

A goal of the district is to provide a safe, secure environment for students, staff and visitors and to protect the public's investment in district property.

The Assistant Superintendent-Operations is authorized to post any or all district property to control undesired trespassing. Schools and support sites may use the following sample language to post property:

1. SCHOOL BUILDING

Welcome to _____ School. Please observe the following rules:

- 1.1 During school hours, ALL parents and visitors who come onto school grounds must report to the main office
- 1.2 All school district property is a "non smoking" area
- 1.3 No alcohol, firearms, or illegal drugs allowed on school property
- 1.4 Any unattended vehicles left on campus will be towed at owner's expense
- 1.5 All visitors are expected to clean up after themselves. Please throw or take your trash away when you leave.
- 1.6 Only authorized persons attending school or other authorized functions, or other permitted uses, are allowed on school grounds. All others will be considered trespassers, subject to arrest.

2. TRACKS, FIELDS AND LAWNS

- 2.1 All wheeled vehicles, motorized and non-motorized, are prohibited on tracks, fields, and lawns. This includes: cars, motorcycles, mopeds, skateboards, scooters, in-line skates, and bicycles of any kind
- 2.2 Use of equipment (such as golf clubs) which make divots in fields and grass are prohibited
- 2.3 No metal cleats are allowed on the track surfaces

3. PETS

With regards to pets on school property during non-school hours, schools may choose one or more options for sample language:

- 3.1 No pets are allowed on school property except those allowed by law or with the written permission of the Principal; or,
- 3.2 Pets are allowed on school property in accordance with state and local law only during non-school hours unless with the written permission of the Principal; or,
- 3.3 Children play here, please clean up after your pets
- 3.4 Please Clean Up After Your Dog (graphic sign)

4. VEHICLES

The following procedures and sign language may be used to post and enforce against unlawfully parked vehicles:

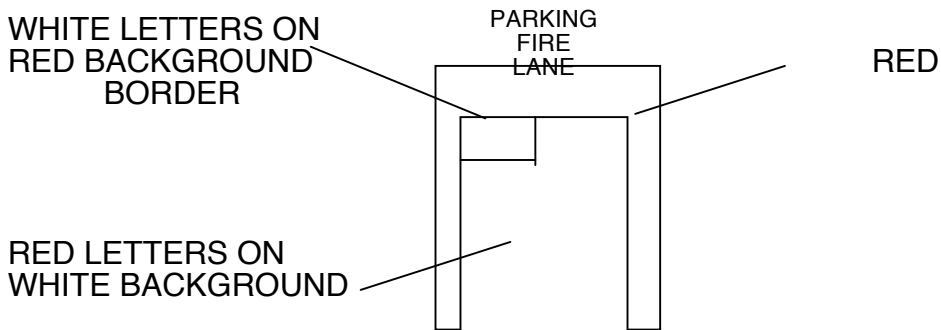
- 4.1 A sign must be posted (Form ECAA-1)

- 4.2 If there is a vehicle illegally parked, a notice must be affixed to the windshield (Form ECAA-2)
- 4.3 After the notice has been affixed for 72 hours, law enforcement must be notified and Form ECAA-3 attached to the vehicle and a copy sent to Bend-La Pine School District Maintenance Department.
 - 4.3.1 In the City of Bend during regular business hours, call 322-2960
 - 4.3.2 Outside the City limits or during non-business hours or holidays, call 388-0170
- 4.4 After notice is properly provided, the vehicle may be towed. Contact the Bend-La Pine School District Maintenance Department (383-6060) to arrange for towing

5. FIRE LANES OR ACCESS

The following language marking or signage shall be used to denote fire lanes or access:

- 5.1 When required by the Fire Chief, streets and roads shall be identified with approved curb signage, or pole mounted signage or a combination of both as follows:
 - 5.1.1 Spacing for signage shall not exceed 25 feet (7620 mm). Signage may alternate between curb signage and pole-mounted signage.
 - 5.1.2 Fire lane curbs or road surface shall be painted bright red with white letters. The stroke shall be 1 inch (25 mm) with letters 6 inches (152 mm) high to read "No Parking Fire Lane." EXCEPTION: Curb heights less than 6 inches (152 mm) may have reduced letter sizes for the vertical signage on the curb, but shall not be less than 4 inches (101.6 mm).
 - 5.1.3 Pole-mounted signs shall be mounted no lower than 4 feet (1219 mm) and no higher than 7 feet (2134 mm) from finished grade to the bottom of the sign, and a setback from the curb surface to the leading edge of the sign at 2 feet (610 mm). Signs shall be 12 inches (305 mm) wide by 18 inches (457 mm) high. Signs shall have reflective red letters and border on a reflective, white background. The word "NO" shall be presented in a reverse color arrangement in the upper left-hand corner.



Other language may be used to post property, with the prior approval of the Assistant Superintendent-Operations.

School administrators shall enforce posted restrictions as authorized above.

FORM ECAA-1

**AUTHORIZED
VEHICLES
ONLY**

**SCHOOL DISTRICT
PROPERTY**

**UNAUTHORIZED
VEHICLES
WILL BE TOWED
AT OWNER'S EXPENSE**

ORS 98.805 - 98.840

BEND – LA PINE SCHOOL DISTRICT

NOTICE – READ CAREFULLY

This vehicle will be towed and impounded if it is not removed
by

(Time and Date)

Oregon law, ORS 98.830 and 98.840, authorize the removal
of
vehicles parked on private property without permission of the
property owner.

If this vehicle is not removed by the time stated above, it will
also be subject to towing and storage charges. These
charges must be paid before the vehicle can be reclaimed by
the owner or lawful possessor. A lien will attach to the
vehicle and contents for all unpaid charges. If the vehicle is
not claimed by the owner or lawful possessor, the vehicle
and contents will be sold to pay charges.

The storage location of the vehicle can be obtained by
contacting Chuck Volz, Maintenance Supervisor at
telephone 541-383-6061, address: 501 NW Bond, Bend,
OR. 97701.

Date and Time affixed to
vehicle:_____

By:_____

(Authorized Agent of Property Owners)

Towing
Company:_____

Towing Company Phone
Number:_____

BEND-LA PINE SCHOOL DISTRICT

NOTICE

This Notice is made pursuant to Oregon law, ORS 98.830(3).

Whereas the Bend-La Pine School District is the lawful owner of private property located at:

upon which the following vehicle was unlawfully parked in violation of ORS 98.810:

(Description of Vehicle)

The above described vehicle was not authorized to park on the stated private property. Accordingly, the Bend-La Pine School District, owner, had the vehicle towed from the property in accordance with the authority granted by ORS 98.830 and 98.840.

_____ Notice was affixed to the vehicle stating that it would be towed. Such notice remained on the vehicle for at least 72 hours before the vehicle was removed pursuant to ORS 98.830(1).

_____ The Bend Police Department or Deschutes County Sheriff Department was notified of the intent to have the vehicle towed pursuant to ORS 98.830(2):

Date and Time of Notification

Signed: _____

By: _____

Title: _____

Date: _____

AFFIX ONE COPY TO VEHICLE AND SEND ONE COPY TO BEND-LA PINE SCHOOL DISTRICT MAINTENANCE DEPARTMENT