

Parking Application Instructions

Fall 2026



Who is eligible to apply?

- Students who attend the Satellite Center (*2-block period*)
- Seniors with Early Release
- Seniors involved in a sport or extracurricular activity, staying after school 3 or more days per week
- Regular Seniors

*Priority is first given to Satellite Center & Early Release students. Please understand that we have over 300 seniors, but only 200 spots available for student parking on the DHS campus. ***(Juniors if you do not attend the Satellite Center (for a 2-block period) please do not apply at this time).***

✓ What must be included with the application?

- Copy of driver's license **(#02 restrictions not permitted)**
- Copy of vehicle insurance
- Copy of Fall/Spring schedule
- Completed application form with all necessary signatures
 - DHS Student Car Registration
 - Search & Seizure Consent Form
 - Loss of Driving (return one and keep one)
 - Permission Slip to Drive Other Students
 - Parking Instructions (return one & keep one)

*Have all copies before submitting the application. The office will not make copies.

Deadline: Wednesday July 22, 2026 by 2:30pm (no exceptions)

Return to the Administration Office

A list of approved applicants and their assigned parking spaces will be posted on Wednesday July 29, 2026 in the administration office and students will receive a Connect Ed message.

Approved students may begin purchasing their Fall 2026 decal for \$10 at fee day on **July 29, 2026.**

You may not park on campus until your decal has been purchased and renewed. Please adhere to the parking procedures in the student handbook and this parking application packet for retaining your decal.

TO: Students Requesting Parking Permits/Stickers

FROM: Kurt Menyweather, Administrative Monitor

RE: Parking Stickers Fall 2026

The following information must be supplied to the school before your request for a parking permit/sticker can be considered. You will be allowed to park on campus **after** your **application** is approved and you have **received a sticker**.

1. First priority is given to **early release** and **satellite center students**. Priority is then given to **seniors** who participate in extra curricular activities that require the senior to stay **after school at least three (3) days a week**.
2. You must provide your parents' phone number and the best time to contact them on the application.
3. Turn in a signed search and seizure consent form.
4. Attach Xeroxed **copies** of your **driver's license, proof of insurance, and your current semester's class schedule to your application**. The office will not make copies.
5. If the student will be driving other students to and from school, he/she **must** have a permission slip signed by the **parents of the driver** and **parents of the rider**.
6. Parking on school grounds is a **privilege** not a right.
7. Cost of a parking sticker is **\$10.00**. If a different car is to be used during the school year, a new sticker **must be purchased**. The original sticker must be returned in order to get a new sticker.
8. Those students who do not have early release or who do not attend the satellite center, may have to relinquish their parking permit at the end of the semester and will receive a \$5 refund. There is a shortage of parking space in our lot.
9. Parking permit applications **must be returned** by **Wednesday July 22, 2026 at 2:30 p.m., to the Main Office**. If your sticker is granted, you must follow the procedures in the handbook and application forms for keeping your sticker.
10. Parking permit applications will be evaluated and permits may be picked up **July 29, 2026** by the applicant. **Approved applicants will be posted in the administration office and/or contacted through a Connect Ed message from the school**.
11. Parking Permits are only **good for 1 semester**. Applications must be renewed.

If all of the above requirements are not met, your application will not be approved.

Keep this Form

LOSS OF DRIVING PRIVILEGES

(Student Copy)

Any of the following may result in the loss of driving privileges and/or disciplinary action:

1. Giving rides to students who have not turned in signed permission forms from their parents.
2. Arriving to school late (excessive tardies—**4 unexcused first period tardies**).
3. Hot riding in the parking lot.
4. Playing excessively loud or vulgar music.
5. Hanging out by automobiles upon arrival to school and following the 2:25 dismissal bell. Cruising on and off campus prior to school and during the day is a suspendable offense, and **will** result in loss of parking privileges. Example: Student driver may not come on campus to drop off passenger(s) then leave and return later to campus.
6. Leaving campus without going through proper check out procedures.
7. Returning to vehicles during the school day without the proper pass from the attendance clerk.
8. Excessive amount of discipline referrals- (**4 or more**).
9. Being found guilty of any malicious acts involving the parking lot.

