

South Lake High School

Student Driver Parking Permit Application

2023-24

ATTENTION PARENTS & STUDENTS: All students who qualify will have an assigned parking space. Once all spaces are taken, then remaining students will be placed on a waiting list in a first-come, first-served manner. Please read all the pages before signing Page 3 and filling out Page 4.

Section 1: What Happens If I Do Not Follow The Rules?

The Lake County School Board allows high school students the privilege of parking vehicles in the school parking lot with the prior approval of the school principal and completion of the parking permit application process. Additionally, it is strongly encouraged by SLHS administration for parents and student drivers to read the Code of Student Conduct & Policy Guide for the 2023-2024 School Year. In particular, the section titled "Parking/Vehicle Rules," which can be located in SECTION IV: Transportation.

Parking permits are issued by the school and are subject to denial, revocation, or suspension for violations of school, county, or state regulations. Students may be suspended, alternatively placed, or expelled, and/or fined at the direction of the South Lake High School administration when students violate school, county, or state regulations. These regulations include, but not limited to, any one of the following reasons:

- A student parks on campus without a valid parking permit;
- A student violates school, county, or state safe-driving rules and regulations;
- A student uses his or her vehicle to "hang out" when student has a partial schedule. Students are to exit their vehicles promptly upon arrival to school and exit the campus promptly after classes have concluded;
- A student goes to or stays inside his or her vehicle when student is supposed to be in the cafeteria for lunch or in a specific class (i.e., skipping);
- A student takes other students off campus who do not have authorization to leave;
- A student who receives a traffic citation from law enforcement coming to or leaving school in which the driving infraction endangers other students, to include the driver;
- A student allows another student to use his or her parking permit on an unauthorized vehicle, to include siblings;
- A student who allows a friend or sibling to park an unauthorized vehicle in his or her parking space, even if the other student has a permit or not;
- A student who continually parks in another student's reserved space, the teacher parking lot, or any other unauthorized parking location;
- A student drives recklessly on school property;
- A student is habitually tardy; three unexcused tardies will equal one unexcused absence for the purpose of defining a habitually truant student. A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent or legal guardian. By law, the habitually truant student's name must be given to the Department of Motor Vehicles, wherein a letter may be generated, notifying the parents of the student's ineligible driving status. SLHS will use this law to determine which students, if any, are ineligible. Students who are deemed habitually truant will have their permit revoked for the remainder of the school year or suspended until the truancy issue is resolved.

Section 2: What Do I Do When I Need To Drive Another Vehicle?

- A permit is good for the registered motor vehicle for which it was purchased ONLY (See Page 4). Any changes to the vehicle being used must be approved before parking that vehicle on school property. If a student with a valid permit switches vehicles temporarily, but fails to notify administration, and is found driving an unauthorized vehicle without a parking permit, the student will receive a Parking Violation fine of \$10; **Students who need to drive another vehicle due to the registered vehicle on file needing maintenance or having been in an accident should report this to administration so a temporary pass can be obtained until the registered vehicle returns from the shop or is permanently replaced with a newly registered vehicle.**
- Temporary Parking Permits will only be issued for up to two weeks at a time. If a student needs one for a longer period of time, they will need prior approval from administration. Students with expired Temporary Parking Permits are subject to a \$10 Parking Violation Fine and a referral to administration.

Section 3: What Are The Everyday Expectations?

When arriving on campus:

- Students are to arrive in an orderly fashion, merge with traffic, and obey all traffic laws, to include while on campus;
- Students are to utilize Gates 2, 3, or 4 to enter or exit campus, depending on location of parking space and the time of day;
- Students are to park in their assigned parking spot. All vehicles will have assigned spaces, to include the lower lot; Vehicles found in the wrong parking space will be assessed a Parking Violation Fine of \$10, even if student possesses a valid permit.
- Vehicles found on campus without a valid parking permit and a student driver who has never purchased a permit for the school year will receive a parking violation fine of \$40 and a referral to administration.
- Students found loitering in their vehicles will be subject to parking privileges being suspended or revoked.
- All students entering campus from the parking lots are to utilize the crosswalks and not cut across traffic on foot. After the 7:20 a.m. bell, students must enter campus through the Main Office and sign-in.

South Lake High School

Student Driver Parking Permit Application

2023-24

When departing campus:

- After 7:20 a.m. and until dismissal, students are to utilize Gate 2 to enter and exit campus with proper authorization. That authorization will come in the form of either a Dual Enrollment permit or a pass from the Attendance Office;
- At dismissal each day, students are to only use Gate 4 to exit campus; Students should merge with parent pick-up traffic and use “the zipper effect” when exiting campus;
- Students who block parent pick-up traffic to allow friends to exit aisles will have their permits suspended or revoked, depending on the offense;
- Students who cut through grass-covered areas, jump parking space bumpers to bypass traffic, or bypass barricades will have their permits suspended or revoked, depending on the offense;
- Students are to depart in an orderly fashion, merge with traffic, and obey all traffic laws, to include while on campus and in the flashing school zones;

Section 4: Are There Any Additional Parking Information I Need To Understand?

