



Sandpoint High School

410 S. Division St. • Sandpoint, Idaho 83864

208.263.3034

Parking Procedures & Rules

2025 - 2026

Registration Process

- a.) Any SHS student may register for a parking permit if they have the following items:
- **Valid Driver's License** (Driving Permits are not acceptable)
 - Sandpoint High School Vehicle Registration Form
 - Signed Parking Contract
 - **ALL PREVIOUS PARKING TICKETS HAVE BEEN PAID**
- b.) Parking information and required paperwork:
- Complete the **Vehicle Registration Form (for each vehicle being registered)**.
 - Carefully read the **Parking Contract** and make sure it is **signed by the student and parent/guardian**.
 - Bring all necessary information listed above with payment to the SHS Bookkeeper.
 - Students who apply for a parking permit after school begins can be placed on a waiting list with the SHS bookkeeper.

Parking Pass Cost

- Parking passes cost is **\$10.00** for the student lot. You will only be given one pass which will have to be transferred to any of the registered cars you are driving. If you forget to transfer your pass to another registered vehicle a ticket will be given. **If the number on the parking pass does not match with a registered plate, a ticket will be given and parking privileges could be taken away if a pass is given to someone other than the owner.**

Student Parking

- a.) Sandpoint High School students who register their vehicle and properly display a parking pass (**on the rear view mirror with pass color facing out**) are permitted to park in:
- SHS Main Student Lot
 - In front of SMS, minus the parking spots labeled for SMS.
- b.) Students may not park in the following areas:
- Front row of main lot and/or South lot
 - **In any other lots except the lots/lot designated to Student Parking**
 - Any grassy areas
 - Visitor Area
 - Handicap Parking
 - Areas where **DO NOT PARK** or **NO PARKING** signs are posted or painted.
 - Any non-designated parking areas

Parking Enforcement

- Sandpoint High School parking lot is monitored by camera's 24 hours a day / 7 days a week.
- Sandpoint High School employs a campus security person who monitors the parking lot daily for compliance and safety.
- Parking tickets, pass privileges, and student driving safety are monitored and students are required to cooperate by giving their name and showing their student identification if asked.
- Parking lot attendants and building monitors should be treated with respect and their requests honored. Parking at SHS is limited and a pass privilege may be revoked if the contract is violated.

2025-2026
VEHICLE REGISTRATION FORM
\$10.00 PASS TO PARK IN THE STUDENT LOT

DRIVER'S NAME: _____ GRADE _____ (25-26 School Year)

DRIVER'S LICENSE#: _____ DOB _____
(permits not accepted)

I have thoroughly read and agree to abide by the above parking lot regulations at Sandpoint High School while parking a vehicle on campus. I understand that the failure to comply with said regulations may result in the loss of parking permits and that registration fees will not be refunded if parking privileges are revoked. I have also read and understand the consequences for parking lot violations included in the parking packet. I also understand that if I accumulate more than 10 parking citations for the school year at SHS, my vehicle can be towed at the owner's risk, and expense. Parking rules will be enforced from 7:00 am. until 3:00pm. on school days.

Student Signature	Date	Parent/Guardian Signature	Date
(Please Print Name)		(Please Print Name)	

VEHICLE #1

License Plate# _____ Color _____

Make/Model and Year (i.e. Ford Mustang) _____

VEHICLE #2

License Plate# _____ Color _____

Make/Model and Year (i.e. Ford Mustang) _____

VEHICLE #3

License Plate# _____ Color _____

Make/Model and Year (i.e. Ford Mustang) _____

NOTE – If you bring another car with a different plate number, you risk being ticketed if you do not advise Campus Security beforehand. Please see the SHS Bookkeeper to update vehicle information if needed.

Visitor parking is for visitors only, NOT for SHS STUDENTS, during school hours!

**Sandpoint High School
Parking Contract
2025-20256**

“Students are permitted to park on school premises as a matter of privilege, not of right. Sandpoint High School retains its authority to conduct routine patrols of student parking lots and inspections of students’ vehicles and personal effects therein parked on school property. Such patrols and inspections may be conducted without notice. The students’ vehicles and personal effects therein, may be inspected whenever the Superintendent or administrative designee has reasonable suspicion that board policy has been violated. The Superintendent or administrative designee may request the assistance of law enforcement officials to conduct inspections and searches of parking lots for illegal drugs, weapons and other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.”

- 1.) **PARKING PASS MUST BE DISPLAYED ON REAR VIEW MIRROR AND BE VISIBLE (Number on pass must match registered license plate numbers.)**
 - a. Students who do not display a parking pass will be fined the amount stated on the ticket. *If parking without a pass is corrected within 3 school days of when the ticket was written.*
- 2.) **Designated SHS student parking areas with valid 2025-26 pass included and limited to: (See map on reverse side.)**
- 3.) **Students may not sell, trade, or loan parking passes.**
 - a. This action will result in the loss of parking privileges for the remainder of the school year for **both** parties involved. If a student does not have current parking privileges they may lose future parking privileges.
- 4.) **Failure to drive appropriately on school property may result in the loss of parking privileges and/or an unsafe driving ticket.**
 - a. Speed limit is 5 MPH in all high school parking lots.
- 5.) **If a student adds another vehicle during the year, the vehicle must be registered that day, using the “Primary Vehicle” add-on form.**
 - a. You will have to fill out the form and bring it to the bookkeeper. If ticketed for having a vehicle in a school lot that is not registered, you will have 3 school days, starting on the day you received the ticket, to add the “Primary Vehicle” to have the ticket waived or be subject to the \$15.00 fee for not being registered.
- 6.) **For the safety of all students and staff, students are prohibited from loitering in the parking lot between the hours of 7:30am-3:00pm.** This includes sitting inside or outside of vehicles, hanging out, or standing around in all SHS parking lots. Students may retrieve items from the parking lot but not remain in or around vehicles. Parking passes may be restricted and other school consequences may be applied for violations.
- 10.) SHS students may **NOT** park in **VISITOR parking at any time** during school hours without prior approval. A student will **NEVER** be considered a visitor during school hours (7:00 am. – 3:00 pm)! **Visitor Parking rules will be strictly enforced** and Visitor Parking tickets will not be waived!!

VEHICLES AND PARKING

Board Policy 3450	Driving Violations	1 st Offense	1 week loss of parking privilege
		2 nd Offense	2 week loss of parking privilege
		3 rd Offense	1 month loss of parking privilege
	Parking Violations	\$10.00 fee	Parking Violations: Parked in another space, “No Parking Zone”, No Parking Pass
		\$20.00 fee	Parked in Visitor Parking
		\$30.00 fee	Parked in Handicapped Parking

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(NOTE: Parent and student signatures are collected on the initial vehicle registration form prior to approval of parking pass.)

Sandpoint High School Parking Map 2024-2025

Restricted Student Parking (Reserved for SHS/SMS Staff)

All front row spots in SHS Main Lot and South Lot are reserved for staff.

***All spots behind SMS, including the old overflow lot, are reserved for SMS Staff. (NO STUDENT PARKING OR LOITERING BEHIND MIDDLE SCHOOL.)

Student Parking Options

Best Option #1 - Main lot (minus front row)

Second Choice #2 - South Lot (Old Teacher Lot - minus front row)

*No assigned spaces - 1st come/1st served - BE EARLY!!!!

*Purchasing a pass does not guarantee you a spot in the lot.

*Berm parking spaces available for student parking lot.

NOTE: Admin will watch parking during the first week of school and make adjustments as needed.