



PARKING PERMIT # _____ (office use)

Shawnee Mission West High School

Student Vehicle Permit Registration Form

*** PLEASE PRINT ***

Student's full legal name: _____
(Last name) (First name) (Middle name)

Grade (circle one): 10 11 12 Driver's license number: _____ State: _____

Home address: _____ City/State/Zip: _____

Home phone: _____ Student's cell phone number: _____
(* So we can contact you in an emergency involving your vehicle.)

VEHICLE INFORMATION:

Color: _____ Year: _____ Make: _____ Model: _____

License plate: _____ State: _____

(* It is the student's responsibility to notify the District Resource Officer or school office if the vehicle listed above gets a different license plate or registers a temporary tag first and obtains a permanent tag later after the temporary tag expires.)

Circle all that apply: 4-door 2-door SUV Truck Van Motorcycle/Moped

The undersigned acknowledges and agrees to the following:

Parking on campus during academic school hours is restricted to students classified as seniors, juniors or sophomores who have purchased a valid parking permit. A parking permit may be purchased through the bookkeeper's office or the online fee payment system. After payment is made, a Student Vehicle Permit Registration Form must be turned into the District Resource Officer to obtain the permit. **Freshmen are not allowed to park or drive on school property at any time.**

Seniors and juniors may park in the 85th Street student lot or the north Antioch student lot away from the building. Sophomores may park only in the north Antioch student lot away from the building. Students must park in the designated student parking areas during academic school hours (map available). Student parking is on a first come, first serve basis. Having a permit does not guarantee you a parking space on campus.

To register a vehicle, you must have your vehicle's license plate number (or temporary tag). The student parking fee for the school year is \$60.00. This fee is prorated at the end of each quarter. Permits that are lost will be replaced for \$60.00, or current prorated amount. Permits that are stolen will be replaced for \$10.00 with proof the theft was reported to police.

SM West Administration reserves the right to refuse authorization for parking to anyone. School parking lots are considered school property, therefore all actions, conduct, and behavior is governed by SMSD disciplinary procedures 24 hours a day, 365 days a year. If at any time a school official has reasonable suspicion that ANY vehicle located on school property contains items which violate any laws or school rules the vehicle may be searched or towed without warning. **The Shawnee Mission School District is not responsible for theft or damage to vehicles or content.**

A complete list of the parking rules and regulations may be found in the SMW Handbook on the school's website (www.smsd.org) or available by request in the school office.

Student signature (or parent/guardian)

Today's date

SM WEST PARKING RULES AND REGULATIONS

- A. **Permits must be fully affixed to the rear window of the vehicle on the lower driver's side corner using its own adhesive.** It must be visible and easy to see from behind the vehicle. Students who drive a motorcycle or moped must also purchase a permit and park in a normal parking space.
- B. **Permits are not transferable from one vehicle to another.** For a vehicle to be legally parked, the vehicle description and license plate must match the Student Vehicle Permit Registration Form from when the permit was issued. If a different vehicle is driven to school on a short-term basis, it must immediately be registered on a Temporary Permit Form available in the front office to avoid receiving a ticket (valid for up to five school days at a time). It is the student's responsibility to notify the District Resource Officer of any changes to the vehicle description or license plate number during the school year. A new permit must be purchased for any new vehicle. There will be a \$10.00 fee for a replacement permit if the original permit is turned in with the new application.
- C. **Students who use their vehicle to be truant from school (during class or lunch time) and/or transport others off campus who do not have permission to leave may have their parking permit revoked.** Students leaving the building or campus for school related matters should be prepared to present a pass and/or student ID to an officer or staff member upon request. **Students must have a pass from an administrator to leave the building or go to their vehicle during school hours for any reason.**
- D. **The speed limit on SMSD property is 15 mph.** Unlawful riding on the outside of vehicles is prohibited. Any use of tobacco products, electronic cigarettes or similar look-alike devices on school property, including inside a vehicle, is also prohibited, violators may be ticketed and face disciplinary action.
- E. **Cruising or Loitering is prohibited.** Students should take the shortest and most direct route to and from a parking space. Any person loitering on SMSD property may be issued a ticket and/or a trespass warning.
- F. **Head-in Parking Only.** Do not back into a parking space or pull forward to the next parking space. License plates must be clearly visible to officers patrolling campus.
- G. Students may not purchase a permit for another student who is not allowed to purchase their own.

FINES AND CONSEQUENCES FOR PARKING TICKETS

A violation of parking or vehicle operation regulations may result in tickets, loss of privileges for parking, disciplinary action and/or the vehicle being **towed at the owner's expense without warning.**

- 1st Offense - \$10.00 Fine ***Vehicles with No Permit or Not Registered will be fined \$30.00 for each violation!**
- 2nd Offense - \$20.00 Fine
- 3rd Offense - \$30.00 Fine & call to parent/guardian
- 4th Offense - \$30.00 Fine
- 5th Offense - \$30.00 Fine & parking privileges revoked

RESOLUTION OF PARKING TICKETS

- A. Students are required to pay the fine amount within **twenty (20) days**. This grace period begins on the date the ticket is issued. Fines shall be paid to the bookkeeper's office during school hours and a receipt will be provided.
- B. Students may appeal their school ticket by making an appointment for a hearing with the associate principal in charge of parking within **three (3) days** of the ticket being issued.
- C. Should a student fail to pay their fine within the grace period, the matter may be referred to the student's administrator for discipline. Students may face a loss of parking privileges until the matter is resolved. Students who cannot pay the full fine amount should consult with the administration and bookkeeper in private for payment options. In some cases, the school district may send unpaid fines to collections.
- D. Returning students with unpaid parking fines will not be allowed to obtain a parking permit for the following school year. Seniors with unpaid parking fines will have their diploma withheld until the fines are resolved.
- E. Tickets and citations issued through the Overland Park Police Department are resolved through the Overland Park Municipal Court. Additional information is printed on the ticket. Failing to comply with these citations may result in a warrant for your arrest and suspension of your driver's license.

Please contact the District Resource Officer or school administration if you have any questions or concerns.

SM West High School - 913-993-7800