

**Policy Committee Meeting**  
 Duluth Public Schools, ISD 709  
 Agenda  
 Thursday, May 6, 2021  
 VIA VIDEO CONFERENCE  
 Google Meet  
 Duluth, MN 55802  
 4:30 PM

1. **AGENDA ITEMS**
2. **POLICIES FOR FIRST READING**
3. **POLICIES FOR SECOND READING**
  - A. 810 - Naming Rights and Naming School Facilities 2  
 Attached is a proposed naming rights policy for second reading.  
  
 Cathy Erickson
  - B. Deletion of Policy 7105 - Naming New Schools 7  
 Policy 7105 will be deleted as part of adoption of the new policy 810-  
 Naming Buildings
  - C. 540 - School Admission for Foreign Exchange Students 8  
 Attached is a proposed school admission policy for foreign exchange  
 students for second reading.
  - D. Deletion of Policy 5045 Foreign Exchange Students 10  
 Policy 5045 will be deleted as part of adoption the new policy 540-  
 Admission for Foreign Exchange Students
4. **OTHER**
  - A. Policies Suspended Due to COVID/Emergency Orders 11  
 No new policies were added.

## **DRAFT Policy 810 – Naming Rights & Naming School Facilities**

### **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 or research grants.

### **II. General Statement of Policy**

Duluth Public Schools recognizes the importance and significance of naming school district facilities and educational programs. The district will follow policy procedures when reviewing and acting upon all District or community-initiated requests. Facilities are district-owned buildings and properties and include spaces within buildings as well as outdoor fields, streets and other areas. Educational programs are district approved learning opportunities that support a specific need or learning goal identified by the district.

Duluth Public Schools recognizes the following circumstances in which the school district may address naming:

The purchase or construction of a new building,  
the re-naming of an existing facility,  
naming rights in consideration, and  
naming rights in recognition.

In each circumstance, the school district passes a formal resolution or enters into a written agreement about the nature of the new name or naming right. The provisions of this policy govern any agreement.

### **III. Definitions**

- A. “Facilities” are district-owned buildings which the main purpose is student instruction.
- B. “Spaces” are areas within a facility or other property owned by the district.
- C. “Naming rights in consideration” is recognition for financial contributions, sponsorship or other commercial transactions.
- D. “Naming rights in recognition” is recognition of a significant contribution to the school district that the district wishes to honor.

#### **IV. Naming New Facilities**

When a new facility is acquired or constructed or a facility is named for the first time, the superintendent will appoint a committee consisting of community members, students and employees to recommend appropriate names for the new facility.

Following the procedures outlined in this policy, the committee will provide two or three possible names to the superintendent who will make a recommendation to the school board for consideration.

The Superintendent, or designee, will provide the following guidance to the naming committee to guide the process of name recommendations:

- A. In naming all facilities, due regard must be taken to maintain an appropriate balance between commercial considerations, current or historical context, and the role that names of facilities contribute to the school district's presence in the community. Also recognized is the role played by the name of a facility in assisting employees, students, and visitors to orient themselves.
- B. Names must not be in conflict with the district's mission and vision. The long-term effects of the name must be considered. In the case of a name change, the facility staff and families must be notified of the naming process.
- C. The naming committee shall keep notes and records of all discussions and methods used to determine name recommendations and recommendations will be sent to the Superintendent for consideration.

#### **V. Name Changes/Re-Naming**

Once a facility is named, that name will remain with the facility unless changed or removed by the school board. Names will be changed using the same process outlined above. Names may be changed when the specific program or theme for which the facility was named changes, when the current name no longer supports the objective of the facility, or due to additions or renovations to an existing facility. Names may be removed at the discretion of the school board.

#### **VI. Granting Naming Rights**

The District may agree to recognize contributions by granting naming rights to facilities and spaces owned by the district. Granting naming rights may be exclusive to a facility or space, or may be conjunction with an existing name already in use.

- A. Spaces 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. Other areas as approved by the school board
- B. The Business Services office will engage a naming rights process outlined in this policy whenever a recommendation for any naming rights is submitted to the district, or if the district solicits requests for available naming rights opportunities in the district.
- C. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable board policies.

