

**ARTICLE 2**

**SUPPORT SERVICES**

**(Series 2000)**

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## **2100 SUPPORT SERVICES GOALS AND OBJECTIVES**

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The Board of Education looks upon business operations of the school district as essential--yet ancillary and auxiliary--to the central function of the school process, which is education. The Board serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services that will support a good educational program.

The Board expects operation and maintenance of the school plant, equipment, and services that will support a good educational program.

The Board expects operation and maintenance of the school plant, equipment, and services to set high standards of safety, to promote the health of students and staff, to reflect the aspirations of the community, and to support environmentally the efforts of the staff to provide good instruction.

The support service staff will establish a thorough, effective, and economical maintenance program that will assure a useful life of school sites, facilities and equipment.

## **2110 SAFETY**

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It is the intent of the Weber School District to make every reasonable effort to minimize accidents to students, employees, and the general public while on school district property. Reasonable efforts will be made to provide and maintain safe conditions of operation of the physical facility and with the use of equipment. Safe practices shall be adhered to in all matters of school operation.

The various divisions and departments shall conduct periodic safety checks to assure a safe environment.

## **2120 EMERGENCY PREPAREDNESS**

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### **References:**

Utah State Office of Education  
Emergency Preparedness Plan dated 10/11/85

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Each school in the Weber School District shall develop and maintain an up-to-date emergency preparedness plan. There shall be a plan of action for, but not limited to, fire, power failure, earthquake, bomb threat, riot or civil disturbance, chemical spill, .... the following guidelines should be adhered to:

1. Administrators and teachers will follow the school emergency plan carefully. This plan contains specific procedures designed for each individual school.
2. An updated plan will be given to each school staff member at the beginning of each school year. A school plan will be approved and filed in the office of the assistant superintendent.
3. In the first week of school each teacher will teach their student the emergency preparedness plan adopted by the school. They should date and file this lesson plan with the principal. Training appropriate to the child's age in rescue techniques, first aid, and safety measures appropriate to specific emergencies should be included.
4. An escape route will be posted in each classroom.
5. Special drill activities will be planned by the principal and faculty of each building to assure orderly movement and a placement of students in the safest available building area.
6. At the beginning of each school year, parents of a school will receive a written summary of the emergency plan.
7. School officials shall assure reasonable care and supervision of children until responsibility has been assumed by another responsible party.
8. Release of a child below the 9th grade at other than regularly scheduled hours is prohibited unless the parent or guardian or another person authorized by the parent has been notified and has assumed responsibility for the child. An older child may be released without such notification if a school official determines the child is reasonably responsible and notification is not practical.
9. Each school will be knowledgeable of the plan adopted by the transportation department concerning school buses. (A copy follows this policy.)
10. The maintenance department, in cooperation with the building custodian, will keep accurate records of district funds expended for emergencies and for assessing and repairing damage so that they may be reimbursed.

11. Any decision concerning the dismissal of school and subsequent action after the above procedures have been followed is the prerogative of the Superintendent or a designee. Since many parents may not be at home, it shall be the policy to retain children and faculty at the school building in case of extreme emergency where less than one hour or warning time is known. Parents may come to the school premises to pick up their children if they so desire.
12. It will be the responsibility of the principal to be able to answer affirmative to each question on the emergency preparedness checklist.

WEBER SCHOOL DISTRICT EMERGENCY PREPAREDNESS PLAN  
FOR SCHOOL BUSES

Plan A

In the event of inclement weather, which makes driving difficult but not impossible, all buses will continue to proceed on assigned routes for pickup of students and delivery to assigned schools.

Plan B

In the event of severe weather conditions, such as a blizzard or extremely heavy ice conditions which makes driving hazardous, and such a situation occurs prior to 6:00 a.m., a radio announcement over stations, KLO 1430, KSL 1160 and KJQ 15, will be made at 6:00 a.m. or earlier, stating "No School" for the day. All buses will remain at their home stations, unless notified otherwise by the Transportation Department.

Plan C

In the event of severe weather conditions, such as a blizzard or extremely heavy ice conditions developing during the course of the school day, drivers will be notified by all means possible of earlier designated pickup times, as approved by the Superintendent.

Plan D

In the event of an emergency occurring at an individual school prior to 6:00 a.m., a radio announcement over stations KLO 1430, KSL 1160 and KJQ 15, will be made at 6:00 a.m. stating "No School" for the day at the particular school. Should the emergency occur after 6:00 a.m. and the pickup of students has begun, the driver will proceed on to the school and await instructions from the principal. The Transportation Department will be notified immediately in order to arrange transportation for other schools as may be required.

