



The Classical Academy	Policies and Procedures
Policy Name:	North Campus Parking
Policy Number:	JHIB-TCA
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Category:	Operations
Author:	Safety
Approval:	Director of Operations

Parking Permits

All cars parked in designated parking areas on The Classical Academy’s property must display a numbered parking permit, which is designed to be hung from the rear view mirror. Vehicles which are parked without a permit or not parked in the proper places are subject to being towed at the owner’s expense. Each issued permit is associated with a particular vehicle and license plate number and kept in a database by ASD 20 security officers. Three types of permits are issued: students, staff, and senior drivers. Parking areas are designated for each of the issued permits. Visitor parking will also be available and clearly marked. Parking outside of the designated areas will be considered a violation of this policy and subject to disciplinary action.

School policy requires that a fee of \$50.00 (annually) be charged each student parking on campus. Permits may be purchased online or at the high school office. Once the fee is paid, the permits may be picked up at the security kiosk. The permit will be valid for all family cars registered with the school. Parking permits are issued to specific vehicles and are **non-transferrable** between students.

In the case of lost parking permits, ASD 20 security officers should be contacted as soon as possible so the permit can be flagged in the database and a replacement permit can be issued. All drivers must conform to the provisions of Colorado law governing operation of a motor vehicle when operating a motor vehicle on school property. School administrators may make other reasonable parking and driving regulations as deemed necessary. These parking procedures and policies will be enforced between the hours of 6:00 am and 3:30 pm.

Designated Parking Spaces

At the start of each school year, TCA Operations will designate a certain amount of parking spaces for administration, staff members, and visitors. Two percent of the overall parking spaces will be designated for handicapped persons and will be accessible to entrances.

Parking Lot Rules

Drivers should park only in the appropriately designated parking spaces and not in the carpool lanes, areas with hash marks, or crosswalks.

Visitor parking spaces are for visitors only.

Drivers must observe the posted speed limit of 5 mph in the parking lot. Careless or reckless driving is prohibited.

Drivers assume risk for damage that may occur while the vehicle is on school grounds.

Students may not loiter in the parking lot at TCA.

Student vehicles are subject to search.

Students may not have access to vehicles during the day without permission from an administrator, an administrator's designee, or ASD 20 security officers.

Off campus parking is not monitored or regulated by TCA staff.

Consequences of Parking Violations

Violations by staff members of parking permit rules or parking lot rules will be handled by direct supervisors.

Violations by student drivers will be handled by the high school principal. Consequences could include: warning, suspension of parking privileges, filing a complaint with the Colorado Springs Police Department, towing away a vehicle, and suspension from school.

Parking Lot Searches

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

Refusal by a staff member, student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing or appeal of the privilege of bringing the vehicle onto school premises. In such cases, there will be no refund of the parking fees paid. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Policy Revision History

Date	Revision Details	Revised By
8/28/2013	Reformatted policy into new template. New policy created.	Mike Matsukis
9/30/2013	Added staff member to parking lot searches to clarify policy.	Vicky Mediate