

Castle View High School
Student Vehicle Registration, Operation, and Parking Rules Information
2017-2018 School Year

The use of the student parking lot is a privilege, not a right. All Castle View students are expected to follow the vehicle registration, operation, and parking rules. A student driver of any vehicle that is parked on campus without a valid parking hangtag or is in violation of registration, operation, and parking rules will be subject to ticketing, fines, disciplinary action, booting, and/or loss of parking privileges for the remainder of the school year without a refund of the parking fee.

CVHS parking hangtags will only be issued to Juniors and Seniors. Only one hangtag is issued per student; hangtags are transferrable between registered family vehicles, but each vehicle must be registered and the required information provided. If a student's registered vehicle(s) is replaced, a new registration form must be completed and submitted to CVHS at no additional cost to the student. If a hangtag is lost, CVHS will provide a new hangtag for a \$10.00 replacement fee. Students are not allowed to transfer/sell their parking hangtag to another student. If a rental/loaner vehicle is in use, a student must obtain a temporary parking pass from CVHS before the car is parked on school grounds.

The following documents must be submitted with the parking fee before a hangtag is issued. Each of the documents must be up to date (no expired documentation).

- **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:

Students must display their hangtag on the vehicle's rear view mirror and the hangtag must be visible from the front of the vehicle at all times. Parking is allowed only in designated student parking spaces (marked by white lines). Only vehicles with a handicap hangtag may park in handicapped spaces. No students are allowed to park in the visitor lot without prior approval from CVHS administration. Students are not allowed to park at Castle Rock Middle School or in the bus lane between CVHS and CRMS.

CONSEQUENCES: Handicap - Fire Lane - Visitor Parking Lot - CRMS Lots

- 1st VIOLATION - \$50 FINE - Vehicle Booted, Discipline Referral, and Parent(s) Notified**
- 2nd VIOLATION - \$50 FINE - Vehicle Booted, Discipline Referral, and Parent(s) Notified**
- 3rd VIOLATION - \$50 FINE - Vehicle Booted, Discipline Referral, and Loss of Parking Privileges**

Parking lot violations, such as **parking in a handicapped space and fire lane after the 1st Violation**, may be subject to ticketing by the **Castle Rock Police Department**. 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, the accident will be reported to CRPD. Castle View campus security and/or administration cannot take accident reports.

CONSEQUENCES: Parking w/o or Not Displaying Hangtag - Parking in a Non-Designated Area - Other Violation

- 1ST VIOLATION - \$20 FINE - Parking Fee Assessed in Infinite Campus**
- 2nd VIOLATION - \$20 FINE - Fee Assessed in IC & Parent Email Notification**
- 3rd VIOLATION - \$20 FINE - Fee Assessed in IC & Parent Email Notification**
- 4th VIOLATION - \$20 FINE - Fee Assessed in IC, Phone Call Notification to Parents, Discipline Referral, & Loss of Parking Privileges Warning**
- 5th VIOLATION - \$20 FINE - Fee Assessed in IC, Phone Call Notification to Parents, Discipline Referral & Loss of Parking Privileges**

If a student receives a parking ticket and would like to appeal the ticket, the student must come to the main office on the same day the ticket is issued. ALL violations will be assessed to the owner of the CV hangtag, not to the vehicle. ALL fines will be added to the student's IC fees tab.

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. If a student creates a fraudulent hangtag, sells a hangtag to another student, or attempts any other method of aiding another individual in illegally parking at Castle View High School, ALL students involved will be subject to school discipline and will lose their parking privileges for the remainder of the current school year and for the next school year.

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

Students who are driving motorcycles are subject to all the same parking guidelines as any other student parking on campus. For assistance in attaching a hangtag to the motorcycle, see a member of the Castle View Security Team.

SIGNATURES REQUIRED:

Student Signature

Date

Parent/Guardian Signature

Date

**Castle View High School
2017-2018 Vehicle Registration**

STUDENT VEHICLES MUST BE REGISTERED EACH YEAR WITH CASTLE VIEW HIGH SCHOOL

THE DOUGLAS COUNTY SCHOOL DISTRICT BOARD OF EDUCATION DESIGNATES A PARKING FEE OF **\$50.00** PER STUDENT PARKED ON A DCSD HIGH SCHOOL CAMPUS. A FEE OF **\$25.00** WILL BE CHARGED PER STUDENT PARKED ON CAMPUS FOR THE SECOND SEMESTER ONLY.

List the vehicles below which could be driven to the school and parked on the school property. **Only ONE parking hangtag will be issued for the school year. The hangtag 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 hangtag is a \$10.00 fee. Upon withdrawal, transfer or early graduation a student must return his/her hangtag to the Main 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: Check #: _____ AMT: _____ CASH/AMT: _____ CC/AUTH #: _____ AMT: _____

IC ENTRIES: TRANS: _____ PAY/FINES: _____ DATE ISS'D: _____ DATE ENT'D IC: _____