



2016-2017 Student Parking Form

Leesville Road High School Students who possess a valid North Carolina driver's license may request a parking space by mail. The parking fee established by the Wake County Board of Education for the 2016-2017 school year is \$170. Fees will be reduced by \$17 per month beginning October 1. To request a space, please read the rules on the back of this form governing the operation of a vehicle on the campus and fill out the requested information. Additional copies of this form will be available in the school's main office.

On-line payments: Online school payment system is available on our website.

Please note that all students must clear all fees and fines prior to applying for a parking permit. Permits will not be issued to students with outstanding fees or fines at Leesville Road High School or any other school in the Wake County Public School System.

Name of Student		Grade for 2016-17	
Parent Phone #		Date of Birth	
Home Address			
1st Vehicle	Year/Make/Model/Color		
	License Plate Number		
2nd Vehicle	Year/Make/Model/Color		
	License Plate Number		
Please attach a photocopy of your North Carolina Driver's License to this form. <i>Your application will not be processed without (1) the completed application, (2) a check made payable to Leesville Road High School, or Online School Payment receipt and (3) the photocopy of the license. (We do not make photocopies at school) Incomplete applications will not be processed.</i>			

Please return this form in an envelope marked "Parking Request" to the following address by August 8:
Leesville Road High School
8410 Pride Way
Raleigh NC 27613

Completed Parking Applications received by August 8 will be processed and passes mailed to the address of record. After that time they can be picked up in the Murphy Building Lobby on the night of Open House, August 25, from 4:30 to 6:00 pm.

While spaces are available, students may purchase a parking space throughout the year. Fill out and drop off all paperwork to the main office. There will be a 24 hour waiting period. **DO NOT** bring a vehicle to campus until your parking request has been processed and you have received your parking tag.

No parking request will be processed without signed validation of the following statement:
As evidenced by my signature, I agree to all of the enclosed rules pertaining to operating a vehicle on the Leesville Road High School campus. Furthermore, I am aware that towing a vehicle at the expense of the owner is one option that may be exercised for failing to abide by these rules.

Student Signature		Date	
Parent Signature		Date	

Please see reverse page for rules pertaining to this privilege. ➔

2016-2017 Leesville Road High School Parking Regulations

1.	The parking fee established by the Wake County Board of Education for the 2016-2017 school year is \$170 . Beginning October 1, fees will be reduced by \$17 per whole month.
2.	Parking permit applications will be available to drivers with a valid North Carolina Driver's License only as announced by the principal.
3.	All students who park a motor vehicle on the Leesville Road High School campus must display the current hanging tag permit. The tag must be hung from the inside rear view mirror facing the front of the vehicle. Students who fail to properly display the tag will be ticketed or have their tags revoked.
4.	Vehicles must be parked in assigned spaces. The only spaces available for student parking are located in the student parking lot. Students may not park on the roads on, or surrounding, the campus. Furthermore, students may not park in any faculty parking lot, along the curb, in the back circle, or on the campuses of Leesville Road Elementary School or Leesville Road Middle School. Vehicles parked in the wrong space, or in unauthorized areas, may be towed at the owner's expense and the permit will be subject to revocation without refund.
5.	Vehicles should be parked front-end first. Backing into spaces is not permitted.
6.	The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour on campus. Seat belts are required for drivers and all passengers.
7.	Speeding and reckless driving are prohibited. Exiting from the student parking lot in the afternoon will be held until buses clear the area. Citations will be issued as necessary.
8.	Supervision is provided for parking lots; however, Leesville Road High School and the Wake County Public School System are not responsible for damages to, or theft from, vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
9.	A student's vehicle is subject to search in the case of reasonable suspicion regarding the presence of drugs, alcohol, stolen property, or other contraband in the car.
10.	Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
11.	Refunds for parking fees will be made if the student moves out of the Wake County Public School System. All refunds will be made <i>prorate</i> .
12.	If a student holding an assigned parking space transfers within WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees provided the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
13.	Parking fees will NOT be refunded for: <ol style="list-style-type: none"> a. Voluntary withdrawal from school (dropping out); b. Long-term suspension from school; c. School-based disciplinary action related to loss of parking privilege; OR d. Loss of driving privilege due to revocation of operator's license. All other refund requests are at the discretion of the principal.
14.	Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another, but may NOT be sold or loaned to another student for his or her use. The penalty for doing so is revocation of parking privileges. Spaces may NOT be shared by students other than siblings.
15.	Inform the office immediately of any vehicle or license plate changes.
16.	Lost parking tags will be replaced once. Report lost tags to the office promptly.
17.	School Board Policy 6410.10 prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
18.	Loitering in the parking lot is prohibited. Students need to leave the parking lot immediately upon arriving to school. Written permission from an administrator must be obtained to be in the student parking lot during school hours.
19.	Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under School Board Policy 7180, students who violate parking regulations are subject to any or all of the following consequences: <ol style="list-style-type: none"> a. Revocation of parking privilege; b. Ticketing; c. Towing and storage of the vehicle, at the owner's expense; d. Disciplinary action; OR e. Criminal charges as prescribed by law.
20.	Handicapped parking is only available as needed on an assigned basis. Tag must be obtained from the City of Raleigh.
21.	Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations and call the school for clarification of any matter about which there are questions.
22.	All students must clear all fees and fines prior to applying for a parking permit. Permits will not be issued to students with outstanding fees or fines at Leesville Road High School or any other school in the Wake County Public School System.