

GERMANTOWN SCHOOL DISTRICT

Notice of Policy Committee Meeting

June 26, 2023

5:15 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 March 15, 2023 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**

March 15, 2023

1. The meeting of the Policy Committee was called to order in the District Office Board Room by Committee Chair Barney at 4:30 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 Soderberg to approve the February 21, 2023 meeting minutes. Motion carried.
5. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 0100 - Definitions, which has new definitions added for the terms legal notice and official newspaper.
6. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 0155 - Committees, which includes the addition of the Teaching and Learning Committee to the standing committees.
7. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 0163 - Presiding Officer which includes the addition of Treasurer as the next Board Member in line to preside over the Board Meeting in case of absences.
8. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 0166.1 - Consent Agenda which includes the modification of what can be included on the Consent Agenda. Committee discussion on recognizing retirements, new staff members, and donations and on how Consent Agenda items are presented to the Board for review.
9. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 0175 - Association Memberships which adds an additional membership option for the Board.
10. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 2210 - Curriculum Development which when revised will more closely align with DPI regulations pertaining to curriculum development and content, as well as to reference the review process. The policy would also incorporate references to innovative instructional design concepts and a cross reference to the innovative instructional programming policy.
11. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 2220 - Adoption of Courses Study which when revised will be in coordination with Policy 2210 to better reflect DPI regulations PI 8.01(2)(k)2 and PI 8.01(2)(k)3.
12. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 2221 - Special Observance Days which when revised will be aligned with current State law that specifies September 11th as a special observance day as well as certain provisions for Arbor Day.
13. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 2430 - District Sponsored Clubs and Activities which when revised will include language

permitting use of the District logo and other intellectual property when in compliance with the policy in order to be consistent with the current guidelines.

14. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 3215 - Use of Tobacco and Nicotine by Professional Staff which when revised will specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.
15. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 4215 - Use of Tobacco and Nicotine by Support Staff which when revised will specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.
16. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5200 - Attendance which when revised will incorporate definitions of key terms for both purposes of this policy. These definitions are required in order to enforce truancy requirements and potentially to enforce open enrollment termination provisions in the context of habitual truancy.
17. Superintendent Dr. Chris Reuter led discussions on the addition of new Policy 5250 - Program or Curriculum Modifications which would provide the process specified by State statute for program or curriculum modifications for students in circumstances that require more than a routine schedule change.
18. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5330 - Administration of Medication-Emergency Care which when revised will clarify options and include revised language regarding the storage of medications. Committee discussion to add wording to this policy in a future meeting about the administration of Narcan.
19. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5340 - Student Accidents-Illness-Concussion which when revised will reflect the best practices regarding the health, safety, and welfare of students when a teacher or coach determines a student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. Committee discussion to add wording to this policy in a future meeting in the first paragraph under cardiac arrest to take appropriate action or call 911.
20. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5410 - Promotion, Placement, and Retention which when revised will include new definitions to match the current administrative guidelines.
21. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5512 - Use of Tobacco and Nicotine by Students which when revised will specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

22. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5517 - Student Anti-Harassment which when revised will be consistent with current laws and regulations regarding Student Anti-Harassment. Committee discussion to change Page 1 under Other Violations of the Anti-Harassment Policy from "Board will take prompt steps" to "Board will direct District Administrator to take prompt steps" and to add a section after "Prohibited Harassment" entitled "Non School Day Environment" to explain school district involvement in situations that occur outside of the school day. This Policy will be brought to the School Board in a separate agenda item under the Policy Committee Update section.
23. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5722 - School-Sponsored Publications and Productions which when revised will reflect the diverse types of students publications and productions currently available in the digital age. Committee discussion to add a sentence at the end of the first paragraph on Page 2 to read "All school sponsored student media must be approved by the District Administrator or Designee prior to publication" and remove from the last paragraph on page 2 the words "and not subject to prior review." This policy will not be considered for updates at this time but will be brought forth for consideration at the next Policy Committee Meeting.
24. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 5771 - Search and Seizure which when revised will provide an additional option for the frequency of inspections and an updated statutory reference.
25. Superintendent Dr. Chris Reuter led discussions on the modification to Policy 6235 - Fund Balance to change that the Fund 10 balance shall not fall below 17% which would allow for less short term borrowing as we build capital and fund balance. Committee discussion to change "whereby the Fund 10 fund balance shall not fall below 17%" to "whereby the Fund 10 fund balance goal shall not fall below 17%." Further discussion looking for clarification on what banking protections we have to keep our fund money safe.
26. Superintendent Dr. Chris Reuter led discussions on the modification to Policy 6470 - Payment of Invoices to change the time to pay an invoice from 30 days to 60 days. Committee discussion on current contractual obligations and to change "Exceptions may occur with Finance Committee approval only" to "Exceptions may occur with Finance Committee or Board approval only."
27. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 7434 - Use of Tobacco and Nicotine on School Premises which when revised will specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.
28. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 7440 - Facility Security which when revised will have language added to reflect a recent Wisconsin Court of Appeals decision which permits searches of non-student visitors or vehicles on school property under certain circumstances (see State V. Vang, 398 Wis.2d 311 (Ct. App. 2021)). Committee discussion on posting signs at events.

29. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 7544 - Use of Social Media which when revised will add an intermediate option to the designation of permitted activity and forum determination of District approved social media platforms. Committee discussion on use of social media by activity and athletic groups.
30. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 8405 - Environmental Health and Safety Program which when revised will more closely align with statutory requirements for developing the indoor environmental quality plan and additional and updated citations are added.
31. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 8420.01 - Epidemics and Pandemics which will be revised to avoid language that might be interpreted to implicate open meetings laws, based on the Wisconsin Court ruling in 2017, and adds options for flexibility in plan development. Committee discussion on virtual learning.
32. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 8450 - Control of Casual-Contact Communicable Diseases which when revised will more accurately reflect the statutory requirements and authority granted to certain school staff and required action found in 252.21 Wis. Stats. Committee discussion on striking “teacher” from the first paragraph under “Initial Exposure - Suspected Communicable Disease.”
33. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 8600 - Transportation which when revised will incorporate regulatory language regarding placement of video and audio surveillance equipment in District-owned or contracted busing services.
34. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 8800 - Religious and Patriotic Ceremonies and Observances which when revised will reflect the U.S. Supreme Court decision in *Kennedy v. Bremerton School District* in which the Court clarified the equal importance of and the interaction between the Constitution’s two first amendment clauses pertaining to religious rights. The *Bremerton* decision reinforced employees’ rights to the free exercise of religion such that a first amendment analysis regarding district action (i.e. discipline or censorship) must consider whether the employee is exercising the staff members’ free exercise rights. Committee discussion on wording for faith based co-curricular clubs or activities. This policy will not be considered for updates at this time but will be brought forth for consideration at the next Policy Committee Meeting.
35. Superintendent Dr. Chris Reuter led discussions on the addition of new Policy 8802 - Patriotic Activities and Observances which when added will separate the observances language from the religious activity policy to more accurately distinguish the concepts. The policy also provides an option relative to moments to silence intended to avoid religious connotations to such remembrance or recognition observances. This policy will not be considered for updates at this time but will be brought forth for consideration at the next Policy Committee Meeting.
36. Motion by Ewert, second by Soderberg to move forward with a positive recommendation to the full Board to approve the updates and modifications to District Policies 0100-9800

as discussed excluding Policies 5517, 5722, 8800, and 8802. Board discussion on explaining at the Board Meeting why we are not including these policies in the recommendation for approval. Motion carried.

37. Motion by Soderberg, second by Ewert to adjourn. Motion carried.

38. Committee Chair Barney declared the meeting adjourned at 6:52 p.m.

Melissa Timmerman
Recording Secretary

GERMANTOWN SCHOOL DISTRICT

TO: Policy Committee

TOPIC: Review of District Policies

FROM: Chris Reuter

MEETING DATE: June 26, 2023

DATE: June 22, 2023

AGENDA ITEM: V. A.