## EMERGENCY PREPAREDNESS CHECKLIST FOR BUILDING ADMINISTRATORS

1. Are the members of your staff acquainted with your school's emergency preparedness plan?
2. Have you conducted an in-service training program with your staff? (use of fire extinguishers, etc.)
3. Are students in your building acquainted with the emergency preparedness plan?
4. If your plan includes parent involvement, has a contact been made?
5. Do you have an evacuation plan for your building and are students and staff acquainted with it?
6. Have you had a fire drill this year? Our plans commit us to eight during the year.
7. If your school has a fire alarm system, is it turned on?
8. If your plans call for the emergency use of an adjacent building, have you made necessary arrangements?
9. Is your custodian aware of his responsibilities in case of an emergency?
10. Has someone been designated to take charge if you are out of the building?

## **2130 FACILITY EXPANSION PROGRAM GOALS AND OBJECTIVES**

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It shall be the policy of the Board to authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments and, in doing so, provide the highest type of educational environment for students at the most reasonable and prudent expenditure of tax dollars.

The Board will maintain a five-year capital outlay plan, to be consistent with Utah Code 53A-22-103(1) that will be updated each February. This plan will contain building needs, populations, boundaries, and funding possibilities.

Decisions pertaining to the construction of educational facilities will be made in accordance with the five-year plan outlined by the Board while carefully considering the view points and needs of students, teachers, parents, and other taxpayers.

Architects employed by the Board are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs and low insurance rates; high education utility; and flexibility.

The priority of construction authorization shall be as follows:

1. Regular classrooms and essential service units for their efficient operation.
2. Special classrooms.
3. Multi-purpose units. (These units are to be provided wherever possible when it does not appear that it will force students into half sessions and funds are available.)

Approved by the Board 03/09/2005

## **2131 SITE ACQUISITION**

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The acquisition of school sites shall be a continuing process related to the residential development of various areas of Weber County. The Superintendent and staff will make recommendations to the Board of Education for its consideration.

Upon approval of the Board of Education, the Superintendent shall take all necessary steps for the acquisition of the approved site.



## **2132 CONSTRUCTION BIDS**

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Competitive bidding shall be used as the means of securing the services of a contractor or sub-contractor for construction.

Bid notices shall be instituted according to Utah Statutes and in a manner that will invite competition among properly informed and responsible bidders.

Generally, bids shall be awarded to the lowest responsible bidder meeting specifications and consistent with Utah Statutes governing school districts. All bidding procedures and the awarding of bids will be consistent with the recommendations of Weber School District's legal counsel.

It is the inherent right of the Board of Education to reject any and all bids.

All construction over \$30,000 will be approved by the Board in accordance with the purchasing policy handbook.

## **2133 CONDUCTING BOND ELECTIONS**

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### **References:**

Utah Code annotated 53-10-2

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When the Board of Education deems it necessary to incur bonded indebtedness to provide necessary educational facilities for Weber School District, it shall call for a bond election under the Statues of the State of Utah.

## **2134 INSTRUCTION SPACE UTILIZATION**

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It shall be the responsibility of the Board of Education to change boundaries, shift student populations and make any other operational changes necessary to utilize to the greatest extent possible, existing building facilities and instructional spaces; and, as appropriate, consult individuals and groups affected by such changes.

## **2200 BUILDINGS AND GROUNDS MANAGEMENT**

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The care, custody and safekeeping of all school property shall be the responsibility of the Assistant Superintendent over Support Services. The Assistant Superintendent shall establish such procedures and employ such means from time to time as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all school property; to safeguard school property against loss, damage, or undue depreciation; to recover and restore to usefulness any school property which may be lost, stolen, or damaged; and to do all things necessary to insure the proper maintenance and safekeeping of school property.

## **2210 MAINTENANCE PROGRAM**

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The good of the school district shall be to maintain school buildings and equipment in first class condition by a continuous program of repair, reconditioning, and remodeling.

School grounds shall be maintained for the educational and recreational program of the students and the overall requirements for providing such grounds shall be continually reviewed.

The Board also recognizes the value of attractive landscaping consistent with economy in cost and operation.

## **2220 POLICY ON VANDALISM AND VIOLENCE**

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The Board of Education will endeavor to protect the taxpaying public from the costs of acts of violence and vandalism by using legal and other means of recovering damage costs.

District personnel shall cooperate with law enforcement agencies and assist in legal procedures initiated for the purpose of damage cost recovery.

## **2230 EMERGENCY CLOSINGS**

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The Board authorizes the Superintendent to close the schools in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

## **2240 RULES GOVERNING USE OF FACILITIES**

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### **References:**

Utah Code Ann. §10A-8-404 – Use of public meeting buildings by political parties.  
Utah Code Ann. §53A-3-413 and 414 – Use of public school buildings and grounds as civic centers.  
Utah Code Ann. §63G-7-301 – Waivers of immunity

### **Definitions:**

“Civic Center” means a public school building or ground that is established and maintained as a limited public forum to district residents for supervised recreational activities and meetings.

### **Forms:**

Permit and Use Agreement (available through the school administrator)

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#### **1. PURPOSE AND PHILOSOPHY**

To provide opportunities for citizens to participate in educational and recreational activities through the establishment of a facilities rental fee schedule and procedures.

