



CLARKSBURG HIGH SCHOOL

22500 Wims Road • Clarksburg, Maryland 20871
Telephone 301.444.3000 • Fax 301.444.3595

**Read this
information**

Dear Students and Parents:

This letter is to inform you that we are now accepting applications for parking permits for the 2018-2019 Fall Semester. As a reminder, parking permits are a privilege, not a right. Parking is for **SENIORS ONLY** with the exception of OJT and internships. The Board of Education mandated fee of \$37.50 per semester will remain in effect for the 2018-2019 school year. This fee is non-refundable and will be collected from each student at the time the permits are issued. Applications are to be submitted to Ms. Eader by no later than **Friday, August 17, 2018**. **Applicants will be notified by phone or email if they will receive a permit. Please do not submit the fee with the application. Permits will be distributed on August 31, 2018. Students may begin parking on September 4, 2018.** Students must resubmit an application each semester if they chose semester parking.

The parking permits will be issued based upon the criteria listed below:

- All students must maintain a 2.0 GPA at all time with no more than 1 failing grade. Permits will be revoked if students fall under a 2.0 GPA and parking fees will not be refunded.
- Students may not have an obligation to the Financial Office.
- Students must complete all hours required for Graduation via Student Service Learning.
- Handicapped students (must have physician's statement and handicapped sticker from the MVA).
- Students who are part-time attendants at other MCPS schools as part of their high school program (only if no alternative transportation is provided). Program must occur during school hours and be certified by a Clarksburg Guidance Counselor and/or internship coordinator. PRIORITY WILL BE GIVEN TO CLARKSBURG PROGRAMS. (Edison program students are not eligible for parking permits.)
- Students enrolled in a Clarksburg High School supervised work program or internship (only if no alternative transportation is provided). Program/work must occur during school hours and be confirmed and monitored by the Clarksburg program sponsor.
- Students enrolled in a minimum of two classes in the Montgomery College Institute at Clarksburg or enrolled in one Montgomery College Institute class at Gaithersburg High School.
- Clubs/team (Seniors as determined by the sponsor/coach)

Students who are involved in the above programs and are part of a carpool within that program will be given a higher priority. (SEE THE FAQ ON PAGE 2 & 3.)



STUDENTS DO NOT HAVE PREFERENCE REGARDING PARKING LOCATION.



Hanging, color coded decals will be issued each semester and must be attached to the rearview mirror. Students will be assigned a numbered parking space within designated spaces for student parking provided they have a Clarksburg parking permit. Security personnel will monitor these parking areas daily and ticketing/towing will be enforced for illegally parked vehicles.

Students with any parking concerns should contact a member of security upon arriving at school for resolution of the concern.

Sincerely,

Edward Owusu



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FREQUENTLY ASKED QUESTIONS

Who is eligible for a parking permit?

-Seniors are eligible for parking permits for the 2018-2019 school year. Eligibility is determined by the enrollment in Clarksburg sponsored programs that have the greatest need for student transportation to and from offsite locations. These programs do not offer school transportation, therefore parking permits are provided.

Is a parking permit guaranteed?

-No. Parking Permits are not guaranteed to anyone. Permits are granted based on availability. If parking spaces are not available, based on the number of students with priority, then students will be placed on a waitlist until a space is made available. Priority students are not guaranteed a parking permit. (See below.)

Who gets priority?

-Priority is given to seniors enrolled in the Clarksburg High School Internship program, members of sports teams (and a few club groups-Senior planning, SGA, etc.) are given one space each. The reason that these students are given priority has to do with the requirements of the program and needs of the organization. BUT, if space is not available, even these priority organizations do not receive a parking space. Programs are limited to a specified number of spaces. Once the program reaches that number, then the sponsor may arrange carpools for students enrolled in the program. Check with your program sponsor if you are willing to provide a carpool, or carpool with other students. After-school jobs and internships, as well as Thomas Edison HS program, and regular medical appointments, are not given a priority status. The school system provides transportation for Edison programs.

What if I am enrolled in multiple internships/programs/clubs/teams?

-GREAT! Your chances of receiving a space are higher. List all of these programs in order of priority on your application.

What if I am not in any of these programs or teams, but REALLY need a spot?

-Not to worry. You may still receive a space if one is available. Fill out the application and explain your needs. We cannot guarantee you a spot, but we will do our best to accommodate you. You may be placed on the waitlist for a semester or denied initially, BUT we will do our best to find a parking space for you.

I have a parking permit but forgot it in another car. Can I still park in my parking space?

-Yes, but you will get a \$25 ticket. So the real answer is NO. Students should park in their assigned space WITH their parking permit hanging from that car's rear view mirror. If you do not have your parking permit on a particular day, then do not park your car at Clarksburg that day. If you have lost your permit, you can purchase a replacement permit for a nominal fee.

What if my grades slip below a 2.0 GPA with more than one failing grade of E? Will I lose my parking space?

-Yes. Lesson: don't let your grades slip.

What if I have an obligation? Can I still get a parking permit?

-No. Lesson: pay your financial obligations. These include prior parking tickets.



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Will you tow my car if I park illegally?

-Yes. We will TOW cars.

How do you assign parking spaces?

-Parking spaces are assigned randomly. We have 100 student parking spaces available.

I have qualified for a parking permit and need a space close to the school. Can I have a space in the upper lot?

-It's random. IMPORTANT: Students who cannot agree to this stipulation should not apply for a parking permit.

If I have a permit, can I leave school grounds for lunch and return for my classes?

-No. You cannot. If you leave school grounds, it is expected that you are leaving for your internship/program. This does not give you permission to eat out at lunch. If you are found in violation of this rule, or other driving infractions, then your permit will be revoked.