BACKGROUND:

District Administration and Neola recommended edits to the listed policies for discussion and action by the policy committee.

Policy 5112 - Entrance Age (Revised) Administration is recommending changes to the policy to reflect the addition of Four-Year-Old Kindergarten and language to reflect the District's policy on delayed entrance to Five-Year-Old Kindergarten.

Policy 7250 - Naming School Sites, Buildings, Athletic Fields, or Structures (Revised) Administration is recommending changes to the policy to define naming rights criteria and reasoning as the district embarks on securing future donations for athletics fields or spaces on district property.

Policy 7510.01 - Community Use of School Facilities (Revised) to update language and clarify priority levels, fee structures, and procedures for facility use rental.

Policy 8800 – Religious Activities and Observances (Revised) The policy is revised to reflect the recent U.S. Supreme Court decision in *Kennedy v. Bremerton School District* in which the Court clarified the equal importance of and the interaction between the Constitution's two first amendment clauses pertaining to religious rights. The Bremerton decision reinforced employees' rights to the free exercise of religion such that a first amendment analysis regarding district action (i.e. discipline or censorship) must consider whether the employee is exercising the staff members' free exercise rights. As a practical matter, the analysis remains unchanged; however, the Court clarified that the school district officials were not entitled to err on the side of avoiding a violation of the establishment clause. The policy is also revised by removing the U.S. Flag observances and placing those provisions in a separate policy,

Policy 8802. Revisions are recommended and if not adopted so that applicable policies articulate current law, a District can be exposed to a Constitutional challenge to the policy as facially invalid. Likewise, application of the concepts does require officials to apply the law as described in the policy revisions. Policy 8802 - Patriotic Observances (New) The policy is added to separate the observances language from the religious activity policy to more accurately distinguish the concepts. The policy also provides an option relative to moments of silence intended to avoid religious connotations to such remembrance or recognition observances.

ATTACHMENTS:**Germantown School District Policies:**

- Policy 5112 - Entrance Age
- Policy 7250 - Naming School Sites, Buildings, Athletic Fields, or Structures
- Policy 7510.01 - Community Use of School Facilities
- Policy 8800 – Religious Activities and Observances
- Policy 8802 - Patriotic Activities and Observances

RECOMMENDATION:

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

Book	Policy Manual
Section	5000 Students
Title	ENTRANCE AGE
Code	po5112
Status	Active
Adopted	August 22, 2011
Last Revised	August 23, 2021

5112 - **ENTRANCE AGE**

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. **Kindergarten**

1. Effective with the 2022-23 school year, a child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. **First Grade**

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his/her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.

3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Office of Pupil Services shall perform any required testing to establish the student's academic capabilities and shall prepare a written recommendation that provides an explanation to the Building Principal as to approve or deny the waiver.

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the principal.

The decision of the District Administrator is final.

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

Any student and/or his/her parent(s) who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

F. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to five (5) year old kindergarten, and first grade.

The District does not allow early entrance to four (4) year old kindergarten.

G. Delayed Entrance to Five-Year-Old Kindergarten

Research does not support delaying entrance to kindergarten has a positive impact on student achievement; therefore, the District does not recommend delaying the start of five-year-old kindergarten. Parents/guardians wishing to delay entrance shall request a conference with the Principal, Director of Pupil Services, and School Psychologist prior to June 1, for the following school year.

H. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think his/her enrollment will interfere with the education of the other students.

Revised 9/22/14

Revised 1/27/20

Revised 10/12/20

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Legal

Wis. Stats 118.14, 118.15, 120.12(25)

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Book	Policy Manual
Section	7000 Property
Title	NAMING SCHOOL SITES, BUILDINGS, ATHLETIC FIELDS, OR STRUCTURES
Code	po7250
Status	Active
Adopted	May 29, 2012

7250 - **NAMING SCHOOL SITES, BUILDINGS, ATHLETIC FIELDS, OR STRUCTURES**

The Board of Education assumes the responsibility for naming or renaming new or renovated sites, buildings, athletic fields, and structures in the District. A District facility, field, or complex may be named when it has a specific purpose or an interest of the District is served.

