



## **AC FLORA STUDENT PARKING POLICIES AND PROCEDURES 2023-2024**

*This packet contains important information for all students who wish to request a parking pass in order to park on campus during 2023-2024 school year. 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 next school year.*

Primarily, we want students and parents to understand that we want all students to be safe while on our campus. The parking procedures contained in this document ensure that your student can travel to/from campus safely and remain safe while they are with us during the day. While we anticipate a return to “normal” school schedules and activities in the 2023-2024 school year, we are also prepared to be flexible should the need arise, while also giving parking space 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 Dominique Padgett at [dominique.padgett@richlandone.org](mailto:dominique.padgett@richlandone.org) and he will be happy to help you!

### **Important Dates/Info (more info and specifics in this packet)**

***NOW:*** Request your pass at [flora.richlandone.org](http://flora.richlandone.org)

***NOW:*** Take virtual Alive at 25 Course (if you haven't already)

***August 1<sup>st</sup>:*** Deadline to request a Parking Pass and submit required information (but please do this ASAP to ensure you are in line for a space)

## **PARKING PASSES AT FLORA FOR 2023-2024**

An AC Flora Parking 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 on any school day throughout the year and will guarantee parking for the user. Students are assigned to a specific space and/or lot in the front or back of our campus. Students will receive their assignment when they pick up their pass in August. While we currently anticipate a return to “normal” school operations in the fall, if things do change, we are prepared to adjust and will update students/families accordingly.

## **COST**

The cost of an AC Flora Parking Pass is \$40 (**This does not include the cost for the Alive at 25 course**). Students **MUST** register and receive confirmation in order to park on campus and purchase the actual pass. Once all documents have been received, students will receive a confirmation of their pass and will need to come to the school in August (exact date/time TBA) in order to purchase and pick up their parking pass.

## **REQUESTING/ASSIGNING OF PARKING PASSES**

*Regardless of your grade level, below is the process for requesting a parking pass for the 2023-2024 school year:*

Please visit [flora.richlandone.org](http://flora.richlandone.org) and fill out the form you will find on our home page. Please note that this form must be filled out and electronically signed by a parent/guardian. Once you have finished filling out the form, **you must *also* email the following information** to [acfparking@gmail.com](mailto: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 required information must be submitted and verified before we can confirm your pass. Mr. Padgett will send confirmations of your parking pass status to the student’s district email account on or before August 1<sup>st</sup>. 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 well prior to the first day of school). **The deadline to apply for a Parking Pass is August 1<sup>st</sup>, but please be reminded that the passes are issued on a 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 to reserve your spot.**

## **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, **along with the fee required to take the course.**

## **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 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 updated registration, proof of insurance, and proof that they have completed the Alive @ 25 Safety Course.
- Seniors will always receive priority as we issue Parking Passes. Once senior passes have been assigned, and *if* there are remaining spaces, juniors will be assigned Parking Passes after Labor Day. At that time, junior spaces will be assigned by lottery.
- All vehicles parking on campus without a valid parking pass hanging from the rear-view mirror 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. Padgett).
- 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 or unauthorized 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.