

KELL HIGH SCHOOL
2023-2024 PARKING PROCEDURES

Applications are available on the Kell Webpage OR in the Parking Office - Administration 2

Electronic applications may be submitted online at any time. Printed applications may be submitted in person, by students, to the Parking Office from 7:45 – 8:15AM, Monday-Friday. Parking is non-academic. Applications will not be accepted in person outside of this time.

All applications are accepted / processed as follows:

- Fall Applications: Start of semester through mid-December
- Spring Applications: Last 2 weeks of Fall Semester ending mid-May

STUDENTS MUST RETURN TO THE OFFICE TO PICK UP THEIR PERMIT

Students will be notified one (1) time via their Cobb County School District email when the permit is ready.
Once notified, students are expected to pick up their permit on the next school day.

Ticketing will begin after the 9th school day of a given semester for cars without permits.

PARKING APPLICATION CHECKLIST:

- _____ 4 Page **parking application** (PAVR forms/ CCSD Truancy form JGFF-1/ Kell Parking Contract) **fully completed** with all requested information, **signed by both parent AND student**
- _____ Copy of student's current, non-expired **GA Driver's License**
- _____ Copy of current, non-expired **Insurance Card** for vehicle being registered. The insurance card must show insurance company's name & telephone #, policy #, name of insured, date/term of coverage & vehicle information
- _____ Copy of current, non-expired **GA Tag Registration**
- _____ **\$50.00 Check/Cash** (exact amount), or copy of **on-line receipt** (My Payments Plus)
- _____ No outstanding fines/fees

Incomplete applications will not be processed. It is not enough to pay for the permit. The parking application must be completed.

Additional Parking & Driving Expectations:

Kell Administration expects all drivers and passengers to conduct themselves in a responsible manner while driving on Kell property and in local subdivisions. Rules are outlined on the Cobb County PAVR & Truancy forms AND on the Kell Parking Contract. Kell Administration reserves the right to revoke parking at their discretion.

All student drivers should understand that the following violations may result in loss of parking privileges:

- Suspension for any drug, alcohol, or weapon violation
- Leaving, attempting to leave, or coming on campus without checking out/in through the Attendance Office
- 6 or more unexcused absences
- 10 or more unexcused tardy occurrences to school
- 5 or more days suspension
- Falsification/forgery of any signature and/or information on a parking permit application
- Reckless driving (includes speeding through any part of parking lot or neighboring areas)
- Entering Bus Port area before or after school without direction from Administration.
- Invalid/Absent Georgia License Plate (meeting all state requirements)
- Parking in incorrect area/parking lot
- More than three (3) parking tickets in 1 semester (towing & loss of parking privilege)

Frequently Asked Questions (FAQ):

- ***Where do I submit my parking application or pay a parking fine?*** Parking Office - Administration 2 (corner of English & Science hallways.)
- ***When will I receive my permit?*** – 48-72 hours (2-3 school days) after our receipt of properly completed applications with payment.
- ***Are one day parking passes available?*** – Yes. A maximum of seven (7) one day passes are allowed per semester. Each pass costs \$1.00. Purchase in person at the Parking Office prior to 8:15am - exact cash only. You must show proof of current driver license, vehicle registration (tag) and insurance.
- ***If I have a sibling at Kell, can we purchase a \$50 permit & a \$5 permit? Will I have to buy another permit for next semester?*** Siblings must each purchase a \$50 permit if they both drive each day. They cannot both be parked on campus at the same time without a permit. \$5 permits are for a 2nd car-same driver. Permits and applications are for 1 semester only.

FAQs and our contact information may be found on our webpage: <https://www.cobbk12.org/kell> select "resources" and then "parking."

