

## Traffic and Parking Controls Plan

### Section A - Introduction

The Board of Education recognizes that the safety and welfare of its students and staff require an efficient and effective system to control vehicle traffic and parking on school premises. The Board shall provide and maintain parking facilities for staff, visitors, and authorized student drivers. The school district will utilize signs, pavement markings, and a written traffic and parking controls plan to help ensure orderly traffic and parking at its facilities.

### Section A - Traffic and Parking Regulations

1. All vehicles entering the school district's property are expected to abide by all traffic signs and pavement markings.
2. The superintendent or designee shall develop a specific written plan for signs and pavement markings to control traffic and parking.
3. The direction of traffic flow will be clearly marked with signs and pavement markings.
4. Designated parking areas for staff, visitors, and authorized student drivers will be clearly identified by signs and/or pavement markings.
5. Special parking areas will be reserved and clearly identified by signs for authorized members of the administration and staff whose responsibility requires frequent trips to or from the school site.
  - a. Written authorization for reserved parking will be issued to authorized drivers by the school district's safety and security department.
6. All vehicles belonging to staff and authorized student drivers must display a current parking sticker in the prescribed place on the vehicle. Parking permits are non-transferable, and must not be tampered with.
  - a. For students, parking on school property is not a property right but a privilege for a student. The school district reserves the right to regulate the use of the parking lot. Only students who have been issued proper parking permits or temporary permits may utilize designated parking lots during school hours.
7. School insurance policies and coverage do not cover damage or harm to privately owned vehicles. Vehicle owners assume all losses to a privately owned vehicle parked on campus.
8. Any unauthorized vehicle parked in a disabled person only parking space, or in a fire lane, will be subject to dean's office consequences and other appropriate penalties and consequences under applicable law, regulations, and ordinances.

### Section B - Enforcement

The school district's safety and security department will assume responsibility for the traffic and parking plan and will maintain a complete and accurate record of all traffic and parking violations by students, staff, and visitors. The dean's office at each school is authorized to take the following actions:

1. Students
  - a. First Offense - A sticker will be placed on the vehicle's window indicating that the vehicle is not authorized to park in the lot, or has been parked improperly. A student will be warned and may be assigned dean's detention(s) or assigned to a restricted study hall. The student's parents/guardians will be notified.
  - b. Second Offense - A sticker will be placed on the vehicle's window indicating that the vehicle is not authorized to park in the lot, or has been parked improperly. A student will

- be given 5 to 10 restricted study halls or assigned a Saturday detention. The student's parents/guardians will be notified.
- c. Third and Subsequent Offenses - The vehicle will be towed and/or relocated at the owner's expense, and the student's parents/guardians will be notified. A student will be subject to one or all of the following:
    - i. 10 restricted study halls;
    - ii. Saturday detention;
    - iii. Assignment to the Learning Adjustment Center (LAC); and
    - iv. Loss of parking privileges.
  - d. Students who violate either parking or traffic violations more than three times may lose parking privileges for a period of time, without a refund of fees paid, or be subject to additional disciplinary consequences.
2. Staff
- a. First Offense - Staff members will be advised by the dean's office.
  - b. Second Offense - Staff members will be referred to their supervisor. The Safety and Security office will notify the supervisor of the second offense. The Safety and Security office will provide the staff member with an additional copy of the traffic and parking code.
  - c. Third and Subsequent Offenses - Staff members will:
    - i. Have a conference with the Principal or designee, have the results of the conference become a part of their annual evaluation, and have the results of the conference placed in their permanent files.
3. Visitors
- a. Vehicles not displaying a Glenbrook sticker will be considered as belonging to a visitor. A warning ticket may be issued until ownership is established.
  - b. Should an investigation determine that the vehicle belongs to a staff member or student, the procedures prescribed for those violations will be followed.
  - c. The dean's office will maintain an updated record of all violations incurred by vehicles not displaying the Glenbrook sticker.
  - d. Any vehicle parked illegally in a fire lane will be subject to all penalties, including a ticket from the local police department.

#### Section C - Publication

Students will be notified of the traffic and parking plan through publication in the Student/Parent Handbook, and appropriate notices and signage

Staff and visitors will be notified of the traffic and parking plan through appropriate notices, publications, and signage.

#### Section D - Suspension of Traffic and Parking Control Policy

The Principal or designee at the designated school, or the Director of Operations in the case of a need outside of Glenbrook North or South, is authorized to make reasonable exceptions in extraordinary circumstances to this policy.

Approved: September 23, 1974



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