SALEM HIGH SCHOOL
STUDENT PARKING PERMISSION FORM
2018-2019

Student Name: ____________________________ YOG: ____________

All permission forms must include copies of the following information. It is the student’s responsibility to turn in updated copies of vehicle insurance and registration to A163.

- Current vehicle insurance*
  *Students participating in an internship and/or off-site program must provide a current insurance binder with vehicle, student name, dates of coverage, and coverage amounts listed. In addition, liability coverage for bodily injury must be at least $100,000 per person and $300,000 per accident.

- Current vehicle registration
- Current driver’s license
- $20 fee for permit

Applicant must have no outstanding school obligations or class dues (seniors only).

Obligations: ____________________  Class Dues ($45): ____________________
(Process in special ed. office)  (Process in A163)

I give my permission for my child to park at Salem High School and have read, understand, and agree to all parking procedures.

Parent Signature: ____________________________  Date: _______

I have read, understand, and agree to all parking procedures.

Student Signature: ____________________________  Date: _______

For students participating in off-site programs only

Internship ☐  Sending Student ☐  Health Occupation ☐

Block 1  2  3  4  Semester 1

Approval:   I, ____________________________, give permission for my daughter/son to:

- Drive alone only _______
- Drive other student(s) _______
- Ride with a student driver _______
- Ride with a specific driver _______  Driver: ____________________________

I give permission for my child to use their vehicle or drive in another student’s vehicle for off-site programming.

Parent Signature: ____________________________  Date: _______

I have read, understand, and agree to all parking procedures.

Student Signature: ____________________________  Date: _______

Staff Signatures:

Instructor/School to Careers Liaison ____________  Date: _______

School Counselor ____________  Date: _______
The privilege of driving a car to and from school is reserved for eligible seniors and students with qualifying off-site programs. Approved students will be issued a parking permit that must be visibly displayed on their front window (See diagram for specific location of permit).

Parking permits may be revoked and/or a student will receive consequences in accordance with the student handbook for any of the following circumstances:

- If a student exhibits delinquent behavior towards the school, staff, or other students and is referred to the Dean’s Office
- If a student leaves campus or off-site program without permission
- If a student parks illegally
- If a student drives a vehicle irresponsibly
- Excessive tardys to school
- Other behaviors outlined in the Student Handbook

Who Qualifies?

Parking permits are issued to eligible seniors and students with approved internships and off-site programs.

1. Seniors must have no obligations and have paid their class dues.
2. Underclassmen must be in an approved program and have no obligations.
3. Students without a parking permit may be issued a 1-day temporary parking pass up to two days each month. The number of temporary passes is limited, and these passes are given on a first come-first served basis. Temporary passes must be processed prior to the day a student is driving to school. Students will not be able to obtain a same-day temporary pass.

What do I need?

Prior to receiving a parking permit or temporary pass, students must bring in the following documents to the main office:

- Current vehicle insurance*
  *Students participating in an internship and/or off-site program must provide a current insurance binder with vehicle, student name, dates of coverage, and coverage amounts listed. In addition, liability coverage for bodily injury must be at least $100,000 per person and $300,000 per accident.
- Current vehicle registration
- Current driver’s license
- $20 fee for permit

What if I drive a different car to school?

If a student with a parking permit needs to drive a different vehicle to school, he/she must bring all registration and insurance documents for that vehicle to the main office between 7:00 and 7:25 am to receive a temp pass for the day.

How do I get my permit or temporary pass?

If all paperwork has been received and approved, students eligible for a parking permit can pick up a permit in A163. The cost of a parking permit is $20. Temporary passes (two per month) can also be processed in A163. To receive a temporary pass, students must have their driver’s license, vehicle insurance and registration on file. Temporary passes must be processed prior to the day a student is driving to school. Students will not be able to obtain a same-day temporary pass.

Driving to school is a privilege. Abuse of this opportunity may result in the loss of parking privileges for the school year. Disciplinary consequences include:

All students

Tardiness to school (based on semester) – Permitted drivers are expected to arrive on time to school. Students, who are excessively tardy to school, will meet with the Dean regarding potential loss of parking privileges.
Leaving school by means of vehicle without permission
1st – Loss of parking privileges for 1-week
2nd – Permanent loss of parking privileges

Parked in an unauthorized area or without a valid parking pass
1st – lunch detention
2nd – 1-hour detention
3rd – vehicle towed

Parked in handicap area without a handicap placard
1st – parking ticket issued by the School’s Resource Officer and vehicle must be moved
2nd and subsequent – vehicle towed

Parked on school grounds with alcohol, drugs, or tobacco in vehicle
1st – suspension from school and may result in loss of parking
2nd – suspension from school and may result in loss of all parking privileges

Parked at school with wrong vehicle, expired registration, insurance, or license
1st – warning (vehicles receiving a violation sticker)
2nd – 1 hour detention and loss of parking permit until documents are brought in
3rd and subsequent – vehicle towed

In all cases, the dean will make the final decision regarding parking permits and disciplinary consequences. When parking at Salem High School, it is the student’s responsibility to provide the main office with updated vehicle registration and insurance.

Front-View of Vehicle

Location of parking permit