~~If something is to receive a name other than a place name (e.g., Maple Avenue Elementary), it may be named for a person who has attained prominence locally or nationally, or in the fields of education, science, art, statesmanship, political science or the military. Additionally, the school site, building, athletic field, or structure may include a corporate or private sponsor name.~~

Criteria to be considered when naming District facilities shall be the following:

- A. If a facility, field, or complex is to be named after a person, that person shall:
 - 1. be of exemplary moral character;
 - 2. have made an outstanding contribution to education, human community, or have displayed outstanding leadership, or be a person of historical significance.
- B. A facility, field, or complex may also be named after major contributors to the District without whom new facilities would not have been possible or major donors who have an interest in naming part or all of a facility.
- C. Parts of a facility, field, or complex may be named after individuals or a group, business, or institution using the same criteria or recognition of individuals and may be marked by an appropriate plaque commemorating that individual's or institution's contribution.
- D. This policy does not prohibit the Board from considering other naming possibilities as they arise.

The Board may receive suggestions for names from the community, staff and/or students.

The Board shall make the final selection of the name for a school site, building, athletic field, or structure.

Book	Policy Manual
Section	7000 Property
Title	COMMUNITY USE OF SCHOOL FACILITIES
Code	po7510.01
Status	Active
Adopted	August 22, 2011
Last Revised	April 25, 2022

7510.01 - **COMMUNITY USE OF SCHOOL FACILITIES**

Community groups or individuals may be permitted and are encouraged to use school facilities when such use does not interfere with the regular school program. Use is granted to groups in priority order with the District having first priority (1), the second priority (2) to the Village of Germantown ~~Municipalities of Germantown School District~~ Parks and Recreation Department(s), and all other organizations or individuals per their designated priority group (3, 4, or 5). All requestors will be assigned a designated category by the District ~~as listed below~~. If an organization or individual has not been assigned a category, the Director of Business and Auxiliary Services will assign a category at the time of application.

Presentations, programs, plays, or theatrical productions may be prohibited if the proposed event contains depictions of or glorification of violence, drug use, sexual activity, or depicts or encourages other similar conduct inappropriate for a school facility. The District may require restricted attendance for any production that is rated for mature audiences only. This shall not be used to restrict any production or event on the basis of a particular viewpoint or message, rather, the Board believes that themes and depictions within any production should not detract from the educational and environmental interests of a school community. Determinations regarding content will be made in consultation among the District Administrator ~~Superintendent, District's~~ Activities Director, and/or PAC Coordinator when applications for facility use are submitted; any disputes regarding determinations on content will be forwarded to the Board for final consideration.

PRIORITY USER GROUP CLASSIFICATIONS

Users ~~categorized in Priorities 3 through 5~~ wanting to use the Germantown School District facilities ~~Monday through Friday and non-school days~~ may ~~and/or will~~ be assessed a facility use rental fee ~~charge~~, possible equipment usage fees ~~charges~~, and/or staff fees ~~charges~~. Priorities and fees associated with the use of the Germantown School District facilities are based upon a group's classification as determined by the Board. ~~and w~~ Waivers for fees may be sought by users in Priority Groups 3, 4, or 5.

PRIORITY 1: Germantown School District Curricular, Co-Curricular, and Extra-Curricular programs, Parent Teacher Associations (PTA) or Parent/Teacher Organizations (PTO), ~~and Boy Scouts, Cub Scouts, Girl Scouts, Brownies or Daisies.~~

PRIORITY 2: The Village of Germantown ~~Germantown School District's Municipalities~~ Park and Recreation Department programs, which are assessed usage fees based on an Intergovernmental Agreement.