#### **2. POLICY**

- 2.1 All District buildings and grounds are by law civic centers and may be used by District residents for supervised recreational activities and meetings. Athletic fields/playfields are available to all residents of the community for unorganized recreational activity at all reasonable times except when school is in normal session or is otherwise being used for school activities.
- 2.2 No use shall be made of District property which is in conflict with any city, county or state ordinance, statute or law, or which is in conflict with any of the rules and regulations of the Board of Education.
- 2.3 The school administrator will charge reasonable fees as outlined in this policy so that the District incurs no expense for civic center use.
- 2.4 The school administrator shall allow use as a civic center unless it is determined that the use interferes with a school function or purpose.
- 2.5 All civic center use, commercial rentals, and school or District use which occurs after school hours shall be scheduled through the school administrator.
- 2.6 Rental of school facilities will be under the jurisdiction of the Executive Director of Facilities and Operations. Any questions, cases or situations, which are not covered in this policy, shall be referred by the school administrator to him/her.
- 2.7 The permit and use agreement shall not be assigned or sublet in whole or in part by the renter.



- 2.8 No facility (with the exception of the Environmental Center) shall be rented for overnight use.

### 3. TYPE OF USE

#### 3.1 DISTRICT SPONSORED PROGRAMS AND PTA/PTO

PTA/PTOs and other District schools or departments shall be granted use of facilities for school related activities so long as the activity does not disrupt the functions of the hosting school and the visiting entity or school reimburses any costs incurred by the hosting school. School clubs, teams or programs which sponsor or host commercial entities in utilizing school facilities are subject to the commercial use fees outlined in this policy. Merely allowing a school club, team or program to access an activity or provide concessions at an activity does not qualify the activity as a school or district sponsored program.

#### 3.2 INTERLOCAL AGREEMENT USE

Interlocal Agreements negotiated by the superintendent or his/her designee supersede this policy. Any use by a city or county for programs or activities beyond those outlined in the applicable Interlocal Agreements are subject to the non-profit rates.

#### 3.3 CHARITABLE AND NON-PROFIT USE

Charitable and non-profit rates apply to community organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, church groups, cities and counties, public colleges and universities. Those wishing to rent facilities under this category must provide evidence of their non-profit status.

#### 3.4 REGISTERED POLITICAL PARTIES

The District shall make all meeting facilities in buildings under its control available to registered political parties, without discrimination to be used for political party activities, subject to the terms and conditions outlined in Utah Code Ann. § 20A-8-404.

#### 3.5 COMMERCIAL USE

Commercial rates apply to an organization or individual whose motive is to make a profit. These include, but are not limited to events for which admission is charged, items sold, or paid instruction for students.

### 4. PROCEDURES

- 4.1 The school administrator shall charge for the use of facilities as outlined in the Rental Fee Schedules.

- 4.2 The school administrator shall complete a copy of the Application and Use Agreement and obtain the signature of the lessee prior to the date of the rental.
- 4.3 Collection for rental is the responsibility of the school administrator. All monies shall be paid to the school and accounted for in a building rental account to be used by the school.
- 4.4 All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the lessee and closing time shall be the time when all persons associated with the rental have left the building. The fee will be adjusted for additional time.
- 4.5 At the completion of the activity, the school representative will document any damage to school property caused by the applicant groups. Charges for damages and any infractions of rules and exceptions to the agreement, such as running overtime, will be applied to the rental fee. Where long-term agreements are in effect, the school representative will file reports of any damage or exceptions to the agreement as soon as they occur.
- 4.6 Equipment, keys, and property shall not be loaned or removed from the building.
- 4.7 Laboratory facilities such as computer labs, tech labs, wood/metal shops, foods labs, science labs and art labs shall not be rented.
- 4.8 The assigned supervisor is responsible for oversight of the building and facilities during the rental period.
  - 4.8 A. Buildings may not be left without such supervision while occupied.
  - 4.8 B. In addition to the building supervision provided by the school, all rental groups must provide adult supervision (21 years of age or older) to maintain order and prevent damage or loss of school property
- 4.9 The school administrator shall require commercial users renting a District facility to provide a Certificate of Insurance for liability and property damage before the event. The Certificate shall be for one million dollars (\$1,000,000) per occurrence.
- 4.10 A proper Indemnity Agreement will be signed as detailed in Form A of the contract.
- 4.11 Nonprofit entities and non-commercial users (which include individuals and community groups) receiving approval to use school facilities as a civic center in accordance with this policy are not required to provide evidence of liability insurance indemnifying the District. Approved non-commercial use is a “Permit” under Utah Civic Center statutes at Utah Code Ann. § 53A-3-413 to 414 and grants the District full legal immunity under the Governmental Immunity Act of Utah pursuant to Utah Code Ann. § 63G-7-301.
- 4.12 The lessee is subject to adherence to the standards of behavior of the school and Utah State Law.

4.12 A. The right to revoke a permit at any time is reserved by the school authorities.

4.12 B. Whenever the Board of Education deems it inadvisable to permit the use of school buildings or facilities for the purpose requested, it may refuse said use.

