

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.: 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

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