

MURRAY CITY SCHOOL DISTRICT

NUMBER:	BU 703
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REVISION:	
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Statement of.....

Policy and Responsibility

SUBJECT: ACCOUNTS AND REPORTS

School financial accounts and financial reports will be set up under the direction of the Business Administrator.

- A. Principals will submit a monthly financial report to the central office.
- B. All school accounts are subject to a yearly external audit.

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Statement of.....

Policy and Responsibility

SUBJECT: REGULATION AND RENTAL OF BUILDINGS & GROUNDS

I. General Rules & Regulations

- A. The school building and grounds are primarily for the use of the school program and related activities.
- B. The building and grounds are under the direction of the school's principal.
- C. School buildings cannot be used unless a District representative is in attendance. Such a representative has authority to protect the building and equipment from improper use.
- D. School buildings shall not be used for purposes considered competitive with private industry or commercial purposes, except when used by non-profit organizations for community projects.
- E. School buildings shall not be used for purposes that interfere with school activities.
- F. The use of intoxicants or illegal drugs is prohibited at any time on school property.
- G. The use of tobacco on school property is prohibited at any time.
- H. The grounds should not be used immediately after heavy rains or other times when the activity could damage the grounds. The school district supervisor of building and grounds will determine when damage could be sustained.
- I. There is no driving of any non-maintenance vehicle on any grassy fields or baseball diamonds.
- J. Any employee wishing to remain in the building after the custodian's regular hours must receive permission from the principal and be responsible for locking the building. In no case can this responsibility be delegated to a student.
- K. Students shall not be permitted access to the building before faculty members are present except on cold and wet days as provided under Policy PS 419 (Early Arrival of Students).
- L. All visitors to the school shall report to the office for permission to visit the school. Sales personnel or representatives shall receive prior permission from the superintendent or his designee to visit any schools (see Policy PS 415 – Advertising and Announcements).
- M. No alteration, addition, or major repair shall be made to the building or equipment unless the superintendent has approved a requisition covering the same.
- N. In as much as the custodian is responsible for the opening and locking of the buildings it is not necessary for each faculty member to have a key. The principal will issue keys to faculty members only with permission of the superintendent. In no case will students have access to equipment or building keys.
- O. In case of emergencies, the Red Cross or other welfare agencies may use the building with permission of the superintendent.
- P. Trucks, buses, or tractors cannot be used for non-school activities. The school bus, truck or tractor can be used for school purposes with permission of the superintendent or

designee. At no time are students permitted to drive the school bus, tractor, or truck unless they are employed by the district for this purpose and have proper work permits and licenses.

- Q. School telephones are for official school business. Students, teachers, and other employees should not be called to the phone during school hours except for school business and emergencies.
- R. Accidents are undesirable, unplanned occurrences which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, and even death. Thus, it is the policy of the Murray City School District to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with this school district. The Board of Education believes that safety is important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.
- S. The Board of Education expresses great concern with the ice on walks and major play areas on the school grounds. Slippery conditions can and have caused serious injury to students. Consequently, the board requests all principals to regularly inspect walks and major play areas and take precautions to eliminate and/or reduce hazardous conditions on the grounds. Also, the proper supervision of students should be provided during the school day.

II. RENTAL OF BUILDINGS AND GROUNDS

All after-hour use of any district building must be scheduled through the District Facilities Scheduler using the District approved software. Schools are given first priority when a schedule is submitted to the Facilities Scheduler by June 30 of each year. Rental requests made after July 1 will be scheduled on a time and space available basis.

Utah Code

53A-3-413: Use of public school buildings and grounds as civic centers.

- 1. As used in this section, "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.
- 2. Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.
- 3. Use of school property for civic center purposes may not interfere with a school function or purpose.

53A-3-414: Local school boards' responsibility for school buildings and grounds when used as civic centers.

- 1. As used in this section, "civic center" has the same meaning as provided in Section 53A-3-413.
- 2. A local school board:
 - a. shall manage, direct, and control civic centers under this chapter;
 - b. shall adopt policies for the use of civic centers;
 - c. may charge a reasonable fee for the use of school facilities as a civic center so that the district incurs no expense for that use;
 - d. may appoint a special functions officer under Section 53-13-105 to have charge of the grounds and protect school property when used for civic center purposes;
 - e. shall allow the use of a civic center, for other than school purposes, unless it determines that the use interferes with a school function or purpose; and

- f. shall ensure that school administrators are trained about and properly implement the provisions of this section and Section 53A-3-413.
 - g. Approval under this policy is a permit under the Civic Center statutes and grants the District full legal immunity under the Governmental Immunity Act of Utah pursuant to § 63G-7-301.
3. Prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

Boy Scouts of America Equal Access Act (part of No Child Left Behind Act of 2001)

This law states that no public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school.

A. CATEGORY 1: SCHOOL OR DISTRICT EDUCATIONAL USE

School and school related organizations such as PTA, school clubs, athletic teams, and adult/community education classes and programs etc., shall not be charged rental fees for district sponsored activities.

B. CATEGORY 2: MUNICIPALITIES OR OTHER TAX-SUPPORTED AGENCIES

Facilities may be rented for meetings, public open houses, meet the candidate nights, productions, etc. This includes registered political parties and officials.

