



# 2018/2019 Columbia High School Parking Rules and Regulations



Applications will be accepted starting the first week of school and throughout the year for **Senior** Students. Printed copies of this information will also be available in Mr. Kilmartin's Office, Room S203.

Parking applicants and their Parents/Guardians must read and agree to all of the terms and conditions outlined below. Failure to follow these rules and regulations may result in the loss of parking privileges and possible further disciplinary action. Students are reminded that parking is a privilege, not a right. Students are expected to adhere to all NYS Department of Motor Vehicles laws pertaining to the operation of vehicles while at Columbia High School. Failure to do so will result in the loss of permission to operate and/or park a vehicle on school property, citations, and disciplinary consequences. These rules and regulations have been developed to maintain the safe and orderly flow of traffic on the Columbia High School campus.

**To ensure safety and maintain order, there will be NO student parking the last two days of the 2018/2019 school year. Please make alternate arrangements for transportation to and from school for these dates.**

**Student initials:** \_\_\_\_\_

**Parent initials:** \_\_\_\_\_

Our campus provides for 271 parking spaces for Senior students. **The fee for a Parking Permit will be \$30.00 per year or \$15.00 per semester. Parking Permit fees are non-refundable, no exceptions. The Permit Fee of \$30.00 should be paid by check and written out to East Greenbush Central School District. Please include student's first and last name in the memo line of your check.** Registration will be open until all 271 permits have been distributed; thereafter a waiting list will be initiated for seniors. Permits will be then awarded on a lottery basis if spots become available. Once all requirements are met and your application has been received, approved, and processed, your name will be added to the lottery. Permits are the property of Columbia High School. Lost or stolen permits are responsibility of the student. Replacement permits will NOT be issued. **Parking permits may not be transferred to another student.** If a student withdraws from Columbia High School, the permit must be returned the Assistant Principal's Office. **No Refunds.** Any vehicle(s) not registered will be viewed as a security risk and treated as such.

## **Procedures for Parking at Columbia High School:**

- **Students must park in their assigned spot.** If someone is parked in your spot, don't park in someone else's spot. Record the license plate number, description of the vehicle, and permit number, if available, of the car parked in your spot. Park in the Tennis Court Lot (in a non-numbered spot) and report to the Assistant's Principal's Office before attending class.
- **If a different car is brought to school other than the one registered,** the student must report to the Assistant Principal's Office immediately upon arrival to school.
- **If you are driving a new vehicle or get a new license plate,** you must report the new information (along with its paperwork) to the Assistant Principal immediately.
- **All student vehicles on campus must possess a current parking permit.** The permit must be taped to the inside back window, on the bottom right side of the vehicle (passenger side). All parking permits will be numbered to identify student vehicles. It is **highly recommended** that parents use discretion in terms of allowing students to drive to school in inclement weather.
- **Students who park illegally** in the Police Spot, Fire Lanes, designated Handicapped Parking Spots, Staff Lot, Visitor Parking Area or Front Entrance Island will result in suspension of parking privilege and/or disciplinary consequences. These infractions may also result in tickets issued by the East Greenbush Police Department and/or a vehicle being towed at the owner's/student's expense. Removal of a Vehicle is only approved and requested by the Principal or his/her designee (when Principal is out of the building).

## **Student Parking Rules and Regulations:**

In addition to following the East Greenbush Central School District Code of Conduct, students with parking privileges at Columbia High School are expected to abide by the Student Parking Rules and Regulations that are outlined below:

- ❖ **Be on time to school and all classes:** An excess of five (5) unexcused late arrivals will be considered a violation of the parking guidelines and each consecutive tardy will be considered an additional violation.
- **Practice safe driving on campus at all times:** Behaviors including exceeding campus speed limit on campus, passing a school bus while its flashers are engaged, driving the wrong way through the parking lot, and reckless or unsafe driving or “peeling out” are violations.
- **Students are to drive and park only designated/assigned locations:** Driving or parking on the grass, parking in faculty lots is prohibited. Vandalism, or destroying school property or grass is also a violation. A student may also be required to pay for any property damaged.
- **Students are not allowed to leave school grounds without proper authorization:** leaving school grounds without following established school procedures is a violation. Leaving campus without permission may also result in additional disciplinary consequences such as after-school detention, in-school or out-of-school suspension.
- **Students are not allowed to go to their cars during the school day without Administrative approval.** If approval is given, the student must present his/her pass to the monitor on duty at the main entrance and must re-enter through that same entrance.
- **Vehicles are to be parked within the applicable painted lines:** Students parked across lines, diagonally, or in any way which takes more than one parking space.

A progressive disciplinary approach will be used when dealing with students who do not adhere to the school’s expectations and parking regulations. The following steps will be taken if a student violates the parking guidelines while in possession of a valid parking permit:

**First violation:** Parking privileges will be suspended for ten school days and parents will be notified.

**Second violation:** Suspension of privileges for the remainder of the year; the student will spend the remainder of the day in the in-school room, and parents will be notified.

**Third violation:** Loss of parking privileges, further disciplinary action, and parental contact.

### **CHECKLIST OF ALL ITEMS REQUIRED FOR PARKING PERMIT APPLICATION:**

No applications will be accepted without **all** valid documents listed below, required signatures and payment being submitted. Please check the expiration date on your insurance card and registration card **before** you apply (expired cards will not be accepted).

1. Parking Application (\* **NHS students:** please write “**NHS**” on the top right hand corner **ONLY** if you prefer a NHS parking spot)
2. Student Parking Rules and Regulations Form
3. **A copy of his/her current valid NYS driver’s license**
4. **A copy of the valid vehicle registration**
5. **A copy of the current valid car insurance identification card**
6. A Non-Refundable check in the amount of \$30.00 (seniors - full year) or \$15.00 (1/2 year) made payable to EGCS (East Greenbush Central School District).

Columbia High School and East Greenbush Central School District are not responsible or liable for any damage to or loss of vehicle or personal property. Students must keep their vehicles locked with windows closed at all times while parked on campus.

**By signing this form, we acknowledge that we have read and understand all the information contained within this document and agree to abide by the Code of Conduct and Student Parking Rules and Regulations of Columbia High School. By submitting the application for a parking permit, the student and parent(s) give their consent to canine-sniff searches of the vehicles when parked on and/or located on District Property.**

1. **Parking permit fees are Non-Refundable.**
2. No parking permit should be issued if the student has overdue fees or obligations to the school district. (Lost textbook, library fines, etc.)
3. Checks should be written to **EGCSD** (East Greenbush Central School District).
4. **A student may not allow another student to use his/her permit. Permits are not transferrable.**
5. The speed limit on the Columbia High School campus must be obeyed at all times.
6. Students must follow painted traffic patterns. Cutting across open parking spaces or driving on or across the grass is not allowed.
7. Students are to be respectful to staff members assigned to the parking lot.
8. Students are not to move cars during the school day, except to leave campus legitimately.
9. Students are not to use vehicles to leave campus unexcused.
10. **Students are not allowed to drive to field trips.**
11. **Students are requested to be very alert for pedestrians.**
12. Students are reminded that all textbooks and school-related materials should be removed from vehicles before homeroom. Student vehicles should be locked with windows up.
13. Only emergency repairs are to be done in the parking lot.
14. There will be **NO** student parking the last two days of the school year.

**Student Name (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_