

# Steps to a Parking Pass at GHHS (2018-19)

## Rules and Regulations

- Review all documents and the presentation posted on the Parking & Lunch Pass section of the GHHS website that outline WCPSS & GHHS rules and regulations pertaining to on-campus vehicle operation and parking.
- Students who do not have a clear understanding of these rules and guidelines may be putting their parking privileges in jeopardy. "Not knowing the rules" is not (and will not be) considered an excuse for any misbehavior related to on-campus parking or vehicle operation.

## Application

- All juniors and seniors who wish to receive a parking space should complete and submit the application for on-campus vehicle operation and parking to the main office during a designated time (see third bullet below).
- Completed applications must also include copies of the student's North Carolina Driver License (front and back) and copies of registration for any vehicles being registered (no more than 2 vehicles allowed per space). The front office staff will NOT make copies of documents for students.
- Applications can be submitted to the front office during lunch beginning May 29, 2018 until June 11, 2018. After June 11, applications can be submitted to the front office between 8:00 am until 10:00 am on Tuesdays and Thursdays. Deadline for applications is Aug. 2, 2018.

## Payment

- Online sales will open at midnight on July 1, 2018. Beginning on July 10, 2018, in-person sales (with exact cash or check) will be collected on Tuesdays and Thursdays from 8:00 am until 10:00 am in the front office.
- Seniors wishing to get a parking space in the senior priority window, should submit payment by August 2nd at 3:00 pm. The first 450 seniors who submit a completed application and payment will be guaranteed spots.
- Juniors who apply for a parking space should wait to make payment until they have received notification that they have been chosen for a spot. We anticipate contacting students about parking spaces that remain after the senior priority window on/around August 11 (please, do not call the office).

## Parking Pass

- Once all of the previous steps have been completed, students will be able to retrieve their parking pass.
- Seniors can pick up their passes on August 8 between 8:00 am and 10:00 am or on August 9 between 1:00 pm and 3:00 pm.
- August 21 will be the makeup day for pass pickup. This is also the day on which parking spaces that were left over from the senior priority window will be distributed to juniors and/or seniors who did not get a space during the initial window.

# Steps to an Off-Campus Lunch Pass at GHHS (2018-19)

## Rules and Regulations

- Review all documents and the presentation posted on the Parking & Lunch Pass section of the GHHS website that outline WCPSS & GHHS rules and regulations pertaining to off-campus lunch passes.
- Students who do not have a clear understanding of these rules and guidelines may be putting their off-campus lunch privileges in jeopardy (along with their ability to operate and park a motor vehicle on campus). "Not knowing the rules" is not (and will not be) considered an excuse for any misbehavior related to off-campus lunch.

## Application

- All students who wish to receive an off-campus lunch pass must complete and submit the appropriate application to the front office. This form must be signed in the presence of a public notary or a school official.
- Applications can be submitted to the front office during lunch beginning May 29, 2018 until June 11, 2018. After June 11, applications can be submitted to the front office between 8:00 am until 10:00 am on Tuesdays and Thursdays.

## Payment

- Lunch passes are available for \$5. Passes can be purchased online using the Online School Payment site beginning on July 1 at midnight or in person. In-person sales will take place on August 8th (8:00 am - 10:00 am), 9th (1:00 pm - 3:00 pm), and 21st (9:00 am - 11:00 am).

## Lunch Pass

- Once all of the previous steps have been completed, students will be able to retrieve their off-campus lunch pass on one of the following dates at the specified times:
  - August 8 (8 am-10 am)
  - August 9 (1 pm-3 pm)
  - August 21 (9 am-11 am)
- Once students receive their initial off-campus lunch pass, **REPLACEMENT PASSES WILL NOT BE ISSUED THIS YEAR,** except under extremely extenuating circumstances that will require administrative approval and a separate application process that will be closely scrutinized.