

Lawton Chiles High School

Junior & Senior

# PARKING

2023 - 2024

Application



To Qualify for Chiles Campus Parking:

\* Be a Junior or Senior with an "Operator's Class E Driver's License"

\* Be in good academic standing: Previous Nine Week Un-Weighted GPA of 2.0 or Higher

\* Have no school Obligations/Debts (unpaid fines/fees, unreturned textbooks, etc...)

**ONLY PAY & APPLY IF YOU MEET ALL THREE ABOVE CRITERIA.**

If you qualify per above, follow these

## Instructions:

**Step 1:** Pay the PARKING PASS FEE *online* via E-Funds at:

<https://payments.efundsforschools.com/v3/districts/56392>

The fee is \$50 for the entire year. (Fee prorated come second semester on eFunds) **Parking fee is Non-Refundable.**

**Step 2:** Collect the Required Documents to submit:

Please put the first three items listed on one page/image to reduce file size (see example next page).

1. **Operator's License {Class E}** We cannot accept Learners Permits due to its restrictions
2. **Vehicle Registration Slip** for the vehicle that you will park in your assigned space. (Temporary registrations & Sales Slips **not** valid)
3. **Proof of Insurance**
4. **E-funds Payment receipt** showing name & confirmation number.
5. **Completed Parking Application for 2023-2024 term year**

**Step 3:** Submit everything online 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 auto-reply message back that your emailed parking packet application was received by LCHSParking.


If you do not get the auto-reply message back, the system did not receive your email. Carefully check your "sent to" and try again.

*It is extremely important for you to take your time and ensure all information submitted is complete and correct in ONE email, as errors will cause loss of placement in line.*

Parking is first come first served. We do not reserve spaces or offer temporary parking. Parking is not promised, nor guaranteed.

July 2023

**Example of your driving documents all on one page:**

FLORIDA VEHICLE REGISTRATION				CO/AGY 9 / 1	T# 1752973653
				B# 2764453	
PLATE	DEE414	DECAL	9999999	Expires	Midnight Mon 04/3/2023
YR/MK	2022/FORD	BODY	TK	COLOR	WHI
VIN	ABCD1234567901234			TITLE	123456789
Plate Type	TDL	NET WT	3254	GVW	
DL/EID	999999999			Reg. Tax	00.00
Date Issued	1/4/2023	Plate Issued	1/4/2023	Init. Reg.	
				County Fee	
				Mail Fee	
				Sales Tax	
				Voluntary Fees	
				Grand Total	00.00
<p>JOHN DOE 123 SAMPLE ST PENSACOLA, FL 32502</p>					
<p><b>IMPORTANT INFORMATION</b></p> <ol style="list-style-type: none"> <li>The Florida license plate must remain with the registrant upon sale of vehicle.</li> <li>The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.</li> <li>Your registration must be updated to your new address within 30 days of moving.</li> <li>Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.</li> <li>I understand that my driver license and registrations will be suspended immediately if the insurer denies the insurance information submitted for this registration.</li> </ol>					
 					

**PLEASE ALSO NOTE :**

We **cannot** open/convert iphone **HEIC files** – please convert them to another media format before sending, if applicable.



LAWTON CHILES HIGH SCHOOL  
Student Parking Application  
**Parking Permit for 2023-24 Term**

**CHILES STUDENT INFORMATION** - Print Legibly

Legal First & Last Name \_\_\_\_\_ Circle Grade: **Senior** OR **Junior**

I am enrolled in one of the below programs this year & would like to park in that group section area if available:  
Circle ONE only if applicable, and/or leave blank for general parking.

Externship - - DCT - - Band/Orchestra - - Theatre - - Basketball/Wrestling - - Track

Dual Enrollment at FSU/TCC/Lively - - Senior Sport Area (list field sport team): \_\_\_\_\_

Super/Huge Sized Pick Up Truck - - Other Section Request: \_\_\_\_\_ Service Road Requested

My Student ID # \_\_\_\_\_

**Vehicle Information for Registered Parking Pass** - Print Legibly

Make	Model	Color	License Plate #

**Parking on campus is a privilege, not a right. To park in the school student parking lot or Service Road, students must have a valid Parking Permit.**  
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.  
VEHICLES PARKED ON CAMPUS ARE SUBJECT TO SEARCH BY SCHOOL BOARD EMPLOYEES OR LAW ENFORCEMENT.

**Parent section:**

*I give permission for my Junior/Senior student to apply for campus parking for the 2023-2024 term. By signing, I confirm that I have read and reviewed both pages of this application with my student and understand the policies and consequences associated with being issued a parking pass by the Student Affairs Dean's Office.*

Parent/Guardian Printed Name \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

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

**TO BE COMPLETED BY SCHOOL**

☐ **Approved** - All Qualifications met & correct documents submitted : **Space Assigned: #** \_\_\_\_\_

☐ **Denied & Returned for Correction - Missing:** ☐ Drives License - ☐ Vehicle Registration - ☐ Payment Receipt ☐ Insurance ☐ Obligation Due

## Parking Policies and Procedures

### When issued a parking permit you are expected to comply with all of the following Rules and Policies.

Any of the following infractions may result in the loss of campus parking privileges either temporarily or permanently. The cost of the parking permit is non-refundable.

