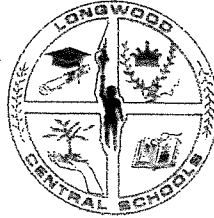


LONGWOOD CENTRAL SCHOOL DISTRICT  
35 YAPHANK-MIDDLE ISLAND ROAD • MIDDLE ISLAND, NEW YORK 11953-2373

LANCE LOHMAN, Ed.D.  
Superintendent of Schools

SAM AHMED, Ed.D., Principal  
RUTH DESRONVIL, Assistant Principal  
MICHAEL S. KAPFER, Assistant Principal  
BARBARA MERKLE, Assistant Principal  
KENNETH O'NEILL, Assistant Principal  
SCOTT C. REESE, Assistant Principal  
JAMAL WALCOTT, Assistant Principal



LONGWOOD SENIOR HIGH SCHOOL  
100 LONGWOOD ROAD  
MIDDLE ISLAND, NY 11953-2056  
631-345-9200  
FAX 631-578-1458

August 2023

Dear Senior,

This is the letter you have been waiting for! It is time for you to request a parking space for the 2023-2024 school year. Registration will be held according to the schedule below:


You may apply for a parking permit if you are a senior who possesses a valid New York State Class D license. Along with the enclosed agreement, bring original copies of the following to Room 1105:

- New York State Class D senior\* license
- New York State registration only
- Current proof of insurance
- Back Photo of vehicle(s) showing color, license plate, make and model

You may submit this form online or we will be open to receive your application only on Thursday, August 3; Tuesday, August 8; and Wednesday, August 9 from 8:30 a.m. until 12:00 noon. On Thursday, August 3 – last names starting with “A” through “I” will be accepted. On Tuesday, August 8 – last names starting with “J” through “R” will be accepted. On Wednesday, August 9 – last names starting with “S” through “Z” will be accepted. Parking assignments will be on a first come, first served basis and will be assigned starting the week of August 28. Parking stickers will be mailed home.

On an ongoing basis, we will be reviewing attendance, lateness, cutting, grades and discipline records for all students who are granted parking privileges. Students who fail to comply with the school's policies and procedures, as outlined in the *District's Code of Conduct* and the *Student/Parent Handbook*, may have their parking privileges revoked. Also, all students must park in assigned areas. Failure to cooperate with requests from Security will result in immediate disciplinary action.

Please note, as specified in the Student/Parent Handbook, *any Senior who had 40-or-more absences during Junior Year is not eligible for Senior Parking*. Senior parking spots are limited and therefore will be distributed on a first come, first served basis. Remember, Senior Parking is a PRIVILEGE, not a RIGHT and is not GUARANTEED!

Sincerely,  
  
Ruth Desronvil  
Assistant Principal

RD/rc  
Attachments

**\*NOTE: YOU CANNOT DRIVE TO SCHOOL IF YOU HAVE A JUNIOR LICENSE.**  
The law states that junior license holders MAY DRIVE TO WORK ONLY.  
(For additional information, see “Parking Privileges” in the Student/Parent Handbook.)

[www.longwood.k12.ny.us](http://www.longwood.k12.ny.us)  
“Every One...Every Day”

**LONGWOOD SENIOR HIGH SCHOOL  
PARKING PERMIT APPLICATION**

My son/daughter, \_\_\_\_\_, who has a valid New York State Class D license, has my permission to drive to school and to use the parking facilities located at Longwood High School. I realize that the school cannot assume responsibility for damage to the car or any loss of its contents. I assume all risks for damage and/or loss of property while the car is parked on school grounds. I understand that the school **prohibits** transportation of other students off school grounds, since this is a closed campus, and that I assume all liability. **I understand that grades, lateness, cutting and discipline will be reviewed periodically, and that parking privileges may be revoked at any time.**

**I HAVE READ AND UNDERSTAND THE ABOVE**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Signature)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Make of Car #1: \_\_\_\_\_

Make of Car #2: \_\_\_\_\_

Type of Car (Model, Pickup, etc.): \_\_\_\_\_

Type of Car (Model, Pickup, etc.): \_\_\_\_\_

Year of Car: \_\_\_\_\_

Year of Car: \_\_\_\_\_

Color of Car: \_\_\_\_\_

Color of Car: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Parents' Work Phone(s): \_\_\_\_\_

Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parents' Cell Phone(s): \_\_\_\_\_

Parents' Home Phone(s): \_\_\_\_\_

**EARLY DISMISSAL Semester 1:** \_\_\_\_\_

**Semester 2:** \_\_\_\_\_

**LATE ARRIVAL Semester 1:** \_\_\_\_\_

**Semester 2:** \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE**

Proof of senior license: \_\_\_\_\_

Proof of Insurance: \_\_\_\_\_

Proof of New York Registration: \_\_\_\_\_

Scheduled date of graduation: \_\_\_\_/\_\_\_\_

Assigned Parking Space #: \_\_\_\_\_

Permit revoked: \_\_\_\_/\_\_\_\_/\_\_\_\_

This application cannot be processed unless proof of the following is provided (**only original documents will be accepted**).

