

# Chiles PARKING APPLICATION INSTRUCTIONS



## For **2021-2022** term

### JUNIORS & SENIORS

All available Campus Student Parking is for Seniors & Juniors ONLY and requires a permit.

Please read this instruction sheet carefully and follow all steps to successfully apply for parking !

#### **Step 1 -- Do I Qualify for parking ?** Do **NOT** pay / apply if you do not qualify ! -

1. **Last Nine Week Un-Weighted GPA is acceptable: Minimum of 2.0 required.**
2. No unresolved attendance failure on record
3. An Operator's License - We cannot accept Learner's Permit for legal reasons/restrictions associated with the permit.
4. Check that you have No Obligations (fines/fees, over-due books, etc...)

Student must meet ALL above criteria - *Proceed to step 2 ONLY if you do -*

#### **Step 2 -- Collect all your info:** On a SINGLE SHEET of paper make a photocopy or picture of your:

- a) **Operator's License {Class E}**
- b) **Auto Insurance Card**
- c) **Vehicle Registration Slip** for the vehicle that you will park in your assigned space. [we do **NOT** accept: *Sales slips / Titles / Temporary* registrations ]

#### **Step 3 -- Pay & Submit -- All Done Online :**

**A. PAY** the Parking Pass fee of \$50 *online* at: <https://payments.efundsforschools.com/v3/districts/56392>

**B. Then Submit/Send** the:

- o Completed / Signed 2021-2022 school year application
- o "Step 2" info and your
- o Online payment receipt

**In one email to:** [LCHSPARKING@LEONSCHOOLS.NET](mailto:LCHSPARKING@LEONSCHOOLS.NET) → *In the email Subject Line put the student info:* Last Name, Legal First name (grade level) → **Example:** SMITH, Jane (12<sup>th</sup>)

Note: You will get an email confirmation back *within two business days/48 hours* that we received your parking application packet.

If you do not receive a confirmation from us after this timeframe- please double check your "sent to" email address and try again.

**Parking applications must be submitted electronically/online.**

Parking is on a first come first serve basis for those that qualify - we do not reserve spots. **Parking is not promised nor guaranteed.**

DO NOT PARK WITHOUT A VALID PARKING TAG. Incomplete/incorrect application packets will result in rejection/loss of placement of time received.

August 2021

# Student Parking Permit

Application for: **2021-2022** term

Welcome to Chiles High School. Just like driving is a privilege, so is parking on campus.

**All available campus student parking spots are for Junior & Seniors ONLY and requires a valid issued parking permit.**

Student Legal Name (print): \_\_\_\_\_ Circle 2021-2022 Grade → Senior OR Junior

Street Address: \_\_\_\_\_

Parent/Guardian Cell phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_

List any school program: [DCT/ Externship, Band, Chiles Sport, etc...] \_\_\_\_\_

**When issued a parking permit you will be expected to comply with all of the following Rules and Policies:**

*VEHICLES PARKED ON CAMPUS ARE SUBJECT TO SEARCH BY SCHOOL BOARD EMPLOYEES OR LAW ENFORCEMENT.*

1. The driver of the vehicle is responsible for the safety and actions of all passengers in their vehicle and are to obey all traffic laws.
2. You are **not** allowed to retrieve any "forgotten" items from your car during class time. No exceptions.
3. Your UN-WEIGHTED GPA must be 2.0 or higher **EACH** nine weeks to retain assigned parking spot **and** no attendance failure.
4. Permits/parking spots are non-transferrable – do not "share" or "give away" your assigned spot.
5. Registered vehicles must have the parking placard number displayed outwards at **all** times.
6. You must be a daily driver to receive a parking spot.
7. The speed limit on school grounds is *10 miles per hour*.
8. Do not transport other students off campus illegally: skipping, taking another student off for lunch with no off campus pass, etc...
9. *Suspensions due to Vapes/Drugs/Alcohol or weapons, either on campus OR at a school sponsored event, will result in the immediate revocation of parking privileges for the remainder of the school year.*

