

First Reading: 02/12/2019
Second Reading: 03/12/2019
CODE: IHBAC

CHILD FIND

Cape Elizabeth School Department seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

Cape Elizabeth School Department is responsible for Child Find for resident students attending private or public schools through public tuition payments or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school or through direct child find services by unit personnel or contracted personnel.

The school unit's Child Find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

The school unit shall provide Child Find during the first 30 days of the school year or during the first 30 days of enrollment for transfer children, in addition to other Child Find activities provided by the school unit.

This Child Find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language

skills, vision, hearing and cognitive skills. Cape Elizabeth School Department may schedule Child Find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related services at the start of the school year. If screening occurs in the spring prior to school entry, Cape Elizabeth School Department will refer the child to the regional CDS site within 10 school days.

If the Child Find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

Legal Reference: 34 C.F.R. § 300.111 (2006)
Me. Dept. of Educ. Rule Ch. 101, IV 2(A), (C) (2015)

First Reading: 02/12/2019
2nd Reading: 03/12/2019
Code: DN

School Property Disposition

The Superintendent is authorized to determine, through procedures he/she develops, whether personal property such as supplies, books, materials, and equipment is obsolete or no longer of use to the school unit and to declare it surplus personal property.

Procedures for disposal of surplus property shall be in accordance with the following:

- A. The Board is to be informed of any property valued over ~~\$500.00~~ \$2,000.00 which is declared surplus by the Superintendent prior to its disposal.
- B. Municipal officers shall be notified of the planned disposal of property valued over \$5,000.00.
- C. Surplus property which is offered for sale shall be disposed of by sealed bids or proposals, public auction, public sale, or by other such means as the Board may direct. Notice of any sale of surplus property shall be given in a manner reasonably calculated to notify potentially interested parties of such sale.
- D. Any surplus property which is offered for sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to non-profit agencies.
- E. Any property deemed to be worthless, or for any reason considered to be inappropriate for sale, may be disposed of in a manner the Superintendent deems appropriate.
- F. **Library Books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.**
- G. All revenues which result from the sale of surplus property shall be credited in one of the following ways: 1) as miscellaneous school income; or 2) when applicable, towards the cost of goods or services to be provided to the Board; or 3) when required by law, to a specific account.

Legal Reference: 20-A M.R.S.A. § 7

ADOPTED: December 13, 2005 *Replaces original DN*

Revised: August 28, 2012

First Reading: 02/12/2019
2nd Reading: 03/12/2019
Code: GCFB

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

The Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, age, pregnancy, or genetic information, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20-A MRSA, § 1001(13), the Superintendent shall prepare a procedure designed to ensure non discriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the Superintendency, the Board shall review the procedure, adapting as appropriate.

In accordance with 20-A MRSA, § 4502 (4-A), the school unit's Affirmative Action Plan shall include a description of the status of the unit's nondiscriminatory administrator hiring practice and plans for in-service training programs on gender equity for teachers, administrators and the Board.

Legal Reference: 5 MRSA § 4576 (Maine Human Rights Act)
20-A MRSA §§ 1001(13), 4502(4-A), 13011(6)

Cross Reference: AC - Non Discrimination/Equal Opportunity and Affirmative Action
GCFB-R - Recruiting and Hiring of Administrative Staff

First Reading: 02/12/2019
2nd Reading: 03/12/2019
CODE: JRA

STUDENT EDUCATION RECORDS AND INFORMATION

Cape Elizabeth School Department shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

A. Directory Information

Cape Elizabeth School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Cape Elizabeth School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Cape Elizabeth School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Information on the Internet

Under Maine law, Cape Elizabeth School Department shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

D. Transfer of Student Records

As required by Maine law, Cape Elizabeth School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

E. Designation of Law Enforcement Unit

School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

The Board hereby designates the Cape Elizabeth School Police Department for the purpose of disclosure of student education records under FERPA.

F. Health or Safety Emergency Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99

20 U.S.C. § 7908

20-A M.R.S.A. §§ 6001, 6001-B

Ch. 101, 125 (Me. Dept. of Ed. Rules)

Cross Reference: JRA-E – Annual Notice of Student Education Records and
Information Rights

JRA-R – Education Records and Information Administrative
Procedure

ILD – Student Surveys

KHB - ADVERTISING IN THE SCHOOLS

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The School Board believes that, in general, product advertising and/or endorsement should be discouraged in school and on school property. The Board has an obligation to ensure that students are not subjected to commercial messages that distract from the educational mission.

Any educational programming, equipment, or services offered on the basis of exposure of students to advertising or which may impede the Board's authority in any way must be submitted to the Superintendent for consideration. The Board reserves the right to deny any request for advertising or offer of programming, equipment, or services.

The Board recognizes that outside sponsorship of student extra-curricular activities may enhance and extend opportunities for students. Any request or offer of advertising, equipment, or services for extra-curricular activities must be submitted to the Superintendent for consideration. The Board reserves the right to deny any request or offer.

The appearance of or use of the Cape Elizabeth Schools or any individual school name in conjunction with any advertising, product, enterprise, or non-school organization is expressly prohibited without prior written consent of the School Board.

Cross Reference:

- [FF – Naming of Facilities \(/policies-list/f-facilities-development/147-ff-naming-of-school-facilities\)](#)
- [JL – Student Wellness \(/policies-list/j-students/236-jl-student-wellness\)](#)

ADOPTED: December 10, 1996

REVISED: June 12, 2007

ADVERTISING IN THE SCHOOLS

The Board believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses.

The Board is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The Board recognizes, however, that in some instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program.

The Board reserves the right to consider requests for advertising in the schools, on school grounds or on school buses on a case-by-case basis, except that:

- A. Brand-specific advertising of food or beverages is prohibited in school buildings and on school grounds except for those meeting the standards for sale or distribution on school grounds in accordance with 20-A MRSA § 6662(2), i.e., those that meet Smart Snacks standards). For the purpose of this paragraph, “advertising” does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.
- B. Consistent with its efforts to promote a tobacco, alcohol, and drug free environment, the Board will not agree to displays of advertising in school buildings, on school grounds, or on school buses for tobacco products, alcoholic beverages, drugs (including prescription and over-the-counter medications), performance enhancing substances, or dietary supplements.

Legal Reference: 20-A M.R.S.A. § 6662

Cross Reference: JL –Student Wellness

Adopted: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board’s policy development on specific topics. MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board’s own legal counsel.

FF - Naming of School Facilities

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[\(https://www.addtoany.com/share?url=https%3A%2F%2Fschoolboard.cape.k12.me.us%2Fpolicies-list%2Ffacilities-development%2F373-ff-naming-of-school-facilities&title=FF%20-%20Naming%20of%20School%20Facilities\)](https://www.addtoany.com/share?url=https%3A%2F%2Fschoolboard.cape.k12.me.us%2Fpolicies-list%2Ffacilities-development%2F373-ff-naming-of-school-facilities&title=FF%20-%20Naming%20of%20School%20Facilities)

It is appropriate from time to time to consider naming a school facility or some portion thereof to recognize an individual, group or other entity who has made significant contributions of time, talent or treasure to the Cape Elizabeth School Department.

The designation of any room or facility inside a school building shall be reviewed and approved by the School Board.

The designation of any school facility outside a school building, such as an athletic field, or an ancillary building or naming of the school itself, shall be reviewed and approved by the School Board and the Town Council. The Town Council will consider any such proposal only after an affirmative vote of the School Board.

CROSS REFERENCES:

- [KHB – Advertising in Schools \(/policies-list/k-school-community-relations/254-khb-advertising-in-the-schools\)](#)

ADOPTED: May 8, 2007

NAMING OF SCHOOL FACILITIES

Brunswick School Department facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children. Therefore, the School Board may choose to name all school facilities, or portions of facilities, only after careful consideration of the message being sent to the community by the name(s) selected.

The Brunswick School Board will consider requests from school and community groups to name a building; a portion of a building; building furnishings, equipment and artwork, a campus; or a portion of the campus for persons or organizations that have made significant contributions of time, talent, or treasure to the Brunswick School Department.

The general procedure for the naming of school facilities shall be as follows:

- 1) Requests to name any part of a Brunswick School Department facility shall not be considered until at least one year following an individual's death or departure from the district.
- 2) For new school construction, the School Board shall form a committee composed of two Brunswick School Board representatives, two citizens from the Town of Brunswick, two teacher representatives selected by their peers, and the Superintendent of Schools, or his/her designee. The committee shall seek community input for name proposals for the new school, and then present a list of no fewer than three names, but no more than five, to the School Board for consideration.
- 3) Existing facilities:
 - a) A request to name existing facilities, or any portion of existing facilities, must be made in writing to the Superintendent of Schools. Written requests must include the name of the individual and a detailed description of the individual's contributions to the Brunswick School Department. The request must be signed by at least one-hundred (100) registered voters in the Town of Brunswick and twenty-five (25) staff from the Brunswick School Department.
 - b) The Superintendent shall refer the request to the Brunswick School Board Policy Committee. The Policy Committee shall seek appropriate input from community members and school personnel.
 - c) The Policy Committee shall make a recommendation to the full Board as to whether or not the naming request should be approved.

- d) If a naming request of an existing facility or portion of an existing facility is approved, the Board shall also approve the location, design and content of any naming plaque or marker, which must be provided at no cost to the Brunswick School Department.
- 4) The Brunswick School Board retains the discretion to accept or deny any request, or to visit and rename facilities at any time.

Adopted: 10/8/08
Revised: 2/11/13
Reviewed: 6/2017

Policy FF: Naming Facilities

The Board of Education is responsible for naming schools and all other facilities or parts of facilities. The Superintendent will write regulations that establish the process for developing a list of recommended names for the Board to consider.

1. Naming Entire Facilities

1. In selecting the name of a school, consideration should be given to names that will have a special meaning to students and citizens of the community.
2. The Board may name a new school or other existing facility for the geographic area or community in which the school is located, an historical figure or location, or for an individual who is deceased whose name has special significance and/or who made an outstanding contribution to the school or school system.
3. The Superintendent will develop a process for recommending names for newly constructed schools, or existing or new facilities. The process should be sensitive to the historical and cultural context of the building and require the inclusion of input from community, historical and cultural groups.

2. Naming Parts of School Buildings or other Facilities

1. The Superintendent may recommend to the Board that a portion of a building, a single building on a multiple building campus, or a specific area on a campus be named for an individual whose name has special significance and/or who made an outstanding contribution to the school or school system. In special circumstances, the Superintendent may recommend to the Board that a portion of a building, a single building on a multiple building campus or a specific area on a campus be named for a commercial or corporate entity that has made significant contributions to the school or CMS.

3. Changing Facility Names

1. When the use of a school or other facility changes, the Board of Education, upon the recommendation of the school administration, may change the name of the building. The process to select a new name should be consistent with the procedures followed in naming a new school or facility.