1. **Senior License (Class D)**
2. **Vehicle Registration**
3. **Proof of Insurance**
4. **Back colored picture of vehicle showing license plate, make and model**

**RETURN COMPLETED APPLICATION TO MS. DESRONVIL'S OFFICE  
ROOM 1105**

## CARPOOL PERMISSION SHEET

In order for a student driver at Longwood High School to take another student to or from school, previous permission must be granted from both the parent of the driver and the parent of the passenger. Please fill out the form below to add a passenger. The first column must be completed by the parent of the driver. The second column must be completed by the parent of the passenger.

**PASSENGER #1 :** \_\_\_\_\_

<p>I hereby give my son / daughter _____ permission to <i>Driver's Name</i></p> <p>drive _____ to and <i>Passenger's Name</i></p> <p>from school.</p> <p>_____</p> <p><b><i>Parent Signature of Driver</i></b></p>	<p>I hereby give my son / daughter _____ permission to <i>Passenger's Name</i></p> <p>drive with _____ to and <i>Driver's Name</i></p> <p>from school.</p> <p>_____</p> <p><b><i>Parent Signature of Passenger</i></b></p>
--	--

**PASSENGER #2 :** \_\_\_\_\_

<p>I hereby give my son / daughter _____ permission to <i>Driver's Name</i></p> <p>drive _____ to and <i>Passenger's Name</i></p> <p>from school.</p> <p>_____</p> <p><b><i>Parent Signature of Driver</i></b></p>	<p>I hereby give my son / daughter _____ permission to <i>Passenger's Name</i></p> <p>drive with _____ to and <i>Driver's Name</i></p> <p>from school.</p> <p>_____</p> <p><b><i>Parent Signature of Passenger</i></b></p>
--	--

**PASSENGER #3 :** \_\_\_\_\_

<p>I hereby give my son / daughter _____ permission to <i>Driver's Name</i></p> <p>drive _____ to and <i>Passenger's Name</i></p> <p>from school.</p> <p>_____</p> <p><b><i>Parent Signature of Driver</i></b></p>	<p>I hereby give my son / daughter _____ permission to <i>Passenger's Name</i></p> <p>drive with _____ to and <i>Driver's Name</i></p> <p>from school.</p> <p>_____</p> <p><b><i>Parent Signature of Passenger</i></b></p>
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**PARKING ON LONGWOOD HIGH SCHOOL GROUNDS IS A PRIVILEGE – NOT A RIGHT!!!**  
**LONGWOOD HIGH SCHOOL STUDENT PARKING RULES**

*I am requesting a permit to park at Longwood Senior High School during the 2023-2024 school year. My initials after each of the following indicates that I understand, agree to, and have fulfilled the necessary requirements as listed below:*

1. I am a 12th grader expecting to graduate in January 2024 or June 2024. \_\_\_\_\_
2. I possess a valid New York State driver's license (**Class D**), as mandated by the New York State Vehicle and Traffic Law. \_\_\_\_\_
3. The vehicle must be currently registered with the Department of Motor Vehicles. \_\_\_\_\_
4. The vehicle must be insured as required by the Vehicle and Traffic Law in NYS. \_\_\_\_\_
5. The vehicle must have a valid inspection sticker. \_\_\_\_\_
6. The **maximum** driving speed on school property is **5 m.p.h.** \_\_\_\_\_
7. Neither the student nor the vehicle may leave the school grounds without permission of the driver's parent and the school administration (**note: required confirmation by telephone will be made to the parent/guardian**). The student driver must stop and show the security guards an authorized pass signed by a school administrator. \_\_\_\_\_
8. Vehicles may **not** be driven by a person, other than the authorized student, while on school grounds. \_\_\_\_\_
9. No vehicle may be used during the day for any reason without permission of the administration. Books must be placed in school lockers and **not left in vehicles**. Permission to retrieve them during the school day will be denied. Students are not allowed to go to their vehicle during evacuation drills. \_\_\_\_\_
10. All students must park in the assigned slot in the student parking area. \_\_\_\_\_
11. All students must follow the directions of the Longwood Staff; yield to all pedestrians and school buses, and stop at all STOP signs/locations in the student lot. \_\_\_\_\_
12. Parking permits will be revoked at any time, without appeal, for not complying with conditions stated regarding misconduct. \_\_\_\_\_
13. Careless driving, as well as failure to use seat belts on school property, is cause for immediate revocation. \_\_\_\_\_
14. I hereby consent to the search of the vehicle by school administration officials in the event said officials reasonably believe that the vehicle contains illegal property, property used in connection with an offense determined to be contrary to the Student Code of Conduct, and/or contains any other property which may threaten the health, safety and/or welfare of student/staff, or which may disturb the orderly operation of the School District. \_\_\_\_\_
15. All students must exercise caution and be aware of oncoming traffic when entering and exiting the assigned slot. \_\_\_\_\_
16. When exiting the student lot, students should use the student crosswalk to go to the building. \_\_\_\_\_

