

**TOOELE COUNTY BOARD OF EDUCATION
POLICY MANUAL
INDEX**

	Paragraph
<u>SECTION VI. COMMUNITY RELATIONS</u>	
ESTABLISHMENT OF SCHOOL COMMUNITY COUNCILS 6.1	
Community Council Meeting Guidelines	6.1.4
Organization of School Community Councils	6.1.3
Purpose	6.1.1
School Community Council Duties	6.1.2
VOLUNTEERS IN SCHOOLS 6.2	
Appointment	6.2.3
Definition	6.2.2
Purpose	6.2.1
Responsibilities and Expectations	6.2.4
Tooele County School District Volunteer Information Form	
PARENT AND FAMILY INVOLVEMENT 6.3	
Parent and Family Involvement at the District Level	6.3.2
Parent and Family Involvement at the School Level	6.3.3
Purpose	6.3.1
COMMERCIALISM 6.4	
Purpose	6.4.1
Legalities	6.4.2
Approval	6.4.3
Advertising	6.4.4
Employees and Students as Sales Agents	6.4.5
Sales Representatives and Agents	6.4.6
Naming of Facilities	6.5
Named Gifts to Tooele County School District	6.6

SECTION VI

COMMUNITY RELATIONS

6.1 ESTABLISHMENT OF SCHOOL COMMUNITY COUNCILS

Revised and Adopted July 16, 2002

6.1.1 Purpose

A School Community Council, hereinafter referred to as council or community council, at each school shall be formed to provide a sounding board for a principal to be used by him/her in the performance of his/her designated duties and responsibilities. Actions of the School Community Council shall be advisory in nature and such advisory action shall in no way reduce the authority and responsibility of the board of education for formulation and enforcement of policies, the responsibility and authority of the superintendent of schools and his staff to administrate the day to day operations of the total school district, or the building principal and his staff in the operation of the individual building or individual teaching unit.

6.1.2 School Community Council Duties

Each school community council shall:

1. Develop a school improvement plan in accordance with Utah Code Ann. § 53A-1a-108.5;
 - a. Each school community council shall annually evaluate the school's U-PASS test results and use the evaluations in developing a school improvement plan.
 - b. In evaluating U-PASS test results and developing a school improvement plan, a school community council may not have access to data that reveal the identity of students.
 - (i) Each school improvement plan shall:
 - (A) Identify the school's most critical academic needs;
 - (B) Recommend a course of action to meet the identified needs;
 - (C) List any programs, practices, materials, or equipment that the school will need to implement its action plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
 - (D) Describe how the school intends to enhance or improve academic achievement, including how financial resources available to the school, such as School LAND Trust monies received under Utah Code Ann. § 53A-16-101.5 and state and federal grants, will be used to enhance or improve academic achievement.
 - (ii) The school improvement plan shall focus on the school's most critical academic needs but may include other actions to enhance or improve academic achievement.

- (iii) The school principal shall make available to the school community council the school budget and other data needed to develop the school improvement plan.
 - (iv) The school improvement plan shall be approved by the board of education.
 - (v) A school community council may develop a multiyear school improvement plan, but the plan must be presented to and approved annually by the board of education.
 - (vi) Each school shall:
 - (A) Implement the school improvement plan as developed by the school community council and approved by the local school board;
 - (B) Provide ongoing support for the council's plan; and
 - (C) Meet local school board reporting requirements regarding performances and accountability.
2. Develop the School LAND Trust Program in accordance with Utah Code Ann. § 53A-16-101.5;
 3. Assist in the development and implementation of a staff professional development plan as provided by Utah Code Ann. § 53A-3-701;
 4. Develop a child access routing plan in accordance with Utah Code Ann. § 53A-3-402; and advise and make recommendations to school and school district administrators and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students.
 5. Develop a reading achievement plan in accordance with Utah Code Ann. § 53A-1-606.5.
 - a. The school principal shall take primary responsibility to provide leadership and allocate resources and support for teachers and students, most particularly for those who are reading below grade level, to achieve the reading goals.
 - b. Each reading achievement plan shall include an assessment component that:
 - (i) Allows only the principal, teachers, and other appropriate school staff to identify those students who are reading below grade level;
 - (ii) Uses U-PASS and local assessment information throughout the year to determine students' instructional needs; and
 - (iii) Is consistent with the exemption provisions of Utah Code Ann. § 53A-1-603(3)(c) regarding such students as students with disabilities or limited English proficiency;
 - c. Each reading achievement plan shall include an intervention component that:
 - (i) Provides adequate and appropriate interventions focused on bringing each student up to reading at or above grade level and which would permit retention in the grade level of a student reading below grade level based on a joint determination made by the principal or the

