



**Kennard-Dale High School Parking Permit Guidelines and
Application
2020-2021**



******Permission to drive to school and park on school property is a privilege.******

ELIGIBILITY:

Parking permits will be issued to students holding a valid driver's license on a first come basis - Seniors followed by Juniors. Students who have obligations will not be eligible for a parking permit.

PARKING PERMIT FEES AND APPLICATION:

Parking permits can be purchased for a non-refundable fee of **\$20.00**. Cash or check will be accepted. Checks can be made payable to "KDHS" - (Please note "Student Parking Permit" in the memo section).

The parking permit application may be downloaded from the Kennard-Dale High School website or picked up in the high school Main Office.

Applications are accepted all year. Once all parking spaces have been assigned, applicants will be placed on a waiting list and notified when a space becomes available. *Payment is not due for those students on the waiting list until a space becomes available.* Additionally, there are **no temporary** parking permits available.

A complete application **must include** each of the following components in order to be considered:

- \$20 application fee
- Student and parent signatures on the completed application
- A photocopy of the student's valid Driver's License (a Driver's Permit will not suffice)
- A photocopy of the student's valid State Motor Vehicle Registration Card for the car(s) to be driven to school
- A photocopy of the proof of insurance for each vehicle listed.

*Place all required documentation in an envelope with the student's name and grade on front. Incomplete applications will not be processed. **All copies must be made prior to submission. The Main Office will not make copies for you.***

KDHS Parking Permits are valid for one school year only. Students must reapply each year.

DATES

- Applications available online and in the KDHS Main Office: **Monday, August 10, 2020.**
- Completed applications accepted in the KDHS Main Office: **Monday, August 10 - Friday, August 21, 2020.**
- Email notifications of approved/unapproved sent on or before: **Tuesday, August 25, 2020**
- Students pick-up permits in the KDHS Main Office: **Wednesday, August 26 - Friday, August 28, 2020.**
- Students who submit a parking permit application *after* Friday, August 21, 2020, *may not* receive a parking permit by the first day of school.

PARKING PERMIT GUIDELINES:

1. Students must satisfy **all** school financial obligations in order to apply for and maintain a KDHS Parking Permit.
 - a. If at the end of a marking period a student has a financial obligation to KDHS, the parking permit will be revoked until the financial obligation is paid.
2. Students who do not maintain good academic standing may have their parking privilege revoked.



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3. Students who receive excessive disciplinary referrals and/or out of school suspensions may have their parking privilege revoked for the remainder of the school year.
4. One KDHS Parking Permit, coinciding with an assigned parking space, will be issued for an approved/registered vehicle.
 - a. Parking anywhere else on school property during school hours may result in the loss of the student's KDHS Parking Permit and/or having the vehicle towed at the owner's expense.
6. Student drivers are expected to follow and obey all local and state traffic laws on school property as well as when traveling to and from school. Failure to follow all rules, laws and safe driving practices on school property as well as to and from school will result in the following:
 - a. **First offense:** The KDHS Parking Permit will be suspended for a total of ten (10) consecutive school days.
 - b. **Additional offenses:** The KDHS Parking Permit will be revoked for the remainder of the school year. In addition, the School Resource Officer (SRO) may issue traffic citations to the driver.
7. Due to safety concerns, student drivers are not permitted to enter or exit the campus via the access road behind KDHS. The following will result for students found entering or exiting campus via the access road:
 - a. **First offense:** The KDHS Parking Permit will be suspended for a total of ten (10) consecutive school days.
 - b. **Additional offenses:** The KDHS Parking Permit will be revoked for the remainder of the school year. In addition, the School Resource Officer (SRO) may issue traffic citations to the driver.
8. KDHS Parking Permits are issued by a school administrator. Student drivers **may not give or share their permit/space with or to another student.** Violators risk suspension and/or loss of their parking permit for the remainder of the school year.
 - a. The student who purchased the KDHS Parking Permit is the **only** individual permitted to drive on that permit. **There are no exceptions.**
9. Vehicles parked on school property are monitored daily by KDHS Administration and the KDHS School Resource Officer (SRO). KDHS Parking Permits must be hung from the rear view mirror at all times while on school property. Students who fail to display their hanger will not be permitted to park on school property and will be subject to the Trespass Laws of the Commonwealth of Pennsylvania as well as additional disciplinary consequences from the school, such as fine or being towed at the owner's expense.
 - a. If a student changes vehicles during the school year, he/she must report all information to the KDHS Main Office **within five (5) school days**. Students driving more than one vehicle to school must have recorded information on file for all vehicles.
 - i. A student's assigned KDHS Parking Permit may be used in each of his/her vehicles that are registered with the school.
10. In the event that a KDHS Parking Permit is lost, the student driver must notify the KDHS Main Office



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and a new KDHS Parking Permit will be issued at a cost of **\$20.00**.