**Campus Speed Limit is Five MPH in the Parking Areas. No loud music, mufflers, or horns permitted.**

- Academic Requirement:** Unweighted GPA of 2.0 or higher EACH nine week grading period to retain parking. If a student becomes ineligible for parking due to grades for the previous nine-week grading period the parking spot/pass will be immediately revoked. Students can re-apply for a new spot once grades meet the standard the next nine week block.
- Vehicle Information:** It is my responsibility to update my parking records with the Dean's Office should I have any permanent changes in my vehicle or license plate. I will do this by turning in a copy of my updated registration **at the time of the change**. (\$20 fine if vehicle & parking placard do not match)
- Car Access:** I will be **unable to access my vehicle during class time**. I understand that I will have to **wait** until my lunchbreak (or after school) to return to my car to retrieve whatever item I forgot / left behind in it (i.e.; homework, phone, etc...). No loitering in the parking lot - students must lock & leave their vehicles *immediately* upon parking. No sitting in cars.
- Proper Display of Permit:** I will display my parking permit hang-tag **number facing outward AND unobstructed at all times on the rearview mirror** while on campus. My vehicle is considered illegally parked should my permit not be displayed for any reason or I park in a spot not assigned to me. Passes remain the property of CHS are non-transferable and may not be used by anyone other than the assigned student. (Lost permit replacement cost: \$5.00 Permit not displayed or obstructed: \$20 fine)
- Vapes, Drugs or Alcohol:** Suspensions due to Vapes/Drugs/Alcohol, either on campus OR at a school-sponsored event, will result in the immediate revocation of my campus parking permit for the remainder of the school year.
- Vehicle Damage or Accident:** 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.
- Leaving campus for Lunch OR Externship / DCT / Dual Enrollment:** I understand that I must present my actual "Off Campus Lunch Pass" Card, not a screenshot of it, in order to leave school during this scheduled time. If I do not have my card that day, I will remain on campus.

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

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

### **? What to do if someone has parked in your assigned spot:**

Park in the front circle of the school and immediately come let the Dean's Office know. They will direct you where to park for the time being and Admin will resolve the situation. Do not park in another open student spot, as this creates a domino effect as well as violates the above rules.

### **Student Acknowledgment of Parking Agreement 2023-2024 term**

*I fully accept responsibility of the policies regarding parking privileges at Chiles High School. As a young adult entrusted with a driver's license, I agree to abide by the rules/procedures and understand that failure to do so will result in fines, or revocation of my parking privilege.*

Chiles Student Signature \_\_\_\_\_ Date \_\_\_\_\_



Lawton Chiles High School

Application for:

## OFF CAMPUS LUNCH PASS 2023-2024

Only **Classified Juniors & Seniors** can be issued an off campus lunch pass.

### Instructions :

1. **Parent/Guardian: Must sign this form in front of a Notary Public \*** -OR- the parent/guardian may sign this form in front of a Chiles Office Staff member at the school.
2. Check to make sure you do not owe a school Obligation (outstanding Fines/Fees, textbooks not returned, etc...)
3. Read and sign the student section on page two of this application
4. Turn in this completed application when you arrive to have your picture taken for the pass.

\*\* We do not accept digital copies of this application \*\*

### Parent Section:

This is to certify that my student: \_\_\_\_\_ (Circle One): Senior OR Junior  
Print LEGAL Name of your student

has permission to leave Lawton Chiles High School campus during the school lunch break of 11:15 to 11:55 [ &/or their scheduled DCT/Externship/Dual Enrollment period(s) ] and that I accept full and complete responsibility for my student during the time he/she is off campus.

Printed Name : \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

A Public Notary MUST witness parent signature

### Public Notary Section

Sworn or affirmed and subscribed before me by means of ☐ physical presence (ID presented)  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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

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

Official Seal/Stamp:

Student Section

# Off Campus Pass Policies

2023-2024 term

- I. **I understand that I am required to present my actual 2023-2024 term Off-Campus lunch pass card** (not a picture of it) ***each and every time when leaving campus at lunchbreak*** (Or DCT / Dual Enrollment/ Externship).
- II. **If I forget or am otherwise unable to produce my Off Campus Lunch card:** I get to stay on campus that day and enjoy lunch in the cafeteria. **We do *not* offer "temporary" passes.**
- III. **If I am in DCT / Externship / Dual Enrollment and forget my pass** - I must go & see that instructor for a handwritten pass in order to get off campus for my program that day.
- IV. **I understand that Off Campus Lunch is a privilege, not a right, and that I am to conduct myself in a positive manner while on lunchbreak out in the community.** I will obey all traffic laws and behave appropriately in area restaurants/businesses. Reports from the community about inappropriate behavior could result in the suspension of my off-campus lunch privilege.
- V. I am only allowed **one re-print per semester for a lost lunch pass**, at the cost of \$5 (five dollars).
- VI. I understand that I must turn in this completed paper application when I arrive to have my picture taken for the actual pass to be issued. **\*\* digital copies are NOT accepted \*\***

The Student Affairs Dean's Office is unable to issue/make lunch passes the two days prior school starting OR the first two days of school.

Please plan accordingly to eat lunch on campus until you complete this application process.

## Student Understanding and Acknowledgment –

*By signing, I confirm that I have read and understand the above policies and agree to abide by them.*

Student Name Printed & Signed: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_