



# DEERFIELD RUN ELEMENTARY SCHOOL

## *Parent/Student Handbook*

13000 Laurel-Bowie Road, Laurel MD 20708

2021-2022 School Year

**Student Hours:** 7:25 am - 1:55 pm  
**Office Hours:** 7:00 am - 3:30 pm  
**Main Office** (301) 497-3610  
**Fax:** (301) 497-3615  
**Email:** Deerfield @ pgcps.org  
**Web Page:** <http://www1.pgcps.org/deerfieldrun/>

*The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.*

Dear Parents/Guardians:

Welcome to Deerfield Run Elementary School for the 2021-2022 school year. We are looking forward to a very successful year of academic and social growth. Our parents are a vital part of our school community. To assure a successful year I am asking for your support with the Home Standards and Administrative Procedures that are stated in this handbook. Please read this Parent/Student Handbook carefully and keep it in a convenient place so you can refer to it often. If you have any questions or concerns please feel free to contact us.

**Remember that you must have an appointment in order to meet with a teacher or administrator. To meet with an administrator, please call the office at (301) 497-3610. To speak with your child's teacher, make an appointment for a conference by contacting the teacher/staff member using Class Dojo or Email. Deerfield Run Staff will not hold meetings and or conferences without prior notification and an appointment.** Our goal is to serve our community with the best customer service possible while maintaining a safe and orderly environment for all students, staff, and community members.

**\*\*\*\*Please note that all guidelines, policies, and procedures may be subject to change due to the global pandemic that we are still currently experiencing.**



## **HOME STANDARDS**

- A. Make daily attendance at school a priority. We want children to be here and on time, unless they are ill. Absences for vacations, baby-sitting, etc. are unacceptable and only confuse the student's perception of the importance of school. If your child is ill, please call the school nurse in the morning and follow up with a written note when your child returns to school. For any health related matters, please call the **school nurse directly at 240-547-4081**.
- B. Set a schedule at home for your children to follow. Make time for playing, homework, meals (together), story time or reading time, and bedtime. We recommend that students in Kindergarten through third grade be in bed by 8 pm and students in the upper grades by 9 pm. This may seem early, but we are an early school. Students need to be rested and prepared for a full day of learning.
- C. Monitor your children's schoolwork and grades at least once a week by using the School Max Parent Portal. Require that your children bring books home, whether they say they have homework or not. Check and sign their Friday Folders and Assignment books (grades 2-5).
- D. Emphasize to your children that doing well in school is a giant step towards later success in life. Good manners, a positive attitude and proper behavior are essential if we are to have an atmosphere conducive to learning.
- E. Set high goals and standards for your children. Be more concerned about instructional levels than report card grades. A "C" in reading at a high level can be just as good as or even better than an "A" at a lower level. Children must understand the connection between studying, doing homework and participating in class with later success in life.



## Deerfield Run Elementary School

### Mandatory Uniform Dress Code Policy

In the spring of 2012, the parents of Deerfield Run Elementary School voted to adopt a mandatory uniform dress code. The vote was accepted and the policy approved by the PGCPs Board of Education in accordance with Administrative Procedure 5152. All students enrolled in Deerfield Run are now required to wear uniforms on a daily basis.

<ul style="list-style-type: none"> <li>● Khaki pants, jumper, Bermuda shorts, skirts, or skorts. No sweatpants.</li> <li>● Royal blue, long or short sleeves with collar. (Shirts are not required to be tucked in.) White, long sleeved shirt may be worn under a short sleeve during the cold season.</li> <li>● Plain black or brown belt, no embellishments. Required for grades 1 – 5.</li> <li>● <b>Solid black or white socks or white tights.</b></li> <li>● Fully enclosed rubber soled shoes, leather or tennis shoes.</li> </ul>	<ul style="list-style-type: none"> <li>● Khaki pants or Bermuda shorts. No sweatpants.</li> <li>● Royal blue, long or short sleeves with collar. (Shirts are not required to be tucked in.) White, long sleeved shirt may be worn under a short sleeve during the cold season.</li> <li>● Plain black or brown belt, no embellishments. Required for grades 1 – 5.</li> <li>● <b>Solid black or white socks.</b></li> <li>● Fully enclosed rubber soled shoes, leather or tennis shoes.</li> </ul>
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### Uniform Requirements

