PARKING APPLICATION INSTRUCTIONS 2013-2014

The Third and FINAL Round

Eligible rising juniors and the remaining eligible rising seniors may pick-up a parking application from Mrs. Manilli in the Burgundy Office beginning Tuesday, June 4, 2013 through the end of the school year. You may also download the application from the OHS website.

You are requesting the privilege to park on school property during the school day. Because of the limited parking at Oakton High School, not all applicants are assured a parking spot. The school shall determine the justification for student use of private automobiles on school grounds. Only students with a valid driver’s license will be considered.

Incomplete applications will not be processed

The application process and assignment procedure for rising juniors and seniors is as follows:

1. Eligible rising juniors and seniors may stop by the Burgundy Office beginning Tuesday, June 4, 2013 till the end of the school year and pick-up a parking application packet from Mrs. Manilli. Or you may print off a packet from the Oakton High School web site.

2. Submit completed parking applications, with payment ($200), to the Burgundy Office Tuesday, August 6 through Friday, August 23, 2013. Application must be turned in no later than 2:30 PM each day.

3. Applications turned in after Friday, August 23, 2013 will be processed the first week of September.

4. Students with incomplete applications will be notified and may resubmit once complete; however, the application will not return to the previous day(s) pool of applications.

5. Include payment ($200) with your application. Checks made payable to Oakton High School. No application will be accepted without payment.

6. Assignment of spots will be based on the student’s area preference choice until any one area becomes full. When the student’s first choice area is full the second choice will then be used until the area becomes full. This will continue until the student is placed in a parking spot. (If there are more applicants than parking spots, a waiting list will be created and students will be notified of position on the wait list.)

7. Students will be informed of their parking spot location and parking passes will be distributed the week of August 26, 2013.

JUNIOR FEE OF $30.00 AND SENIOR FEE OF $70.00, PLUS ALL OUTSANTING FINES MUST BE PAID BY SEPARTE CHECK PRIOR TO RECEIVING PARKING PASS AND SHOULD BE PAID BY AUGUST 19, 2013

PARKING PERMIT FEES ARE NON-REFUNDABLE
PARKING PERMITS ARE NON-TRANSFERABLE
EACH PARKING PERMIT APPLICATION MUST INCLUDE THE FOLLOWING:

☐ The FCPS Application for Use of Private Automobile – School Session.

☐ The Oakton High School Parking Regulations

☐ A completed Student Parking Preference Form.

☐ A readable PHOTOCOPY of your valid Virginia Driver’s License or photocopies of your Temporary License and Permit with picture. Permit alone will not be accepted.

☐ A check in the amount of $200.00 made payable to OHS paper clipped to the front of this packet.

**DO NOT** SEPARATE FORMS – YOU WILL BE GIVEN THE NECESSARY COPIES AND RECEIPT WITH YOUR PARKING ASSIGNMENT PASS.

MAKE SURE YOU HAVE ALL NECESSARY COPIES FULLY COMPLETED.
INCOMPLETE PACKAGES WILL NOT BE PROCESSED.

**Student Parking Facts**

- There are approximately 450 on campus student parking spaces at Oakton High School.

- Not all students are eligible to receive a parking pass. Parking passes will be issued to seniors, (who have a right of first refusal), and to a limited number of juniors, all of whom must meet the deadline for submitting appropriate forms. There is no sophomore parking on campus.

- Not all students who apply will receive a parking pass. There is bus transportation available to most students.

**Forms Included are:**

- **FCPS Application for use of Private Automobile – School Session.**
  - Student applicants and their parent/guardian must sign this form. Complete parent/guardian contact information and student information.
  - Make sure vehicle description and license plate information is listed for each car that will be driven and/or each car in your car pool. The application will not be processed without this information.
  - Leave the boxes marked School Permit #, Parking Space#, Paid by, Date, and Amount blank. School personnel will complete these items.
  - Be aware, if your information is illegible it will not be processed; **PRINT CLEARLY.**

- **Oakton High School Student Parking Regulations.** This document describes your responsibilities as a holder of an Oakton High School parking permit. Permit applicants and their parent/guardian must read, sign and date this form.

- **Student Parking Preference Form and Map.** This document allows you to put in order your preference for a parking spot.
Application for Use of Private Automobile
School Session

If this application is approved, I understand that I am subject to all School Board and local school rules involving the use of automobiles. I understand that any violation on my part will result in my privileges being revoked. It is further understood that neither the local school nor the School Board shall be held responsible for damages incurred while on the school grounds or property leased by the school. This permit is non-refundable and non-transferable. This permit must be removed before vehicle is in motion.

See Regulation 2630 Use of Automobiles
See Regulation 5922 Revenue, Tuition, and Fees

Student Signature:___________________________________________                              Date:_____________________________

Student Name:______________________________________________                            Student ID#:________________________

PRINT CLEARLY

I, the parent or legal guardian of the about named student, approved of this application and understand that all privileges will be revoked at the discretion of the school.

Parent or Legal Guardian Signature:___________________________________           Date:_____________________________

Parent or Legal Guardian Name:______________________________________          Contact phone Number:______________

PRINT CLEARLY

Student Registration Information

For carpools each driver in the carpool must complete an application. Submit all applications together with payment.

<table>
<thead>
<tr>
<th>Student Name - Please Print Clearly</th>
<th>Grade Level 2013-2014 School Year</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Carpool (Sharing a Parking Pass, Multiple Drivers)</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>City</td>
<td>Other Carpool Drivers</td>
<td></td>
</tr>
<tr>
<td>Drivers License Number</td>
<td>Other Carpool Drivers</td>
<td></td>
</tr>
</tbody>
</table>

Vehicel Information

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Year</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate Number</td>
<td>State</td>
<td>Vehicle Insured</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Owners Name</td>
<td>Address</td>
<td>Owner Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

Second Vehicle

(Pass must be switched between vehicles and displayed each day)

<table>
<thead>
<tr>
<th>Made</th>
<th>Model</th>
<th>Year</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate Number</td>
<td>State</td>
<td>Vehicle Insured</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Owners Name</td>
<td>Address</td>
<td>Owner Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

For additional vehicles use a second form.

