

## BEHS Parking Information Update for the 2018-2019 School Year

Hello Parking Spartans!

The 2018-2019 school year will bring a few slight changes to our parking structure and permit system that we want to be sure you are aware of. Please read the following procedures:

### Parking Structure

Students will no longer have a designated parking space. Instead, we will have 3 parking lots designated by color: Red, White & Navy. Students will indicate their first and second preference for lot color on their student vehicle registration form. When the school year starts, each day it will be a first come/first served approach to securing a space within the student's designated parking lot. Students may **only** park in their designated lot.

Lot Locations:            Red = South            White = West            Navy = North

### Permit System

In order to secure a permit and be given a designated parking lot, the following procedure will be used:

On July 24<sup>th</sup>:

You can access the Student Vehicle Registration Form & Parking Guidelines on the BEHS Website.

On July 25<sup>th</sup>:

The main office will start accepting registration forms for all students. Please bring receipt of your payment from MyPaymentsPlus. Any student can turn in a registration form at this time, but please note the following:

- All fees including material, tech, course fees and past due fees must be paid to secure a permit including the cost of the permit. Payments can be made in My Payments Plus or by check made out to BEHS. Note, this is not just the cost of the permit, this is all course fees/previous fines as well.
- **SENIORS:** Parking lots will be designated to **SENIORS ONLY FROM JULY 25<sup>th</sup> to AUGUST 10<sup>th</sup>** on a first come/first serve basis.
- **JUNIORS/SOPHOMORES:** Designation of parking lot to juniors/sophomores will start on **AUGUST 13<sup>th</sup>** (priority will be given to underclassmen by the time stamp of submission of their student vehicle registration form and payment to the main office as of July 25<sup>th</sup>)
- Only students with a current valid driver's license can apply, you must show your license for verification.
- Again, **any student** can turn in their registration form and payment starting July 25<sup>th</sup>
- Any questions, please contact the main office:  
Mondays –Thursdays 8am-2pm  
Fridays: CLOSED



## BROOKFIELD EAST HIGH SCHOOL STUDENT VEHICLE REGISTRATION FORM

Student Name \_\_\_\_\_  
Last Name, First Name

Grade \_\_\_\_\_

Pricing:

Yearly Parking Pass: \$200

Semester Parking Pass: \$100

Daily Parking Pass: \$3 per day

*In order to obtain a parking permit, student must have paid all outstanding school fees.*

*You are only permitted to register 2 vehicles per parking pass.*

*Permits are not transferable between students.*

*Please report any changes to the vehicle or license plate or license to the Front Office.*

*All vehicles registered must be from one household per permit.*

By signing this form, we acknowledge **we have read the BEHS Parking Regulations document.** We understand the use of an automobile at my student's high school is a privilege and this privilege can be revoked if he/she violates the school's driving and parking regulations. We also understand if this privilege is revoked, *the parking fee is non-refundable.*

\_\_\_\_\_  
Signature of STUDENT Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PARENT / GUARDIAN

\_\_\_\_\_  
Date

Vehicle #1:

Make	Model	Color	License Plate #
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Vehicle #2:

Make	Model	Color	License Plate #
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Parking Lot Preference: #1 Choice \_\_\_\_\_ #2 Choice \_\_\_\_\_  
Options: RED (South) WHITE (West) NAVY (North)

**FOR OFFICE USE ONLY**

Date Submitted \_\_\_\_\_ Permit # \_\_\_\_\_ Lot \_\_\_\_\_

All current and prior year's fees paid (confirmed in IC)      YES      NO

Amount Paid \_\_\_\_\_ Full Year      Sem 1      Sem 2

Check #/MPP \_\_\_\_\_ Valid License    YES    NO      Seller's initials \_\_\_\_\_

# BEHS Parking Regulations

Per Elmbrook School Board Policy 5131.3, student parking at Brookfield East is a privilege that comes with guidelines and expectations the school has outlined below

1. The student will purchase a parking pass at the cost of \$200/year or \$100/semester. If paying by semester, the second semester payment must be received within the first 2 weeks of the start of the new semester. If payment is not received, students will be ticketed.
2. The student understands no parking pass will be issued until all outstanding fees have been paid and proof of payment for the parking pass is available.
3. The student understands if a parking pass is lost/stolen, a replacement pass must be purchased for \$5 per semester.
4. The student understands the parking fee is non-refundable. If a student should lose his/her parking privilege, the student will be expected to surrender their parking pass to the BEHS office. Only district approved reasons (board policy) will be subject to refunds, based on the term.
5. The student understands the parking pass is not transferable to another student.
6. The student understands he/she is responsible for parking in their assigned parking lot and for clearly displaying the parking tag in the front window of the vehicle they drive to school.
7. The student understands that he/she must move the parking tag to any registered family vehicle (limit of 2) that they may drive to school.
8. The student understands failure to properly display the parking tag in their vehicle can result in a parking citation from the City of Brookfield Police Department.
9. The student understands that during the school day (7:55-3:09)
  - a. They are not allowed to enter their vehicle without permission from the front office
  - b. They are not allowed to leave the school grounds without an office permission pass (OP) and that they risk school consequences and parking suspension for up to 2 weeks if they leave campus without permission.
  - c. They may not allow others to use their vehicle.
10. The student agrees to abide by all traffic rules in the parking lots including adhering to safe speed and existing traffic flows. Failure to do so can result in tickets being issued by the City of Brookfield Police Department and/or loss of parking for up to 2 weeks for a first offense.
11. The student understands excessive unexcused absences or unexcused tardies may also be subject to a suspension of parking until their attendance improves. No excused tardies will be issued for late arrival due to trains, weather or unexpected traffic conditions. Students should allow adequate time to travel from home to school.
12. The student and their parent/guardian understand in an effort to protect the property, health, or safety of the students and staff of our school community, vehicles parked on school district property are subject to random searches at any time for any reason including searches by the police canine unit.
13. The student understands any unauthorized parking will result in a citation from the City of Brookfield Police Department. This includes parking on school premises when parking has been revoked.