PRIORITY 3: Germantown School affiliated groups and community groups. ~~The group must provide a certificate of insurance with minimum liability coverage of \$1,000,000.~~ Examples include, but not _limited to:

- A. Athletic/Co-curricular/Extra-curricular Booster Clubs
- B. Youth Athletic Clubs
- ~~C. GSD Municipalities Police and Fire~~
- ~~D. GSD non-profit organizations (must include Section 501.c.3 proof of status)~~
- ~~E. GSD community churches~~

PRIORITY 4: Non-Profit outside organizations (must include Section 501.c.3 proof of status). ~~The group must provide a certificate of insurance with minimum liability coverage of \$1,000,000.~~ Examples include, but are not limited to:

- A. Non-school related youth sports teams
- B. American Cancer Society
- C. United Way
- D. US Army, Navy, Air Force, Marine groups

PRIORITY 5: All other individuals and groups. ~~The group must provide a certificate of insurance with minimum liability coverage of \$1,000,000.~~

PROCEDURES FOR USE OF SCHOOL FACILITIES

Facilities available for use include the school property, buildings, and equipment, with the following exceptions:

- A. Food service and food preparation area shall not be available for community use, unless it is staffed by School District personnel. The users shall be charged at the rate established by the District for each food service staff member needed. Fees waivers for food service staff are not granted.
- B. Industrial arts or maintenance facilities, as well as school or District materials, shall not be made available for community use, including use by School District employees.
- C. The A-Wing of Germantown High School shall not be available for community use.
- D. No motorized equipment shall be available for use (i.e. lifts, lawn care equipment).
- E. All arrangements for use of School District facilities shall be coordinated by the Director of Business and Auxiliary Services, the District Administrator~~Superintendent~~, ~~GSD~~ Activities Director, and/or PAC Coordinator.
- F. Any responsible resident of the District who is at least twenty-one (21) years old or any responsible organization which has named a responsible adult who is at least twenty-one (21) years old to be in charge of

and present at the activity may be eligible to use school facilities.

- G. Fees shall be charged for the use of school facilities in accordance with State law and established procedures. Such fees shall be determined by the Board. All eligible organizations shall be charged a fee in accordance with the fee schedule approved by the Board.
- H. Any individual or group granted approval for use of school facilities under this policy and its implementing procedures shall be required to abide by all facility use requirements.

Procedures for Use of School Facilities

Facility Use Requests

- A. Facility use requests shall be made by the person or organization, no less than 2 weeks prior to the rental, using the online facility use program ~~in writing in a timely manner~~. No use may occur without ~~written confirmation of~~ approval. The Director of Business and Auxiliary ~~Services~~ Operations and/or ~~GSD~~ Activities Director shall determine the most effective methodology for the format of Facility Use Requests.
- B. All arrangements for the use of school facilities by ~~GSD Municipalities~~ Village of Germantown Parks and Recreation Department(s) shall be coordinated by the ~~Business Office~~ Facility Services Department in conjunction with school offices and the Village of ~~GSD Municipalities Parks~~ Germantown Parks and Recreation Department(s) in accordance with any intergovernmental agreement established with the District.
- C. Applicants must provide enough supervisors, chaperones, or crowd control personnel to ensure proper conduct of all patrons and participants. An adult must be present from the beginning time stated on the facility request ~~an "Application and Agreement for Use of Facilities" form~~ until all participants have left the premises. It is the group's responsibility to maintain control of the behavior of all participants and spectators involved in the activity and to ensure that they remain in the area authorized by an ~~approved~~ approved rental ~~"Application and Agreement for Use of Facilities" form~~.
- D. -Facility users must provide, prior to rental, a certificate of insurance with the District name as an additional insured with minimum liability coverage of \$1,000,000

