



PARKING APPLICATIONS

RISING SENIORS ONLY

PARKING APPLICATION INSTRUCTIONS 2017-2018

You are requesting the privilege to park on school property during the school day. **Due to renovation during the school year 2017-2018 there will be a significant disruption to our regular parking for staff and students. At this time only seniors will be allowed to apply for a parking space for the 2017-2018 school year.** The school shall determine the justification for student use of private automobiles on school grounds. As in year's past a lottery system will be in use. Only students with a valid driver's license will be considered. This year since space is very limited not all senior applicants are assured a parking spot.

Rising seniors may pick up parking application packets in the Gold Office beginning Friday, May 19, 2017. Packets may be printed from the Oakton web site.

Incomplete applications will not be processed

The application process and assignment procedure for Rising Seniors:

1. Rising seniors obtain a parking application packet beginning Friday, May 19th from Mrs. Manilli in the Gold office. Packets may be printed from the Oakton web site.
2. Submit completed parking applications, to ONLY Mrs. Manilli in the Gold Office beginning Tuesday, May 23 through Friday, June 2, 2017. Applications may be turned in before 8:05 a.m. and no later than 3:30 p.m. during Cougar Time, and during your lunch period each day. Applications left on desks or with other FCPS personnel will not be processed.
3. Students with incomplete applications will be notified and may resubmit once complete.
4. No payment will be accepted at this time. IF you are assigned a parking space you will be notified with directions on how and where payments may be made.
5. Due to renovations the administration will accommodate as many vehicles as possible.
6. The list of students with corresponding parking space numbers will be posted outside the Gold Office at the end of August.
7. Parking permits are usually distributed beginning with Cougar Kick-Off in late August.
8. You MAY NOT park on campus without the proper and current parking permit beginning the first day of the 2017-2018 school year. If you park on campus without a permit your vehicle will be ticketed.
9. Junior dues of \$30.00 and senior dues of \$70.00, plus all outstanding fines and fees must be paid by separate check prior to receiving a parking pass.
10. All fines, fees and dues are to be paid by August 17, 2017.
11. Parking permit fees are non-refundable.
12. 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 readable PHOTOCOPY of your valid Virginia Driver’s License or photocopies of your Temporary License and Permit with picture. Permits alone will not be accepted. All seniors who have a valid Va. Driver’s License by the 1st day of school, August 28, 2017 and submit a completed application will be included in the lottery.

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

MAKE SURE YOU HAVE ALL NECESSARY FORMS FULLY COMPLETED.
INCOMPLETE PACKETS WILL NOT BE PROCESSED.

Student Parking Facts

- Not all students are eligible to receive a parking permit. Parking permits will be issued to seniors, all of whom must meet the deadline for submitting the appropriate forms.
- Not all students who apply will receive a parking permit. Bus transportation is available to most students.
- Carpooling is also an option available to students. Information is on the form titled, “Application for Use of Private Automobile School Session”, which is on the next page.
- Currently there are parking spaces available on Sutton Road. They do not require a parking pass. You will need to arrive early to school in order to park on Sutton Road.
- You will not be issued a parking permit until you are allowed to drive by yourself per Va. State Law. The date on your temporary license will dictate the date you will be issued an OHS parking permit and only then if there is a space available.

Packet Includes:

- **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 grey boxes marked Permit #, Date Pd., Check#/Cash, Amount and Rec’d by blank. School personnel will complete these items.
- **Oakton High School 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.



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 5922.19 Revenue, Tuition, and Fees.

See Regulation 2630.6 Use of Automobiles

Student Name: _____ Date _____
 PRINT CLEARLY
 Student ID# _____

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.

Student Name - Please Print Clearly	Grade Level	2017-2018 School Year	Phone Number
Address	Carpool (Sharing a Parking Permit, Multiple Drivers) Yes <input type="checkbox"/> No <input type="checkbox"/>		
City	State	Zip	Other Carpool Drivers
Drivers License Number	State	Other Carpool Drivers	

Vehicle Information

Make	Model	Year	Color
License Plate Number	State	Vehicle Insured Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance Co.
Owners Name	Address	Owner Contact Number	

Second Vehicle

(Pass must be switched between vehicles and displayed in the car parked at OHS)

Made	Model	Year	Color
License Plate Number	State	Vehicle Insured Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance Co.
Owners Name	Address	Owner Contact Number	

For additional vehicles use a second form.

School Use Only

PERMIT #	DATE PD.	CHECK#/CASH	AMOUNT	REC'D BY



OAKTON HIGH SCHOOL

STUDENT PARKING REGULATIONS

1. All drivers (student, staff, and visitors) 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. **Students under age 18 are prohibited by law from using a cellular device while driving. This includes "hands-free" cellular devices. Virginia law also prohibits all texting while driving.** 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, and / or revocation of your parking permit.
2. All drivers and vehicles must be properly registered in accordance with state laws and if parked on school property must be registered with the school.
3. 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 booted and or towed at the expense of the owner.
4. Vehicles shall only be parked in an assigned space, and only with the proper parking permit visible. Permits should be hung from the rear view mirror or placed number side up on the dashboard. Failure to follow this procedure will result in a \$5.00 fine.
5. Complete the "Parking Problem" sheet in the Main Office for any of the following reasons:
 - a) If another car is parked in your assigned space, park in the gravel lot and complete the "Parking Problem" sheet.
 - b) If you are driving a different car than the one(s) listed on your original parking application, complete the "Parking Problem" sheet
 - c) If you forget your parking permit, complete the "Parking Problem" sheetFailure to complete the "Parking Problem" sheet may result in a \$5.00 fine. The sheet is located on the first desk in the Main Office.
6. 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 10 school days for the first offense and will have your parking privilege revoked for the second offense without refund of fee.
7. 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, i.e. suspension and or revoking of your parking privileges without refund of fee.
8. Student vehicles parked on school property may be searched when there are reasonable grounds to believe that they contain illegal items or other contraband. Leaving school without permission will result in having your vehicle searched upon returning to school grounds.
9. 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.
10. Car pools are allowed; however, only **ONE** vehicle of the carpool is allowed to park on campus on any given day, only in the assigned parking space, and with the parking permit properly displayed.
11. 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.
12. 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.
13. The production and use of illegal or fake permits will result in serious disciplinary consequences and may result in legal action.
14. 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.
15. Parking permits and campus driving privileges may be revoked and or suspended at the discretion of school administration at any time.
16. Neither Oakton High School nor FCPS shall assume any responsibility for damage or theft to vehicles or other items of personal property left in the vehicle, while parked on school property. Students are reminded to insure that their vehicles are locked at all times while parked on school property.
17. ALL STUDENT DEBTS MUST BE PAID BEFORE YOU WILL RECEIVE YOUR PARKING PERMIT.

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.

Student Signature

PRINT NAME

Date

Parent/Guardian Signature

PRINT NAME

Date