

CCPS Parking Policy

Students Who Drive to School (*Proper documentation required to be submitted to the Receptionist*)

Students who wish to drive their cars to school must submit appropriate paperwork and documentation to the Receptionist and receive a parking permit. Driver's license, proof of insurance and car registration are all required documents that must be on file to receive a permit.

For the upcoming school year student parking permits for numbered spaces will be available for purchase for \$40. Overflow parking in the back of the school will be available for \$20.

Cottonwood Classical Preparatory School high school students who have a valid CCPS parking permit may **only** park in the parking space designated on their parking permit. If a vehicle is in the permit holder's parking space, please park in the parking spaces on the far east side of the parking lot (and notify the front office immediately. Do not park in staff parking or in another permit holder's parking space.

Parking on campus without a parking permit is prohibited and will result in the following:

First Violation – Written Warning to student.

Second Violation – Verbal Warning to student.

Third Violation – Parents will be contacted to assist in resolution.

CCPS is a closed campus, which means that students are not allowed to come and go throughout the school day, unless written approval has been granted by the administration. Vehicles may not be accessed by students during the school day. Vehicles are not to be left on campus overnight unless an extenuating circumstance requires such and the administration has been informed. Violation of this policy or with any of the policies outlined in this section may result in the parking permit being revoked.

If a high school student with a vehicle must leave during the school day for a scheduled appointment, prior **written** notice must be submitted by the parent/guardian to the front office. For recurring self-release, a "Self-Release Form" can be downloaded from Edmodo (CCPS Files-Family Handbook- Appendices) or from the CCPS website under Link/Forms/Documents. This must be completed before returning it to the office for proper approval.

Parking spaces outside of the main entrance (facing Jefferson) are for school administration and school visitors only (including picking up a child during the school day). These spaces are not to be used for before and after-school pick-up and drop-off.

Parking Lot Diagram