Conditions for Use of Facilities

- A. Under no condition shall any individual, group or business be allowed access to school facilities unless they have provided a responsible adult who is in charge, present at all times of use, and permission for use of the facility has been granted as outlined above.
- B. Times of use of the school facilities shall be such that they do not interfere with the regular school program. All requests for use of facilities will be considered subject to the annual facility use schedules established by the Office of Business and Auxiliary Services, principals, the ~~GSD~~ Activities Director, and PAC Coordinator. School facilities shall not be available to any school or non-school groups on Sundays or holidays unless pre-approved by the Director of Business and Auxiliary ~~Services~~ Operations, ~~GSD~~ Activities Director, and/or PAC Coordinator. Groups or individuals using the school facilities are restricted to the activity hours listed on ~~their~~ their online facility request ~~"Application and Agreement for Use of Facilities" form~~. Allow ample time before and after your activity for set-up and clean-up. User fees will be based upon when the group members enter the building to when they depart. Groups may be assessed fees for post event clean-ups. All activities will end by the times approved on the ~~-online facility request~~ "Application and Agreement for Use of Facilities" form.

- C. School District facilities used during non-operational school hours ~~may~~^{will} be limited to one (1) building access point (i.e. set of doors). This building access point should be located as close to the building usage area as possible. The individuals using the facility shall provide a responsible adult to attend the building access point at all times and monitor access to the activity during the event.
- D. Supervision of use of school facilities shall be the prime responsibility of the applicant. Lack of proper supervision shall result in the immediate loss of facilities privilege. A custodian/contracted custodian, District employee, and/or Village of Germantown ~~Municipalities~~-Park and Rec employee must always be present when a facility is in use. The custodian/contracted custodian shall not serve as the supervisor of the activities. If a District employee is present, the District employee shall not serve as the supervisor of the activities unless so designated by prior arrangement. A school authority shall assist and acquaint the applicant in the proper use of the facilities, and shall exercise such necessary authority to protect and preserve school property from damage. A charge shall be made to the applicant for any damage done to any school property. The applicant may be required to reimburse the District for any cleaning required to maintain the original condition of the facility.
- E. Any organization and its supervisors utilizing GSD facilities shall be liable for any damage done to school property or loss of school property and, assume all responsibilities for any personal injury to a patron and participants in their activities and/or events. A certificate of insurance is required prior to granting use of facilities, as well as a security deposit.
- F. All groups are expected to leave the facilities in the same condition in which they were found. Any expenses incurred because of activities will be charged to the user.
- G. The use and possession of alcoholic beverages, tobacco, and/or controlled substances shall be prohibited in school buildings and on school premises.

Use of Playgrounds

- A. Children shall have responsible adult, at least 18 years old, supervisors present whenever they are in organized groups utilizing the school grounds or any other facility; for emphasis, NO organized group shall be allowed to use school playground facilities without supervision and/or rental agreement.
- B. While all students are expected to go home as soon as school is over, unless attending some school-sponsored activity, the informal use of the playgrounds after school hours, on holidays or weekends by the children of the community is not prohibited. It is understood that such informal use of the playgrounds is done at the risk of the user.
- C. The agreement for the use of school facilities for public recreation programs shall be reviewed periodically by the District Administrator, Office of Business and Auxiliary Services, and the GSD Municipalities Park and Recreation Departments, and shall be in conformance with Board policy and these procedures.

Events Involving Firearms

No person may be in possession of a firearm on school grounds in violation of Wisconsin or Federal law. A firearm may be in a school or on school grounds only if it is (a) unloaded, and (b) in a locked container or case in which no part of the firearm is visible. Events that involve firearms (e.g. a raffle where a firearm is a prize) must be conducted in accordance with this policy, applicable State and Federal law governing firearms in or on school grounds, and any other applicable state or federal laws.

Facility Use Fees

- A. Facility use fees shall be established by the Board of Education. "Donations in kind" cannot be substituted for fees.
- B. Fees which are collected for facility use shall be accounted as "revenue" in either Community Services Fund 80 or General Fund 10 and shall only be used for facilities operations and improvements.
- C. The manner in which fees are collected shall be determined by the Director of Business and Auxiliary Services.
 - 1. Fifty percent (50%) of the estimated fee is due at the time ~~the of the request confirmation~~ Application for Facility Use is approved.
 - 2. The deposit will be forfeited if rental is not canceled within two (2) weeks of the rental date.
 - 3. The remaining balance of the facility use rental is due within two (2) weeks of receiving the final notice.

