

**Deep Run High School
Parking Application & Registration 22-23**

p.1-submit when applying
for parking permit.
Pgs. 2,3&4-keep as
reference

Student Name (Print Clearly): _____ **Grade:** _____

Parent(s)/Guardian(s) name(s): _____ **Contact phone number:** _____

By signing below, **we agree** the student driver named above will:

- Follow the Henrico County Public Schools’ Code of Conduct
- Abide by the DRHS Parking Rules & Regulations, attached to this document and kept in YOUR records, to obtain and maintain a DRHS parking pass.
- Indicate we have read and understand the bottom half of page 2, (starting under the subheading “Parking” to the bottom). The section includes information about safe driving on campus, describes possible safety violations, and lists the HCPS/DRHS **fin**s and consequences assigned for failure to comply with parking regulations (pages 2-4).
- **Display his/her parking hang tag from your rearview mirror while driving on DRHS campus, which is required by VA State Law.**

PLEASE NOTE: Failure to comply with all rules and regulations outlined above will result in the suspension or LOSE of driving privileges and may result in further disciplinary action.

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

VEHICLE INFORMATION FOR 2ND CAR REGISTRATION

MAKE: _____ **MODEL:** _____

YEAR: _____ **COLOR:** _____ **STATE:** _____

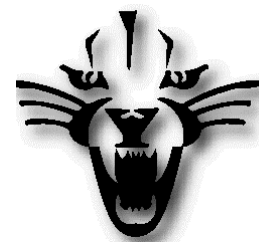
LICENSE PLATE# _____

REGISTERED OWNER: _____

Signed Application (eForms)	_____	FOR ADMIN USE ONLY
Signed Permission Slip (pg 1)	_____	
Up to Date Registration(s)	_____	
Valid Driver’s License	_____	
Receipt – \$50 Fee Paid	_____	

Deep Run High School Parking Application & Registration 22-23

DRHS PARKING LOT PROCEDURES AND EXPECTATIONS (PAGES 2 – 4 ARE FOR YOUR RECORDS)



PERMITS (PURCHASING)

Parking is by permit only & limited to students who purchase a parking pass.

Passes will be sold to seniors on Open House and the first three days of school during lunch.

Students must be in good financial standing to purchase a parking pass.

Since parking is limited at Deep Run and many of our students have multiple activities they do at school and outside of school, we do ask that you make sure that you will utilize this parking space on a daily basis. We would also ask that siblings share a spot if at all possible. Thank you for these considerations.

Senior Fee Collection will take place online or in-person the first week of school

- Seniors will pay the \$50.00 parking permit fee using OSP (along with their other fees) prior to the Open House prior to visiting the parking permit station. When students pay their fees, they will be given an itemized receipt showing each fee paid, including the **\$50.00 parking pass fee. If you are NOT eligible to drive alone by 8/29/22, DO NOT pay the parking fee for a future spot. It will be refunded**
- The following FOUR items are necessary for a student's application to be processed and to obtain a parking pass. **Photocopies** of documents #1 and #2, listed below, and document #3 must be given to the appropriate station during Open House. The senior student (or senior parent/guardian) will show the receipt to verify the parking fee was paid. The senior student or parent/guardian need to keep his/her receipt in a safe place.
 1. **Photocopy of valid driver's license. Students may not purchase a parking pass or participate in the junior parking lottery (if one becomes available) 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)**
 2. **Photocopies of vehicle registration(s) (up to date / not expired!) for primary and secondary vehicle(s).**
 3. **Completed parking application (eForms in PowerSchool) & permission slip (pg. 1) with student and parent signatures. They will be turned in with items #1 & #2. You will keep PAGES 2-4 of this packet in a safe place to reference throughout the year**
 4. **Receipt showing payment of \$50.00 parking permit fee.**
- Documents (#1-3) will be kept on file in the main office. Receipts stay with students/parents/guardians.
- A labeled map of the large parking lot by the football field will be provided with parking passes.
- Changes to vehicles and/or registrations MUST be provided to the office within 24 hours or a parking ticket with a fine may be issued.**
- A Driver's Learner Permit is NOT considered a valid Driver's License without the completion of the Driver Training Certificate.

ADDITIONALLY, if students are not able to obtain their parking permit at Open House, Ms. McKinney will process and distribute parking passes to seniors during lunch the first week of school from August 30 – September 1

PARKING

→ **All students, parents/caregivers, and community members are asked to follow all directional signs** in the parking lot. This includes one-way, yield and stop, do not enter, and **speed limit signs**. Also, **NO drivers are allowed to cut through rows of parking spaces** when entering or exiting parking lots.

→ Student drop-off should take place only in the designated drop-off area on the **side of the school**.

Visitors should park in the designated visitor lot only located in the front of the school.

→ Students **must** have a parking pass to park in the student parking lots starting **on the first day of school, August 29, 2022.**

**Deep Run High School
Parking Application & Registration 22-23**

→**The school has switched from stickers to hang tags. The hang tag** must be hanging from your rearview mirror with the number facing outward. You may move the tag between registered vehicles. Your spot will correspond with the number on the tag.