#### **VI. Naming Rights in Consideration**

The school district 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 district.

#### **VII. Naming Rights in Recognition**

- A. The school district 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 district.
- B. 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 or administrative capacity or outstanding service to the Duluth 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.

### VIII. Process for Granting Naming Rights

The Business Services office will engage in the following processes to grant naming rights.

- A. Upon request or solicitation of naming rights to a space or facility, the Business Services department will engage by notification on the District web site and through other media messaging that naming rights requests are open for submission.
- B. Naming rights that include a financial contribution, sponsorship, or a provision of services or materials will be reviewed for reasonable valuation by Business Services. Naming rights in recognition being considered will be confirmed to meet standards set out in this policy.
- C. Business Services will create a "Naming Rights Agreement" and submit to the Superintendent to make a recommendation to the school board. The Naming Rights Agreement should include, but are not limited to, the following:
  - a. Duration of Naming Rights. The duration of naming rights is decided or negotiated on a case-by-case basis.
  - b. Physical display of the naming rights is 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 school district and opportunities offered by that building for the district. All displays must conform with zoning and other municipal regulations.
  - c. When "naming rights in recognition" is awarded, plaques may, with the approval of the Superintendent and manager of facilities, be installed in buildings.
  - d. "Naming rights in consideration" may be transferred by mutual agreement between all parties. "Naming rights in recognition" may not be transferred.
  - e. Naming rights may be renewed by mutual agreement between all parties.
- D. 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 facility or space is named, has no decision-making rights as to the purpose of the facility or space 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 facility or space unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.

E. 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 district 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.

First Reading: 4-27-2021

## ~~7105 NAMING NEW SCHOOLS~~

The following are guidelines for the naming of new schools:

- ~~Senior High Schools — Locality or region of the school, or pioneer of the School District area~~
- ~~Middle Schools — More recent prominent citizens, or locality~~
- ~~Elementary Schools — Currently living outstanding citizens, former school board members, or retired principals, teachers, or locality~~

~~Responsibility for making nominations of names to the School Board will reside in a joint committee of the School Board and the professional staff. The School Board representatives will be appointed by the Chair of the School Board. The staff representatives will be appointed by the Superintendent.~~

~~The School Board shall make the final decision in selecting the names for schools.~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 10-11-1983~~

~~06-20-1995 ISD 709~~

Deleted: 05-18-2021 - New Policy 810 Naming Rights

**540 SCHOOL ADMISSION FOR FOREIGN EXCHANGE STUDENTS**

**I. PURPOSE**

The school district affirms the benefits of foreign exchange experiences for students and for the school district in hosting exchange students. The purpose of this policy is to ensure the admission of international students is in accordance with applicable federal and state laws and rules.

**II. GENERAL STATEMENT OF POLICY**

The board of education endorses the admission of international students when permitted by federal and state laws and rules. Participation of students representing multiple languages and cultures can extend and enrich the learning of all students and promote cross-cultural understanding.

**III. SCHOOL ADMISSION FOR FOREIGN EXCHANGE STUDENTS**

- A. The school district will accept exchange students from programs properly approved under federal and state laws and rules.
1. The school district may limit the number of exchange students accepted due to large student enrollment.
  2. To ensure a positive experience for the student and the participating school, students will be accepted only from those sponsoring organizations that maintain a local coordinator.
  3. The Sponsoring organization/Exchange program must notify the high school principal of the potential exchange student and obtain a signed high school enrollment agreement. At this time all student records (Application, Health, Academics, English Fluency documentation) will be shared with the school. Upon acceptance & arrival the host family/local coordinator will contact the school to complete additional enrollment and scheduling processes.
  4. The school placement must be arranged prior to the student's departure from their home country, in most cases this will be done in May of the school year prior to enrollment.
  5. The potential exchange student must be of appropriate age and meet the following criteria to be admitted to Duluth Public Schools on a tuition-free basis:
    - a. The student's Host Family is a resident of the Duluth Public School district.
    - b. The student has a J-1 visa and is attending school as part of an approved cultural exchange program.