4.13 Additional charges apply for access to or use of school equipment (spot lights, computers, DVD and televisions, microphones, projectors, etc.) and supplies used by the lessee.

4.14 Gymnasiums shall be rented only where adequate protection of the gym floor is assured by the lessee. Renters shall pay for any damage caused to the gym, equipment or floor.

## 5. FEE SCHEDULES

The Rental Fee Schedules shall be established by the Board of Education of Weber School District (Board) and are subject to periodic review. Users will be charged according to the Rental Fee Schedules applicable to the lessee's rental status.

## 6. PERSONNEL

The school administrator, in conjunction with the head custodian, is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy.

6.1 At least one custodian is required if one is not on duty. Custodial services required for rentals cannot require the on duty custodian to be removed from regularly assigned responsibilities. If custodial services are required beyond those as scheduled to be performed by the custodial staff at that facility, costs must be charged to the lessee.

6.2 Premises are made available with the understanding that "tipping" of custodial or other personnel is not permitted.

6.3 General supervision/security, beyond the custodian on duty, is required if the school administrator determines the rental activity requires such. General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

6.4 At least one stage technician is required for rental of the auditorium.

6.5 At least one member of the school lunch staff is required for rental of the kitchen.

6.6 For activities which School Resource Officers (SROs) or other police officers are employed for which cities will eventually bill the District, the renter will be charged the actual wages as invoiced by the city.

- 6.7 Payment of wages for personnel providing supervision or other services in support of building rental shall be paid through the District payroll procedures in compliance with the applicable negotiated agreement.
- 6.8 Payment for services rendered to the organization using the facilities by persons who are not regular employees of the school district must be made directly to the individual with whom such arrangements were made.

## 7. OTHER APPLICABLE STATE LAWS, RULES AND REGULATIONS

- 7.1 Smoking, including E-cigarettes, shall be prohibited in school building and facilities.
- 7.2 There shall be no alcoholic beverages or illegal drugs of any kind brought to or consumed in the building or on the grounds.

## 8. ENVIRONMENTAL CENTER USE

See Rental Fee Schedule for Environmental Center rates.

- 8.1 The Environmental Center is available to all organizations for rent according to the Environmental Center Fee Schedule..
- 8.2 Weber School District programs will be given first priority in scheduling of the Environmental Center.
- 8.3 Weber School District does not discriminate in granting use of the Environmental Center on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, or disability.

Approved by the Board 05/02/2018

## **2241 BUILDING RENTAL AGREEMENT AND CHARGES**

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The School Use Policy Application Agreement Form and Table of Charges as established by the Board of Education are to be found in this section. Principals should especially note the following points:

1. The Table of Charges is determined by the Board and can be changed only by the Board. It has been developed in accordance with the state law, which encourages community use of school facilities, but limits commercial use. The Table of Charges is in accordance with the studies of cost of operation and maintenance. It does not presume to cover full costs, but it establishes rates commensurate with those published by other school districts.
2. The rental agreement will normally be initiated by the applicants through the principal's office.
3. Agreement will be prepared for the applicant, and the school. As soon as the activity is over, the school representative will state on the school copy any damage to school property caused by the applicant groups, any charges for damages that should be applied, and any infractions of rules and exceptions to the agreement, such as running overtime. He will sign this and deliver to the principal. Where long-term agreements are in effect, the school representative will file reports of any damage or exceptions to the agreement as soon as they occur.
4. The various groups desiring to rent a facility should be classified and assigned to one of the following categories:
  - 4.1 Any group or individual that sponsors a project or program and expects to make a profit by charging admission or fees, or from selling items, promoting sales, advertising, etc.
  - 4.2 Any group that is not-for-profit such as local government, service, and civic clubs, church or other tax-exempt organizations. The District may waive the fee for public service organizations that perform strictly public services, such as beautification committees, civic groups, Boy Scouts, Girl Scouts, etc. When they request the occasional (less than four times a year) use of a classroom for meetings provided, the use of the facility does not require extra custodial service. This fee waiver does not include gymnasium, auditoriums, cafeterias or kitchens.
  - 4.3 Any school sponsored education and recreational project or program, such as community school, PTA, school health, etc. This category includes projects and programs that are the responsibility of the Weber School District, and directed by an appointed school district staff member. **There is no charge for these groups.**

Approved by the Board 05/07/2003

## **2243 COMMUNICATION TOWER POLICY**

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DISTRICT POLICY ON COMMUNICATION TOWERS AT FACILITIES AND SITES IS AS FOLLOWS:

