

## **2016-2017 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 2016-17 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 (on reverse side) is for all drivers. Please read, complete the form and bring with you to registration. Registration Form must have parent/guardian signature before you can register. Bring completed form, valid driver's license and \$10 fee (paid as cash or check) with you to registration.

- **SENIORS and JUNIORS ONLY** may register for parking permits on the following dates - permits will be given out on first day of school at the Information Desk.

August 2    8:00 AM - 12:00 PM    -    1:00 - 2:00 PM

August 3    8:00 AM - 12:00 PM    -    1:00 - 2:00 PM

August 4    8:00 AM - 12:00 PM    -    1:00 - 2:00 PM

- **SENIORS and JUNIORS ONLY** may also register the first week of school – August 9<sup>th</sup>-12<sup>th</sup>. Students will turn in the completed registration form with \$10 fee, and show their valid driver's license at the Information Desk at the beginning of the school day. The parking tag will be available for pickup at the end of the school day.
- **SOPHOMORES** may register for a parking permit beginning Monday, August 29 (based on availability of parking spots).

**When a student receives his/her parking privilege, he/she is automatically entered in the random drug-testing program at Westfield High School. Copies of this program are available at Westfield High School or on the high school website.**

Factors in determining parking privileges:

1. Student's grade classification - seniors, juniors, sophomores
2. Proof of a valid driver's license
3. Class rank
4. Attendance/tardy issues during the previous and current school year
5. Student's high school disciplinary record
6. Available Parking Spots

NOTE: Students not eligible for a parking permit due to academics, attendance, or disciplinary issues may have their parking privileges granted after a review process has been completed.

**Please complete the registration form BELOW and bring it with you when you come to register for a parking permit. You must have all required information completed before a permit will be issued.**

Date Received:

Date Returned:

Cash Check#

Permit#

Drivers License  
Viewed Yes/No

Computer

### WESTFIELD HIGH SCHOOL 2016-2017 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 pass without a valid driver's license and signature by the student and his/her parent. A \$10 fee is required at registration.
- B. 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.
- C. **When a student receives his/her parking privilege, he/she is automatically entered in the random drug-testing program at Westfield High School. Copies of this program are available at Westfield High School or on the high school website.**
- D. 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.
- E. 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 \$10.00 fee to replace a lost permit.**
- F. Students **cannot** park in the STAFF LOT from 6:00 a.m. to 3:20 p.m. Monday through Friday. Trimester Lot is for students with a first, second or third trimester permit only (Permits are only valid for the Trimester listed). No late arrival parking in the Trimester lot. Parking permits are not to be given, loaned, transferred to another, or placed on a non-registered vehicle. Duplicate Parking permits are not to be made or possessed.
- G. Students are to park in designated spots 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.
- H. School begins at 7:58 a.m. Students are expected to be on time. 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 area only, not STAFF lot or TRIMESTER lot.
- I. 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 that you don't have a valid permit on your vehicle you must sign-in on the "sign in" sheet 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: \_\_\_\_\_