

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** ABA-RB, ABA-RC, COC-RA, EBC-RA, ECA, ECM, ECM-RA, EEA, EEA-RA, JNA-RB, KGA-RA  
**Responsible Offices:** Chief Operating Officer, Chief of School Support and Well-being

## Parking Facilities and Student Driving

### I. PURPOSE

To set forth guidelines for the development of local school rules concerning the allocation of available parking spaces for student vehicles on school grounds

To establish procedures for the implementation of Maryland laws concerning parking permits and towing from parking facilities on properties owned by the Montgomery County Board of Education (Board) or contracted for use by Montgomery County Public Schools (MCPS), hereafter referred to as “MCPS parking facilities”

### II. BACKGROUND

Consistent with Board Policy ECA, *Sustainability*, MCPS encourages staff and students to consider the environmental impact of driving to school and provides bus transportation to all students who live beyond specified walking distances and to those students whose walking conditions are hazardous, regardless of distance, and when a student’s Individualized Education Program requires special or specific transportation.

### III. MCPS PARKING FACILITIES SUBJECT TO PERMITTING AND TOWING

- A. MCPS parking facilities are intended for the use of MCPS staff, students and their families, and other authorized visitors while they are using MCPS schools/facilities or conducting MCPS business.
- B. The Office of Finance (OOF) is responsible for providing annual guidance on student and staff parking permits.
- C. The Department of Systemwide Safety and Emergency Management (DSSEM) may implement towing procedures for an MCPS parking facility, at the request of a principal or facility administrator.

1. The DSSEM will consult with the Office of the Chief of District Operations and the Office of the General Counsel to implement towing procedures in compliance with Maryland law, which requires conspicuous placement of signage stating the towing procedures in effect. Tow truck companies are responsible for complying with Maryland law, which prohibits towing a vehicle more than 15 miles from the MCPS parking facility to a towed-vehicle storage facility.
  2. Where towing procedures are in effect, the DSSEM is responsible for arranging towing at the request of the principal/facility administrator. The decision to tow a vehicle is at the discretion of the principal/facility administrator, considering exigent circumstances.
  3. Principals/facility administrators may not arrange for towing independent of the DSSEM.
  4. The DSSEM will provide vehicle tags or other markings for employee use of MCPS parking facilities as needed.
- D. Prohibited uses of MCPS parking facilities include but are not limited to parking –
1. between the hours of 12:00 a.m. to 5:00 a.m.<sup>1</sup>;
  2. in fire lanes;
  3. in spaces reserved for persons with disabilities, without displaying state-issued disability placards or license tags authorizing the use of such parking spaces;
  4. in a manner that blocks driveways or striped areas,
  5. upon refusal of a request to leave MCPS property, as set forth in MCPS Regulation COC-RA, *Trespassing or Willful Disturbance on MCPS Property*; or
  6. related to commercial and residential use not associated with MCPS functions or community use of public facilities, as set forth in MCPS Regulation KGA-RA, *Community Use of Public Schools*.

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<sup>1</sup> The principal/facility administrator may exercise discretion in requesting towing when school events, weather, or other circumstances necessitate use of parking facilities after stated hours.

**IV. STUDENT PARKING**

MCPS may provide a limited number of parking spaces for students who may need to provide their own transportation.

- A. Each high school principal determines, annually, the number of parking spaces on the school premises that will be made available to students.
- B. Parking authorization for students is a privilege and not a right.
- C. Students are subject to all applicable laws and local school rules regarding driving and parking vehicles on school grounds.
- D. At those high schools where parking will be made available to students, the principal is responsible for consulting with student representatives to develop local school rules concerning the allocation of student parking spaces. Local school rules should include the following:
  - 1. Strategies to encourage student and staff to consider the environmental impact of driving to school, and to promote environmentally sustainable transportation options whenever possible in order to minimize the number of students driving to school.
  - 2. Priority order for allocating student parking permits as appropriate for –
    - 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, or
    - f) students with unusual needs as determined by the principal and/or designee.
  - 3. Deadlines for permit applications and requirements for renewals.
- E. Principals will use a variety of communication strategies to inform

parents/guardians and students of this regulation and the local school's rules, procedures, and timelines related to student parking and the school's parking permit application process.

- F. The following procedures shall be implemented wherever student parking is available:
1. A student parking permit is issued only after completion and approval of MCPS Form 215-6, *Parent/Guardian Request for Student Use of Private Vehicle*. Schools may collect this information electronically, but must also provide a paper application process.
  2. If the student needs to use a family vehicle other than the one identified on Form 215-6, the student must register the vehicle in the school office in order to park it on school grounds.
  3. Vehicle tags for student and staff use of school parking facilities are issued by the OOF School and Financial Operations Team.
  4. Each high school that has parking spaces available for students may charge students a nonrefundable fee, as determined by the Board and as set forth on Form 215-6.
    - a) 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.
    - b) The portion of the operating budget allocated to each school for athletics will be adjusted by the director of Systemwide Athletics for any revenue collected from student parking fees, or as determined by the Board.
- G. Disciplinary actions for parking without a valid student parking permit, temporary permit, local school parking rules, or violations of section III.C above, shall be consistent with the *MCPS Student Code of Conduct*, and the following:
1. A student who violates this regulation will receive graduated warnings for violations of parking rules. These graduated warnings may include, but are not limited to, written warnings or violation stickers, or financial obligations for the daily parking fee.

2. In cases of financial hardship, a student may be given the opportunity to make restitution to the school by some appropriate alternative means, other than a financial obligation, as determined by the principal and consistent with MCPS Regulation JNA-RB, *Collection of Student Financial Obligations*.
3. After graduated warnings, a student's car may be towed. Towing must be consistent with section III.B above.

**Related Sources:** Annotated Code of Maryland, Transportation Article, Sections 21-10A-02, 03, and 06.

**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; revised May 15, 2014; revised February 21, 2023.

# MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.\*\*

<b>For inquiries or complaints about discrimination against MCPS students*</b>	<b>For inquiries or complaints about discrimination against MCPS staff*</b>
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</b>	<b>For staff requests for accommodations under the Americans with Disabilities Act</b>
Section 504 Coordinator Office of Academic Officer Resolution and Compliance Unit 850 Hungerford Drive, Room 208, Rockville, MD 20850 240-740-3230 RACU@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*</b>	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

*\*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mCCR@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

*\*\*This notification complies with the federal Elementary and Secondary Education Act, as amended.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or [PIO@mcpsmd.org](mailto:PIO@mcpsmd.org). Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) [mcpsinterpretingservices@mcpsmd.org](mailto:mcpsinterpretingservices@mcpsmd.org), or [MCPSInterpretingServices@mcpsmd.org](mailto:MCPSInterpretingServices@mcpsmd.org).