



LONGWOOD CENTRAL SCHOOL DISTRICT

LANCE LOHMAN, Ed.D. • SUPERINTENDENT OF SCHOOLS

Christopher Foster, Ed.D.
Principal
631-345-9200

LONGWOOD SENIOR HIGH SCHOOL
100 Longwood Road, Middle Island, NY 11953-2056
www.longwood.k12.ny.us

Ryan Cereola
Assistant Principal
Shardae Cunningham
Assistant Principal

Anthony Grausso
Assistant Principal
Barbara Merkle
Assistant Principal

Emilio Sosa
Assistant Principal
Eileen Wilson
Assistant Principal

July 2026

Dear Senior,

This is the letter you have been waiting for! It is time for you to request a parking space for the 2026 -2027 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 1119:

- New York State **Class D senior*** license
- New York State registration only – no out of state vehicle
- Current proof of insurance
- 2 Photos of vehicle(s) showing color, front/back and license plate

We will be open to receive your application from **August 4, August 5, & August 6, 2026** from 7:30 a.m. until 12:00 noon. 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.** Remember, Senior Parking is a **PRIVILEGE**, not a **RIGHT** and is not **GUARANTEED!**

Sincerely,

Eileen Wilson
Assistant Principal

EW/cc
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.)

**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. WILSON'S OFFICE
ROOM # 1119**

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 2026-2027 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 2027 or June 2027. _____
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 should not be left in vehicles.** Permission to retrieve any items 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. _____
17. I will not give permission to another student to use my assigned spot. _____
18. I will not use another student's vehicle to drive to school. _____
19. I will not give my sticker to another student. _____
20. If my spot is not being used on a regular basis, I will return my sticker. _____

I have read and understood 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
2026-2027

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

Violations

- 1) Carpooling unauthorized students on or off campus
- 2) Leaving school grounds before scheduled dismissal
- 3) Leaving school grounds before school scheduled dismissal (when told by Security/staff not to leave)
- 4) Parking on school grounds without parking permit
- 5) Reckless driving (speeding, cutting off buses or other vehicles leaving premises through the in-entrance, failure to stop at marked **STOP** locations/signs in the student lot, etc.)
- 6) Inappropriate use of the vehicle during the school day (Cutting or allowing others to cut in your car)
- 7) Seniors who are late to school 4 or more times within a two-week period
- 8) Parking in teacher's parking lot
- 9) Driving on school grounds while parking privilege is suspended
- 10) Failure to notify office if driving a different vehicle
- 11) Failure to update paperwork
- 12) Suspension due to alcohol/drug possession, alcohol/drug paraphernalia, weapons or any other illegal content
- 13) Any suspension with a Central Office Hearing (COH)

Consequences

- 1st: Two-week suspension of parking privileges for driver – "B" Detention for passenger. 2nd: Parking suspended indefinitely ____
- 1st: One-week suspension of parking privileges and discipline
2nd: Two-week parking revoked; ____
3rd: One month parking revoked ____
- 1st: One month suspension of parking privileges and three days OSS for insubordination to staff member ____
- 1st: Two days ISS; ____
2nd: Two days OSS-possible loss of parking privilege ____
3rd: Three days OSS; Loss of parking privilege ____
- 1st: One month suspension of parking privilege; Two days OSS; 2nd: Parking suspended; Three days OSS ____
- 1st: Two-week suspension of parking privilege; ____
2nd: One month suspension of parking privilege; ____
3rd: Permanent suspension of parking privilege ____
- 1st: Two-week suspension of parking privilege; ____
2nd: One month suspension of parking privilege; ____
- 1st: Two days ISS; 2nd: Two days OSS ____
Three days OSS ____
- 1st: Two day suspension of parking privilege ____
2nd: Five day suspension of parking privilege ____
- Parking privilege suspended until receipt of paperwork ____
- Parking privilege suspended indefinitely ____
- 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 _____

CARPOOL PERMISSION SHEET

This must be filled out prior to driving

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 : _____

I hereby give my son / daughter _____ permission to _____ <i>Driver's Name</i> drive _____ to and _____ <i>Passenger's Name</i> from school. _____ <i>Parent Signature of Driver</i>	I hereby give my son / daughter _____ permission to _____ <i>Passenger's Name</i> drive with _____ to and _____ <i>Driver's Name</i> from school. _____ <i>Parent Signature of Passenger</i>
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PASSENGER #2 : _____

I hereby give my son / daughter _____ permission to _____ <i>Driver's Name</i> drive _____ to and _____ <i>Passenger's Name</i> from school. _____ <i>Parent Signature of Driver</i>	I hereby give my son / daughter _____ permission to _____ <i>Passenger's Name</i> drive with _____ to and _____ <i>Driver's Name</i> from school. _____ <i>Parent Signature of Passenger</i>
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PASSENGER #3 : _____

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