

## R 5515 PUPIL STUDENT PARKING

### Procedures and Practices at Randolph High School

1. Board of Education Policy Number 5515 - Pupil Parking states that pupil applications for parking permits must include written proof that at least one of the applicant's parent(s) or legal guardian(s) has attended a Board approved Teen Driver Safety Program (~~Alive at 25~~ **Share the Keys**) within four calendar years prior to the date of the permit application.
  - a. Parent classes in the Teen Driver Safety Program (~~Alive at 25~~ **Share the Keys**) are offered throughout the school year. Information regarding classes can be found on the district website-www.rtnj.org.
  - b. After each scheduled session, a list of parent(s) and/or guardian(s) who satisfactorily complete the Teen Driver Safety Program will be forwarded to the high school administration by the Physical Education and Health Supervisor or designee.
  - c. A letter/certificate or certification card will be provided to the parent(s) or guardian(s) indicating satisfactory completion of the required parent class in the Teen Driver Safety Program. The presenters on the night of the program will distribute the certificates.
2. Only pupils with school issued parking permits may use school parking facilities. The permit process begins with completion of the permit application. The application includes the following:
  - a. Vehicle insurance information;
  - b. Proof of valid driver's license;
  - c. Vehicle make, model, color and license plate information;
  - d. Vehicle owner information; and
  - e. Pupil and parent/guardian signature indicating that Board of Education Pupil Parking Policy Number 5515 - Pupil Parking has been read and understood.



- 3 2. High school pupils submit the completed applications and fee to the Randolph High School Security Officer.

A parking permit will only be issued to a high school pupil possessing a valid driver's license. A fee will be charged per semester. All checks written to pay the parking fee shall be made payable to Randolph Board of Education. A fee will be assessed for the replacement of a lost or stolen parking permit.

Parking permits are issued based upon a lottery of parking spaces available to pupils. Parking permits are assigned according to the following criteria:

1. High school pupils in the Challenger or Option II Program will be issued a space providing they meet the requirements of the course. These pupils leave school early to attend classes at County College of Morris or report to a part-time job.
2. High school pupils who are both eligible and who voluntarily agree to car pool and share a parking space will receive a parking space and will not enter the lottery system. Pupils who car pool will be assigned half of the fee each, dividing the total cost of the fee for the parking space.
3. High school pupils who participate in the first semester lottery and do not receive a parking permit/space, will be issued a parking space for the second semester without participation in the lottery.
4. High school pupils with complete permit applications will enter the parking. The process operates as follows:
  - a. Personal information identifying each applicant shall be concealed.
  - b. The pupil parking permit process shall be overseen by the high school administration and parking tags distributed accordingly.
  - c. The process shall be held at the start of each semester.

## Parking Privilege Rules

1. Pupil vehicles parked on school grounds are subject to search in accordance with Board policy.
2. Pupils are not permitted to park in spaces designated for faculty, staff, visitor, or spaces along the sidewalk reserved for buses.



# REGULATION

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3. All pupil cars shall have on display distinguishing identification for pupils with graduated driver's licenses. Permits and identification shall be conspicuously placed for pupils driving motorcycles or mopeds.
4. To ensure the safety of everyone in the school community, traffic regulations must be obeyed and good judgment must be demonstrated at all times.
5. Speed limit within the parking lots is five miles per hour; fifteen miles per hour on the campus loop road. On school grounds, speeding offenses will result in a loss of driving privilege.
6. The Randolph Township Police Department may issue tickets for improper parking, speeding, and/or reckless driving.
7. During the school day, pupils are not permitted to visit, sit in or work on their cars. Cars should be locked. In extenuating circumstances, a pupil wishing to visit his/her car may secure permission from a building administrator.
8. Pupils may not leave school grounds without an authorized pass. Any pupil leaving campus without authorization will automatically lose his/her parking permit for the remainder of the semester. No refund of the parking fee will be issued. Transporting another pupil off campus without authorization will also result in loss of the driving privilege.
9. School authorities may revoke the driving privilege of any pupil who violates the prescribed driving and/or parking regulations.

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**Revised:**