1. Proposals for private companies to install and rent space for communication towers are to be made with the Director of Facilities and the applicable administrator over the location.
2. Proposal from the vendor will identify the site and possible impact.
3. The principal of the school reviews the information with the school community council; a majority vote from the community council is required for the proposal to move to the Weber School Board.
4. The Board reviews the proposal and enters into a tentative lease agreement.
5. The Vendor obtains any city permits or meets any other local installation requirements that may be necessary. Vendor agrees to comply with all applicable governmental laws, rules, statutes and regulations, relating to its use, installation and maintenance of the communication facility on the property. Final approval will be by the Weber School Board.
6. Any set-up cost incurred by the district is to be paid by the private vendor. Only with approval from the community council and the school board can a vendor modify, supplement, replace, upgrade, expand the equipment, increase the number of antennas or relocate the communication facility within the premises at any time during the term of this agreement.
7. Approved lease/rental fees are to be assessed to the private vendor. A one-time fee of \$2,000.00 will be assessed to the vendor for set-up costs. This fee will be paid to the district and deposited in the general fund.
8. Any on-going costs (maintenance, utilities, etc.) are to be paid by the private vendor and are to be included in the lease/rental fee.
9. Each year on the anniversary of the commencement date, the annual rental payment shall be increased by four percent (4%) over the previous year's rent.
10. Termination--This agreement may be terminated by either party, without penalty or further liability to the district on thirty (30) days prior written notice. Any costs associated with dismantling the communications facilities will be paid by the vendor.

11. Revenue Split-- (1) After all district costs have been met, any proceeds from the lease/rental fees paid by the private vendor are to be split between the school and the district. The district will receive 75% and the school will receive 25% of the proceeds. (2) Two thirds of the district portion will be put into a general account for distribution to all schools. One third of the district portion will be put into a maintenance and operation fund to help offset any costs incurred in maintaining the communication facility.
12. A formal lease agreement will be used and updated as needed.

Approved by the Board 06/11/2008

## **2250 KEY SECURITY PROCEDURES AND FACILITY SECURITY**

Principals shall have the responsibility for building security and issuing of keys. Key control procedures should be reviewed with employees annually. The following guidelines are to assist in the management of the building security program.

### 1. Key Policy

Keys will be issued to school employees to enable access to the building and to those areas and equipment as deemed necessary by the principal. Keys should be signed out as needed and checked in when there is no longer a justified need. All keys must be checked in at the end of the school year as part of the check out procedure. Keys may be reissued as required.

#### 1.1 School master keys may be issued to:

<b>SCHOOL MASTER KEYS (Outside/Inside)</b>	<b>ZONE OR AREA MASTER KEYS</b>
<p><b>ELEMENTARY</b></p> <ul style="list-style-type: none"> <li>A. School Administrators</li> <li>B. Full Time Custodians</li> <li>C. Head Secretary</li> </ul>	<p><b>ELEMENTARY</b></p> <ul style="list-style-type: none"> <li>A. Lead Teacher (Approved by district administrator)</li> </ul>
<p><b>JUNIOR HIGH</b></p> <ul style="list-style-type: none"> <li>A. School Administrators</li> <li>B. Full Time Custodians</li> <li>C. Head Secretary</li> <li>D. School Resource Officer</li> </ul>	<p><b>JUNIOR HIGH</b></p> <ul style="list-style-type: none"> <li>A. Coaches (To be checked out during season)</li> </ul>
<p><b>HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>A. School Administrators</li> <li>B. Full Time Custodians</li> <li>C. Head Secretary</li> <li>D. School Resource Officer</li> <li>E. Athletic Director</li> <li>F. Assistant Athletic Director</li> <li>G. Student Body Advisor</li> </ul>	<p><b>HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>A. Coaches (To be checked out during season)</li> <li>B. Bookkeeper</li> <li>C. Drivers Education Coordinator</li> </ul>

1.2 Most buildings are keyed and alarmed by zones; for example: Applied Technology zone, Athletic zone, etc. Keys to specific zones may be authorized by the principal. Buildings which are not keyed to zones require principals to determine who shall have access and what access keys are necessary. Persons needing to access the building or zones in a school must make requests on the key check out form obtained from school principal. The principal may authorize the request and have the custodian issue the key. The form should be signed off when the key is returned.



- 1.3 Keys shall not be issued to persons, who are not employees of the school district including students, PTSA, etc.
- 1.4 Personnel should not allow other employees to use the district keys assigned to them without the permission of the Principal. District personnel should not allow anyone else to use their district keys including students, PTSA, etc.
- 1.5 Part time custodians must check in keys each night.
- 1.6 Loss of keys must be reported immediately. Each employee who is issued a key will complete a "Key Tracking Form." Employees are responsible to maintain possession of keys at all times.

**ADMINISTRATORS/SUPERVISORS ARE ACCOUNTABLE TO CHECK OUT AND RETURN KEYS. Head custodians will issue keys and complete the Key Tracking Form under the direction of the principal.**

Loss of keys must be reported immediately to the administrator/supervisor.

