

The Board of Education of District #225 recognizes that the safety and welfare of its students requires an efficient and effective system to control vehicle traffic and parking on school premises. The Board shall provide and maintain adequate parking facilities for staff, visitors, and authorized student drivers. Each school will provide signs, pavement markings, and a written traffic code to govern all traffic and parking at its high school facilities.

Section A - Traffic Regulations

1. The school administration shall develop a specific written plan for signs and pavement markings to control traffic and parking.
2. Auto and bus routes and the direction of traffic flow will be clearly marked with signs and pavement markings.
3. Separate parking areas for buses and for students, staff and visitors will be clearly identified by signs and/or pavement markings.
4. Special parking areas will be reserved and clearly identified by signs for authorized members of the administration and staff whose responsibility requires frequent trips to or from the school site.
5. Written authorization for reserved parking will be issued to authorized drivers by the dean's office.
6. All autos belonging to staff, administration and students must display a current parking sticker in the prescribed place on the vehicle.
7. All automobiles, buses, and other vehicles entering the Glenbrook campus are expected to abide by all traffic signs and pavement markings.

Section B - Enforcement

The dean's office at each school will assume responsibility for the traffic and parking plan and will maintain a complete and accurate record of all traffic and parking violations by students, staff, and visitors. The dean's office at each school is authorized to take the following actions:

1. **Students**
 - 1) First Offense - Student will be assigned deans detention(s) or assigned to a restricted study hall.

Section B - Enforcement (Continued)

- 2) Second Offense - Student will be placed in the Learning Adjustment Center (LAC), assigned a Saturday detention, or assigned to a restricted study hall.
- 3) Third Offense - Students will be subject to any or all of the following:
 - a) suspension from school
 - b) loss of parking privileges
 - c) student's vehicle will be towed at the violator's expense
- 4) Students who violate either parking or traffic violations more than three times will be considered flagrant violators subject to the same disciplinary action as other flagrant violators of school rules.

2. **Staff**

- 1) First Offense - Staff members will be so advised by the dean's office and will be provided with an additional copy of the traffic and parking code.
- 2) Second Offense - Staff members will be referred to their supervisor. The dean's office will notify the supervisor of the second infraction.
- 3) Third or More Offense - Staff members will:
 - a) Have a conference with the principal or principal's designee, have the results of the conference become a part of their annual evaluation, and have the results of the conference placed in their permanent files.

3. **Visitors**

- 1) Vehicles not displaying a Glenbrook sticker will be considered to belong to a visitor. A warning ticket may be issued until ownership is established.
- 2) Should investigation determine that the vehicle belongs to a staff member or student, the procedures prescribed for those violations will be followed.
- 3) The dean's office will maintain an updated record of all violations incurred by vehicles not displaying the Glenbrook sticker.
- 4) Any vehicle parked illegally in a fire lane will be subject to all penalties, including a ticket from the local police department.

Section C - Publication

1. Students will be notified of the traffic and parking code through publication in the Student/Parent Handbook. Staff and visitors will be notified through appropriate notices, publications and signage.

Section D

Either the principal or dean of students is authorized to make reasonable and prudent exceptions to the foregoing traffic and parking controls policies.

Approved: September 23, 1974

Revised: September 8, 2003