

BHS Student Parking Rules and Regulations

Parking at Brookfield High School is primarily a senior privilege. Parking spaces are limited. Seniors will have the opportunity to register for parking prior to the start of their senior year and have the option to reserve a space to be used later in the year. Once all seniors have been given ample time to register for parking spots, if spaces remain registration will open for juniors. The registration process for juniors will occur after the start of the school year. The fee for parking is \$150.00. Parking applications and related documents can be downloaded online at:

<https://www.brookfield.k12.ct.us/brookfield-high-school/program-studies/pages/student-parking>

Any questions, please call the Assistant Principals office at 203-775-7725 ext. 7732.

A. Vehicle Registration:

1. Students must have a valid CT driver's license when registering.
2. Students are allowed to register only vehicles owned by that student or someone in that student's immediate family. Proper vehicle registration showing ownership is required.
3. Students must register any vehicle that they will be driving to school during the normal school hours of 6:45 am until 2:15 pm.
4. In order to obtain a student parking space, students must return:
 - The completed "*Student Parking Application*" for the current school year.
 - Signed "*Parking Rules & Regulations Acknowledgement*" form (this document).
 - Signed "*Flashing Red Lights Acknowledgement*" form.
 - A photocopy of all vehicle registrations to be registered. All vehicles must be owned by the student or by someone in the immediate family.
 - A photocopy of the student's valid CT driver's license. Note: All information from the driver's license must be visible on the photocopy. Seniors who hold a permit and would like to reserve a spot must submit a photocopy of their permit.
5. The application fee of \$150.00 must be paid in full at the time of application. No partial payments will be accepted unless approved by an administrator and under extenuating circumstances only.
6. Refunds for parking permits will be paid by pro-rating the parking fee by the number of months left in the school year. Refunds will be made only if a vehicle is no longer in service. NO refunds will be granted to students who lost parking privileges.
7. Once a permit is issued for a vehicle, students may not transfer that permit to another vehicle. If a permit is attached to a different vehicle, the students involved will lose their parking privileges.

B. Parking Rules and Regulations:

*1. Students should be in their block 1 classrooms by the start of the school day at 7:15 am (see *Attendance Philosophy in the Student & Parent Handbook*). All students with parking permits should enter the school through the vestibule doors of the athletics/auditorium entrance with sufficient time to reach their classroom by 7:15 am. Once there is no longer sufficient time to arrive at class on time, the athletics/auditorium entrance doors will be locked and students will need to enter through the

main entrance of the building. The following policy will be in place for those arriving late:

- NO food or drink (i.e. coffee, breakfast sandwiches, etc) will be allowed to be taken to classrooms. Staff is not responsible for holding these items for students to pick up at a later time.
- A tardy detention will be issued for students arriving late (i.e. overslept, picking up other students, stopping for food, etc). If a student continues to be habitually tardy to school, consequences will be increased up to and including suspension. In addition, students will lose parking privileges.
- Students with a parent/guardian note will still be considered tardy. A doctor's note is an exception. If there are significant extenuating circumstances, parents/guardians should contact the student's grade level administrator directly on the day of the tardy.
- Students with late arrival must arrive prior to 8:43 in order to have enough time to make it to their block 2 class on time. The same policy stated above will apply to late arrival students. In addition, if students with this privilege continue to arrive late they will have it revoked.

*Student initial here_____

2. Only registered students will be allowed to use a parking space in the school lot.
3. Every student driver must comply with Connecticut's Graduated Driver Licensing laws including the nighttime curfew restrictions, passenger restrictions, and all drivers and passengers must wear a seat belt. If any of these regulations are violated, the student may lose their parking privileges and will be subject to any other consequences by law.
4. In the event that a student's registered vehicle is replaced by another vehicle, the student will be required to add that vehicle registration to their existing application on file (no fee charged). A photocopy of the new registration must be submitted prior to parking in the lot or first thing in the morning on the initial day of parking this new vehicle.
5. Parking permits are required and must be displayed on the lower corner of the passenger side of the front windshield while the vehicle is on school grounds in the designated parking space between 6:45 a.m. and 2:15 p.m. Monday through Friday. Failure to display the proper permit for a registered vehicle may result in loss of parking privileges and disciplinary action.
6. Students cannot share or lend parking permits to other students. Fraudulently transferring or obtaining a parking permit will be cause for disciplinary action up to and including loss of parking privileges for the remainder of the school year.
7. Students who leave school grounds during the school day must obtain permission from an administrator and a parent prior to doing so. The policy for leaving the building during school hours involves submitting a parent/guardian note to the main office first thing in the morning, receiving an official pass to leave early and signing out in the main office directly before leaving. Failure to follow this policy prior to leaving will result in the following disciplinary action:

- 1st offense: Loss of parking privileges for 5 school days and appropriate disciplinary consequences.
- 2nd offense: Loss of parking privileges for 10 school days and appropriate disciplinary

consequences.

