

# Rolesville High School Student Parking Application Process 2023-2024

Student parking applications will be accepted on a rolling schedule until parking lots are filled. Students and parents must read and understand this document before purchasing a parking pass. Please bring the completed notarized application proof of payment and copy of students drivers license and registration of vehicle(s) to Rolesville High School on one of the following dates:

## Parking Pass Pick-Up Dates & Times

|   |  |   |   |  |
|---|--|---|---|--|
| Monday, July 31st<br>9am-12pm<br>1pm-2:30pm | Tuesday, August 1st<br>9am -12pm<br>1pm-2:30pm | Wednesday, August 2nd<br>9am -12 pm<br>1pm-2:30pm | Thursday, August 3rd<br>9am-12pm<br>1:00-2:30pm | Friday, August 4th<br>9am-12pm<br>1pm-2:30pm |
|---|--|---|---|--|

## Online Payment (*preferred for faster processing*)

The online payment system will open for students to purchase parking passes on July 20th. By going to the RHS website and clicking on the "Online Payments" tab under the "Parents" heading, students will be able to pay the \$200 parking pass fee.

Payment will also be accepted via money order payable to Rolesville High School during the pick-up times on.

*Personal checks will not be accepted.*

## Purchasing a Parking Pass After August 4th

Students or Parents will need to see Mr. Marlin with proof of payment and all completed paperwork (notarized application and copy of driver's license and registration) .

## Parking Lot Assignments

- Seniors with a GPA of 4.0 or higher will have parking privileges in the main parking lot (*while spots are available*) closest to the school.
- Seniors with a GPA that is not higher than 4.0 will park in the parking lot near the basketball court and in the parking lot near the practice field.
- Juniors will park in the parking lot behind the stadium scoreboard.
- Sophomores with a valid NC drivers license will be allowed to drive and park on campus, however they will not be granted an off campus lunch pass.
- Students will blind draw a parking spot from a bucket for the section of the parking lot they are eligible to park in.

## Handicap Parking

Parking spaces for students with a temporary disability due to injury, or parking for students who require handicap-accessible spaces may be obtained on an individual basis. If a student requires a handicap-accessible space, he/she will need to contact the school at (919) 554-6303, or email Mr. Marlin at Jmarlin@wcpss.net prior to August 4th.

**\*\*If a person other than the student or parent is submitting the parking application on the student's behalf, we require that the student or parent provide a signed letter granting this person permission to do so. These designees may be asked to provide picture ID before purchasing the parking pass.\*\***

## Rolesville High School Student Parking Application Checklist 2023-2024

**To apply for a parking space, eligible juniors and seniors\* must complete the following actions. Please be sure to read these instructions carefully in order to receive your parking pass during the designated pick up times. Students will not be able to receive their parking pass until all necessary steps are completed.**

- Check PowerSchool to ensure that all fees/fines are paid PRIOR to submitting an application.
- Complete the online form attaching a copy of your North Carolina Driver License and your car registration. No more than two vehicles can be assigned to a parking space. All vehicles must be registered to the family of the student.
- Read RHS Student Parking Guidelines and [WCPSS Policy 7180](#).
- Complete the student parking application and have it notarized by a notary public.
- Submit payment—either electronically using the online payment system on the RHS website under the "Parents" tab or in person with exact cash, a money order, or a certified check (*personal checks will not be accepted*). If paying electronically, please provide a copy of your receipt with your application.

**\*Junior/Senior status is based on the number of credits earned, not how many years a student has attended RHS**

**Rolesville High School Student Parking Guidelines & Regulations 2023-2024**

**All students interested in purchasing a parking pass must review the following parking regulations with their parents/guardians and complete the Student Parking Application. Students must also submit payment of \$200\* electronically via the RHS website or in person on select dates listed on the actual application.**

*\*The price for parking passes is subject to change based on the decision of the WCPSS Board of Education.*

