



TO: All Students Eligible for Parking

FROM: Mr. Endee

Mr. Fisher

Students:

Parking on the grounds of Overbrook High School is a privilege reserved for student in good standing. Now that you have been issued your parking tag, it becomes your responsibility to follow all rules and regulations to avoid placing your parking privilege in jeopardy.

PLEASE NOTE: ALL VEHICLES MAY BE SUBJECTED TO RANDOM SEARCHES WITH ON SCHOOL PROPERTY.

1. Use your assigned numbered parking spot only.
2. Use proper entrances and exits.
3. Follow traffic flow.
4. Park in the area designated by school officials.
5. Drive on school grounds at reduced speed (5 m.p.h. as posted).
6. Stay clear of all bus traffic during morning arrival and afternoon departure.
7. No double slotting
8. Once parked, you are to lock your vehicle and enter the building. **NO LOITERING IN THE PARKING LOT!**
9. You are responsible for your vehicle while it is parked on school grounds. It must be locked...any wrongful activity involving your vehicle will be your responsibility.
10. The parking lot and your vehicle are off limits during school hours. You may on go to your vehicle after securing a pass from a building administrator.
11. IF you find there are no available parking slots, DO NOT PARK IN THE FACULTY SECTION OR THE BUS LOADING AREA.
12. If your assigned spot is taken, copy the license plate # and bring to the Assistant Principal's office. Park your car along the fence of the football field.
13. Your attendance, academic and disciplinary records will be monitored throughout the school year. If a decline in any of these area becomes evident, your parking permit may be suspended.
14. During the year, if you change vehicles, the change must be reported immediately to one of the Assistant Principals. You must return the original parking sticker. A replacement sticker for your new vehicle will be issued.
15. The SRO Officer at Overbrook High School will be speaking to you regarding the importance of following rules, as well as safety.
16. Violation of the above rules and regulations will be handled in accordance with the procedures as outlined in the DICIPLINE PROCEDURE MANUAL.



Date: _____

REQUEST FOR PERMISSION TO DRIVE TO SCHOOL AND PARK ON GROUNDS

We, the undersigned parents/guardians of _____ grant permission to the above mentioned student to use an automobile for transportation between home and school. This permission is granted with the full realization that transportation is provided for all students who are legally required to be transported on school buses, and that we, as parents, will assume responsibility for the operation of this car. It is further understood that the student, while operating the car for transportation between home and school, must comply with regulations established by the school and municipality.

1. The car must be parked in the parking lot in the area that is designated by the school authorities.
2. The driver is not to exceed the posted speed limit of five miles per hour and drive with extreme care.
3. The driver is to use the proper entrance and exit driveways at all times.
4. Violation of school rules on punctuality, misusing car during school hours, leaving school without permission, etc. will result in the withdrawal of driving privilege.
5. The Board of Education requires all cars, driven regularly by students to be covered by both public liability and property damage insurance. Satisfactory proof of this insurance must be presented to the office.

PLEASE NOTE: ALL VEHICLES MAY BE SUBJECTED TO RANDOW SEARCHES WHILE ON SCHOOL PROPERTY.

COMPLETE THE FOLLOWIONG INFORMATION:

Make of Car _____ Year _____ Model of Car _____
 Color _____ License Plate # _____ Driver's license # _____
 Registered Owner _____ Student's Phone # _____
 Student's Address _____

INSURANCE INFORMATION

Name of Company _____
 Policy Number _____ Expiration Date _____

I AGREE TO COMPLY WITH THE RULES:

Student's Signature _____ HR _____ Grade _____
 Parent/Guardian's Signature _____

Failure to comply will result in withdrawal of privilege of driving car on school grounds. Permission to drive to school does not imply that the student is free from other school obligations; namely, being in homeroom on time. Students are not permitted to go out to their cars during the school day unless they obtain permission from an Administrator.

PARKING PERMIT # _____ PARKING SPOT # _____

STUDENT IS TO COMPLETE FORM AND RETURN WITH DRIVER'S LICENSE, REGISTRATION AND INSURANCE CARD. A PARENT/GUARDIAN SIGNATURE IS REQUIRED EVEN THOUGH STUDENT MAY BE 18 YEARS OLD.