Policy FF-R: Naming Facilities

1. Naming Schools

1. The principal of a newly constructed or existing school shall have the responsibility for initiating and supervising the process of developing a list of recommended names for the Board of Education to consider.
2. The principal shall appoint the School Name Advisory Committee ("the Committee") which shall be representative of the school's community and composed of students and adults. The Committee's charge shall be to recommend to the Board of

Education three names for newly constructed or existing schools, listed in order of preference.

3. Working through the CMS Public Information Department, the principal shall publicize the naming process throughout the school community. The publicity shall contain information about how community members may give input to the Committee.
4. In developing the list of names, the Committee shall use the following directives and guidelines:
 1. The Committee shall solicit input from community, historical and cultural groups.
 2. All decisions of the Committee should be made by consensus.
 3. All recommended names should be easily identifiable with the school and should have special meaning to students and citizens of the community.
 4. The recommended names should not be in conflict with the names of other schools, buildings, or facilities in the system.
 5. The recommended names may represent the geographic area or community in which the school is located, a historical figure or location, or an individual who is deceased whose name has special significance and /or who made an outstanding contribution to the school or school system, community, state or nation.
 6. The Committee should research the history of each recommended name and provide a summary of the research with the submitted list.
5. The principal shall forward the Committee's recommended names to the Regional Assistant Superintendents and the Deputy Superintendent for review and comment. The Regional Assistant Superintendents and the Deputy Superintendent may request additional information from the Committee.
6. The Deputy Superintendent shall forward the list of names to the Superintendent and the Executive Staff for review and decision regarding presentation of the recommended names to the Board of Education.
7. The Board of Education has the ultimate responsibility for naming schools.

2. Naming New or Existing Facilities

1. The Public Information Department or other staff designated by the Superintendent shall have the responsibility for initiating and supervising the process of developing a list of recommended names for a newly constructed or existing facility for the Board of Education to consider.

NAMING SCHOOL FACILITIES

Pursuant to *Board Policy G325: Naming School Facilities*, the School Board may name, re-name, or change the name of a new or existing school facility. For the purpose of these guidelines and *Policy G325*, "facility" shall include but is not limited to existing, new, or significantly improved:

- school buildings or wings;
- classrooms;
- libraries;
- furniture;
- administrative buildings or wings;
- athletic facilities (including but not limited to gymnasiums, athletic fields, swimming pools, locker rooms, and concession areas);
- parking lots; and
- significant natural structures on District property (including but not limited to trees).

Prior to naming or re-naming a new or existing school facility, the Board shall seek suggestions and recommendations from MSD of Wayne Township staff, students, and the general public. At a minimum, the Board will announce its desire to name or re-name the facility, along with the appropriate process by which an individual may submit a suggestion or recommendation, in a public Board meeting. The Board may also publicize the process on the District website or in routine newsletters or announcements.

After publishing the call-out for suggestions and recommendations in a Board meeting, the Board will allow District staff, students, and the general public a minimum of one (1) calendar month to submit suggestions and recommendations.

Following at least one (1) calendar month for receiving suggestions and recommendations, the Board shall hold a public Board meeting to discuss the suggestions and recommendations. Board members may also make their own suggestions and recommendations; however, the Board will give serious consideration to the input of the District staff, students, and general public. The facility shall be named or re-named based upon the final vote of the Board. There is no appeal process.

Criteria for Names

The Board shall not name, re-name, or change the name of any existing school facility for any contemporary individual or couple, regardless if the individual is living or deceased. For example, the "John Doe Soccer Stadium" is not permitted. The Board encourages individuals who seek to honor or memorialize an individual to establish a scholarship or endowment fund in his or her name.

The Board shall not name, re-name, or change the name of any existing school facility for any organization or company involving tobacco, alcohol, firearms, gambling, pornography or other products the Board deems unsuitable for students.

When considering names for new facilities, the Board shall give preference to deceased individuals of historical significance who contributed to Indiana or United States history (for example, a U.S. president) or geographic references. Under no circumstances will a facility be named or re-named after a living individual or couple.

In accordance with *Policy G325* and *Policy H100: Gifts and Donations*, the Board will not accept a gift, donation, or bequest, or enter into any contract, which calls for a facility to be named or re-named in conflict with these guidelines.

MSD of Wayne Township, Marion County, Indiana

Adopted: April 20, 2015

NAMING OF FACILITIES OR EVENTS

The Hopkinton School Committee may find it appropriate to name a building, room, field, educational space, or event to honor a person, physical location, or geographical area to lend dignity and stature to the school or to significant events.

Naming a facility, space, or event is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. A name with educational significance or inspiration should be chosen. If a facility, space, or event is to be named after a person, living or deceased, the following criteria should serve as a guide in the selection of a person(s) to be honored:

1. The person(s) should have made a significant contribution to the educational community of Hopkinton as evidenced by contributions such as dedicated service to children and/or persistent efforts to generate and sustain an effective educational system for all students.
2. The person(s) must be deemed by the Committee to be worthy of the honor displaying attributes that may include, but are not limited to the following:
 - a. Leadership with a desire to make a difference
 - b. Citizenship that models duties and obligations
 - c. Service locally, nationally, or globally
 - d. Exceptional character and reputation
 - e. Excellent standards of ethics

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. With respect to naming new facilities, much confusion in accounts, files, and records can be avoided if a new facility can be identified by name before the planning starts.

Naming Procedures:

1. Sixty days prior to naming of a facility, space, or event, a public announcement of the intent to name will be made by the School Committee at its regular meeting.
2. The Superintendent of Schools will direct that news releases be distributed to local news media announcing the intent to name a facility, space, or event and inviting members of the community to suggest names either by writing to the Superintendent of Schools or by appearing before the Committee at its next regular meeting.
3. At the first regular meeting of the Committee following the initial announcement, members of the community may appear before the Committee to have the opportunity to present their suggestions. The Superintendent of Schools shall present other names

- which have been submitted to him/her by his/her staff and by members of the community not present at the meeting.
4. At the second regular meeting following the initial announcement, the Superintendent shall present to the Committee a list of all names suggested along with his/her recommendation. The official naming of a school facility, space, or event will then be made by the School Committee.

Naming Requests

The following procedure shall be followed when there is a formal request to have a facility, space, or event dedicated to an individual:

1. A written explanation outlining the specific reasons why a facility, space, or event should be dedicated to a particular individual should be submitted to the chairman of the School Committee and the Superintendent of Schools, who will meet with the individual or individuals making the request and following that discussion place the request on the next School Committee agenda.
2. The School Committee will meet with the petitioner(s) to listen to their explanation concerning the dedication request and take the request under advisement for a period of at least 60 days.
3. The School Committee will then take action on the request at a regularly scheduled meeting, applying the selection criteria previously listed in this policy.

Dedication Ceremony and Plaque

Upon approval of the naming by the School Committee, an appropriate dedication ceremony may be planned and conducted by the district. Also, the district may erect a dedication plaque or comparable marking upon approval of the naming by the Committee.

Naming Duration

Naming rights are considered to be in effect for the duration of the effective and typical useful life of the facility, space, or event. If necessary, the Board reserves the right to remove a name associated with any facility, space, or event at any time if it is in the best interest of the district or donor to do so, or to protect the reputation of the district and/or the donor.

First Reading	June 20, 2013
Second Reading	July 9, 2013
Adopted	July 9, 2013
Adapted References	MASC; Westborough Public Schools Policy, Randolph Public Schools Policy and Tennessee Board of Regents

**Milford School District
Milford, Delaware 19963**

Policy 3107

NAMING OF SCHOOL FACILITIES

A. Purpose

To establish an equitable process by which the Board of Education can assume its responsibility for naming or renaming school facilities. In addition, naming in this policy also refers to placing a plaque, planting a tree, or placing any other symbol or object that names or honors an individual, group, or entity of any kind on district-owned property.

B. Policy

It is the responsibility of the School Board to select names of all schools and facilities. In fulfilling this responsibility, the School Board shall carefully consider and respect community recommendations in the naming process. The School Board shall also have the responsibility to authorize naming rights for portions of school facilities in order to provide recognition for private or corporate entities that make an exceptional contribution or significant financial contribution to benefit the District.

C. New Schools

Before a new school is opened, the Superintendent shall recommend the appointment of a committee for the purpose of naming a school within the Milford School District.

- a. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the School Board, who will make the final choice.
- b. The committee membership shall consist of a minimum of three (3) community members who live in the area, in which the site is located, two (2) students who attend or are likely to attend the school, two (2) staff members from the building, and one district administrator.
- c. The committee is encouraged in the naming of schools to use historical figures, the history, general location or features of the area, or goals of the school. Names of existing schools or combinations thereof shall not be used except in those cases where existing schools are being discontinued as public schools.
- d. If a geographic name is not appropriate, schools may be named for distinguished persons, retired, who have made an outstanding contribution to the community, county, state, or nation. The person's name should be widely known and easily recognized.

D. Existing Schools and Related School Facilities.

The School Board may name or rename a school and/or other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the School District.

- a. *Schools.* The renaming of schools shall follow the same requirements of *Ancillary Facilities*. A committee of at least one (1) department head and six (6) other stakeholders shall make a recommendation to the Superintendent.
- b. *Buildings.* The naming or renaming of any building in honor of a person, living or deceased, as a result of a private gift or other significant non-financial or financial contribution, must be approved by the Milford School District Board of Education.
- c. *Components of Facilities.* The Milford School Board may name significant building components, including classrooms, media centers, athletic fields, conference rooms, common areas and other components which are part of a building or site.
- d. *Financial Contributions.* The Milford School Board may vote to recognize exceptional or significant non-financial or financial contributions of private individuals or corporate entities. Such naming shall specify any donor request by private individuals or corporate entities for a specific name and shall be reported to the Board as an information item.

ADOPTED: 8/18/14

Naming School Facilities

Board Policy: SB-7
Adopted: January 22, 2013

I. General Policy Statement

The Haywood County Board of Education considers naming facilities to be a significant endeavor since the name of a facility can reflect upon students, staff, school system and community. The naming or renaming of a school and the dedication of school facilities areas or grounds is the responsibility of the board of education. The following regulations and guidelines will apply as the board considers the naming request.

II. Regulations

A. Naming Facilities

The Board will consider the following criteria in naming a facility:

1. The name should not be so similar to the names of existing facilities as to cause confusion;
2. The name should include a designation of the type of school, such as elementary, middle or high, or a brief description of a specialized kind of school;
3. The name may be in honor or memory of an individual who has helped students in this school system succeed through financial contributions or educational leadership;
4. The name may specify the geographic locality of the school.

