

Student Parking On-Line Lottery Application and Requirements

DEADLINE FOR SUBMISSION – no later than 3:00pm - JUNE 18th, 2019

- **Complete** the on-line parking lottery application in order for your student to be eligible for student parking.
 - **Read** the parking regulations and Student Handbook provided in a link on the on-line application.
 - **Submit** the pre-requisite documents and payment to the 11/12 House Office to be eligible for parking.
 - **Expired** or **missing documents** will jeopardize your eligibility status.
 - **Photocopies** of required documents are to be made at your own expense and at a location other than HCRHS.
 - **Electing to share a spot**. Each student must complete an on-line application and the (*Parking Lottery Partner*) section.
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- ❖ Students **selected** in the lottery can expect notification by **mail** at the beginning of August.
 - ❖ Students **wait-listed** will receive **e-mail notification** to their HC student account.

The following criteria should serve as a guide to the application process.

- ❖ Your signature on the on-line application is your acknowledgment of the stated rules and regulations listed here and in the on-line student handbook.
- ❖ You are advised to retain a copy for your records.

CRITERIA FOR ELIGIBILITY

Applicants must:

- ◆ Possess or be eligible for license during the **2019-2020** school year.
- ◆ Have a vehicle for daily use.
- ◆ Clear all school obligations by **June 18th, 2019**
- ◆ Have fulfilled all scheduled detentions and cleared obligations by **June 18th, 2019**.
- ◆ Must have completed Teen Safety Night Program.

Application process:

COMPLETE

- On-line Parking Lottery Application, which includes the Student Random Drug & Alcohol Consent Form, Graduation Information Form and Graduation Contract.

SUBMIT * *In a sealed envelope with your Name and ID# to the 11/12 House Office by 3pm – June 18th, 2019*

- \$ 30.00 - Cap/Gown/Transcript fee.** *check or money order payable to: HCRHS – Class of 2020 *No cash accepted
- (PHOTOCOPY)** of the **following documents:**
 - Valid **NJ Driver's License**
 - Valid **Motor Vehicle Registration** for the vehicle that will be registered to park on campus.
 - Valid **Motor Vehicle Insurance** documentation.

(If you are not in possession of a license or vehicle at this time, please submit copies when you secure your driver's license and/or obtain a vehicle)

IMPORTANT!

DO NOT SUBMIT PARKING PAYMENT at this time. Payment DUE when decals are distributed at Summer Meeting.

Parking payment must be made in the form of check or money order payable to: "HCRHS Parking".

The cost for parking will be \$75.00 NO cash accepted.

SENIOR STUDENT PARKING REGULATIONS

On-Line Parking Lottery Application must be completed no later than 3:00pm – June 18th, 2019.

1. **Parking on campus is at your own risk.**
2. All vehicles parked in the HCRHS student parking area **must** have an **authorized** student **decal affixed** to the rear windshield on the driver's side. All vehicles must be pre-registered.
3. Parking decals will be distributed according to the following procedures:
 - ◆ Spaces will be assigned by lottery to seniors prior to September.
 - ◆ Seniors must be eligible for a license during the **2019–2020** school year.
 - ◆ The lottery will be conducted on a tiered basis. Tiers will be determined by the applicant's discipline (number and type of infractions) records.
 - ◆ A **non-refundable fee of \$75.00** will be assessed for each full year decal.
4. Provide: **(PHOTOCOPY) of: Valid NJ Driver's License, Valid Motor Vehicle Registration & Motor Vehicle Insurance** for the vehicle that will be registered to park on campus. ***The Senior VP must be notified of any change in vehicle during the school year.**
5. Submit: **\$30.00 - cap/gown/transcript fee** *check or money order payable to: HCRHS – Class of 2020 *No cash
6. The Board of Education reserves the right to authorize its designated employees to conduct inspections of student vehicles when reasonable suspicion exists that an item(s) unlawful in nature may be concealed within the vehicle. Searches may include canine inspection.
7. Students may drive **only** pre-registered vehicles to school and must **park head-on** in their assigned space. Students with an **oversized** vehicle may request approval to back into their assigned parking spot. Any **change** in vehicle status must be reported to the senior class Vice Principal/Security. **Decals** are **not transferable** from student to student.
8. Parking **privileges** will be **revoked** for any of the following infractions:
 - ◆ Movement of vehicles during the school day without prior approval and use of vehicle for truancy.
 - ◆ Travel through driveways currently restricted to authorized school vehicles
 - ◆ Parking in staff spaces prior to 2:50 pm or Reserved spaces until 4 PM
 - ◆ Careless and/or reckless driving as determined by administration/security
 - ◆ Violation of the HCRHS drug/alcohol policy
 - ◆ Any incident resulting in out-of-school suspension
 - ◆ Transport of underclassmen during the school day on or off campus
 - ◆ Excessive lates to Block 1- see on-line student handbook for details
 - ◆ Continued and willful disobedience of school rules at the discretion of administration
 - ◆ If a space is not used, or a student's name appears on the school-wide obligation list for a consecutive period of 10 days, the sticker may be revoked unless illness or special circumstances can be confirmed.
 - ◆ **Polytech students may not drive to or from Polytech unless prerequisite forms have been completed and approved by the Vice Principal and Polytech Supervisor.**
9. Students with early dismissal must leave campus **promptly** or sign in with the Senior Office. You may return to campus for school-related activities only at 2:15 pm.
10. In addition to school discipline procedures, infractions of parking and driving regulations will be dealt with in accordance with all provisions of Raritan Township Ordinance 81 and NJDMV Title 39.
10. In the event of an accident on campus, drivers should contact Raritan Township Police Department. (908-782-8889)
In case of an emergency > Call 911
11. It is very important that your senior student is aware of *what to do in the event (or anticipation) of an early dismissal* due to **inclement weather** or **emergency closing**. Please be reminded that **transportation** is provided by the district for those who have a bus assigned to them. Please don't hesitate to contact the House Office with any questions. Your child's safety is very important to us.