- **Permits must be visible at all times; decals must be adhered in the lower, left-hand corner of the front windshield on the driver's side (information facing out).** Permits cannot be placed on dashboard, adhered in other locations on the windshield, taped to the windshield using some kind of adhesive tape. Permits must be adhered properly, using the adhesive on the permit itself; (It is recommended that students remove old permits in order to make room for the new ones and thus cut down on limiting visibility);
- If a permit is lost, stolen, or misplaced, the owner must see Mr. Thompson for the purpose of securing one replacement permit (at no cost). If a third permit is needed, the student must purchase a new permit at his/her own expense. Replacement cost is \$40;
- If a student changes vehicles permanently for any reason, **the student must fill out Page 4 of the application again with the new vehicle information; the student will also need to make a clear, readable photocopy of the new vehicle registration and new vehicle insurance card; student is then to bring all that paperwork to the Main Office for the purpose of securing one replacement permit for the new vehicle.** If a third permit is needed, the student must purchase a new permit at his/her own expense. Replacement cost is \$40;
- **Only one permit/parking space per student will be issued; Students must pick one vehicle to utilize and permit that vehicle;** Students are not allowed to permit more than one vehicle at a time; Students are also not allowed to switch the permit from one vehicle to another without notifying administration and submitting the necessary paperwork;
- All students must renew their parking permits each year; Permits are only valid for that school year and expire when the student completes classes. For SENIORS, that is the day of graduation; For UNDERCLASSMEN, that is the last school day of the student calendar (or the last day on campus);
- If a student who has a parking permit withdraws early, the student's parking space becomes available for resale 10 (ten) school days after the date of withdrawal; If a student withdraws and then comes back after 10 (ten) school days, the student will have to purchase a new permit, if any are available;
- No discounts will be issued, based on the time of year a permit is purchased. All permits are \$40 for the school year;
- Student drivers will be held responsible for passengers (other students) being legally transported to and from campus; This includes any illegal activity conducted by passengers in the car. If a student passenger does something illegal and is caught, the student driver's privileges will be subject to possible suspension or revocation, depending on the situation;
- Student drivers will be held accountable for the contents of their vehicle, to include passenger belongings as well;
- **Paying for a permit online via RevTrak does not authorize the student to park on campus.** SLHS recommends the student make sure his or her GPA is over a 2.0 unweighted (a requirement), make sure all fines and fees are paid based on Destiny account, and all application needs are met BEFORE paying for permit via RevTrak. Once these steps are completed, then the student must come to the school and complete the permit application process at the appointed time. **ALL STUDENTS must have a school-issued permit affixed to their car in order to park on campus.**
- ALL VEHICLES PARKED ON LCSB PROPERTY ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS AND/OR LAW ENFORCEMENT (SCHOOL RESOURCE OFFICERS) AT ANY TIME.
- All student parking spaces, particularly those located in the upper lot, are occasionally subject to being used for campus-wide events during school hours, such as district-initiated trainings for staff wherein parking is needed for district personnel; On these rare occasions, students in those effected spaces will be allowed to park in open spaces in the lower lot for that day;

Section 5 – When Can I Obtain My Parking Permit?

Parking permits are issued on a first-come, first-served basis on the designated distribution dates listed on our school website and thereafter.

Only seniors will be allowed to paint their parking spaces, and painted spaces will only be allowed in the upper lot (no painting of spaces in the lower lot will be allowed).

Seniors **not wishing to paint their spot** will be allowed to choose between the upper and lower lots when deciding where they wish to park for the year and then be assigned that numbered space. If seniors do plan to paint their space, they **MUST** choose a space in the upper lot. Once seniors are given first priority to purchase a permit/space on the first day of distribution, then it will be opened up to all students on the second day of distribution and thereafter to purchase a space in either the upper lot or lower lot. Senior status is based on what shows up in Focus (formerly Skyward). If a student is a retained junior, then student is not allowed to purchase a permit as a senior, if eligible.

Permits will be issued to students who:

- Have read and agreed to the Student Parking Permit Application;

