



OFFICE USE ONLY  
 PAID:  
 Check \_\_\_\_\_  
 Cash \_\_\_\_\_

ASSIGNED PERMIT # \_\_\_\_\_



## FRANCIS HOWELL CENTRAL HIGH SCHOOL PARKING APPLICATION

**Note to Parents:** Driving to school and parking on campus is a *privilege* which carries with it specific responsibilities. The parking privilege is extended to students who can meet the qualifications for parking and who abide by school rules (see “Parking Guidelines” for those specific qualifications). **Due to the limited parking facilities on campus, we strongly urge parents to have students utilize the bus transportation that is provided.** Questions regarding parking should be directed to the Parking Office.

**Fill in all information**— please complete each section below with required signatures. Attach check, copy of current insurance and driver’s license to this form and turn in to parking office.

NAME \_\_\_\_\_ ID# \_\_\_\_\_ GRADE \_\_\_\_\_

VEHICLE PLATE # \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
 (necessary to have plate # to get permit)

COLOR \_\_\_\_\_ YEAR \_\_\_\_\_ INSURANCE CO/EXP DATE \_\_\_\_\_  
 MO law requires proof of insurance to operate a vehicle. **\*Attach copy of current insurance card and drivers license.**

Library Fines Clear \_\_\_\_\_

Textbook Fines Clear \_\_\_\_\_

**COUNSELOR SIGNATURE** \_\_\_\_\_  
 (only signs for TECH, Dual Enrolled, Boundary Exception. Circle activity for which student qualifies)

**SPONSOR SIGNATURE** \_\_\_\_\_ (Coach or club sponsor requiring student to be on campus 3x or more/week)

Yearly \_\_\_\_\_ \$60 Semester \_\_\_\_\_ \$30

**I have read and understand the rules and consequences listed on both the front and back page of this form. I agree to abide by those rules and grant permission for the vehicle to be searched if deemed necessary.**

\_\_\_\_\_  
 Parent signature (required)

\_\_\_\_\_  
 Student Signature (required)

\_\_\_\_\_  
 Date

For questions regarding student parking, please call Michelle Cockrell @ 636-851-4586.

### **Parking Requirements**

- An approved parking permit (see next page for qualifications)
- Park **only** in spaces designated as **student parking**
- Be on time (driving is not an excuse for tardiness).
- Observe MO driving laws and campus speed limits, have liability insurance, attach permits permanently in designated area (**lower drivers side of windshield**) with only the current valid permit displayed.

**\*\*\*Do not transfer permits to different vehicles or pass on to another student. Non eligible students who use another student's permit will not be allowed to drive and the permit-holding student will lose the parking privilege.**

### **GPA**

In order to qualify for a parking pass at Francis Howell Central High School, students must maintain a current grade point average of 1.5 or above. Any student with a current GPA below 1.5 will not qualify to receive or maintain parking permit. This will be monitored in the following fashion:

### **Tardiness**

In order to maintain a parking permit at FHC, students who drive must arrive to their first period class on time. Students who arrive late to school may lose parking privileges at principal's discretion. Procedures are as follows:

- Tardy #1. Warning
- Tardy #2. Warning
- Tardy #3. Detention assigned, meet w/ student, parent contact
- Tardy #4. Detention assigned, parking privilege warning, parent contact
- Tardy #5. Detention assigned, parking privileges suspended for 5 days
- Tardy #6. 2 Det., parking privileges suspended for 10 days
- Tardy #7. Sat. Det., parking privilege suspended for 20 days
- Tardy #8. 1 Day ISAP, parking privilege suspended for remainder of year.

### **Parking Procedure Violations**

Students who receive discipline for parking privilege violations will also have their parking privileges removed for a period of time: For Example: Students who leave campus early without proper permission- this act includes both driver and passenger(s).

- 1<sup>st</sup> offense—5 day suspension of parking permit
- 2<sup>nd</sup> offense—10 day suspension of parking permit
- 3<sup>rd</sup> offense—20 day suspension of parking permit
- 4<sup>th</sup> offense---parking permit pulled for remainder of year.

**\*\*\* Students who lose their right to drive will not receive a refund.**

### **Drug/Alcohol Use**

**A Random Student Drug Testing form must be on file to qualify.** Any student disciplined for drugs or alcohol possession or under the influence while on campus will lose all parking privileges for the current school year.

Any student testing positive as part of the FHSD Random Student Drug Testing Program will result in the following consequences:

- 1<sup>st</sup> offense – 10 day suspension of parking permit
- 2<sup>nd</sup> offense – 90 day suspension parking permit
- 3<sup>rd</sup> offense – permanent suspension of parking permit for remainder of high school career

## Parking Guidelines

Parking on the FHC campus is a privilege. No student is guaranteed a parking permit. Parking permits may be revoked at any time for non-compliance with any school policy. Parking permits are made available to those students who qualify based on our guidelines, are in good standing with the school, and have no outstanding fines of any kind. Students who participate in extra-curricular activities are *encouraged* to purchase their permits in advance. This proves to be cost-effective over time and assists the school with accurate numbers for daily parking availability. Such activities include:

- Work Program
- Boundary Exceptions
- Senior Mentors
- Dual Enrollment
- Tech School
- Marching Band
- Clubs, activities, or sports (in session during the semester) that are required to meet 3+ times per week.

## How Remaining Permits Will Be Distributed

Any permits which are not purchased at the start of the year will be sold on a first come first served basis.

\*\*\* If more students apply for additional parking than there are spaces available, the Administrative Team will determine who is awarded a parking permit based on urgency of need.

## Fines and Towing

Failure to abide by FHC Parking Guidelines will result in the following consequences:

Parking illegally in a student assigned parking slot:

- 1<sup>st</sup> Offense - \$10 fine
- 2<sup>nd</sup> Offense - \$10 fine
- 3<sup>rd</sup> Offense - \$10 fine
- 4<sup>th</sup> Offense - \$20 fine with Towing Contract and parent contact
- 5<sup>th</sup> Offense - Car is towed from campus at student/owner expense

Parking illegally in a teacher assigned parking slot:

- 1<sup>st</sup> offense - Warning issued
- 2<sup>nd</sup> offense - \$30 fine with Towing Contract and parent contact
- 3<sup>rd</sup> offense - Car is towed from campus at student/owner expense

\*\*If the parking/driving infraction is flagrant, the administration may suspend the student immediately.

## Daily Parking Guidelines

- Students may purchase daily tags at a cost of \$2.00 **if purchased at least one day in advance.**
- A fee of \$3.00 will be assessed for any student purchasing a daily tag on the day parking is needed.
- A Random Student Drug Testing form must be on file to qualify.
- The Parking Office will sell daily hang-tags at the window by the student entrance each morning at 6:45 and will close 5 minutes prior to the final tardy bell each day. **No daily tags will be issued after that time.**