#### Additional Requirements/Notes

- Jewelry – Any jewelry worn should be small and age appropriate. Any student wearing large, cumbersome, dangly jewelry or accessories will be asked to remove said items.
- Coats and Jackets – Students will not be permitted to wear coats or jackets during the school day except in the case of a heating emergency. **For cooler seasons, students may wear a zip up sweatshirt or button up sweater that is SOLID white, blue, or black, preferably with NO HOOD.**
- Footwear – Rain or snow boots may be worn to school, however, students will be required to change into regular shoes or tennis shoes on P.E. scheduled days.
- Head: No hats or any headdress can be worn except for recognized religious or health reasons.

#### Uniform Violations

- For the **FIRST** violation of this policy, the student’s teacher completes the uniform violation form to be sent home to the parents as an “official” notification. Parents are to sign and return to school the following school day.
- For the **SECOND** violation of this policy, the student’s teacher completes the 2<sup>nd</sup> uniform violation form and sends the student to the office. The Administration will call the parent to bring the child a change of clothing in order for the child to return to the classroom. Parents will receive a copy of the form as official notification of the 2<sup>nd</sup> violation.

- For the THIRD violation of this policy, the student's teacher completes the 3<sup>rd</sup> uniform violation form and sends the student to the office. The Administration will call parents and send home the 3<sup>rd</sup> referral form. Parents will be called to bring the child a change of clothing in order for the child to return to the classroom. At this time, the administration will conduct a parent/student conference to reiterate the parameters of the policy, as well as, consequences for future violations.
- For the FOURTH violation of this policy, the student will receive a 4<sup>th</sup> and final uniform violation form; parents will be contacted by the Principal and be required to bring a change of clothing. At this time the student will receive a PS-74, which will be placed in their cumulative folder for failure to adhere to the uniform policy.
- In the event of repeated failure to comply with the mandatory uniform policy, student may be placed on suspension.



## **Health Room Policy and Procedures**

### **A. Medication: This means any doctor's prescriptions or over-the-counter medications.**

- Medication should be sent to school **ONLY** when it is **absolutely necessary**.
- Medication of any kind can only be sent to school **IF....**
  1. ...you notify the school nurse by telephone
  2. ... you send a completed "Physician's Medication Authorization for Prescription and Nonprescription Medication" Form (PS-51) with doctor's signature to the school.
  3. Controlled substance medication, such as Ritalin, must be brought to school by parent(s).
- Notify Health Services staff immediately when your child needs specialized medication, such as: epi-pen, nebulizer treatment, inhaler, or diabetes management. There are special forms that you need to take to the physician. These forms can be obtained at the school.
- A new medication form must be submitted at the beginning of each school year or where there is a change in dosage or time.
- For field trips parents **MUST** provide:
  1. A Prescriber's Medication Order Form **and** medication(s) for all prescription and/or non-prescription medications (not administered at school) to the nurse properly labeled at least five (5) days prior to field trips.

### **B. When To Keep Your Child Home From School:**

- When your child is sick please keep him/her home from school. This not only benefits your child but other children and staff in the classroom. Important signs of illness:
  - A temperature of more than 100\* ( in order to return to school a child must be fever-free for 24 hours)
  - Nausea, vomiting, diarrhea, persistent cough, thick discharge from the nose,
  - Rash or infection of the skin, red or pink eye.
- If your child has any of these symptoms when it is time for school, it is **BEST** that he/she stay home. Most childhood illnesses are over soon, but if symptoms are severe or persist for more than 24 hours, you should contact your doctor.
- If your child complains of being sick and exhibits the signs and symptoms mentioned above, we would contact you. Therefore, it is very important that you provide the school with your current phone numbers. Once notified that your child needs to be picked up from school due to illness, it is very important that you come to school quickly or as soon as possible.

