

**PAWLING HIGH SCHOOL
30 WAGNER ROAD, PAWLING, NEW YORK 12564**

**PARKING APPLICATION PROCEDURES
2019 – 2020 SCHOOL YEAR**

Dear Parent/Guardian/Students:

Due to the number of students who request parking and the limited availability of spaces, parking spaces will be issued to Seniors first. **As per Board of Education requirement, only students who have attended the C.A.P.E. workshop may be permitted to drive and park on campus.**

The fall make-up dates for the C.A.P.E. workshops are:

Wednesday, September 11, 2019 at Spackenkill HS; Registration begins at 6:30 PM.

Wednesday, September 18, 2019 at Arlington HS; Registration begins at 6:30 PM.

Student must be accompanied by a parent or guardian. No one will be admitted when program begins at 7:00PM.

Please submit completed parking applications to the Main Office by **August 9, 2019**. Students bringing in applications after this time will be placed on a waiting list. **Incomplete applications will not be accepted.** The following **MUST** be submitted along with application:

1. A copy of student's driver's license.
2. A copy of the Vehicle Registration.
3. A copy of current insurance.

Once a completed application is received, student will be assigned a numbered parking spot for the 2019-2020 school year and will be issued a parking sticker which must be displayed on the driver's side of the rear window. Students may only park in their own designated space. Spaces that are not being utilized on a consistent basis will be revoked.

Spaces are non-transferable.

Parking stickers will be assigned and available in the Main Office to those students who submitted their application on time beginning Monday, **August 26, 2019**.

IMPORTANT NOTE

Students issued a parking sticker must arrive to school on time. If a student is late to school more than 5 times, a parent meeting will be requested. If a student is late to school more than 10 times, your parking pass will be revoked. If a student is late due to a medical appointment, a doctor's note must be provided. Students must be responsible and take into account weather related conditions, speed limits and the walk from their designated space into the school building when planning their morning drive to school.

Any student not obeying the parking regulations will lose parking privileges for two (2) weeks. A second offense will result in a loss of parking permit for an entire semester.

Sincerely,



Helen Callan, Principal



John Bellucci, Dean of Students

**PAWLING HIGH SCHOOL
2019-2020 SCHOOL YEAR
STUDENT PARKING PERMIT APPLICATION**

Please fill out this application completely and return to the High School Main Office as soon as possible. Your parent's signature is required. A copy of your driver's license, vehicle registration, and insurance card must be attached to this application. Incomplete applications will **NOT** be accepted. Permission to drive an automobile to school and park in the parking lot can be granted provided the student driver observes the following regulations:

1. Student parking permit application completed and approved by the Principal.
2. Parking sticker displayed on the driver's side of the rear window.
3. Students must park in their assigned spaces only.
4. Automobiles must remain locked at all times during the school day.
5. **Students may not return to their cars during the school day without written permission.**
6. Students must drive in a slow, careful manner.
7. Vehicles must never be taken from the parking lot during the school day unless the student has been granted permission for early dismissal. **Early dismissal students may not at any time take unauthorized students in their car.**
8. Students must arrive to school on time. More than 10 tardies will result in parking pass being revoked.
9. If you need to drive a different vehicle to school due to a maintenance issue, please bring a note signed by a parent/guardian to the Main Office upon arrival to school. This note needs to include the following information: date(s) this car will be parked at the high school, make, model, color, and plate number.
10. If a vehicle is permanently changed, you must notify the Main Office and provide a copy of the registration for the replacement vehicle and current insurance.
11. Failure to adhere to the above rules will result in loss of driving privileges or suspension from school.

NAME _____ GRADE _____

YEAR AND MAKE OF CAR _____ LICENSE PLATE # _____

DESCRIPTION/COLOR OF CAR _____

C.A.P.E. WORKSHOP ATTENDANCE DATE _____

I understand that my child will be driving a car to and from school and will abide by the rules and regulations or he/she will lose the parking privilege. I also understand that student's park at Pawling High School at their own risk.

(Parent Signature)

(Date)

My signature indicates that I have read the regulations and understand the consequences of not following them.

(Student Signature)

(Date)

(Principal Approval)

(Date)

(Parking Permit #)

(Space #)