C. CATEGORY 3: CHARITABLE OR NON-PROFIT/COMMERCIAL ORGANIZATIONS

This refers to any organization whose purpose is not to profit an individual or an organization. Those wishing to rent the facilities under this category must provide evidence of their non-profit status.

D. CATEGORY 4: COMMERCIAL ORGANIZATIONS, FOR PROFIT EVENTS

This refers to any individual, business or organization whose purpose is to profit from its activities.

E. As a guide to scheduling - priorities are as follows:

- 1. Category 1
- 2. Category 2
- 3. Category 3
- 4. Category 4

III. PROCEDURES AND GENERAL INFORMATION

A. PRINCIPAL'S RESPONSIBILITIES

- 1. The principal is responsible for the facilities assigned to him or her.

2. The principal has the right and obligation to deny requests which would disrupt regular school programs or threaten to damage the building or grounds.
3. The principal must give prior approval for all rentals of his or her building.
4. Principals should regularly inspect the building and grounds in order to eliminate unsafe and hazardous conditions throughout the year.

B. SUPERVISION

1. There must be an employee of the school/district present during any building rental by an outside group. If the activity occurs during the custodian's regular time, additional personnel must be hired to supervise the activity. The supervisor must be accessible to the group using the facility.
2. Students should not be left unsupervised at any time.
3. The District Facilities Scheduler will use discretion in requiring adequate additional supervision by law enforcement and school personnel for the type of activity and the number of people involved.
4. District personnel who provide services or supervision during a rental must use the time clock system to clock in and out and be paid through the Murray District payroll department.
5. Outside use of the building grounds may not require the use of a supervisor or custodian.

C. ADDITIONAL PERSONNEL AND EQUIPMENT

1. When additional personnel such as custodians, supervisors, technicians, security officers etc., are deemed necessary, the lessee will pay an additional fee for such services.
2. Compensation for additional personnel will be determined according to the School District rental fee schedule (see chart below).
3. When equipment is requested, a rental fee shall be charged (i.e. piano, laptop projector, sound, and lighting).
4. Equipment rental fees are listed on the Murray School District Rental Fee Schedule. Higher rates may be charged depending upon the duration of requested use.
5. The district reserves the right to deny any equipment requests which are deemed inadvisable.

D. RENTAL PROCEDURES

1. Requests for use of building or grounds must be made in advance through the Murray Community Education office.
2. Principals, athletic directors, and coaches are not authorized to approve grounds use for any group other than school programs. They must schedule the group within the district approved scheduling software program.
3. All fees associated with the rental shall be paid in advance to the office of Murray Community Education. Each lessee must provide proof of \$2,000,000 liability insurance at least five business days before the activity/event or the activity/event will be canceled.
4. The Murray Community Education Coordinator is responsible for the collection of rent according to the Murray School District Rental Schedule and the depositing of all such fees in an existing "rental fee" account.
5. The rental time shall be computed from the time the lessee requested the opening of the doors until the doors are locked at the close of the activity.

6. Any time over the estimated closing time shall be charged on a half-hour basis. No refunds will be given.
7. There is not a rate differentiation between practice, rehearsals and performances in the rental of facilities.
8. A responsible officer from the renting organization shall sign for the use of the building and grounds. Said signatory thereby accepts full responsibility and liability for and in behalf of the renting organization, its officers and members for all accidents, damage, injuries, etc., to persons, building, grounds and equipment associated or connected with the activity, event or function of the renting organization.
9. The assistant superintendent may adjust rental fees for individual activities in situations where special circumstances exist.
10. No outside use of grounds will be allowed during school hours.

E. STANDARDS OF CONDUCT

1. Grounds must be left in clean and good condition after use. Vandalism and/or the abuse of school property are prohibited. The lessee and/or renting organization or party will be held responsible for the cost of damage incurred.
2. The use of areas not covered by the rental agreement is also prohibited. The lessee and/or renting organization or party will be held responsible for cost of damages incurred in these areas. In addition, the lessee will be charged the rental fee for areas that were used, but not listed in the contract.
3. When buildings are occupied all fire and safety ordinances must be observed.
4. All trash must be picked up at the conclusion of use. This includes trash on outside grassy areas and ball fields.
5. No person shall be permitted in the building after the supervisor or technician leaves at the conclusion of the activity. In no case can the locking of the building be delegated to non-school personnel.
6. The applicant agrees to provide traffic control, protection against pilfering, etc. as needed. The Board shall not be responsible for policing the grounds or regulating traffic.
7. No outside properties or equipment shall be brought into the building without prior approval of the principal or supervisor. When permission is granted, such property or equipment shall be removed immediately following its use and the Board, or its agents, shall not be responsible for damage or loss incurred to such property or equipment.
8. The use of a district owned school bus or truck can be used for city sponsored programs or other public education program upon permission of the superintendent or designee. At no time are students permitted to drive a district school bus or truck unless they are employed by the district for this purpose and have proper work permits and licenses. These vehicles shall not be used for non-school activities except as noted in this section.
9. No signs, posters, properties, etc., can be attached to the building by any materials, such as pins, tacks, tape, etc., except upon approval in advance by the principal or supervisor. Independent supports must be provided.
10. Activities for minors shall be concluded by 10:00 p.m. on weekdays and 11:00 p.m. on weekends except when a later hour is approved by the Board. The conduct of those attending such activities shall be of such standard as benefits a proper use of an educational unit. Foul language, rowdiness, etc., shall not be permitted.
11. Buildings are not to be used for any purpose on Sunday except by the express permission of the Board.
12. The use of the marquee at any school for a third party sponsored event is not allowed.

