



AGENDA

*Wisconsin Rapids Board of Education
Personnel Services Committee*

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Sandra Hett, Chair
Anne Lee
Mary Rayome
John Krings, President

December 4, 2017

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room C

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Board Policy Review
- IV. Consent Agenda
- V. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.

Board Policy 511.5 – Employee Anti-Harassment, Second Reading

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in November 2017. The administration recommends approval of Board Policy 511.5 – Employee Anti-Harassment for second reading. (*Attachment D*)

Board Policy 854 – Display and Distribution of Materials on School Property, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2017. The administration recommends approval to delete Board Policy 854 – Display and Distribution of Materials on School Property for second reading. (*Attachment E*)

Board Policy 440 – Student Rights and Responsibilities – Freedom of Expression, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2017. The administration recommends approval of Board Policy 440 – Student Rights and Responsibilities – Freedom of Expression for second reading. (*Attachment F*)

Board Policy 851 – Media Distribution in Schools/Advertising/Sponsorship or Commemorative Naming Rights for District Facilities or Educational Spaces, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2017. The administration recommends approval of Board Policy 851 – Media Distribution in Schools/Advertising/Sponsorship or Commemorative Naming Rights for District Facilities or Educational Spaces for second reading. (*Attachment G*)

IV. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

V. Adjournment

510 PERSONNEL POLICIES GOALS

School district personnel policies are an essential part of the program of public education in a community, and generally reflect the philosophy of the school district and the community.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Policy development must be approached with attitudes of mutual faith and good will. Cooperation and participation of ~~the employees' associations~~, administration, and the Board are essentials in the formulation of personnel policies. If the predominant values and standards are based upon a democratic philosophy, the personnel policies and procedures will add to the dignity of each individual.

Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected may voice their opinions.

To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the Superintendent is directed to establish the procedures needed.

CROSS REF.: 251, Organization for Administrative Purposes
 ~~526, Staff Complaints and Grievances~~
 ~~WREA Agreement~~
 ~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
 ~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
 ~~Substitute Teachers' Agreement~~

APPROVED: November 11, 1974

REVISED: January 14, 2002
 TBD

523.4 EMPLOYEE ASSISTANCE PROGRAM

The Board of Education recognizes that employees with personal or emotional problems often find successful job performance increasingly difficult. The Board of Education approved the Employee Assistance Program (EAP) which is designed to provide assistance in the early identification of problems followed by appropriate referral to professional resources. The Board of Education hopes that this will help prevent job performance deterioration, or help the employee return to satisfactory job performance.

For an EAP to be effective, and in the best interest of the employee, ~~this~~ the following criteria should be met:

1. The EAP must protect the privacy of the individual concerned.
2. Employees seeking assistance through the EAP must be assured that their employment status will not be jeopardized by the fact ~~of their~~ that they are seeking such assistance.
3. The decision to utilize the EAP ~~must be~~ is strictly voluntary.

The Director of Human Resources is the Program Coordinator for the Employee Assistance Program. An annual report highlighting the EAP activities will be presented to the School Board ~~in August~~.

CROSS REF.: ~~WREA Agreement~~
 ~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
 ~~AFL-CIO Local 95 Agreement (Office & Professional Employees)~~
 ~~Substitute Teachers' Agreement~~

APPROVED: February 9, 1981

REVISED: January 14, 2002
 TBD

536.2 STAFF RETIREMENT

There shall be no mandatory retirement age. The Board does, however, reserve the right to terminate an employee if he/she cannot perform the normal duties required of that position.

~~The option to retire early shall be available in accordance with provisions of the appropriate employee agreement.~~

LEGAL REF.: Section 111.33 Wisconsin Statutes

~~CROSS REF.: WREA Agreement
AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance, Technicians
AFL-CIO Local 95 Agreement (Office and Professional Employees)
Substitute Teachers' Agreement~~

APPROVED: July 1981

REVISED: March 12, 1984
 January 14, 2002
 TBD

511.5 EMPLOYEE ANTI-HARASSMENT

The School District of Wisconsin Rapids prohibits all forms of harassment. Any person subject to the control and supervision of the District who engages in harassment, or retaliates against another person because of a harassment report or participation in an investigation, will be subject to immediate discipline, up to and including discharge. Persons subject to the control and supervision of the District include, but are not limited to, students, teachers, employees, administrators, and volunteers. In addition, the District will take appropriate action to address reported harassment of District employees by third parties, including vendors, and persons who participate in school activities or events authorized by the District.