RULES AND REGULATIONS

- I. Each person who chooses to park a vehicle at a Cobb County High School or a designated site during normal school day hours must obtain a parking permit, consisting of one or a combination of the following: decal sticker, visitor's pass, one day permit, alternate vehicle pass. A parking space will be assigned or an area will be designated for legal parking.
- Parking decals shall be affixed to the vehicle windshield by utilizing the adhesive on the decal. Decals shall be affixed in such a manner that the decal will be destroyed upon removal.
- The decal shall be affixed to the inside lower right hand corner of the front windshield. The decal must be completely visible from outside the vehicle. All other parking permits shall be placed on the dash with the printed side up, in clear view from the outside. Failure/refusal to comply with this regulation shall result in the voiding of the permit and/or issuance of a parking citation. Parking decals and permits are not transferable from one vehicle to another or from one individual to another.
- II. Student parking permits for available parking spaces will be issued upon application and payment of a parking fee. No refund will be made. Motorcycles shall have a student decal although assigned to a common parking area.
- III. Priority in assignment of parking spaces will be established by the local school administration.
- IV. The Cobb County Public School parking permit application and registration form (DPS form PAVR-1/06) shall be used to register vehicles and by copy, advise the applicant and Parent/Guardian of the Rules and Regulations.
- V. Parking and traffic violators on campus shall be subject to, but not limited to, one or more of the following disciplines:
1. For minor violations fine imposed must be paid the next day of school or imposed fine is increased \$1.00 per day; and/or
 2. Suspension of parking on campus; (No refund will be made);
 3. Removal of parking decal; (No refund will be made);
 4. Impounding of vehicle per County Ordinance or Georgia State Law;
 5. For serious violations, State Court Traffic Ticket may be issued.
 6. Failure to respond to a citation issued by a Campus Police Officer shall be grounds for cancelling the parking decal or permit, and the vehicle may be impounded at the discretion of the principal or his/her designee.
 7. No decal or permit may be bought for or transferred to another student for any reason. Decals are to be issued to students who qualify for parking privileges as determined by the principal.
- VI. Parking and traffic violations on campus subject to above discipline shall be, but not limited to the following:
1. Parking an unregistered vehicle on campus.
 2. Parking in reserved places.
 3. Parking at yellow curb or in "No Parking" or "Fire Lane" areas.
 4. Parking in service roads, driveways and walkways.
 5. Parking in unpaved areas.
 6. Parking in entrance or exits of parking lots.
 7. Parking at an angle or in a manner so as to utilize two parking spaces.
 8. Failing to stop for "Stop" signs.
 9. Failing to vacate vehicle on arrival at school.
 10. Failing to leave school campus upon entering vehicle.
 11. Giving false information and/or falsely registering a vehicle.
 12. Operating a vehicle without valid driver's license (learner's permit not acceptable).
 13. Reproducing, altering, defacing, or improperly displaying a parking decal.
 14. Unauthorized parking in handicap parking spaces.
 15. Driving too fast for conditions.
 16. Reckless conduct with vehicle.
 17. Parking in another student's parking space.
 18. Speed shall not exceed 15 mph on campus.
 19. All applicable State Law, Traffic Laws and Local Ordinances.
 20. Valid Georgia License Plate, meeting State Requirements.
- VII. The driver/owner of any vehicle will be responsible for the use of his/her vehicle while on campus, and subsequently for a violation of the above rules and regulations by persons other than himself/herself if the offense is committed with or in his/her vehicle.
- VIII. Cobb County Board of Education shall not be responsible for the losses or damages to the property of users of its facilities, including loss due to bodily injury. Proof of insurance and a current Georgia Driver's License as required by state law shall be required prior to the assignment of a parking space.
- IX. The local school principal is authorized to take action designed to prevent a student's cutting of class or nonattendance contrary to law and Board of Education policy (truancy). To emphasize the importance of being on time to school, of remaining at school, and attendance at school, the high school principal or his/her designee will suspend a student's parking privilege for the remainder of any semester at the time of the sixth unexcused tardy or for the unauthorized departure from school. The suspension of parking privileges will extend for at least forty-five (45) school days. If the semester has less than forty-five (45) school days remaining when the suspension occurs, the balance of the suspension will be served at the beginning of the next semester. There will be no refund for the cost of the parking permit. At the conclusion of the suspension of parking privileges, the student may reapply and purchase a parking decal if parking spaces are available.**

Applicant's Signature

Date

PG. 2 - FORM PAVR-2/06

NOTIFICATION OF TRUANCY AND TARDY RULE CONCERNING PARKING PRIVILEGE

_____ High School

Student's Name: _____
Last First

Grade: _____

Our staff is making a special effort to encourage punctuality to school and thus minimize classroom interruptions. Uninterrupted time on task is important to the learning process. Students who are late to school or who leave school without authorization disrupt this process.

To emphasize the importance of being on time to school, of remaining at school, and attendance in school, a student's parking privilege may be suspended for the remainder of the semester at the time of the sixth unexcused tardy or for unauthorized departure or truancy from school. The suspension of parking privileges will extend for at least forty-five (45) school days. If the semester has less than forty-five (45) school days remaining when the suspension occurs, the balance of the suspension will be served at the beginning of the next semester. At the conclusion of the suspension of parking privileges, the student may reapply and purchase parking decal, if spaces are available. In compliance with Cobb County School District rules, we are not permitted to refund the cost of the parking permit should parking privileges be suspended and the parking space may be reassigned to another student.