B. Dedicating Areas of School Facilities or Grounds

It is not the intent of this policy to encourage the naming of a school facility area (building, room, library/media center, commons area, gymnasium, etc.) or school grounds (fields, courtyards, gardens, etc.) in honor or memory of individuals. However, when a request is submitted it will be referred to the Special Issues Committee for review. The committee will not consider the request until a three year lapse in the person's service to the school system has ended. The committee will consider if the individual has made exceptional or outstanding contributions through longevity of service, exemplary leadership, philanthropic contributions or other significant means to the school or the school district. The committee will seek input from the administrator of the site named in the request.

The Special Issues Committee shall develop and present a recommendation to the full Board with the rationale used in making their determination. The rationale in the presentation and recommendation shall include:

1. The recommended name is an obvious choice. This will include information that indicates the individual made a greater contribution than others who could have been considered.

2. The recommended name will not cause, or contribute, to a negative impact on the school or school system. This will include information that indicates there is no negative history, reputation or financial burden that would have a negative impact on the school or school district.
3. The recommended name will likely cause, or contribute to, a positive impact on the school or school district. This will include information that indicates there is a probable positive influence on the school through significant community support for the name and/or significant philanthropic contributions to the school, school system or school foundation.

Naming request may only move forward to the Board with a positive recommendation from the Special Issues Committee. No Board or Special Issues Committee action is necessary to decline a naming request. Naming requests should be declined when the criteria in this policy are not attained.

- C. The board may reconsider the name of a school, facility or area that has been named after a person if such person's action or failure to act reflects negatively on the school system.

D. Responsibility of the Board

The board shall make every effort to respect the preference of the community; however, final decisions on the naming of school facilities and the dedication of areas of school facilities or grounds shall rest entirely on the board.

Legal References: G.S. 115C-36, -47

NAMING OF SCHOOL DISTRICT FACILITIES AND EVENTS

Purpose:

The Board of Education recognizes the official name selected for a facility is a vital factor in the public image of the community. It is the intent of the Board to name schools and other facilities in the District in a manner that evokes pride in students, school employees, parents/guardians, and the community. Naming facilities or part of facilities is the sole authority of the Board of Education. All naming decisions will be consistent with the vision, mission, beliefs, and goals of the Bettendorf Community School District.

Our schools belong to the entire community and serve as centers of unity. As a matter of principle, the naming of a school facility should be the result of an open and participatory process. Furthermore, schools are symbols of non-partisan unity within the neighborhoods and this policy intends to protect schools from becoming objects of conflict or controversy through the naming process for political or personal reasons. Any proposal to name a school facility may be disqualified by the Board of Education on this basis.

The Board is responsible for the naming and renaming of facilities, and portions of facilities, including buildings, grounds, stadiums, athletic fields, media centers, rooms, etc. The Board shall make the final decision for the naming of all facilities and retains the right to review the decision at any time. Dedication of a particular facility does not guarantee that the dedication, name, or memorial will exist in perpetuity.

Additionally, the Board reserves the rights to withdraw the dedication, name, or memorial in the event that information is revealed concerning an individual or organization, or a situation arises which may cause the name or memorial to be inappropriate for District buildings or grounds.

Standards and Criteria:

Naming of school district facilities is the responsibility of the Board of Education and shall be by a majority vote of the Board. A facilities naming committee may be appointed by the Board President or designee. An application, which shall contain the rationale for such nomination, must be presented by the public.

Criteria that may be considered when naming school facilities are:

- A. Geographic Location or section of the district
A facility may be named after a geographic location and/or a section of the District it serves.

- B. Individuals

The Board encourages appropriate memorials to and recognition of individuals. However, the naming of facilities after individuals is discouraged. Therefore, should the Board be asked to name a facility after an individual the following criteria shall be utilized.

1. Naming in recognition of monetary donation may be granted at the discretion of the Board of Education in recognition of persons or entities who provide a substantial

amount without whom new facilities would not have been possible. The amount of the contribution shall be equal to or surpass at least 50% of the cost of the facility or specific parts of facilities. (Minimum contribution for consideration to equal or exceed \$5 million for the naming of a facility and \$1 million for naming of a portion of a facility.)

2. Naming in recognition of distinguished service may be granted at the discretion of the Board of Education in recognition of persons or entities in honor of their extraordinary service or leadership contributions in education, humanity, the School District or the community, or on the basis of their status as a person of historical significance. If a facility is to be named after a person, that person shall be of exemplary moral character.
3. The Board may consider naming facilities after a living employee or Board member only if he or she has provided a minimum of 20 years of service to the District and been retired for at least five years. The Board may consider naming facilities after a deceased board member, employee, or volunteer only if he or she provided 20 years of service and has been deceased for at least five years.
4. Only a District facility with a specific purpose may be named. Parts of facilities may be named after individuals using the same criteria for recognition of individuals outlined above and may be marked on an appropriate plaque commemorating that individual's contribution.
5. No expenses shall be incurred by the District for the naming of a building, facility, or properties, when the naming occurs as a result of a proposal submitted by an individual, group of individuals, businesses, organization, or other entities unrelated to the District. The recommendation should include the proposed design and location of the signage or plaque with estimated costs and installation. Every effort will be made by the District to retain the signage or plaque in the event the space or room is repurposed.

The Superintendent of Schools shall prepare rules and regulations which will facilitate the Board's implementation of this policy.

Procedures:

Naming New School Buildings

The Director of Communications will publicize and seek suggested names from parents, students, staff, and community members. The Facility and/or Finance Committee will review the entire list of suggestions and narrow the list to those that may be considered. Students, staff, and parents from the school attendance center / neighborhood may vote on the name. The results of the vote will be reviewed by the Facility and/or Finance Committee. The Facility and/or Finance Committee will make a recommendation to the Board for final determination.

Request for Naming or Renaming Existing Facilities and Additions

A request for consideration of naming or renaming a school or facility may be initiated by the School Board, school employees, PTA/PTO/Booster Clubs, school-related organizations, students, or any interested citizen or organization.

1. Such a request shall be made in writing to the School Board on the District form (Form No. 805E1) and forwarded to the superintendent. These nominations should include supporting materials that address:
 - a. The rationale for the recommendation.
 - b. Biographical and background information regarding the proposed name.
 - c. Attributes / Qualities
 - i. Demonstrated record of recognizable excellence in their respective field evidenced by a variety of outstanding accomplishments, awards, leadership, and service roles in their profession, community, professional and civic organizations.
 - ii. Demonstrated positive role model for others.
 - iii. Demonstrated commitment to excellence. Extraordinary impact on students, staff, student achievement, activities, arts, or athletics.
 - iv. Exhibited positive values: honesty, integrity, sense of fairness, self-discipline, teamwork, dedication to work, etc.
2. The superintendent shall place the request on the agenda for Board action for referral to the standing committee. No action to name or rename a school or facility is to be taken by the School Board without referral to and recommendation from the standing committee.
3. The superintendent (or District administrative designee) will facilitate the functions of the standing committee in its review of the request and subsequent action.

Standing Committee:

1. The superintendent shall appoint a committee of not less than five (5) and not more than ten (10) individuals to be inclusive of staff, citizens, parents, and students to consider the naming request.
2. The superintendent or designee shall serve as the non-voting chairperson of the committee. A member of the School Board, appointed by the Board President, will also serve as a non-voting member of the committee.
3. The Standing Committee shall thoroughly study and review the request as it relates to the following criteria:
 - a. The person for whom a school or facility is named /renamed should have contributed extraordinary service or leadership in education, humanity, the School District or the community, or on the basis of their status as a person of historical significance.
 - b. The proposed name of a person, for whom a school or facility might be named /renamed, shall represent exemplary moral character and served as a positive role model for students.
4. For a request to be forwarded to the School Board, 80% of the committee must vote for approval.
5. The committee will render its decision to the School Board within 60 days of receiving the request.
6. The School Board will consider the committee's recommendation within the next two regularly scheduled School Board meetings. The School Board will act upon the committee's recommendation within 45 days of the meeting.
7. All costs associated with the naming or renaming of the facility shall be borne by the parties requesting the change and must be approved by the superintendent.

Sponsorship and Recognition:

The naming of facilities is different than sponsorships. Sponsorship is an agreement between the Board and a sponsor, in return for financial consideration, to identify that sponsor with a facility for a negotiated period of time.

Additionally, the naming of facilities is not recognition that is given on display boards or plaques to individuals that have given financial support for district projects at pre-determined levels as part of a fund-raising effort.

The Board may approve appropriate sponsorship agreements and recognition/memorial plaques it deems appropriate by a majority vote of the Board.

Naming of Events or Activities:

An administrator with support of staff, students, and parents may recommend that an event or activity be named in honor or memory of a former employee(s) or volunteer(s).

Other Options:

The District recognizes that many staff members make extraordinary contributions that may warrant or generate a desire to commemorate their contributions. The District strongly suggests that other alternatives, including but not limited to the following, be considered:

- Establishing a scholarship with the Bettendorf Community Schools Foundation (BCSF)
- Landscaping improvements such as trees, stepping stones, benches with appropriate plaque or signage (this suggestion will require a principal recommendation)
- Establishing a special purpose fund with the Bettendorf Community Schools Foundation (BCSF)

Approved: November 21, 2011

Reapproved: February 19, 2013

Revised: January 9, 2012

A new model to consider.

New Construction

Naming of Facility

The naming of school buildings, major portions of buildings, or school grounds is the responsibility of the Board of Education. In fulfilling this responsibility, the Board will make every effort to respect community preferences. Such names should be clearly identifying, widely known, and recognized.

It is the policy of the Board to name school buildings as close as possible to the time construction begins in order to lessen the confusion about the new schools.

When naming new buildings, major portions of buildings, or school grounds, the Board shall formally identify the need for a naming process for the identified school locations, as well as criteria it wishes to be considered in the process.

When naming a school building, major portions of school buildings, or school grounds the Board shall direct the Superintendent to establish a committee, subject to Board approval, comprised of the Superintendent or designee, the building Principal, faculty member, parents, community members, and, if appropriate, students to consider name recommendations for consideration by the Board. Opportunities for public input must be made available prior to the committee's recommendation to the Board. Such opportunities for public input must be publicly announced in newspapers and on the District website.

When naming new buildings, the committee shall have representation by the community members that is representative of the entire school district. The committee shall propose a list of names to the school board of not more than five (5) names for Board consideration.

If a major portion of a school building or school grounds (media center, auditorium gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Individuals so recognized shall no longer be active in his/her career. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community.

Collections of works, memorials, or other major gifts to the school district may be acknowledged and named by individual schools, subject to the district's policy and procedures for accepting donations. Prior to accepting such donations and naming, a plan for maintenance and upkeep must be identified and presented to the school Board.

The Board retains the right to make final determination in the naming of buildings, major portions of school buildings, or school grounds. This policy notwithstanding, it is the intent of the Board that naming of portions of the building and school grounds occur infrequently and on a limited based.