IV. MURRAY NATURE CENTER

A. RESTRICTIONS ON THE USE OF THE MURRAY NATURE CENTER

1. The Murray Nature Center may not be rented or used for private functions such as weddings, parties, etc.
2. All other provisions of this policy apply to the Murray Nature Center.

V. HIGH SCHOOL FOOTBALL FIELD AND TRACK

A. Public Use - Walkers and Joggers

1. Monday - Friday: 6:00 AM - 8:00 AM, 6:00 PM - Dark
2. Saturday: 6:00 AM - Dark
3. Sunday: Closed

B. The track is not available for rental.

BUILDING RENTAL RATES

Category 1 Category 2 Category 3 Category 4

Auditorium

Jr. High	No Charge	No Charge	\$100/hour	\$200/hour
High School	No Charge	No Charge	\$175/hour	\$350/hour

Band Room/ Choral Room

Jr. High	No Charge	No Charge	\$25/hour	\$50/hour
High School	No Charge	No Charge	\$25/hour	\$50/hour

Cafeteria/Commons

Elementary	No Charge	No Charge	\$40/hour	\$75/hour
Jr. High	No Charge	No Charge	\$40/hour	\$75/hour
High School	No Charge	No Charge	\$40/hour	\$75/hour

Classroom or Library

Elementary	No Charge	No Charge	\$25/hour	\$50/hour
Jr. High	No Charge	No Charge	\$25/hour	\$50/hour
High School (no Library rental)	No Charge	No Charge	\$25/hour	\$50/hour

Main Gym

Elementary (Multi-Purpose)	No Charge	No Charge	\$50/hour	\$100/hour
Jr. High	No Charge	No Charge	\$100/hour	\$200/hour
High School	No Charge	No Charge	\$150/hour	\$300/hour
Auxiliary Gym High School	No Charge	No Charge	\$100/hour	\$200/hour
Auxiliary Gym Jr. High	No Charge	No Charge	\$40/hour	\$75/hour

Other Rooms

Auditorium Dressing Room (MHS)	No Charge	No Charge	\$20/hour	\$40/hour
Board Room (D.O.)	No Charge	No Charge	\$25/hour	\$50/hour
Dance Studio (MHS)	No Charge	No Charge	\$25/hour	\$50/hour
Large Conference Room (D.O.)	No Charge	No Charge	\$15/hour	\$30/hour
Little Theatre (MHS)	No Charge	No Charge	\$40/hour	\$75/hour
Main Gym Foyer (MHS)	No Charge	No Charge	\$25/hour	\$50/hour
MCE Dance Studio	No Charge	No Charge	\$20/hour	\$40/hour
Piano Practice Rooms (MHS)	No Charge	No Charge	\$25/hour	\$50/hour
Rebel Room (RJH)	No Charge	No Charge	\$35/hour	\$65/hour
Small Conference Room (D.O.)	No Charge	No Charge	\$20/hour	\$35/hour
Spartan Cove (MHS)	No Charge	No Charge	\$35/hour	\$65/hour

Computer labs, tech labs, shops, etc. are not to be rented

Each Custodian	No Charge	\$35/hour	\$35/hour	\$35/hour
Each Supervisor	No Charge	\$25/hour	\$25/hour	\$25/hour
Each Technician (High School)	No Charge	\$30/hour	\$35/hour	\$35/hour
Each Technician (Jr. High)	No Charge	\$18/hour	\$25/hour	\$25/hour
Each Lunch Manager	No Charge	\$30/hour	\$30/hour	\$30/hour

OUTSIDE FACILITIES AND FIELDS

	Category 1	Category 2	Category 3	Category 4
Athletic Field (1-2 time usage)				
Elementary	No Charge	No Charge	\$15/ hour	\$30/hour
Jr. High	No Charge	No Charge	\$15/hour	\$30/hour
High School	No Charge	No Charge	\$15/hour	\$30/hour

Athletic Field (Seasonal Use – 1-3 months, 1-3 Days per week, 1-3 Hours per day)				
Elementary (per participant)	No Charge	No Charge	\$5.00/season	\$8.00/season
Jr. High (per participant)	No Charge	No Charge	\$5.00/season	\$8.00/season
High School (per participant)	No Charge	No Charge	\$5.00/season	\$8.00/season

Athletic Field (Extended Season – 4-6 months, 4-6 Days per week, up to 6 hours/day)				
Elementary (per participant)	No Charge	No Charge	\$10.00/season	\$13.00/season
Jr. High (per participant)	No Charge	No Charge	\$10.00/season	\$13.00/season
High School (per participant)	No Charge	No Charge	\$10.00/season	\$13.00/season

Baseball Diamond				
Elementary	No Charge	No Charge	\$15/hour	\$30/hour
Jr. High	No Charge	No Charge	\$15/hour	\$30/hour