I have read the above conditions and understand the consequences.

KEEP THIS FORM

STUDENT PARKING REMINDERS

Fall and SPRING 202-2027

***** PLEASE READ AND KEEP IN YOUR VEHICLE*****

1. Park only in your assigned numbered spot (same number on sticker).
2. DO NOT back into your parking spot. You must pull into your parking spot. If you back into the parking spot, you will receive a \$10.00 fine and will face disciplinary action.
3. If you park in the wrong spot, you will receive a \$10.00 fine and will face disciplinary action.
4. Place sticker in the right inside corner of windshield (opposite of break tag).
5. Start looking for your numbered parking spot now (garnet-colored bumpers).
6. Four (4) tardys = NO parking privileges (no sticker).
7. You must apply for a temporary tag or a new decal if you drive another vehicle to school. If you drive another vehicle to school without receiving a temporary tag, you will receive a \$10.00 fine and will face disciplinary action.
8. If someone is in your parking spot, report it to Mr. Menyweather or any front office secretary immediately and park in spots 115 or 116. If these spots are filled, you may park in the visitor section. Notify Mr. Menyweather or the office immediately.

Parking Instructions

1. A DHS parking sticker must be ATTACHED to the **lower right front** (passenger's side) windshield. Apply it from the inside of the car.
2. Park forward only.
3. Student drivers must submit a list of all other students who will be riding with the student driver.
4. Student drivers will be absolutely prohibited from driving with any student in their vehicle unless they appear on the approved roster for the vehicle. If a student is found in violation of this rule, the student will lose his/her driving privilege and be subject to disciplinary action.
5. Students must park in their assigned parking space of the "**maroon**" zone of the parking lot. The gray zone is for teachers/staff and the white zone is for visitors.
6. Student vehicles parked on campus can be **searched on a random basis**, either all vehicles or with just cause, specific vehicles. If illegal items are found, the driver of the vehicle will be held responsible.
7. If a student driver accumulates **4 unexcused morning tardies and/or unexcused absences** PER TERM, the parking permit will be revoked.
8. Permits are non-transferable. They cannot be transferred from one vehicle to another. If the student requires the permanent use of a different vehicle, the old permit must be turned in. Then he/she must apply for a new permit.
9. Students may not return to vehicles during the school day unless they acquire permission from an administrator.
10. Serious and/or habitual violation of school rules will result in the parking permit being revoked. When a permit is revoked, it is revoked for the remainder of the year.
11. Students with valid parking permits who need a temporary parking permit, must provide written documentation from parents (with telephone number) **at least one day prior** to the date in question. No other student will be issued a temporary parking permit.

I have read the above conditions and understand the consequences.

Keep this Form

Attention parents: A parking permit does not allow a student to check themselves out of school. Proper checkout procedures must be utilized and only authorized adults listed in PowerSchool will be allowed to check the student out.

Note: Applications have to be renewed each semester

DHS STUDENT CAR REGISTRATION

DATE: _____ PARKING STICKER NO. _____ (Office Use)

STUDENT _____

DRIVER'S LICENSE # _____

DESCRIPTION OF CAR _____

MAKE

COLOR

MODEL

YEAR

VEHICLE LICENSE PLATE # _____

NAME OF PERSON TO WHOM CAR IS REGISTERED: _____

PARENT'S PHONE NUMBER/BEST TIME TO CONTACT _____

REASON FOR DRIVING TO SCHOOL:

Circle if situation applies: EARLY RELEASE SATELLITE CENTER

If you are an early release or satellite center student, there is no need to
respond to the following:

If you are not an early release or satellite center student, please indicate those activities which require you to
remain after school at least three days per week. (These will be verified.)

