

2019-2020 WHS STUDENT DRIVING AND PARKING INFORMATION

**Students who wish to drive to school and park on school grounds must have a valid parking permit on file and display the 2019-2020 parking permit on their car at all times while on school property.
Students are required to purchase a NEW PERMIT each year.**

The registration form (attached) is for all drivers. Please read all information - bring completed form with all signatures, valid driver's license and \$20/\$25 fee (paid as cash or check to WHS) with you to registration.

The parking registration amount is \$20/\$25 payable with cash or check to WHS at the time you turn in your application. Students who sign up early before the end of the current school year 2018-19 will receive a discounted price of \$20.

Early Sign Ups for next year's classes – drop off completed forms with \$20 fee in the Main Café during all lunches:

- **Seniors** – Wednesday, May 8; Thursday, May 9; Friday, May 10
- **Juniors** - Monday, May 13; Tuesday, May 14; Wednesday, May 15
- **Sophomores** – Need official driver's license – Thursday, May 16; Friday, May 17
- **Final Sign-Up Dates** – Monday, May 20; Tuesday, May 21

Summer Registration for parking permits will be on the following dates - \$25 fee with completed application.

- **July 16** 8:00 AM - 12:00 PM - 1:00 - 2:30 PM
- **July 17** 8:00 AM - 12:00 PM - 1:00 - 2:30 PM

All Parking Permits will be given out the first week of school during lunch. Students will also be able to register for permits during the first week of school, August 6-9 until all spots are taken. If additional parking becomes available, permits will be issued first come first served from a sign up list that will be available at the Info Desk. No money will be collected until an opening occurs.

NEW - VIOLATION FINE SCHEDULE: Available parking at WHS is reduced due to the new construction taking place. Students receiving parking violations will be required to turn in their parking permit the day they receive the violation notice, and not be allowed to park on school property again until the fine amount is paid. Exception, a student can pay the fine amount the day they receive the parking violation. FINE Schedule will be as follows: 1st Violation \$10; 2nd Violation \$20; 3rd Violation \$30. Each additional violation will go up in increments of \$10. The school may still TOW vehicles that continue to disregard parking rules and park without paying fines owed. The best solution to parking issues is to buy your parking permit and keep it displayed properly on your vehicle, sign in on days you don't have your permit (placing all required information on the form located at the Info Desk), and follow parking rules especially when arriving late as being late does not allow a student to park in violation of parking rules. If you have questions or special circumstances, please ask.

Date Received:

Date Returned:

Cash Check#

Permit#

Drivers License
Viewed Yes/No

Computer

WESTFIELD HIGH SCHOOL 2019-2020 STUDENT PARKING AND DRIVING REGISTRATION FORM

- A. Student parking at WHS is limited to seniors, juniors, and sophomores (if available). No student may register for a parking permit without a valid driver's license and signature by the student and his/her parent. A \$20/\$25 fee is required at registration.
- B. **When a student receives his/her parking privilege, he/she is automatically entered in the random drug-testing program at Westfield High School. Information on this program is available at Westfield High School or on the high school website.**
- C. In the interest of maintaining an appropriate educational environment as well as student and staff health and safety, the Administration reserves the right to conduct searches of any vehicle on school property based upon appropriate and reasonable suspicion. The nature and manner of the search conducted shall be controlled by the circumstances of each particular situation. Any law enforcement agency having jurisdiction over the geographic area having a school facility may:
 1. At the request of the school principal, and;
 2. In accordance with the rules of the governing body for the school corporation; assist a school administrator in searching a student's vehicle and its contents.
- D. You must register and obtain a valid parking permit for any vehicle you will be driving **BEFORE** parking on school property. Your parking permit is a static sticker designed to be moved from one vehicle to another, it needs to be affixed (and visible) to the inside lower left driver's side **FRONT** windshield of the vehicle you are parking on school property. **There will be a \$25.00 fee to replace a lost permit.** Parking permits are not to be sold, given, loaned, or transferred to another person, or placed on a non-registered vehicle. Duplicate parking permits are not to be made or possessed.
- E. Students are to park in designated spots only. Students cannot park in the Southeast Lot (outside Door #5). This lot is for Staff and Visitors only. Don't do any of the following: block fire hydrants, park on end caps, or park in a handicapped spot without a permit issued to you, park in more than one spot, on the grass, on the sidewalks, a non-parking spot, or visitor parking.
- F. Students are expected to be on time to school. Inclimate weather is not an excuse for being late to school. If you are late, you are still required to park in the student parking areas only, NOT Staff Lot. Students **CANNOT** park in the Staff Lot from 6:00am to 3:45pm Monday through Friday.
- G. Students are not allowed to go to their cars during the school day, for any reason-NO EXCEPTIONS. Vehicles are to be operated with extreme caution. Remember there is a lot of pedestrian traffic around the building. Improper parking of your vehicle or use may result in loss of driving privileges as well as possible disciplinary or legal actions, repeat offenders may be TOWED.
- H. The following is your responsibility: to make notification of any new vehicle you will be parking on school property on a change of vehicle information form, this includes make, model, year, license plate, color. The vehicle must have a valid registration and insurance. Each day you don't have a valid permit on your vehicle, you must sign-in at the Information Desk. If you have a valid reason, a violation will not count against you. Secure your vehicle by locking doors, rolling up windows, and shutting off lights.

STUDENT VEHICLE REGISTRATION

Student Name: _____ Grade: _____ Driver's License # _____

	Vehicle Make	Year	Model	Color	License Plate #
1.					
2.					
3.					

I have read the rules regarding student driving and parking. I realize I may forfeit my driving privileges if I do not follow the above rules.

STUDENT SIGNATURE: _____ DATE: _____

I have read and discussed the above rules with my son/daughter.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____