

**Rigby High School
Parking Procedures & Rules
2026-2027**

Registration Process

- a. Any RHS student may register for a parking permit if they have the following items:
 - **Valid Driver's License** (Driving Permits are not acceptable)
 - Rigby High School Vehicle Registration Form
 - Signed Parking Contract
 - **ALL PREVIOUS PARKING TICKETS HAVE BEEN PAID**
- b. Parking information and required paperwork:
 - Complete the **Vehicle Registration Form (for each vehicle being registered)**.
 - Carefully read the **Parking Contract** and make sure it is signed by the student and parent/guardian.
 - Bring all necessary information listed above with payment to the RHS Bookkeeper.
 - Students will not be issued a parking pass and will not be allowed to park on campus until the entire process is complete.
 - Students who apply for a parking permit after vehicle registration deadline:
 1. See Attendance Secretary or Bookkeeper before school, at lunch, or after school.
 2. Be sure to have all the necessary information and payment in order before applying

Parking Pass Cost

- Parking passes will cost: **\$20.00** for the student lot. You will only be given one pass which will have to be transferred to any of the registered cars you are driving. If you forget to transfer your pass to another registered vehicle a ticket will be given. **If the number on the parking pass does not match with a registered plate, a ticket will be given and parking privileges could be taken away if a pass is given to someone other than the owner.**

Student Parking

- a. Rigby High School students who register their vehicle and properly display a current school year parking pass (**on the rear - view mirror with pass color facing out**) may park in their designated lot only.
 - Student parking lots consist of the Highlighted areas on attached map.
- b. **Students may not park in the following areas:**
 - Northwest **Staff Parking Area**
 - In any other lots except the lots/lot designated to Student Parking
 - Any grassy areas
 - Handicap Parking
 - Areas where **DO NOT PARK, NO PARKING, or AUTHORIZED VEHICLES ONLY** signs are posted
 - On yellow lines that designate no parking areas
 - Any non-designated parking areas

SPEED LIMIT IS 15 MPH, ANYWHERE ON CAMPUS

- In the **AG, Auto, and Construction Shop Area** unless previously agreed upon with Administration and the student is actively working on his/her vehicle. (If a student vehicle is parked in the shop area for greater than 20 minutes and is not being worked on, a citation will be written unless the student is given prior permission by Administration).

