



**COLUMBIA HIGH SCHOOL 2024-2025  
EAST GREENBUSH CENTRAL SCHOOL DISTRICT  
STUDENT PARKING APPLICATION**



License Plate # \_\_\_\_\_ Permit # (office use only) \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

Date of Birth \_\_\_\_\_ (Student) Valid NYS Driver License # \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_ Vehicle Color \_\_\_\_\_

**Vehicle ID # (VIN #)** \_\_\_\_\_

**VEHICLES MUST BE REGISTERED TO THE STUDENT REQUESTING THE PERMIT OR THEIR PARENT(S)/GUARDIAN(S). NO OTHER STUDENT IS PERMITTED TO OPERATE THE VEHICLE ON SCHOOL GROUNDS.**

1. All students who drive to school must register their vehicle with the appropriate Assistant Principal Office.
2. Parking stickers must be placed on the inside of the right rear window, on the bottom right hand side. Any vehicle **without a sticker will be towed at owner(s) expense.** Students may only register one vehicle. If any time during the school year a student changes vehicles, the student must re-register the new vehicle and place the original sticker in that vehicle.
3. Vehicles are to be parked in the **assigned space only. Any vehicle not in their assigned space will be towed at owner(s) expense.** No student is allowed to park in visitor parking areas or staff parking lot.
4. The EGCSO assumes no liability for the vehicle or its contents.
5. All student vehicles must have a federally approved seat belt for each occupant of a vehicle.
6. Parking at CHS is a privilege. Students **will lose** parking permits for the following reasons:
  - a. Any student illegally leaving district property (driver and/or passenger(s)) will forfeit present and future parking privileges.
  - b. Forging late/absent notes.
  - c. Arriving late to school **10 (ten)** or more times.
  - d. Possessing a weapon on school grounds.
  - e. Possessing, using, selling or distributing alcohol/drugs/vapes on district property.
  - f. Vandalizing/destroying property.
  - g. Illegally absent (AWOL) from 3 (three) or more classes.
  - h. In an off-limits area on more than one occasion.
  - i. Driving inappropriately on district property.
  - j. Any violation of the NYS Vehicle and Traffic Laws while on any district property.
  - k. Transporting more occupants than the number of seatbelts in a vehicle.
  - l. Transporting other students to or from district property without appropriate permission.

Student/Parent(s)/Guardian(s) are responsible for reading and understanding all aspects of the CHS Code of Conduct and Student Parking Guidelines.

**I/We have read, understand, and agree to comply with the EGCSO Parking Rules and Regulations and consent to searches as authorized therein:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s)/Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s)/Guardian(s) Phone #s: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_



## 2024-2025 Columbia High School Parking Rules and Regulations



Applications will be accepted starting the first week of school and throughout the year for **Senior Students**. Printed copies of this information will also be available in Mr. Kilmartin's Office, Room S203.

Parking applicants and their Parents/Guardians must read and agree to all of the terms and conditions outlined below. Failure to follow these rules and regulations may result in the loss of parking privileges and possible further disciplinary action. Students are reminded that parking is a privilege, not a right. Students are expected to adhere to all NYS Department of Motor Vehicles laws pertaining to the operation of vehicles while at Columbia High School. Failure to do so will result in the loss of permission to operate and/or park a vehicle on school property, citations, and disciplinary consequences. These rules and regulations have been developed to maintain the safe and orderly flow of traffic on the Columbia High School campus.

**To ensure safety and maintain order, there will be NO student parking the last two days of the 2024/2025 school year. Please make alternate arrangements for transportation to and from school for these dates.**

**Student initials:** \_\_\_\_\_

**Parent initials:** \_\_\_\_\_

Our campus provides for 271 parking spaces for **Senior** students. **The fee for a Parking Permit will be \$30.00 per year or \$15.00 per semester. Parking Permit fees are non-refundable, no exceptions. The Permit fee of \$30.00 should be paid by check/money order written out to EGCS D (East Greenbush Central School District.). Please include student's first and last name in the memo line of your check.** Registration will be open until all 271 permits have been distributed, thereafter a waiting list will be initiated for seniors. Permits will be then awarded on a lottery basis if spots become available. Once all requirements are met and your application has been received, approved, and processed, your name will be added to the lottery. Permits are the property of Columbia High School. Lost or stolen permits are the responsibility of the student. Replacement permits will NOT be issued. **Parking permits may not be transferred to another student.** If a student withdraws from Columbia High School, the permit must be returned to the Assistant Principal's Office. **No Refunds.** Any vehicle(s) not registered will be viewed as a security risk and treated as such.

