



Dear Senior:

August 2018

Parking applications and permits for seniors are ready for implementation. Eligible seniors are defined as those students having attained a minimum of 90 credits prior to the start of school in September with **no outstanding fines or obligations**. If you are interested in participating in parking on campus in the student parking lot, you must conform to the following procedures.

Required Documents:

- The **Application (pg. 2-3)** must be downloaded, printed, and completed within guidelines established by HHS administration.
- A **photocopy** of the following documents **must be attached** to your application:
 1. **Valid NJ driver's license.**
 2. **Motor vehicle registration for the vehicle that the student will drive to school.**
 3. **Insurance Certificate for the vehicle that the student will drive to school.**
- It is your responsibility to photocopy the necessary documents prior to submission. You should be able to place all of the documents on one page.

Registration Dates:

Submit the items listed above to Mr. Guglielmo on one of the following dates/times:

- **Monday, August 20; Wednesday, August 22; Thursday, August 23; and Thursday, August 30 from 8:30-11:00 AM or 1:30-2:30 PM.**
- Beginning **Thursday, September 6**, permits will be issued **after school from 2:15 PM to 2:25 PM.**
- Parking permits will be issued to eligible seniors on a first come first served basis.

A few reminders about senior parking:

- A. Seniors may drive only pre-registered vehicles to school and must park in any available space in the student parking lot. Parking permits are not transferable from student to student. Parking spaces will not be assigned. However, students may not park in any visitor, staff, handicap or yellow-lined Administration parking space. Students may park in designated spots on a first come, first served basis.
- B. Infractions of parking regulations will be disciplined according to HHS discipline procedures and Borough Ordinances and its provisions.

The following violations may be cause for immediate loss of parking privilege for the remainder of the school year and/or disciplinary action:

- A. Violation of the EWRSD/HHS Substance Abuse Policy.
- B. Three suspensions or Saturday detentions during the current school year resulting in loss of privileges for the remainder of the school year.
- C. Any out of school suspension (OSS).
- D. Careless and/or reckless driving as determined by the administration.
- E. Use of vehicle during the school day that violates school rules, such as cutting class and/or leaving school grounds without permission.
- F. Travel through driveways or parking areas restricted to authorized school vehicles and/or staff parking areas.
- G. Any parking violation in student or staff lots.
- H. Revocation of driver's license by the courts and/or Division of Motor Vehicles.
- I. Allowing another student to use your parking sticker.
- J. Failure to report to the Campus Security in the event another car is driven on a particular day.
- K. Parking in any visitor, staff, handicap or yellow-lined Administration parking space.
- L. Failure to display blue decal sticker on license plate (NJ GDL Decal Law).
- M. Unpaid fines from illegally parking in HHS' parking lot from the previous year.
- N. Any misrepresentation on your Parking Application information.

Sincerely,

Chris Guglielmo
Assistant Principal



**HIGHTSTOWN HIGH SCHOOL
STUDENT PARKING REGULATION APPLICATION**

Student Name _____ Birth Date _____

Student Address _____ Phone _____

Valid NJ Driver's License Number _____ Plate # _____

Make of Vehicle _____ Model _____ Color _____

Name vehicle is registered to and relationship to student: _____

Parking in the Hightstown High School student lot is a privilege reserved for seniors. An eligible senior is defined as having attained a minimum of 90 credits prior to the start of school in September with no outstanding fines and obligations. Certain conditions are attached to that privilege. Students who fail to uphold those conditions will be subject to disciplinary action and/or loss of parking privileges.

1. The vehicle must always display the proper permit on the left side (driver's side - rear passenger window). If the permit is not visible, I understand that my vehicle may be ticketed or towed.
2. Upon arrival in the student parking lot, I will immediately park and leave the student parking lot. I will park properly between the lines of my space.
3. I will not leave the school building during the day to retrieve something from my car.
4. I will not sit in the vehicle at any time for any length of time, which includes before or after school. I know that I will be held responsible for debris left near my car.
5. I will not lend my car to any other person during the school day.
6. The vehicle will be parked in the student parking lot only, and not on any other school property. If I park on other school property, I realize I am subject to school discipline, such as loss of parking privileges, disciplinary action and/or a summons from the police.
7. I recognize the importance of slow, careful driving, especially in the school area where every pedestrian, child, student or adult has the right of way. The speed limit in the student parking lot must not exceed 10 miles per hour.
8. I realize that the school administration may take away the privilege of parking on school property if, in their opinion, I have not been able or willing to abide by these rules and regulations and/or local and state laws.
9. In the event I am using another family member's car on a particular day, I must report to the Campus Security prior to 7:30 a.m. and inform them of the following:

NAME, CAR MAKE, MODEL, COLOR AND LICENSE PLATE NUMBER.

A few reminders about senior parking:

- A. Seniors may drive only pre-registered vehicles to school and must park in any available space in the student parking lot. Parking permits are not transferable from student to student. Students may not park in any visitor, staff, handicap or yellow-lined Administration parking space.
- B. Infractions of parking regulations will be disciplined according to HHS discipline procedures.

The following violations may be cause for immediate loss of parking privilege and/or disciplinary action:

- A. Violation of EWRSD’s Substance Abuse Policy.
- B. Three (3) infractions during the current school year (out-of-school suspension and/or Saturday detention) resulting in loss of privileges for the remainder of the school year.
- C. Any out-of-school suspension (OSS).
- D. Careless and/or reckless driving as determined by the administration.
- E. Use of vehicle during the school day that violates school rules, such as cutting class and/or leaving school grounds without permission.
- F. Travel through driveways or parking areas restricted to authorized school vehicles and/or staff parking areas.
- G. Any parking violation in student or staff lots.
- H. Revocation of driver’s license by the courts and/or Division of Motor Vehicles.
- I. Allowing another student to use your parking sticker.
- J. Failure to report to HHS Campus Security in the event another car is driven on a particular day (see item number 9).
- K. Parking in any visitor, staff, handicap or yellow-lined Administration parking space.
- L. Failure to display red decal sticker on license plate, in accordance with NJ Graduated Driver’s License (GDL) Law.
- M. Unpaid fines from illegally parking in HHS’ parking lot the previous year.
- N. Any misrepresentation on your Parking Application information.

****** READ CAREFULLY ******

I have read and understand all the rules and regulations of my driving responsibilities as stated, and promise, under penalty of forfeiture of my driving privilege, to abide by said regulations. I understand that my vehicle is to be parked only in the assigned student lot. Violation of student parking privileges may result in disciplinary action, towing, ticketing, and/or termination of privilege. Vehicles parking in any area other than assigned student areas are subject to ticketing, towing and loss of privilege.

Student Signature _____ Date _____

I hereby give my child permission to drive to school. I understand that we are fully responsible for his/her actions while driving and that violations of the privilege may result in the disciplinary actions as stated above. I also understand that I may be liable for any student riding with my son/daughter in his/her vehicle. Also, I understand that student cars parked in any area other than assigned areas are subject to ticketing, towing and loss of privilege.

Parent/Guardian Signature _____ Date _____

Note: Parent/Guardian signature required even if the student has attained his/her 18th birthday.

- This **application** must be printed, completed, and returned within guidelines established by the HHS Administration.
- A **photocopy** of the following documents **must be attached** to your application:
 1. **Valid NJ driver’s license.**
 2. **Motor vehicle registration for the vehicle that the student will drive to school.**
 3. **Insurance Certificate for the vehicle that the student will drive to school.**