Harassment consists of unwanted, abusive behavior of a physical, verbal, non-verbal or written nature, directed towards an individual or group of individuals based, in whole or in part, on age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or other protected group status, which substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is a form of harassment and consists of unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It includes conduct directed by a person at another person of the same or opposite gender.

Reporting/Complaint Procedure

Any employee that believes he or she has been subjected to harassment prohibited by this policy is encouraged to promptly report the alleged harassment so that the District may address the conduct before it becomes severe, pervasive, or persistent. Administrators, teachers, staff, and all other school personnel who become aware of alleged harassment must immediately report the alleged incident(s). In addition, any other person who becomes aware of alleged harassment prohibited by this policy is encouraged to report it in accordance with the procedures outlined below.

The reporting party is encouraged to submit a written complaint using the District's form, available in the District office and from the principal of each building. Any oral complaint shall be reduced to writing by the person receiving the complaint. Any complaint concerning a violation of this policy shall be submitted to the Director of Human Resources at the following address:

Ryan Christianson
Director of Human Resources*
Wisconsin Rapids School District
510 Peach Street
Wisconsin Rapids, WI 54494

***(Note that a staff directory is available on the WRPS webpage at www.wrps.org or by calling the District main office.)**

If reporting to this person would not be appropriate under the circumstances, the reporting party may submit a report directly to the Superintendent at the following address:

~~Colleen Dickmann~~
Superintendent*
Wisconsin Rapids School District
510 Peach Street
Wisconsin Rapids, WI 54494

**(Note that a staff directory is available on the WRPS webpage at www.wrps.org or by calling the District main office.)*

The Director of Human Resources (or another appropriate administrator) will send the reporting party written acknowledgement of the complaint within forty-five (45) days after receipt of the complaint.

The District will allow complainants the opportunity to resolve harassment complaints on an informal basis, if the complainant requests to do so. Upon a complainant's request, the building principal (or if the building principal would not be appropriate under the circumstances, the complainant may contact the Superintendent directly) will facilitate a meeting between the complainant and the alleged harasser. If the parties resolve the matter, the building principal (or Superintendent) will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the District will proceed with its investigation of the complaint.

The District will investigate harassment complaints promptly, thoroughly, and impartially. The Director of Human Resources shall conduct the investigation or appoint a designee or outside consultant to do so. The Director of Human Resources will prepare a written report regarding the investigation, including a description of the District's conclusions and any action taken, within ninety (90) days after the District receives the complaint, unless additional time is necessary in order to conduct a complete investigation. However, additional time may be necessary depending on the nature of the allegations. The Director of Human Resources shall send a copy of the report to the complainant, the alleged harasser, and the Superintendent.

If either party is not satisfied with the results of the investigation report or the District's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the Board within ten (10) days after the District sends the investigation report to the parties. The Board of Education will hold a private conference with the parties within thirty (30) days after the Board receives the written appeal. In response to the appeal, the Board will send a written decision to the parties and the Superintendent within ten (10) days after the private conference.

At any time, a complainant may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

Every employee will receive a copy of this policy upon hire. A copy of this policy will be kept in each building office and maintained on the District webpage. Every employee will receive/review this policy on an annual basis through the District's in-service.

LEGAL REF.: Wis. Stat. § 111.31
Wis. Stat. § 118.195
Wis. Stat. § 118.20
20 U.S.C. § 1681 et seq., Title IX
29 U.S.C. § 701 et seq., Rehabilitation Act 1973
29 U.S.C. § 794
29 C.F.R. Part 1635
42 U.S.C. § 1983
42 U.S.C. § 2000d et seq.
42 U.S.C. § 2000e et seq.
42 U.S.C. § 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. § 12101 et seq.
42 U.S.C. § 12112, Americans with Disabilities Act of 1990

CROSS REF.: 511 – Non-Discrimination and Equal Employment Opportunity
511.5 Exhibit 1 – Employee Harassment Complaint Form
Employee Handbooks

APPROVED: November 11, 1974

REVISED: January 14, 2002
January 8, 2007
February 11, 2008
August 9, 2010
August 10, 2015
TBD

~~854 DISPLAY AND DISTRIBUTION OF MATERIALS ON SCHOOL PROPERTY~~

~~It is the intent of this policy to appropriately facilitate the display and distribution of information to students and the public on school property.~~

~~The display and distribution of information should not be understood to constitute the endorsement or approval of the school district.~~

~~Materials shall not be displayed or distributed on school property by any person or group without prior approval of the school principal or designee.~~

~~The following guidelines will be used by the principal or designee for the posting and/or distribution of materials:~~

