

Additional Student Parking Spaces Available January 2018...

Beginning on **Monday, January 8, 2018**, we will start accepting applications for a limited number of parking spaces that will be available during second semester due to seniors graduating mid-year. **All applications must be completed and submitted to the front office by 7:25 am on Thursday, January 11, 2018.** Due to the limited number of spaces available, we will conduct another lottery-style drawing for these spots, with seniors who submit completed applications by the previously mentioned deadline being given priority (juniors can still submit applications; however, the first spaces will go to seniors).

Students who submitted an application previously for the junior space lottery and who did not receive a spot will automatically be considered for this drawing based on the applications that they submitted previously. Students who are submitting applications must currently possess a valid North Carolina Driver's License by the date at which they submit the application. This packet will outline a variety of important information as well as procedures that students must follow to be considered for one of the available spots. As such, please be sure to review all information carefully so that nothing is overlooked.

What to Do to Be Considered for a Parking Spot:

Complete the Application:

- Ensure that all fees/fines owed to any WCPSS school are paid prior to submitting application, as students who have outstanding fees/fines will not be issued a parking pass.
- Read the rules on this form, WCPSS Policy 7180 and the related R&P (link provided on application).
- Complete the application and sign in the designated area acknowledging that both the student and his/her parent have read and understand all of the guidelines governing student on-campus vehicle operation and parking.
- Attach a photocopy of the student's North Carolina Driver's License to the application (***must include front and back of the license***)
- Attach a photocopy of your car registration(s) to application. Students are able to register up to two vehicles to an assigned parking space. All vehicles must be registered to the family of the student.

Submit the Application & Required Documentation:

To be considered for the drawing, students must submit their completed application along with copies of all required documentation to the front office by **7:25 am on Thursday, January 11, 2018.** Applications will only be accepted during the following times (applications will NOT be accepted during instructional time):

- Before school from 7:00 am until 7:20 am
- During lunch from 10:31 am until 11:12 am
- After school from 2:18 pm until 3:00 pm (January 8-10 only)

→ See reverse side for additional information...

Complete Rules and Safety Presentation/Course:

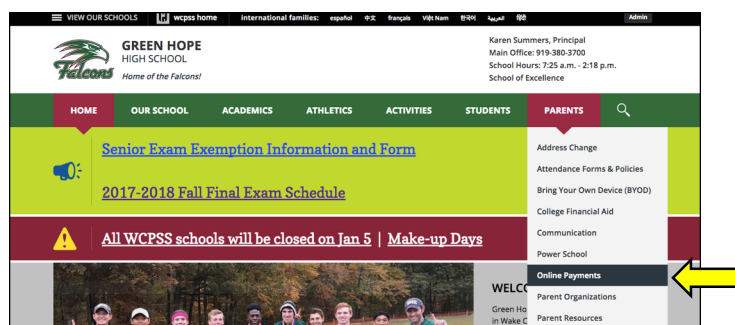
To receive a parking space, students will need to complete an electronic safety course that is available through Canvas. Information on completing this is provided at the end of this packet. Again, please read this information carefully, as failure to follow all instructions may jeopardize the likelihood of getting a parking pass. This option should take no more than approximately 20-25 minutes. Please be advised that students are able to access this online course as of right now. As such, while many people will want to wait until they've been chosen for a parking space before deciding to go through this step, anyone who wishes to go ahead and complete this step is free to do it at any point up to the due date.

While completing the course does not guarantee that you will receive a parking space, if you are chosen in the drawing, it will be one less thing to worry about. Some students already completed this presentation and/or attended an in-person presentation to receive an off-campus lunch pass. Students who have already done either of these things will simply show their off-campus lunch pass to the front office staff as evidence that they have attended the presentation or completed the Canvas course.

Selection of Students: On **Thursday, January 11, 2018**, we will hold a lottery-style drawing to randomly draw the names of students who have submitted completed applications by the appropriate deadlines. These students will be contacted to inform them of their selection. Upon selection, students will need to complete the procedures listed below.

What to Do to if Chosen for a Parking Spot:

Pay for the Parking Spot: As previously stated, students who are chosen in the drawing will be contacted on January 11. At that point, they will then be able to submit payment (\$85) for their space. We strongly encourage students to pay online using the Online School Payment system (see screenshot below to see where to access it on GHHS website); however, students can also pay in person. Students who would like to pay in person can come to the main office before school (from 7:00 am until 7:20 am) on Wednesday, January 17th; Thursday, January 18th; or Friday, January 19th. If paying with cash, students must come with the exact amount in paper currency. Students can also pay with check.



Pickup Parking Spot Hangtag from Front Office: Since seniors who are graduating mid-year are issued these spots up until January 19th, hangtags will not be distributed to students who earn 2nd semester spots until this time. Beginning on January 19th, students who have submitted payment and have fulfilled all other requirements will be able to pick up their hangtags from the office to begin parking on campus starting on **Monday, January 22, 2018**. Passes may be picked up at any time on January 19th between 7:00 am and 3:00 pm or before school on Monday, January 22nd.

Green Hope High School
2017-18 Student On-Campus Vehicle Operation & Parking Application

Completing and submitting this application does not guarantee that a parking space will be issued to any student. As has been shared, we will conduct a lottery-style drawing from the completed applications that we receive by the due dates stated in the information packet.