1. Eligible seniors and juniors may register up to two (2) vehicles provided the student or parent owns the vehicles. In order to be eligible to register a vehicle, students must clear any outstanding fines/fees they have and possess a valid NC driver's license.
2. The parking fee established by the WCPSS Board for the 2023-2024 School year is **\$200**. Permits issued for less than the entire school year will be prorated at a fee of **\$20** per month for the remaining whole or partial month. The fee is non-refundable except in the following cases, for which refunds will be prorated for each month not used:
  - A student graduates early (mid-year graduates must request a refund by Jan. 31, 2024 at the latest).
  - A student's parents move from the Wake County School District.
  - A student holding a valid permit transfers within WCPSS & a parking space is not available at a new school.
3. Parking fees will NOT be refunded for voluntary withdrawal from school (dropping out), long-term suspension, school-based disciplinary action related to loss of parking privileges, or loss of driving privilege due to revocation of operator's license.
4. Lost parking tags will be replaced for a \$10 fee. Losses must also be reported to the main office.
5. Properly registered vehicles may be parked only in that student's assigned space. All vehicles must display a current hanging-tag permit, and the tag must be hung on the inside of the rearview mirror, facing forward.
6. **Students may NOT decorate their assigned parking spaces.**
7. Students may not sell, sublet, or give their assigned parking permit or space to anyone. Students are prohibited from parking in the bus parking lot, faculty lots, visitor spaces, or other undesignated areas.
8. Loitering in the parking lot is prohibited.
9. Students should take all materials/items needed for the school day and not use vehicles as lockers. Students are not permitted to go to their cars or be in the parking lot during the school day, with the exception of leaving for/returning from off-campus lunch with a valid pass. At lunch, only students using their official off-campus passes are permitted in the parking areas.
10. All traffic laws apply in school parking lots. Vehicles must not exceed speeds of 10 mph. Seat belts are required for the driver and all passengers. Reckless driving is not permitted. School buses ALWAYS have the right of way.
11. Attendance and tardy policy violations may result in revocation of parking privileges. Specifically, chronic tardiness to the first block and/or third block may result in revocation of parking privileges.
12. **Student vehicles are subject to search and seizure per Wake County School Board Policy 6600.**
13. Students who violate parking regulations may be subject to the following consequences: warning, a ticket with a fine, towing at owner's expense, disciplinary action, revocation of parking pass without refund, and/or loss of eligibility for parking the following year.
14. RHS nor the WCPSS is responsible for damages or theft for vehicles. Students should NOT leave valuables in their cars. Parked cars should be locked and windows closed. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
15. WCPSS Board Policy prohibits the possession and/or use of tobacco products on campus. **Students may not possess tobacco products at any time while on the school campus.** Weapon and drug charges will result in automatic revocation.
16. Parking on private property is not permissible and may result in towing and/or further disciplinary actions.
17. **Parking spots are assigned at random, RHS cannot provide preferred spots based on specific vehicles.**
18. If another vehicle is parked in your assigned space, please park in spaces #257-#267 in the parking lot near the flagpole (across from the bus lot) and alert the main office immediately to avoid disciplinary action.

## Rolesville High School Student Parking Application 2023-2024

Student's Full Name: \_\_\_\_\_ Grade Level for 2023-2024: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student's NC Driver License #: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Parent/Guardian's Email: \_\_\_\_\_

### Vehicle Information

| Primary Vehicle |  | Secondary Vehicle (optional) |  |
|-----------------|--|------------------------------|--|
| Make            |  | Make                         |  |
| Model           |  | Model                        |  |
| Year            |  | Year                         |  |
| Color           |  | Color                        |  |
| License Plate # |  | License Plate #              |  |
| Registered to   |  | Registered to                |  |

***By signing below, we acknowledge that we have read the WCPSS Parking Policy 7180, the related R&P, and the RHS Student Parking Guidelines. We understand all of the policies, rules, and regulations outlined, and understand that failure to adhere to such policies, rules, and regulations may result in fines, towing, disciplinary actions, booting, and/or revocation of parking privileges for the remainder of the school year.***

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature

**Notary Public**

State of North Carolina; County of \_\_\_\_\_. I, \_\_\_\_\_ a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ and \_\_\_\_\_ personally appeared before me this day and acknowledge the due execution of the foregoing instrument. Witness my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Exp. Date

Official Seal

**FOR SCHOOL OFFICE USE ONLY - DO NOT WRITE IN THIS BOX**

Grade Level:     11     12

Parking Space Assigned: \_\_\_\_\_

Payment (circle one):     Cash     Check     Online

Fees or Fines Owed:   Y   N

Cash Received by (if applicable):

Proof of Online Payment (if applicable):   Y   N

Copy of Driver License

- Copy of Vehicle Registration
- Completed Vehicle Information