Policy adopted:

cps 11/08

Another model to consider.

New Construction

Naming of Facility

It is the responsibility of the Board of Education to adopt official names for District school facilities. In fulfilling this responsibility, the Board will make every effort to respect community preferences. It is the intent of the Board to name schools and other district facilities in a manner that evokes pride in students, parents/guardians, and the community and school staff. Personal prejudice or favoritism, political pressure and current fashion shall not influence the selection process.

When a project for a new school facility is initiated, the Superintendent will establish a temporary, generic name to designate the site or building for planning purposes. The Board shall develop a listing of up to four names. The Superintendent shall establish a committee process through which interested groups or individuals in the area that the school is intended to serve shall recommend, in priority order, preferences from among the listing of names provided by the Board and up to two additional names recommended by the committee.

OR

The Superintendent or designee will lead a process culminating in a recommended name for the new school. The selection process will include consideration of suggestions from representatives of parents/guardians who reside within the anticipated boundaries of the new school. An ad hoc committee will be used to develop recommendations for naming a new school. The committee will include representatives from District staff, parents/guardians, students and community members. They will be responsible for receiving and screening school name suggestions and submitting the recommendations to the Board for its consideration and approval.

It is the Board's preference that facilities be named for deceased distinguished persons who have made an outstanding contribution to the community, state, or nation. The Board will give strong consideration to names of women and minorities so that these are equitably represented among District school names.

Geographic names may also be considered for new school facilities. These names should be clearly identifying, widely known and recognized.

Although the Board will consider carefully community recommendations for school facility names, the final responsibility for officially naming a school building rests with the Board of Education.

If there is strong interest within the community, the Board will consider petitions to rename existing school facilities. Ordinarily, a building will not be renamed unless the current name becomes obsolete or inappropriate because of the community it serves or the program it houses. If the Board decides to proceed with a renaming, the Board will follow the process described above for the naming of a new facility.

New Construction

Naming of Facility (continued)

Additional language to consider:

Our schools belong to the entire community and should serve as centers of unity. As a matter of principle, the naming of a school should be the result of an open and participatory process. Furthermore, schools are symbols of non-partisan unity within their neighborhoods and this policy intends to protect schools from becoming objects of conflict or controversy through the naming process for political or personal causes. Any proposal to name a school may be disqualified by the Board on this basis.

It is expected that the recommended name will not be in conflict with the names of other facilities in the District.

Naming of Rooms or Subparcels of Land

It is not the intent of this policy to encourage the naming of rooms within existing facilities or schools or subparcels of land. However, when a former student, staff member, or community member has achieved national, state, or local prominence or has made a significant donation(s) to the District, the Board may name a room or subparcel of land in recognition of that individual.

Policy adopted:

eps 11/08

MD

FFA

POLICY BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: FFA-RA
Responsible Office: Deputy Superintendent of Schools
School Performance
Facilities Management

Naming School Facilities

A. PURPOSE

To establish an equitable process by which the Board of Education can assume its responsibility for naming school facilities

B. ISSUE

When it is necessary to open new schools or rename existing school facilities, the Board of Education must have an equitable process to select school names.

C. POSITION

1. It is the responsibility of the Board of Education to adopt official names for county public school facilities. In fulfilling this responsibility, the Board will make every effort to respect community preferences.
2. When a new school site is purchased, or a planning project for a new school facility is initiated, the superintendent will establish a temporary, generic name to designate the site or building for planning purposes. As a new school facility planning project is initiated, the Board shall develop a listing of up to four names. The superintendent shall establish a committee process through which interested groups in the area that the school is intended to serve shall recommend, in priority order, preferences from among the listing of names provided by the Board of Education and up to two additional names recommended by the committee.
3. It is preferred that school facilities be named for deceased distinguished persons who have made an outstanding contribution to the community, county, state, or nation. The Board of education will give strong consideration to names of women and minorities so that these are equitably represented among county school names.

4. Geographic names may also be considered for new schools facilities. These names should be clearly identifying, widely known, and recognized.
5. Although the Board will consider carefully community recommendations for school facility names, the final responsibility for officially naming a school building rests with the Board of Education.
6. The Board of Education welcomes suggestions for school facility names on an ongoing basis. These names will be kept on file by the Board of Education and used as references.
7. If there is strong interest within the community, the Board of education will consider petitions to rename existing school facilities. If the Board decides to proceed with a renaming, the board will follow the procedures outlined in Section C.2.
8. If there is strong interest within the community, petitions will be considered for naming a portion of a school facility, to include athletic facilities. The responsibility for naming a portion of a school facility will rest with the superintendent of schools or his/her designee, after careful consideration of community input. Petitions received to name a portion of a school facility to generate financial gain are prohibited unless expressly approved by the Board of Education.

D. DESIRED OUTCOME

An equitable process by which the Board of Education can assume its responsibility for naming school facilities.

E. IMPLEMENTATION STRATEGIES

The superintendent will publish a regulation to implement this policy.

F. REVIEW AND REPORTING

This policy will be reviewed, in accordance with the Board of Education policy review process.

Policy History: Adopted by Resolution No. 526-84, October 9, 1984; (reformatted in accordance with Resolution No. 333-86, June 12, 1986, and Resolution No. 458-86, August 12, 1986); amended by Resolution No. 419-90, June 25, 1990; amended by Resolution No. 256-90, April 17, 1990 (Codicil to School Naming Policy from April 18, 1990 through April 17, 1994.); amended by Resolution No. 97-96, February 13, 1996; amended by Resolution No. 22-00, January 11, 2000; amended by Resolution No. 132-04, February 23, 2004; amended by Resolution No. 124-07, March 13, 2007.

NAMING OF SCHOOL FACILITIES

Brunswick School Department facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children. Therefore, the School Board may choose to name all school facilities, or portions of facilities, only after careful consideration of the message being sent to the community by the name(s) selected.

The Brunswick School Board will consider requests from school and community groups to name a building; a portion of a building; building furnishings, equipment and artwork, a campus; or a portion of the campus for persons or organizations that have made significant contributions of time, talent, or treasure to the Brunswick School Department.

The general procedure for the naming of school facilities shall be as follows:

- 1) Requests to name any part of a Brunswick School Department facility shall not be considered until at least one year following an individual's death or departure from the district.
- 2) For new school construction, the School Board shall form a committee composed of two Brunswick School Board representatives, two citizens from the Town of Brunswick, two teacher representatives selected by their peers, and the Superintendent of Schools, or his/her designee. The committee shall seek community input for name proposals for the new school, and then present a list of no fewer than three names, but no more than five, to the School Board for consideration.
- 3) Existing facilities:
 - a) A request to name existing facilities, or any portion of existing facilities, must be made in writing to the Superintendent of Schools. Written requests must include the name of the individual and a detailed description of the individual's contributions to the Brunswick School Department. The request must be signed by at least one-hundred (100) registered voters in the Town of Brunswick and twenty-five (25) staff from the Brunswick School Department.
 - b) The Superintendent shall refer the request to the Brunswick School Board Policy Committee. The Policy Committee shall seek appropriate input from community members and school personnel.
 - c) The Policy Committee shall make a recommendation to the full Board as to whether or not the naming request should be approved.

- d) If a naming request of an existing facility or portion of an existing facility is approved, the Board shall also approve the location, design and content of any naming plaque or marker, which must be provided at no cost to the Brunswick School Department.
- 4) The Brunswick School Board retains the discretion to accept or deny any request, or to visit and rename facilities at any time.

Adopted: 10/8/08
Revised: 2/11/13
Reviewed: 6/2017

NJ

FILE CODE: 7550

ROCKAWAY TOWNSHIP PUBLIC SCHOOLS

School Board Policy

NAMING NEW FACILITIES/DEDICATIONS/MEMORIALS

The Rockaway Township Board of Education shall be responsible for the naming/renaming of all Board-owned facilities.

In order to avoid confusion, the Board will not change the name of the facility unless its function changes.

The Board considers facilities to include, but not be limited to, buildings, athletic fields, stadiums, gymnasiums, libraries, classrooms and multi-purpose rooms. Facility names shall be descriptive and/or significant to the schools and community. The Board recognizes the importance for the entire community to participate in the facility naming process. In selecting a name, the Board may consider individuals, geographical locations, general features of the area in which the school or facility is located and other names that are deemed appropriate by the Board. If the facility is named for an individual, that individual must have made an outstanding contribution to the community, county, state or nation.

If the Board intends to name a facility, the intention shall be announced at a public meeting. The Board directs the Superintendent to establish a committee composed of administrators, parents, community members, employees and, when applicable, students to suggest names. The Board will not be influenced in its decision by personal prejudice or favoritism, political pressure or temporary popularity in choosing a name. Although the Board considers all recommendations, final authority rests with the Board.

Process

The naming of a school shall take place in the following manner:

- A. The superintendent shall select a committee of, whose purpose it shall be to submit to the board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community.
- B. The committee shall, whenever possible, follow these guidelines:
 1. Each name shall be known to, and significant to, the people of the district.

2. The names submitted shall not conflict with the names of other schools in the district or surrounding districts.
 3. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
- C. The board shall select the name of the new facility from the list. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building:
1. School name;
 2. Board-approved construction date;
 3. Completion or dedication date;
 4. Name of board members as of the board-approved construction date in the following order:
 - a. President/Chairman
 - b. Vice President/Vice Chairman
 - c. Members (alphabetically)
 5. Superintendent and School Business Administrator/Board Secretary as of board-approved construction date; and
 6. Architect and contractor names (optional).

Formal dedication of the facility shall take place on a date and time specified by the board.

Dedications/Memorials

The Rockaway Township Schools benefit from their residents' active participation in district operation. Numerous opportunities are available for residents to share their time, talents, and skills in order to advance the school district. The Board of Education recognizes the commitment and dedication to public service made by so many individuals within our community.

In addition to those who volunteer their time or services on behalf of the Rockaway Township Schools, the district is equally fortunate to receive the services of dedicated staff. Pupils also vastly contribute to the quality inherent within our district.

Memorials and dedications in recognition of individuals within our district and community are guided by the following:

1. Classrooms and/or major areas within the schools may contain a recognition of the contributions of an individual, but not be named for that person (e.g. plaque, not to exceed 12 inches square)
2. Plaques (not to exceed 12 inches square), small monuments, artwork, books, and major pieces of equipment are appropriate symbols with which to recognize an individual's contribution or memory.

