

DEERFIELD RUN ELEMENTARY SCHOOL

2026- 2027 Parent/Student Handbook

13000 Laurel-Bowie Road, Laurel MD 20708

Student Hours:	7:15 am - 1:45 pm
Late Bell:	7:45am (No exceptions as day begins at 7:30am)
Teacher & Staff Hours:	7:00 am - 2:30 pm
Office Hours:	7:00 am - 3:30 pm

Main Office: (301) 497-3610 **Fax:** (301) 497-3615 **Web Page:** <http://www.pgcps.org/deerfieldrun/>

Dear Parents/Guardians:

Welcome to Deerfield Run Elementary School for the 2026-2027 school year. We are looking forward to a very successful year of academic and social growth. As we support the new [Prince George's County Public Schools Strategic Plan, Moving Forward by Design with Acceleration 2029](#), our parents, students, staff, and community remain vital partners in helping every child achieve success. Today more than ever, we must work together to create the best tomorrow. We will be leaning on you to support our goals, celebrate our successes, and help strengthen our areas of growth by being an active member of the Deerfield Run learning community. To assure a successful year, I ask for your partnership and full support of the Home Standards and Administrative Procedures outlined in this handbook.

Please read this handbook carefully and keep it for reference throughout the school year. If you have questions, please contact us. Thank you for your continued support of Deerfield Run Elementary School. Together, we will continue **Moving Forward with Acceleration** so every student learns, grows, and succeeds.

Parents and visitors are expected to follow the [PGCPS Parent Code of Conduct](#). Failure to comply with the Parent Code of Conduct or this handbook may result in restricted access to PGCPS facilities.

All visits and conferences require a scheduled appointment. To meet with an administrator, call (301) 497-3610. To meet with your child's teacher, contact them through ClassDojo or email. The school will respond to appointment requests within 48 hours.

All visitors age 18 or older must present a valid physical state-issued photo ID to enter the building. Cell phone images of IDs are not accepted. Policies and procedures are subject to change as needed. 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.

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 with a written note when your child returns to school. You may also send a Class Dojo Message to the homeroom teacher. 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.

Mandatory Uniform Dress Code Policy

Girls	Boys
● Khaki pants, jumper, Bermuda shorts, skirts, or skorts. No sweatpants. ● 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. ● Plain black or brown belt, no embellishments. Required for grades 1 – 5. ● Solid black or white socks or white tights. ● Fully enclosed rubber soled shoes, leather or tennis shoes. (No Crocs Please)	● Khaki pants or Bermuda shorts. No sweatpants. ● 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. ● Plain black or brown belt, no embellishments. Required for grades 1 – 5. ● Solid black or white socks. ● Fully enclosed rubber soled shoes, leather or tennis shoes. (No Crocs Please)

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.
- Label all clothing that is able to be taken off and put back on with your child's first and last name in order to return lost items to the student with greater ease.

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 it to school the following school day.
- For the SECOND violation of this policy, the student's teacher completes the 2nd 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 2nd violation.

- For the THIRD violation of this policy, the student's teacher completes the 3rd uniform violation form and sends the student to the office. The Administration will call parents and send home the 3rd 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 4th 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, students 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 the 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. Presenting an united front between the home and school helps our students understand that the school and home are partnered and agree to the guidelines expected of students attending Deerfield Run Elementary School.

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.

In addition, there is a [Code of Conduct for Families, Visitors, and Community Members](#) that is to be followed at all times when visiting a PGCPs owned office, building, or school. Failure to adhere to the guidelines outlined in the linked handbook may result in loss of privileges to access school buildings as well as require that offenders attend a parent class in order to regain access to PGCPs facilities.

Visitation Policy

- In order to visit the school building for any reason you must **first call to make an appointment**. Be ready to present your valid picture state ID at the camera when ringing the doorbell to enter. When asked, state your reason for visit (ex: early dismissal, call from healthroom, scheduled conference with teacher, etc...) Upon entry, report directly to the main office with your ID to be signed in as a guest and to obtain a "Visitor's Pass" if needed.
- Visitors will not be permitted to enter the school without proper identification that can be scanned in our security database.
- **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. Please do not wear clothing that is not aligned to our student dress code (no profanity; promotion of weapons, violence, or discriminatory slang or phrases)
- Parents are encouraged to visit their child's classroom to observe the class in action. A request to observe a class or to shadow your child must be approved by the main office staff and an appointment will be made in order to ensure we are following standards during statewide assessments. If visiting **or shadowing**, **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 7:15 am each morning. SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS BEFORE 7:15 am OR AFTER 1:45 pm. **The school AND 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 7:15 am or is not picked up from school by 1:45 pm.**

Doors will open at 7:15am. Students will enter through the main front doors or through the cafeteria doors if eating breakfast in the classroom. Breakfast is offered from 7:15-7:35 every day. We will not allow breakfast beyond 7:35 which is when the staff will close the breakfast cafeteria door. Breakfast is a hard stop and students must arrive before 7:35 if wishing to have breakfast provided by our school. *Students that are not eating breakfast at school MUST be in their classrooms by 7:30 am which is the start of the school day and when morning announcements begin.*

Students arriving after 7:45am MUST obtain a tardy slip from the main office before going to class and will not be offered school breakfast.

