



July 15, 2019

Dear Parent/Guardian, and student driver:

Please find enclosed information about student parking at Indiana Area Senior High School. Included for your review is information about rationale, eligibility and guidelines for student drivers.

Rationale

The Pennsylvania School Code Section 779 authorizes school boards to make rules concerning traffic and parking on school property. Indiana Area School District promotes a safe and orderly environment for its students. The student parking policy increases measures of safety and well being of students, strengthens school security, and provides students with opportunities to participate in after-school co-curricular and extra-curricular activities.

Eligibility

Permit parking is available to seniors and juniors. Preference is given to senior students who need to drive to school five days per week. Sophomores are not eligible to receive school parking privileges, unless they are required to have parking permits due to medical appointments or other health-related reasons, as verified by a physician.

Permit parking is provided to students who demonstrate the following qualifying considerations:

- Extra-curricular seasonal activity (validated by Athletic Director or Activity Sponsor)
- IUP class participation (validated by the School Counseling Office)
- Employment (starting times before 3:45 p.m. each day, validated by employer)
- Senior Career Seminar (validated by Main Office)
- Medical reasons (validated by physician's slip)
- Temporary emergency requirements (validated by Main Office)

Guidelines

A parking permit application is included with this email and is also available at the main office of the Indiana Area Senior High School. Completed applications for the fall season, August 22 through November 15, 2019, must be submitted to the main office by 3:30 p.m. Thursday, August 15, 2019. Applications received after August 15, 2019, will be reviewed in the order in which they are received, should there be any remaining student parking spaces. A list of students whose applications are approved will be posted outside the main office by August 20, 2019.

The following actions are included in the implementation of the student permit parking policy:

1. Student parking is generally restricted to the lower parking lot. This allows the district to secure the school facility by limiting building access to the upper and lower commons doors. The additional rear student parking lot will be available to those students with permits who participate in after-school activities.
2. Seasonal parking permits are issued/reissued in support of our fall, winter, and spring extra-curricular programs. An approved permit is in effect for only one season – a student must re-apply and qualify for each separate season.
3. One-day permits may be issued, based upon the need of each request and upon available space. One-day permits must be requested no later than the school day before the date needed, and such daily permits must be returned to the office prior to first period the following school day. Failure to follow these guidelines may result in denial of future requests for one-day and seasonal parking permits.
4. A limited number of designated spaces in the faculty lot may be used to support daily/special student transportation needs, as approved by the school office (e.g. Dual Enrollment, temporary, medical).
5. Vehicle parking permits **are not transferable**. The parking permit is “on loan” to a specific student, and the permit is **only** to be used for vehicles listed in the application for permit parking. Students with approved permits may **not** share their permit with another student driver even if the approved student is a passenger in the vehicle. **Any unauthorized use of a permit will lead to loss of parking privileges in our school lots**. Each seasonal permit must be returned to the school office by the expiration date for that Fall, Winter or Spring season. A permit must be returned promptly to the school office upon request from school administrators. Students who do not return seasonal permits promptly may forfeit access to permits for any subsequent season. Students are responsible for notifying the school office of any change in their eligibility for a parking permit (e.g. team/membership, job status, etc.).
6. Any student who believes that he/she meets the eligibility guidelines, and who wishes to request a parking permit should secure an application form online or from the main office. After all information has been verified, a permit may be issued. This permit will need to be conspicuously placed on the interior rearview mirror of the vehicle. It is the student’s responsibility to comply with all of the guidelines, as explained on the Student Parking Information sheet that accompanies the parking permit application.
7. Applications for each seasonal cycle are available online or in the office during a specified time period. These dates are communicated to students via daily announcements, on the School website, and via email. Completed applications must be turned in to the school office by 3:30 p.m. on the designated final day of application for each season. Decisions are not made on a “first come, first served” basis. All applications received by the deadline will be reviewed before permits are approved.
8. Permits will be provided first to seniors and juniors who are involved in after-school activities. Additional permits will then be distributed to eligible students with seniors given priority.
9. Permits are color coded: Fall, winter, and spring placards will vary in color with each season as will Temporary/Emergency one-day or short-term permits.