*I have read and understand the rules. Failure to follow these rules will result in suspension or revocation of my parking privileges.*

\_\_\_\_\_  
**Student Driver Signature**

\_\_\_\_\_  
**Parent Signature**

**LONGWOOD HIGH SCHOOL**  
**DISCIPLINE PROCEDURES FOR PARKING REFERRALS**  
**2023-2024**

**My initials after each of the following indicates that I understand and agree to the Offense and Punishment**

**Violations**

**Consequences**

- |  |  |
|--|--|
| 1) Carpooling unauthorized students on or off campus   | 1 <sup>st</sup> : Two-week suspension of parking privileges for driver – “B” Detention for passenger. 2 <sup>nd</sup> : Parking suspended indefinitely _____                                     |
| 2) Leaving school grounds <u>before</u> scheduled dismissal  | 1 <sup>st</sup> : One-week suspension of parking privileges;<br>2 <sup>nd</sup> : Two-week parking revoked;<br>3 <sup>rd</sup> : One month parking revoked _____                                 |
| 3) Leaving school grounds before school scheduled dismissal (when told by Security/staff not to leave)   | 1 <sup>st</sup> : One month suspension of parking privileges and three days OSS for insubordination to staff member _____  |
| 4) Parking on school grounds without parking permit  | 1 <sup>st</sup> : Two days ISS;<br>2 <sup>nd</sup> : Two days OSS-possible loss of parking privilege<br>3 <sup>rd</sup> : Three days OSS; Loss of parking privilege _____                        |
| 5) Reckless driving (speeding, cutting off buses or other vehicles leaving premises through the in-entrance, failure to stop at marked <b>STOP</b> locations/signs in the student lot, etc.) | 1 <sup>st</sup> : One month suspension of parking privilege; Two days OSS; 2 <sup>nd</sup> : Parking suspended; Three days OSS _____   |
| 6) Inappropriate use of the vehicle during the school day  | 1 <sup>st</sup> : Two-week suspension of parking privilege;<br>2 <sup>nd</sup> : One month suspension of parking privilege;<br>3 <sup>rd</sup> : Permanent suspension of parking privilege _____ |
| 7) Seniors who are late to school 4 or more times within a two-week period   | 1 <sup>st</sup> : Two-week suspension of parking privilege;<br>2 <sup>nd</sup> : One month suspension of parking privilege;<br>3 <sup>rd</sup> : Two month suspension of parking privilege _____ |
| 8) Parking in teacher’s parking lot  | 1 <sup>st</sup> : Two days ISS; 2 <sup>nd</sup> : Two days OSS _____   |
| 9) Driving on school grounds while parking privilege is suspended  | Three days OSS _____   |
| 10) Failure to notify office if driving a different vehicle  | 1 <sup>st</sup> : Two day suspension of parking privilege<br>2 <sup>nd</sup> : Five day suspension of parking privilege _____  |
| 11) Failure to update paperwork  | Parking privilege suspended until receipt of paperwork _____   |
| 12) Suspension due to alcohol/drug possession, alcohol/drug paraphernalia, weapons or any other illegal content  | Parking privilege suspended indefinitely _____   |
| 13) Any suspension with a Central Office Hearing (COH)   | Principal Hearing with potential loss of parking privilege _____   |

**Please note: Administration reserves the right to suspend or revoke parking at any time due to cutting, excessive lateness, absences and /or behavior. Depending on the circumstances, the student may also be suspended from school, given an in-school suspension, and/or detentions. Initial \_\_\_\_\_**

I acknowledge the receipt of this sheet and agree to abide by the above parking procedures.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Assistant Principal Signature \_\_\_\_\_



Published on *New York DMV* (<https://dmv.ny.gov>)