School Use Only

<table>
<thead>
<tr>
<th>Permit #</th>
<th>Parking Space #</th>
<th>Date</th>
<th>Paid By Cash/Check#</th>
<th>Amount</th>
</tr>
</thead>
</table>

IS-141(3/12)
OAKTON HIGH SCHOOL
STUDENT PARKING REGULATIONS

1. You are required to comply with all Virginia and Fairfax County driving laws, and Oakton High School driving and parking regulations: a 15 MPH speed limit on campus, obey all stop and directional signs, stop for school buses loading or unloading passengers, yield to pedestrians and drive in a reasonable and safe manner. If instructed to stop your vehicle by any staff member, you must do so. Failure to do so will result in fines, suspension of your parking privilege, or revocation of your parking permit.

2. Vehicles shall only be parked in an assigned space. If someone is in your space, please park in one of the gravel lots and immediately report to the Main Office. Complete the “Parking Problem” sheet in the Main Office. Failure to report the unauthorized use of your space or failure to complete the “Parking Problem” sheet may result in a parking violation.

3. You must display your parking permit. Permits should be hung from the rear view mirror or placed number side up on the dashboard. If you forget your permit, you must record on the Parking Information Record in the Main Office. Failure to follow this procedure will result in a $5.00 fine.

4. You are not authorized to allow anyone else to park in your spot, to loan your parking permit, or to re-sell your permit. OHS parking permits are non-transferable. Re-selling your permit is not allowed and all such sales will be voided and the permit confiscated with subsequent forfeiture of parking rights for all parties involved.

5. Car pools are allowed; however, only ONE vehicle of the carpool is allowed to park on campus on any given day.

6. Your school record can affect your parking privileges. Student behavior during the course of the day in school and your academic performance as well as your attendance can affect your parking privilege. You must be in good standing in all these areas.

7. If you have any problems with your parking situation, such as changing cars for repair, please report to the Main Office and complete the “Parking Problem” sheet in the Main Office.

8. You must not leave school grounds without checking out through the attendance office or the clinic nor transport other students who have not checked out through the attendance office or clinic. Doing so will affect your parking privilege; you will lose your parking privileges for 30 school days for the first offense and will have your parking privilege revoked for the second offense without refund of fee.

9. You may not go to your car during the school day without permission from a staff member. Further, vehicles shall not be occupied without permission from the School Administration at any time while parked and school is in session. In addition to a $5.00 fine for this violation there may be other disciplinary action taken.

10. If you incur a fine, you will have 10 days from the date of the ticket to pay the fine. Failure to do so may result in a loss of parking privileges until the fine is paid in full.

11. Student vehicles parked on school property are subject to search when there is suspicion of illegal items or other contraband.

12. All drivers (student, staff, and visitors) are required to obey Virginia and Fairfax County laws, and Oakton High School driving and parking regulations. All drivers and vehicles must be properly registered in accordance with state laws and registered with the school.

13. Parking unauthorized vehicles and/or vehicles that are improperly parked, blocking fire or driving lanes, or constitute a safety hazard, will receive a $25.00 parking fine. The vehicle may also be towed at the expense of the owner.

14. The production and use of illegal or fake passes will result in serious disciplinary consequences and may result in legal action.

15. ALL STUDENT DEBTS MUST BE PAID BEFORE YOU CAN PURCHASE A PARKING PASS.

16. Habitual violations of any of these provisions may result in suspension of your parking privileges, and/or any other disciplinary actions the Principal deems necessary.

17. Parking passes and campus driving privileges may be revoked at the discretion of school administration.

I have read and agree to comply with the parking regulations. I agree to pay any and all fines levied and all expenses incurred as a result of my violations of the regulations.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>PRINT NAME CLEARLY</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Signature</td>
<td>PRINT NAME CLEARLY</td>
<td>Date</td>
</tr>
</tbody>
</table>
STUDENT PARKING PREFERENCE FORM

Last Name_________________________________________________    First Name ____________________________________

PRINT CLEARLY                      PRINT CLEARLY

Student ID#________________________________________________

Please fill in all choices with the appropriate area. See next page for area map   (Example: 1st Choice   Area A)

1st Choice________________
2nd Choice________________
3rd Choice________________
4th Choice________________
5th Choice________________
6th Choice________________
7th Choice________________
8th Choice________________

Area A- Back Lot non driver-ed spots   “A” LOT IS FULL
Area B- Back Lot driver-ed spots   (required to move car at end of day 2-3 times every 8 days
Area C-Front Lot near woods
Area D-Front Lot loop
Area E- Near Athletic Fields
Area F- Cage Lot
Area G- Gravel Sutton Road side
Area H- Gravel Tennis Courts side

All Student parking spaces are painted WHITE EXCEPT for the gravel lots, they are not painted.
Area A- Back Lot non driver-ed spots
Area B- Back Lot driver-ed spots
  required to move car at end of day 2-3 times every 8 days
Area C- Front Lot near woods
Area D- Front Lot loop
Area E- Front Lot next to softball field
Area F- Cage lot
  may be required to move car at end of day during Spring Sports
Area G- Gravel Sutton Road side
Area H- Gravel Tennis Courts side

All Student parking spaces are painted WHITE EXCEPT for the gravel lots, they are not painted.