

Greetings Wildcats!

I would like to welcome you back for the 2018-2019 school year. I hope your summer has gone well and you are excited for the beginning of the new school year. All of us here at Deep Run are looking forward to working with you and your student. I feel extremely fortunate to be working with such an exceptional group of students, families, and staff members.

The first step, of course, is the return of our students on **September 4, 2018**. We will have a busy school opening, yet our Wildcat team of professionals has already been working hard to ensure that our students will be fully prepared to engage immediately and with efficiency in the learning process. Attached, you will find several items. Please take time to review them and to contact us with any questions you might have:

1. Information about Fee Collection
2. Information Concerning the HCPS Policies and Regulations Manual.
3. DRHS Student Parking- pick up and drop off letter
4. Map Diagram and letter about the traffic pattern for DRHS.
5. Senior Parking Application- Seniors Only
6. Freshman/New Student Orientation Info- Freshman Only
7. HCPS Calendar

In addition, if you are a **rising 9th grade student or a student new to Henrico County Public Schools** information is enclosed about our New Student Orientation Program from 8:30 am to 12:00 pm on August 30th. Parents are welcome to attend the Principal's "Welcome" portion of the program in the auditorium.

For all of your school information, please visit the school website at <http://deeprun.henricoschools.us> . Also visit <http://www.colonialdistrictva.org/> for the most up to date Deep Run sporting and school events.

Again, please review the enclosed information and do not hesitate to contact me or any member of the front office or administrative team at (804) 364-8000 should you have questions.

I look forward to seeing you at many of our events! It is my honor and pleasure to serve this wonderful community. As always, Go Wildcats!

Sincerely,

Lenny Pritchard

Lenny Pritchard
Principal

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Please bring this information with you when you come to Fee Collection

Fee Collection Schedule

August 21 st , 9:00-12:00 pm	Senior Fee Collection in Commons I, II, and Library <ul style="list-style-type: none">Seniors will be guaranteed a Parking Spot. It is encouraged that Seniors arrive at the designated times to avoid long delays:Students with last names:<ul style="list-style-type: none">(A-D) 9:00-9:35(E-I) 9:35-10:10(J-N) 10:10-10:45(O-S) 10:45-11:20(T-Z) 11:20-11:55 We apologize in advance for any delays.
August 22 nd , 9:00-12:00 pm	Junior and Sophomore Fee Collection in Commons 1 and Library It is encouraged that the classes arrive at the designated times to avoid long delays: Juniors- 9:00-10:30 Sophomore- 10:35-12:05
August 23 rd , 9:00-12:00 pm	Freshman Fee Collection in Commons 1 and Library <ul style="list-style-type: none">To avoid long delays Please use the designated times- Students with last names:<ul style="list-style-type: none">(A-D) 9:00-9:35(E-I) 9:35-10:10(J-N) 10:10-10:45(O-S) 10:45-11:20(T-Z) 11:20-11:55
August 30 th , 8:30-12:00 pm	Freshman and New Student Orientation 8:30 a.m. to 8:55 a.m. - Registration 9:00 a.m. to 12:00 p.m. - Freshman and New Student Orientation Program

Fee Notes and Items:

Seniors planning to purchase a parking pass - you must have a copy of a **valid drivers license** and a **copy** of the **vehicle registration** on hand to purchase a 2018-2019 parking pass. Parking passes will not be provided to students that do not have both. **Students may not purchase or participate in the parking lottery until they are legally able to drive a vehicle on their own (it is listed as their ELIGIBILITY date on their documentation along with their Learner's permit).** Please fill out and complete the parking pass application and return it on Fee Day. Students registering for parking should also **bring the vehicle registration for the secondary owned car that may be put on the application.** No other vehicles are permitted. No parking permits will be sold to Seniors with outstanding obligations.

Parking Permits will be sold only to Seniors that can drive and have proof of eligibility to drive during Fee Collection.

Parking passes **will not be sold to Juniors.** Any parking passes that become available will be placed in a lottery for Junior purchase at the end of September.

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If you are a parent of multiple Deep Run Students- you can pay the fees for all your students at one time on one visit during a student's grade level fee dates.

HCPS will again offer parents the opportunity to pay fees on line through **Online School Payments**. If you decide to pay on line, please bring a **printed copy of your receipt to your designated fee dates**. This will be need to pick up your students' laptop, charger and parking pass if you are a senior.

If you are unable to attend the date scheduled for your grade level- fees can be paid during the 1st week of school during Advisory. PowerSchool will release student schedules on Friday August 31, 2018 at 4:30 p.m. Seniors that are eligible and able to drive to school will still have the opportunity to purchase a parking pass the 1st week of school.

Fee Collection Procedures:

- Step 1. Report to Commons 1*. **Please park in the student parking lot and enter through the 1st side doors that lead into our commons area. See map.**
- Step 2. Visit each of the number posted stations that will provide information and assistance.
- Step 3. Collect Schedule.
- Step 4. Pay Fees at Deep Run. You will need your receipt to collect a parking pass. **Payment made by Check/Cash only. Please make Checks payable to Deep Run H.S. If you decide to pay on line, please bring a printed copy of your receipt to your designated fee dates.**
- Step 5. Join and Support the PTSA, Band Boosters, Athletics Boosters and various other organizations and clubs that will be available during Fee Collection.

***Please note** that school employees collecting fees will work with you on determining what fees must be paid based on your child's schedule. A schedule of fees for classes will be posted on the school's website prior to Fee Collection.

Any outstanding obligations (e.g., lost or damaged textbooks, library fines, etc.) should also be paid at this time. If you have questions about these obligations, please call Mrs. Susan Kirkham at (804) 364-8011.

HCPS Policies and Regulations Manual:

A copy of the **Policies and Regulations Manual** of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, <http://henricoschools.us> . Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.