



OLPH Traffic Safety & Infractions Policy

Revised May 26, 2026

1. Purpose

The safety of our students, staff, and families is our school's highest priority. This policy sets out clear expectations for traffic and parking behavior on and around school property, defines what constitutes an infraction, and outlines the consequences for violations.

2. Scope

This policy applies to all parents, guardians, caregivers, visitors, and contractors using OLPH School / Parish parking lot(s), drop-off/pick-up areas, and surrounding school access points during school hours and events.

3. Traffic Safety Expectations

3.1 Follow posted speed limits.

3.2 Obey all posted traffic and parking signs.

3.3 Follow instructions from parking patrol and staff.

3.4 Refrain from stopping or idling in crosswalks, driveways, or fire lanes.

3.5 Yield to pedestrians at all times.

3.6 Avoid distracted driving (including mobile phone use).

4. Infractions

4.1 Safety Violations

4.1.1 Speeding above posted limit.

4.1.2 Ignoring parking patrol or staff instructions.

4.1.3 Allowing children to enter or exit vehicles unsafely (e.g., from the side exposed to traffic).

4.1.4 Blocking crosswalks, driveways, fire lanes, or emergency access routes.

4.1.5 Failure to yield to pedestrians.

4.2 Parking Violations

4.2.1 Parking in 'No Parking' zones.

4.2.2 Using staff or parish parking without authorization.

4.2.3 Double-parking or leaving a vehicle unattended in the drop-off/pick-up zones.

4.3 Dangerous or Disruptive Behavior

Reckless or aggressive driving.

4.3.2 Endangering students, staff, or other drivers.

4.3.3 Harassment, intimidation, or verbal abuse toward parking patrol volunteers, staff, or other parents.

4.3.4 Tampering with traffic cones, signs, or barriers.



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5. Consequences

Infraction Level	Examples	Consequence
First Offense	Minor parking or safety violation	Written warning and reminder of expectations.
Second Offense	Repeat of same violation or new infraction	Formal written notice by the Principal; request for parent/guardian acknowledgment of the policy.
Third Offense	Continued disregard for the infraction	Mandatory in-person meeting with the Principal and Pastor to review concerns and expectations.
Severe Offense	Willful disregard of this infraction policy, reckless or dangerous driving, actions that compromise safety, harassment or verbal abuse, and physical aggression	Immediate in-person meeting with the Principal and Pastor; written behavior expectations; may be addressed as part of the school's broader code of conduct and could impact continued enrollment; possible involvement of local authorities.

6. Reporting & Enforcement

6.1 All infractions will be documented by parking patrol volunteers, school staff, or through surveillance footage.

6.2 A written record of each violation will be maintained by the school office.

6.3 Parents or guardians will be notified in writing, via email, within **seventy-two (72)** hours of the infraction.

6.4 Parents or guardians may request a review of a reported infraction by submitting a written explanation to the Principal within **forty-eight (48)** hours of notification. The decision of the school following the review will be final.



7. Use of Surveillance Cameras

Surveillance cameras are in place to enhance the safety and security of students, staff, visitors, and the broader school community. These cameras serve as a preventive measure and assist in responding to incidents involving safety, security, vandalism, and emergencies. Video evidence may therefore be reviewed by school administration when investigating infractions. Privacy safeguards and data retention policies are outlined in the OLPH Surveillance Camera Policy on the school website.

8. Documentation of Infractions

8.1 Photos may be taken by parking patrol volunteers to document traffic and parking infractions. These images may include vehicle license plates and will be used solely for reporting and reviewing purposes.

8.2 All photographic evidence will be shared only with school administration and will not be publicly distributed. Images will be securely retained and disposed of within **fifteen (15)** days after the issue has been resolved.

9. Review of Policy

This policy will be reviewed annually by PEC in consultation with CISVA, school administration and community feedback to ensure its effectiveness and fairness.

References: V2 – clarification of definitions, adjustments to 5, delete 6.4, and addition of 8	Approved: Parish Education Committee (2025-2026)
	Date Approved: Nov 21, 2025
Cross-reference:	Date(s) Revised: May 26, 2026