- 1.7 The District Maintenance Shop has the only authorized key duplicating machine. All duplication of keys must be requested through the district maintenance department and duplicated only by the district locksmith.
- 1.8 All locks must be keyed to the district grand master no exceptions. When emergencies occur, employees authorized to have grand masters must be able to access all areas of all district buildings. School principals and head custodians should likewise have access to all areas of their school to facilitate access in emergencies.
- 1.9 **Grand Master Keys will only be issued to persons authorized by the Superintendent.**

**DISTRICT GRAND MASTER  
(Those designated by  
Superintendent)**

- A. Superintendency**
- B. Executive Directors/Supervisors**
- C. Information Technology Director**
- D. Information Technology Support Technicians**
- E. Career and Technical Education Director**
- F. Career and Technical Education Coordinators**
- G. Maintenance Supervisor and Maintenance Employees**
- H. Custodian Supervisor and Itinerants**
- I. Transportation Supervisor**
- J. Warehouse Personnel**

- 1.10 Failure to follow these instructions will be in violation of Weber School District Policy #2250 “Key Security Procedures and Facility Security,” and could result in disciplinary action according to Weber School District Policy #7900, suspension or Termination of District Employees and Corrective Action.”
- 1.11 Failure to follow these instructions may also result in substantial financial loss to the district including the cost of re-keying buildings. The district reserves the right to seek damages if an employee’s knowing violation of these instructions results in a financial loss to the district.

## 2. Facility Security Policy

Persons who have keys are responsible for security in those areas to which they have access. Employees shall not loan keys to other employees or students.

- 2.1 Employees are not authorized to have any district keys duplicated or replace district locks with private locks and keys. Employees who copy keys or have unauthorized keys in their possession are disregarding this policy and are subject to appropriate disciplinary action which may include criminal prosecution under state statutes.  
***“Making keys to buildings of state, political subdivisions or colleges and universities without permission is prohibited. No person shall knowingly make or cause to be made any key or duplicate key for any building, laboratory, facility, room, dormitory, hall or any other structure or part thereof owned by the state, by any political subdivision thereof or by the board of regents or other governing body of any college or university which is supported wholly or in part by the state without the prior written consent of the state, political subdivision, board of regents, or other governing body.” “Any person who violates this action shall be guilty of a misdemeanor. Utah Code Annotated 63A-5-501, Keys to Public Buildings)***
- 2.2 Most buildings have security systems by contact or visual alarms. If these alarms are not set then there is a breach of security. Employees who enter a school building whether authorized or unauthorized and violate the security alarms will be responsible for payment of the charges incurred by alarm calls as well as damage or loss resulting when the alarm system is breached.
- 2.3 Employees working with groups are responsible to secure all doors and windows prior to setting the alarm and leaving the building.
- 2.4 Students shall not be in a building before or after regular school hours without adult employee supervision.
- 2.5 Employees are not to have access to school buildings after the staff has secured the building and left the grounds. Principals can authorize use of their building but must have security cleared employee present while the building is occupied due to the liability and responsibility of the building.

3. Exceptions

Any deviation from this procedure must be requested by the principal and approved in writing by the appropriate district administrator.

Approved by the Board 05/02/2012

## **2260 MARQUEES**

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Schools in the Weber School District may have a marquee. The following standards will apply:

1. Marquee and installation costs, as well as ongoing maintenance costs, must come through donations as opposed to school budget or fund raising.
2. The display area must be limited to 50 square feet per side including school logo, name, and space for message on all elementary and junior high marquees. The support structure must be relatively plain and consist primarily of a post or posts.
3. The display area for high school marquees will be limited to 150 square feet per side including school logo, name and space for message.
4. Donor recognition or sponsorship may appear on a small plaque near the base of the marquee but may not be incorporated as part of the marquee display area.
5. Installation must be coordinated with District Maintenance staff and comply with local zoning ordinances.

Approved by the Board 01/1997

## **2300 STUDENT TRANSPORTATION MANAGEMENT**

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The Transportation Department shall be organized to provide school transportation service for eligible students (see Policy 2340, 2.1, 2.2, 2.3 for distance to school for eligibility guidelines) based on safety, efficiency, adequacy, and economy. The following shall be taken into consideration in developing the school transportation system:

1. Every school bus ride is a learning experience and the school bus ride should also leave students in the proper frame of mind to take full advantage of the instructional program offered.
2. Rules and regulations pertaining to the transportation of public school students in the State of Utah have been established by the Utah State Legislature and the Utah State Board of Education and are found in Section 41-6a- 1301-1309 of the Utah Criminal and Traffic Code, 2015 Edition, the Utah Administrative Code R277-600 “Student Transportation Standards and Procedures”, and Utah Administrative Code R277-601 “Standards for Utah School Buses and Operations”. Items covered in this law shall be strictly enforced:
  - 2.1 Specifications Governing New School Bus Equipment
  - 2.2 Inspection of Buses
  - 2.3 Qualifications for School Bus Drivers
  - 2.4 Driving Rules and Regulations
3. Certain other driving regulations pertaining to school bus drivers and school transportation are set forth in the Utah Criminal and Traffic Code, 2015 Edition.
4. The District will also be in compliance with the Omnibus Transportation Employee Testing Act of 1991.
5. The Board shall establish its school bus system to conform to or exceed minimum state and federal standards.

