

Lawton Chiles High School

Junior - Senior
PARKING
Application
2024-2025 term

To Qualify For Chiles Campus Parking:

1. Be a classified Junior or Senior with an Operator's Class E Driver's License.
2. Be in good academic standing; unweighted GPA of 2.0 or higher for last nine week period.
3. Check that you have no school Obligations (unpaid fines/fees, unreturned books, etc.) on file as owed.

If you fully 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 automatically prorated to ½ 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.
3. **Proof of Insurance** for the registered vehicle. Student name not required to be in the card.
4. **E-funds Automated Payment Notice receipt** – Email you get showing student's name AND confirmation #
5. **Completed Parking Application for 2024-2025 term year.**

Step 3: Submit Everything Above in ONE email only to:

LCHSPARKING@LEONSCHOOLS.NET → In the email Subject Line put the

student info: Last Name, Legal First Name (grade level) → **Example:** SMITH, Jane (12th)

NOTE: You will get an *auto-reply* message back that your emailed parking packet application was received by Lawton Chiles High School Parking.

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.

Students: carefully send everything in ONE complete email. Incomplete application packets cannot be processed.

Parking is first come first served.

We do not reserve spaces or offer temporary parking.

Parking is not promised, nor guaranteed.



Lawton Chiles High School

Student Parking Application

Parking Permit for: 2024-2025 Term

CHILES STUDENT INFORMATION - Print Legibly

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

My Student ID # _____

Circle one only if applicable, otherwise leave blank for General Parking areas.

I am enrolled in one of the below programs this year & would like to park in that group section area IF spaces are available:

Externship - DCT - Dual Enrollment off campus at FSU/TCC/Lively - Senior Sport Area (list school sport team): _____

Other Section Area Request:

Super/Huge Sized Pick-Up Truck - - - - - Service Road Requested

Vehicle Information for Issued Parking Pass - Print Legibly

Make	Model	Color	License Plate #

It is my responsibility as the student and as a licensed driver to update my parking records with the Student Affairs Office should I have any permanent (or temporary) changes in my vehicle &/or license plate. I will do this by turning in (or emailing) a copy of my updated registration at the time of the change.

Vehicles parked on school grounds without a valid permit OR illegally parked are subject to being immobilized (booted) or towed at the owner's expense per School Board policy and FL statute 715.07.

Parent section:

I give permission for my Junior/Senior student to apply for campus parking for the 2024-2025 term. By signing, I confirm that I have read and reviewed both pages of this application with my student and understand the policies, privileges 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 STAFF

Approved - All Qualifications met & correct documents submitted: **Space Assigned: #** _____

DENIED & RETURNED for Correction - Missing: Driver's License Vehicle Registration Payment Receipt Showing Name Insur.

2024 - 2025 Term PARKING POLICIES AND PROCEDURES

Passes remain the property of CHS are non-refundable / non-transferable - they may not be used by anyone other than the assigned student.

The following policies exist to help us ensure the safest and most effective use of our limited parking facilities.

Students are expected to remain in good standing with attendance and discipline to be able to continue campus parking privileges. Follow the student code of conduct and truancy rules to remain in good standing.

Please read all of the following very carefully:

