



---

**2019-2020**

**Parking a vehicle on school property is a privilege, not a right. Students and parents are responsible for complying with LSA policy and regulations. Contact the school with any questions or concerns.**

1. Parking permit applications may be completed by any student who has a valid North Carolina Driver's License. Learning permits are NOT accepted.
2. Students' outstanding fees must be paid in full prior to applying for a parking permit.
3. The parking fee established by the school is **\$170** (subject to change on an annual basis). If two students wish to share a parking spot, each student must complete an application and provide the required documentation, but one student is responsible for the full payment. No partial payments will be accepted.
4. Only one parking permit will be issued per parking space. Students may register up to two family vehicles. Two students may apply to share one space. Each student sharing a space may register one family vehicle. A valid copy of the vehicle registration for each vehicle must be turned in with the application. The parking permit may be moved from one registered student's vehicle to the other registered student's vehicle sharing the assigned space; but it may not be sold, given, or loaned to another student for his or her use. All student drivers must abide by all rules and regulations set forth for campus parking.
5. Students who park a motor vehicle on the school campus must always display their current parking permit. The parking permit must be displayed from the inside of the vehicle, hung on the rear-view mirror, facing the front of the vehicle. Backing into spaces is not permitted.
6. With a purchased Longleaf School of the Arts parking permit, students may park in LSA student designated parking locations only. Vehicles parked in unauthorized areas on school campus may be towed at the owner's expense and the parking permit will be subject to revocation without refund.
7. The safe operation of motor vehicles is required while on school property. Vehicles may not travel more than 10 miles per hour, and drivers must abide by North Carolina driving laws.
8. The school is not responsible for damages to or theft from vehicles.
9. Student vehicles are subject to search and seizure per Longleaf School of the Arts Student Handbook Policies and Procedures found under Student Detention, Search and Seizure.
10. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student/vehicle owner.
11. If a student with a valid parking permit transfers/withdraws from LSA during the year, the parking permit will be revoked and the parking fee will not be refunded.
12. Students shall inform the front office immediately of any change in vehicle, or license plate, even if the change is only for one day.
13. School parking areas are subject to monitoring daily to ensure student compliance.
14. Lost parking permits will be replaced for a \$10 fee. Report any lost parking permit to the office immediately.
15. Longleaf School of the Arts prohibits the possession and/or use of tobacco, drugs, and alcohol products or any related paraphernalia on school campus at any time. All school board policies are to be followed and will be enforced.
16. Loitering in the parking lot is prohibited. Students should lock their cars and proceed into the building immediately upon arrival, and depart immediately following school dismissal or the conclusion of formal school activities.
17. Handicapped parking is available as needed on an assigned basis only. Students in need of a handicapped parking space need to indicate this on the parking application and provide legal documentation when submitting all paperwork.
18. Authorization to park on campus does not provide autonomy for a student to leave campus during regular school hours (i.e. lunch, check-out). Students must have a valid off-campus lunch pass or sign out with proper authorization at the front office to leave campus during regular school hours.

**Students who fail to follow any of the stated policies will be found in violation of LSA's parking policies and procedures and will be issued a consequence, up to and including revocation of the parking permit without refund.**

Please visit the school's website for information on parking application and permitting procedures, including dates for submission of required paperwork and permit pick-up. Thank you for doing your part to keep our school a safe place for everyone.

***This policy and parking fee has been adapted from several policies within Wake County Public School System.***



**2019-2020**

(Read carefully - Incomplete applications will not be processed)

**PRIMARY DRIVER**

Print Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level for 2019-2020: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

NCDL#: \_\_\_\_\_ NCDL Expiration Date: \_\_\_\_\_

Handicap Space Required (circle one): YES NO

**SECONDARY DRIVER**

Print Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level for 2019-2020: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

NCDL#: \_\_\_\_\_ NCDL Expiration Date: \_\_\_\_\_

Handicap Space Required (circle one): YES NO

**VEHICLE INFORMATION OF CARS PARKED ON CAMPUS - YOU MAY REGISTER 2 VEHICLES**

	Year	Make	Model	Color	License Plate
Vehicle #1					
Vehicle #2					

The fee for parking a vehicle on campus is \$170.00 (subject to change on an annual basis). Partial payments are not accepted. Parking revenue is used for various expenses associated with student parking and security throughout our school. While lots are supervised routinely, the school is not responsible for damage to or theft from vehicles.

**PARKING PERMIT PROCEDURES:**

1. Parking spaces are issued on a first come first served basis to Seniors and Juniors.
2. A completed copy of the application, notarized parent signature and copy of car registration need to be submitted. Payments will be made online via Charter Pay. Only cash payments will be received and receipted at the school.
3. Permit Tags will be assigned upon receipt of documents and payment in the order they are received.
4. Applications may be submitted during schedule pick-up and throughout the year as spaces are available.
5. Permits will not be mailed.
6. A valid North Carolina ID is required when picking up permit.
7. The grade level is determined by promotion standards (not the number of years a student has attended school). Grade level will be verified in PowerSchool. Any student entering the wrong grade level will not be eligible for a parking space.
8. A parking permit does not preclude an "Off-Campus Lunch" pass. Students can have a parking permit and not be permitted off campus for lunch.

**OVER for Notary Public Form**



**Parent signature to be notarized by a Notary Public:**

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

State of \_\_\_\_\_, County of \_\_\_\_\_,

I, \_\_\_\_\_, a Notary Public for said county and state,

do hereby certify that \_\_\_\_\_ (parent) personally

appeared before and acknowledged the due execution of the foregoing instrument. Witness my hand,

and the official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires \_\_\_\_\_, 20 \_\_\_\_\_. (Official Seal)