Parking Lot and Building Monitors

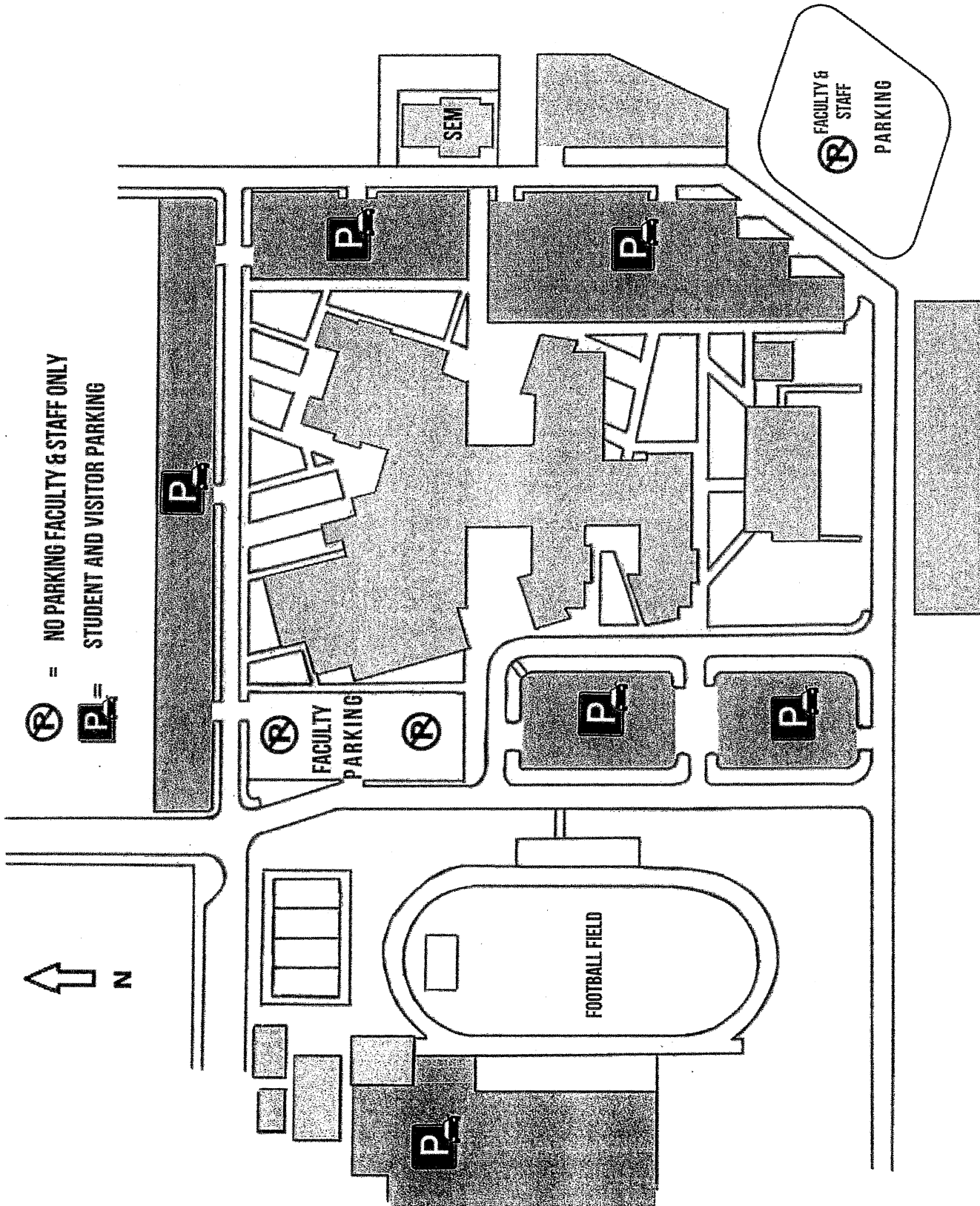
- Rigby High School employs a campus security person who is on the school grounds each day during school hours.
- This individual is employed to assist in enforcing policies and making Rigby High School a safe environment.
- If approached by Campus Security, students are to cooperate by giving their name and showing their student identification if asked.
- Parking lot attendants and building monitors should be treated with respect and their requests honored.

Parking Violations

- Parking on campus without registering the vehicle or without the proper pass:
 - Parking in a **NO PARKING ZONE** and/or **STAFF PARKING** will result in a ticket.
 - **Number on the pass must match registered license plate numbers in the parking database.**
 - **If you change your license plate or need to add another vehicle to your spot, a "Primary Vehicle add on form" must be filled out or the car will be ticketed.**
 - Students will receive a written ticket on their windshield
- Trading, Selling, or Loaning Passes:
 - **If a student trades, sells, or gives their pass to another student, they will both immediately be denied parking privileges for the remainder of the school year.**
 - If a student involved does not currently have a parking permit, the consequences could affect future parking privileges.
- Failure to follow parking lot rules may result in:
 - Detention (ISS)
 - Parking privileges suspended
 - Loss of parking privileges
 - Being required to move vehicle immediately
 - **Being towed at owner's expense and risk. Towing happens after 8 parking violations.**
- Qualifications for purchasing a parking permit are based upon:
 - Adherence to behavioral and attendance policies.
 - Missing over the allowed number of days may put students in jeopardy of losing their permit with no refunds.
- e.) Parking fines range from **\$20.00 to \$50.00.**

For the safety of all students and staff, students are prohibited from loitering in the parking lot between the hours of 8:05am-3:55pm. This includes sitting inside or outside of vehicles, hanging out, or standing around in all RHS parking lots. Students may retrieve items from the parking lot but not remain in or around vehicles. Parking passes may be restricted, and other school consequences may be applied for violations.