- principal's designee, the student's teacher, and the student's parent;
 - (ii) based on best practices identified through proven researched-based methods;
 - (A) That includes parental participation; and
 - (B) That, as resources allow, involves a reading specialist;
 - d. Each reading achievement plan shall include a reporting component consistent with the data to be included in the school performance report required under Utah Code Ann. § 53A-3-602.5.
 - e. The school district shall approve each school's plan prior to its implementation and review each plan annually.
6. A school community council may create subcommittees or task forces to
- a. Advise or make recommendations to the council; or
 - b. Develop all or part of a plan listed above.
 - c. Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the school community council.
 - d. A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.

6.1.3 Organization of School Community Councils

1. For high schools, the council shall consist of six parent or guardian members, excluding employees who have students attending the school, and five employee members including the principal. For other schools, the council shall consist of four parent or guardian members, excluding employees who have students attending the school, and three-employee members including the principal for other schools. Schools with a population of less than 100 that cannot fill their positions, a lesser number is acceptable provided that the number of parent or guardian members exceeds the number of employee members and there shall be at least two employee members on each school community council.
2. Each employee member, except the principal, shall be elected by a majority vote of the employees and serves a two-year term beginning July 1. The principal shall serve as an ex officio member with full voting privileges.
3. Each parent or guardian member shall be elected at an election held at the school by a majority vote of those voting at the election and serves a two-year term beginning July 1.
 - a. Only parents or guardians of students attending the school may vote at the election under subsection (3).
 - b. A parent or guardian of a student qualifies to be a candidate for election to a school community council if at any time during the parent's or guardian's initial term of office, the student will be enrolled at the school.
 - c. Any parent or guardian of a student who meets the qualifications of this section may file or declare himself as a candidate for election to a school

community council.

4. Written notice of elections held under subsection (2) and subsection (3) shall be given at least two weeks prior to the elections.
5. Results of the elections held under subsections (2) and (3) shall be made available to the public upon request.
6. If a parent or guardian position on a school community council remains unfilled after an election is held, the other parent and guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position.
7. If an employee position on a school community council remains unfilled after an election is held, the other employee members of the council shall appoint an employee to fill the position.
8. The chair of the community council shall notify the local school board of each appointment made pursuant to subsections (5) and (6).
9. A member appointed to a school community council pursuant to subsection (6) or (7) shall serve a two-year term beginning July 1.
10. Initial terms shall be staggered so that no more than 50% of the council members stand for election in any one year.
11. Council members may serve up to three consecutive terms.
12. Each school community council shall elect a chair and vice chair from its parent or guardian members and elected employee members.
13. No more than one parent or guardian member or elected employee member may at the same time serve as an officer specified in subsection 12.

6.1.4 Community Council Meeting Guidelines

1. A constitution and by-laws may be formulated by the council, which shall be consistent with State law and school board policies.
2. The council shall meet bi-monthly and as many other times as it feels necessary.
3. The council meeting shall be advertised, by the principal in the local newspaper, at least one week in advance.
4. The minutes of the meetings shall be kept and distributed to all members of the

council.

5. Principals will submit mid-year and year-end reports to the board on the effectiveness of the council.
6. Members of school community councils will be notified of scheduled council meetings at least one week before said meeting by letter.

6.2 VOLUNTEERS IN SCHOOLS

Adopted 11/09/04

6.2.1. Purpose

School volunteers are an important part of the educational team and can make a significant difference in the lives of students. The District volunteer policy is intended to assure that volunteers enhance the instructional and other programs of the schools.

6.2.2 Definition

Volunteer - any person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved by the supervisor.

6.2.3 Appointment

Prior to giving volunteer service, a volunteer must complete a ATooele County School District Volunteer Information Form@ and provide the completed form to the school office. All applications will be reviewed by the principal.