How do I add a new vehicle to my application?

-If you begin to drive a new vehicle, please make sure to add that vehicle's information to your application by giving the information to the business office.

Can my friends use my space when I don't need it?

-No. Vehicles parking in an assigned space must be the permit owner's and the vehicle should be registered with security and match the Vehicle's Legal Owner as stated on the application. If students are found violating this policy, then the permit holder will have the permit revoked.

When will the distribution of permits occur?

-Parking permits distributions will take place on August 31, 2018 for first semester. Second semester permits will be distributed before winter break. Students will not be able to receive them early. The permits are manufactured and delivered to an office here at the school.

What if I still owe hours for SSL but complete them over the summer?

-If you still owe SSL (Student Service Learning) hours, which are a requirement for graduation, you will not be approved for a permit. However, if you complete the hours over the summer and turn in the completed forms to Ms. Taylor (and they are approved by Ms. Taylor) you may apply for the permit over the summer. Once accepted, you will be allocated a space IF one is available.

PARKING IS A PRIVILEGE, NOT A RIGHT OR REQUIREMENT. ANY VIOLATION OF THESE REGULATIONS WILL RESULT IN LOSS OF PARKING PRIVILEGES AND PERMIT.



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PARKING REGULATIONS

Parking regulations are strictly enforced. Suspension of driving privileges, ticketing, towing of vehicles and suspension from school may occur for violations of parking regulations. Students will be held fully responsible for understanding and following all parking regulations.

1. A student parking permit is required to park in an assigned spot. All vehicles must be registered with the business office and clearly display the hanging parking permit from the rearview mirror. License numbers or vehicle changes must be reported to the Business office. Students with a parking problem (lost permit, space taken, driving a different car, etc.) should contact a member of security for information on where to park. Any students parking in either location without a permit and/or in a space not assigned to them will be ticketed (No exceptions). In addition, vehicles parked in a staff space, visitor space, fire lane, other assigned parking spaces or blocking any unmarked areas will also be ticketed. First and second parking violations will result in a \$25 ticket each time and the third and subsequent violations will result in towing of the vehicle (at the owner's expense) in addition to a \$25 ticket. Students receiving parking violations will be assigned a \$25 obligation with the Financial Office. Obligations assigned for parking violations must be cleared prior to the end of the marking period. Failure to clear the obligation will result in loss of parking privileges and permit. **NO REFUNDS WILL BE ISSUED IF A PERMIT IS REVOKED.**
2. Any misrepresentation or falsification of records will result in the loss of driving privileges and parking permit.
3. Reckless driving, excessive speed or operating a vehicle in an unsafe manner is prohibited. This applies to all of the Clarksburg High School property. Speed on Clarksburg property is not to exceed 10 mph. Violations of any of the aforementioned will result in the loss of parking privileges.
4. The school is not responsible for the vehicle or its contents.
5. Students may not return to their vehicles during school hours, leave school grounds or transport other students off grounds without administrative approval.
6. Applications will be accepted from and permits will be issued only to students who possess a valid driver's license. Fee is to be paid by **CHECK OR MONEY ORDER ONLY.**
7. Failure to obey the direction of school staff while in or operating a vehicle will result in the loss of driving privileges and parking permit.
8. Permits are not transferable and shall not be sold or given to other students.
9. Students with financial obligations or incomplete SSL hours are not eligible for parking permits.
10. Students must maintain a 2.0 GPA at all times. Permits will be revoked if students do not.
11. Only senior students will be given priority for parking spaces. (See guidelines on previous page.)
12. Students who enroll in Montgomery College/Einstein Visual Arts/Edison programs are not given priority.

Complete this page!

Parent Signature

Date

Student Signature

Date



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**Office of the Chief Operating Officer
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850**

PARENT REQUEST FOR STUDENT USE OF PRIVATE VEHICLE

Student _____ Birthdate ____/____/____ Grade ____
Last First MI
 Address _____ Distance to School _____
(nearest tenth mile)
 School Name _____ Homeroom # _____ Student's Dismissal Time ____:____
 Phone: Home _____ Emergency _____ Driver's Permit # _____

Vehicle Information

Make of Vehicle Model and Year	State and License Tag #	Color	Vehicles Insured		Name of Insurance Company	Name of Legal Owner
			Yes	No		

I hereby request permission for the above named student to drive a private vehicle to school. I understand that there is a non-refundable fee, payable to the school, upon approval of this request. Fees are approved by the Board of Education and paid at a rate of \$37.50 per semester, \$75 per year, or \$25 per season, as determined by the school administrator.

Permission is requested for the following reasons _____

*I understand that violation of **law and/or** school regulations governing driving may cause revocation of this privilege. If privileges are revoked the parking fees are also forfeited. I further understand that owners or operators of vehicles might incur certain legal responsibilities when other persons are transported as passengers. I also understand that if I need to drive another family automobile, I will register the car in the school office in order to park it on school grounds or be subject to ticketing and/or towing at my expense.*

Parent'/Guardian's
 Home Address _____
(If different from student) Street City State Zip Phone

Parent'/Guardian's
 Business Address _____
Street City State Zip Phone

_____/_____/_____
Signature, Parent/Guardian Date Signature, Student Date

TO BE COMPLETED BY SCHOOL

Approved: Semester 1 Semester 2 Full Year Seasonal _____

Not Approved Reason: _____

_____/_____/_____
Signature, Principal Date

Amount Paid \$ _____ Cash Credit Card Check No: _____
Date

Parking Space Number Assigned _____ Parking Permit # _____

Permit Issued By: _____
Print Name Initials Date