



Dear Parents/Students,

Attached are Guajome Park Academy's **Parking Permit** and **Closed Campus** Policy/Procedures for this coming year. Both of these policies are necessary to ensure the safety of our students on campus as well as traveling to and from school. In addition, we have attached application forms for **Student Driving**. (The **Off Campus Lunch Pass** will be provided under separate cover.) Please read them carefully and discuss them with your student before signing any applications.

All licensed students who drive to school and park on campus are required to complete an application for a parking permit and provide documentation of a valid driver's license and insurance. A parent signature is required to process the application. Students are required to park in designated areas, and parking permits must be displayed on vehicles. Vehicles without valid student parking permits will be subject to citations.

GPA is a "closed campus," which means students may not leave campus without authorization. The GPA parking lots are considered part of the campus, and students who wish to enter the parking lot must be cleared or accompanied by a campus supervisor (Please refer to the closed campus school policy/procedures). High school students in Grades 11 and 12 may leave campus for off-campus classes and/or with an off-campus lunch pass; however, walking off campus is prohibited at lunch and breaks. A completed application must be on file for all students who wish to leave campus at lunch. A parent signature is required before the off-campus pass is issued. A sticker is attached to the student's GPA ID card to signify that they are allowed to leave campus. Students are required to show their GPA ID card each time they wish to leave campus.

These policies, *as well as the DMV laws on provisional licensed drivers*, will be strictly enforced. We appreciate your help in making sure your student follows these procedures to help keep them and other students safe.

Sincerely,

GPA Administration Staff

## **CLOSED CAMPUS SCHOOL POLICY/PROCEDURES**

Guajome Park Academy is a closed campus school. Students are not permitted to leave school grounds during their scheduled school hours which include lunch and break. Students are permitted to leave school grounds at the conclusion of their last scheduled class.

School grounds encompass the school's buildings and common areas south of Museum Way and east of North Santa Fe. Students are not allowed to enter the parking lot areas during school hours unless supervised by an adult or as outlined in numbers four and 5 below.

The Antique Gas and Steam Engine Museum (AGSEM) is considered part of the GPA campus; however, students are only allowed to travel to the AGSEM site if they have a scheduled class at this site, or they are being supervised by a staff member/authorized adult.

**EXCEPTIONS** to the Closed Campus School Policy/Procedures include:

1. Student is authorized to leave campus for fieldwork under the supervision of an authorized adult.
2. Student is under the direct supervision of a Guajome Park Academy staff member.
3. Parent/guardian signs student out of school.
4. Students in Grades 11 and 12 who participate in off-campus class(es).
5. Students in Grades 11 and 12 who have been granted an Off-Campus Lunch Pass.

Note: Students under exceptions four and five will have an authorization sticker placed on student GPA ID card. Students must be in possession of Sticker ID to be allowed off campus.

Students who are in violation of the Closed Campus School Policy/Procedures will receive three consecutive lunch detentions for first offense. Repeat violations will lead to further consequences such as revocation of Off-Campus Lunch Pass, revocation of driving to school privilege, Saturday school, and/or suspensions.

## **PARKING PERMITS**

If a licensed student wishes to drive to and park at school, student must have a valid and up-to-date Parking Permit issued by the school. Student needs to obtain parking permit application forms from Room 1108, lower floor of Administration Building. Return completed forms with originals of the following: driver's license, car registration, and proof of car insurance. If the application is approved, a Parking Permit will be issued and placed on/in the student's car.

Parking at GPA is a privilege. If a student violates school rules, the permit to park on campus may be suspended or revoked. Students who park without a valid parking permit, park in restricted areas, or park improperly will receive a citation.

Students are expected to engage in safe driving practices within and outside school grounds. If student engages in unsafe driving on campus property (speeding, failure to yield to pedestrians, etc.), student's driving permit may be suspended or revoked as well as other consequences may be assigned.



# Student Driver Permission Form/Parking Permit

Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Has driver had any moving violations in the past twelve (12) months?  Yes  No

Has driver had any accidents in the past twelve (12) months?  Yes  No

If yes to either question, please explain: \_\_\_\_\_

California Driver's License # \_\_\_\_\_ Expiration \_\_\_\_\_  
(Provide a copy of Driver's License)

Vehicle (Make/Model/Year): \_\_\_\_\_

License Plate #: \_\_\_\_\_

### **Driver's Proof of Insurance Coverage:** (Provide a copy of current Insurance Coverage)

Name of Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_ Expiration: \_\_\_\_\_

Name of Local Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_ Property Damage: \_\_\_\_\_

### **I Understand the Following Conditions:**

**Provisional Driving Restrictions – You must be accompanied and supervised by a licensed parent, guardian, or other licensed driver 25 years of age or older or a licensed or certified driving instruction or when you:**

- Transport passengers under 20 years of age at any time, for the first twelve months.
- Drive between 11:00 p.m. and 5:00 a.m. for the first twelve months.

**Students must have a signed parent/guardian permission slip prior to being a passenger in another student's vehicle. The driver must meet DMV criteria outlined above in order to have a passenger in the vehicle.**

Approval of Site Administrator/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT # ISSUED:** \_\_\_\_\_

The following Civil Code (CVC21113A) is applicable:  
ALL VEHICLES SUBJECT TO SEARCH  
 BY ENTERING THIS AREA THE PERSON DRIVING IS DEEMED TO CONSENT TO A COMPLETE SEARCH OF THE VEHICLE, ALL ITS COMPARTMENTS AND CONTENTS, BY A SCHOOL OFFICIAL, THEIR AGENTS, OR LAW ENFORCEMENT PERSONNEL, FOR ANY REASON WHATSOEVER. THIS NOTICE APPLIES TO ALL VEHICLES OF ANY TYPE AND IS IN FORCE 24 HOURS A DAY.

I have read the above referenced Civil Code \_\_\_\_\_  
 (initial here)