Approved by the Board 01/06/2016

## **2310 STUDENT TRANSPORTATION SAFETY**

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All buses and other vehicles owned and operated by the Weber School District shall be inspected for safety by the assigned driver and District Transportation Supervisor and Transportation maintenance staff on a regular basis. The District Transportation Supervisor shall develop and maintain a safety inspection record which shall be filled out and signed by the individual who conducts the inspection. In addition, all buses shall be available for regular state inspections by the proper state agency. Any defects noted by either the regular local or state inspection shall be remedied immediately.

All drivers shall be instructed in first aid and shall hold at least a valid Standard First Aid Certificate.

All accidents, regardless of the damage involved, must be reported to the District Transportation Supervisor. Any part of the bus rubbing, scraping, or touching any other object or vehicle in such a manner as to cause damage to the bus or object constitutes an accident.

Any accident involving another vehicle, injury or death must be immediately reported to appropriate local law enforcement. Accident report forms must also be completed and filed with the District Transportation Supervisor.

Approved by the Board 01/06/2016

## **2320 UNAUTHORIZED BUS STOPS, ALTERNATE BUS STOP REQUESTS, ELIGIBILITY**

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### **References:**

Utah Administrative Code R277-600-4-B, F

Utah Code 53A-17a-127(1) and (2)

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1. Students eligible for transportation will not be picked up or dropped off at an unauthorized bus stop along an established bus route.
2. A written request (“Alternate Bus Stop Request” form) to pick up or drop off a student at an alternate authorized bus stop along an established bus route will be considered by the eligible bus student’s school administrator and/or District Transportation Supervisor when the parent/legal guardian finds it necessary to make temporary provisions for the student’s supervision before or after school hours because of extenuating circumstances. This form can be found on the “Transportation” link under “Departments” on the District web site. (WSD.NET)
3. Eligibility: Eligible students are those students assigned to their specific bus.

Utah Administrative Code R277-600-4-B, F defines eligibility as follows:

- 3.1 Transportation eligibility for elementary students (K-6) and secondary students (7-12) is determined in accordance with the mileage from home specified in Section 53A-17a- 127(1) and (2) to the school attended by assignment of the local board.
- 3.2 The distance from home to school is determined as follows: From the center of the public route (road, thoroughfare, walkway, or highway) open to public use, opposite the regular entrance of the one where the pupil is living, over the nearest public route (thoroughfare, road, walkway, or highway) open regularly for use by the public, to the center of the public route (thoroughfare, road, walkway, or highway) open to public use, opposite the nearest public entrance to the school grounds which the student is attending.

Approved by the Board 01/06/2016

## **2330 SCHEDULING, ROUTING AND PARKING OF SCHOOL BUSES**

1. A map will be prepared to establish bus routes that will adequately meet the needs of eligible students residing within the eligible busing area of their assigned school of attendance.
2. Satisfactory school bus stops will be identified along streets and highways where buses can travel with the least amount of risk.
3. Students will be assigned to a specific stop according to their registered address in their assigned school of attendance. This registered address must be within the eligible busing area of the assigned school boundaries.
4. Standard procedure will be developed to keep the bus in a secure area at the driver's home, place of driver's employment or at the Transportation Motor Pool between route runs, activity or field trips, when not in use, and when any savings to the school district can be affected.
5. Parking a bus overnight at home will be approved only if it is clearly evident that such an arrangement will specifically benefit the School District.
6. Stopping and parking of buses between regular route runs, activity or field trips, or while waiting to resume the bus runs must be at safe and convenient parking areas adjacent to trip routes.
7. Drivers whose requests for home parking have been approved must constantly demonstrate that proper pre-trip inspections, maintenance, cleanliness, protection, and safety are always provided. Drivers will be responsible for theft from buses.
8. Permission for home parking, temporary mid-day parking locations, and special parking arrangements may be withdrawn at any time if it is clear that the above provisions are not being met. Deviations from assigned routes, field trips and activity trip runs will be administratively determined by the District Transportation Supervisor.