### Procedures for Parking at Columbia High School:

- **Students must park in their assigned spot.** If someone is parked in your spot, don't park in someone else's spot. Record the license plate number, description of the vehicle, and permit number, if available, of the car parked in your spot. Park in the Tennis Court Lot (in a non-numbered spot) and report to the Mr. Kilmartin's Office before attending class.
- **If a different car is brought to school other than the one registered,** the student must report to the Mr. Kilmartin's Office immediately upon arrival at school.
- **If you are driving a new vehicle or get a new license plate,** you must report the new information (along with paperwork) to Mr. Kilmartin's office immediately.
- **All student vehicles on campus must possess a current parking permit.** The permit must be taped to the inside back window, on the bottom right side of the vehicle (passenger side). All parking permits will be numbered to identify student vehicles. It is **highly recommended** that parents use discretion in terms of allowing students to drive to school in inclement weather.
- **Students who park illegally:** in the Police Spot, Fire Lanes, designated Handicapped Parking Spots, Staff Lot, Visitor Parking Area or Front Entrance Island will result in suspension of parking privilege and/or disciplinary consequences. These infractions may also result in tickets issued by the East Greenbush Police Department and/or a vehicle being towed at the owner's/student's expense. Removal of a Vehicle is only approved and requested by the Principal or his/her designee (when Principal is out of the building).

## **Student Parking Rules and Regulations:**

In addition to following the East Greenbush Central School District Code of Conduct, students with parking privileges at Columbia High School are expected to abide by the Student Parking Rules and Regulations that are outlined below.

- **Be on time to school and all classes:** An excess of ten (10) unexcused late arrivals to school will be considered a violation of the parking guidelines and each consecutive tardy will be considered an additional violation.
- **Practice safe driving on campus at all times:** Behaviors including exceeding campus speed limits, passing a school bus while its flashers are engaged, driving the wrong way through the parking lot, and reckless or unsafe driving or “peeling out” are violations.
- **Students are to drive and park only in designated/assigned locations:** Driving or parking on the grass or parking in faculty lot is prohibited. Vandalism, or destroying school property or grass is also a violation. A student may also be required to pay for any property damaged.
- **Students are not allowed to leave school grounds without proper authorization:** Leaving school grounds without following established school procedures is a violation. Leaving campus without permission may also result in additional disciplinary consequences such as after-school detention, in-school and/or out-of-school suspension.
- **Students are not allowed to go to their cars during the school day without Administrative approval:** If approval is given, the student must present his/her pass to the monitor on duty at the main entrance and must re-enter through that same entrance.
- **Vehicles are to be parked within the applicable painted lines:** Students are not to park across lines, diagonally, or in any way which occupies more than one parking space.

A progressive disciplinary approach will be used when dealing with students who do not adhere to the school’s expectations and parking regulations. The following steps will be taken if a student violates the parking guidelines while in possession of a valid parking permit:

**First violation:** Parking privileges will be suspended for ten school days and parents will be notified.

**Second violation:** Suspension of privileges (time determined by the Principal), the student will spend the remainder of the day in the in-school room, and parents will be notified.

**Third violation:** Loss of parking privileges, further disciplinary action, and parental contact.

No applications will be accepted without **all** valid documents listed below, required signatures and payment being submitted. Please check the expiration date on your insurance card and registration card **before** you apply (expired cards will not be accepted).