[Home](#) > [Printer-friendly](#) > Long Island (Nassau & Suffolk) junior driver license restrictions

## Long Island junior driver license restrictions <sup>[1]</sup>

Except in certain circumstances (listed below), if you have a junior license (Class DJ, MJ or DJ/MJ) you can drive in Nassau and Suffolk counties only under the direct supervision of your

- parent
- guardian <sup>1</sup>
- a person "in loco parentis" <sup>2</sup>
- person authorized by your parent, guardian or person in a position of "in loco parentis" to be your supervising driver in writing
- driver education teacher or a driving school instructor

It is **also required** that

- the person who supervises your driving be at least age 21 and have a license valid for the vehicle you are driving
- the only passenger in the front seat be your supervising driver
- there be no more than one passenger under age 21 unless the passengers are members of your immediate family. You can have more than one passenger under age 21 only if your supervising driver is your licensed parent, guardian, person in a position of "in loco parentis," driver education teacher or driving school instructor
- every passenger wear a seat belt (one seat belt per person)
- all children under age four ride in federally-approved child safety seat
  - if the child is more than 40 pounds in weight, they must use a proper child restraint system such as a booster seat
  - until their 8th birthday, children must use a proper child restraint system
  - children more than four feet nine inches tall are allowed to use a seat belt and shoulder harness

### When can I drive without a supervising driver?

#### Daytime exceptions (5 AM to 9 PM)

If you have a **junior license** (Class DJ, MJ or DJ/MJ), you may drive in Nassau and Suffolk counties between the hours of *5 AM and 9 PM* without a supervising driver only directly between your home and

- your employment (you must carry appropriate proof of employment) <sup>3</sup>
- a state-approved cooperative work-study educational program
- an approved program for credit in a post-secondary institution
- a state-approved registered evening high school

- while engaged in farm employment
- an approved driver education course

### **Nighttime exceptions (9 PM to 5 AM)**

Between the hours of *9 PM and 5 AM*, you may drive in Nassau and Suffolk counties without a supervising driver only *directly* between your home and

- a state-approved cooperative work-study educational program
- an approved program for credit in a post-secondary institution
- a state-approved registered evening high school
- while engaged in farm employment
- an approved driver education course

### **What are the penalties for traffic violations as a junior driver?**

Your junior permit, license, or privileges will be suspended for 60 days if you are convicted of one serious traffic violation or two other violations that were committed while you held a junior permit or license.

Your junior permit, license, or privileges will be revoked for 60 days if you are convicted of one serious traffic violation or two other violations within the first six months after your permit, license or privileges are restored after a suspension or revocation.

A "serious traffic violation" is normally a violation that carries three or more driver violation points. [2]

### **What are the penalties for conviction of cell phone use or texting as a junior driver?**

If you have a Class DJ or MJ driver license or learner permit, the first conviction of a cell phone use or texting violation will result in a suspension of your driver license or permit for 60 days. (For texting/cell phone violations committed between July 1, 2013 and October 31, 2014)

A second conviction within six months will result in

- a revocation of at least 6 months of a probationary license, or
- a revocation of at least 60 days for a Class DJ or MJ driver license or learner permit

Effective November 1, 2014, the first conviction of a cell phone use or texting violation will result in a suspension of the driver license or permit for 120 days.

A second conviction within six months of the restoration of the license or permit (after the 120 day suspension is terminated) will result in

- a revocation of at least one year of a probationary license, or
- a revocation of at least one year for a Class DJ or MJ driver license or learner permit

- 1 "guardian" means a person who has, on a regular and extended basis, assumed the character of your parent and is discharging parental duties as the result of the death, disability, or absence of your natural parent.
- 2 "in loco parentis" means a person who has, on a regular and extended basis, assumed the character of your parent and is discharging parental duties as a result of the death, disability, or absence of your natural parent.
- 3 "employment" means a place of business at which you are paid to work on a regularly scheduled basis. You may NOT drive during work or as part of your work duties, such as for deliveries. Driver must also have in their possession a filled out Certificate of Employment (pdf) <sup>[3]</sup> (MV-58A).

**Source URL (modified on 05-30-2018):** <https://dmv.ny.gov/younger-driver/long-island-nassau-suffolk-junior-driver-license-restrictions>

#### Links

[1] <https://dmv.ny.gov/younger-driver/long-island-nassau-suffolk-junior-driver-license-restrictions>

[2] <https://dmv.ny.gov/node/1386>

[3] <https://dmv.ny.gov/forms/mv58a.pdf>

[4] <https://dmv.ny.gov/topic/younger-driver>