



# STANWOOD HIGH SCHOOL

7400 272<sup>nd</sup> ST NW; Stanwood, WA 98292  
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<http://shs.stanwood.wednet.edu>

## PARKING PERMIT INFORMATION

### REQUIREMENTS FOR REGISTRATION

These requirements must be followed before we can accept your registration form.

- Fill out attached form and have parent/ guardian read and sign. Forms must be completely filled out prior to registration, including parent signature and vehicle information.
- STAPLE A COPY OF YOUR CURRENT DRIVER'S LICENSE AND CURRENT CAR INSURANCE TO THE REGISTRATION FORM. STUDENTS MUST HAVE THEIR LICENSE BEFORE SIGNING UP FOR A PARKING PERMIT.

Permits will not be held without complete registration. Telephone reservations will not be accepted to reserve permits. WE WILL ONLY ACCEPT PAYMENTS AT THE PAYMENT WINDOWS IN THE COMMONS BEFORE SCHOOL, DURING LUNCHES, AND AFTER SCHOOL. Any part of the registration requirements that are forged, expired, etc. will result in forfeit of the student's parking permit for the school year.

**Parking Permits and Space assignments are issued on a First Come First Served Basis. No priority is given for student grade, age, or schedule.**

### PURCHASING OPTIONS

Students may purchase parking permits in the Stanwood High School main office on a first come first served basis starting the last week of August. There are a limited number of permits available and sales will be cut off once we are sold out. There are two options for purchasing a parking permit:

Regular price is \$20

If purchased at the same time as an ASB Card and before September 30, the cost is \$15 for the permit.

### STUDENT PARKING / AUTOMOBILE SAFETY

Student automobiles are for transportation to and from school. They will not be driven during school hours without permission of a parent/guardian. The parking lot is closed during the school day. Students are not to be in the parking lot for any reason without permission of a school official. Students may not "hangout" or sit in their vehicles during the school day including during lunch.

Stanwood High School is a closed campus. Parking lots will remain locked during school hours. There are designated parking spots for running start students, students that have official late arrival or early release, and students that have a parental/guardian excuse cleared through the attendance office. All other students must park in the locked parking areas.

Stanwood High School has three parking lots for SHS students; the Stadium Lot and Lower Ag Lot are used for general student parking. These are locked during the school day. The "Green Lot" (Upper Ag Lot) is used for students with partial-day class schedules, i.e., Running Start students. If a student changes their schedule to a partial-day after the school year begins and the Green Lot is at capacity, they may not be able to have their parking permit exchanged for a Green Lot Permit.

1. Parking permits cost \$20. If a student purchases the permit and ASB Card at the same time before September 30<sup>th</sup>, the cost of the permit is \$15 and the ASB Card is \$40 for a total of \$55.
2. Permits will be issued starting the last week of August.
3. When applying for their permit, the student must provide a copy of his/her license, insurance, and register their car(s) to the permit.
4. Students must have their permit placed inside vehicle on driver's side front window (lower left

corner) while parked on campus. If the student has a permit and it is not in the proper location, they will receive a ticket and risk possible loss of their parking privileges.

5. Students must park in their assigned spot.
6. Students cannot sell or give their permit to another student. Students that do sell or give away their permit will be found in violation of school rules and that will have an impact on receiving permits in the future.
7. If a student loses their permit, they will be issued a temporary pass for 5 days. When the 5 days are complete, the student must purchase a new \$20 permit.
8. Common parking violations resulting in a \$20 fine:
  - a. Not parking in a designated parking spot provided for student use (fire lane, handicap spot, staff parking area, visitor parking, Church Creek Parking areas).
  - b. Parking in more than one spot.
  - c. Selling or giving away your permit
  - d. Parking on campus without a permit or without a permit clearly visible in the vehicle windshield.
9. Parking permits may be revoked due to disciplinary action without the possibility of refund or reinstatement.

### **SPECIAL PROCEDURES**

#### **Student needs to leave school early for an appointment or other reason—**

- Parent/ guardian should send a note with the student when they go to school in the morning
- Student takes the note to the attendance office before school and receives a temporary parking permit for the visitor lot.
- Student checks out of the attendance office at the appointed time to leave.
- If it is a non-planned departure (sick student, family emergency, etc.) the student must check out at the attendance office and have parent permission to leave. Campus security will open the gate once this take place.

#### **Student arrives late to school after the gates are locked—**

- The student must check in at the attendance office and receive a temporary permit to park in the visitor parking area.

#### **Student's parking spot is occupied—**

- Student should park in visitor parking
- Immediately report to the office that their assigned spot was occupied

### **PARKING VIOLATIONS**

1 <sup>st</sup> thru 5 <sup>th</sup> Ticket	\$20 parking ticket (Students will not be issued a warning ticket)
Beginning with 6 <sup>th</sup> Ticket	Referral to administrator for willful disobedience. Discipline may be assigned by the administrator
All future tickets	\$20 parking ticket

**Students will have 5 school days from this issuance of a ticket to appeal the ticket. No tickets will be waived after this 5-day window.**

**All parking tickets must be paid before seniors will be allowed to participate in high school graduation his/her senior year. Diplomas and transcripts may be held for unpaid tickets/ fines. All tickets must be paid in the main office at the high school.**

**PERMIT # \_\_\_\_\_**

**STUDENT PARKING REGISTRATION**

ALL information must be completed to be considered for a parking permit. Please print and use blue or black ink.

**I am purchasing:**

\_\_\_ Stand Alone Permit (\$20) \_\_\_ ASB Card & Parking Permit Combo (\$40+\$15 for at total of \$55, Only available until 9/30)

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Address: \_\_\_\_\_ City/ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**FIRST CAR:** (Must have a license plate number to receive permit)

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_

**SECOND CAR:** (Must have a license plate number to receive permit)

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_

Students parking in a Stanwood High School parking lot are required to register their vehicle(s). Students must pay \$20 at the time of registration for a parking permit. Students must provide a copy of their driver's license and insurance card with the form at the time of registration.

**RULES FOR PARKING LOT USE:**

1. A student cannot give, sell, or rent their permit to another student. Doing so will result in forfeiture of your parking privileges without receiving a refund.
2. Parking lots are closed and off limits to students during the school day (including during lunch). Once a student arrives at school, they should lock the vehicle, take everything needed for the day, and promptly go into the school building.
3. Students are advised not to leave valuables in their vehicle
4. Park correctly between the lines. Students will receive a ticket for not parking correctly.
5. Drive safely in and around the parking lot and school buildings (5 mph). To enjoy parking privileges follow all school rules and obey all traffic laws.
6. Permits must be clearly visible in the lower left corner on the drivers' side of the windshield when parking on school grounds.
7. Students must park in their assigned spot.
8. If a student loses his/her parking permit, he/she will be issued a 5-day temporary permit. If at the end of five days the permit has not been located, the student must purchase a new permit at the cost of \$20. The original permit number will be given to security and if it is seen in another vehicle, it will be confiscated.

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I have read, understand, and agree to follow the recommended guidelines for parking in the student parking lots, and that the information I have listed is correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**For Office Use Only**

Complete Application: \_\_\_\_\_ Proof of Insurance: \_\_\_\_\_ Drivers License: \_\_\_\_\_