South Lake High School

Student Driver Parking Permit Application

2023-24

- Have the application filled out properly and signed by all necessary parties;
- Have made the proper payment amount using one of the three approved methods: RevTrak, money order, or cashier's check (**NO CASH OR PERSONAL CHECKS can be accepted**);
- Have no outstanding fines or fees listed on their account in Destiny (this can be checked via Classlink, using the Destiny App). If a student has any outstanding fines or fees, he or she must pay the fines/fees via one of the three approved payment methods listed above **before** a permit can be purchased;
- Have no textbooks or library books from a previous year still checked out to them (does not include current school year-issued books);
 - If a student still has textbooks in his or her possession from a previous year, those books must be turned in to the school from which they came so that they can be checked in and cleared from the student's Destiny account; **SLHS does not accept books from other high schools or middle schools**; If a student still has a library book checked out from a previous year, it must be turned in to the school from which it came so that they can be checked in and cleared from the student's Destiny account; We suggest doing this at least a week prior to the day of permit sales;
 - If a student has an outstanding textbook or library book on his or her Destiny account and the book cannot be found and turned in, then the student must pay for the cost of replacing the book before a permit is issued; **If the book came from another school other than SLHS, then the student must go to that school and pay the fine there.**
- Have a minimum, unweighted GPA of 2.0 or higher which will be verified by an administrator (we suggest checking this on Focus (formerly Skyward) prior to applying). **There will be no exceptions to this rule.** Students whose GPA's are too low will have to find alternative transportation until such time as their GPA's improve and meet the 2.0 minimum requirement.

The following documents are required at the time of permit purchase:

1. Student Parking Permit Application signed, dated, and witnessed by necessary people on Page 3 of this application (See below). **PLEASE NOTE THAT IF USING THE SCHOOL AUTHORITY OPTION, PARENT/GUARDIAN AND STUDENT SIGNATURES MUST BE DONE IN THE PRESENCE OF THAT SCHOOL AUTHORITY; OTHERWISE, SIGNATURES SHOULD BE DONE IN THE PRESENCE OF THE ADULT WITNESS.**
2. Page 4 of the Student Parking Permit Application must be filled out completely (Please do not write in the "For Office Use Only" section);
3. A clear, readable photocopy of the student's current Florida Driver's License;
4. A clear, readable photocopy of the Current Florida Vehicle Registration; Student Vehicle Information on Page 4 should match what is on vehicle registration, and registration must be current;
5. A clear photocopy of the Florida Automobile Insurance Card for the vehicle going to be used; Insurance card must be current and match vehicle information on registration;
6. Verification of Dual-Enrollment (if applicable); This can be shown by bringing schedule from Lake-Sumter State College with the student's XID number displayed. NO Dual-Enrolled permits will be issued without proof of college schedule;
7. The annual parking fee is \$40 for ALL students. An additional \$10 will be added for seniors wishing to paint their spaces. All money orders and cashier's checks should be made payable to SLHS; Students using RevTrak need to bring a readable photocopy of the RevTrak receipt as proof of purchase (**No smartphone screenshots will be accepted as visible evidence**).

I/We, _____, as parents/legal guardians of _____, **have read and understand** the South Lake High School parking regulations as recorded on all four pages of this application. I/We agree that our student has permission to drive the described vehicle to South Lake High School. I/We agree to abide by the rules and regulations and understand that violating these rules may result in fines, discipline referrals, suspension and/or revocation of parking privileges for a portion of or the remainder of the school year. I/We further understand that failure to pay parking fines could result in the revocation of campus parking privileges, and may prevent my student from participating in school-sponsored activities, such as homecoming, prom, etc. It is further understood that students parking on the South Lake High School campus do so at their own risk; neither the Lake County School Board, South Lake High School, or any school authorities or representatives are responsible for lost, stolen, or damaged vehicles, per the Code of Student Conduct & Policy Guide of Lake County Schools.

Printed Name of Student

Signature of Student

Student's Ten-Digit ID #

Student Grade Level

Age

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Adult Witness/School Authority Signature

Date Application was Signed (MM/DD/YYYY)

South Lake High School

Student Driver Parking Permit Application

2023-24

For Office Use Only				
GPA:	Grade Level:		Is Student Dual-Enrolled? Yes No	Checker's Initials:
DESTINY:	Are there any fines? Yes No	If yes, amount owed? \$	If yes, have they been paid? Yes No	Checker's Initials:
Method of Payment for Parking Permit:	RevTrak Money Order Cashier's Check		Amount: \$	Checker's initials:
Standard Parking Permit Number:	#		Dual Enrollment Parking Permit Number (if applicable):	#

Vehicle Information - South Lake High School - 2023-24

Directions: Please bring a copy of the following items with this Vehicle Information page (Page 4):

- A clear, readable photocopy of the CURRENT student's driver's license
- A clear, readable photocopy of the CURRENT vehicle's registration
- A clear, readable photocopy of the CURRENT insurance card for the vehicle
- A clear, readable photocopy of RevTrak receipt (if applicable); if not paying via RevTrak, then signed money order or cashier's check for permit fee, made payable to SLHS

Student's Last Name: _____

Student's First Name: _____

Student's Middle Name: _____

Student's Grade Level: _____

Student's Ten-digit ID#: _____

Vehicle License Plate Number: (as is stated on registration)..... _____

Vehicle Year (as is stated on registration)..... _____

Vehicle Make (as is stated on registration)..... _____

Vehicle Model: (as stated on the vehicle itself; example: Corolla, Silverado) _____

Vehicle Color (as is stated on registration)..... _____