

# Parking Permit Guidelines

**To: Applicants and Parents**

**From: Renee Every**

**Date: May 9, 2012**

**Re: 2012-2013 Guidelines and Application Form**

The following are the administrative rules for Preble High School related to student automobile use as required by the Green Bay Public School District Policy and JHFD. In order to use school parking facilities the student must possess a parking permit.

1. Applications will be available to Sophomores, Juniors and Seniors only with a valid driver's license.
2. Applicants must have a parking permit application on file along with a copy of their driver's license prior to or on **June 8, 2012. Payments will be accepted during early registration (separate letter to follow).** Parking application forms must be completed **in full** to be considered for a parking permit. Late applications will be placed on a waiting list.
3. Attendance will also be taken into consideration for selection of these permits.
4. Applicants with outstanding fines/fees and restricted time as of June 8, 2012 will not be eligible for a parking permit. Students cannot even get on the waiting list until these issues are resolved.
5. A list of successful applicants will be posted in the commons during early registration. Remaining permit tags not picked up by September 7, 2012 will be given to students on the waiting list.
6. The cost of the permit tag is \$75.00. There will be NO refund and tags do not need to be returned. **Payments will be accepted during early registration (separate letter to follow).**
7. Lost or stolen tags must be reported to Preble High School Main Office immediately. Replacement tags will cost an additional \$10.00.
8. A limited number of "Day-Passes" will be available for emergencies only. A note stating the reason for need is required. That note should go to the main office secretary the morning of the day requested along with a \$2.00 parking fee.
9. Parents/Guardians must certify that the vehicle(s) described on the application are insured at the minimum limits established by the Board of Education: \$10,000 property damage; \$25,000 bodily injury per person; \$50,000 total bodily injury per accident.
10. Students found using or copying another student's permit tag must submit the tag upon request and the permit may be pulled and/or suspended from the student it is issued to.
11. Two (2) students may share one permit by filling out the Application for Sharing a Parking Permit. Both shared students must meet the requirements mentioned above. If the application below is handed in by June 8, 2012 we will try our best to give the shared students lot preference. **If permit is revoked for any reason it will be revoked from both owners.**
12. The Green Bay Public School District is not responsible for property that is lost, stolen, or damaged while on the school parking lots.

13. Parking permit tags must be displayed on the inside rearview mirror with the permit number clearly visible for inspection.
14. **The City of Green Bay will be enforcing parking regulations in each school lot based on the rules of each school. They will be coming unannounced and ticketing for**
  - **Failure to display permit**
  - **Parking outside of designated areas**
  - **Blocking the sidewalk**
  - **Parking in a drive lane or fire lane**
  - **Parking in handicap stall without visible, valid permit**

We will give warnings when we can, but that will not stop the city from issuing a ticket if you are in violation of the rules. If you have a concern, please see a parking monitor, Mrs. Petitjean, or Mrs. Every for help. If you forget your permit, you may buy a day pass for \$2.00 for your lot to avoid getting a ticket. The school is not able to change ticket given and the ticket is the responsibility of the student.

15. Part-time students who are enrolled in any classes period 0-8 are also required to have a parking permit to park in the parking lots.
16. The parking permit will be subject to revocation for any of the following reasons:
  - Habitually Truancy
  - Violation of School Board Policy or Rules
  - Delinquency in making up Restricted Time in a timely manner
  - Interfering with instructional operations
  - Creating a safety hazard
  - Creating a nuisance to citizens or area property owners
  - Insubordination to parking monitors
  - Exceeding the 10 mph speed limit
  - Loitering in vehicle during school day
  - Failure to back into parking stall
  - Failure to park in designated student area
  - Loitering in cars in the parking lot

Consequences may include temporary or permit loss of parking permit

**Any changes of authorized users must be requested in writing by the student and parent/guardian and given to Mrs. Every prior to the use of the permit tag.**

Please understand that parking at Preble is limited and we cannot fulfill all requests and needs. We will do our best to serve as many Preble students as possible.

Renee Every  
Associate Principal

RE/kp  
parking:/parking application

## **\*\*2012-2013 PREBLE H.S. PARKING PERMIT APPLICATION\*\***

This application must be completely filled out and must be accompanied by a copy of your driver's license before being consideration for a parking permit.

_____ Home Phone	_____ Grade in 2012-2013	_____ Student ID #
_____ Last Name and First		_____ Driver License Number

### **Vehicle Description**

_____ Year of Vehicle	_____ Make of Vehicle	_____ Model
_____ Color	_____ License Plate Number	_____ Hours Attending School

If you do not attend periods 1-8, check all that apply to your schedule:

- ☐ "O" hour
- ☐ Co-op 1-6
- ☐ Youth Options
- ☐ Period 7-8 and Forward Bound
- ☐ Traveling Student (indicate hour and school) \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Lot Preference 1<sup>st</sup> choice \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, 3<sup>rd</sup> \_\_\_\_\_  
Lot M (Deckner Ave)  
Lot B (across from Gym)  
Lot A (across from Lot B)

I certify that the above vehicle is insured for not less than the limits \$10,000 property damage; \$25,000 bodily injury/person; \$50,000 total bodily injury/accident.

I have read the attached 2011-2012 Guidelines and Application Form related to the privilege of parking in the Preble High School parking lots and understands that violations of these rules may result in the revocation

_____ Parent/Guardian (print)	_____ Date
_____ Parent/Guardian Signature	_____ Student Signature

\*If you are using another family member's vehicle or change your vehicle within the school year, please use the Request For Adding or Changing a Vehicle located in the main office.

\*Student's sharing a parking permit with another student must complete the Application for Sharing a Parking Permit located in the main office.

**\*\*2012-2013 APPLICATION FOR SHARING A PARKING PERMIT\*\***

**Both sides of this application must be completely filled out and must be accompanied by a copy of both drivers' licenses before consideration for a parking permit.**

_____ Home Phone	_____ Grade in 2012-2013	_____ Student ID #
_____ Last Name and First		_____ Driver License Number

## Vehicle Description

_____ Year of Vehicle	_____ Make of Vehicle	_____ Model
_____ Color	_____ License Plate Number	_____ Hours Attending School

If you do not attend periods 1-8, check all that apply to your schedule:

- ☐ "O" hour
- ☐ Co-op 1-6
- ☐ Youth Options
- ☐ Period 7-8 and Forward Bound
- ☐ Traveling Student (indicate hour and school) \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Lot Preference 1<sup>st</sup> choice \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, 3<sup>rd</sup> \_\_\_\_\_  
Lot M (Deckner Ave)  
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I certify that the above vehicle is insured for not less than the limits \$10,000 property damage; \$25,000 bodily injury/person; \$50,000 total bodily injury/accident.

I have read the attached 2011-2012 Guidelines and Application Form related to the privilege of parking in the Preble High School parking lots and understands that violations of these rules may result in the revocation.

**I fully understand that my student will be sharing a parking pass and if the sharing partner violates the rules the permit may be pulled from both students.**

_____ Parent/Guardian (print)	_____ Date
_____ Parent/Guardian Signature	_____ Student Signature

\*If you are using another family member's vehicle or change your vehicle within the school year, please use the Request For Adding or Changing a Vehicle located in the main office.