



# Student Parking Application

## Rules and Procedures

Remember that parking your car at Lakewood High School is a **privilege** and **not a right**. Protect your parking privileges by adhering to the following rules governing parking at Lakewood High School for the 2016-2017 academic school year. Take the time to read these rules. A lack of knowledge or understanding of the rules is not an acceptable excuse for failing to follow established procedures.

1. All vehicles parked in the student parking lot must be properly registered and approved by the principal. Vehicles not properly registered may be towed away at owner's expense.

2. Students must properly register their vehicle and obtain a valid decal before driving to school the first day. Students driving to school without a valid parking decal will not be allowed to park. To complete registration, students must (1) complete the "Alive at 25" course, (2) complete Lakewood's one hour driving safety course, (3) complete this application including student and parent signatures (temporary decals may be issued until a permanent license tag has been obtained), and (4) pay the parking fee. Exact dates, times, and the location of the required courses will be announced. Student parking spaces are limited and will, when necessary, be allocated based on completion of registration requirements and student need as determined by the principal. There is a fee for the "Alive at 25" course but the one-hour driving safety course is free, and both courses can be completed before a student has a driver's license. Neither course needs to be repeated each year unless deemed appropriate due to non-compliance.

3. Students who drive to school without a current temporary or permanent decal will not be allowed to park on campus.

4. Parking decals are not transferable and must be renewed each year. Each student driver must have this application completed and approved before parking at Lakewood High School. *Using someone else's decal or an expired decal will result in the loss of driving privileges for both students for the remainder of the semester.* Please note that the decal and the vehicle are registered to the student. A student who has not received a decal may not drive a vehicle to Lakewood High School that is registered to another student, regardless of who owns the vehicle.

5. Students who choose to park at Lakewood do so at their own risk. Neither the school nor the District are responsible for loss or damage to your vehicle or its contents while it is parked in the student parking lot.

6. Any vehicle brought onto Lakewood High School property is subject to search. The same prohibitions that apply to the school building (weapons, drugs/alcohol, phones, etc) also apply to vehicles in the parking lot.

7. STUDENTS ARE NOT ALLOWED TO PARK IN THE STAFF PARKING LOT, IN THE BACK BUS PARKING AREA, IN THE FINE ARTS CENTER LOT, OR IN ANY UNMARKED OR UNPAVED AREA. Violations of this rule will result in the loss of parking privileges for the remainder of the semester for first offense and for the remainder of the year for second offense. *There are no exceptions to this rule except for angle-in parking to the left of the drive once the main lot is full. Students who arrive late, plan to depart early or only stay for a moment, or plan for their vehicle to be picked up by a third party must still park in the student lot.*

8. Students and their passengers who depart the student parking lot during school hours without an early dismissal ID must sign out with attendance, obtain a pass, and present this pass to the parking lot attendant on duty. Failure to sign out or present the pass by either the driver or passenger will result in the loss of parking privileges for the driver for the remainder of the year. This consequence is in addition to other discipline that may be assessed for cutting class or improperly leaving campus, and there will be no additional warnings.

9. Drop-off and pick-up of passengers will be around the right curve in the student parking lot. Students needing to enter the parking lot after school (for athletic practice, trips, etc.) must arrive after 4:00 PM. Students who leave school early and return to pick up passengers after school must also follow the traffic circle.

10. Seat belts (both front and rear) are required to be worn by the driver and all passengers entering and departing the parking lot. Each passenger must have a seat belt. Cars without operational seat belts for all passengers may not be registered, and if the seat belts become inoperative during the year, parking privileges will be withheld until the seat belts are repaired. Passengers are not allowed to ride in the back of pickup trucks, and student drivers should not attempt to load more people into their vehicle than they have seat belts.

11. Vehicle parking permit tags cost \$30.00. The decal tag must be displayed by hanging it from the rear view mirror or placing it on the dashboard with your picture and decal number visible. Replacements for lost decals cost \$30.00. Note 1: Students must provide vehicle license (tag) number when registering. Students registering vehicles with a temporary or dealer's license tag will be issued a temporary decal until the permanent license number is provided. Note 2: The decal is personalized (has your picture on it) and may be picked up in Room 5029 the day after your application is filed. The fee for a student whose parking privileges are revoked or suspended will not be refunded.