Other Unique Areas				
Driving Range	No Charge	No Charge	\$15/hour	\$30/hour
Football Field	No Charge	Upon Agreement*	Upon Agreement*	Upon Agreement*
North Parking Lot	No Charge	No Charge	\$15/hour	\$30/hour
South Parking Lot	No Charge	No Charge	\$30/hour	\$60/hour
Plaza Outside	No Charge	No Charge	\$20/hour	\$60/hour
Tennis Courts (per court)	No Charge	No Charge	\$10/hour	\$20/hour

Personnel (Required)				
Each Custodian	No Charge	\$35/hour	\$35/hour	\$35/hour
Each Supervisor	No Charge	\$35/hour	\$25/hour	\$25/hour
Each Lunch Manager	No Charge	\$30/hour	\$30/hour	\$30/hour

Incidentals	Category 1	Category 2	Category 3	Category 4
Microphones	No Charge	No Charge	\$10 each	\$10 each
Screen	No Charge	No Charge	\$10 each	\$10 each
Laptop	No Charge	No Charge	\$10 each	\$10 each
Choir Risers	No Charge	No Charge	\$20 flat	\$35 flat
Sound Shell	No Charge	No Charge	\$20 flat	\$35 flat
Grand Piano**	No Charge	\$200 flat	\$200 flat	\$200 flat

*Upon Agreement. Special Events: Championship games for Murray Max Soccer and Murray Ute Little League Football are allowed at the cost of custodial and supervision fees. The organizations would be responsible for providing liability insurance.

**The Grand Piano may be tuned upon request of the renter, however, the cost will be the responsibility of the renter.

NUMBER:	BU 706
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Statement of.....

Policy and Responsibility

SUBJECT: TRAVEL & TRANSPORTATION

I. SCOPE

This policy explains the rules and regulations for mileage reimbursement, transportation of students, and other transportation issues.

A. Travel of Employees

1. In-district Travel -- Employees assigned to more than one school, who travel from school to school on a daily basis, will be paid a yearly travel allowance as approved by the Board.
2. The current mileage reimbursement rate will be paid for employee use of a private automobile while conducting district business. Such reimbursement must be approved in advance by the superintendent or designee.

B. Convention Travel

Expenses related to professional conference attendance will be reimbursed in accordance with guidelines adopted by the board. Current guidelines are administered by the district's business administrator.

C. Transportation of Students

Eligibility for state-supported transportation to and from school shall be determined in accordance with UCA 53A-17a-126 and Standards for Utah School Buses and Operations.

D. Transportation to School Activities

1. Activity travel shall be conducted in accordance with the District's Student Travel Policy (PS 450).
2. Money shall not be collected from students for the specific purpose of paying the cost of transportation in the school bus. School funds or activity funds may be used to help defray costs of the school bus. Public carriers may be used for approved educational trips. As a general policy, field trips requiring student admission fees are not to be taken.

3. Field trips for Elementary Schools -- Field trips may be up to a distance of 50 miles from Murray City. Elementary field trips cannot be approved if the distance exceeds 50 miles. The principal has the responsibility to approve all field trips for his or her school within the above mentioned requirement. Special circumstances may warrant Board of Education approval of exceptions to this policy.
4. Parent Signed Statement -- When student are transported to school activities, the principal shall require the parent to sign a form approved by the Board of Education for this purpose.

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Statement of.....

Policy and Responsibility

SUBJECT: SCHOOL LUNCH PROGRAM

It shall be the purpose of the school lunch 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 food that children need for proper growth and development is served in an appetizing manner. The program contributes to the social education of the child by providing an opportunity to practice good table manners.

- A. School Lunches -- The Board considers the school lunch program to be a valuable and necessary school program. All employees are to support, encourage, and cooperate with the lunch program.
- B. Price for Lunch -- The price for school lunches shall be set by the Board.
 - 1. Free Lunches -- Free or reduced price lunches may be provided for pupils who cannot pay for the lunch.
 - 2. At the beginning of the school year and when a new student registers for school, the parents shall receive information from the student's resident school that provides:
 - General information about the school lunch program;
 - Prices of meals;
 - Qualifications and process for reduced-price or free meals; and
 - Information parents will receive if their students' meal accounts are delinquent.
- C. If the student's family receives benefits from the Special Nutrition Assistance Program (SNAP), the Family Employment Program (FEP) or the Food Distribution Program on Indian Reservations (FDPIR), the household qualifies for meals at no charge. Upon the district's receipt of the student or family's eligibility under one of these programs, the student or family is not required to complete/submit a free-reduced lunch application. The district's child nutrition program will inform the household by email/letter of the student's eligibility for free meals.
- D. Payments and School Verification
 - 1. The School shall credit meal payments from parents to the student's account before the meal period. This assures all funds are accurately applied to meal accounts in advance

of students receiving a school meal. Schools will apply payments to the purchase of the current day's meal first, and the payment of past-due accounts second. Payment using the automated payment service may result in a one day delay of the posting of the payment to the student's account.

2. Once a student/family qualifies for free meals, no payments are due. Student/family is responsible for payment of any deficit balances incurred prior to qualification for free meals.
3. If a family qualifies for reduced priced meals, the school will charge no more than \$.40 for lunch or \$.30 for breakfast.
4. Parent payment options for student meals include:
 - a. Parents may use the automated payment service, using a debit or credit card, for one or all of their students, allocating the funds to individual students' accounts.
 - b. Parents may make payments to the school or district office by mail, hand delivery, or in person. Payments should clearly indicate the account to which the funds are to be credited (student's name and amount). Schools and the district office will accept checks, money orders and/or cash.
5. The school is not required to provide a meal at no cost if a student does not qualify for a free meal.