10. Student drivers and their passengers are subject to the rules and regulations of the PA Code of Motor Vehicles and the Indiana Area School District Discipline Code. Any violation of these codes may cause permits to be revoked in addition to any other penalties, which may need to be imposed. This may include reckless driving to and from school and towing (at owner's expense) of cars that are illegally parked on school property.
11. Driver and passenger misbehavior may lead to the revocation of parking permits. All drivers are expected to follow the posted speed limit, and all drivers are to comply with directions given by any security guard or any supervising faculty. Failure to follow directions will result in revocation of the parking permit.
12. It is expected that all drivers/passengers will leave their vehicles immediately upon arrival. There will be no loitering in the parking lot before school, during the school day, or at the conclusion of the school day.
13. Students may not return to their parked vehicles during the school day unless they are signed out for the remainder of the school day. If a student does need to retrieve a forgotten item from his/her vehicle, the student should report to the school office where permission from the parent/guardian will be obtained, and then a staff member will accompany the student to his/her vehicle.
14. A security guard provides daily oversight of school grounds, with specific emphasis on all in-use parking facilities. School administrators and their designees reserve the right to search any vehicle on the school premises providing they have reasonable suspicion that the vehicle contains prohibited/illegal items.
15. Vehicles are to be parked "front end in" in parking spaces. The parking permit should be attached to the inside rearview mirror, and the card number should be facing toward the outside of the car, in order to be easily seen by the security guard. School security, supervising faculty or administrators will randomly check all permit spaces during each session.
16. Excessive tardiness and/or unexcused absences will be cause for revocation of parking privileges.
17. Any student whose parking privilege at the Indiana County Technology Center is suspended or revoked is not eligible to park at Indiana Senior High School for the duration of the suspension or revocation.
18. Student drivers who park in the lower student parking lot must wait until all school bus and student walker traffic are diminished to depart from the Senior High School. Students are encouraged to plan accordingly.
19. There will be a **\$10.00** fee charged for seasonal student parking permits. The fee must be paid in full upon receipt of parking permit.
20. Indiana Area School District does not assume any responsibility for losses/thefts from vehicles nor any damages to vehicles while parked on school property.

Note: If you do not receive a parking permit, please be aware of the restrictions on parking in the neighborhood around the senior high school. Students **will not** be summoned from classes to move vehicles that are parked illegally in the area.

Thank you in advance for your consideration and support to provide our students available safe parking at Indiana Area Senior High School. Feel free to contact the school at 724.463.8562 should you have any questions about student permit parking.

Sincerely,

Mr. Douglas Johnson
Assistant Principal

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- Applications must be returned by 3:30 p.m. on or before August 15, 2019
 - Your \$10.00 parking permit fee is **due** when your permit has been **approved**
 - Approval list will be posted outside the main office by Wednesday, August 20, 2019.
- _____ Fall Program (8/22/2019-11/15/2019)

Indiana Area Senior High School

Application for Student Permit for Extended Parking (Fall Program Only)

*****(Please print legibly with blue or black ink. Applications that are incomplete or illegible will not be processed. You will need to reapply for each program)*** It must be filled out completely.**

Action of Application (to be completed by school office)

Date application received in school office: _____

Permit Approved: _____ Yes _____ No

Date Permit Received: _____

Permit Number: _____

I acknowledge that I have received a parking permit and a parking information sheet. I have reviewed the information, and I will follow all of the rules related to student parking.

Student signature: _____ Date: _____

Administrative Approval: _____ Date: _____

Section I: **Identifying Information** (to be completed & turned in by student)

Due to Misrepresentations & Falsehoods we now **require** a copy of your Driver's License and a copy of your car(s) registration to prove **family** ownership.

Student Name: _____ Grade: _____

Valid PA Driver's License Number: _____

Parent/Guardian Name: _____

Address: _____ Phone: (H) _____

_____ (W) _____

Reason for request: (Check category: to be completed by student) If more than one category applies, check each category.

- Extracurricular activity
- Medical permit
(Copy of physician's medical excuse attached)
- IUP class participation
Course Name and Dept.: _____
- Internship/Cooperative work experience (arranged by ICTC)
- After school work with starting times before 3:45 p.m., as validated by employer.
- Senior Seminar

Section II: **Verifying Information for extracurricular activity or after-school work**

For extracurricular activity:

Student Name: _____

Activity/Sport: _____

Time Period: Fall program only

Faculty Sponsor/Coach name: _____
(Signature of Sponsor/Coach)

To be completed by **Employer**:

Student Name: _____

Work permit number (required): _____

I confirm that this student is employed at _____
(Name of Business)

and that his/her starting time is set for _____ p.m. _____ days per week.

Employer's name (please print legibly): _____

Employer's Signature: _____ (required)

Address: _____

Phone: _____

The Personnel Director of each business must contact the school office at 724.463.8562 for verification of employment.

Section III: **Vehicle Information** (to be completed by student)

Motor Vehicle Details:

Attach a copy of your car(s) registration(s)

List all vehicles **owned by student or student's family ONLY**, which might be driven to school:

Vehicle Information

License Plate Number	Color	Make	Model

Section IV: **Signatures** (to be completed by student and parent/guardian)

I acknowledge that I have received and reviewed a copy of the Student Parking Information packet. As a student attending the Indiana Area Senior High School I agree to follow the rules and regulations related to student parking, and I understand that any violation of these rules and regulations may result in the loss of my parking privilege on school grounds.

Student Signature: _____

Parent/Guardian Signature: _____ (required)