



Lewiston-Porter Central School District

Aiming Higher

August 4, 2014

Dear Parents/Guardians and Students:

Welcome to your junior year at Lew-Port! I hope that you are enjoying your summer break. I want to inform you that on Wednesday, August 20th from 9:00 a.m. – 11:00 a.m. we will be taking applications from juniors for parking permits. This will take place in the high school main lobby outside of the main office. We are issuing parking permits to seniors on Tuesday, August 19th and we will have a limited number of parking permits available for juniors with special driving needs on Wednesday, August 20th.

Parking permits will be assigned to juniors on a first-come, first-served **lottery** basis after the seniors get their spots. These spots will be from the remaining spots in the parking area behind the high school.

Enclosed is a packet with **Parking Regulations and Junior addendum, Parking Permit Application, Cell Phone Free Driving Pledge, Student Parking Checklist and parking lot map.** These documents must be filled out completely and brought in with you when you apply for your parking permit.

Please be sure to bring all necessary forms, paperwork, and \$25.00 with you or you will not be able to apply at that time.

If you have any questions please call the High School office at 286-7261.

Enjoy the rest of your summer! I look forward to seeing you on Wednesday, August 20th!

Sincerely,

John Evert
Assistant Principal

Paid _____
Date _____

Please make sure to fill out all areas completely in order for the parking permit to be processed.

Lewiston-Porter High School
Parking Permit Application 2014-2015

Student Name: _____

Address: _____

Town: _____

Telephone number: (h) _____ **(c)** _____
____ Senior ____ Junior

Automobile information (1): Year: _____ Make: _____
Model: _____ Color: _____ License Plate #: _____

Automobile information (2): Year: _____ Make: _____
Model: _____ Color: _____ License Plate #: _____

Reason for driving:

- ____ Senior Privilege
- ____ Work- Employer name: _____
 Employer phone number: _____
- ____ Medical
- ____ College Courses
- ____ Sports- Fall: _____
 Winter: _____
 Spring: _____
 Other: _____

Do you hold a valid driver's license? YES NO Driver's License # _____ - _____ - _____

Lewiston-Porter High School
Parking Permit Agreement

Both the student applicant and their parent/guardian must sign below.

Affidavit: I have read and accept all of the conditions for parking at Lewiston-Porter High School. I agree to abide to the parking regulations, the criteria for maintaining the permit, and accept the penalties for failure to do so.

(Student's signature)

(Date)

(Parent's signature)

(Date)

(Administrator's Signature)

(Date)

Lewiston-Porter High School

Parking Permit Application Addendum for Juniors (11th Graders)

Policy:

Parking is a **Senior** privilege. **Juniors** will only be issued parking permits in cases of (a) study at an area college or university and (b) special (emergency) needs, including temporary permits for specific individual days. **Sophomores** and **Freshmen** will not be issued parking permits.

Parking is strictly by permit only. Parking violations are subject to disciplinary action, parking tickets, and towing.

Parking Permits

1. Parking permits are issued as a privilege, not as a right, and therefore may be revoked or suspended for any disciplinary matter, including but not limited to: cutting class, tardiness to school, and leaving campus alone or with others during the school day.
2. When students park on school property, school officials have the legal right to inspect vehicles.
3. There is a \$25.00 non-refundable parking permit fee.
4. The **first parking violation** a student receives could result in a one week revocation of the permit. The **second parking violation** could result in a two week revocation of the permit. The **third and subsequently higher parking violations** could result in further parking permit revocations/disciplinary action.
5. Cars parked on campus without a parking permit or in violation of parking regulations may be ticketed or towed at the driver's expense and the student may face disciplinary consequences.
6. A valid driver's license, registration, and insurance card are required for permit applications.
7. Permits must be affixed to the rear view mirror and must be visible through windshield.
8. Juniors that qualify for permits on a special needs basis will be issued permits after the senior permits have been issued.
9. All permit registrations will be through the high school administration.

*For the 2014-2015 school year, a limited number of parking spots are available for Juniors on a **temporary** basis. These spots will be handed out by a lottery basis and **may not** be permanent for the school year. **The Lewiston-Porter High School Administration reserves the right to suspend or withdraw a Junior's (11th grader) parking permit due to school or student need or for disciplinary reasons** If a parking permit is revoked due to disciplinary reasons a refund for the \$25 permit fee will not be given. In the case where a permit is withdrawn because of school or student need, a prorated refund will be given at the rate of \$6.25 per marking period(s) remaining in the school year. Parking for juniors will be located in the back of the High School toward the back of the large parking lot. Juniors wishing to attain one of these spots will need to sign this addendum and have a parent/guardian sign as well along with the Parking Permit Application. A temporary permit will not be issued to Juniors who do not sign this addendum or are missing their parent/guardian's signature.*

Both the student applicant and their parent/guardian must sign below.