12. The parking decal must be visible and displayed in the vehicle any time it is parked on campus during normal school hours. The decal is a hang-type decal that can be transferred from one vehicle to another and should be either hung from the rear view mirror facing forward or placed on the dashboard with the picture and decal number visible. If the decal is not visible the vehicle is illegally parked and subject to towing. Items hanging from the rear view mirror that make it difficult to see the parking decal must be removed. If a registered student temporarily drives another car, he or she should place their issued decal in the car driven. If your car permanently changes, notify MSgt Kyles, Chief Cooper, or Colonel Ator of the new tag number, make, model, and color of vehicle.

13. A student who has properly registered his or her vehicle but does not have the decal in the vehicle driven will be issued a one-day temporary decal for a charge of \$1.00. The \$1.00 fee must be paid upon entry into the

parking lot and the student must have correct change. Students may not charge temporary parking decals. The \$1.00 receipt for the temporary parking pass will serve as the decal and must be displayed on the dashboard.

14. Parking spaces in the student lot are not assigned. Students should fill the parking lot from front to back starting with the row closest to the front of the school and the spot closest to the gymnasium in order. Do not skip spaces since the lot is filled to capacity. Do not pull through to the next row.

15. Park only in marked spaces in the student lot, and pull directly into the next available space. Do not back into your parking space, and do not loiter in the parking lot or in your vehicle before or after school. Students loitering will be cited and/or referred for discipline. Students staying for after school activities should report directly to that activity and come to the parking lot only if required to retrieve items from your vehicle.

16. The student parking lot is OFF LIMITS during the day including lunch periods. Students may visit their vehicle during the day only with written permission from an administrator. Teachers may not authorize parking lot visits.

17. Students should park on the grass area to the left of the entry driveway only if all paved slots are taken. The only students who are required to park on the grass may be late arrival students and these students should attempt to find a paved slot before parking in on the grass. Parking spots in the front of the Fine Arts Center are not for student use and students who park there are subject to towing and loss of the parking decal the same as unauthorized parking in other on-campus areas.

18. Due to congestion, students exiting the parking lot should not drive around in the parking lot or move to another location to pick up passengers, nor should students staying after school (for practice, tutoring, etc) reposition their vehicles. Once you get in your vehicle, you should exit the parking lot by going down the appropriate row. Do not cut diagonally across the lot. In the afternoon between 3:45pm and 4:15pm, students exiting the parking lot must turn right onto Old Manning Road. Do not make a U-turn to pass back in front of the school.

19. A student who needs to leave once a vehicle is in the student parking lot (to pick up forgotten assignments, etc.) regardless of the time must report to the attendance office and sign out just as he or she would if they desired to leave early during school.

20. Any accident that occurs on the school property, no matter how minor, must be reported to the parking lot monitor or school administration immediately. Do not leave school after an incident until reporting the incident.

21. The speed limit is 15 MPH and is strictly enforced. The parking area is routinely patrolled by the Sumter County sheriff's department and speeding tickets will be issued to those who exceed the posted speed limit.

22. Drive very slowly when passing any pedestrian (student walking in lot or parking lot monitor directing traffic).

23. Students must stop at the STOP signs at the end of each exit row. Traffic coming from your right always has the right of way. Do not block the intersection by pulling partially into the roadway. Failure to stop and yield to oncoming vehicles is a violation of state law, will always result in a citation, and may be deemed reckless driving.

24. Radios and tape/CD/MP3/iPod players must not be played loud enough to be heard outside the vehicle.

25. The entry gate to the parking lot will be locked until 7:45 AM. Students should not arrive early and plan to wait in the driveway as this blocks access to the Fine Arts Center and the area is not monitored until 7:45 AM. Plan to arrive between 7:45 and 8:25 AM. All vehicles must be parked in the designated area by 8:25 AM each morning. Tardies, in addition to being handled in accordance with the Sumter School District discipline code, will result in the loss of parking privileges. Note: Parent notes are not accepted to excuse late arrivals in the parking lot.

26. Student drivers who arrive late or need to leave early must plan their arrival or departure in accordance with the bell schedule. The parking lot will be locked 15 minutes after the 1<sup>st</sup> period tardy bell and will be opened for 15 minutes at the beginning of 2<sup>nd</sup> and 3<sup>rd</sup> periods. The gate will open 5 minutes before until 10 minutes after each period's tardy bell. Students leaving must have an approved note from attendance. It is the student's responsibility to plan departures and arrivals to comply with this schedule. The gate will only be opened at other times when a bona fide emergency has been approved by the appropriate administrator. Failure to plan for a scheduled appointment is not an emergency. Careful planning for appointments will insure students are not delayed due to gate closure. Note: Students who arrive when the gate is locked and park in an inappropriate area (staff or bus lot) will lose parking privileges for the remainder of the semester in accordance with Paragraph 7 of this application.