- c. The exchange student must provide evidence of significant English fluency documented in their exchange program application packet.
    - 1) The student shall be sufficiently proficient in English to satisfactorily benefit from classroom instruction without the aid of assistance. Applicants must demonstrate a minimum level of English proficiency through satisfactory grades on a high school transcript, or as reported on the Test of English as a Foreign Language (TOEFL).
  - d. The exchange student must receive all vaccinations required by the Minnesota school immunization law.
  - e. The student has not received a high school diploma or the equivalent.
6. Maximum enrollment period is one school year. Preference will be given to students participating in one year exchange programs. The exception would be short term programs/delegations.
7. Host parents are designated as guardians.
- a. The sponsoring organization/host program will conduct a background check on all host family members or anyone residing in the home over the age of 18.

#### **IV. POST-SECONDARY ENROLLMENT OPTION PROGRAM**

- A. Exchange students enrolled in the district under a cultural exchange program are ineligible to participate in the PSEO (Post-Secondary Enrollment Options) Program.

#### **V. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

- A. According to the Minnesota State High School League Rules, exchange students who transfer through a recognized foreign exchange program are eligible to compete at all levels of interscholastic competition.

#### **VI. SUPPORT**

- A. The principal shall designate one administrator or member of the professional staff as the liaison for exchange students.
- B. Responsibilities must be shared by school personnel, program sponsors, host families, and students. Protection of the well-being of the foreign exchange and their educational experience must be of primary importance.

***Legal References:*** MINN. STAT. § 120A.20 Admission to Public School

**5045 — FOREIGN EXCHANGE STUDENTS**

~~The School Board believes that there is a benefit to the School District and the community by allowing foreign students to attend school and to associate with residents of the community. In admitting foreign exchange students, responsibilities must be shared by school personnel, community sponsors, and students. Protection of the well being of the foreign student and his/her educational experience must be of primary importance. To ensure a positive experience for the student and the participating school, students will be accepted only from those sponsoring agencies that maintain a local director.~~

~~Adopted: 07-18-1978 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

Deleted: 05-18-2021 - New Policy 540 School Admission for Foreign Exchange Students

| Policy Number/Link   | Policy Title            | Person Recommending Suspension       | Reason for Suspension   | Date Requested | Approve By Supt | Action  |
|----------------------|-------------------------|--------------------------------------|---|----------------|-----------------|---|
| <a href="#">624</a>  | Online Learning Options | Assistant Superintendent             | Current language in the policy is specific to the ALC and AEO with regard to hybrid scheduling and digital attendance   | 8/2020         | xx              |   |
| <a href="#">503</a>  | Attendance              | Dir Curr & Instruction               | Not actually recommending suspension but would like to see a COVID-19 addition somehow. <a href="#">Attendance is defined in mde planning guide.</a>  | 9/3/2020       | xx              | Regulation is on Policy Committee for revision 10/8/20    |
| <a href="#">503R</a> | Attendance Regulation   | Dir Curr & Instruction               | Updated regulation to new learning plan from Spring   |                | xx              | On Policy Committee for revision 10/8/20                  |
| Handbook Regulation  | Grading                 | Dir Curr & Instruction               | Updating to reflect "do no harm" provision in MDE guidance.   | 9/17/2020      | xx              | On Policy Committee for revision 10/8/20                  |
| 513R                 | Acceleration            | Dir Curr & Instruction               | Acceleration is seen as an intervention within the MTSS framework. Due to Covid-19, students are not "in-person" for advanced interventions over and beyond the scope of the general curriculum | 11/3/2020      | xx              |   |
| <a href="#">808</a>  | Face Covering Policy    | Superintendent                       | This policy has been updated by MSBA to reflect the new Governor's order  | 1/19/2021      | xx              | Policy has been updated and no longer requires suspension |
| 613                  | Graduation Requirements | Director of Curriculum & Instruction | The request is to suspend the policy in instances where it could keep a student from graduating on time, it is not intended to allow for early graduation                                       | 3/4/2021       | xx              |   |