- 3rd offense: Loss of parking privileges for balance of school year and appropriate disciplinary consequences.

This procedure applies to students who leave school grounds on foot or in a vehicle.

8. Students who have been granted junior/senior early dismissal privilege cannot have other students in their cars on or off school grounds during the school day unless the other students are also allowed to leave school at that time and the Connecticut Graduated Driver Licensing laws are followed. Students in violation will lose their parking privileges. Students will also lose parking privileges if they lend their car during a school day to a student who does not have permission to leave.

9. Parking is permitted only in the area designated for students and in their designated spot. The staff parking lots are reserved for faculty, staff, and visitors until 3:00 PM, Monday through Friday. Any student parking in the staff parking lots prior to 3:00 PM may lose parking privileges for 5 school days upon the first offense. Each subsequent offense will result in additional consequences up to and including loss of parking privileges for the remainder of the school year and disciplinary consequences. Please note that after the first offense, the car may be towed.

10. A student's vehicle may be towed (at the owner's expense) for the following reasons:

- Parking in the staff parking lot (either front or back lots)
- Parking in the school lot without a permit
- Parking in a fire lane or "no parking" lane
- Parking in a Disabled Person's space
- Parking in a travel lane or roadway
- Parking in a grassy area.
- Parking in another student's spot
- Failure to follow the parking rules and regulations

11. Receipt of a report that a student has passed a stopped school bus which has a stop sign extended and its red warning lights activated will result in loss of parking privileges for 10 school days. Loss of driving privileges for the remainder of the school year will result on the 2nd offense. This is separate from any penalties that the state of CT may issue (See *Flashing Red Lights* form for further information).

12. Designated entrances and exits will be used at all times when traveling to and from parking lots.

13. Students must stop their vehicles when requested by school personnel. Failure to do so will result in loss of parking privileges and disciplinary consequences for insubordination.

14. The maximum speed limit permitted for any motor vehicle on school property is 5 miles per hour.

15. Reckless Driving will result in loss of parking privileges and disciplinary consequences.

16. Students are not allowed to visit their vehicles during the day unless given permission by an

administrator. Failure to obtain permission may result in a loss of parking privileges or other disciplinary action.

17. Causing property damage to school grounds/property through the use of a vehicle shall result in appropriate measures being taken by the administration including disciplinary consequences, loss of parking privileges, and restitution for damaged property.

18. A student who is involved in a motor vehicle accident while on school grounds must report the accident to an administrator as soon as possible. Any student involved in an accident has the option to file a police report.

19. Student parking privileges can be modified or rescinded at any time for the following reasons:

- Insufficient parking area for faculty, staff, and visitors use
- Failure to maintain appropriate conduct standards
- Reckless driving or riding. Students who are not using a vehicle in an appropriate manner will lose privileges. This includes but is not limited to riding on the hood or trunk, hanging out windows or riding in back of pick-up truck.
- Consistent tardiness
- Violation of parking rules and regulations

20. Vehicles towed for parking violations will be towed to a local Brookfield towing agency. Retrieval costs will be at the owner's expense and can range from \$100 and above depending on the circumstances.

21. Brookfield High School reserves the right to search any vehicle if there is reasonable suspicion to believe that the vehicle contains any person or item that would be in violation of Brookfield Board of Education policy.

22. BHS is not responsible for any loss or damages resulting from parking on school grounds. Acceptance of a parking permit or illegally parking on school grounds removes any liability from Brookfield High School, the administration, faculty, and staff.

23. In addition to the rules & regulations stated above, BHS has a privilege-based attendance system. All students must meet the parking eligibility requirements outlined in the privilege-based attendance system in order to maintain their parking privileges.

24. On rare occasions, students in certain rows (sometimes the front rows) may be asked to park elsewhere or plan for an alternate mode of transportation to school if parking spaces are needed for town activities (i.e. voting).

BHS Student Parking Rules and Regulations Acknowledgement

I am acknowledging that I have:

1. Read the Rules and Regulations for Student Parking stated above and posted on the BHS website;
2. Will abide by the rules and regulations as stated in these documents;
3. Will accept the consequences for any violations of these regulations, which may include loss of parking, detentions, and/or suspension;
4. Understand that violations against these rules and regulations may result in your vehicle being towed at owner's expense.

Student Name (print)_____

Student Name (signature)_____

Date_____

Parent/Guardian Name (print)_____

Parent/Guardian Name (signature)_____

Date_____