- **Academic Requirement:** An Unweighted GPA of 2.0 or higher **EACH** nine-week grading period is required to retain campus parking. Should a student become ineligible for campus parking due to grades or attendance failure for the previous nine-week grading period (reviewed each report card by Dean's Office), the parking pass will be immediately revoked and deemed invalid. Once grades meet the standard on the next nine-week report card, the student can reapply for a new spot.
- **Display of Permit:** The issued parking pass placard must be **fully and clearly visible** on rearview mirror at all times while parked on campus. **Do not obstruct pass** with hanging air fresheners, etc. Any vehicle **not** displaying a valid permit is considered illegally parked and is subject to \$40 fine/booting. Park only in your assigned number spot printed on the placard. *Replacing a lost or damaged parking placard is \$5.00.*
- **Vehicle Information:** The car information which you provided and the assigned parking spot number are linked and therefore must match office records **at all times** to avoid any unknown or illegally parked cars on campus. If there is a vehicle change from what you listed on the first page of this application, you must provide a copy of the new/updated registration (notate parking space number on it) at the time of the change to the Student Affairs office or email it to: LCHSParking@leonschools.net
- **Car / Parking Lot Access:** The parking area is off limits to all students during the school day for safety reasons. Do not use your car as a locker or ask to retrieve forgotten items from it. Do not sit in it during class time or lunch. Students entering the parking lot without an exit pass will be considered skipping. Vehicles parked on campus are subject to search under reasonable suspicion by school board employees or law enforcement.
- **Vapes, Drugs or Alcohol:** Out of School Suspensions (OSS) due to Vapes/Drugs/Alcohol, either on campus OR at a school-sponsored event, will result in the immediate revocation of the campus parking permit for the remainder of the school year.
- **Accident or Damage:** Report these incidents immediately to our School Resource Deputy. **Never leave the scene of an accident** as this is a violation of the law. The Leon County School system is not responsible for damages to vehicles parked/operated on school property.
- **Vehicle Operation:** I understand the speed limit on campus inside the gates is 10 MPH and 15 MPH on the front Service Road. No loud mufflers, music or air-horns. You are expected to follow all Florida traffic laws inside the parking lots and school zones.
- I understand that if someone is parked in my spot, I am to park in the front drop off circle and come inside to notify Student Affairs, who will then direct me where to park while Admin investigates the violation.

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

Student Acknowledgment of Parking Agreement 2024-2025 term

By signing, I have read and fully accept responsibility of and for all the policies regarding parking privileges at Chiles High School as a student and as a licensed driver.

Chiles Student Signature _____ Date _____



Lawton Chiles High School

Application for:

OFF CAMPUS "LUNCH" PASS 2024-2025 TERM

Only **Classified Juniors & Seniors** can be issued an off-campus lunch pass in accordance with Leon County School Policy 3.03(8).

Instructions:

- 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.
- PARENT & STUDENT:** Check to make sure you do not owe a school Obligation (outstanding Fines/Fees, books not returned, Chromebooks, etc...) and clear it up before applying.
- STUDENT:** Read and sign the student section on page two of this application. **Turn in this completed paper form when you arrive to have your picture taken for the pass.** We do not accept emailed or digital forms for this pass.

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.

Parent Name print : _____ 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 this _____ day of _____ 20_____.

Name & Signature of Notary Public _____

Official Seal/Stamp:

Date Commission Expires: _____

Student Understanding Section

Off Campus Pass Policies

2024-2025 term

Pass subject to revocation for disciplinary or attendance issues.

You must remain in good standing with attendance and discipline to be able to continue off campus lunch privileges.

Follow the student code of conduct and truancy rules to remain in good standing.

1. **EXITING CAMPUS:**

I understand that I am required to present my actual 2024-2025 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). Students are to conduct themselves in a positive manner out in the community while on lunchbreak as they continue to be a representative of Chiles High School. _____ Student Initials

2. **IF I FORGET MY OFF-CAMPUS LUNCH CARD:**

You will stay on campus that day and can enjoy lunch in the cafeteria. _____ Student Initials

Tip: Send a friend who has their pass to grab it out of your car if that is where you left it.

3. **EXTERN, DCT/OJT & DUAL ENROLLMENT STUDENTS:**

If you *forget* your Off Campus Lunch Pass – you must **see your program teacher** for a handwritten pass to leave campus that day in order to attend your off-campus class/program. _____ Student Initials

4. **RETURNING TO CAMPUS:**

Be prepared to show your lunch pass when re-entering campus. Students are not allowed to re- campus with food or drink for themselves or anyone else. No excessive tardies to 5th period per each grading period. _____ Student Initials

The school allows **only one re-print per semester for a lost lunch pass**, at the **re-print cost of \$10** (ten dollars).

[Your original issue OCL pass received when you turn in this paper is no charge]

Student Understanding and Acknowledgment of above –

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

Student Name Printed & Signed: _____ Date: ____/____/20____

➡ The Student Affairs Office is unable to issue/make lunch passes the two days prior school starting **OR** the first two days of school. Plan accordingly to stay on campus until you have this photo pass in hand.