Approved by the Board 01/06/2016



## **2340 BUS TRANSPORTATION, BUS STOPS, ROUTES AND DISTANCE REGULATIONS**

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1. Bus Stops: Bus stops must not be less than 3 tenths of a mile apart.
2. Walking Distance from Home:
  - 2.1 Elementary students (Grades K-6) may be required to walk up to 1.5 miles and Secondary students (Grades 7-12) may be required to walk up to two miles from their registered address to a bus stop.
  - 2.2 Elementary students who live less than 1.5 miles from school and secondary students who live less than two miles from school are not eligible for transportation. State funding for transportation is not provided unless the state formula regarding student eligibility is followed. Parents should assume responsibility for getting students to and from school within the 1.5 and two mile distances.
  - 2.3 Parents of elementary students who live beyond 1.5 miles from the established bus route and parents of secondary students who live beyond two miles from the established bus route may be reimbursed an amount determined by the Board of Education for transporting their students from their registered address to the nearest bus stop on the regular bus route.
3. Bus Routes: Bus routes will be established at the beginning of each school year in accordance with the regulations listed above and in accordance with sound economical and safety practices. Buses will be routed in such a manner as to provide approved transportation services that are economically feasible, safe and practical. The minimum number of general education students required to establish a route is ten: the minimum number of students with disabilities is five.
4. Bus Space Availability: If it is determined that there is space available on a school bus on a regular route, ineligible students living within the schools boundaries may be allowed to ride the bus. Priority is given to students who live the farthest distance from the school. Ineligible students must be given formal approval by the District Transportation Supervisor to use bus transportation. Students will be required to board the bus at the closest eligible bus stop to their registered address. This space available transportation expires at the end of each school year and may be withdrawn at any time. Determination of space available will not be made until after the first two weeks of the school year. If it is determined that there is space available, application for transportation will be received by the Transportation Office. This application form can be found on the “Transportation” link under “Departments” on the District web site. (WSD.NET)
5. Open Enrollment: Open enrollment students are responsible for providing their own transportation. (Refer to Policy 2340 #4) (Refer to disclosure statement on “Open Enrollment Application”)

Approved by the Board 01/06/2016

## **2350 STUDENT CONDUCT**

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While Utah law requires the School District to provide transportation for eligible students, it does not relieve parents or guardians from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require students to conduct themselves in a manner consistent with established standards for appropriate behavior any time they are waiting to board a bus, riding a bus, or after exiting a bus.

In cases when a student does not display proper conduct on a bus, such instances are to be brought to the attention of the school administrator by the driver. The school administrator shall inform the parents or guardians of the misconduct, and request their cooperation in remediating the concern, and inform them of any disciplinary action taken.

Students who become a serious safety or disciplinary problem or who have multiple minor incidents on the school bus may have their riding privileges suspended by the school administrator. In such cases, the parents or guardians of the student involved become responsible for transporting their student to and from school safely.

Due Process: Unresolved issues or complaints related to student conduct or the consequences thereof, will be decided by the student's school administration in cooperation with the Transportation Supervisor and the bus driver who reported the incident. Appeal may be made to the appropriate Elementary or Secondary Supervisor at the District office level if necessary.

Approved by the Board 01/06/2016

## **2400 FOOD SERVICES MANAGEMENT**

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It shall be the purpose of the food service program to provide well-balanced meals that are nourishing at moderate prices in pleasant surroundings. The program also provides a teaching situation in which the foods that children need for proper growth and development are served in an appetizing manner so they will be readily accepted. The program contributes to the social education of the child by providing an opportunity to practice good table manners.

The primary function of School Food Services is to provide healthful and economical lunches for students:

General provisions for School Food Services shall:

1. Require that at least the cost of the services be collected from those served, except in special cases where the Supervisor of Food Services shall approve free meals or direct that meals be provided as a payment for services to the lunch program.
2. Establish a practice that the use of food preparation area and employee services for other than lunch programs be subject to the approval and supervision of the principal.
3. Require applications for special use of food service facilities or services, through the principal, to the Unit Manager responsible for the facility requested. Rental fees for the use of such facilities shall be established by the Board of Education.
4. Request that the use of food service facilities be supervised by the Unit Manager or a designated representative, under the direction of the principal.

NOTE: It is the policy of the U.S. Department of Agriculture and Weber School District not to discriminate in employment or program services for reasons of race, color, sex, age, religion, national origin or handicapping conditions.

## **2410 MEAL PATTERN EXCEPTIONS**

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A child may be served less than the Type A meal requirement, as defined by the S.S. Department of Agriculture, when a signed statement from a recognized medical authority is on file in the school stating that certain foods should not be eaten by a child. (A recognized medical authority need not be a doctor. Medical personnel such as nurses and physician's assistants are qualified to make such a statement.)

With a statement from a recognized medical authority or the school nurse, school food service may substitute an acceptable drink for milk or fresh fruit in place of desserts or fruit canned with sugar.

Serious modifications in diet required by the student are the responsibility of the parent and cannot be assumed by the school district and the school lunch program.

The school or district shall be held blameless and released from any liability as a result or non-compliance with a dietary exception.

## **2420 PRICES OF LUNCHES**

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The price of lunches for students and personnel of the Weber School District will be established each year based on the requirements of the State and National School Food Service Programs.

## **2430 FREE AND REDUCED MEALS FOOD SERVICE**

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The Board of Education recognizes the responsibility to provide meals for needy children since the nutrition of all school children is an important factor in their educational progress.

Free and reduced price meals will be provided as outline in the Child Nutrition Program Agreement with the Utah State Board of Education.

Parents may obtain an application from the principal of the school their child is attending. This completed and signed application will be returned to the principal for appropriate action and notification of school lunch personnel.

Approved by the Board 01/06/2016