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Fall and SPRING 2026-2027

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17. Student vehicles parked on campus can be **searched on a random basis**, either all vehicles or with just cause, specific vehicles. If illegal items are found, the driver of the vehicle will be held responsible.
18. If a student driver accumulates **4 unexcused morning tardies and/or unexcused absences** PER TERM, the parking permit will be revoked.
19. Permits are non-transferable. They cannot be transferred from one vehicle to another. If the student requires the permanent use of a different vehicle, the old permit must be turned in. Then he/she must apply for a new permit.
20. Students may not return to vehicles during the school day unless they acquire permission from an administrator.
21. Serious and/or habitual violation of school rules will result in the parking permit being revoked. When a permit is revoked, it is revoked for the remainder of the year.
22. Students with valid parking permits who need a temporary parking permit, must provide written documentation from parents (with telephone number) **at least one day prior** to the date in question. No other student will be issued a temporary parking permit.

Signature _____ Date _____
(Student)

Signature _____ Date _____
(Parent)

Attention parents: A parking permit does not allow a student to check themselves out of school. Proper checkout procedures must be utilized and only authorized adults listed in PowerSchool will be allowed to check the student out.

Note: Applications have to be renewed each semester

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2. Arriving to school late (excessive tardies—**4 unexcused first period tardies**).
3. Hot-rodding in the parking lot.
4. Playing excessively loud or vulgar music.
5. Hanging out by automobiles upon arrival to school and following the 2:15 dismissal bell. Cruising on and off campus prior to school and during the day is a suspendable offense, and **will** result in loss of parking privileges. Example: Student driver may not come on campus to drop off passenger(s) then leave and return later to campus.
6. Leaving campus without going through proper check out procedures.
7. Returning to vehicles during the school day without the proper pass from the attendance clerk.
8. Excessive amount of discipline referrals- (**4 or more**).
9. Being found guilty of any malicious acts involving the parking lot.

I have read the above conditions and understand the consequences.

Signature _____ Date _____
(Student)

Signature _____ Date _____
(Parent)

Return this form.

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SEARCH AND SEIZURE CONSENT FORM

ST. CHARLES PARISH PUBLIC SCHOOL SYSTEM

We, the undersigned parent and student, do hereby consent to the following as conditions for parking privileges by the same student on the grounds of the school indicated below.

1. That we consent to the opening and searching by school officials of the student's vehicle while parked on school grounds when the school officials have reasonable belief that items in violation of School Board Policy are stored in them.
2. That the student will immediately provide keys to his/her vehicle to allow a search deemed by school officials to be appropriate as specified in No. 1 above.

Failure to turn in this form to designated school officials duly signed by student and parent by the date prescribed may result in forfeiture of the student's parking privileges for part or all of the school session. Parking his/her vehicle on school grounds without authority shall result in disciplinary action.

The discovery of an item or items used or stored in the student's vehicle in violation of School Board Policy may result in forfeiture of the student's parking privileges for part of or for the whole session. Discovery of such items may also result in disciplinary action, as well as police referral.

Failure of the student to promptly comply with any part of this consent agreement may result in forfeiture of his/her parking privilege and in disciplinary action.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Note: School officials may conduct a random search at any time with or without the consent of the driver.

Return this form.

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Permission Slip to Drive other Students to school
Student 1

_____ has my permission to drive
(Driver)

_____ to and from school.
(Rider)

Driver's Parent's Signature

Date / Phone #

_____ has my permission to ride with
(Rider)

_____ to and from school.
(Driver)

Rider's Parent's Signature

Date / Phone #

Return this form.

Permission Slip to Drive other Students to school
Student 2

_____ has my permission to drive
(Driver)

_____ to and from school.
(Rider)

Driver's Parent's Signature

Date / Phone #

_____ has my permission to ride with
(Rider)

_____ to and from school.
(Driver)

Rider's Parent's Signature

Date / Phone #

Return this form.