G. Delinquent Balances and School Procedures

1. School shall follow the procedures described in the Murray City School District – Food Service Administrative Guidelines, to notify parents of delinquent balances.
2. Once a student has received a meal, regardless of a delinquent balance, the meal shall never be taken from the student.

H. Vending Machines –Refer to Murray City School District Policy, BU 712 Vending Machines.

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: SNOW REMOVAL

It will be the custodian's responsibility, under the direction of the principal, to remove ice and snow from sidewalks as soon as feasible.

The supervisor of buildings and grounds will outline procedures, including the use of district equipment and personnel.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	BU 710
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Statement of.....

Policy and Responsibility

SUBJECT: PICTURE MONEY AND BOOKSTORE FUNDS

Use of Picture Money and Bookstore Reserve funds

Principals may spend picture money in the elementary schools or bookstore reserves and picture money in the secondary schools. The purpose of these expenditures will be for activities and programs of benefit directly to the students. Details of expenditures will be shown on the monthly financial report to the central office.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	BU 711
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Statement of.....

Policy and Responsibility

SUBJECT: FACILITY EXPANSION PROGRAM

Under the direction of the Board and superintendent, the district will develop long and short range plans to meet the needs of the district for new building construction, as well as related activities such as enrollment projections, attendance areas, acquiring sites, plant remodeling, and modernization.

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Statement of.....

Policy and Responsibility

SUBJECT: VENDING MACHINES

- A. Vending machines for faculty use only are acceptable at all schools and District facilities. Proceeds may be used for staff appreciation or other school programs, as determined by the school principal or building administrator. These funds shall be accounted for separately from student-related vending activity.
- B. Vending machines distributing drinks or food with student access are only allowed at secondary schools and in compliance with current state laws.
- C. Vending machines distributing items such as pencils, notebooks, etc., shall be allowed at all school levels.
- D. Before adding a vending machine to an elementary school, a written statement of the product, purpose and costs to be incurred by school, faculty and student will be presented to the School Board for final approval.
- E. The proceeds from all vending machines will be used solely for the purchase of additional textbooks and/or instructional supplies for student use.

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Statement of.....

Policy and Responsibility

SUBJECT: VEHICLE USE

I. SCOPE OF POLICY

Murray School District's (District) Motor Vehicle Use Policy governs the use and maintenance of all district vehicles by all employees and students.

II. AUTHORITY TO OPERATE DISTRICT VEHICLES

District vehicles may be used by employees who possess a current Utah driver's license valid for the vehicle operated. Students holding current driver education permits are permitted to operate Driver Education cars. District employees shall operate District vehicles in accordance with the restrictions or limitations imposed upon their driver licenses. District employees also must pass the Utah State Office of Risk Management Defensive Driver Training before operating a district-owned vehicle.

District-owned school buses may be operated only by employees who hold a properly endorsed current Commercial Driver's License (CDL). School buses must be operated in conformity with *Standards for Utah School Buses and Operations* and district transportation policy.

Authority to operate District vehicles shall be withdrawn upon revocation, suspension, or expiration of the employee's driver's license. A District employee must report the suspension or revocation of a driver's license to the District.

III. VEHICLE USE GUIDELINES AND PROHIBITIONS

Vehicles are to be used only in the furtherance of District business. District vehicles may not be used:

1. To transport family, friends, pets, associates or other persons who are not District employees or are not serving the interests of the District.
2. To transport hitchhikers.
3. To transport explosives, weapons, or ammunition.
4. To transport acids, hazardous materials, or flammable materials, unless specifically related to employment duties.

A Murray School District employee may not:

1. Operate or be in actual physical control of a District vehicle in violation of *Utah Code Annotated* 41-6a-5 (Driving under the influence of alcohol, drugs or with specified or unsafe blood alcohol concentration and reckless driving ordinances), *UCA* Subsection 53-3-2-231 (Prohibits a person under age 21 from operating a vehicle with any detectable level of alcohol in the body);
2. Smoke in District-owned or leased vehicles.
3. Use a District vehicle for personal convenience, such as when a personal vehicle is not operational.
4. Permit a District vehicle to be driven by an unauthorized driver or permit a District vehicle to be used to transport an unauthorized passenger.

In cases of special need, the Superintendent or designee may authorize a person who would be otherwise unqualified to drive or occupy a District vehicle. Use of a District vehicle for commuting may be authorized by the superintendent.

District vehicles may be operated by private sector automobile mechanics or other maintenance or repair personnel during the course of performing required maintenance or repairs.

A District employee who receives a traffic citation for driving a District vehicle while under the influence of intoxicating liquor or drugs will be terminated from employment. A District employee who is a passenger in a vehicle operated by another District employee cited for DUI is subject to disciplinary action including termination if it is shown that the passenger knew of the driver's intoxicated condition.

A District employee spending at least one night on approved travel to conduct District business may use a District vehicle in the general vicinity of the overnight lodging for travel to restaurants and stores for meals, breaks and personal needs, to grooming, medical, fitness, or laundry facilities, or travel to and from recreational activities such as theaters, parks, or the home of friends or relatives living in the area.