- ~~A. Materials may be displayed in the schools and/or distributed to students if the information contained in those materials identify educational, cultural, civic, and/or recreational activities, subject to the other provisions contained in this policy.~~
- ~~B. The appropriateness of the material being proposed for display and/or distribution will be determined as follows:
 - ~~1. A list of activities and programs for which materials may be posted and/or distributed in the schools will be developed and reviewed prior to the start of each school year by the school district administration.~~
 - ~~2. Requests for the posting and/or distribution of materials for activities and programs not included on the approved list must be referred to the superintendent for review prior to posting and/or distribution. All such requests shall be acted on within seven school days from the date of the referral.~~
 - ~~3. Material which will not be posted or distributed includes, but is not limited to, that which:
 - ~~a. promotes a political agenda/candidacy, except for student elections.~~
 - ~~b. defames or slanders other individuals or groups.~~
 - ~~c. serves the primary purpose of promoting the commercial gain of the sponsoring for profit individual or group.~~
 - ~~d. disrupts the instructional process or educational mission of the school.~~
 - ~~e. is lewd, lascivious or obscene as determined with respect to school age students, or~~
 - ~~f. encourages illegal activities.~~~~~~
- ~~C. The principal will determine the method through which material will be distributed.~~
- ~~D. Materials may be posted only in area(s) designated by the principal.~~
- ~~E. Material that is approved for distribution must be provided to the school by the sponsoring organization in appropriate bundles as specified by the principal.~~

~~F. Parents wishing to have materials of the nature covered in this policy sent home may contact the school in writing. The school will make every reasonable effort to honor these requests.~~

~~CROSS REF.: 440, Student Rights and Responsibilities (Freedom of Expression)~~

~~ADOPTED: January 11, 1999~~

~~REVISED: June 17, 2002~~

DELETED

440 STUDENT RIGHTS AND RESPONSIBILITIES – FREEDOM OF EXPRESSION

Provision for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion, or means of expression, shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that always accompany an unpopular point of view.

However, no person, whether he/she is a parent, teacher or student, has an absolute right to freedom of speech. It is a myth to say that any person has a constitutional right to say what he/she pleases, where and when he/she pleases. Uncontrolled and uncontrollable liberty is an enemy to domestic peace.

Freedom of speech in our schools is limited by Board policy, canons of good taste as acceptable in the community, and legal considerations.

The primary liberties in a student's life have to do with the process of inquiry and learning, of acquiring and imparting knowledge, and of exchanging ideas. This process requires that students have the right to express opinions, to take stands, and to support causes, publicly or privately. There should be no interference in the school with these liberties, or with the student's access to or expression of controversial points of view, except as provided below:

1. Bulletin Boards

School authorities may restrict the use of certain bulletin boards to school announcements. Ample bulletin board space shall be provided for the use of students and student organizations, including a reasonable area for notices relating to out-of-school activities or matters of general interest to students. There shall be no prior censorship or requirement of approval of the contents or wording of notices or other communications, but the following general limitations on posting may be applied:

- a. School authorities shall prohibit material which is obscene according to current legal definitions; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption to the orderly operation of the school.
- b. Identification shall be required on any posted notice of the student or student group issuing same.
- c. The school shall require that notices or other communications be officially dated before posting and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

2. Distribution of Printed Material and Circulation of Petitions

Students shall be free to distribute handbills, leaflets and other printed material and to collect signatures on petitions concerning either school or out-of-school issues, whether such materials are produced within or outside the school.

There shall be no prior censorship or requirement of approval of the contents or wording of such materials, but the following general limitations may be applied.

- a. The time of such activity shall be limited to periods before school begins, after dismissal and during lunch time, if such limitation is necessary to prevent interference with the school program.
- b. The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.

- c. The manner of conducting such activity shall be restricted to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions. The danger of littering is not a sufficient ground for limiting the right of students to distribute printed material.
- d. The school shall require that all printed matter and petitions distributed or circulated on school property bear the name of the sponsoring organization or individual.
- e. The school shall prohibit the distribution of material within the restricted categories of paragraph 1a above.

3. Buttons and Badges

The wearing of buttons, badges, or armbands bearing slogans or sayings shall be permitted as another form of expression, unless the message thereof falls within the restricted categories of paragraph (1a) above. No teacher or administrator shall attempt to interfere with this practice on the ground that the message may be unpopular with students or faculty.

In imposing limitations on student expression for any of the foregoing provisions, the school must ensure that its rules are applied on a nondiscriminatory basis and in a manner designed to assure maximum freedom of expression to the students.

