

2023-2024 Parking Guidelines

Applications must be turned into the Main Office by Wednesday, June 7, 2023.

PLEASE BE AWARE: Parking permits for applications received after June 7, will be available during the first week of school. Applications received after the first day of school can take up to one week to process after they are received. **Applications must be complete** before they will be processed for approval or to be put on the waiting list. All applications will be reviewed in the order they are received.

In order for students to park in the Southwest parking lot, they must possess a valid Student Parking Permit and adhere to the following guidelines:

APPLYING FOR A PARKING PERMIT

- Applicants must possess a valid Wisconsin driver's license at time of application in order to apply for a permit. **You must show your license when purchasing your permit.**
- Parents/Guardians must certify that the vehicle(s) described on the application are insured at the minimum limits established by the Board of Education: \$10,000 property damage; \$25,000 bodily injury per person; \$50,000 total bodily injury per accident.
- The yearly parking fee is \$75.00. For one semester only, the fee is \$37.50.
- Applicants with outstanding fees, fines, and policy violation consequences are not eligible for a parking permit until payment is made in full (no payment plans) or consequences served. You can check the status of your account in the Main Office.

PARKING AT SOUTHWEST

- Student parking is available in the North parking lot and is denoted by **white** paint lines. Yellow lined spaces are staff parking and students will be ticketed if they are found to be parking in staff spaces.
- Parking permits must be hung from the rearview mirror with the printed sign facing the windshield. It is the driver's responsibility to ensure the pass is present and visible (not obstructed from view by air fresheners, has not fallen, etc).
- All student vehicles must be backed into parking spaces so that permits are readily visible from the aisle.
- Students who have multiple primary vehicles must move their permit between the vehicles to ensure it is present in the vehicle they are parking at Southwest. Students who do not move their pass between vehicles (even if it is a loaner vehicle) will need to get a day pass in the main office or the security desk.
- The Green Bay Parking Utility enforces all rules & regulations. They will issue a ticket to cars that are illegally parked, do not have a parking permit displayed properly in the window, etc. **The district/school will not rescind tickets for vehicles in violation of parking guidelines.**
- Students may not use a parent's "staff permit" to park in any of the district lots.
- Students may not lend, borrow or sell their parking permit to other students without administrative approval. If found in violation, the permit may be revoked.
- The Green Bay Public School District is not responsible for property that is lost, stolen, or damaged while in the school parking lot.

ADDITIONAL GUIDELINES

- Students must report the loss or theft of their permit to administration immediately to receive a replacement. Replacement fees will apply.
- Any student with a permanent change in vehicle must fill out a 'Change of Vehicle' form in the main office.
- The permit will be subject to revocation if the student is unexcused in 70 or more class periods, has any district policy violations, interferes with the instructional operations of the school, Homecoming violations, creates a safety hazard within the parking lot, has 2 F's or more during a grading period, or is a nuisance to students/area property owners.
- Any graphic material on or inside the vehicle found to be offensive (as per student expectations listed in the expectation handbook) will not be tolerated. Permit holders will be given limited time to make corrections, or lose their permit.
- If you are involved in a car accident in the lot, contact the Green Bay Police immediately at 448-3200 to receive an accident report. At your convenience, contact school Administration.
- Permits must be returned to the main office at the end of the school year. Turn in dates for all grades are: May 28-June 3, 2023. No permits will be required in the lot as of May 28, 2023 to facilitate the return of parking permits. Permits that are not returned or are damaged will be subject to a replacement fee.

Notification of initial recipients will be posted on the Southwest North Entrance doors by August 21, 2023. If your name is listed, you will be able to pick up your permit during Registration or in the Main Office between 6:30 am and 2:30 pm starting on August 22, 2022. Approval notices will not be mailed to the student nor will students or parents be able to confirm by phone or email.

***** Please understand that parking at Southwest High School is a privilege and spaces are limited. *****

We may not be able to fulfill all requests. We will do our best to serve as many Southwest students as possible

Thank you for your cooperation,
Southwest Administration

KEEP THIS PAGE FOR REFERENCE

2023 – 2024 Southwest High School Student Parking Permit Application

(Submit to Main Office)

Student Name: _____ Grade _____

Drivers License #: _____

Graduating during 23-24 school year (circle one) **YES** **NO**

Type of pass (circle one) **Full year** **Semester 1 only** **Semester 2 only**

Parent Name: _____

Insurance Co: _____

List one or more primary cars that may be driven. **At least one vehicle must be listed.** If cars are added or removed after you apply, you must fill out a "Change of Vehicle" form in the main office.

1. Color _____ Make _____ Model _____ Plate # _____
2. Color _____ Make _____ Model _____ Plate # _____
3. Color _____ Make _____ Model _____ Plate # _____
4. Color _____ Make _____ Model _____ Plate # _____

By signing below, I am indicating that:

I have read and understand the parking guidelines. I certify that the vehicles described are insured at or above the minimum limits. I understand that if the student listed above receives a Student Parking permit, all guidelines must be followed. I understand that if a violation occurs there may be a suspension or revocation of the permit pending investigation. I understand that the student listed above must adhere to the parking guidelines that were provided with this application at all times and that deviation may result in a parking ticket for which the student is responsible. I understand that a student parking permit is a privilege, not a right.

Student signature: _____

Parent signature: _____

Date: _____

Turn in this page to the main office.

FOR OFFICE USE ONLY

Fees _____

Date Received _____

Driver's License Verified

Payment Received

Approved

Pass number _____

RETURN THIS PAGE TO THE MAIN OFFICE