IV. TRAFFIC LAWS

Failure to obey traffic laws while driving or occupying a District vehicle may result in suspension or revocation of the employee's authority to operate District vehicles. An employee of Murray School District who receives a traffic citation or parking ticket while using a District vehicle will be personally responsible for the citation or ticket.

All occupants of District vehicles, except student passengers of District school buses, must wear seat belts. The operator of any District vehicle — other than school buses — shall limit the number of passengers to the number of available seat belts in the vehicle. Children weighing less than 50 pounds shall be transported in a vehicle in a child safety seat that conforms to Federal Motor Vehicle Safety Standard 213. The seat must have a tag that certifies compliance consistent with the weight of the child. For example, a 45-pound child must ride in a properly anchored safety seat certified for children weighing 45 pounds or more.

V. CARE OF VEHICLES

Prior to operating a District vehicle, a District employee is responsible to observe the general operating condition of the vehicle. This includes the condition of the tires to ensure that they are inflated properly and are not excessively worn and that the brakes, lights, windshield wipers, seat belts, and steering are functioning properly. If unsafe conditions are noted, the maintenance department is to be notified immediately and the vehicle must not be driven.

Employees of the District shall turn off the ignition, close all windows, lock the doors and otherwise secure a district vehicle whenever the vehicle is left unattended. Vehicles should be cleaned of items not belonging in the vehicle such as trash and personal items.

Employees of Murray School District shall not abuse or misuse a District vehicle. Loss or damage caused by driving while under the influence of intoxicating liquor or drugs, reckless driving, or negligence shall be charged to the employee.

VI. ACCIDENTS

If involved in an accident resulting in **bodily injury** a District employee is not to render judgment concerning the seriousness of the injury but shall, without exception, immediately call 911 to summon law enforcement. Following an accident involving any District vehicle, the District employee involved shall notify law enforcement by telephone from the scene and shall not move the district vehicle until instructed to do so by law enforcement. Next, the employee is to notify Risk Management by telephone at the number listed on the "Proof of Insurance" card in the glove compartment and, finally, the employee shall notify the Supervisor of Support Services or the Buildings & Grounds Coordinator at the District. The involved driver shall complete an accident report by the next working day.

Under no circumstances shall a district employee involved in an accident when driving a District vehicle be persuaded NOT to notify law enforcement.

VII. MECHANICAL PROBLEMS

Mechanical problems that occur while a District vehicle is being used for official District business must be reported to the Buildings & Grounds Coordinator or the mechanic immediately and alternative transportation arranged. A District employee may not continue to operate a District vehicle if continued operation could endanger any person or property.

VIII. FUELMAN USE

District vehicles are fueled under the State's FuelMan system. Fuelman Cards are issued to the vehicle. Drivers are issued Personal Identification Numbers (PIN) which activate fuel dispensers when used in conjunction with the Fuelman card. Employees requiring a PIN in order to operate vehicles may inquire with the Supervisor of Support Services. Full information concerning the FuelMan Network is available at <http://fleet.utah.gov/fuel-program.html>

Gasoline or diesel fuel can be obtained at various FuelMan fueling stations. In addition, Gasoline, diesel fuel, and oil, along with minor repairs and services are available at any Sinclair full service station.

In situations where the FuelMan card cannot be used, the cost of gasoline, oil or minor repairs will be reimbursed by the District so long as corresponding receipts are presented.

No employee may use a District FuelMan card for any personal purchase. Costs incurred through the unauthorized use of a District FuelMan card will be assessed against the employee making the purchase. Unauthorized purchases are also cause for disciplinary action that may include termination.

IX. USE OF PERSONAL VEHICLES FOR OFFICIAL BUSINESS

Employees of Murray City School District may use a personal or other private vehicle for official District business if the employee has a current, valid license to operate that vehicle in this state. Mileage accrued in the use of a private vehicle shall be paid in accordance with the District's travel policy.

X. USE OF VANS

In the event a District employee rents a van for transporting students, adults, or equipment, the following conditions shall apply:

A van that is factory designed to transport more than 10 passengers MAY NOT be occupied by anyone but the driver and MAY NOT be used to transport people — either students or adults. There are NO EXCEPTIONS to this policy.

A van that is factory designed to transport more than 10 passengers may have been modified to seat fewer passengers by removal of some seats. Under state and federal law, such a van retains its designed capacity. As such, it MAY NOT be used to transport people.

A van that is factory designed for nine (9) passengers plus a driver (10 total occupants) may be used but the number of passengers is nevertheless restricted to the number of seat belts provided. For example, a passenger van factory designed to seat nine persons but modified to seat a driver and four (4) additional passengers would have a total of five (5) seats and five (5) seat belts. Such a van could be used to transport only five (5) occupants including the driver. Additional passengers MAY NOT be transported in the cargo hold.

Cargo vans shall be used to transport cargo only. Passengers shall not be transported in the cargo hold of said vehicles.

