



## Harborfields High School

Office of Assistant Principal, Robert E. Kelly  
98 Taylor Avenue • Greenlawn, NY 11740

August 2011

Dear Senior:

Congratulations on starting your senior year of high school! I hope you had an enjoyable summer.

Many of you have or will be getting your senior driver's license. If you will be driving to school daily or even just occasionally, your car must be registered with us so you can park on school grounds.

If you are going to drive to school you will need to get a parking permit. Please bring **A COPY OF THE FOLLOWING DOCUMENTS FOR US TO KEEP IN OUR OFFICE. WE WILL NOT MAKE COPIES OF THESE ITEMS HERE AT SCHOOL AND NO PARKING PERMITS WILL BE ISSUED WITHOUT THE RECEIPT OF ALL OF THE BELOW DOCUMENTS:**

*Senior Driver's License (Class D)*  
*Registration Card (for each car you will be driving to school)*  
*Insurance Card (for each car you will be driving to school)*

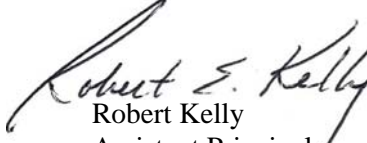
**Bring the above copies AND the enclosed Student Parking Agreement completed and signed by you and your parent/guardian to:**

Ms. Williams in Mr. Kelly's office (North end)

**IF YOU DO NOT HAVE A PARKING PERMIT YOU CANNOT PARK ON SCHOOL GROUNDS.** In addition, **only SENIOR students with a valid SENIOR License, Class D, are eligible to drive to school, NYS Law: DMV Publication C-4.**

Thank you for your cooperation.

Sincerely,

  
Robert Kelly  
Assistant Principal

RK:vw  
Attach.

## **HARBORFIELDS HIGH SCHOOL** **Student Parking Agreement**

In an effort to provide enough parking spaces for all registered vehicles, both your compliance with and your assistance in enforcing the student parking rules are essential. Remember, parking on school property is a privilege, not a right. Noncompliance or abuse of these rules and/or the spirit of these rules can constitute grounds for temporary or permanent removal of this privilege and/or detention or suspension for any or all individuals involved.

1. **Only SENIORS with valid NY State Senior Licenses** are allowed to drive to school or park on school property.
2. Only the student to whom a vehicle is registered is permitted to drive that vehicle.
3. Students will be issued one parking tag. This tag is to be displayed in the rear passenger window on the driver's side of the vehicle at all times while parked on school property. The parking registration number must face outward so as to be easily viewed through the window. Repeated offenses will result in temporary or permanent suspension of parking privileges.
4. Unsafe driving as judged by school personnel (including paraprofessionals, teachers, custodians, administrators), to include but not be limited to speeding, passing stopped buses, "peeling out", and driving over grass, will be considered sufficient grounds for temporary or permanent suspension of parking privileges in addition to detention or suspension in extreme cases.
5. Parking or driving on school property during a parking privilege suspension and other demonstrations of irresponsible and/or insubordinate behavior will be considered as actions worthy of more severe penalties, to include extended or permanent parking privilege suspension and/or suspension from school.
6. Students may go to their vehicles at their dismissal time only. **If a student requires an item from his/her vehicle during the school day, the student is to obtain a pass to do so from an administrator and then go directly to and from the vehicle unaccompanied by any other student. They must exit and re-enter through the main entrance.**

**I have discussed the rules of the Student Parking Contract with my son/daughter.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Parking Permit #  
(For Office Use Only)**

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I have read the entire agreement and I accept the responsibility for following all of these rules, as well as the consequences for any event(s) involving myself and/or my vehicle which do not comply with these rules.

I understand that these rules are in place to provide legal and safe parking for only those students who are legally eligible to drive to school and who conduct themselves in a safe and responsible manner.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME CLEARLY

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
GRADE

License Plate #	Make of Vehicle	Color

**REMINDER: A COPY OF YOUR SENIOR LICENSE, INSURANCE CARD AND VEHICLE REGISTRATION FOR EACH CAR THAT WILL BE DRIVEN TO SCHOOL MUST BE SUBMITTED ALONG WITH THIS FORM WHEN APPLYING FOR A PARKING PERMIT. WE WILL NOT MAKE COPIES HERE IN SCHOOL AND NO PERMIT WILL BE ISSUED WITHOUT THE RECEIPT OF APPROPRIATE DOCUMENTATION.**