Fee Structure/Designation/Waivers

Fee waivers/reductions may be granted based on the following table:

- A. Priority Group 1 - No fees for facility use
- B. Priority Group 2 ~~-- Village of Germantown Germantown School District's Municipalities~~ Park and Recreation Department programs, which are assessed usage fees, based on an Intergovernmental Agreement.
- ~~C.~~ Priority Group 3 through 5 - Fees assessed based on Use of Facility Fee Structure
- ~~D.~~ Priority Group 4 ~~Fees assessed based on Use of Facility Fee Structure~~
- ~~E.~~ Priority Group 5 ~~Fees assessed based on Use of Facility Fee Structure~~
- ~~F.~~ C.

Hardship fee waivers/reductions for Priority Groups 3, 4, and 5 are obtained by completing the online "Community use facility request fee waiver or fee reduction form" ~~Application for Waivers of Rental Fees with the Director of Business and Auxiliary Services and must be approved by the Board. Applications should be accompanied by the applicant organization's IRS Letter of Determination stating their 501(c)(3) status or a non 501(c)(3) status organization's statement of purpose.~~ The waiver of fees does not relieve the organization of insurance requirements or other requirements as stated in this policy. The completed application will be reviewed by the ~~Office of the~~ Director of Business and Auxiliary Services as well as the District Administrator ~~Superintendent~~ for waiver consideration and approval. If the waiver is granted, it will be reported out at the next available regular Board meeting. All waivers must be approved prior to the first date of rental.

The Office of Business and Auxiliary Services keeps the official copy of the fee schedule and it is also accessible at the District's website ~~on their webpage with a PDF form available for download.~~

The fee schedule is annually reviewed and approved by the Board.

SCHEDULING PRIORITIES

- A. The Germantown School District scheduling calendar will run from August 1 through July 31. Due to rescheduling and unforeseen circumstances, Priority 1 activities will always have scheduling priorities throughout the year and can bump previously scheduled activities in all other Priority categories. The dates below exclude rentals of the PAC.
- B. Users in Priority 2 groups will be ~~scheduled by June 30 of the preceding year~~ allowed to begin scheduling for the upcoming year on June 19.
- C. Users in Priority ~~ies~~ 3 will be allowed to begin scheduling for the upcoming year July on 24 ~~10~~.
- D. Users in Priority 4 will be allowed to begin scheduling for the upcoming year ~~after July~~ July on 31 ~~20~~.
- E. Users in Priority 5 will be allowed to begin scheduling for the upcoming year on August 7 ~~after July 31~~.

Revised 3/26/12

Revised 12/17/18

Revised 2/22/21

Revised 8/25/21

Revised 6/25/23

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Book	Policy Manual
Section	HOLD for Review
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	August 24, 2022

~~8800~~ **RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES**

8800 - **RELIGIOUS AND PATRIOTIC CEREMONIES** **ACTIVITIES** AND OBSERVANCES

~~Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the worship center, if any, of the individual's choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, private organizations, or the family.~~ The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

~~The Board acknowledges that it is prohibited from adopting any~~ Students are not prohibited by this policy or rule respecting or promoting an establishment of religion or prohibiting any student from any guideline promulgated pursuant to this policy, from engaging in the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly

voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.~~

Revised 7/23/18
Revised 10/12/20
Revised 1/26/21

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Legal 118.06(2), Wis. Stats.
 20 U.S.C. 4071 et seq.

Book	Policy Manual
Section	HOLD for Review
Title	New Policy - Vol. 32, No. 1, Jan. 2023 - PATRIOTIC ACTIVITIES AND OBSERVANCES
Code	po8802 *bn NEW POLICY- CHOICE
Status	From Neola

New Policy - Vol. 32, No. 1

8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

■] The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the District Administrator's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. **[END OF OPTION]**

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Legal	118.06, Wis. Stats.
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