For purposes of this policy, passenger vehicles popularly known as "mini-vans," such as the Dodge Caravan, are not nine (9) passenger or fifteen (15) passenger vans as described above. Rather, this type of vehicle is considered to be in the same class of vehicle as a passenger sedan. As such, the number of passengers is determined by the number of seats and seat belts factory installed in the vehicle. Accordingly, the policy of this District is that when such vehicles are used in the conduct of District business, the number of passengers shall not exceed the number of seats and seat belts provided. Regularly assigned operators of District vehicles are responsible for delivering the vehicles they use (driver education cars, maintenance vehicles, and school buses) to and from the maintenance shop for routine maintenance.

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Statement of.....

Policy and Responsibility

SUBJECT: DONATIONS, GIFTS & SPONSORSHIPS

A. PURPOSE

1. The purpose of this policy is to establish board policy and procedure governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for the district and individual schools within the district. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.
2. Murray City School District encourages and supports community and business partnerships that enhance and supplement the public education system. Murray City School District is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with the district's goals and the law, and is appropriately approved.
3. The district is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. The district is accountable for and must comply with all federal and state laws and rules, regardless of the source of funds.
4. The board also desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. The district reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships at both the district and individual school levels.

B. SCOPE

1. This policy applies to all Murray City School District administrators, licensed educators, classified employees, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for the district or individual schools.
2. It is expected that in all dealings, district and school employees will act ethically, consistent with the district's ethics training, the Utah Educators' Standards (R277-515), the Public Officers' and Employees' Ethics Act (Utah Code 67-16), and State procurement law (Utah Code 63G- 6a).

C. GENERAL POLICY STATEMENTS

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including districts or other public bodies [Utah Code 51- 7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of the district, and should be used for the purpose for which they were donated and in accordance with State and district policies.
3. Murray City School District recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The district is committed to appropriate distribution of un- restricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
4. The district is committed to principles of gender equity and compliance with Title IX guidance. The district commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The district reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. Donors may donate directly to the Murray Education Foundation, if applicable, for tax purposes. The donation or gift shall follow the foundation's policies and procedures.
6. The district and individual schools will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
7. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with the district's cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with the district cash disbursement policies.
8. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the district upon delivery.
9. Murray City School District employees may not direct operating expenditures to outside funding sources to avoid district procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).
10. Murray City School District employees must comply with district procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
11. Donations and gifts should be accounted for at an individual contribution level.
12. Donations, gifts, and sponsorships shall be directed to the district, district program(s), school, or school program(s). Donations, gifts, and sponsorships shall not be directed at specific district employees, individual students, vendors, or brand name goods or services.
13. Donated funds shall not compensate public employees, directly or indirectly.
14. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the foundation or the business administrator.

15. Donations or gifts shall not be accepted that advertise or depict 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.
16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or district employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. Murray City School District employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
17. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from the district for IRS purposes. The acknowledgment will be in the form of a receipt issued by the foundation or business administrator. These receipts will be generated from the information provided on the "Donations, Gifts, and Sponsorships" form.

D. PROCEDURES FOR DONATIONS, GIFTS AND SPONSORSHIPS

1. Types of Donations, Gifts, and Sponsorships

a. Products

The district or individual schools may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

b. Cash Donations

- 1) Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with the district's cash receipting policies.
- 2) Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.
- 3) Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions shall be made to a program, school, division, or department—not directly to individuals—and employment will be processed through the district's Human Resources Department and Accounting Department. The district or school administration reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Title IX or other laws, are not economically in the best interest of the district, interfere with educational goals, or for any other reason determined by the district or school.
- 4) Cash donations shall not be used to augment an employee's remuneration beyond the remuneration associated with the salary schedule of the employee's position.

c. Donor and Business Partner Recognition

- 1) Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on district buildings or structures with written approval from the superintendent. The board may grant approval for the naming of buildings,

structures, rooms, or other district facilities; see Section E.

- 2) Principals may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials shall feature the school-business partnership and not promote or endorse the business named.

d. Equipment, Supplies, or Goods

The district or individual schools may accept donated equipment, supplies, or goods for use in the district or individual schools or school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

2. Approval and Acceptance of Donations, Gifts, and Sponsorships

- a. Donations, gifts, and sponsorships valued at more than \$250 must be documented on the Murray City School District "Donation, Contribution, or Sponsorship" form. This form must be completed prior to the acceptance of money or goods, and must be retained in the district or school accounting records. A copy of the completed form will be sent to the foundation or business administrator, and a receipt for charitable contribution purposes will be issued to the donor.

b. Approval levels are as follows:

- 1) Money, goods, supplies, or in-kind donations, gifts, or sponsorships valued at \$250–\$10,000 must be documented on the district "Donation, Contribution, or Sponsorship" form and be approved by an individual school principal or applicable district department or division supervisor prior to acceptance.
- 2) Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at \$10,000–\$50,000 must be documented on the district "Donation, Contribution, or Sponsorship" form and be approved by the business administrator and superintendent prior to acceptance.
- 3) Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at more than \$50,000 must be documented on the district "Donation, Contribution, or Sponsorship" form and be approved by the Murray City School District Board of Education prior to acceptance.