27. Driving on any unpaved area in the parking lot, access road, on the paved walkway, or short cutting through the FAC lot is strictly forbidden and will result in the loss of parking privileges for the remainder of the semester.

28. Obey the directions of the teacher, administrator, or staff member monitoring the parking lot.

29. Obey all S.C. traffic and driving laws. You must STOP at STOP signs even if there is no on-coming traffic.

30. Parking lot violations (except as otherwise noted) are tabulated each nine-week grading period. Additionally, off-campus driving violations will be reported by law enforcement to the school with consequences as indicated below. Unless otherwise specified, failure to comply with the above listed rules will result in the following:

- a. 1st offense--written warning (ticket) Note: A ticket is not a pass to enter class late.
- b. 2nd offense--last warning
- c. 3rd offense or 2-point off-campus violation--loss of parking privileges for 1 week or \$5.00 fine.
- d. 4th offense or 4-point off-campus violation--loss of parking privileges for 3 weeks or \$25.00 fine.

Note: Fines must be paid not later than the school day following the offense, must be paid to the bookkeeper, and may not be charged. Students should then bring the receipt to room 5029 or 5033 the first five minutes of lunch to retrieve their decal. Decals must be retrieved before the student can resume driving.

31. The following violations result in the immediate loss of parking privileges for the remainder of the

semester without an option for paying a fine:

- a. Fifth offense or 6-point off-campus violation.
- b. Reckless driving: including driving on unpaved surfaces, around security fences/concrete bumpers (speed bumps), on the concrete area between the school and the gym, excessive speeding, or running the STOP sign at the end of each exit row.
- c. Parking in unauthorized area (staff lot, bus lot, grass area (except as authorized), Fine Arts Center lot, etc)

32. Drivers are responsible for the behavior of their passengers and may be issued tickets for passenger misbehavior including unauthorized attempts to leave the campus (cutting).

33. Unauthorized departure from the lot during school (cutting), off-campus violations resulting more than 6 points, DUI convictions, failure to maintain insurance or tags as required by SC law, or any off-campus violation resulting in the loss of State driver's license will result in the loss of driving privileges for the remainder of the year. 34. If a student's parking privileges are revoked, it is the student's responsibility to give his or her decal to MSgt Kyles, Chief Cooper, or Colonel Ator on or before the day the revocation begins, and to pick it up from the JROTC Instructors in room 5033 or JROTC office (5029) the day before you resume driving. Resuming driving before you retrieve your decal will result in another violation.

Note on revocation of parking decals: It is understood that the loss of parking privileges due to violations will often result in a hardship for the student, parents, and others. However, hardships due to jobs, extracurricular activities and athletic participation, or other obligations the student may have are not reasons for waivers. Failure to read or understand parking rules is also not an acceptable reason for waivers. Students are encouraged to comply with parking rules to protect their parking privileges.

35. Cell phone use by students while driving on school property is strictly prohibited. Drivers violating this rule will have the phone confiscated in accordance with the same rules that apply in class. Drivers who refuse to surrender the phone under these conditions will lose driving privileges for the remainder of the school year.

36. Students driving to or from the Career Center must have the approval of both the Lakewood and Career Center principals and parking decals from both schools.

37. The proper time to conduct parking business with is the first five minutes of each lunch period in room 5029 (MSgt Kyles' office). Do not leave class to conduct parking lot business.

**Conduct parking business with MSgt Kyles, Chief Cooper, or Colonel Ator the first five minutes of each lunch period in room 5029 or room 5033. After that time period, pay all fees to the bookkeeper. Bring this completed form and your parking fee receipt to JROTC and they will order your decal. Leave this form with the Bookkeeper or in the JROTC office.**

**Do not leave class to conduct parking lot business.**

# APPLICATION FOR STUDENT PARKING PERMIT AND DECAL

RETURN THIS FORM TO JROTC Instructors (Rm 5029 or 5033) PRIOR TO DRIVING TO SCHOOL.  
**PARENTS OR GUARDIANS MUST SIGN THIS FORM REGARDLESS OF THE STUDENT'S AGE.**

Parking rules specified in the Student Parking Application are designed to promote safety and to insure that student driving does not interfere with the educational environment. Parking lot rules may be adjusted during the year if such changes are deemed appropriate by the principal. If changes are required, they will be announced to the student body and publicized as appropriate in school newsletters, etc.

