

JAMES HUBERT BLAKE HIGH SCHOOL STUDENT PARKING POLICIES AND PROCEDURES

Students requesting space on the James Hubert Blake High School parking lot must apply for a permit. This permit is a privilege, not a right, and may be revoked for failure to adhere to school policies not limited to those shown below. The Montgomery County Board of Education has established a **non-refundable** yearly permit fee of \$78.00 (includes processing fees). Second semester (January 27 – June 17, 2026), **non-refundable** permit fee of \$39.00 (includes processing fees).

Students should submit the following: the completed, signed application and the signed policies and procedures (parent signature required on both pages), a copy of Proof of Insurance for the Vehicle, and a copy of the student's driver's license to the Financial Office via email: [Dawn M Jacob@mcpsmd.org](mailto:Dawn_M_Jacob@mcpsmd.org). Payments must be made via School Cash Online – through student's account. All students **MUST** be free of any obligations before permits will be issued.

Once all documents have been reviewed and approved, you will be notified via email of your **ASSIGNED** parking spot and how to obtain your parking permit.

Parking permits must be displayed in the vehicle on the rearview mirror with the number facing out at all times while vehicle is on campus. **Permits are non-transferable and may be revoked if used by vehicles other than the vehicles registered with the school by the student.** Permit holders are expected to observe the following regulations, which will be strictly enforced. (Note that Blake High School cannot revoke any ticket issued by the Montgomery County Police for parking or traffic violations.)

Activities listed below are prohibited and violations may result in temporary or permanent loss of the parking permit:

1. **Receiving two unexcused absences and/or tardies.**
2. **Violations of the school discipline policy.**
3. **Exceeding reasonable speeds or otherwise driving recklessly.**
4. **Leaving school grounds without permission and not signing out at the attendance office.**
5. **Unauthorized transporting other students off school grounds during the school day.**
6. **Parking in spaces designated for staff, visitors, or marked as reserved.**
7. **Parking a vehicle without a current parking hang-tag.**
8. **Parking anywhere on school grounds not designated as a student parking space.**
9. **Remaining in or around the vehicle after parking in the school lot.**
10. **Parking in a designated handicapped parking spot without a handicapped permit.**
11. **Littering.**

Parking Permit Checklist

- **Submit completed and signed *Parent Request for Student Use of Private Vehicle* (MCPS Form 215-6)**
- **Submit signed *Blake High School Student Parking Policies and Procedures* (this document)**
- **Provide a copy of the *proof of insurance* for the vehicle**
- **Provide a copy of student's *driver license***
- **Confirm student has **NO FINANCIAL OBLIGATIONS**.**

Sign below and return with completed application

By signing below, I acknowledge that I have read and understand that any violation of the above regulations, including the general discipline policy, posted speed limits, and/or any other regulations that may be posted on the grounds, may result in the loss of my parking privilege, ticketing and/or towing of the vehicle.

Parent's Signature/Date

Student's Signature/Date

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