## *Administrative Procedures*

**We need your trust and support with the following Administrative Procedures and Student Policies, Procedures and Guidelines so we can provide your child the best education.**

## *Guidelines and Procedures*

### *Adult Behavior*

Please do not come to our school angry and “vent” to the Office Staff. Remember that our office support staff does not make decisions about children. They are here to help and support you. Instead, call to make an appointment with the appropriate staff member.

### *Visitation Policy*

- In order to visit the school building for any reason you must first call to make an appointment.
- All of our visitors **MUST** first report to the main office to receive a “VISITOR’S PASS”. To obtain a visitors pass you must have a valid ID, such as a state issued driver’s license or state issued identification card. **Visitors are to wear the pass so staff members can see during the entire visit.**
- **All visitors must follow our school dress code**, and refrain from bringing small infants or pets to school.
- Parents are encouraged to visit their child’s classroom to observe the class in action. **During this visit, we ask that you do not talk to the teacher or your child because they are working.**
- Please leave a note with the office to arrange a conference if you need to talk to the teacher.
- Please do not bring babies, pets, or small children to the classrooms when visiting.
- Teachers may ask you to complete a parent visitation form.
- Thank you for your cooperation and support with this policy.

### *Arrival*

Students are not to come to school or be dropped off at the school before 7:25 am each morning. SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS BEFORE 7:25 am OR AFTER 2:00 pm. The school or the Prince George's Board of Education cannot be held liable for any harm that may befall a student who arrives at school prior to this designated time of 7:25 am or is not picked up from school by 2:00 pm.

Doors will open at 7:25am. Students will be escorted to their classrooms using their grade level doors to eat breakfast. Students that are not eating breakfast at school **MUST** be in their classrooms by 7:45am.

**Students arriving after 8:00am MUST obtain a tardy slip from the main office before going to class and will not be offered school breakfast.**

### *Transporting Students by Car*

For parents/guardians driving students to school we ask that you drive to the far end of the parking lot to our Kiss and Go area when dropping students off. This keeps busses and daycare vans from becoming backed up onto Rt. 197 and keeps students safe from moving vehicles in the parking lot.

The bus lane will remain closed to all unauthorized vehicles throughout the school day. Please do not stop at the cable to drop your child off. This will cause a severe backup on Rt. 197 and possibly cause an accident. We ask you to follow the directions provided by our parking lot staff and follow the lane to the kiss and go to drop off students. If you wish to park and come into the school building please park in a designated parking spot (do not double park or park in the handicap spaces unless you have a handicap tag) and walk your child across the bus lane using one of the two crosswalks.

In addition, The Department of Recreation & Parks is requesting that their reserved parking spaces not be used by our staff or parents. These parking spots are the first four immediately on the left side.

### **Bus Safety Procedures**

- Be at designated bus stop ten (10) minutes before pick-up time.
- Ride only the bus to which you are assigned.
- At Bus Stop stay in line, listen to Patrols, use positive language, and behave appropriately.
- Remain seated on the bus and keep all non-school related items at home.
- Never extend arms, hands, head or any objects from the bus windows; do not throw any objects from the bus windows.
- No eating or drinking on the bus
- When dismissed from the bus, students are to exit the bus and go directly home or to their baby-sitter.

### ***Parents can help by:***

- Be present at the bus stop until the bus picks up your child.
- Please speak to your children before they go to the bus stop about how you expect them to behave.
- Call the school – 301-497-3610 to report any unsafe behavior.
- Call the Bus Lot at 301-497-3665 if a bus is late or doesn't arrive.
- Never approach and/or talk to another parent's child about behavior.
- Never get on the bus without the bus driver's permission.