**FRANKLIN
REGIONAL
SCHOOL DISTRICT**

SECTION: Property

TITLE: NAMING RIGHTS FOR
SCHOOL DISTRICT FACILITIES
AND PROPERTY

ADOPTED: June 15, 2015

REVISED:

	<p style="text-align: center;">913.2. NAMING RIGHTS FOR SCHOOL DISTRICT FACILITIES AND PROPERTY</p> <p>1. Purpose</p> <p>The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities and property. This policy does not cover scholarships or research grants. This policy establishes an equitable process by which the Board of Education can assume its responsibility for naming school facilities.</p> <p>2. Authority</p> <p>Prior to formal action by the Board, the nomination shall be referred to the Superintendent and followed by a review of the Finance Committee. Subsequent to discussion and consideration, the committee, if the nomination is found to be acceptable, will make a recommendation on the nomination to the Board for formal action.</p> <p>The Franklin Regional School District Board of Education shall determine and/or approve the naming title and all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment.</p> <p>The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the School Board, unless otherwise established in the contract with the donor and approved by the School Board and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to a school.</p> <p>The district shall not grant a naming right without the informed consent of the named party or the named party's legal representative. The Board reserves the right, in all cases, to refuse to name a particular facility/piece of property.</p> <p>Costs associated with materials and other operational expenses to create and maintain donor recognition systems, signage, or plaques will be paid by the gift from the donors or the district's officially recognized Educational Foundation.</p>
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913.2. NAMING RIGHTS FOR SCHOOL DISTRICT FACILITIES AND PROPERTY - Pg. 2

3. Guidelines	<p>There are two (2) circumstances in which naming rights may be granted; Naming Rights in Consideration, and Naming Rights in Recognition. The following criteria may be considered when naming school facilities.</p> <p><u>Naming Rights In Consideration</u></p> <p>“Naming Rights In Consideration” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming rights may be granted in return for provision to the district of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services.</p> <p>It is expected that a specific agreement about the nature of naming right would be drawn up between the parties or their representatives, such agreement to be governed by the provisions of this policy.</p> <p>All such agreements are subject to the district’s requirements for contracts, as set forth in the School Code and related regulations, including bidding requirements for district contracts. Nothing in this policy shall be construed as to provide a provider of goods, services or financial contribution as an automatic naming right. All such rights are subject to Board approval under the terms of this policy.</p> <p><u>Naming Rights In Recognition</u></p> <p>“Naming Rights In Recognition” is in recognition of any significant contributions to the district that it wishes to honor. These contributions can be financial or other gifts from donors, or meritorious service, and is at the sole discretion of the Board in agreement with the party or their representatives. Naming rights may be granted at the sole discretion of the Board in recognition of the party it wishes to honor.</p> <p>One (1) of the following three (3) criteria must be fulfilled in order for the granting of naming rights in recognition to be considered:</p> <ol style="list-style-type: none">1. Recognition of outstanding service to the district; or outstanding service to the Franklin Regional community.2. Recognition of the achievement(s) of distinguished alumni.3. Recognition of a noteworthy financial or other contribution from a donor (be it way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights. <p>The district or the district’s officially recognized Educational Foundation may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than family members.</p> <p>The granting of naming rights in recognition is at the sole discretion of the Board, with the agreement of the party or their representatives.</p>
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	<p><u>Granting Naming Rights</u></p> <p>In granting naming rights, either in consideration or in recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and space play in contributing to the district's sense of identity as well as in assisting students, staff and visitors to orient themselves within the campus/facility.</p> <p>Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on school district property. Any permanent or nonpermanent fixtures shall become the sole property of the Franklin Regional School District.</p> <p>The granting of naming rights must always be consistent with Franklin Regional School District vision, mission and shared purpose. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted must be consulted before any decision is made.</p> <p>Each granting of Naming Rights shall be governed by an agreement and/or all applicable Board policies. Items for which Naming Rights may be awarded: Physical Spaces Including, But Not Limited To:</p> <ul style="list-style-type: none">• Auditoriums/Theaters• Gymnasiums• Libraries• Large Group Instruction Room ("LGI")• Classrooms /Laboratories• Hallways• Gardens/Walks/District-owned streets and ways• Athletic Fields/Facilities/Concessions/Locker Rooms <p>For a facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance. It shall be the responsibility and right of the Board to determine whether the person meets these criteria. The Board reserves the right to revoke the name should it discover information about the individual that would lead to the individual not meeting the requirements set forth herein.</p> <p>Facilities may be named after major contributors to the district. The Board will evaluate the financial value of naming rights based on a review of the market for naming rights. If named after a company, group and/or product must, as determined by the Board, have and maintain an exemplary record and positive public, and nonpartisan image. The Board reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual entity not meeting the requirements set forth herein.</p>
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913.2. NAMING RIGHTS FOR SCHOOL DISTRICT FACILITIES AND PROPERTY - Pg. 4

	<p><u>Transferability</u></p> <p>Naming rights in consideration may be traded by mutual agreement between all parties. Traded is identified as “to exchange one naming right for another.” For example, when a company changes its name, the naming right may be changed or “traded” to reflect the new name. Naming rights in recognition may not be traded. The district may, as it deems necessary, require the company to provide compensation for the costs of any such change. If the company refuses to or does not provide compensation for such costs, the district reserves the right to remove the name due to the fact that it no longer represents the company who received the naming rights.</p> <p><u>Limit of Naming Rights</u></p> <p><i>On The Part of The District –</i></p> <p>The district’s right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.</p> <p><i>On The Part of The Named Party -</i></p> <p>The named party after whom a building or facility is named shall have no rights to the purpose to which that building or facility is applied unless provided for in the specific contract between the parties. The district will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the district’s mission and purpose, statutory obligations, or the local authority of the Franklin Regional School District Board of Education.</p> <p>In turn, the named party shall bear no liability in respect of that building or facility unless provided for in the specific contract between the parties.</p> <p>Any such limits must be included in any naming right agreement.</p> <p><u>Early Termination of Naming Rights</u></p> <p><i>Termination By The District –</i></p> <p>The Franklin Regional School District shall have the authority to revoke the naming of a facility for compelling reasons at the sole discretion of the Board of Education. Any prepaid financial contributions will be proportionally refunded except in the case of termination prompted by a company or product’s tarnished public image.</p> <p><i>Termination By The Named Party –</i></p> <p>The named party may without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date upon request to the Board of Education.</p>
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913.2. NAMING RIGHTS FOR SCHOOL DISTRICT FACILITIES AND PROPERTY - Pg. 5

	<p>References:</p> <p>School Code - 24 P.S. Sec. 510</p>
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3023 Naming Rights

Naming of Schools shall be subject to a separate policy, which is contained in Policy No. 3023.1.

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to Upper St. Clair School District ("District") facilities other than the schools themselves. The District's objective is that educational values not be compromised when schools and individuals or business/organizations work together, and participation has a clear educational advantage for students. This policy does not cover scholarships or research grants. The Naming Rights Policy applies District wide.

In granting naming rights, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces play in contributing to the District's sense of identity as well as their role in assisting staff, students, and visitors to orient themselves within the campus. The granting of Naming Rights must always be consistent with the District's vision and mission. The long-term effects of the Naming Rights must be considered.

No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or District policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The District has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. The factors to be considered by the District include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the District's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the District's ability/discretion to terminate the arrangement/agreement;

- The extent to which the naming opportunity imposes any obligation on the District, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the District;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of District property or disrupts the operation of the District.

There are two circumstances in which “Naming Rights” may be granted. In each case, it is anticipated that a specific written agreement about the nature of the naming right would be entered between the parties or their representatives, such agreement to incorporate the provisions of this policy where appropriate. The terms of this policy are subject to compliance with any specific written agreement entered between or on behalf of the parties.

Naming Rights in Consideration

“**Naming Rights in Consideration**” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming Rights may be granted by the District in consideration of contributions made to the District. “Naming Rights in Consideration” may be granted in return for provision to the District of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services. The District may partner with other community organizations to raise funds.

Naming Rights in Recognition

“**Naming Rights in Recognition**” is in recognition of any significant contributions to the District that it wishes to honor. These contributions can be financial or other gifts from donors, or meritorious service, and is at the discretion of the District in concurrence with the party or their representatives. Naming Rights may be granted at the sole discretion of the District in recognition of persons or entities it wishes to honor.

One of the following three criteria must be fulfilled in order for the granting of “**Naming Rights in Recognition**” to be considered:

- a. Recognition of outstanding service to the District; or outstanding service to the Upper St. Clair community.
- b. Recognition of the achievements of distinguished alumni.
- c. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship etc), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The names of persons actively serving the District shall not be considered.

The District may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than a family member.

The granting of "Naming Rights in Recognition" is at the sole discretion of the District, with the concurrence of the party or their representatives.

Granting Naming Rights

Each granting of Naming Rights shall be governed by an agreement and/or all applicable Board policies.

Items for which Naming Rights may be awarded: Physical Spaces Including, But Not Limited To,

Auditoriums/Theaters
 Gymnasiums
 Libraries
 Gardens/Walks/District-owned streets and ways
 Athletic Fields/Facilities
 Concessions/Locker Rooms
 Classrooms
 Large Group Instruction Room ("LGI")
 Laboratories
 Hallways

Consent

The District shall not grant a Naming Right without the consent of the named party or the named party's representative, to the extent possible.

Monetary Valuation of Naming Rights

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid with making decisions about granting Naming Rights.

Duration of Naming Rights

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the School Board, unless otherwise established in the contract with the donor and approved by the School Board and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to a school.

Physical Display of Naming Rights

The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the Naming Rights will take into account the identification of the District and comply with all applicable laws and regulations including, but not limited to, zoning requirements.

Transferability

In this heading "parties" includes the legal representatives of the parties.

Of Named Party

Naming Rights may only be transferred to any other Named Party by mutual agreement between all the named parties.

Assignment

"Naming Rights in Consideration" may be assigned by mutual agreement between all parties. Assigned is defined as "to exchange one naming right for another." For example when a company changes its name the naming right may be changed to reflect the new name. "Naming Rights in Recognition" may not be assigned.

Renewability

Naming Rights may be renewed by mutual agreement between all the parties.

Limit of Naming Rights

On the part of the District

The District's right to use the name and other brand elements of the Named Party shall only be permitted by express agreement with the Named Party.

On the part of the Named Party

The Named Party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the District's facility use policy. The use of that building or part of the building may, however, be the subject of negotiated agreement in the specific contract between the parties. The District will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the District's mission and purpose, statutory obligations, or the local authority of the Upper St. Clair Board of Education.

In turn, the Named Party shall bear no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any limits should be included in any Naming Rights agreement.

Early Termination of Naming Rights

In the event of this policy and any specific contract entered into being breached, the parties may terminate a Naming Rights agreement in advance of the scheduled date, under the following conditions:

Termination by the District

The District reserves the right, in accordance with the terms of the applicable contract, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the District being brought into disrepute.

Termination by the Named Party

The Named Party may without refund of consideration, in accordance with the terms of the applicable contract, terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the District directly brings the Named Party into disrepute.