Affidavit: I have read and accept all of the conditions for parking at Lewiston-Porter High School. I agree to abide to the parking regulations, this addendum for Juniors, the criteria for maintaining the permit, and accept the penalties for failure to do so.

(Student's signature)

(Date)

(Parent's signature)

(Date)

(Administrator's signature)

(Date)

Lewiston-Porter High School

2014 - 2015

Parking Regulations

Rationale:

1. In creating and maintaining a user-friendly school culture, the faculty and administration of Lewiston-Porter High School seek to accommodate individual student needs and requests to the best of our ability. Unlike schools where student parking is prohibited, Lewiston-Porter allows limited student parking.
2. While fostering a user-friendly culture, we recognize our responsibility to maintain student safety and the orderly operation of the school for learning.

It is necessary to regulate parking in such a way as to meet both of the above goals. This is a difficult task, and we earnestly request the full support and cooperation of student drivers, their parents and guardians, and the faculty and staff, in order for this plan to succeed for the mutual benefit of all!

Regulations:

1. **Registration** - ALL VEHICLES MUST BE REGISTERED with the Main Office.
2. **Hang Tag** - When registering a vehicle, each student will receive a Parking hang tag. This hang tag must be placed on the rear-view mirror. This allows for ready and accurate supervision of the parking lot.
3. **Application Form** - A parking permit application form, available in the Main Office, must be filled out and signed by the student applicant, the parent/guardian, or college official. The year, make, model, color and license plate number of each vehicle must be on the form.
4. **Agreement with Regulations** - As an integral part of applying for a parking permit, each student applicant and his or her parent/guardian must sign the Agreement to uphold the parking regulations and to accept any penalties listed herein.

Failure to accept and sign the regulations in good faith indicates an unwillingness to cooperate with the safe management of student parking, and will result in the disapproval of the application.

5. **Parking Areas** - Student parking is limited to the spaces on the side of the High School by the gym.
6. **Distracted Driving** - New York lawmakers passed a bill that prohibits all drivers from using portable electronic devices to text or e-mail while operating a motor vehicle that took effect on November 1, 2009. The law prohibits all drivers from using portable electronic devices to send text messages or e-mail while driving. The Lewiston Porter Central School District adheres to this law and prohibits cell phone use while driving on campus. Violators will lose their driving privileges for an amount of time to be determined by the administration up to the full school year.
7. **Safety** - Posted speed limits MUST be observed, as well as the NYS motor vehicle regulations: There will be no reckless driving! Drivers are NOT to pass stopped school buses loading or discharging students. Student safety is our number one concern.
8. **Riders** - ONLY members of the driver's immediate family or students with their own parking permits **and permission** to ride with a specified driver, (car pool) may ride with the driver. Parents should recognize the potential liability involved with their son or daughter breaking this rule!
9. **Temporary Hang Tag** - *One Day* and/or *Handicapped One-Day* - A single day permit may be obtained from the Main Office at no charge. A student must request a temporary parking permit *at least one day* in advance and place it on the car's rearview mirror immediately. Temporary permits will be given out for special circumstances by administration. A student who does not contact the Main Office will be considered illegally parked.
10. **Penalties** - Violations of the above-mentioned, reasonable rules will result in disciplinary consequences which may include, but are not limited to:

Lewiston Police Ticket	Tow Away	Revocation of Permit	Parent Conference
Detention	In-School Suspension	Out-of-School Suspension	Suspension of Permit

Student Driving:

Student parking at Lewiston-Porter High School during the regular school day is *by permit only*. Students must be licensed, the vehicle must be covered by insurance, registered with the NYS DMV, and students must fully understand their responsibility.

Parking Permits:

1. In general, parking permits will be issued for situations when regular school bus transportation is unavailable.
2. Temporary permits for students, who need to drive for reasons such as a doctor's appointment, must be obtained at least one day prior to such need. *Students who drive without prior administrative approval are subject to **penalties** listed above.*
3. Cars parked on campus without a parking permit, or in violation of parking regulations, may receive, a Lewiston Police Ticket, **and/or may be towed at the driver's expense**, and students will face disciplinary consequences.
4. Ninth and tenth graders *will not* be issued a parking permit under any circumstances.
5. All permit registrations will be processed through the High School Administration.
6. A \$25.00 parking permit fee is payable in the Main Office.
7. Student parking is strictly limited to those students with permits. Students may not transfer permits to anyone else.
8. The speed limit is 10 mph. **All stop signs must be observed.** Failure to obey safe driving practices may result in the loss of parking privileges.
9. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
10. Tardiness/absence related to driving may result in immediate revocation of driving privileges to and from school.
11. Under the Vehicle and Traffic Law, Section 1670, all rules and regulations governing school grounds are entirely under the discretion of school officials.
12. Students are *not to loiter or visit* in the parking lot.
13. Cars and drivers are subject to all motor vehicle laws which may be enforced by law enforcement personnel.
14. A parking permit is not to be used as an excuse to leave campus early without **both** parental permission and proper sign-out procedures in the attendance office.