**STUDENT/PARENT STATEMENT: We understand and accept the rules for use of the student parking lot at Lakewood High School, and agree to comply with these rules and the directions given by teachers, administrators, or staff concerning the use of the parking lot. We understand that failure to comply with these rules may result in the loss of student parking privileges at Lakewood High School and that hardships due to the loss of driving privileges are not cause for early reinstatement of privileges. We also acknowledge that Cell Phone use while driving at any time on the Lakewood campus will result in the phone being confiscated under the same provisions as if the phone were used during class.**

STUDENT'S FULL NAME (**Print** legal name, no nicknames please) \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ STUDENT'S GRADE: \_\_\_\_\_

PARENT OR GUARDIAN'S SIGNATURE: \_\_\_\_\_

DATE DRIVING COURSE COMPLETED: (Day/month/year) \_\_\_\_\_

DATE "ALIVE AT 25" COURSE COMPLETED: (Day/month/year) \_\_\_\_\_  
(If you don't remember when you completed either of the required courses estimate when you think you completed each course)

PAYMENT: AMOUNT: \$ \_\_\_\_\_ METHOD: Check Cash Pre-Pay Other  
(Please circle method) (with registration)

VEHICLE LICENSE TAG NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ BODY STYLE: \_\_\_\_\_  
(Temporary decal will be issued if permanent tag number is not known) (Car, Pickup, Van, SUV, etc)

VEHICLE MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

DATE OF APPLICATION: (Day/month/year) \_\_\_\_\_ DECAL NUMBER: \_\_\_\_\_  
(Filled in by issuer)

Note: If you are registering more than one vehicle, please indicate vehicle information (tag number, state, body style, make, year, and color) for other vehicles on another sheet and attach. There is no additional fee for registering additional vehicles but all the information for each vehicle must be provided.

## SEE IMPORTANT INFORMATION AND COMPLETE TEST ON BACK OF THIS PAGE

IMPORTANT NOTE: DRIVING WILL BE SUSPENDED WITHOUT WARNING FOR VIOLATION OF THE FOLLOWING RULES:

1. Parking during school hours in any location other than the student parking lot. Do not park in the front (staff) lot or back (bus) lot for any reason.
2. Driving or parking on any unpaved area. Do not attempt to drive around the gates or speed bumps. If a gate is locked report to the main office.
3. Loaning your decal or allowing anyone to drive using your decal. **The decal is registered to the driver, not the vehicle.**
4. Running the stop signs at the end of each parking row. These are stop signs, not yield signs
5. Cutting class with your vehicle or leaving with a pass but with a passenger who does not have authorization to leave.
6. Speeding in the parking lot or on access drive. **Drive extremely slow when passing a pedestrian or anyone directing traffic.**

PLEASE NOTE: TALKING ON A CELL PHONE WHILE THE VEHICLE IS MOVING WILL BE TREATED THE SAME AS IF YOU TALK ON

THE PHONE DURING SCHOOL. IF YOU MUST TALK OR RECEIVE A CALL, PULL OVER AND STOP FIRST.

### Driving Test

1. It is OK for my friend to drive my car on campus using my parking decal as long as the car and decal are properly registered to me.
  - a. True
  - b. False
2. If I cut class using my vehicle I will lose my parking privileges for the remainder of the year.
  - a. True
  - b. False
3. If I leave early it is OK to return to the student parking lot at 3:45 to pick up a friend or attend a meeting.
  - a. True
  - b. False
4. Seat belt use is optional.
  - a. True
  - b. False
5. If I lose my decal I can get a replacement for half price.
  - a. True
  - b. False
6. My car may be towed at my expense if my decal is not visible.
  - a. True
  - b. False
7. The student parking lot gate is locked in the morning until \_\_\_\_\_ AM.
8. If I am late I can bring a parent note and not get a tardy ticket.
  - a. True
  - b. False
9. I can park in the staff lot if I am late and the gate is locked, forgot my decal, or is a senior.
  - a. True
  - b. False
10. If I talk on my cell phone while driving it will be confiscated just as if I used the phone during class.
  - a. True
  - b. False
11. I need to stop at the STOP sign at the end of each row only if someone is coming.
  - a. True
  - b. False
12. If I forget my decal I must purchase a temporary for \$1.00 and cannot charge the temporary decal.
  - a. True
  - b. False
13. My teacher can write me a pass to return to my car to get my ID or a class project.
  - a. True
  - b. False