Riding a school bus is a privilege that will be denied if a student's behavior is unacceptable and endangers the safety of other students.

### **Dismissal**

Students are not permitted to leave the school building during the school day without permission from home and without approval from the main office . Students may not leave school early without a parent/guardian or emergency contact that has been authorized and identified in writing. **No student will be dismissed to a person not on the student's emergency card on the basis of a phone call.** If you are planning to have someone other than a parent/guardian or emergency contact pick up your student, you MUST send a note naming that person. Identification must be shown to the teacher or main office. **IF THE SCHOOL DOES NOT RECEIVE A SIGNED NOTE ABOUT A DISMISSAL CHANGE, THE CHILD WILL BE SENT HOME HIS/HER REGULAR WAY.** Students may not use school phones or cell phones at the end of the day to see how they are getting home.

The dismissal sequence starts at 1:40 pm. This is an important time as students are getting their last instructions for classroom work and homework. Students are organizing their materials and preparing for a calm dismissal.

**Therefore, students will not be dismissed for early departure after 1:40 pm.**

Students who want to go home with other students must bring written notes from **both parents** or we cannot allow it and they will have to go home as usual.

### **Attendance & Tardiness**

Student attendance is critical to academic growth. By law, parents/guardians are responsible for ensuring their students are in school to receive instruction daily. While there are lawful reasons students may be absent from school, frequent or excessive absences will be reported to our appointed PGCPS Pupil Personnel Worker for further review and investigation.

We urge you to make every effort to have your student at school on time each day so that your student is not missing instructional time. If your child is late or absent, a written note must be submitted to the teacher/main office. You may provide a written note, email to the teacher or message on Class Dojo.

If no note is received, the absence or tardy is counted as unlawful and teachers ARE NOT required to provide make up work.

### **Good School Attendance in School Encourages...**

- responsible behavior
- better grades
- sense of belonging
- development of talents
- self-confidence
- good citizenship
- school pride
- high school graduation
- increase in earning potential
- higher education
- future employment



### **Breakfast & Lunch**

Breakfast is offered to all students at Deerfield Run beginning at 7:30am. Students must be on time in order to receive breakfast. **If students arrive after the last bell at 8:00 breakfast will not be offered.** Breakfast is served in the classroom during the arrival and morning announcements. It is imperative that students arrive on time in order to benefit from this great program. If your child is a picky eater or has food allergies please review the menu provided on the county website or plan to have your child eat breakfast at home.

For lunch students are assigned a pin #. This number accesses their lunch account. The account may have as much as \$99.99 in it. Even if a child pays cash, they must use their pin #. We encourage parents to make periodic deposits by check payable to Deerfield Run Elementary. There are **no** student loans. If a student does not have money on their account they will get an alternative lunch. The prices for breakfast and lunch will be announced at the beginning of each school year. Parents may also make payments online at [myschoolbucks.com](http://myschoolbucks.com).

### **Emergency Procedures**

Certain events may cause the school system to modify the usual school opening or closing schedule. Such decisions are made by the Board of Education and not by individual schools.

School closings will be announced on television and radio stations. Please **do not** call the school because staff are provided the same delay as students when schools are delayed or closed. Sign up for **SchoolMessenger** to receive the most current information. You can also check the main website for delays/closings at [www.pgcps.org](http://www.pgcps.org). All after-school activities will be canceled when school is closed all day, half-day or closes early. If schools are delayed there will be no half day Pre Kindergarten. If schools are delayed by one hour, Deerfield Run will open the doors at 8:25am. If schools are delayed 2 hours, Deerfield Run will open the doors at 9:25am.

Please make an emergency plan with your student before the actual emergency and teach it to your children. Make sure your student knows how they are getting home and what to do in the event of an emergency. It is **imperative** that all contact numbers on file at school are correct so you can be contacted if necessary.