## **CHECKLIST OF ALL ITEMS REQUIRED FOR PARKING PERMIT APPLICATION**

1. Parking Application (\* **NHS students:** please write “**NHS**” on the top right hand corner **ONLY** if you prefer a NHS parking spot)
2. Student Parking Rules and Regulations Form
3. **A copy of student’s current valid NYS driver’s license**
4. **A copy of the valid vehicle registration**
5. **A copy of the current valid car insurance identification card**
6. A Non-Refundable check/money order in the amount of \$30.00 (seniors - full year) or \$15.00 (1/2 year) made payable to EGCSD (East Greenbush Central School District). Cash is accepted.

Columbia High School and East Greenbush Central School District are not responsible or liable for any damage to or loss of vehicle or personal property. Students must keep their vehicles locked with windows closed at all times while parked on campus.

By signing this form, we acknowledge that we have read and understand all the information contained within this document and agree to abide by the Code of Conduct and Student Parking Rules and Regulations of Columbia High School. By submitting the application for a parking permit, the student and parent(s) give their consent to canine-sniff searches of the vehicles when parked on and/or located on District Property.

1. **Parking permit fees are Non-Refundable. Check/money order should be written to EGCS.**  
**Cash is accepted.**
2. No parking permit should be issued if the student has overdue fees or obligations to the school district. (Lost textbook, library fines, etc.)
3. **A student may not allow another student to use his/her permit. Permits are not transferable.**
4. The speed limit on the Columbia High School campus must be obeyed at all times.
5. Students must follow painted traffic patterns. Cutting across open parking spaces or driving on or across the grass is not allowed.
6. Students are to be respectful to staff members assigned to the parking lot.
7. Students are not to move cars during the school day, except to leave campus legitimately.
8. Students are not to use vehicles to leave campus unexcused.
9. **Students are not allowed to drive to field trips.**
10. **Students are not allowed to drive other students without written, parental permission.**
11. **Students are requested to be very alert for pedestrians.**
12. Students are reminded that all textbooks and school-related materials should be removed from vehicles before homeroom. Student vehicles should be locked with windows up.
13. Only emergency repairs are to be done in the parking lot
14. There will be **NO** student parking the last two days of the school year.

**Student Name (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

## **CHS PARKING INFORMATION**

- Parking is offered to **seniors only** at the beginning of the school year and throughout the school year. Students are required to bring **signed and initialed** paperwork to include the **Student Parking Application, Parking Rules & Regulations** (both available on CHS website), **a copy of current drivers license, registration, & insurance**, along with a **check/money order for \$30 to EGCS D** to be eligible for a parking space. **Cash is accepted.**
- Assigning parking spaces begins in September. Before this time, both Juniors and Seniors are allowed open parking (the first 1- 2 weeks of school).
- All Seniors will receive stickers and begin parking in spaces which are assigned to them the Monday beginning the **second full week** of school. (Note: not all Seniors remain on campus for the full day of classes. There are Seniors who leave after morning classes and Seniors who arrive for afternoon classes throughout the day. This is the reason many spaces appear to be open.)
- Security monitors the parking lot throughout the year to make sure cars are parked correctly in their assigned space. **No person with an assigned space is allowed to “share”, “sell”, or “give” their space to another student.** Any student no longer in need of a space is asked to let Mr. Kilmartin’s office know that they will no longer be in need of a space so that the space is made available to students who may be on a waiting list.
- Juniors are offered parking for Second Semester, however, if spaces are available in October (First Semester), these spaces will be offered in early to mid October in order to accommodate the needs of both “driving” students and their parents. They must have a driver’s license and a car in order to do so. They are reevaluated at the beginning of Second Semester as many Seniors continue to get their driver’s license throughout the school year.
- No student, Senior or Junior, is allowed to “reserve” a space during the year.
- ❖ Parking for Junior students is open only after we determine the number of spots that are available. It is very important to note that Senior students are still getting licenses and/or vehicles throughout the school year, and continue to sign up for spots as the year progresses, often well into spring.
- ❖ In the past, the number of available spots for Juniors has ranged from as few as 20 to as many as 55. We worked with the Building and Grounds Department to add additional spaces, now bringing our total to 271, to accomodate more student drivers as requests have increased in recent years.