Process to Establish Naming Rights:

The Superintendent, Board Committee, or Board Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the School Board. Naming rights shall not be established except by a minimum affirmative vote of seven (7) Members of the School Board.

The School Board will decide the monetary valuation of each Naming Right after receiving a recommendation from the Superintendent or his/her designee, who may take advice from such persons or other professionals as needed. Each case should take into account market comparisons for Naming Rights, for which professional advice may be sought.

In accordance with the terms of the applicable contract and this policy, the School Board shall have discretionary authority to rescind a naming right at any time based on any action by a private individual or corporate entity that is deemed by the School Board to be inappropriate and/or in conflict with the School District's values. Naming rights shall not be rescinded except by a minimum affirmative vote of seven (7) Members of the School Board.

ADOPTED: May 23, 2011

Policy 6900 - Naming and Advertising Policy

Purpose:

Mequon Thiensville School District welcomes donations of money, equipment, and materials which support district-established priorities.

The purpose of this policy is to establish the criteria for accepting donations in order to grant naming rights in relation to Mequon-Thiensville School District facilities, including buildings and grounds. Policy 6910 - Gifts, Grants and Bequests governs all other monetary, equipment and material gifts to the district.

The intent of the District is to minimize the impact of commercialism on students while maximizing outside revenue in support of the district's mission and strategic plan. Donations should never influence curriculum or instruction at MTSD, should never be seen as an endorsement of a product or service, nor should teachers feel pressure to present viewpoints or beliefs as the result of a donation, gift, or advertisement.

Policy:

The following parameters will guide the donation of all naming proposals to the school district:

1. All donations will be considered by the district; however, approval of any/all proposed naming of district property is subject to Board approval.
2. The Board reserves the right to refuse any donation.
3. Naming opportunities will be associated with donations only under the conditions outlined in the following section (Naming Policy: MTSD).
4. Recognition may occur through ceremonies, printed programs, or other methods of honoring donors as approved by the Board in advance of accepting the naming donation.
5. Neither District employees nor individual board members shall solicit naming donations without prior approval of the Superintendent or Board President or their designee. This allows for a coordinated and strategic development plan.
6. The Superintendent of Schools is responsible for the execution of policy and the development of procedures regarding Naming Policy.

Naming Policy: MTSD

Mequon-Thiensville School District recognizes two circumstances in which the District may grant naming rights. In each circumstance, MTSD shall enter into a written agreement about the nature of the naming rights. The provisions of this policy govern any agreement.

1. Naming Rights in Consideration

The Mequon-Thiensville School District may grant naming rights "in consideration" to recognize contributions made to the Mequon-Thiensville School District. The contribution may be a financial contribution, sponsorship, or the provision of equipment, materials, land, or services. These contributions are at the discretion of MTSD.

2. Naming Rights in Recognition

MTSD may grant naming rights "in recognition" to recognize individuals who have attained achievements of extraordinary and lasting distinction. These will be individuals who have had direct, substantial, and active association with the District, and have demonstrated meritorious service over a period of years.

One of the following criteria must be met for granting naming rights in recognition:

- a. Outstanding service to the Mequon Thiensville School District while serving in an academic or administrative capacity or outstanding service to the Mequon Thiensville School District community. The nominee, if an employee of the District, should have retired or left the employ of MTSD a minimum of five years before the nomination;
- b. Outstanding Achievement of distinguished alumni; or
- c. Generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting naming rights.

A. Granting Naming Rights

1. In granting naming rights, either "in consideration" or "in recognition," an appropriate balance should be maintained between commercial considerations and the role which names of buildings and spaces contribute to MTSD's sense of identity, as well as their role in assisting staff, students, and visitors to orient themselves within a campus.
2. The granting of naming rights must always be consistent with MTSD's mission and vision. The long-term effects of the naming rights must be considered. The department/ school affected by the naming right to be granted must be consulted before any decision is made.
3. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable Mequon-Thiensville School Board policies.
4. Items for Which Naming Rights May Be Awarded:
 - a. Auditoriums/Theaters
 - b. Gymnasiums
 - c. Libraries
 - d. Gardens/Walks
 - e. Athletic Fields/Facilities
 - f. Concessions/Locker Rooms
 - g. Campus Roads
 - h. Or others as determined by the Board.

5. MTSD shall not grant a naming right without the informed consent of the named party or their heirs/estate.
6. The donation must equal at least one-half the cost for constructing or acquiring a new facility; The donation must equal at least one-half the total project cost for renovating an existing facility.
7. The Superintendent is responsible for negotiating agreements that should include sustaining facility maintenance provisions as necessary.
8. The Superintendent shall inform the Board of any ongoing naming negotiations.
9. The Board may review any contract negotiations during the negotiation process as deemed necessary.
10. Termination of Naming Rights
In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date for cause.
11. Limit of Naming Rights
 - a. On the Part of the District
 - i. The Mequon-Thiensville School District's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.
 - b. On the Part of the Named Party
 - i. The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. MTSD will not agree to any condition in an agreement that could unnecessarily limit progress toward the MTSD's mission and purpose, statutory obligations, or the local authority of the MTSD School Board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties.

B. Advertising Policy

Consistent with the philosophy stated above, the District is opposed to the placement of any for-profit advertisement on District facilities or grounds that directly targets students as individual consumers during the school day or as part of the instructional program. Advertising at District-sponsored extracurricular events must be approved in advance by the Superintendent or his/her designee.

**Cross Reference: Policy 6910- Gifts, Planned Giving, and Bequests
Policy 9700.10 - Advertising and Commercial Activities**

Adopted: February 24, 2014

FACILITIES DEVELOPMENT

SERIES 900

Policy Title ... NAMING RIGHTS

Code No. 940

I. Purpose

The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities, including buildings and grounds. This policy does not include scholarships.

II. General Statement of Policy

Burlington Area School District recognizes two circumstances in which the school district may grant naming rights: Naming rights in consideration and naming rights in recognition. In each circumstance, the school district enters into a written agreement about the nature of the naming right. The provisions of this policy govern any agreement.

III. Definitions

- A. "Facilities" are district-owned buildings and properties, including outdoor fields, streets, areas, and equipment.
- B. "Naming rights in consideration" is recognition for financial contributions, sponsorship or other commercial transactions excluding all schools and administrative buildings.
- C. "Naming rights in recognition" is recognition of a significant contribution to the school district, community, area, state or country that the district wishes to honor.

IV. Naming Rights in Consideration

The School Board may grant naming rights in consideration to recognize contributions made to the district. The contribution may be a financial contribution, sponsorship or the provision of equipment, materials, land or services. These contributions are at the discretion of the School Board.

Consideration naming rights may be considered nontransferable when they also involve recognition, with School Board approval.

V. Naming Rights in Recognition

- A. The School Board may grant naming rights in recognition to recognize contributions to the district that were not contributed to the district for the purpose of receiving naming rights. Naming rights for these contributions are at the discretion of the School Board.
- B. The School Board reserves the right, at its sole discretion, to terminate naming rights in recognition at any time for any reason.

- C. One of the following criteria must be met for granting naming rights in recognition:
1. Recognition of outstanding service to the school district while serving in an academic, administrative or support services capacity or outstanding service to the Burlington community; or
 2. Recognition of the achievements of distinguished alumni; or
 3. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting of naming rights.
 4. Service to community, state or country.
- D. Consideration naming rights may be considered nontransferable when they also involve recognition, with School Board approval.

VI. Granting Naming Rights

- A. In granting naming rights, either "in consideration" or "in recognition," due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the school district's sense of identity as well as their role in assisting staff, students and visitors to orient themselves within a campus.
- B. The granting of naming rights must always be consistent with the school district's mission and vision. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted must be consulted before any decision is made.
- C. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable board policies.
1. Items for which naming rights may be awarded:
 - Auditoriums/Theaters
 - Gymnasiums
 - Libraries
 - Gardens/Walks
 - Athletic Fields/Facilities
 - Concessions/Locker Rooms
 - Streets and Areas
 - Equipment
 - Building/Properties
 2. Informed Consent
The School Board shall not grant a naming right without the informed consent of the named party if living.
 3. Monetary Valuation of Naming Rights
Monetary valuations may be assigned to proposed naming rights on a case- by-case basis to aid with making decisions about granting naming rights.

4. **Guidelines**

The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the business manager who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
5. **Duration of Naming Rights**

The duration of naming rights is decided or negotiated on a case-by-case basis for naming rights in consideration.
6. **Physical Display of Naming Rights**
 - a. Whether there is a physical display of the naming rights is decided or negotiated on a case-by-case basis. The physical display of the naming rights will take into account the identification of the school district and opportunities offered for the district.
 - b. When "naming rights in recognition" is awarded, plaques may, with the approval of the superintendent, be installed in buildings.
7. **Transferability**

"Naming rights in consideration" may be transferred by mutual agreement between all parties. "Naming rights in recognition" may not be transferred.
8. **Renewability**

Naming rights may be renewed by mutual agreement among all parties.
9. **Limit of Naming Rights**
 - A. **On the Part of the District**

The school district's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.
 - B. **On the Part of the Named Party**

The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.

10. **Termination of Naming Rights**
In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:
- A. **Termination by the District**
The School Board reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.
 - B. **Termination by the Named Party**
The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the school district directly brings the named party into disrepute.

Date of Adoption:
November 17, 2008
Revised: February 3, 2015
Revised: December 9, 2015

1/11/2016

GREEN BAY AREA SCHOOL DISTRICT
Board Policy Manual

840-Rule

PUBLIC GIFTS TO THE SCHOOLS

I. Authority to Accept Gifts

- A. Gifts with a value of less than \$500 may be accepted by building administrators and Central Office Department Heads consistent with the Criteria for the Acceptance of Gifts provided herein. The building administrator and/or Department Head shall provide notice of such acceptance. The Board of Education will acknowledge these gifts. Gifts to the district-at-large will be accepted and acknowledged by the Board of Education.
- B. Gifts with a value greater than \$500 will be accepted and acknowledged by the Board of Education.

II. Criteria for the Acceptance of Gifts

While the Board welcomes and appreciates gifts to the District, these gifts must be appropriate for the District and the school program(s). Gifts that are deemed inappropriate to the operation of the District may be rejected with appreciation stated for the intent of the donor. The District also reserves the right to dispose of any donated property that is no longer needed or considered too costly to maintain.

Individuals, organizations or businesses wishing to give a monetary or other gift to a school or the District should present such gift offer to the building principal or Superintendent of Schools and Learning as applicable who will consider the offer and accept or deny it based on Board policy and these guidelines. Potential donors should discuss the gift with school officials before engaging in any fundraising activity in pursuit of the purchase of the gift(s).

Acceptance of any gift shall be consistent with District priorities and will be subject to the criteria listed below. Accounting for receipts and disbursements of gifts and bequests shall follow generally accepted accounting procedures.