### **Family Cards**

Each student must have an **accurate, up-to-date** Family Card on file in the office. Please notify the Main Office immediately if you have changed your address, home, work, or emergency phone numbers. The school records need to be kept up-to-date. In case of emergency, we **MUST** have a current phone number through which you may be contacted. A note or phone call will enable us to update your records. Information on family cards is for school use only and will not be given to any unauthorized persons. A current address must also be on file so important documents can be mailed home such as the end-of-year Report Card.

In addition, students will not be released to anyone that is not listed on the family card. If there is an emergency and you need your child picked up by someone that is not listed on the family card a letter or fax must be received in order to release the student per PGCPS policy. The person picking up your child will also need to have identification to present to the main office. This is for the safety of your child.

### **Withdrawing From Deerfield Run Elementary School**

Should you relocate to an area outside of Deerfield Run Elementary School's boundary set by Prince George's County Public Schools, you will need to obtain a "Student Withdrawal Packet" from us to take to your new boundary school so that you can register your child. The Withdrawal Packet consists of a copy of your child's shot record, current report card, and birth certificate.

In order to obtain the withdrawal packet we will need a letter from the parent or guardian that initially registered the student requesting that the student be withdrawn from Deerfield Run. Also include in the request, where the child will be attending school, his/her last day, & your new address (if known). **Once the letter is submitted to the main office, there is a 24 hour turn-around time.**

### **P.T.O.**

The Deerfield Run Parent Teacher Organization exists to promote the welfare of children at home, at school, and in the community. It is comprised of parents, teachers and administrators. There is a PTO mailbox in the main office if you need to communicate with the organization or its officers. The PTO also has a bulletin board right outside of the office to keep you informed of their events. Get Involved – Join the PTO!

### **Trespass Policy**

The safety of our children here at Deerfield Run is a priority. The unauthorized presence (visitation without prior permission) on any Prince George's school campus is a breach of the Code of Student Conduct and Board of Education Policy. Students or adults on campus without prior clearance may be referred to the police department for appropriate action. This policy will be enforced so that we may ensure the safety of our students. If you come to school to visit, please check in at the Main Office to receive a visitor's pass.

### **Lost and Found**

All articles, which are found, should be taken to the office or the Lost and Found Area. Parents are encouraged to label all personal item such as coats, hats, sweaters, backpacks, and lunch boxes for easy identification. The Lost and Found Area is located in the cafeteria on the stage. Unclaimed articles will be donated or discarded at the end of the year.

### **Homework**

PGCPS recognizes homework as an integral and necessary part of the educational program for each and every student. Homework is a learning activity related to the instruction that is presented in the school. The purpose of homework is to reinforce, supplement, and enrich work that has been done in the classroom. Homework can also provide for individual interests, promote competency in skills and subject matter, and help students manage time restraints.

At Deerfield Run, homework is given on a regular basis. Please support your student during the homework experience by providing a quiet place to study and setting a specific time to complete homework assignments nightly. Be sure to have additional school supplies at home to assist your student.

In addition to nightly assignments all students are required to independently read for at least 20 minutes and should practice the basic math facts for the four operations (addition, subtraction, multiplication, and division). Students may also be assigned long term projects to assist with time management.

Students should not be spending more than the expected time on nightly assignments. This does not include independent reading, math facts, or long term projects. If you find that your child is taking longer than expected, please notify your child's teachers.

Kindergarten	-	10 – 15 Minutes
1 <sup>st</sup> Grade	-	15 – 20 Minutes
2 <sup>nd</sup> Grade	-	20 – 25 Minutes
3 <sup>rd</sup> Grade	-	30 – 35 Minutes
4 <sup>th</sup> Grade	-	40 – 45 Minutes
5 <sup>th</sup> Grade	-	50 – 55 Minutes

The **teacher** is responsible for assigning the homework clearly, explaining the homework, providing time for the student to write the assignment in his/her assignment book and evaluating the student's performance. The **student** is responsible for listening to the directions, copying the assignment, taking home the necessary supplies, completing the assignment neatly and turning the assignment in on time. The **parent** is responsible for giving their child encouragement, providing a quiet place and uninterrupted time for completing homework; looking over the assignment and helping their child make corrections.