We solicit your support and help in this matter. Please sign the form below and return it with the parking application.

I have read and understand the stipulations of this notification.

Student's Signature

Date

Parent/Guardian's Signature

Date

This form is to be completed before a parking permit is issued to the student.



Kell High School Parking Contract 2023-2024

Student's Name: _____
Last First M.I.

ID: _____ Grade: _____ Cell Phone #: _____

In consideration for the privilege of driving and parking a motor vehicle on the campus of Kell High School, the student and parent hereby acknowledge and agree to abide by the rules and regulations of the Cobb County School District stated in the Parking Permit Application and Vehicle Registration form (PAVR) and the rules and regulations of Kell High School stated below. The penalties for violation of these rules and regulations include citation and/or fine and/or towing/impoundment.

- 1) All vehicles parked on the Kell campus must have a valid permit. The first car registered to a student is \$50 and each additional car is \$5.00. Only one vehicle registered to a student may be parked on campus at a time.
- 2) ***All permits will be permanently affixed to the inside lower corner of the passenger side of the front windshield, using the adhesive provided in such a manner that removal will destroy the permit.***
- 3) Students must park in their assigned area. At no time can students park in Visitors (marked with a white "V"), Faculty (marked with a yellow "F") or substitute parking (marked with a white "SUB"), nor in any of the NO PARKING zones.
- 4) Students can only register a car that is owned/leased by themselves or their family and that is legally registered in GA.
- 5) Parking permits ARE NOT transferable from one car to another or from one individual to another. Students may not trade, sell, loan, share, barter or give away a parking permit. ***A minimum of two (2) days ISS will be given to all parties involved in addition to all parties forfeiting parking privileges for at least 45 days. The school will not refund the cost of the permit.***
- 6) Students may have their parking privileges suspended or revoked as a result of any of the following:
 - a) An accumulation of (6) or more unexcused absences
 - b) An accumulation of (10) or more unexcused tardy occurrences to school – suspension of parking for 2 school weeks
 - c) An accumulation of (16) or more unexcused tardy occurrences to school – revocation for the semester
 - d) An accumulation of (5) or more OSS (suspension) days – revocation for the semester
 - e) Any student who illegally leaves, or attempts to leave, campus or illegally transports another student off campus
 - f) Parking in Faculty, Visitor or Substitute parking spaces
 - g) Any vehicle found to contain illegal drugs, alcohol or weapons
 - h) Failure to observe any established parking or traffic safety regulations at school
 - i) Falsification/Forgery of ANY signature and/or ANY information on a parking permit application
- 7) Revocation of parking privileges may range in length from a minimum of 10 days to permanent revocation. The length of revocation shall be at the discretion of the principal or his designee.
- 8) Students whose parking privileges have been suspended or revoked, or who have outstanding citation fines, will not be allowed to use daily/emergency parking. ***Should their vehicle be parked on the school campus, the vehicle is subject to being towed/impounded without warning.***
- 9) Refunds will not be issued to students who have had their parking privileges suspended or revoked.
- 10) Any vehicle entering the Kell campus is subject to a complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warrant for any reasonable purpose.
- 11) Students enrolled in Minimum Day or other early release programs must meet the parking rules and regulations as stated. No exceptions will be made, and no special privileges extended to students enrolled in any of these programs.
- 12) Citations will be written for any violation of Cobb County School District parking and traffic and regulations. Fines for these citations are as follows:
 - a) ***Non-Moving Violations:***
1st Offense: \$10; 2nd Offense \$20; 3rd Offense & subsequent: \$30 & possible towing
 - b) ***Moving Violations:***
1st Offense: \$20; 2nd Offense \$25; 3rd Offense & subsequent: As determined by Administration

All citations will be increased by \$1.00 per school day beginning the next school day after issue. If left unpaid, ticket amount is doubled. When a citation is received, the student must report to the Administration 2 Office the next school day. Unpaid parking fines will affect the status of your parking application for the next semester.

I have read, understand, and agree to abide by the rules and regulations specified in the Cobb County Public Schools Parking Permit Application and Vehicle Registration Form and the Kell High School Parking Contract.

Student Signature / Date

Parent Signature / Date