

**CASTLE VIEW HIGH SCHOOL
STUDENT VEHICLE REGISTRATION, OPERATION AND PARKING RULES INFORMATION
2016-2017**

The use of the student parking lot is a privilege, not a right and all CVHS students are expected to follow the vehicle registration, operation and parking rules. The driver of any vehicle parked on campus without a valid parking hang tag or violating registration, operation and parking rules with or without a valid parking tag is subject to ticketing, fines, disciplinary action, booting, towing and/or loss of parking privileges for the remainder of the school year and without a refund of the parking fee.

Hangtags will only be issued to Juniors and Seniors. Only 1 permit is issued per student. The student must display the current parking tag on the rear view mirror visible from the front of the vehicle at all times. The parking tag is transferrable between registered family vehicles, but each vehicle must be registered and the required information provided. If a registered vehicle is replaced, new registration forms must be completed at no additional cost. If a rental or loaner vehicle is in use, a student must obtain a temporary parking pass from the main office before the car is parked on school grounds. The loss of the parking tag will result in a \$10.00 replacement fee. **STUDENTS ARE NOT ALLOWED TO TRANSFER OR SELL PARKING HANGTAGS TO ANOTHER STUDENT.**

The following required documents must be submitted with the parking fee before a parking tag is issued. None of the items will be taken individually. All items must be current; no expired items will be accepted

- Proof of Colorado vehicle registration for each vehicle registered
- Valid driver's license
- Valid proof of insurance for each vehicle registered
- Completed and signed Castle View High School Vehicle Registration form

AUTHORIZED PARKING:

Vehicles are parked front end first. Parking is allowed only in designated parking spaces. No parking in white-striped areas, end caps or fire lanes. Only vehicles with a handicap tag may park in handicapped spaces. **No students** may park in the visitor lot in front of the school or the yellow striped staff parking spaces on the north and south ends of the building **OR** the white striped snow removal area East of the commons along the fence, **OR** in the Castle Rock Middle School lot. **NO PARKING IN OR ON SNOWBANKS!**

Please demonstrate respect for homeowners in the immediate neighborhood if you have to park in the residential area.

Parking lot violations such as, **Parking in a handicapped space and fire lane after the 3rd Violation will be subject to ticketing by the Castle Rock Police or another law enforcement agency.** In addition to illegal parking, violations include exceeding the 10 MPH speed limit, careless or reckless driving, and collisions on school property. **If an accident occurs on school property, reporting will be made to Castle Rock Police. Castle View Security cannot take accident reports.**

CONSEQUENCES for parking in a handicapped space, fire lane or visitor lot are:

- 1st VIOLATION-\$25 FINE-Booted, Parent notified, Recorded in IC
- 2nd VIOLATION-\$50 FINE-Booted, Warning of Loss of Parking Privileges, Parent notified
- 3rd VIOLATION-\$50 FINE-Discipline Referral and Loss of Parking Privileges for the remainder of the term

In addition to registration, operation, and parking violations, other school issues may result in the loss of parking privileges without a refund. Such issues could include, but are not limited to, poor attendance, loitering in the parking lot, and/or occupation of cars during the school day.

The school is not responsible for any vehicle or its contents while parked on school grounds. Vehicles may be searched by administration/security at the discretion of the principal. No tobacco or tobacco paraphernalia, drugs/drug paraphernalia or alcohol is allowed on school premises or in cars. Tagging cars is prohibited.

CONSEQUENCES for parking without a valid parking tag displayed, parking in staff or CRMS lots, parking in non-designated parking spaces, AND snowbanks are:

- 1ST VIOLATION-\$10 FINE-Incident recorded in IC
- 2nd VIOLATION-\$25 FINE-Warning of boot, Parent notified, Discipline Referral, Recorded in IC
- 3rd VIOLATION-\$25 FINE-Booted, Warning Loss of Parking Privileges, Parent notified, Discipline Referral Recorded in IC
- 4th VIOLATION-\$50 FINE-Booted Referral for Insubordination, Loss of Parking Privileges, Parent notified, Recorded in IC
- 5th VIOLATION-\$50 FINE-Recommendation for towing, Discipline Referral for Insubordination, Parent Notified, Recorded in IC

CONTINUED VIOLATIONS-\$50.00 FINE-Student may lose parking privileges for the remainder of year, no refund on parking fee

Boots will be removed from cars between 3:15-4:30 by contacting security.

If you feel a parking violation is in error, you must come to the security/main office the same day you receive the notice. Violations will be assessed to the owner of the tag – not to the vehicle. Parking fines will be added to students' fee account.

Motorcycles

All the rules regarding student vehicles also apply to motorcycles. Please consult security for assistance in affixing a parking tag to motorcycles.

SIGNATURES REQUIRED:

Student Signature***Date******Parent Signature******Date***

Castle View High School
2016-2017 Vehicle Registration

VEHICLES MUST BE REGISTERED EACH YEAR

BOARD OF EDUCATION PARKING FEE - \$50.00 PER STUDENT PARKED ON CAMPUS FOR THE YEAR. A FEE OF \$25.00 WILL BE CHARGED PER STUDENT PARKED ON CAMPUS FOR THE SECOND SEMESTER ONLY.

List the vehicles below which will be driven to the school and parked on the school property. **Only ONE parking hang tag will be issued for the school year. The hang tag is transferrable between registered family vehicles, but each vehicle must be registered and ALL required information provided.** If a registered family vehicle is replaced, a new registration form must be completed at no additional cost. If a rental or loaner vehicle is in use, a student must obtain a temporary parking pass from the main office before the car is parked on school grounds. Loss of hang tag is a \$10.00 fee. Upon withdrawal, transfer or early graduation you must return your hang tag to the Front Office. **In case of an emergency or extenuating circumstances regarding parking on campus, please come to the main office for assistance.**

Student Name: _____

Grade: _____

Parents Home Phone #: _____

Parents Work #: _____

Parent Cell #: _____

Driver's License Number: _____

Vehicle #1

License Plate: _____

State: _____

Year: _____

Make: _____

Model: _____

Color: _____

Vehicle #2

License Plate: _____

State: _____

Year: _____

Make: _____

Mode: _____

Color: _____

OFFICE USE: Prev. Year OS fees: Y N If yes, give memo from bookkeeper re payment plan

Reg. __Date:_____ Ins. __Date:_____ Reg. __Date:_____ Ins. __Date:_____

PAYMENT: CK#:_____AMT_____ CASH/AMT:_____ CC/AUTH#:_____ AMT:_____

IC ENTRIES: TRANS: __DATE ISS'D: _____ DATE ENT'D IC: _____