



CHS PARKING RULES & GUIDELINES

(Skip to the last page of the document for a quick summary of main points)

OVERVIEW

The operation of a motor vehicle on campus is a privilege granted by Burleson ISD. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds and motorcycles. All vehicles driven on Centennial High School are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle at Centennial High School are required to have a valid parking permit decal properly affixed to the vehicle. The person to whom a parking permit is issued has a nontransferable decal.

Student Parking is behind the C and D Wings. Only seniors will be allowed to park in the band hall side (the larger parking lot) of the front parking lot. No student parking behind E-Wing (Burleson Collegiate High School). If a 9th, 10th, or 11th grader arrives at school after the back gates to the student parking lot have closed, they will have to park in the senior parking (**the larger parking lot**) at the front of the school. Upon doing this, they must inform the front office when checking in that they have a vehicle in the front lot. The front office will give the student a one day pass to put on their dash before going to class so that the student will not receive a fine.

The Centennial High School Security or their designee is given the responsibility of enforcing procedures that provide a safe campus environment for our students. Photographs are taken of each vehicle and confirmed as a violation by Mr. Legler or Mr. Williamson before a fine is entered on a student's record. The pictures are available for those he have been fined to look at if they have questions.

The privilege of parking a vehicle on campus may be taken away for violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students must immediately vacate their cars and the parking lot and enter the school building. Students in the parking lot during the day without a pass will be subject to disciplinary action.

Parking Permits Required for Pass

A student driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage. The student must register the motor vehicle and obtain a parking permit sticker. The parking permit must be affixed - by its own adhesive, to the registered vehicle. Students who have already purchased a BHS student parking student but have classes at CHS must inform Mr. Legler or Mr. Williamson. Note: **Students ARE NOT to park in Faculty or Visitor parking spaces.** Students are not permitted to use staff parking stickers or use staff parking spaces.

Purchase of Parking Permits

Eligible students may purchase a parking permit decal for \$50.00. The cost of a permit goes down to \$25.00 after Christmas break. However, if a student attempts to purchase a permit after Christmas break and their vehicle was documented as having parked on campus without a permit before Christmas break, then that student will still have to pay the full \$50.00. Parking stickers for additional vehicles in the same household are \$10.00 per vehicle per school year. Students will be required to complete a parking permit form and show a valid Texas driver's license and valid proof of liability insurance for the vehicle being

registered. The student's driver's license and insurance must remain current at all times. Permits can be purchased through cash, check, or money order. Checks should be made out to CHS.

Place of Purchase

Permits can be purchased and fines can be paid in Mr. Legler's room, C111, or Mr. Williamson room, C107, next to the Courtroom before or after school or during 1st period. Fines can also be paid in the front office but the permits must be purchased by the student from Mr. Legler or Mr. Williamson.

Temporary Permits

In special circumstances, temporary parking permits may be obtained from Mr. Legler or Mr. Williamson. *If a student already has purchased a parking sticker*, they are eligible for a Temporary Hanging Tag. The definition of "special circumstances" and the issuance of the temporary parking permit will be for a short period of time. The hanger type temporary permits must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the permit can be read from outside the vehicle.

Replacement Parking Stickers

In the event that a vehicle is stolen, wrecked, sold, or has the windshield replaced, the permit holder should immediately notify Mr. Legler or Mr. Williamson. Replacement permits can only be obtained from Mr. Legler or Mr. Williamson.

Visitor Parking

All visitors must park in areas designated specifically for visitors. A visitor is defined as a person(s) who has no official connection with the Burleson ISD. A student or employee is not considered a visitor and may not park in a visitor's area.

Fine Amounts

The fine amount for tickets issued by the Centennial High School will be as follows:

1. 1st three weeks of school a Warning sticker will be used for violations. Students who begin parking during the school year but do not purchase a permit before parking may not have to pay a fine if they quickly purchase a permit after the first time they receive a fine sticker. Otherwise, they will have to pay a fine for each time their vehicle was documented on campus without a permit.
2. Vehicles may be tagged for expired inspection and registration stickers. There will not be a fine assessed when this occurs but the student may receive continued fines stickers if the stickers are not renewed.
3. Students will be assessed a \$20.00 dollar fine each time their vehicle is documented being in violation of a CHS parking rule. If a student continually parks without a permit, their privilege to park may be permanently revoked, their vehicle may have a wheel boot lock attached to it until a permit is purchased or be it may towed at the student's expense.
4. Payment will be cash, check or money order.

Vehicle Regulations

Violators may be issued parking fines for parking violations.

Parking lot regulations include, but not limited to:

- Traveling above the 10-MPH speed limit on campus at any time
- Parking in faculty, behind the indoor field, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces and any other areas not designated for students during school hours
- Parking in visitor's parking area
- Parking without a permit
- Parking in more than one parking space.
- Parking off the pavement
- Using another student's permit
- Allowing another student to use the permit you were issued
- **Not fully attaching the permit on the windshield**

Display of Permit

Permit must be affixed to the window fully. Place the sticker on the passenger side, front window at the bottom. The sticker must be fully applied or the student will receive a fine for this.

Summary of CHS Parking Guidelines and Rules

- Permits can be purchased from Mr. Legler in room C111 or Mr. Williamson in C107 before school, after school, or during 1st period. Proof of driver's license must be provided. Checks can be written out to CHS for \$50 (\$25 after Xmas break). Fines can be paid in the front office.
- Only seniors and late arrivals may park in the band side (the larger parking lot) of the front parking lot. Everyone else must park behind C or D wings. **No students are allowed to park behind the E-Wing (Burleson Collegiate High School).**
- 9th-11th graders who arrive late must obtain a one day pass from the front office to put in their vehicle before going to class. Not the grade level office.
- Permits must be fully attached to the inside of the windshield in the front on the bottom of the passenger side (bottom right side of the windshield when looking out). If it is placed on the dash then the student will receive a fine.
- If a student has to drive another vehicle for a short period of time they will need to see Mr. Legler or Mr. Williamson for a temporary pass for the vehicle.
- All violations are photographed and confirmed before being entered onto a student's account as a fine. The photographs may be requested from Mr. Legler at alegler@bisdmail.net or Mr. Williamson at ryan.williamson@bisdmail.net

Summary of CHS Parking Guidelines and Rules

- Permits can be purchased from Mr. Legler in room C111 or Mr. Williamson in C107 before school, after school, or during 1st period. Proof of driver's license must be provided. Checks can be written out to CHS for \$50 (\$25 after Xmas break). Fines can be paid in the front office.
- Only seniors and late arrivals may park in the band side (the larger parking lot) of the front parking lot. Everyone else must park behind C or D wings. **No students are allowed to park behind the E-Wing (Burleson Collegiate High School).**
- 9th-11th graders who arrive late must obtain a one day pass from the front office to put in their vehicle before going to class. Not the grade level office.
- Permits must be fully attached to the inside of the windshield in the front on the bottom of the passenger side (bottom right side of the windshield when looking out). If it is placed on the dash then the student will receive a fine.
- If a student has to drive another vehicle for a short period of time they will need to see Mr. Legler or Mr. Williamson for a temporary pass for the vehicle.
- All violations are photographed and confirmed before being entered onto a student's account as a fine. The photographs may be requested from Mr. Legler at alegler@bisdmail.net or Mr. Williamson at ryan.williamson@bisdmail.net