



AC FLORA STUDENT PARKING POLICIES AND PROCEDURES 2020-2021

This packet contains important information for all students who wish to request a parking pass in order to park on campus this year. We will have very different parking procedures this year, and we want you to have all the info you need. Please carefully read the information contained in this packet so you will know about the process for requesting and assigning parking passes and spaces at AC Flora for the 2020-2021 school year.

Primarily, we want students and parents to understand that **we have developed new parking policies specifically for this school year**. We recognize that, at any point during the year, we may be on an eLearning (Phase 1), hybrid (Phase 2), or traditional (Phase 3) school schedule, and that we could be switching to and from these schedules at any given point throughout the year. With all this in mind, we want our parking policies to be flexible, adjustable, and give access to as many students as possible. In the following pages you will find an overview of the parking procedures for this school year at AC Flora High School.

Have questions about your parking pass? No problem! We are here to help and understand this is important for our students and families! If you have any questions at all, please email Fletcher Spigner at fletcher.spigner@richlandone.org and he will be happy to help you!

Important Dates (more info and specifics in packet)

September 1st: Standard Pass Application Deadline

September 14th: Hybrid Pass Application Deadline

TYPES OF PARKING PASSES AT FLORA FOR 2020-2021

*There are two types of AC Flora parking passes available for the 2020-2021 school year: the **Standard Pass** and the **Hybrid Pass**.*

Standard Pass

The Standard Pass is our traditional parking pass. This pass is issued to seniors (first-come, first-served), and then is issued to juniors via lottery after Labor Day. This pass will be valid during any form of in-person school (including Phases 2 & 3) throughout the year. It will guarantee parking on any day of the school year, regardless of which in-person learning phase we are in at any given time, if in-person school is in session.

Hybrid Pass

With the knowledge that, during any type of hybrid phase, there will be a reduced number of Standard Pass holders parking on campus at any one time, we will make the extra available spaces available to all remaining juniors by lottery, and then, if available, issued to any sophomores by lottery. The Hybrid Pass will allow the holder to park during the Hybrid phase (Phase 2) but will NOT be valid if/when traditional (Phase 3) school resumes due to space restrictions. This pass will also allow parking during any other times if/when non-traditional in-person school may occur throughout the year. The bottom line is that, if you have a Hybrid Pass, you will be able to park on campus during any version of in-person school EXCEPT the Traditional Phase (Phase 3).

This means that, if we return to traditional school (Phase 3), students with a Hybrid Pass will need to make alternate parking arrangements at that time. In addition, we will not assign Hybrid Passes until after September 14th when we can confirm the exact number of spaces that will be available. This also means that those who receive Hybrid Passes may need to arrange for alternate transportation should we return to school on or before September 14th. Regardless, we are committed to assigning these spaces ASAP so students and families will be able to plan.

As school opens/closes/transitions throughout the year, we will designate and clearly communicate which pass(es) will be valid during these times. It is the student's responsibility to know and confirm which pass is valid during which times.

COST

Since this year will be complicated in many aspects, and because parking at Flora will be even more complex than it normally is, we have decided to waive the \$40 parking fee for the 2020-2021 school year. We hope this will allow for more access and flexibility for families who, undoubtedly, will have complex transportation arrangements this school year. To be clear, parking is FREE for all students who receive a parking pass, but they MUST register and receive confirmation in order to park on campus.

REQUESTING/ASSIGNING OF PARKING PASSES

Regardless of your grade level or parking pass type, below is the process for requesting a parking pass for the 2020-2021 school year:

Please visit www.tinyurl.com/FalconParking2020 and fill out the form you will find there. Once you have finished filling out the form, please send the following information to acfparking@gmail.com:

- Copy of your driver's license
- Copy of your registration
- Copy of your proof of insurance
- Alive at 25 certificate/proof of completion (see info below)

Students are not guaranteed a parking pass. All information must be submitted and verified before we can confirm your pass. Mr. Spigner will send confirmations of your parking pass status to the student's district email account each Friday (or before) between now and the start of in-person school (September 14th). Once you have received your email confirmation, you will be able to pick up your parking pass from AC Flora at the designated time/date that will be announced and communicated (this will occur after September 1st). **The deadline to apply for a Standard Pass is Tuesday, September 1st.** But please be reminded that the Standard Pass is first-come, first-served for seniors, and that any remaining passes will be assigned to juniors by lottery after Labor Day. We encourage you to sign up ASAP.

