

CADDO MAGNET HIGH SCHOOL

1601 Viking Drive
Shreveport, La. 71101
(318) 221-2501

Parking permits for the 2022-2023 School Year will be sold starting on Monday, August 15, 2022. There are no plans to enforce a carpooling policy at this time. However, carpooling is encouraged by all students for the optimal use of our parking spaces. Permits will be sold to any student (regardless of grade) on a first-come, first-serve basis. Parking permit sales will stop with the sale of permit #300. At that time, a determination will be made by the administration of Caddo Magnet High School to either enforce a carpooling policy and/or discontinue the sale of parking permits until later in the school year dependent upon the number of available parking spots.

Please note the following:

1. Automobile Registration forms can be picked up in the front office or printed at Local Level Events.
2. Parking permits will be sold for \$10 each. Fee covers campus parking space for 2022-2023 school year. Payments will be accepted online at Local Level Events. See Dr. Ellis with your receipt, driver's license, proof of insurance and the completed Automobile Registration Form.
3. Strict enforcement of the parking permit policy will begin on Tuesday, September 6, 2022. Any student without a parking permit **WILL NOT** be allowed to park on campus. Students may not park in the parking spots in front of the school, along the D-wing building, behind the PAC, or along the fence in the north parking lot. These are reserved for Caddo Magnet High School teachers and staff.
4. By purchasing a parking permit the student is agreeing to follow all rules of parking on the Caddo Magnet High School campus. The student also understands that while a carpooling policy is not mandatory at this time, it is encouraged and may become mandatory later in the school year as the need arises.
5. The north parking lot is available for students to park their vehicle. However, students are encouraged to park in the south parking lot and use the north parking lot only as an overflow or for emergencies.

I agree to abide by the following stipulations listed above:

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

DATE

I remind you that parking on the Caddo Magnet High School campus is a privilege and not a right. It is my hope that by encouraging carpooling that more students will benefit from the available parking spots.

Sincerely,

Cedric Ellis
Assistant Principal

**CADDO MAGNET HIGH SCHOOL
AUTOMOBILE REGISTRATION FORM
2022 - 2023**

Name: _____ Grade: _____ Permit #: _____
(Last) (First) (Middle Initial)
Make of Vehicle: _____ Year: _____ Model: _____ Color: _____
(Example: Ford, Honda) (Example: Mustang, Accord)
License Plate Number: _____ Driver's License Number: _____
(metal plate on back of vehicle)

The rules listed below will be followed by all student drivers entering, parking and leaving the parking lot of all Caddo Parish School Board high school campuses:

Entering the Parking Lot:

1. Only vehicle drivers who are students of high school and plan to attend classes on campus will be allowed to enter and/or park. Vehicles and drivers entering high school campuses will be in compliance with all state laws.
2. Speed on campus, **ALL LOCATIONS**, will not exceed 5 miles per hour.
3. Drivers will follow arrows for direction of travel entering and departing the student parking lot.
4. Cars will be parked in marked spaces only.
5. Upon parking, the driver and all passengers will immediately unload and move off the parking lot the school building. Take all required items as you go. Lunch in a proper container is acceptable.
6. Students will not return to the vehicles or parking lot until the end of the school day or when properly checked out with a pass from the office.
7. Driver or owner of the car is responsible for all passengers.

Departing Student Parking Lot:

1. Students will not enter the parking lot until ready to depart campus.
2. Drivers will follow directions of arrows and will depart campus in an orderly manner.
3. There will be no lingering or sitting in vehicles remaining in the parking lot after 4:05 p.m.
4. Drivers are responsible for all passengers in his/her vehicle.
5. Any unsafe act will be reported to the office for action (speeding, reckless driving, etc.)
6. Any type of accident or damages to vehicles and/or students will be reported to the office immediately.
7. Driving and parking on school campus is a privilege and may be withdrawn at any time.
8. High school parking permits are required for all students, faculty and staff vehicles parking on campus.

Any automobile entering the student parking area or other property belonging to the Caddo Parish School Board is subject to search by school officials or police. Search may include the passenger compartment, engine compartment, trunk, and any or all containers locked or unlocked in or upon the automobile. Purchase of a parking sticker and subsequent use of Caddo Parish School Board property constitutes permission to search.

Caddo Parish School Board will maintain reasonable security measures during the school day. Caddo Parish School Board will not be responsible for physical damage to any automobile. Automobiles should be locked at all times. Do not leave valuables in your car. Schools are not responsible for articles taken from automobiles.

I have read and understand the above rules and regulations and will abide by them:

Signature of Student: _____ **Today's date:** _____

Parent's Signature: _____

**Cedric Ellis
Assistant Principal**