Campus security staff monitors parking lots.

PARKING WITHOUT A PERMIT VIOLATIONS:

Minor Parking Violations will result in the following:

- 1st Offense:** Warning
- 2nd Offense:** \$5.00 fine
- 3rd Offense:** Loss of Privilege for two (2) week period, parent/guardian contact, letter, and a \$10.00 fine
- 4th Offense:** Loss of Privilege for the remainder of the school year, letter, and a \$20.00 fine

FEES:
Parking Fee - \$50.00
Replacement Tag - \$2.00

NOTE: **speeding, reckless driving, failure to obey street signs, and loitering** are more severe parking lot violations and these violations will result in **Loss of Parking Privilege**, parent/guardian contact, letter, and a monetary fine.

* Juniors who do not receive a parking pass after the Junior Lottery (if one is held in the future) is complete and receive a ticket for parking illegally at school **may forfeit** their ability to receive a parking permit their senior year.

DRHS PARKING REGULATIONS

Rules Regarding Student Driving, Parking, and Use of School Property

Numbered parking spaces in the large student parking lot by the football field and in the student lot near the bus loop are assigned to students. **A student's parking space number matches the number of their hang tag.** The student's 22-23 parking hang tag must be hanging appropriately from the car's rearview mirror.

Parking in the lots in front of school, either the staff lot or visitor's lot IS PROHIBITED EXCEPT FOR SPECIFIC DESIGNATED STUDENTS. Students with or without DRHS parking passes found parking in either of these prohibited lots without permission will be fined and assigned disciplinary consequences.

The cost of an HCPS parking pass, per School Board Policy, is \$50.00. **DRHS parking passes are issued to one student only and are non-transferable from one student to another, NO EXCEPTIONS.** Parking passes may **ONLY** be used in the vehicle(s) listed on this application. If you need to register a 2nd car you must tell us. **Parking is a privilege and can be revoked at any time if the student is in violation of Henrico County Public Schools' Code of Student Conduct and/or the school administration deems the privilege to be rescinded.**

- All automobiles (non-visitor) parked on school grounds must be registered with the school and must have the student's 22-23 parking tag placed in the appropriate area in his/her vehicle.
- **Parking is limited to the individual spot assigned to the individual student.** Students may not park in spaces designated as faculty or visitor spots unless special permission has been granted previously. Parking in any other space will result in disciplinary action as designated on page 3 of this application.
- Hang tags are issued to **ONE** student only and are **non-transferable**. Tags may only be used between the vehicle(s) listed on this application.

Deep Run High School Parking Application & Registration 22-23

- **Students may not allow other students to park in their parking space nor are students allowed to sell or lend their parking pass to other students or siblings under any circumstances.**
- All students must be licensed and covered by insurance. The school is not responsible for automobiles or their contents.
- NO loitering before or after school in the parking lot. Students who park at school should enter the building in the morning and exit the building and parking lot in the afternoon in a timely fashion.
- NO speeding over five miles per hour (5 M.P.H.) or any form of reckless driving on school grounds.
- **Students or other drivers may not cut through rows of parking spaces when entering or exiting the parking lots for any reason.**
- **Parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as part of a random search or with reasonable suspicion. Agreement to adhere to these regulations constitutes consent to vehicular searches deemed necessary or appropriate by the school administration. Failure to comply with this request from administration will result in revocation of your parking permit**
- Any weapons, drugs, or the like of any kind in the vehicle will be confiscated, and the student will be referred to the assistant principal for disciplinary action and/or the School Resource Officer (Henrico County Police will be notified). Students parking in the school lot are assumed by State Law to have knowledge of any such materials in their vehicle.
- Parking regulations are strictly enforced. **It is considered a privilege to drive and to park on school grounds. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.**
- Students applying for and registering their vehicle to receive a hangtag fully understand their responsibility in following these rules.
- ******Students must arrive to school on time. Parking privileges may be REVOKED for students who reach 10 UNEXCUSED TARDIES to school or more than 15 unexcused absences to school.******
- **IF a student does not consistently use his/her parking spot throughout the year, they may be asked to surrender it for another student's use WITHOUT refund.**

What do I do IF?

- **I am driving another one for the day because my registered car is not available:** Go to the front office and let Ms. Vickery or Ms. Gantz know of the situation.
- **I get a new/different car throughout the school year:** You may use your hang tag on the new car, BUT make a copy of the new registration and give the copy to the front office so we can update your information. Failure to do so the day you drive the new vehicle may result in fines that will NOT be excused.
- **I will be driving a different car for an extended period of time:** with a note from your parent explaining the situation, please bring a copy of the registration to the main office and we will provide you with a temporary pass for the situation if you were unable to take your hang tag out of your car.
- **My parent/caregiver will no longer allow me to drive to school:** we ask that you return your parking pass so another student who may need it can have the opportunity to apply for a parking pass.
- **If I move during the school year, may I give my pass to another student:** NO. Please let Mrs. McKinney know that you are moving, so we can offer the opportunity of a parking spot to another student.