Transporting Students by Car

(Detailed Parking Lot & Kiss & Go Procedures for 26-27 SY)

For parents/guardians driving students to school we ask that you use our Kiss and Go area when dropping students off and **follow ALL STAFF DIRECTIVES in order to keep a safe parking lot for all stakeholders alike. Our staff are trained and understand the flow of our parking lot and are directing you in order to keep your child safe as well as yourself and your vehicle.**

The buses and daycare vans will use the far left side of the kiss and go lane near the front of the school. When buses arrive, staff will stop the kiss and go traffic to escort the students off the bus and across the far crosswalk. The trial run that we conducted last year in June 2025 proved to be much more efficient and safe and we ask again for your patience as we teach our new families our systems and structures for entering and exiting our parking lot during arrival and dismissal. If you wish to park and come into the school building, park in a designated parking spot (do not double park, do not leave your vehicle if you are not properly parked in a parking spot, and do not park in handicap spots unless you have a handicap tag/sign).

Please refrain from parking in the first four spots immediately on the left when entering our lot as they belong to park and planning and not the school and we have been asked to inform each of you.

Bus Safety Procedures for Bus Riders as well as for ALL FIELD TRIPS

- Be at the 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, your head or feet 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.\
- All Pre K and K students that do not have an adult at the bust stop during dismissal will be brought back to the school and the parent will be required to pick up the child from the main office. Our youngest students may not leave the bus stop without an older sibling, parent/guardian, or approved babysitter.

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. Call the school if you need to share concerns about another child and we can assist.
- 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 contacts listed in Synergy.** If you are planning to have someone other than a parent/guardian or emergency contact pick up your student, you **MUST** edit the emergency contact section in your ParentVue in Synergy prior to sending the person to pick up your child. Identification must be shown to the teacher or main office. If you do not have access to make the change in Synergy due to your own personal emergency, an email or Class Dojo message **MUST BE SENT** to the teacher before the office can release your child.

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 1:25pm. 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 1:20 pm.

Parents must arrive and be in the building by 1:20pm. Parents arriving after 1:20 pm will be required to wait outside to receive their child during the regular dismissal sequence.

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. **Chronic absenteeism is defined as missing 10% or more of school when compared to the number of membership days the student has been enrolled. Missing just four days in a quarter causes a student to be identified as chronically absent. Our goal at DRES is to reduce our chronic absenteeism rate each year by at least 5% when compared to previous school year attendance data. We need our parents' help in order to make this goal possible.**

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 must provide a written note, email to the teacher or message on Class Dojo within three days of the absence.**

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

Good Attendance in School Encourages...

- responsible behavior
- better grades
- sense of belonging
- development of talents
- self-confidence
- good citizenship
- school pride
- strong work ethic
- high school graduation
- increase in earning potential

- higher education
- future employment

Breakfast & Lunch

Breakfast is offered to all students at Deerfield Run beginning at 7:15am. Students must be on time in order to receive breakfast. **If students arrive after the 7:35am bell, breakfast will not be offered.** Breakfast is picked up by the student using the outside cafeteria doors. Students take the grab and go breakfast to their classrooms to have during 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.

Meals are planned according to federal and state nutrition standards, to include the Dietary Guidelines for Americans and ChooseMyPlate.gov.

- Elementary Lunch includes choice of entrée (meat/grain combination), up to two (2) vegetables, choice of one (1) fruit, and a choice of milk.
- For a reimbursable meal, a student must take a fruit or vegetable at lunch.
- All students will be assigned a pin number. This number accesses their lunch account and will be the same number each year within all PGCPs Schools. If a child is buying or receiving a school lunch they must enter a pin number regardless of FARM (Free and Reduced Meals) status.
- **All students at DRES are offered a free lunch regardless of income status due to our Title I status for SY 2026-2027.**
- Payments may be made online for optional snacks when offered at: [Online Payment Service](#).

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.pgcp.org. All after-school activities will be canceled when school is closed all day, half-day or closes early. If schools are delayed by one hour, Deerfield Run will open the doors at 8:15am. If schools are delayed 2 hours, Deerfield Run will open the doors at 9:15am.

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 **absolutely necessary** that parents make sure all contact numbers on file at school are correct so you can be contacted if necessary.

Synergy Emergency Contact Updated Yearly

Each student must have an **accurate, up-to-date** Emergency Contact Form Updated or Completed yearly using the ParentVue in Synergy. Parents are expected to update the student information section each year at minimum AND whenever a change is necessary.