6.2.4 Responsibilities and Expectations

A. Volunteers shall perform volunteer services under the supervision of an assigned District employee and shall have the approval of a school principal or department administrator to perform such volunteer services. All volunteers working in a school during the school day must wear required identification badges.

B. Volunteers are expected to follow the direction of the District employee to whom they have been assigned and to conform to all applicable law, rules, and District policy.

C. In the course of volunteering, volunteers may be asked to deal with a variety of information, some of it confidential. Volunteers are expected to keep such information in the strictest confidence.

A. Volunteers who will be give significant unsupervised access to students in connection with their volunteer assignment shall submit to a criminal background check as a condition of appointment. Background checks for volunteers will be conducted according to the provisions of District Policy 4.6.

E. Volunteers must maintain strict neutrality in regard to issues of religion, politics, and other topics in which all educators are expected to maintain appropriate neutrality.

F. Serving as a volunteer is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where, in the sole judgment of the principal

or supervising administrator, the services are no longer needed or the presence of the volunteer may be disruptive to the education environment.

G. A volunteer is considered a government employee for purposes of receiving workers= compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided for by law. A volunteer who is injured in the course of volunteer service is required to report the injury to the supervisor and to meet all the procedures relative to a work place injury.

H. A volunteer does not have any authority to bind the District or to represent or act on behalf of the District unless specifically indicated in writing by the Superintendent.

I. Principals are responsible to assure that all volunteers complete the Volunteer Information Form and have been appropriately screened prior to commencing a volunteer assignment.

J. The District shall periodically audit volunteer records at the schools to assure that policy and procedures are applied.

K. Teachers and other employees utilizing volunteers are responsible to refer all volunteers and potential volunteers to the school office.

Tooele County School District Volunteer Information Form

Name: _____

Address: _____

Phone #: _____

Emergency Contact: _____

Tooele County School District policy requires disclosure to the school principal if you have ever been charged with or convicted of any violation of the law other than a traffic violation. Please arrange to meet with the school principal if this applies to you.

Please attach a copy of your drivers license or state issued identification card.

I agree that, at the sole discretion of the District, I will submit to a criminal background check. I understand the District will provide notice to me prior to conducting any such check.

I understand and agree to abide by the following rules and expectations:

1. Volunteers shall perform volunteer services under the supervision of an assigned District employee and shall have the approval of a school principal or department administrator to perform such volunteer services. All volunteers working in a school during the school day must wear required identification badges.
2. Volunteers are expected to follow the direction of the District employee to whom they have been assigned and to conform to all applicable law, rules, and District policy.
3. In the course of volunteering, volunteers may be asked to deal with a variety of information, some of it confidential. Volunteers are expected to keep such information in the strictest confidence.
4. Volunteers who will be given significant unsupervised access to students in connection with their volunteer assignment shall submit to a criminal background check as a condition of appointment. Background checks for volunteers will be conducted according to the provisions of District Policy 4.6.
5. Volunteers must maintain strict neutrality in regard to issues of religion, politics, and other topics in which all educators are expected to maintain appropriate neutrality.

6. Serving as a volunteer is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where, in the sole judgment of the principal or supervising administrator, the services are no longer needed or the presence of the volunteer may be disruptive to the education environment.

7. A volunteer is considered a government employee for purposes of receiving workers= compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided for by law. A volunteer who is injured in the course of volunteer service is required to report the injury to the supervisor and to meet all the procedures relative to a work place injury.

8. A volunteer does not have any authority to bind the District or to represent or act on behalf of the District unless specifically indicated in writing by the Superintendent.

I verify by my signature that I have read the rules and expectations for volunteers, and that the information I have provided is true.

Name: _____
(Print Name)

Signature: _____

Date: _____

6.3 PARENT AND FAMILY INVOLVEMENT

Adopted February 5, 2008

6.3.1 Purpose

Tooele County School District recognizes that parent, family, and community involvement is important. As partners in the education of our students, together we must be actively involved in developing strong programs and policies that support the academic success of every student, maintain high levels of performance, and prepare for lifelong learning. In recognizing the need to assure that school, family, and community partnerships are valued and significant, the Parent and Family Involvement Policy is intended to build effective communication between parents, teachers, and administrators and provide parents and family members with opportunities to be actively involved in their children's education.