Student's First Name: _____ Last Name: _____

Grade Level for 2017-18: _____ Student's Cell Phone Number: _____

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 #	

By signing below, we acknowledge that we have read the WCPSS Parking Policy 7180, the related R&P, and the GHHS Student On-Campus Vehicle Operation and 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

Date of Signature

Parent/Guardian Signature

Date of Signature

FOR SCHOOL OFFICE USE ONLY (DO NOT MARK IN THIS BOX)

_____ Copy of NC Driver's License
_____ Copy of Vehicle Registration(s)
_____ Completed Safety Presentation or Course
_____ Payment Received

Parking Space Assigned: _____ Staff Initials: _____
Payment Type: _____

Green Hope High School

2017-2018 Student On-Campus Vehicle Operation & Parking Regulations

1. Vehicle operation & parking on campus is restricted to students who have been approved to do so.
2. Under School Board Policy 7180 and related R&P, students who violate parking policy, regulations or rules are subject to any or all of the following consequences:
 - a. Revocation of parking privilege
 - b. Towing & storage of vehicle, at owner's expense
 - c. Ticketing
 - d. Disciplinary action
3. Students must pay all fines or fees from motor vehicle operation & parking violations within 3 school days. Failure to do so will result in loss of parking privileges.
4. Only juniors and seniors who have been approved are permitted to operate a motor vehicle on school property.
5. Permission to operate a motor vehicle on campus & parking permits available only to students with a valid NC Driver's License.
6. Parking permits are sold on a "space available" basis.
7. Only one tag will be issued per space. 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, given, or loaned to another student for his or her use. Parking privileges and tags are not transferrable.
8. Parking spaces at Green Hope High School may **not** be shared.
9. Handicapped parking is available on an as needed basis **for students who have purchased a parking space**. Handicapped spaces require a valid DMV Handicapped Permit in the student's name & permission from an administrator. Any vehicle parked in a handicapped space without permission will be towed.
10. All students who park a motor vehicle on school campus must display a current hanging-tag permit. The tag must be hung from the inside rearview mirror, facing the front of the vehicle.
11. Vehicle must be parked within the lines of and only in assigned spaces.
12. The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour. Seat belts are required for drivers and all passengers. Speeding and reckless driving are prohibited.
13. The school system is 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.
14. School Board Policy 6410, the Code of Student Conduct, applies to all vehicles, student passengers, and contents, while on school grounds. Drivers are responsible for the contents of the vehicle.
15. Student vehicles are subject to search and seizure per Wake County School Board Policy 6600.
16. Vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
17. 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.
18. Refunds for parking fees will be made only if the student moves away from the Wake County Public School System. Parking fees will not be refunded for voluntary withdrawal from school (dropping out), long-term suspension from school, school based disciplinary action related to the loss of parking privilege, or loss of driving privilege due to revocation of operator's license.
19. Students shall inform the office immediately of any changes of vehicle, registration or license plate.
20. Lost parking tags will be replaced for a \$10 fee. Report loss of tag to the office.
21. Complete WCPSS parking regulations may be found in WCPSS School Board Policy 7180 & related R&P. To access the WCPSS School Board Policy Manual, please visit the following link: https://boardpolicyonline.com/bl/?b=wake_old

GHHS Safety Presentation Alternative for Student Lunch Passes and On-Campus Vehicle Operation & Parking

Prior to the start of the school year, students who were purchasing off-campus lunch passes and/or parking spaces were required to attend a safety presentation with GHHS Administration. Another presentation was held after the start of the school year on September 5th.

Now that the school year is underway, we will not be able to facilitate additional safety presentations in person; however, we have developed an alternative mode of presenting the information to students who are still interested in purchasing a parking pass and/or an off-campus lunch pass. Just as the safety presentations during the summer were mandatory for students planning to obtain parking passes and/or off-campus lunch passes, this alternative method will also be required of any student who did not attend the previous presentations and who wishes to receive a parking pass and/or a lunch pass.

The alternative method involves enrolling in and successfully completing an online “course” through Canvas, the learning module system that students have access to through their WakeID Portal. This course will include two brief videos along with documents outlining formal rules and policies for off-campus lunch and on-campus vehicle operation and parking. The course will also include a brief assessment, which students will be required to pass with a score of 80% or higher to be eligible to receive a parking pass and/or an off-campus lunch pass. Below are the steps that students will need to follow in order to enroll in and complete the course:

1. Go to the WakeID Portal (there’s a link on the GHHS homepage; you can also go to the following link: <http://wakeid.wcpss.net>) and login using your WCPSS credentials.
2. Click on the Canvas icon, which should take you to the Canvas app.
3. After successfully logging into Canvas, copy and paste the following URL into your address bar: <https://wcpss.instructure.com/enroll/JNX7HJ>. This URL will take you to an auto-enroll page. Click the “Enroll in Course” button that appears in the top right-hand part of the screen.
4. Once you’ve done that, you should see a message that says, “You have successfully enrolled in GHHS Safety 101.” To the right, there will be a button that says “Go to Course,” which you will need to click to go to the actual course page. (After enrolling, you should also be able to access the course through the “Dashboard”)
5. Once you’ve made it to the actual course shell itself, simply follow the instructions that are posted.

Once students have completed all elements of the Canvas course and have successfully passed the course assessment with a score of 80% or higher, they will be able to pick up their parking pass and/or lunch pass on one of the designated purchase/pickup days.

As a reminder, unless otherwise noted, **passes will only be sold and distributed on Wednesdays during lunch**. To be able to purchase and/or pick up either a lunch pass or a parking pass, **students must have communicated their intent to do so with the front office staff by the day before (Tuesday)** as Mrs. Scelsi and the front office staff maintain a list of students who will be coming each Wednesday to ensure that everything is prepared in advance.

If you have any questions about this process, please feel free to contact Mr. Carrington at jcarrington@wcpss.net.