**Consequences for violations may include but are not limited to:**

- \* Suspension or Revocation of Parking Privileges
- \* In School Suspension/OFI/ Saturday School
- \* Vehicle Immobilization (Boot) \$40 Fine/Obligation

**By signing, we concur with ALL standards, rules, and policies as well as all consequences stated on BOTH pages of this application.**

→ Student Signature

→ Parent/Guardian Signature

**Office Use Only:**

**2021-2022 term**

Assigned SPACE #:

**Office Use Only:**

APPROVED OR Denied for reason ON: \_\_\_\_\_

**2021-2022 Term**

Lawton Chiles High School: **2021-2022** term  
Student Parking Policy and Procedures

All campus parking is the property of the Leon County School Board. All users are subject to the authority of the LCSB and the school's principal or designee. The Leon County Sheriff's Department has law enforcement jurisdiction over the parking facilities. Vehicles parked on school grounds without a valid permit OR illegally parked are subject to being immobilized (booted) or towed at the owners expense per School Board policy and FL statute 715.07

Please read and discuss the guidelines and consequences with your Junior/ Senior student before you both sign the agreement /application.

- ✓ **GPA -- Have & maintain an un-weighted 2.0 GPA minimum EACH nine weeks to retain parking privilege.**  
*Should GPA fall below this minimum, the parking spot will be immediately revoked and the student WILL NOT be allowed to park on campus for any reason [parent/guardian responsible for securing alternate transportation]. Students are responsible for re-applying for a spot the next nine week grading period the standards are met.* Student Initials: \_\_\_\_\_
  
- ✓ **ATTENDANCE -- NO attendance failure (4 or more Un-excused absences per class each grading period) on your report card.**  
*The Attendance Department reserves the right to revoke the parking spot and student will not be allowed to park on campus for any reason [parent/guardian responsible for securing alternate transportation]. Students are responsible for re-applying for a spot the next nine week grading period the standards are met.* Student Initials: \_\_\_\_\_
  
- ✓ Cars must display the parking permit affixed to the inside rear view mirror at **all times.** Student Initials: \_\_\_\_\_
  
- ✓ You may **not** retrieve "forgotten/left" items of any kind from your car during class time! Student Initials: \_\_\_\_\_  
*For safety reasons, students may only be in the parking lot when coming to or authorized leaving of campus. Do not use car as a locker or sit in it during lunch.*
  
- ✓ The Leon County School system is not responsible for damages to vehicles parked/operated on school property. *Please report these incidents immediately to the School Resource Deputy.*
  
- ✓ Any permanent changes in vehicles (i.e; new car/license plate, etc..) must be promptly reported to the Student Affairs Office secretary *by providing an updated copy of the Registration/Insurance card/Driver's License.*
  
- ✓ The parking fee is non-refundable and the pass is **NON-TRANSFERABLE.** *DO NOT give your spot away &/or share it.*

By signing, I have read all policies, standards & consequences and fully understand/agree to comply with them.  
I also understand, as parent/guardian, that all grades and attendance for my student can be monitored in the Parent Portal/Focus app.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The following page is the optional application for the  
**2021-2022 Off Campus Lunch Pass.**

Off Campus Lunch privileges are for **Classified Juniors and Seniors only**

 **Getting the Lunch Pass ~**

**Bring the completed *Off Campus Lunch Pass* application with you on the day you come in for the picture. Do *not* send it in with your parking application.**

You will turn it in when you have your picture made for the lunch pass.



**NOTE** - ALL **Extern/ DCT/ Dual Enrollment** students are **required to have this pass** to exit/enter campus *according to their published class schedule for these programs.*



# OFF- CAMPUS LUNCH Pass

## Application for: 2021 – 2022 term

TURN IN THIS COMPLETED APPLICATION WHEN YOU ARRIVE TO HAVE YOUR PICTURE TAKEN FOR THE PASS.

