff, the Director of Food and nutrition Services, Food and Nutrition Service Staff, parents and students. The District Mission Nutrition Advisory Committee will consist of no less than the Director of Teaching and Learning, Director of Food and Nutrition, Physical Education Program Leader, and Student, Parent, Staff and Administrative Representation from each level – elementary, middle, and high school.

B. **Nutrition Standards and Food and Beverage Marketing**

The district will adhere to all of the following meal and snack regulations:

1. All meals served to students during the school day must meet the current breakfast and lunch requirements established under the Healthy Hunger-free Kids Act of 2010.
2. All food and beverage sold outside of the school meal program shall meet the USDA Smart Snack Standards.
3. All district staff will encourage foods offered on the school campus to meet the USDA Smart Snacks in Schools standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. Non-food celebrations will be promoted.
4. Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snack) rule.

C. **Nutrition Promotion**

The food service department will complete the Wisconsin Team Nutrition Meal Appeal Self-Assessment to determine ways to improve the school meals environment. The food service department will pick at least one strategy to improve on at each school once the assessment is complete.

D. **Nutrition Education:**

To equip all K-12 students with the knowledge and skills necessary to make nutritious food and activity choices for a lifetime:

1. Nutrition education will continue to be implemented from preschool through secondary school as part of a sequential, comprehensive school health education curriculum designed

to help students adopt healthy eating behaviors.

2. Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, social studies, science, and reading. Staff will be adequately prepared to effectively deliver accurate, up-to-date nutrition information consistent with the Dietary Guidelines for Americans. Families will be provided information encouraging them to teach their children about health and nutrition.

E. Physical Education:

The Germantown School District will provide organized health and physical education curricula and related programs by certified staff in accordance with state law and aligned with the Department of Public Instruction (DPI) guidelines.

1. All elementary students shall have a minimum of scheduled physical education three (3) times a week or ninety (90) minutes per week. Grades 6-8 will have physical education every other day with a minimum of forty (40) minutes per class. Grades 9-12 a minimum of three (3) semesters or one and one-half (1.5) credits over three to four (3-4) years.
2. In addition to required physical education curriculum, monthly lessons on health and wellness will continue to be presented in each classroom where appropriate.
3. Waivers, exemptions, or substitutions for physical education classes for high school students may be granted by the Board.

F. Physical Activity

To encourage physical activity throughout and after the school day for students and their families:

1. Resources shall be made available for K-12 students and teacher to encourage physical activities throughout the school day and short (3-5 minutes) physical activity breaks during and between classroom-time.
2. All students should be strongly encouraged to participate in physical activity during the school day.
3. The District will continue to provide additional opportunities for physical development and fitness through co-curricular and intramural sports and will work cooperatively with other agencies such as the Germantown Parks and Recreation Department to provide additional programming.
4. All elementary students will be offered 45 minutes of recess on most days during the year. Outdoor recess will be offered when weather is feasible for outdoor play. Building principals will create a plan for multiple, consecutive days of indoor recess due to inclement weather, promoting physical activity for students to the extent practicable.
5. The district will support active transportation to and from school, including but not limited to, walking and biking with district-provided bike racks.

~~G. Services for Nutrition-Related Health Issues:~~

- ~~1. To promote good nutrition and wellness as a shared responsibility of all school district administrators, professional staff, the Food and Nutrition Director, and the food service staff.~~

- ~~2. To continue to provide recreational facilities that are safe, clean, and accessible to all students.~~

H. Implementation and Evaluation of the Mission Nutrition Policy:

~~To ensure that the Mission Nutrition Advisory Committee will meet per year to re-evaluate the progress of the policy, serving as a resource to the school sites, and revising the policy as necessary:~~

The Teaching and Learning Director will ensure that the Mission Nutrition Advisory Committee meets at a minimum of once every three years to review, update and evaluate the wellness policy. The policy will serve as a resource for the school sites and be revised more often if necessary.

1. During the initial years, elementary principals will annually remind parents and staff of the treat and snack policy - Per Board Policy 5830, all fund-raising projects within a school building will be approved by the building principal or designee and will meet the USDA Smart Snacks in Schools nutrition standards; outside of the school building shall be approved by the Superintendent or designee. There may be special occasions when the school principal may allow a school group to deviate from these guidelines but shall not exceed more than one exemption per class or one per group when fundraising.
2. Principals will report annually to the district administrator the steps taken to improve wellness in their building.
3. The District will inform families and the public about the content of any updates to the policy through the website and Board of Education meetings.
4. The District will inform families and the public annually about the content of the local school wellness policy and any updates to the policy through the website and Board of Education meetings.
4. ~~The wellness policy will be assessed and updated on an "as needed" or at least every three years basis.~~
5. The district will complete the Triennial Assessment Report Card once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the USDA.

I. Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

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Legal

42 U.S.C. 1771

42 U.S.C. 1751, Sec. 204

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