

Heritage Christian School Parking Policy

Student driver agrees to pay a monthly parking fee of \$10.00 each month, beginning August through May. All parking fees will be billed and are not prorated for any month. A valid driver's license is required (state issued photo copies are accepted for new drivers only). Parking assignments and sticker permit(s) will be distributed at High School orientation.

- Students must register ALL vehicles in your household that you may drive via HCS Connect in the Manage My Info tab.
- Only registered family vehicles are authorized to park in your parking space, and MUST display the proper sticker issued. The sticker is to be placed inside the rear window, passenger side.
- All Student Drivers will be issued 1 free HCS sticker per parking space, per year. Second vehicle or replacement permits may be purchased from the Security department at the Fine Arts Front Desk for \$3.00 each, and will be billed to the student's account. The additional requests must be made online via the Manage My Info tab.
- The HCS sticker issued will have the student's specific parking spot number on the sticker. Failure to have your sticker can result in a parking violation.

All Parking and Moving violation fines will appear on the next HCS billing cycle.

Parking Violation:

1st offense/ mo- Warning issued to driver and parents.

2nd offense/mo- \$25.00 Ticket and second warning.

3rd offense/mo- \$40.00 Ticket + Parking privileges revoked for a period of time or the spot can be reassigned to the overflow lot.

Moving Violation: Which includes speeding, disobeying traffic personnel and or signage, reckless or distracted driving, and accidents involving damage to school property.

1st offense- \$40.00 Fine + Parents contacted.

2nd offense- \$60.00 Fine + Parking privileges will be suspended for a period of time.

3rd offense- \$80.00 Fine + Parking privileges suspended for the remainder of the year and potentially unable to drive to campus.

Please report any incident involving personal and/or property damage on campus to the Securities Department at 594-5858 x716

- These steps will be followed in order, however, the Security Department reserves the right to escalate discipline based on the type or seriousness of the violation. HCS reserves the right to deny or revoke any student the privilege of having a vehicle on campus.
- Violation of the Student Code of Conduct can result in the loss of parking privileges.
- No Student with a positive drug test will be allowed to drive on campus or take a car off campus until a clean test is completed or a prescription and medical explanation is accepted by the High School Office.
- Parking on the HCS campus is considered a privilege, not a right.
- Tickets will be issued on the vehicle's driver side window to inform the student of a fine and a notification will be sent home via email.
 - It is the student's responsibility to appeal within 48 hrs. Appeals can only be filed online through the Parking Violation Appeal form that is found on the HCS Security

page. Fines and resulting disciplinary action remain in place while the appeal process is in place.

- **All** parking disputes and appeals must be submitted via the [Parking Violation Appeal](#) form also found on the HCS Security web page. Phone calls will be returned within 48 hours unless circumstances do not allow for a return call during that time period. Online requests are the best way to reach the department.
- **DO NOT** leave valuables in sight, and remember to lock your vehicle with windows closed while parked on campus.
- Heritage Christian Schools will not be responsible for damages to, theft from or of a vehicle parked on campus.
- No parking is allowed on the front access road, which is considered a city street. Tickets can be issued by IMPD or Lawrence PD if a car is left or parked on the road. HCS has no control of the front access road.
- Parking at Van Ausdall & Farrar or Heritage Business Park, across 75th St, will be required on larger campus days such as Grandparents Day. Other than requested days by HCS Administration, HCS students are not to park across the street.
- Unidentified vehicles unclaimed after 2 consecutive days will be issued a 24 hour warning notice, and will be subject to **TOWING at the owner's expense**.
- By agreeing to this parking contract you are recognizing the rights of HCS School Officials to conduct a search of your vehicle and all contents within, provided that reasonable suspicion has been met to the satisfaction of the HCS Security Director.
- All withdrawn student parking spaces will be reassigned.
- The entrance into campus is **one way only**. Exiting out the front gate from 7 am - 8 pm on school days will result in an automatic moving violation. All vehicles (including those from overflow) will be expected to EXIT by Kitley Ave only.
- If a handicapped spot or closer spot is needed due to injury a spot will be assigned by the Security Department. Documentation may be required in certain situations.

HCS Student Pledge

- I promise to park only in my assigned space with only the registered family vehicles currently on file and having a properly displayed permit.
- I will notify the HCS Security Department of any changes to update my registered vehicles on file via HCS Connect.
- I will alert the High School Office or the Security Department immediately of someone in my parking space and agree to park in a visitors spot until the issue is resolved.
- I will not give, lend, or trade my space with someone else or I risk a violation.
- I will respect all parking lot markings and signs such as parking correctly **FACING FORWARD** and in between the white lines of my parking space, not parking in yellow hash lines, nor parking in handicapped spaces without proper authorization.
- I will drive carefully, and obey the designated speed limits: **Entering/exiting campus -15mph; Parking lots -10 mph; and Kitley Avenue -25 mph.**
- I will be a safe, conscientious driver, and protect my elementary siblings by walking them to their door before heading to my destination.
- I will not text or use a cell phone while operating my vehicle as determined by state law.