E. CAPITAL DONATIONS OR GIFTS

1. All donations or gifts for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the business administrator, the superintendent, and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business administrator for evaluation and recommendation to the superintendent:
 - a. Prospective construction, maintenance or renovation plans and estimated costs
 - b. Proposed naming opportunities
 - c. Proposed donation or gift timeline
 - d. Loans or financing agreements
 - e. Maintenance or upkeep requirements and costs
 - f. Assurances of compliance with Title IX

2. The superintendent will make a recommendation to the board. The board reserves the right to tentatively approve plans, pending donations, gifts, equity, or other conditions.
3. All physical facilities are owned and operated by the district. No part of any school facility or capital equipment may be named for a donor without the express written consent of the board.
4. The board shall only grant naming opportunities that are consistent with the mission and educational objectives of the district. Decisions regarding naming opportunities are within the sole discretion of the board.

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Statement of.....

Policy and Responsibility

SUBJECT: CASH RECEIPTS

A. PURPOSE

To establish LEA policy and procedure for the handling of all cash receipts, to include currency, coin, checks, ACH transactions, and credit card transactions.

B. SCOPE

This policy applies to all LEA administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of the LEA or individual school. The scope includes all activities at the LEA and individual schools and in all locations where LEA activities and public funds are collected.

C. SEGREGATION OF DUTIES

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the LEA or individual school, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.

D. DEFINITION

“Public funds” are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including LEAs or other public bodies [Utah Code 51-7-3(26)].

E. PROCEDURE FOR CASH RECEIPTS AT THE DISTRICT LEVEL

1. The district will comply with all applicable state and federal laws.
2. All receipting of funds at the district should be done at the appropriate office. No receipting is to be done in other offices or in unapproved off-site locations. Employees shall instruct payers to take all cash, checks, and credit card transactions to the cashier (or designee) for receipt. Provisions should be made for cash receipting/collection at approved off-site activities or functions. Please refer to PS 409 - Fundraising Policy. Funds may be receipted through the Murray Education Foundation, if applicable, in accordance with the foundation’s cash receipts policy.
3. Murray City School District employees should not open bank accounts, outside of the control of the district, for the receipting or expending of public funds associated with

school-sponsored activities. The business administrator's office must approve all checking and savings accounts used in district or individual school business.

4. All funds shall be kept in a secure location controlled by the cashier until they can be deposited in a district-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a), in a district approved account. Employees should never hold funds in any location for any reason.
5. If the cashier has left for the day or funds are receipted on the weekends, administrators should be available to lock cash receipts or cash boxes in the LEA safe until the next business day. Cash receipts should not be taken home by employees or volunteers, or left in offices.
6. All checks should be made payable to the district or individual school and restrictively endorsed upon receipt. Checks should not be made payable to an employee, a specific department, or a program.
7. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
8. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded in the district's accounting records. A pre-numbered receipt will be issued for each transaction. Passwords should be established on the accounting system computers and changed periodically.
9. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
10. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
11. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.

F. PROCEDURES FOR CASH RECEIPTS AT THE INDIVIDUAL SCHOOL LEVEL

1. All individual schools will comply with all applicable state and federal laws.
2. All receipting of funds at the school should be done at the front office through the financial secretary. No receipting should take place in the classroom or in unapproved off-site locations. Employees shall instruct payers to take all cash, checks, and credit card transactions to the front office for receipt. Provisions should be made for cash receipting/collection at approved activities or functions. Refer to the PS 409 - Fundraising Policy. Funds may be receipted through the Murray Education Foundation, if applicable, in accordance with the foundation's cash receipts policy.
3. School employees and volunteers associated with school-sponsored activities should not open bank accounts, outside of the control of the district, for the receipting or expending of public funds associated with school-sponsored activities. The business administrator's office must approve all checking and savings accounts used in district or individual school business.
4. All funds shall be kept in a secure location controlled by the front office until they are deposited in a school-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a), in a school-approved account. Employees should never hold funds in any location for any reason.
5. If the cashier has left for the day or funds are receipted on the weekends, employees should seek the assistance of administrators to lock cash receipts or cash boxes in the school safe until the next business day. Cash receipts should not be taken home by employees or volunteers, or left in offices.

6. All checks are to be made payable to the district or individual school and restrictively endorsed upon receipt. Checks are not to be made payable to an employee, a specific department, or a program.
7. Appropriate internal controls and segregation of duties should be implemented for all cash activity. These may include tickets, pre-numbered receipts, deposit slips, cash tally sheets, receipt registers, lists, cash reconciliations, reports, etc. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
8. All funds (cash, checks, credit card payments, school lunch funds, etc.) received must be receipted by student name, if possible, and recorded in the school's accounting records. A pre-numbered receipt will be issued for each transaction. Passwords should be established on the accounting system computers and changed periodically.
9. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
10. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
11. Periodic and unscheduled audits or reviews should be performed for all cash activity.
12. All activities involving cash must be supervised by an LEA employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.
13. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.

G. PETTY CASH/CHANGE FUNDS POLICY

1. Petty cash and change funds must be authorized by the district business office.
2. All petty cash and change funds will be reflected on the school's accounting records and reconciled monthly.
3. These funds should not exceed amount designated by the district business office.
4. All petty cash funds and change funds should be kept locked, in a secure location.
5. Checks may not be made payable to "cash" or "bearer" and cashed by district or school employees to create change funds or petty cash funds outside of the approved petty cash and change fund accounts.
6. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the principal.
7. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.
8. Funds are subject to unannounced counts by district personnel at any time.