

DATE: August 13, 2014
FROM: Pete Flores, Asst. Principal, Student Affairs
TO: SMHS Staff
SUBJECT: Staff and Student Parking

Beginning with the 14/15 school year, parking permits will be required for **all staff and student vehicles parked on campus.**

STAFF PARKING

- All staff parked on campus must display a parking permit at all times. All traffic and parking regulations apply during the school day (7:30 a.m. to 4:00 p.m.)
- The staff parking lots on Thornburg St and Stowell Rd will be reserved for staff only. Staff parking permits will be available at the Information Desk. There is no fee for parking permits. Please complete and submit the registration form to Ms. Veronica Morales at the Information Desk. Staff whom already have a previously issued hanging permit, please fill out the form and include the permit number.
- Visitor/sub parking permits will be issued at the Information Desk. Please note: Camino Colegio Street (next to Admin Building) is a city designated 1 hour parking only. Please keep this area clear for visitor and parent parking.
- Parking will be enforced with parking violations issued for those vehicles not in compliance. Any vehicles parked illegally, stopped or left standing, and/or impeding the normal flow of traffic will be cited by SMPD and/or vehicle may be towed at owner's expense (CVC 21113, CVC 22651 (n)).

STUDENT PARKING

- The Events Parking Lot (between the softball field and the baseball field) will be reserved designated staff and *eligible* students only.
- Eligible students may apply for a parking permit at the Business Office. Copies of current registration, insurance and driver's license will be required. Permits will be issued on a first come basis upon student eligibility.
- Parking permits will be issued according to the following criteria:
 1. Students must maintain a 2.0 GPA, good attendance and citizenship.
 2. Students must not have current fees.
 3. Students must have proof of a valid driver's license, vehicle registration and insurance.

VIOLATION CONSEQUENCES

- First offense - \$25.00 fine
- Second offense - \$50.00 fine
- Third offense - \$75.00 fine, on-campus parking privileges will be revoked, parent will be notified and vehicle may be towed at the owner's expense.