Any student or student group believing they have been deprived of freedom of expression under any of these provisions shall have the right to request a hearing to determine whether such deprivation is justified under these rules. Such a hearing must be held as soon as possible after request before an impartial body, including representatives of the faculty and student body. The hearing shall provide for a full and fair opportunity for both sides to present evidence and argument as to the propriety of the application of the regulation in question.

LEGAL REF.: Section 118.13 Wisconsin Statutes

CROSS REF.: 372, Student Publications
 411, ~~Discrimination and Harassment Prohibited~~ **Student Non-Discrimination and Anti-Harassment**
 443.7, Student Activism
851, Media Distribution in Schools/Advertising/Sponsorship or Commemorative Naming Rights for District Facilities or Educational Spaces
 854, ~~Display and Distribution of Materials on School Property~~

APPROVED: November 11, 1974

REVISED: August 13, 2001
TBD

851 MEDIA DISTRIBUTION IN SCHOOLS / ADVERTISING / SPONSORSHIP OR COMMEMORATIVE NAMING RIGHTS FOR DISTRICT FACILITIES OR EDUCATIONAL SPACES

School-Sponsored Media

School-sponsored publications, announcements, radio and television programs may, with certain restrictions, carry advertising and promotional material from sources solicited by school organizations and from non-school individuals, groups or organizations.

Advertising copy solicited by school organizations shall meet the following criteria:

- Excessive solicitation of the same sources should be avoided. Principals shall require a list of all advertisers to be contacted during the year from sponsors of publications.
- Advertising copy promoting the use and sale of materials or services which are inconsistent with school objectives is not to be permitted in school publications.
- The processes of soliciting advertising, preparing copy and publication shall be permitted to the extent that, in the judgment of the instructional staff, such processes further the educational well-being of the students rather than exploiting them to raise money.

The administration may, at its discretion, accept advertising copy offered by non-profit, community or non-school agencies or organizations as long as promulgation of the copy does not infringe upon the school program.

Media Not Directly School Connected

Students and staff are to be protected from intrusions on their time during the school day by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

The Superintendent and principals are urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decisions of the Superintendent will be final.

Non-district related material, such as fliers, promotional literature, circulars, announcements, and tickets for admission-charged functions are not to be distributed through the school or on school premises without approval from the Superintendent or his/her designee. Approved copy may also be posted on the District website or through social media when appropriate.

Criteria to be Considered for Distribution Approval

Any media distributed shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote specific religion, political ideology, political candidate, political issue or any form of gambling; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.

- a) Programs being promoted should be grade level or school appropriate.

- b) Programs should enhance the District/school curriculum.
- c) Requests which involve some advertising or solicitation should provide a benefit to the children academically, socially, or in some other wholesome manner.
- d) Organizations must be non-profit (have a non-profit tax number). Materials distributed should not directly contribute to the personal gain of an individual, business, or company.
- e) Organizations interested in having students participate in a fundraising type of activity or solicit funds will have their information forwarded to the Principal for consideration to involve their Parent Teacher Organizations or School Clubs as appropriate.
- f) Organizations interested in distributing a flyer in the elementary buildings will forward a sample flyer to the Superintendent or his/her designee for approval before distribution is allowed.
- g) Once approved, all flyers/brochures will be bundled according to the distribution list provided by the District, and delivered to the District office for distribution to the buildings. No flyers are to be dropped off directly at the buildings.
- h) Flyers will be distributed to students in grades 4K-5. Grades 6-8 will have flyers made available in the school office and an announcement will be made for interested students to pick up. No flyers will be distributed to grades 9-12 students.

Advertising in District Facilities or Educational Spaces

All advertising must adhere to general high standards of suitability and shall be reviewed and approved by the Superintendent or his/her designee. No advertising shall conflict with the Board’s mission, policies or the District’s curriculum or instructional program.

1. Any advertisement shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote any form of gambling, specific religion, political ideology, political candidate, political issue; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.
2. The amount of advertising space allotted in District facilities or educational spaces shall be approved by the Superintendent or his/her designee. Sponsorship agreements and rates to advertise based upon available space will be determined by the Administration. The Board will occasionally be updated on fees and promotions approved under the auspices of this policy. Advertising in District facilities and educational spaces does not require explicit approval by the Board; however, the Board reserves the right to accept or reject any advertising. The Director of Business Services or his/her designee shall be responsible for the receipt, deposit, and proper accounting of any and all revenue generated.
3. Any contractual agreements between the District and an organization or vendor for advertising must be approved by the Superintendent or his/her designee and reviewed by the Director of Business Services.