6.3.2 Parent and Family Involvement at the District Level

1. The District, starting with District Office staff and the Board, will create and maintain a responsive and welcoming atmosphere for parents and families.
2. The District, starting with the Superintendent and the Board, will support parents and families as advocates and partners for lifelong learning and as decision-makers and active participants in the process of school review and program improvement. Parents will be represented on district committees and advisory groups, as appropriate.
3. The District, with assistance from the District Community Council, will involve parents and family members, wherever appropriate, in instructional and support roles both within as well as outside of the schools. These will include creating greater awareness and promoting more effective operations of the existing opportunities provided by law for parent and family involvement.
4. The District will take the initiative in working to break down cultural barriers and negative perceptions that stand in the way of education being recognized as a vital part of each child's development into full and productive citizens of the community. These initiatives will include addressing language barriers that may stand in the way of parents being informed of their student's progress, as appropriate, and to the extent practical.
5. The District will work closely with the Utah Family Partnership Network and other local youth service programs (e.g., Head Start, Boys & Girls Club, Centro de la Familia) in coordinating access to support services for children and their families.

6. The District will work closely with all parent groups (e.g., PTA, School Community Council) in supporting parent and family initiatives that support academic achievement and improved school performance.
7. The District Office staff will work closely with schools, to assist in identifying areas where professional development is necessary in helping teachers, administrators, and staff work effectively with families to build the school's and parent's capacity for strong parental involvement.
8. The District will work closely with the schools to assist in planning and implementing effective parent involvement activities to support student learning and improve student academic achievement and school performance.
9. The District, with assistance from parents and as part of the Comprehensive Utah Student Achievement Plan (CUSAP) reporting, will annually review and evaluate the content and effectiveness of the Parent Involvement Policy in improving academic quality and make recommendations for policy revisions based upon evaluation findings.
10. This policy will be posted on the District website and a written copy will be available to patrons upon request.

6.3.3 Parent and Family Involvement at the School Level

It is the intent of the District that parents and families will be provided with opportunities to be actively involved in their children's education. To encourage this involvement:

1. Schools will work collaboratively with parents, families and community members serving as school volunteers. (See policy 6.2, Volunteers in Schools.)
2. Schools will implement procedures to establish effective two-way communication between parents and their children's teachers and administrators including:
 - a. Regularly scheduled dissemination of information about school programs and activities.
 - b. Regularly scheduled reporting of information concerning student's academic performance; e.g., report cards, progress reports, etc.
 - c. Opportunities to discuss student's educational programs and progress with teachers at conferences or other meetings as appropriate.
 - d. Informal parent/teacher conferences scheduled whenever it seems in the student's best interest.
 - e. Addressing language barriers that may stand in the way of parents being informed of their student's progress, as appropriate, to the extent practical.

3. School administrators, with assistance from the School Community Council, will provide opportunities for involvement of parents in establishing and implementing academic, behavior, and partnership goals for their respective schools and students. (See policy 6.1.3, Organization of School Community Councils.)
4. Schools are encouraged to work closely with parent groups and community organizations to provide instruction and training to help improve parenting skills and the ability to support children's academic efforts and improve academic success. These activities will include involving families with their children in learning activities at home, including homework and other curriculum-related activities and decisions.
5. Schools are encouraged to draw upon the talents of parents, family and community members for special presentations, enrichment activities, and other events or circumstance where such participation may enhance the curriculum. These activities shall occur only after consultation and collaboration with teachers, administrators and the district Curriculum Director.
6. Schools will notify parents of student disciplinary problems as per district policy. (See policy 11.7, Standards for Individual School Discipline Programs.)
7. Schools served under Title I will jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that will describe the means for carrying out Federal law [20 U.S.C. §6318(b), (c), (e)] requirements. Non Title I schools are also encouraged to develop, with assistance from parents, a written parental involvement school policy.
8. Schools will provide notice of the nondiscrimination and grievance policy of the District and notify persons with disabilities and their parents or guardians of the school's responsibilities under Section 504 / ADA. (See policy 5.42, Section 504 of the Rehabilitation Act and Americans with Disabilities Act.)

6.4 COMMERCIALISM

Adopted November 5, 2008

6.4.1 Purpose

The purpose of this policy is to discourage the use of district schools and offices as open advertising venues, while allowing the distribution of information that supports the district's educational mission.

6.4.2 Legalities

No posted or distributed materials may violate the Federal Family Educational Rights and Privacy Act or the Utah Family Educational Rights and Privacy Act.

