

Windham High School

2022-23 PARKING PERMIT APPLICATION

Last Name	First Name	Grade
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The operation and parking of vehicles by students on school district property is a privilege. All vehicles must be registered through the main office and must exhibit a valid parking permit properly displayed on the rear of the vehicle. **Students are ONLY allowed to park in the student lots and NOT in the front visitor lot.**

Motorcycle drivers and riders, regardless of age, are required to wear a helmet when riding on school district property. Please note: All financial obligations must be met in order to purchase a parking pass, which includes: technology fees, library fees, and missing textbooks.

Steps to obtain a parking permit:

- Log in to your *Windham HS Gmail* and complete the following: [Online Parking Registration Form](#)
- Read page 3, which has important information from the Student Handbook
- Sign this form, and have a parent/guardian do the same.
- Verify your community service hours in PowerSchool PRIOR to coming in. If you have any questions please contact Ms. Lamontagne. (Contact Mr. Blair if you have a circumstance that might warrant an exemption).
 - Seniors: Must have 30 hours verified
 - Juniors: Must have 20 hours verified
 - Sophomores: Must have 10 hours verified
 - Freshmen: not applicable
- Upload the following images to the [Online Parking Registration Form](#):
 - Your driver's license
 - Registration form for your primary vehicle.
 - Proof of insurance
 - Payment Receipt from K-12 Payment Systems*

Bring this signed form, along with your paid receipt, to WHS according to the following schedule:

- Seniors: August 22: 12pm - 2pm
August 23: 8am - 10am
- Juniors: August 24: 8am - 10am
August 25: 12pm - 2pm
- Sophomores: August 26: 8am - 10am

Please Note:

- Parking permits must be displayed on the rear of the car
- Replacement permits cost \$5.
- Permits are non-transferrable.
- Permits may be revoked at any time by administration for any reason.

***Instructions for K-12 payment:** Payment for permits should be made via the K-12 Payment Center (the same payment center used for the school lunch program and any other payments due to the school)

- Access K-12 login through: <https://www.k12paymentcenter.com/> and **choose the \$5.00 option.**
- If you do not already have a K-12 account, you will need to set one up. The student ID# needed for the K-12 Payment Center is the same as the LASID# in your PowerSchool Portal.
 - Access K-12 login through: <https://www.k12paymentcenter.com/>
 - Once you've logged in, navigate to school fees under the 'Parent Functions' menu.
 - Click the arrow to expand the 'Available Fees' option.
 - Find the WHS Parking Permit fee and click on the "Add to Cart" button
 - For parents with more than one child, please make sure that you select the appropriate student's account that the fee is for.
 - Once all fees have been added to your cart, click on your shopping cart in the top right and proceed to check out.

Student and parent/guardian signatures verify that the student and parent/guardian have read, understand, and agree to the terms and conditions listed from the *Student Use of Vehicles* and *Search and Seizure* sections of the Student Handbook (found on page 3). The student agrees to abide by all Windham School District policies, the rules listed on this form and in the student handbook, as well as NH state law, and Town of Windham ordinances.

Student Signature

Parent/Guardian Signature

From the *Student Handbook*—please read:

Student Use of Vehicles

The operation and parking of vehicles by students on school district property is a privilege. All vehicles must be registered through the main office and must exhibit a valid parking permit properly displayed on the vehicle. Students are only authorized to park in the space assigned. Motorcycle drivers and riders, regardless of age, are required to wear a helmet when riding on school district property.

The parking of student vehicles in non-designated areas such as fire safety lanes, delivery ways, lawns or grass, restricted areas, and other non-designated areas may result in administrative action and/or the loss of parking privileges. The failure to comply with state, local, or school rules, including speeding, failing to yield to pedestrians, operating in an errant manner, or otherwise endangering the safety of others, may result in the temporary or permanent loss of this privilege, depending on the circumstances. Parking at Windham High School without first obtaining a parking permit may prevent a student from subsequently obtaining a parking permit. Vehicles without parking decals/tags, or which are illegally parked, are subject to towing at the owner's expense.

To earn the privilege to operate or park a motor vehicle at Windham High School, the driver must have a demonstrated record of good school citizenship and have completed Service Learning hours commensurate with their class status (Seniors: 30, Juniors: 20, Sophomores: 10) prior to applying for a permit through the Assistant Principal. Students apply for parking privileges on an annual basis. The annual parking fee is \$5 and is not refundable in the event of temporary or permanent revocation. Student parking privileges are not transferable to another student and the Administration reserves the right to assign, limit, or otherwise restrict parking spaces.

A student who has lost the privilege to operate their vehicle, be it on a temporary or permanent basis, may not operate the vehicle of another person on school grounds. Moreover, a student who has lost the privilege to operate their vehicle may not lend another student/operator their vehicle or parking decal/tag so as to perpetuate the same opportunity for which the suspension seeks to negate. In no case may a student, regardless of age, drive to or from field trips, athletic contests, or other activities for which transportation is arranged by the school or school organization.

A student participating in an Extended Learning Opportunity (ELO), attending a program through the Career & Technical Education (CTE) program in Salem or another district, or associated with a specified program endorsed by the Administration, may petition an Assistant Principal for permission to operate a personal vehicle to and from the high school campus. In such matters, it is the Administration's intent to enable convenience for the student if certain safety parameters are maintained. To this end, a student is prohibited from transporting other students, who are under the age of 18, as passengers to their intended destination or any interim location. Moreover, specific permission from a parent/guardian and possibly the cooperating agent or agencies (i.e., CTE, internship employer, etc.) must be obtained. Students seeking this privilege must see the Assistant Principal for authorization. Permission forms can be found in the main office or in Guidance.

Search / Seizure (Source: WSD Policy JIH)

Students are permitted to park on school premises as a matter of privilege, not of right. The School district retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe such search will produce evidence that the student has violated or is violating School District policies, school rules or the law. Recognizing the danger that contraband poses to society, and students in particular, the School District reserves the right to conduct unannounced random searches at any time with the assistance of qualified law enforcement officers and trained dogs. Qualified law enforcement officers and trained dogs may be used periodically upon request of the Superintendent and/or Principal to sniff lockers, common areas, vacated classrooms, parking lots (vehicles), and school grounds. If a search produces evidence that a student has violated or is violating the School District's policies, school rules or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Student Initials _____ *Date* _____

Parent Initials _____ *Date* _____