11. Receipt of a KDHS Parking Permit **does not** ensure that the student will retain that privilege for the entire school year. If a student's privilege is revoked, the KDHS Parking Permit must be returned or an obligation of **\$5.00** will be issued.
12. School Bus and Staff parking are always given priority preference. Students must always extend the right-of-way to all School Bus Traffic.
13. Students are not permitted in vehicles during the school day unless permission is granted from a school administrator. The parking lots are off-limits to all students during the school day.
14. Students are expected to arrive at school by **7:25AM**. Students are to vacate and lock his/her vehicle upon arrival and report directly to the building for class.
15. Bus transportation is furnished for all students; therefore, students wishing to transport other students to/from school **must have the following information on file:**
 - a. Written permission from the student driver's parent(s)/guardian(s) to transport the other student(s) including names of all students and parental signature.
 - b. Written permission from parent(s)/guardian(s) of **all** students who will be transported to school in the student driver's vehicle and parent/guardian signatures.
16. The speed limit in the school parking lot and main campus roads is **10 MPH**.
17. Student drivers may not leave the parking lot at the end of the school day until all of the buses have departed.
 - a. Staff parking lot monitors will assist drivers by controlling traffic flow. **All drivers must observe the traffic directions of the parking lot monitors.**
18. School Bus Drivers and school personnel are to report all traffic/parking lot violations to the school administrators. The local police force will be notified of motor vehicle violations.
19. The South Eastern School District will not be responsible for any damages that may occur to a student driver's vehicle while driving or parking on the school grounds. SESD will make every effort to ensure a safe driving/parking environment in the driveways and parking lots.
 - a. Please report any damages to the KDHS Main Office where a report can be filed and appropriate actions can be taken.
20. Loitering in any of the KDHS student parking lots is prohibited.
21. Students found to be storing drugs, alcohol, weapons or other unlawful, unsafe or unauthorized materials in vehicles will be subject to discipline, loss of parking privileges, and possible criminal prosecution.



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22. The South Eastern School District considers the use of a vehicle to be one of the most serious responsibilities assumed by a student. Therefore, all rules and regulations of the Kennard-Dale High School Student Driving Permit/Request will be strictly enforced. Any violations of the above may result in: after-school detention, in-school suspension, out-of-school suspension, loss of driving privileges on a temporary or permanent basis, fines, towing of the vehicle at the owner's expense, and/or referral to the PA State Police for violations of the Pennsylvania Motor Vehicle Code.



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STUDENT INFORMATION

Student Name: _____ Grade: _____

Address: _____

Office Use Only: Tag No. _____ Date Issued _____
Cash ___ Check No. _____ Google Sheet ___

Student's Primary Phone No. _____

Parent / Guardian Primary Phone No. _____

Student's Driver's License Number _____

Are you a dual enrollment student? YES / NO
Are you part of the KDHS Work Program? YES / NO

VEHICLE INFORMATION

<u>Primary Vehicle</u>	<u>Secondary Vehicle</u> (if applicable)
<input type="checkbox"/> Proof of insurance received	<input type="checkbox"/> Proof of insurance received
License Plate No. _____	License Plate No. _____
Make/Model: _____	Make/Model: _____
Color: _____	Color: _____
Year: _____	Year: _____
Owner's Name: _____	Owner's Name: _____
Owner's Phone No. _____	Owner's Phone No. _____

Student Signature: _____

Parent Signature: _____

Student's SESD Email: _____
(Please Print)

Parent Email: _____
(Please Print)

CARPOOL PARTICIPANTS (if applicable - these are passengers in the above student's car)

STUDENT PASSENGER NAME	STUDENT PASSENGER GRADE	PARENT SIGNATURE of STUDENT PASSENGER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

All KDHS Parking Permit Applications are **due** in the KDHS Main Office by **Friday, August 21, 2020**. Applications submitted later will be processed solely on space availability.

An email will be sent to **both** the student and parent to inform them of the outcome of the application received. Approved students will be able to pick up their KDHS Parking Permits at the high school Main Office on **Wednesday, August 26, 2019**.



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VEHICLE INFORMATION FOR ADDITIONAL VEHICLES

<p style="text-align: center;"><u>Additional Vehicle</u> (if applicable) <input type="checkbox"/> Proof of insurance received</p> <p>License Plate No. _____</p> <p>Make/Model: _____</p> <p>Color: _____</p> <p>Year: _____</p> <p>Owner's Name: _____</p> <p>Owner's Phone No. _____</p>	<p style="text-align: center;"><u>Additional Vehicle</u> (if applicable) <input type="checkbox"/> Proof of insurance received</p> <p>License Plate No. _____</p> <p>Make/Model: _____</p> <p>Color: _____</p> <p>Year: _____</p> <p>Owner's Name: _____</p> <p>Owner's Phone No. _____</p>
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<p style="text-align: center;"><u>Additional Vehicle</u> (if applicable) <input type="checkbox"/> Proof of insurance received</p> <p>License Plate No. _____</p> <p>Make/Model: _____</p> <p>Color: _____</p> <p>Year: _____</p> <p>Owner's Name: _____</p> <p>Owner's Phone No. _____</p>	<p style="text-align: center;"><u>Additional Vehicle</u> (if applicable) <input type="checkbox"/> Proof of insurance received</p> <p>License Plate No. _____</p> <p>Make/Model: _____</p> <p>Color: _____</p> <p>Year: _____</p> <p>Owner's Name: _____</p> <p>Owner's Phone No. _____</p>
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<p style="text-align: center;"><u>Additional Vehicle</u> (if applicable) <input type="checkbox"/> Proof of insurance received</p> <p>License Plate No. _____</p> <p>Make/Model: _____</p> <p>Color: _____</p> <p>Year: _____</p> <p>Owner's Name: _____</p> <p>Owner's Phone No. _____</p>	<p style="text-align: center;"><u>Additional Vehicle</u> (if applicable) <input type="checkbox"/> Proof of insurance received</p> <p>License Plate No. _____</p> <p>Make/Model: _____</p> <p>Color: _____</p> <p>Year: _____</p> <p>Owner's Name: _____</p> <p>Owner's Phone No. _____</p>
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