6.4.3 Approval

The Assistant Superintendent or his/her designee must approve any materials in advance of distribution or posting within the district.

6.4.4 Advertising

- A. The acceptance of advertising by the District or by the schools is not to be construed as an endorsement for an organization or product.
- B. The utilization of funds, materials, equipment, programs, or other contributions that carry with them any advertising or a commercial logo does not constitute an endorsement of the organization or product by the Board, the District or the schools.

Neither the Board nor the District shall assume responsibility for products whose advertisements appear in or around school property.

- D. Funds, materials, equipment, and programs that are made available to the schools by individuals or organizations must not be allowed to replace or intrude adversely upon adopted curriculum, infringe upon instructional time, or pose a burden or place undue pressure upon students, parents, or school employees at work, in the community, or at home.
- E. Organizations may donate products that carry the company's name/or logo such as soft drinks, food items, cups, t-shirts, hats and other token type rewards for school activities and fund raising events provided there are no obligations or added costs for students, patrons, school employees or the District.
- F. Advertising in athletic programs, posters, and calendars, along with advertisements in school newspapers, yearbooks, literary magazines, programs for special activities, and similar publications are permitted

provided such advertisements meet school and community standards. The school administrator must approve all advertising found within these venues.

- G. Partisan advertising and advertising for products that are prohibited by law for sale or use by minors such as alcohol, tobacco or other substances that are known to endanger the health and well-being of students or employees within the district are prohibited.
- H. To avoid disruption of students' instructional activities, schools shall not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, or newspapers.
- I. Informational Handouts from Non-school or Non-governmental agencies: At the school level, informational flyers (that have been approved for distribution at the District Level) will be placed at a central location (possibly a table or counter) near the school office. Students, parents, and community members may pick up these flyers/handbills, if they desire. No announcement or direct distribution to students will occur. This would include, but not limited to: Other school programs or activities, Boy or Girl Scouts, agencies not school or governmental based.
- J. Informational Handouts from School Sponsored Groups or Government Agencies (Head Start, Tooele City, Tooele County, etc...): At the school level, these materials (that have been approved for distribution at the District Level) will be sent home with students as these materials deal directly with school or governmental sponsored activities. These handouts may include, but are not limited to, Parent Conference Notices, School Talent Nights, and School Safety Information. PTA is not bound by the same requirements that schools are. PTA may have the same access to student distribution as the school, but must use their own resources.
- K. It is the responsibility of the organization requesting approval for fliers, handbills, etc. to print, sort and count as required by the school for distribution. The distribution will have no cost to the school or district.
- L. Any distribution of any materials must be approved at least five days before the date of distribution.

6.4.5 Employees and Students as Sales Agents

- A. Students and employees of the District, including teachers and administrators, shall not act as agents for commercial organizations during school hours or at any school sponsored activity. Employees may not use the influence, authority, or prestige of their District employment to promote or sell any product or service, or to contract for sale of any product or service.
- B. Employees may sell items or services to students on the condition that the employee receive no personal gain or benefit from the activity and provided

the items or services promote school and District purposes and is approved in writing by the employee's immediate supervisor.

- C. School employees and students are prohibited from using District or school stationary, equipment or supplies for personal or private gain.
- D. District employees are not permitted to accept personal payment or gratuity in any form from a commercial supplier as a precondition for purchase or a product by the schools.
- E. A District employee's participation in a private, but education-related activity must be separate and distinguishable from the employee's employment.

6.4.6 Sales Representatives and Agents

- A. Sales representatives provide a good source of information about school equipment and supplies, textbooks and reference materials, teaching aides, etc. However, the primary function of teachers, administrators and other employees is to serve students.
- B. Sales representatives and agents shall not be permitted to contact students, teachers or other personnel during business hours without the knowledge and approval of the principal/supervisor.
- C. Sales representatives and agents are not to be given time in faculty meetings or in employee lounges during regular business hours, nor are they to be provided with lists of employee names, addresses and phone numbers. Presentations to employees may be arranged through the principal/supervisor to be held before or after business hours.
- D. Sales materials are not to be distributed to individual employees in their distribution boxes nor at their classroom/office without the approval of the school principal.