### **Teacher/Parent Conferences**

Conference time is an opportunity to form a strong home-school partnership. It offers parents the vehicle to ask questions and share information that will help the teacher understand the child's needs. Parents will receive an invitation to a conference during the school year. Please call to schedule a conference if you would like to meet sooner or need to meet at another time. ***Please do not drop by the class expecting to meet with the teacher as this disrupts the learning environment and/or the teachers planning time and goes against our school policy.***

### **Use of School Telephones**

The school only has a few telephone lines coming into the school. These lines cannot be tied up with students using the phones. Students are not permitted to make phone calls except for extreme emergencies. Calls for after school arrangements such as weather related issues, clubs and other after-school activities, forgotten homework or other items, as well as after-school transportation arrangements are not considered emergencies. These issues need to be arranged and settled before students come to school in the morning.

### **Use of Cell Phones**

Students are allowed to bring cell phones to school by State Law. Cell phones must be turned off and put out of sight during the school day. Also, **the school is not responsible for any cell phones at school.** We strongly encourage parents not to let their children bring cellphones to school. Parents will have to come pick-up cell phones taken from students for inappropriate use.

## **Reporting Student Progress: Report Cards and Progress Reports**

Parents are encouraged to check the SchoolMax Family Portal weekly to get current grades and information about submitted or missing assignments. If you don't have an account, please call the main office for additional information. Progress Reports and report cards will be released on the date indicated by PGCPS. Please note, progress reports are meant to inform parents of their child's progress AND if the student is in danger of failing a subject. Use this opportunity to develop an action-plan and work with your child to improve his/her weaknesses. All progress reports and report cards envelopes should be signed and returned as evidence that you have reviewed them. End-of-Year Report Cards are mailed to the home address on record.

### **Friday Folders**

Deerfield Run provides each student a Friday Folder that will be used to send home important papers. Please review your students assignments and all information sent home in the folder, sign your child's folder and return it by placing it in his/her backpack. The first Friday folder is free. If the Friday Folder is lost or destroyed, another can be purchased for one dollar.

### **Celebrations**

To maximize teaching and learning, classroom parties may be scheduled by the classroom teachers on 2 occasions: Winter Holiday, and Valentine's Day. If you prefer that your child not participate due to either personal or religious reasons, simply inform the classroom teacher so that an alternative activity may be provided.

### **Birthday Recognition**

Every student will be recognized on our morning television show, WDRE, for their birthday. Students are encouraged to celebrate their birthdays by donating a book to our school library or a monetary donation to our school. A bookplate is placed in each donated book stating the name of the student and which birthday he/she is celebrating. **Birthday celebrations are only permitted at the Pre-K level and can be held the last 15 minutes of the day** - Please support our Bronze Stature for Healthy Schools by choosing healthy celebratory snacks such as fruits and veggies. Perhaps sliced or cubed fruit, fruit snacks (fruit roll-ups), and/or carrots, celery, veggies & dip.

### **Field Trips & Volunteering**

PGCPS Administrative Procedure 4215 requires chaperones to complete fingerprinting and commercial background check through the school system at a cost of \$56.57. Please contact the Fingerprinting Office by calling 301-952-7831 or by email at [hr.backgroundunit@pgcps.org](mailto:hr.backgroundunit@pgcps.org) to schedule an appointment. Only students who have proven they can conduct themselves in an appropriate manner will be invited to attend the trip. If it is determined that your child is unable to attend, you will be informed by the classroom teacher. **You may also be requested to chaperone in order for your child to attend if there are potential safety concerns.**

**All chaperones and volunteers must undergo fingerprinting and background checks. In addition, all field trip chaperones and school volunteers must complete a series of Safe Schools Training Courses. These courses can be located on PGCPS website under the student safety at the bottom of the home page.**

### **Agenda Books**

Students in grades 2, 3, 4, & 5 will be receiving an agenda book. Students are responsible for writing all assignments and homework in the assignment book. Parents are encouraged to read the assignment book on a daily basis and write notes for the teachers. There will be a \$5.00 charge to replace a lost or destroyed assignment book.

