

This letter outlines the upcoming parking permit process and highlights some significant changes to the student parking, pick-up/drop-off process for the 2020-2021 school year. We encourage parents and students to read the following information carefully. All information can also be found on our website.

Parking Lot, Parking Permit, Student Pick-up and Drop-off Changes during hybrid learning

As we prepare to return to in-person education there will be a number of systems that will be temporarily adjusted in an effort to ensure the safety of all students and staff. During this school year, there will also be substantial construction taking place on campus as we add a new pod to the front of the building. Due to the new health protocols, anticipated construction traffic, and in an attempt to create the safest environment for our students and staff, **we are moving all student parking and STUDENT PICK-UP/DROP-OFF to the student lot (the large back lot)**. The front lot will house staff parking only and will only be used for district bus pick-up and drop-off. Traffic flow maps for student pick-up and drop-off can be found on the website.

To alleviate some of the stress caused by new transportation restrictions and to help our families during a time of heightened stress we are allowing all licensed and insured drivers, regardless of grade, to park in the student lot, free of charge, once they have completed the registration link and have been approved by Security. Any students who would like a “Temporary Hybrid Parking Permit” must complete the Hybrid Registration Process. Students will not be allowed to park on campus until they have completed this process

Hybrid Registration Process

In order to maintain the safety of our campus students must complete the following steps:

1. Complete the Hybrid Registration link. Available on the website starting 8/17/20.
2. 2 school days after completion of the registration link students need to present their valid driver’s license and proof of insurance to Security, at the Security Office. (ex: If you complete the registration link on Monday you may present your license and proof of insurance on Wednesday)
3. Security will assign them a numbered parking permit and deliver it to them during an Advisement period.

Once we return to a regular schedule (100% attendance, 5 days-a-week) we will return to our normal parking system (and fees) and student pick-up and drop-off traffic routes. Communication will be sent out at that time to indicate the shift in procedures.

Students may begin presenting their driver’s license and proof of insurance to Security the week of August 24th. Security will begin delivering permits the week of August 31st.

*****Parking without a permit will be allowed until Labor Day.**

Normal Parking Lot, Parking Permit, Student Pick-up and Drop-off Systems

Castle View has 589 spaces designated for students. The school issues approximately 750 permits annually in an attempt to accommodate as many students as possible while balancing available space. While the parking lot may appear to have open spaces at times because of off-periods and absences, students often encounter a full lot, which encourages them to park illegally on end-caps or in the surrounding neighborhoods. This causes safety concerns for our student drivers and community in addition to blocking access to our fire lanes. As a result, we are intentional about the number of permits we issue. A parking permit allows access for students to use our campus parking lot, but it does not guarantee a parking space.

Only seniors and juniors have the opportunity to purchase a permit. To accommodate as many drivers as possible, and to alleviate neighborhood congestion, students CANNOT purchase a permit unless they have obtained their driver's license. *Once they have their license, they can complete the application process and check with our bookkeeper to see if permits remain available.*

Parking Permit Purchase Process:

- Students must complete all student parking contracts through the online application. A link will be sent through email and will be available on the CVHS website. Students must provide the student's driver's license number, license plate number, and make/model/year/color of the vehicle(s) the student will drive to CVHS on the contract.
 - o Note- we ask all families to provide information on a minimum of two vehicles the student may drive to school to assist in reducing incorrect tickets.
- Students with any fines or fees, including from the current school year, ARE NOT eligible to purchase a permit.
 - o Families can check and pay fines/fees through IC or MySchoolBucks.
 - o Families may arrange payment plans through the Bookkeeper on a case-by-case basis.
- After the applications are complete, and the student has been approved, permits will be available for purchase.

Purchase/Distribution of Parking Permits: *SUBJECT TO CHANGE*

- Allow 24 hours for applications to process. If a student has been approved a fee will be assessed through MySchoolBucks.
 - o Those students who complete an application but do not receive approval will receive an email explaining necessary steps for approval.
- The parking permit fee must be paid through MySchoolBuck. Please keep the receipt of payment for your records and print off a copy to present to Security.
- Students must present a valid driver's license, proof of insurance and the parking permit receipt of payment to Security in order to be assigned and receive a parking permit.

- Any failure to complete or provide any of the items listed above will delay the permit process.
- Family may direct any questions related to this process to Jordan Ivey, Dean of Students.

Once we have returned to a regular attendance schedule a system for application and distribution will be communicated.

We appreciate your support and understanding during this process. By the end of the school year, CV will have approximately 1,500 students of driving age and, unfortunately, we cannot accommodate that number. We continue to evaluate the number of available spaces during each class period throughout the year and will offer more spaces if we are able. Please feel free to contact us with any questions.

Sincerely,

Jordan Ivey
Dean of Students

Dr. Rex Corr
Principal