The deadline to apply for a Hybrid Pass is Monday, September 14th. Hybrid Passes will be distributed as soon as possible after Standard Passes, but it will be after September 14th. This is because we need to assess the availability of parking spaces on each individual school day in the hybrid phase and any other potential in-person days. This also means that those who receive Hybrid Passes may need to arrange for alternate transportation should we return to school at/before September 14th, but, regardless, we are committed to assigning these spaces ASAP so students and families will be able to plan. We thank you for your patience as we work through this complex process! All of this information will be included in the confirmation email sent by Mr. Spigner, along with specific parking rules/regulations and the parking contract.

ALIVE AT 25

The Alive at 25 Driver Safety Course is required in order to receive a parking pass in Richland One. If you have previously taken the course, there is no need to take it again, but we do ask that you submit a copy of your certificate. If you have not yet taken the Alive at 25 course, you may access the current schedule of online course offerings by going to <https://www.scnsc.org/training/alive-at-25>. Again, this course is required for anyone who wishes to park on campus and we encourage you to take this course as soon as possible. Currently, all Alive at 25 courses are virtual. Please note that there are specific device/connectivity requirements that are detailed on their web site.

AC FLORA HIGH SCHOOL PARKING POLICIES AND PROCEDURES

Parking is a privilege at AC Flora High School. There are a limited number of spaces on our campus and our goal is to make parking as safe and convenient as possible for students, staff, and visitors. Please read the following rules carefully before parking on our campus. Please note that these rules apply for any type of parking pass (Standard/Hybrid) issued at AC Flora.

- All student vehicles parked on the AC Flora campus must display a valid, current school year parking pass issued by AC Flora High School. The presence of unregistered or uninsured vehicles on campus poses a potential safety issue for our campus, therefore it is imperative that parking passes are displayed in accordance with these regulations.
- In order for a student to register for a parking pass, the student must have a valid driver's license (*not* a permit), have all school fees paid, and provide a copy of their registration, proof of insurance, and proof that they have completed the Alive @ 25 Safety Course.
- Seniors will always receive priority as we issue Standard Passes. Once senior passes have been assigned, and *if* there are remaining spaces, juniors will be assigned Standard Passes after Labor Day. At that time, junior spaces will be assigned by lottery.
- Hybrid Passes will be assigned after September 14th to juniors by lottery, and then, if available, to sophomores by lottery.
- All vehicles parking on campus without a valid parking pass hanging from the rear-view mirror (Standard Pass) or displayed properly on their dash (Hybrid Pass) are subject to being booted and/or towed at the driver's expense and without notice.
- If your parking pass is lost or stolen, it must be reported to the administrator in charge of parking (Mr. Spigner).
- Please keep all vehicles locked at all times. You should remove all valuables from your car while it is on campus. AC Flora is not responsible for items left in your car.
- Speeding on school property and reckless driving (such as driving across parking spaces or around/over barricade devices or any other potentially dangerous action) may result in a loss of parking privileges.
- Speed limit on AC Flora Campus: 5 MPH

- Students must park in the space/lot they have been assigned. Students parking in faculty/visitor/unauthorized areas will have their parking privileges revoked and may receive other disciplinary consequences.
- After properly parking and securing your vehicle, you must leave the parking area. Parking lots are off limits to students during the day unless you are walking to/from your car upon arrival/dismissal.
- Since parking is a privilege, administration reserves the right to revoke your parking pass for disciplinary infractions incurred by the student during the school year. These do not have to be parking-related infractions. Please be aware that a student's behavior/choices on campus or at school/district events may affect the status of their ability to park on campus.
- A student may not drive a vehicle on campus that is not properly registered to him/her or his/her parent or legal guardian. Students may not drive/park on campus during the school day without registering with the administrator in charge of parking. Non-registered vehicles may be booted and/or towed without notice.
- Students who have been assigned a parking pass may NOT allow another student to use their parking pass. Doing so will result in the loss of your parking pass and privileges.
- Students are not to be in vehicles or the parking lot during the school day without permission. Students should not loiter in/at cars upon arrival on campus or following dismissal. A student who uses/allows the vehicle to be used in violation of school/district rules is subject to the loss of the driving/parking privilege. Students leaving without permission during school hours may lose their parking privileges.
- Students who drive to/park on school property are responsible for knowing all rules and guidelines printed here and on all parking-related forms.
- Students parking off campus and/or along Falcon Drive do so at their own risk. These areas are under the jurisdiction of the Forest Acres Police Department, and AC Flora High School does not involve itself in traffic/parking issues off campus.