### *Class Dojo*

All classroom teachers will have a Class Dojo classroom set up. Please be sure to join annually, as this is a major form of school to home communication that can be viewed right on your cell phone. Teachers will post school, class, and occasionally individual updates that you will not want to miss.

### *Monthly Newsletter*

You will be receiving a Deerfield Run Flier monthly with announcements, news of special events, calendar updates, and other important information. Please read and post the newsletters for quick reference.

### *Social Skills*

Students' social skills and behavior will be evaluated according to the Deerfield Run school standards. Students are expected to behave respectfully, safely and responsibly. They are also expected to come to school prepared with their supplies and mentally ready and eager to learn

### *General Supply List*

Individual teachers and grade level teams give general supply lists. Students are expected to have the appropriate supplies for their grade level throughout the school year.

### *Textbook and Library Books*

Students are responsible for textbooks and library books that are issued to them during the school year. Lost or damaged books must be paid for before another book is issued.

### *Toys, Cards, CD's, etc.*

Materials coming from home to school must be approved for the learning environment. All other items such as toys, cards, CD players, video games and devices, etc. will be confiscated and returned only to the parents. Students are not allowed to bring these things to school. **The school will not be responsible for items brought to school.**

### *School Code of Conduct*

Every member of the Deerfield Run School and Community is entitled to feel positive, cared about, and safe. We are here to learn; therefore our Code of Conduct is:

1. Raise your hand to be recognized before speaking.
2. Respect People and Property.
3. Keep your hands, feet, and objects to yourself.
4. Follow all Teachers' Directions the first time they are given.

By following the Deerfield Run Code of Conduct, every member of the Deerfield Run community will feel Capable, Connected, and Contributing. We want our teachers to teach like champions and our students to learn like champions.

### *Hallway Standards*

Students may not be in the hall without a pass and permission from the teacher. All students are expected to walk through the halls quietly so that others are not disturbed. It is important that students stay to the right when moving in the hallways, with their hands at their sides.

### **Bathroom Standards**

Students need to follow the classroom teacher's procedures for bathroom use. Students will be given a Bathroom Pass. Students will use the facilities properly and keep the noise level down. Each Student is responsible for helping to keep the restroom clean and returning promptly and directly to class. Please speak to your child about how to keep a bathroom tidy and nice in order for all others to have a clean facility.

### **Fire Drill Guidelines**

Every school is required to have a fire drill each month. This is done so we will know what to do in case of a real fire. In order to be safe during a fire drill we have the following rules.

1. Students will walk silently in a single line to the nearest exit.
2. Students are to be silent during the fire drill.
3. Students will follow directions given by the teachers during a fire drill.
4. Students will face away from the building in straight quiet lines.

### **Cafeteria Standards**

- We will keep our food on OUR OWN plates.
- We will NOT Share food due to possible unknown allergies.
- We will walk into the cafeteria quietly and follow line.
- We will use inside, soft voices and no talking at quiet time.
- We will use good table manners throughout the lunch period and keep our hands and feet to ourselves.
- We will clean our table area and put our trash in the trash receptacle.
- We will remember that food is to be eaten ONLY in the cafeteria.

### **Recess Standards**

Recess is 30 minutes daily for students to play, socialize with friends, and to generally have fun. Students are to obey the following rules:

- Go to the teachers on duty to help solve problems.
- Stay in sight of the teachers on duty at all times.
- Keep hands, feet, and objects to themselves.
- All games are tied at the end of recess.