Considerations for Sponsorship Naming Rights

Naming rights for the purposes of this policy shall be construed as the naming of a facility, space, etc., for a time period of one year or longer and with a “significant” donation. This is different from other advertising referenced in this policy as it requires an extended timeframe in addition to a significant donation.

- a) Cash donations of a significant value for a specific District facility or educational space are defined as a contribution that without which the facility or educational space would not be affordable to the District.

- b) In-kind donations of a significant value and sustained throughout the term of the agreement may be considered. In-kind donations may include:
 - i. Product donations of a significant value;
 - ii. Externship or internship opportunities or training/development programs for students or staff;
 - iii. Student mentoring, student scholarships;
 - iv. Student transportation to and from select events;
 - v. Speaker's or facilitator's time or fees for relevant or requested school events;
 - vi. Field trips and tours within the sponsor's place of business (subject to appropriate waivers to be provided by attendees);
 - vii. Services as it relates to the sponsor's place of business at reduced costs when mutually beneficial for both parties (and subject to availability and agreement as to costs);
 - viii. Volunteer hours that significantly contribute to student learning;
 - ix. Serving on District/Academy Advisory Councils or Committees;
 - x. Other significant in-kind contributions.
- c) The ability of the sponsor's contribution to have long-term impact on the quality of a program or facility.

Determination of Specific Name to be Used

An agreement between the District and sponsor shall include a license granting the District the right to use the name, logo, or branding requested by the sponsor of said sponsor. All uses of such name, logo, branding will be defined in the sponsor agreement.

Approval Process

Interested parties shall bring any proposed sponsorship agreement to the Superintendent for consideration and Board approval. The sponsorship agreement, if approved, shall include the specific sponsor-related name for the District facility or educational space, the length of the sponsorship, the licensing rights granted to the District by the sponsor, and the sponsor's cash donation(s) or in-kind contribution(s). The Board of Education shall retain authority to accept or reject any and all proposed sponsorship agreements.

The Director of Business Services or his/her designee shall be responsible for the receipt, deposit, and proper accounting of any and all cash or contribution sponsorship amounts.

Commemorative Naming or Renaming of District Educational Facilities

The Board of Education shall be the sole body to approve the official naming of any new District facility or renaming of any existing District facility. When the need arises, the following procedures will be used:

- A. The Board may appoint an ad-hoc committee to consider and recommend names. Membership is to include staff, a student representative, and citizen representatives of the community.
- B. This committee can recommend up to three names in order of preference to the Board for consideration. The Board will make the final selection.
- C. The committee may use the following sources for the suggestion of names:
 - a. Public participation
 - b. Student participation
 - c. Faculty/staff participation
 - d. Previous file of suggested names – a permanent file of previously suggested names shall be maintained by the Superintendent or his/her designee. All nominations shall be in writing and should contain the rationale for each name.
- D. The committee will observe the following guidelines when developing the name list:
 - a. Name is to be easily identifiable with the facility
 - b. Name should not be in conflict with the names of other facilities in the District

- c. Name should have significance for people using the facility
- E. The names of persons or places from the following categories may be considered:
 - a. Areas within the District
 - b. Arts
 - c. Business
 - d. Education
 - e. Government
 - f. History
 - g. Humanitarianism
 - h. Industry
 - i. Inventions
 - j. Labor
 - k. Military Services
 - l. Philanthropy
 - m. Professions
 - n. Science
- F. Consideration for nominations of persons' names must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership.
- G. Criteria for using persons' names shall include the following: 1) first consideration shall be given to local persons, but; 2) additional consideration may be given to state, national and international persons.

Parts of extra-curricular facilities, such as auditoriums, athletic fields, etc., if named, are to be named following the criteria established within this policy; however, paragraph (G) shall not be required but may be used at the discretion of the Board of Education or its ad-hoc committee. These facilities may be marked by an appropriate plaque or sign commemorating that individual's contribution.

The Board shall make the final decision on all facility names. Once a facility has been officially named, it shall not be renamed except for reasons deemed to be compelling by the Board.

LEGAL REF: Wisc. Statutes 120.12(1), 120.13

CROSS REF.: **440, Student Rights and Responsibilities – Freedom of Expression**
 460, Student Awards and Scholarships
 850, Public Solicitations in the Schools
 840, Public Gifts to the Schools
 841, Projects Funded by Community Groups

APPROVED: November 11, 1974

REVISED: June 17, 2002
 October 9, 2017
TBD