- A. All gifts and bequests shall become property of the District. As long as such property is used in the school in which it was initially placed with its original intent, it will be retained in that school. When such use is no longer deemed to be advantageous, or the facility will no longer be used for school purposes, the Superintendent of Schools and Learning or his or her designee will have the authority to move the property or recommend to the Board of Education the sale or disposal of the property in a manner that will best serve the interests of the District.
- B. Funds obtained by non-school groups through fundraising activities and directed to individual schools or school organizations shall also be considered gifts to the District.

C. Acceptance of any gift must satisfy the following guidelines:

1. The gift will:

- a. The primary beneficiary must be the school and the students being served. Donations benefitting both the school and a vendor will be permitted only if the vendor does not expect reciprocal privileges or preferential treatment. Further, the benefit must go primarily to the students and not the vendor.
- b. Be appropriate to the best education of students and is nondiscriminatory.
- c. Be compatible with curricular, technological and instructional practices of the District.
- d. Place no restrictions now or later in any way on the Board of Education approved program and services or hamper their evaluation.
- e. Not require an explicit endorsement by the school, department or District of a specific business, organization or product. Should the donor wish to publicize the making of the gift, prior approval by the Board of Education shall be required.
- f. Not create a significant inequity and/or competitive advantage among schools, students, District programs, employees or facilities. The Board of Education may consider the unique needs and attributes of the school, District programs, employees or facilities in determining whether the gift creates a significant inequity and/or competitive advantage.

2. The gift may be rejected if it:

- a. Is inconsistent with the District's mission and vision, priorities and educational objectives, District policy or State and Federal law, such as Pupil Non-discrimination, Wis. Stat. § 118.13.
- b. Does not support or is inconsistent with Board of Education approved curriculum.
- c. Creates a substantial disruption in the school environment or inhibits the functioning of any school including adding to staff workloads.
- d. Negatively affects the fiscal condition of the District and/or places any financial or other limitations on the District such as costs associated with procurement, installation, maintenance, replacement, repair, disposal or future purchases.
- e. Begins a program that the District would be unwilling to take over when the gift funds are exhausted.
- f. Promotes or contains references to alcohol, tobacco, drugs or drug paraphernalia. This does not prohibit enterprises (*e.g.*, grocery stores, restaurants or bowling

alleys) which sell alcohol and tobacco products as an ancillary part of a business from making a donation to the District.

- g. Promotes or contains references to weapons, lewd, vulgar, obscene, pornographic or illegal material or activities; gambling or gambling aids; violence; hatred; sexual conduct; sexually explicit material; TV-MA or X-, NC-17 or R-rated movies.
 - h. Creates an endorsement of a political cause, activity, candidate or position.
 - i. Promotes organizations that are in competition with the District.
 - j. Adversely affects the District's reputation or image.
3. Any gift of instructional material that supports technology (e.g., computer equipment or mobile devices) must also be reviewed and approved by the Chief Technology and Information Officer or his or her designee to ensure compatibility with existing technology, curriculum and infrastructure.
 4. Any gift of instructional material or programming must also be reviewed and approved by the Executive Director of Teaching and Learning or his or her designee to ensure compatibility with the District's curriculum and instructional program goals, objectives and plans.
 5. Any gift related to athletic or extracurricular programs or activities must also be reviewed and approved by the Associate Superintendent of PreK-16 Programs or his or her designee to ensure conformity with District, conference, Wisconsin Interscholastic Athletics Association (WIAA) and other applicable state activity association policies and rules.

D. Naming Rights.

1. At some time, it might be the desire of an individual, business, organization, or the School Board to grant "Naming Rights" for a facility.
 - a. "Naming Rights" could be awarded for an existing facility, an improvement that is planned for using referendum construction dollars or general funds, or for a facility or an improvement that currently does not exist or is planned for using referendum construction dollars or general funds.
 - b. "Facility" includes a building, room, area of a building, or sports complex or area of a sports complex.
2. Any potential naming of a facility and/or improvement requires Board approval.
3. The Board shall only consider a donor's request for facility naming rights if:

- a. The gift or sponsorship offer is in line with the provisions of this policy and its implementing guidelines;
 - b. The donor contributed (1) a minimum of one-half of the original cost of the construction of the facility or the cost of facility improvements, as determined by the District's Financial Services Office, or (2) the total cost of the Board established gift or sponsorship amount; and
 - c. The donor enters into a written agreement with the Board specifying the financial terms and schedule for payment to the District, the length of time the facility naming rights are granted, terms and conditions that govern what would cause such naming rights to be revoked and other relevant information.
4. The District retains the option of removing the naming rights from District property if the individual, organization or business's practices or conduct become incompatible with the District's mission or policies.
- E. Although unrestricted gifts will be accepted if they meet the above criteria, it is recommended that donors indicate the intent and use of the gift in writing.
1. If a monetary donation is offered to the District as a whole without a specified purpose designated by the donor, the Superintendent of Schools and Learning or his or her designee shall discuss the donation with the administrative team and determine how the money will be allocated based on the priority needs and interests of the District.
 2. If a monetary donation is offered to a school site without a specified purpose designated by the donor, the building principal shall consult with the Superintendent of Schools and Learning or his or her designee and involve building staff as appropriate in determining how the money will be allocated for that site based on the priority interests and needs of the site.
- F. District employees shall not solicit specific gift donations from any individual or entity or from a website or other social media (*e.g.*, Donorschoose.org) without first obtaining the approval of their immediate supervisor and other applicable designated administration. Gifts obtained through such sites shall be subject to the policies and procedures of the District.
- G. A District receipt will be provided for all gifts of money. The receipt will indicate the donor, amount received, and the purpose of the gift, if specified. The funds shall be deposited intact in the designated District account as soon as possible.
- H. The Chief Financial Officer or his or her designee shall be responsible for the proper accounting of all gifts of money and shall do so in accordance with the Wisconsin Elementary and Secondary School Accounting System.

III. Process for the Acceptance of Gifts

- A. Individuals or organizations wanting to make a gift or donation to the schools, students, District programs, or facilities should complete the "Gifts to the Board of Education" form.
- B. For monetary donations of less than \$500, one (1) copy of the completed Gifts to the Board of Education form shall be signed by the building principal and then provided to the Business Office for acknowledgement by the School Board.
- C. For monetary donations of greater than \$500, one (1) copy of the completed Gifts to the Board of Education form shall be signed by the building principal and then provided to the Associate Superintendent of PreK-16 Programs who will forward the copy to the Business Office for acceptance and acknowledgement by the School Board.
- D. For monetary donations to the district-at large, one (1) copy of the completed Gifts to the Board of Education form shall be provided to the Associate Superintendent of PreK-16 Programs who will forward the copy to the Business Office for acceptance and acknowledgement by the School Board.
- E. For in-kind donations (materials, supplies, equipment, etc.), one (1) copy of the completed Gifts to the Board of Education form shall be signed by the building principal, if applicable, and then provided to the Executive Director of Purchasing and Distribution. The Executive Director of Purchasing and Distribution will forward the copy to the Associate Superintendent of Pre-K-16 Programs who will forward the copy to the Business Office for acceptance and acknowledgement by the School Board. If the donation pertains to technology, the Executive Director of Purchasing and Distribution shall consult with the Information Technology Department regarding the appropriateness of the donation.

APPROVED: April 21, 2014

IIB - CLASS SIZE

[\(/#facebook\)](#) [\(/#twitter\)](#) [\(/#printfriendly\)](#)

<https://www.addtoany.com/share?url=https%3A%2F%2Fschoolboard.cape.k12.me.us%2Fpolicies-list%2Fi-instruction%2F177-iib-class-size&title=IIB%20-%20CLASS%20SIZE>

The Cape Elizabeth School Board recognizes that a relationship exists between class size and pupil achievement. This relationship varies across grade levels, among subjects, and by methods of instruction. Therefore, average class size in grades K-8 and student loads in grades 9-12 shall be determined by several different variables, including grade level, subject, particular needs of the student, learning objectives, instructional methods, input of staff, budgetary constraints, and available space. Maintaining class size/student loads within the ranges below maintains educational quality and the School Department's ability to attract and retain the best possible teachers for Cape Elizabeth's young people. The board seeks to balance this interest with the cost of the education of our students. Keeping the above in mind, the following recommendations shall serve as the general guide for average class sizes K-12:

<u>Grade</u>	<u>Recommended Range</u>
Kindergarten	14-18
1-2	16-20
3-4	19-23
5-12	20-24

Higher class sizes may occur for large group instruction in grades 5-12 for special classes, including physical education and instrumental and/or choral music. Smaller class sizes may also occur for specialized courses such as where the elimination of such course might jeopardize student access to future courses or the program itself. If a class/student load exceeds the recommended size, the superintendent shall consult with the appropriate building administrator and review the situation before deciding whether to take such steps as hiring

additional personnel or using other resources. If a high school or middle school class enrollment falls below 10, the superintendent shall consult with the principal and decide whether to continue or eliminate the course. The superintendent will inform the School Board of any decision in this area, and Board approval will be required to hire any additional teacher(s). The ranges are general guidelines and shall not be considered as minimum or maximum limits. Additionally, the Board recognizes that student load, not class is another important consideration for teachers at the secondary level. Therefore, school administrators of these grade levels will seek to maintain average full-time teacher loads of between 75 and 90 students.

ADOPTED: June 16, 1987

Revised: August 11, 1992

June 1998

May 11, 1999

May 13, 2003

September 13, 2005

May 13, 2008

Reviewed: September 10, 2013

Revised: December 8, 2015

“SUGGESTED LANGUAGE” FOR BOARD DISCUSSION

NEPN/NSBA Code: IIB

CLASS SIZE

It is the intent of the Board to maintain class sizes [**OR: student-teacher ratios**] that will provide effective instruction for students and efficient use of staff, school facilities and fiscal resources. Class sizes [**OR: student-teacher ratios**] will be guided by Maine law and regulations. Decisions concerning class sizes [**student-teacher ratios**] will take into consideration grade levels of students, subject, instructional methodology, program needs, availability of professional and support staff, classroom, laboratory or other facilities space, and budgetary constraints.

The Board expects the Superintendent to make recommendations concerning the need for increases or decreases in professional and/or support staff when he/she believes such changes are necessary to maintain appropriate class sizes [**OR: student-teacher ratios**] and/or are in the best interests of the District and its students.

Legal Reference: Maine Dept. of Ed. Rule Chapter 125

Adopted: _____

PLEASE NOTE MSMA sample policies, suggestions for policy language, and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

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MAINE SCHOOL MANAGEMENT ASSOCIATION

BEDB - AGENDA

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Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. Board members, school district staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of 7 days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

The agenda of regular business meetings will be distributed to Board members five days prior to a regular meeting of the Board and, whenever possible, two days in advance of a special meeting. Copies of the agenda will be posted. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, in an emergency, to the agenda of a special meeting.

