

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** ECH-RA  
**Responsible Office:** Deputy Superintendent of Schools

### Student Driving and Parking Facilities

#### I. PURPOSE

To provide procedures for the development of local school rules concerning the allocation of available parking spaces for student automobiles on school grounds

#### II. BACKGROUND

Montgomery County Public Schools (MCPS) provides bus transportation to all students who live beyond a specified walking distance and to those students whose walking conditions are hazardous, regardless of distance. However, students who have after school jobs or participate in activities after the school day may need to provide their own transportation.

#### III. PROCEDURES

- A. Each high school principal annually determines the number of parking spaces on the school premises which can be made available to students.
- B. The principal is responsible for working with students and parents to restrict the numbers of students who drive to school.
- C. Parking authorization for students is a privilege and not a right. Students are subject to all laws and local school rules regarding driving and parking vehicles on school grounds.
- D. Each high school that has parking spaces available for students will charge a nonrefundable fee per semester, as determined by the Board of Education.
  1. All revenue collected from the parking fee will be used to support interscholastic athletics, or as determined by the Board of Education.

2. Revenue from student parking must be processed through the Independent Activity Fund (IAF). The revenue must be accounted for separately in the IAF accounting system and must be included in the annual end-of-year athletic financial report, and other reports, as required.
- E. In cooperation with student representatives, the principal is responsible for developing procedures governing the conditions under which students may be granted permission to use the parking facilities available on the school grounds. The local school procedures should include the following:
1. Establishing priorities of needs for the local students to drive to school, such as:
    - a) Students with disabilities
    - b) Students participating in school-supervised work programs
    - c) Students attending local institutions of higher education on a part-time basis
    - d) Students on part-time school schedules
    - e) Students participating in after-school activities
    - f) Students with unusual needs
  2. Issuing school system parking stickers to identify those vehicles permitted to utilize available student parking spaces. The sticker is issued only after completion and approval of MCPS Form 215-6, *Parent Request for Student Use of Private Vehicle*, and payment of a nonrefundable fee. The form informs the student and parent/guardian that if the student needs to use a different family vehicle, the student must register the car in the school office in order to park it on school grounds or be subject to ticketing by the police and/or towing at the student's expense.
  3. Establishing local school rules governing student driving and parking which will include disciplinary actions to be taken if the established local school rules are violated.
- F. The principal is responsible for submitting to the Office of School Performance local school procedures for student parking and subsequently any revisions which may occur because of changing conditions. Principals of new high schools submit the

procedures to the chief school performance officer within six weeks after the opening of the school, and subsequent revisions also are submitted for approval or disapproval.

***Regulation History:*** Formerly Regulation No. 215-3, January 21, 1980; revised May 2, 1988; revised September 8, 1992; revised May 27, 1997; revised January 14, 2009.