### How To Obtain an Off-Campus Lunch Pass:

1. Classified Juniors & Seniors who have earned at least a 2.0 un-weighted GPA or higher during the preceding nine-week grading period are eligible for off campus lunch privileges.
2. **Parent/Guardian Signature MUST BE LEGALLY NOTARIZED** \* -OR- the parent/guardian may sign this form in front of a Chiles Staff member at the school.
3. Students must be clear of all Attendance failures *and* Obligations (*Fines/fees, books etc...*)
4. Student must be present for pass to be processed → *Photo taken.*

Parent/guardian complete this section for the 2021-2022 school term:

This is to certify that my student: \_\_\_\_\_ (Circle One): Senior OR Junior  
PRINT Student's LEGAL FIRST & Last NAME

has my permission to leave Lawton Chiles High School campus during the lunch period and that I accept full and complete responsibility for my student during the time he/she is off campus.

✓ Printed Name of Parent/Guardian : \_\_\_\_\_

✓ Notarized Signature of Parent/Guardian : \_\_\_\_\_

\*Signature of Parent/Guardian MUST be witnessed by a Public Notary

Address: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

### ➤ \* Public Notary Section

Sworn (or affirmed) and subscribed before me by means of  physical presence *or*  online notarization, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Name & Signature of Notary Public \_\_\_\_\_

Commission Expires: \_\_\_\_\_ State of: \_\_\_\_\_ County of: \_\_\_\_\_

Official Seal/Stamp:

STUDENT SEE PAGE TWO →

### SCHOOL USE ONLY: 2021- 2022 Form

Classified Grade: level : 12<sup>th</sup> / 11<sup>th</sup>      Application is: **APPROVED** *or* DENIED for: \_\_\_\_ GPA \_\_\_\_ Obligation \_\_\_\_ Attn.

# Off Campus Pass Policy Infractions and Consequences



## VIOLATIONS (include but not limited to)

- A. Students with off-campus lunch privileges will not take students off campus who are not authorized to leave. This includes other juniors and seniors who have not been granted permission OR who do not have valid off-campus pass in hand.
- B. GPA: must maintain at least 2.0 *un-weighted* each grading period.
- C. Vapes, drugs, alcohol, or weapons found in any vehicle will result in immediate revocation.

*The Attendance Office holds the right to revoke my pass for:*

- ✓ Failing to return to class after lunch without signing out in the office prior to departing for lunch. This is considered skipping.
- ✓ Excessive Tardiness = Four or More Un-excused Tardies to fifth period after lunch per nine week grading period.
- ✓ Attendance failure = Four or More Un-excused Absences per class per nine week grading period.

## **Consequences can include:**

Friday/Saturday School Detention -- Suspension/Revocation of Off Campus Lunch and/or Parking Privileges

- **I understand that Off Campus Lunch is a privilege, not a right, and that I am to conduct myself in a positive manner.** I will obey all traffic laws and behave appropriately in area restaurants/businesses. Reports from the community about inappropriate behavior could result in the revocation of my off-campus lunch privilege. **Student Initials:** \_\_\_\_\_
- **I will be required to present my off-campus lunch pass** (not a picture of it) **upon leaving campus for lunch** and returning from it. Failure to produce a valid student Lunch ID pass will result in a forfeiture of my right to leave campus on that particular day. **Student Initials:** \_\_\_\_\_
- Student Affairs will issue **only ONE temporary pass *per semester* for a forgotten/misplaced Lunch ID for that day.** *If you are in DCT or the Externship program, you must see that instructor for your temporary pass!* **Student Initials:** \_\_\_\_\_

Student Name printed: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

We do **not** process/issue lunch passes the two days prior school starting **OR** the first two days of school. Please plan accordingly for this timeframe.