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. All additions to the agenda must be approved by a majority vote of the members present and voting. In general, items that can reasonably be deferred to the next regularly scheduled meeting will not be added to the agenda at a Board meeting.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

Cross Reference:

[BE - School Board Meetings \(/policies-list/b-school-board-governance-and-operations/113-be-school-board-meetings\)](#)

[BEDBA - Agenda Format \(/policies-list/b-school-board-governance-and-operations/117-bedb-agenda-format\)](#)

ADOPTED: March 8, 2005 (TO REPLACE ORIGINAL BEDB)

Revised: April 9, 2013

AGENDA

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. The agenda shall include items that the Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and Board policies.

The agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the **[Identify locations where the agenda will be available, e.g., Superintendent's Office, in each school, town hall, public library and/or other appropriate public facilities, or school unit's website.]**. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the media at the same time and in the same manner that it is given to Board members.

Requests for Agenda Items

Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. To be considered for placement on the agenda, an item must be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. The request must be received a minimum of seven **[OR: number]** days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

Dissemination of Supporting Materials

As an accompaniment to the agenda, the Superintendent will provide to the Board such background materials and data that in his/her judgment are necessary for the

Board to give informed consideration to agenda items. The Superintendent will also provide to the Board the draft minutes of Board meetings that will be presented for approval.

Documents containing information that is exempt from disclosure under the Freedom of Access Act or other law shall be marked "confidential." Such information shall not be disclosed by Board members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by Board members should be referred to the Superintendent.

[Information provided in Board packets may be subject to disclosure under Maine's Freedom of Access Act (FOAA). The MSMA/DWM memo dated September 3, 2008, contains a list of exceptions to public records under the FOAA.]

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, unless otherwise prohibited by Board policy, to the agenda of a special meeting.

[NOTE: Additions and adjustments to the agenda do not apply to an emergency meeting of the Board because such a meeting is ordinarily called for the purpose of addressing a single matter that requires immediate action. The Board should be sure that the language of this policy and its policy describing types of board meetings (NEPN/NSBA code BE) does not conflict.]

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote. The item should be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies.

All additions to the agenda must be approved by a majority **[OR: 2/3]** vote of the members present and voting.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

[NOTE: If a motion is made to add an item to the agenda, the Board may, by vote, add it, decline to add it, defer it to a subsequent meeting, or refer it to the Superintendent or a Board subcommittee for further study.]

Because the provisions in this policy regarding distribution and posting of the agenda are intended to provide public notice of the business that will be considered, we urge Boards to limit additions to the agenda to items of business that cannot reasonably wait until the next regular Board meeting. A special meeting may be a more desirable way to address one or more important and/or controversial issues that arise between meetings and cannot wait until the next regular meeting, as there will be more opportunity for advance notice.]

Legal Reference: 20-A MRS § 1477 (RSU)

Cross Reference: BE—School Board Meetings
BEDB-R—Agenda Format
BEDH—Public Participation at Board Meetings
KE—Public Concerns and Complaints

Adopted: _____

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BEDBA - AGENDA FORMAT

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In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Board has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Board policy. The agenda format may be altered only by vote of the Board and in a manner consistent with its policy adoption process.

[SCHOOL BOARD NAME]

[TYPE OF MEETING]

[DATE]

[TIME]

[PLACE]

A. Call to Order

J. New Business

B. Pledge of Allegiance

1. _____

2. _____

3. _____

C. Attendance/Roll Call

K. Committee Reports

D. Adjustments to the Agenda

L. Board Agenda Requests

E. Approval of the Minutes

M. Calendar/Announcements

F. Comments by Student Representatives

G. Public Participation*

H. Communications, including Superintendent's Report

N. Adjournment

I. Old Business

1. _____

2. _____

3. _____

The order of business may be altered or items added or deleted from the agenda by a majority [or 2/3] vote of the Board members present and voting.

Cross Reference:

- [BEDB – Agenda \(/policies-list/b-school-board-governance-and-operations/116-bedb-agenda\)](/policies-list/b-school-board-governance-and-operations/116-bedb-agenda)
- [BEDH – Public Participation at Board Meetings \(/policies-list/b-school-board-governance-and-operations/122-bedh-public-participation-at-board-meetings\)](/policies-list/b-school-board-governance-and-operations/122-bedh-public-participation-at-board-meetings)

ADOPTED: April 9, 2013

AGENDA FORMAT

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Board has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Board policy. The agenda format may be altered only by vote of the Board and in a manner consistent with its policy adoption process.

[SCHOOL BOARD NAME]

[TYPE OF MEETING]

[DATE]

[TIME]

[PLACE]

- A. Call to Order
- B. Pledge of Allegiance
- C. Attendance/Roll Call
- D. Adjustments to the Agenda
- E. Approval [**OR: Consideration**] of the Minutes
- F. Communications/Correspondence
- G. Public Participation*
- H. Superintendent's Report
- I. Board Chair's Report
- J. Committee Reports

K. Old Business

1. _____
2. _____
3. _____

L. New Business

1. _____
2. _____
3. _____

M. Calendar/Announcements

N. Adjournment

The order of business may be altered or items added or deleted from the agenda by a majority [**OR: 2/3**] vote of the Board members present and voting.

Cross Reference: BEDB—Agenda
 BEDH—Public Participation at Board Meetings

Adopted: _____

[*NOTE: The Board may choose to limit public participation to items on the agenda listed under “old” or “new” business.

Some Boards may wish to have one period for public comment rather than to ask for public input on individual action items. If so, it may be more beneficial for the public participation period to occur before the Board takes up its old or new business so that public comments can be taken into consideration, rather than after the Board has finished its business.

Boards may also choose to offer opportunities for public participation prior to Board consideration of individual agenda items and, in addition, during a period set aside for more general public comment related to the operations of the schools. If so, we suggest that the “open” participation period occur after the Board has finished its business to enable the Board to complete its “action agenda” in a timely manner.

MSMA is not recommending that public participation be placed on the agenda in any particular location. We have inserted it here to remind boards that there should be at least some opportunity for constructive public input.]

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BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

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Regular, special and emergency meetings of the Board are open to the public. The Board wishes to provide opportunities for citizens to express their interests, concerns and suggestions related to matters under consideration by the Board. The public is cordially invited to attend and participate in these meetings as set forth in this policy.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens or groups wishing to address the Board on a topic not otherwise on the agenda must submit a request in writing to the Superintendent at least one full week in advance of the scheduled meeting. The Superintendent and/or Board Chair may add the item to the agenda at their discretion.

As the elected representative body of the school unit, the Board conducts meetings to carry out the official business of the schools. These meetings are not public forums, but are meetings at which the Board does its business in public. An agenda is prepared and published in advance of each meeting in accordance with Board policy. Anyone desiring additional information about any item on the agenda should direct inquiries to the Superintendent's Office.

Generally, opportunities for the public to speak on agenda items will take place prior to the Board's vote on those items.

The Board Chairperson is responsible for ensuring the orderly conduct of Board meetings. The following ground rules shall guide public participation at Board meetings:

1. Citizens, employees, students and others with a legitimate interest in the Board's business are welcome to participate as provided in this policy.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Speakers are to identify themselves by name before they begin speaking and to direct their comments and questions to the Board Chairperson. Board members wishing to address a speaker are asked to direct their comments through the Board Chairperson.

In order to make the most efficient use of meeting time, groups or organizations are asked to designate spokespersons to present their comments. Speakers are also requested to avoid duplication or repetition of remarks made by others. The Board Chairperson has the prerogative to limit the time allotted for comments on a particular topic as well as the time each individual may speak.

Gossip, defamatory comments, and abusive, vulgar, or threatening language are not permitted. The Board Chairperson has the prerogative to stop any presentation which violates this rule or which would violate the privacy interests of any individual

Complaints concerning individual students or employees will not be aired in public at Board meetings, but will be referred to the administration for resolution as appropriate.

Employees and employee groups may not discuss matters at Board meetings for which other, more appropriate forums are provided by law or contract.

Legal Reference: 1 M.R.S.A. Section 401 et seq.
20-A M.R.S.A. Section 1001

Cross Reference:

[BEDB – Agenda \(/policies-list/b-school-board-governance-and-operations/116-bedb-agenda\)](#)

ADOPTED: March 8, 2005 (Replaced original BEDH)

Revised: June 14, 2011

April 9, 2013

PUBLIC PARTICIPATION AT BOARD MEETINGS

Board meetings are conducted for the purpose of carrying on the official business of the school system. All regular, special and emergency meetings of the Board are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy.

Although Board meetings are not public forums, the Board will provide appropriate opportunities for citizens to express opinions and concerns related to the matters under consideration by the Board. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the Board to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

[OPTIONAL LANGUAGE: Some alternatives available to boards for defining public participation are the following:

OPTION 1: Public comment shall be limited to the item(s) on the agenda.

[NOTE: Boards electing to limit public comment to items on the agenda should consider as an alternative the language of Options 1A or 1B to for this purpose.]

Option 1A: Public participation may be permitted just prior to Board discussion of agenda items requiring Board action.

Option 1B: The Board will ask members of the public for comment prior to Board action on agenda items pertaining to _____ (e.g. policy or budget issues).

OPTION 2: During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the schools, except for personal matters or complaints concerning specific employees or students, which shall be addressed through established policies and procedures.]

[NOTE: Boards who wish to set aside a designated portion of a meeting for “open” participation may choose to hear comments related to specific agenda items as well. Boards should be conscious that a Board meeting is not a public forum, but a means of doing official business in public. Therefore, the

desire to provide ample opportunities for public participation should not overshadow the objective of completing Board business in a timely manner. Effective meeting and time management skills may be required to achieve an appropriate balance.]

Members of the public may address the Board within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at Board meetings.

- A. Citizens and employees of the school unit are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
- B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- C. In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- D. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.
- E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.
- F. All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.
- G. Members of the Board and the Superintendent may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- H. No complaints or allegations will be allowed at Board meetings concerning any person employed by the school system or against particular students.

Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.

- I. In order to make efficient use of meeting time, the Board discourages duplication or repetition of comments to the Board. The Board requests that groups or organizations be represented by designated spokespersons.
- J. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.
- K. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

An agenda shall be published in advance of each meeting in accordance with Board policy. Copies will be posted and/or available prior to regular meetings, at **[Identify locations where agenda is available, i.e., Superintendent's Office, in each school, town hall, public library and/or other appropriate public facilities, website.]**. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Legal Reference: 1 MRSA § 401 et seq.

Cross Reference: BEC – Executive Session
BEDA – Notification of Board Meetings
BEDB – Agenda
BEDD – Rules of Order
KE – Public Concerns and Complaints

Adopted: _____

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