Criteria for Selecting and Maintaining Student Parking Permits:

- Student must be in good standing.
- Academically eligible (***ineligibility rules apply to parking***).
- **The ability of the student to arrive to school on time and remain here for all classes.**
- Minimal disciplinary referrals.
- Availability of spaces (student parking is limited.)
- Parking permits are a senior *privilege*.
- Juniors – The Administration will determine permission on a limited case-by-case basis (documentation is required).
- Driving violations/accidents could result in the loss of parking privileges.

Student Parking Checklist

This is for you to use to make sure that you bring all of the necessary forms and paperwork for parking permit registration.

1. _____ Driver's license
2. _____ Insurance Card
3. _____ Automobile registration
4. _____ \$25.00 permit fee
5. _____ Cell Phone Free Driving pledge
6. _____ **Parking Permit Application and Agreement** sheet with
parent and student signatures



Lewiston-Porter Central School District

Aiming Higher

To: Lewiston Porter High School Student Drivers
From: John Evert, Assistant Principal
Subject: Cell Phone Free Driving
Date: August 4, 2014

In an effort to keep our students safe while driving we have decided to require each student to sign the pledge below. This pertains to driving on and off campus and we feel that distracted driving is a major safety risk for drivers.

I, _____ pledge to not use my cell phone while driving. I pledge not to text, email or talk on my phone without a handsfree device while I am driving my car. I understand distracted driving is dangerous to me and the others on the road. I pledge to pass this message along to those I care about.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

BUS PARKING

MARC PARENT
LEWISPORT HIGH SCHOOL PARKING LOT
1-5-09

STAFF9
STAFF8
STAFF7
STAFF6
STAFF5
STAFF4

STAFF3
STAFF2
STAFF1
Permits
Permits
No
PASSER

BUS DRIVER	BUS DRIVER
BUS 1	BUS 1
BUS DRIVER	BUS DRIVER
BUS DRIVER	BUS DRIVER
STAFF12	STAFF17
STAFF12	STAFF16
STAFF10	STAFF15
Permits	STAFF14
Permits	STAFF13
No Parking 1	

No Parking 3		
BUS DRIVER	BUS DRIVER	BUS DRIVER
STAFF43	30	
STAFF44	29	
STAFF43	28	
STAFF42	27	
STAFF41	26	
STAFF40	25	
STAFF39	24	
STAFF38	23	
STAFF37	22	
STAFF36	21	
STAFF36	20	
STAFF34	19	
STAFF33	18	
STAFF32	17	
STAFF31	16	
STAFF30	15	
STAFF29	14	
STAFF28	13	
HONORS	12	
HONORS	11	
STAFF27	10	
STAFF26	9	
STAFF25	8	
STAFF24	7	
STAFF23	6	
STAFF22	5	
STAFF21	4	
STAFF20	3	
STAFF19	2	
STAFF18	1	
No Parking 2		

No Parking 5		
BUS DRIVER	BUS DRIVER	BUS DRIVER
	60	90
	59	89
	58	88
	57	87
	56	86
	55	85
	54	84
	53	83
	52	82
	51	81
	50	80
	49	79
	48	78
	47	77
	46	76
	45	75
	44	74
	43	73
	42	72
	41	71
	40	70
	39	69
	38	68
	37	67
	36	66
	35	65
	34	64
	33	63
	32	62
	31	61
No Parking 4		

No Parking 7	
BUS DRIVER	BUS DRIVER
120	150
119	149
118	148
117	147
116	146
115	145
114	144
113	143
112	142
111	141
110	140
109	139
108	138
107	137
106	136
105	135
104	134
103	133
102	132
101	131
100	130
99	129
98	128
97	127
96	126
95	125
94	124
93	123
92	122
91	121
No Parking 6	

NO PARKING	
GAS TANK	
BUS 5	
BUS 4	
BUS 3	
BUS 2	
BUS 1	
165	180
164	179
163	178
162	177
161	176
160	175
159	174
158	173
157	
156	172
155	171
154	170
153	169
152	168
151	167

FIRE LANE

HIGH SCHOOL GYM

FACULTY PARKING, VISITORS & HANDICAPPED