References

Utah Code 53-A-13-301 and 302

6.5 NAMING OF FACILITIES

Approved May 5, 2009

A. PURPOSE

It is the desire of the Tooele County School District Board of Education that each new building within the district be given a name that lends dignity and status to the school or facility. Therefore, the Board authorizes the administration to develop guidelines for administering the naming of new buildings, existing facilities, or parts of facilities.

B. GUIDELINES

1. The Board of Education reserves the right to name all buildings that are constructed or purchased. This will be accomplished after community input has been received and by submission of an appropriate name to members of the Board of Education.
2. Any person desiring to have a new building, existing facility, or part of a facility in the Tooele County School District named after an individual should first refer to the district's policy: *Named Gifts to Tooele County School District*. If unique circumstances exist that would compel the Board of Education to consider naming a District facility or a portion of a facility outside the scope of the *Named Gift* policy, the following guidelines must be followed:
 - a. The process for the naming of any existing facility or portion of a facility must begin with the building administrator.
 - b. The Board will consider petitions or recommendations for the naming of a facility or portion of a facility. Requests for naming a facility from the administrator must provide evidence of significant community input and must be submitted to the Board at least two (2) months in advance of naming the facility.
 - c. The person for whom the facility is named must be someone who has made a significant contribution to the educational system or community for a minimum of ten (10) years. Individuals must be retired for five (5) years if they have served in the district as a full time or part-time employee, paraprofessional or volunteer. Anyone not in these categories must be deceased for at least one (1) year before consideration will be given to naming a school facility in his or her memory.
 - d. No dedicatory ceremonies for any facility are to take place until written approval has been received from the Board of Education.
 - e. Memorial displays may be placed in facilities by selecting names through a committee which consists of the building administrator, faculty, and community members. These displays must be approved by the appropriate Director and the Superintendent of Schools.
 - f. No District funds are to be allocated for the purchase of memorial plaques or similar recognitions. Installation of any kind of memorabilia must be completed by or under the direction of the Tooele County School District.

- g. All schools must follow established procurement practices, building codes, etc.
- 3. The Tooele County Board of Education reserves the right to re-name a facility or any portion of a facility in the event circumstances should arise that warrant such action.

6.6 NAMED GIFTS TO TOOELE COUNTY SCHOOL DISTRICT

Approved May 5, 2009

A. PURPOSE

With the aim of improving instructional opportunities for students, it is the policy of the Board to encourage members of the private sector to make substantial financial contributions to the school system. Further, it is the policy of the Board to assure that major contributions are appropriately recognized in a long-lasting, meaningful way. Therefore, the Board authorizes the administration to develop guidelines for administering a policy on named gifts to Tooele County School District.

B. GUIDELINES

1. Named gifts to Tooele County School District shall not impact, restrict, or limit the Board's ability to purchase, sell or trade property and award contracts in the best interest of the District.
2. All named gifts shall be unanimously recommended to the Board of Education by the Board of Directors of the Tooele County Education Foundation.
3. The person for whom a gift is named must be a well respected individual whose name will lend dignity and status to the school or facility.
4. Naming Schools for donors:
 - a. Gifts valued at \$1,000,000.00 or more which facilitate construction of a new school may be recognized by naming the school for the donor or the donor's designee under the following conditions:
 - 1) The donor is the largest single contributor to the project.
 - 2) The Board has not already committed to name the school for a previously qualifying donor.
5. Naming facilities including auditoriums, field houses, stadiums, media centers, computer labs, classrooms, science centers, etc.:
 - a. Gifts valued at \$250,000.00 or more which facilitate capital improvements at an existing school or district owned building, e.g., remodels, additions, reconstruction, etc. may be recognized by naming the improved facility for the donor or donor's designee under the following conditions:
 - 1) The donor is the largest single contributor to the project.
 - 2) The Board has not already committed to name the facility for a previously qualifying donor

6. Recognizing gifts with plaques or other appropriate memorials:
 - a. Gifts valued at \$ 25,000.00 or more which are to improve educational facilities, to provide services for students or staff, or to enhance educational programs may be recognized with a plaque or other appropriate memorial at the location where the gift is received.
 - 1) The gift must make a significant difference in the educational system.
 - 2) The gift must help achieve a goal established by the school or other educational entity.
7. The Tooele County Board of Education reserves the right to re-name a facility or any portion of a facility in the event circumstances should arise that warrant such action.