



MEMO – Action Required

- **Complete forms listed below**
- **Submit maps listed**

Re: 2015-16 School SNAP Plan
Date: November 14, 2014
To: Elementary & Middle School Principals
From: Ben Lems, Director of Planning & Enrollment

Approvals: Joanne Ackerman, Robert Dowdle, Kathryn McCarrie,
Alice Peck, Mike Sirois

It is time to submit your SNAP plans for the 2015-16 school year. Please do the following:

- Complete and submit the following seven documents using the attached fillable forms.
 - Intradistrict Communication Cover Sheet
 - Checklist for Student Neighborhood Access Program plan (or SNAP checklist)
 - Text Description of Walking Routes
 - District Concerns
 - Community Concerns
 - Infrastructure Changes
 - School Traffic Safety Committee Review of School Plan signature sheet (after collecting school representative signatures, please scan the signature page and submit it electronically along with all the other forms.)
- Submit a school map showing suggested walking routes on the streets within your school boundaries. Information about what needs to be included on your map is outlined on the SNAP checklist.
- Submit a separate map showing loading and unloading zones for buses and private vehicles.

Please submit all forms and maps electronically to ben.lems@canyonsdistrict.org or ladena.saxey@canyonsdistrict.org.

SNAP Software, to help you create your map, can be found at www.SNAPforSchools.com. Please refer to the SNAP Planning Guide for help in completing your map. The SNAP Planning Guide can be found under the Help tab.

If you are new to the system, use the following username and password to initially download the software. (Once you have downloaded the software, you can change the sign-in to a username and password of your choosing.)

Username: canyons
Password: canyons1

The deadline for submitting your SNAP plan is January 23, 2015. Thank you.



9150 South 500 West
Sandy, Utah 84094

Intradistrict Communication

DATE: _____

TO: Department of Planning and Enrollment

FROM: _____

SUBJECT: STUDENT NEIGHBORHOOD ACCESS PROGRAM PLAN

(Fill in name of school)

A copy of our school traffic routing plan for the 2015-16 school year is attached for your approval. The plan includes the following five forms and a map:

- This form – Intradistrict Communication
- Checklist for Student Neighborhood Access Program Plan (SNAP checklist)
- Text Description of Walking Routes
- District Concerns
- Community Concerns
- Infrastructure Changes
- School Traffic Safety Committee Review of School Plan signature sheet (scan and email with plan)
- Preferred walking routes map
- School loading/unloading maps

Attachment: Student Neighborhood Access Program (SNAP) Plan and maps



CHECKLIST FOR STUDENT NEIGHBORHOOD ACCESS PROGRAM (SNAP) PLAN

School Name: _____

Check all when completed:

- Compile a current list of your local School Safety Committee. Make sure to record minutes of all meetings and keep on file at your local school.

Develop an effective Student Neighborhood Access Program Plan that can be sent home to parents. The Plan must include:

- MAP** – Add suggested walking routes on the street system within the school boundaries. (Download the SNAP Planning Guide for help.) Hazardous bus routes do not need to be inventoried.

You may use the SNAP software and/or SNAP maps located at www.SNAPforSchools.com to create up-to-date maps. If you need help accessing the software, you may call Cherissa Wood at 801.965.4486.

If you choose to use your own map you must include the following information:

- Safe walking routes to travel indicated with arrows
- School crosswalk zones
- Stop signs and lights
- Yield signs
- Crossing guards
- Marked pedestrian crosswalks
- Railroad crossings
- Bridges or tunnels
- **School bus loading zones** (generally an additional map)

Additional information could be added to maps including:

- Sidewalks (or lack of sidewalks)
- Traffic volume
- Other hazards including canals, steep hills, etc.

- WRITTEN TEXT DESCRIPTION** – (See SNAP Operations Guide for help.)
Divide your school map into zones. Using a Word document, provide a written description of the best routes for students to walk or bike to school.

This description should be sent home to parents along with your maps. Be sure to include a statement that discourages students who qualify for hazardous busing from walking/biking to school on an unsafe route.

- OUTLINE OF SAFETY CONCERNS** (4 pages) – Submit school recommendations for improved safety using the following forms.
 - District Concerns
 - Community Concerns
 - Infrastructure Changes

These should be reviewed with the School Community Council. Work orders for District improvements must be generated at the school

- SIGNATURES** – Your SNAP plan should be reviewed and approved by the following:
 - Local School Safety Committee Members
 - PTA Representative



Text

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Text

Text Description of Walking Routes

Text

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CANYONS
School District

**DISTRICT CONCERNS
STUDENT NEIGHBORHOOD ACCESS PROGRAM
2015-16**

**Issues/Concerns Requiring Attention/Consideration from
Canyons School District**

Examples of issues or concerns could be but are not limited to; the parking lot, lighting, drainage, loading and unloading zones, traffic flow, signage, parking lot marking/stripping.



CANYONS
School District

**COMMUNITY CONCERNS
STUDENT NEIGHBORHOOD ACCESS PROGRAM
2015-16**

**Issues/Concerns Requiring Attention/Consideration from
the School's City and/or Municipality**

Examples of issues or concerns could be but are not limited to: Streets; traffic patterns, traffic lights, crosswalks, crossing guards, curb and gutter, speed limits, signage, school zone, signals, school crossing...



CANYONS
School District

**INFRASTRUCTURE CHANGES
STUDENT NEIGHBORHOOD ACCESS PROGRAM
2015-16**

**Changes in Roads/Neighborhoods Made during the Last School Year that may affect
Student Neighborhood Access Plan**

Examples of issues or concerns could be but are not limited to: New roads, sidewalks, curb and gutter, traffic signals, walking paths, closure of roads, sidewalks, and walking paths.



CANYONS
School District

**CANYONS SCHOOL DISTRICT
School Traffic Safety Committee
Review of School Plan
2015-16**

School: _____

Date: _____

Signatures to be obtained by the School:

1. Principal:

(Print)

(Signature)

2. Parent Representative:

(Print)

(Signature)

(Print)

(Signature)

(Print)

(Signature)

Signatures to be obtained by the District Office:

3. Municipality/County Representative:

(Print)

(Signature)

4. State/Local Law Enforcement Representative:

(Print)

(Signature)

5. State/Local Traffic Safety Engineer Representative:

(Print)

(Signature)

Obtain all signatures and electronically send this form with your Student Neighborhood Access Plan to ben.lems@canyonsdistrict.org or ladena.saxey@canyonsdistrict.org.