

# **SANBORN REGIONAL SCHOOL DISTRICT**

**SRSD File: JLIE-R**

## **STUDENT AUTOMOBILE USE REGULATIONS**

In an effort to maintain a safe and orderly school campus, as well as to comply with guidelines set forth by the Kingston Police Department, the following procedures are established:

1. Permit applications must be approved by a school administrator or the security officer. Students with a history of discipline referrals or attendance issues during the previous year/semester may be denied a parking pass. Students with outstanding obligations such as fees or fines will not be issued a parking pass until such obligations are met.
2. Only one parking permit per student will be issued annually. The charge for the permit is \$10. To purchase a new sticker during the year, a \$5 fee will be charged. If a parking permit is revoked for disciplinary reasons the cost of a new one is \$10. The student must present a valid driver's license, current vehicle registration, and proof of insurance. The permit application must be completed clearly and legibly. During the course of the school year, students are responsible for reporting any change in vehicle registration to the School Safety Officer.
3. Seniors have priority in receiving parking permits, followed by the Juniors. Sophomores will receive permits only after all eligible upperclassmen have been processed. Freshmen are not eligible for a parking pass.
4. Students who have been granted a Sanborn Regional High School parking permit may park in any available spot in the designated student parking lot upon arriving at school. Students are not allowed to park in the staff or visitor parking areas or at the tennis courts without specific permission from the school security officer. Students parking without a permit risk having the vehicle towed at the owners' expense and/or will receive a disciplinary consequence including but not limited to Saturday detention/out of school suspension.
5. Only students with valid parking privileges will be permitted to park on campus. Vehicles must be parked within lined spaces. Parking stickers shall be placed on the interior front windshield, lower left corner (drivers' side). Fire lanes, delivery areas, and sidewalks must be kept open. The student lot is monitored, and violators will face disciplinary action.
6. All vehicles should be properly locked. The school is not responsible for valuables left in cars or for damage incurred while the vehicle is parked on campus.
7. Students are not permitted in the parking lot during school hours. If a student has a compelling reason to return to his/her vehicle during school hours, he/she must have permission from an

administrator or the school security officer. Students outside the building without permission are subject to disciplinary action.

8. Parking permits are non-transferable and cannot be “loaned” or given to another student. No student other than the one to whom the permit is issued may drive a vehicle to school. Any student who registers a vehicle under false pretense will jeopardize future parking privileges and may be subject to disciplinary action. If a student needs to temporarily park a different vehicle on campus, a temporary permit will be issued.
9. Student vehicles are subject to search if there is reasonable suspicion that contraband or other illegal materials are present.
10. Student vehicles without valid parking permits may be towed at the owner’s expense if the student is in violation of school rules.
- 11.

**Related:**

See also Policies:        JLIE - Student Automobile Use  
                                  JLIE-E1 - Seacoast School of Technology Driving Policy  
                                  JLIE-R-E1 - Student Parking Permit Application

**History:**

New: January 16, 2013  
Revised: February 6, 2019