## **2021/2022 PGCPS SCHOOL CALENDAR**

*(For the most current events at Deerfield Run please refer to our school website rolling calendar.)*

### **2021**

**July 5 – Monday - Holiday - Independence Day - Schools & Offices Closed**

July 20 - Tuesday - Eid al-Adha (starts at sunset 7/19)

August 24 -26 – Tuesday -Thursday – Professional duty days for new teachers

August 27, 30, & 31 - Friday, Monday & Tuesday –Professional duty days for all staff

September 1-3 -Wednesday-Friday - Professional duty days for all staff

September 3 - Friday - Systemic Orientation for Pre-K and Kindergarten Students & Open House @ Deerfield Run Pre K - 5

**September 6 - Monday - Holiday - Labor Day - Schools & Offices Closed**

September 7 - Tuesday - Professional duty day for all staff

September 7-8 - Tuesday & Wednesday - Rosh Hashanah (starts at sunset on 9/6)

September 8 – Wednesday – First Day of School for All Students

**September 16 - Thursday - Holiday - Yom Kippur - Schools & Offices Closed**

**October 1 - Friday - Professional Development - Schools closed for students**

**October 11 - Monday - Native American Day & Parent Teacher Conferences - Schools closed for students**

**October 15 – Friday – Professional Development – Schools Closed for Students**

November 4 - Thursday – Diwali

November 16 – Tuesday – End of First Quarter (45 days)

**November 17 – Tuesday – Professional Development – 2 hour early dismissal for students**

**November 24-26 – Wednesday-Friday – Holiday - Thanksgiving – Schools & Offices Closed**

**December 24-31 - Friday – Friday – Winter Break & Christmas Holiday—Schools & Offices Closed**

### **2022**

**January 17 – Monday – Holiday - Martin L. King, Jr. Day—Schools & Offices Closed**

February 2 – Wednesday – End of Second Quarter (45 days)

**February 3 - Thursday – Professional Day for Teachers – 2 hour early dismissal for students**

**February 21 – Monday – Holiday - Presidents’ Day—Schools & Offices Closed**

**February 22 - Tuesday - Parent Teacher Conferences - 2 hour delayed opening for students**

**March 7 - Monday - Professional Development - Schools closed for students**

April 3 - Sunday - First Day of Ramadan (starts at sunset on 4/2)

April 7 - Thursday – End of Third Quarter (45 days)

**April 8 - Friday - Professional Development - 2 hour early dismissal for students**

**April 11 – 14 – Monday – Thursday – Spring Break – Schools Closed for Students and Teachers**

**April 15 & 18 – Friday & Monday – Holiday - Easter – Schools & Offices Closed**

April 16-23 - Saturday- Saturday - Passover (starts at sunset 4/15)

May 1 – Sunday – Last Day of Ramadan

**May 3 – Sunday –Eid al-Fitr (starts at sunset 5/2) Schools & Offices Closed**

**May 30 – Monday – Holiday - Memorial Day—Schools and Offices Closed**

**June 22 – Wednesday –2 hour early dismissal for students**

**June 23 – Thursday – Last Day for Students – 2 hour early dismissal for students – End of Fourth Quarter (45 days)**

June 24 – Friday – Last Day for Teachers (Subject to change due to inclement weather)

*There are 180 student days and 192 teacher days (195 for new teachers). Last day for students and teachers are subject to change. 10 and 11 month employees can refer to Bulletin M-1-21 for clarification on workdays.*

**Inclement Weather Make Up Days** – Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 22 and the last day for teachers will be June 23; if one day is used, the last day for students will be June 21 and the last day for teachers will be June 22; if no days are used, the last day for students will be June 20 and the last day for teachers will be June 21.

Religious Holidays - Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families, and staff from important meetings or activities, PGCPs prohibits scheduling these events on major holidays. This restriction does not apply to state or regional events.