RIGBY HIGH SCHOOL



- = NO PARKING FACULTY & STAFF ONLY
- = STUDENT AND VISITOR PARKING

FACULTY PARKING

FOOTBALL FIELD

FACULTY & STAFF PARKING

SEM

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2026-2027
VEHICLE REGISTRATION FORM

\$20.00 PASS TO PARK IN THE STUDENT LOT

DRIVER'S NAME: _____ 2026-2027
GRADE _____

DRIVER'S LICENSE#:

DOB _____

(permits not accepted)

VEHICLE #1

License Plate# _____ Color _____

Make/Model and Year (i.e. Ford Mustang)

VEHICLE #2

License Plate# _____ Color _____

Make/Model and Year (i.e. Ford Mustang)

NOTE – If you bring another car with a different plate number, you risk being ticketed if you do not advise Campus Security beforehand. You may get prior approval or come to the office, on the morning of, and let Administration know. If you need to add a new “**primary vehicle**,” you will have to fill out the form and bring it to Mrs. Sautter in the Office.

Rigby High School
Parking Contract
2026-2027

“Students are permitted to park on school premises as a matter of privilege, not of right. Rigby High School retains its authority to conduct routine patrols of student parking lots and inspections of students’ vehicles and personal effects therein parked on school property. Such patrols and inspections may be conducted without notice. The students’ vehicles and personal effects therein, may be inspected whenever the Superintendent or administrative designee has reasonable suspicion that board policy has been violated. The Superintendent or administrative designee may request the assistance of law enforcement officials to conduct inspections and searches of parking lots for illegal drugs, weapons and other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.”

1. All automobiles must be registered with RHS and must display a current pass (Number on pass must match registered license plate numbers.) Parking passes will cost \$20.00 for all student lots. \$10.00 for lost or misplaced passes. (Only students with a valid driver’s license, RHS vehicle registration form, and signed parking contract will qualify for a parking pass.)
2. **PARKING PASS MUST BE DISPLAYED ON REAR VIEW MIRROR AND BE VISIBLE**, unless other arrangements are made with Administration. **A ticket will be issued if the pass is not visible.**
3. Students who do not display a parking pass will be fined the amount stated on the ticket.
4. Students with a registered vehicle and a parking pass properly displayed will be **allowed to park in student parking lots only**. Failure to follow this rule will result in a citation or suspension of parking privileges.
5. **Students may not sell, trade, or loan parking passes.** This action will result in the loss of parking privileges for the remainder of the school year for both parties involved. If a student does not have current parking privileges, they may lose future parking privileges.
6. Failure to drive appropriately on school property may result in the loss of parking privileges and/or an unsafe driving ticket (speed limit is 15 MPH in all high school parking lots).
7. **If a student adds another vehicle during the year, the vehicle must be registered that day, using the “Primary Vehicle” add-on form. You will have to fill out the form and bring it to the Attendance Secretary. If ticketed for having a vehicle in a school lot that is not registered, you will have 3 school days, starting on the day you received the ticket, to add the “Primary Vehicle” to have the ticket waived or be subject to the \$20.00 fee for not being registered.**
8. Students may not loiter in the parking lots before, during, or after school.
9. **Any student parking in the auto, ag, or construction shop area must have prior approval from Administration.** To be able to park in the any shop area, the student must be actively working on his or her vehicle. If a student vehicle is parked unattended for more than 20 minutes, it will be ticketed unless there is prior approval from High School Administration.

For the safety of all students and staff, students are prohibited from loitering in the parking lot between the hours of 8:05am-3:55pm. This includes sitting inside or outside of vehicles, hanging out, or standing around in all RHS parking lots. Students may retrieve items from the parking lot but not remain in or around vehicles. Parking passes may be restricted, and other school consequences may be applied for violations.

I have thoroughly read and agree to abide by the above parking lot regulations at Rigby High School while parking a vehicle on campus. I understand that the failure to comply with said regulations may result in the loss of parking permits and that registration fees will not be refunded if parking privileges are revoked. I have also read and understand the consequences for parking lot violations included in the parking packet. I also understand that if I accumulate more than 8 parking citations for the school year at RHS, my vehicle can be towed at the owner’s risk, and expense. Parking rules will be enforced from 7:30 a.m. until 4:00p.m. on school days.

Student Signature

Date

Parent/Guardian Signature

Date

(Please Print Name)

(Please Print Name)

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