Please notify the Main Office immediately if you have changed your address, home, work, or emergency phone numbers and can not make those changes on your own using the ParentVue. 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 if you can not do so yourself.

In addition, students will not be released to anyone that is not listed in Synergy on the emergency contact form. If there is an emergency and you need your child picked up by someone that is not listed on the fSynergy Emergency Contacts section, a letter or fax must be received in order to release the student per PGCPS policy that includes the parent's legal name, student's legal name, and date of birth, in addition to the legal first and last name of the person granted permission to get your child. The person picking up your child **MUST** have identification to present to the main office. This is for the safety of your child and we will not make exceptions as it is our goal to keep our children safe while attending school and for our parents to trust that we are in fact keeping all stakeholders safe.

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. 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 composed of parents, teachers and administrators. We are currently seeking a group of parents wishing to serve on the PTO Board for SY 2026-2027. If you are interested please provide your information with the main office staff and someone will get back to you.

Trespass Policy

The safety of our children, staff, parents, and community visitors is one of our biggest priorities each school year. 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. ***Visitors that display inappropriate behavior or use vulgar language towards staff will receive a no trespass letter that will remain in effect for the duration of the school year and will not be revoked until an administrator conference is held to gain access to the school.***

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 items 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. PGCPS and Staff are not responsible for any missing, lost, or stolen articles. Any unclaimed articles left in the lost and found 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	3 rd Grade	-	30 – 35 Minutes
1 st Grade	-	15 – 20 Minutes	4 th Grade	-	40 – 45 Minutes
2 nd Grade	-	20 – 25 Minutes	5 th 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. Please speak to your child's teacher if you are constantly being told there is no homework. More than likely your child is incorrect and homework has been assigned.

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. Please encourage your child to keep their phones off at ALL TIMES and to not record anyone without permission. Students should not be recording in the bathrooms and such behavior could be considered a breach of our system wide policies and procedures for appropriate use of technology. 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 Synergy ParentVue 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. Staff are not required to contact parents of at-risk grades prior to the progress report but are responsible for notifying parents if a grade drops two or more letter grades or if the student is at risk of earning a D or E before but did not receive a D/E on the progress report. Use this opportunity to develop an action-plan and work with your child and child's teacher 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 two dollars. **The Friday Folder is also part of our Parent REA²CH Honor Roll Program as evidence of having home and school communication weekly.**

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. Please note however our school focus on a winter break celebratory event and for Valentine's Day the focus is on kindness.

Birthday Recognition

Schools do not celebrate individual birthdays. Parents should not request to purchase treats for the class. 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 Status 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

Related Administrative Procedures: [AP 4216.6 - Volunteer Services](#) | &

[AP 4215 - Criminal History Checks, Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigations and Findings and Incarceration](#)

VOLUNTEERS MUST:

- Undergo a fingerprint check- at least 15 business days in advance of volunteer activity. PGCPs Administrative Procedure 4215 requires chaperones to complete fingerprinting and commercial background check through the school system at a cost of about \$62.25. Please contact the Fingerprinting Office by calling 301-952-6775 to schedule an appointment. **As a Title I school, parents that need assistance with the payment may contact our Community School Coordinator to obtain a letter to waive the required fee.**
- Undergo a Child Protective Services (CPS) clearance - at least 15 business days in advance of volunteer activity
- Complete the required SafeSchools training modules **each school year** - prior to engaging in volunteer activity.
- [Click here for Volunteering Information & Guidance](#)

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 an administrator. **You may also be requested to chaperone in order for your child to attend if there are potential safety concerns.**

Agenda Books

Students in grades 2, 3, 4, & 5 will be receiving an agenda book free of cost. 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 if you need to communicate something to them. Make sure you tell your child to let the teacher know if you placed a note in the agenda book to read. **There will be a \$7.00 fee 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. Our School Story will have events listed to keep families engaged and up to date about events occurring at our school.

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. The newsletter is printed and sent home in the Friday Folder at the beginning of each new month and it is also posted on our Class Dojo for easy access.

Social Skills (Good Conduct Incentives Offered Quarterly)

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. **Each quarter students that earn an “A” in social skills will be invited to a good conduct celebration to encourage students to continue to model exemplary behaviors in school.** Setting positive behavior standards in the early years of learning sets students up for success for secondary and post secondary school.

Schools Supplies

This school year, 2026-2027, Deerfield Run is purchasing school supplies for all students in order to alleviate financial strain that can occur when returning back to school. Students will be responsible for taking care of their supplies and for having the supplies available to them each day. Parents are responsible for ensuring that students take care of their supplies and are responsible for making sure supplies are returned each day. **We are proud that this is our third consecutive year being able to offer supplies to all students free of charge!**

Textbooks, Library Books, and Chromebooks

Students are responsible for all school materials that are loaned or assigned to them during the school year, including all textbooks, library books, and a chromebook that are issued to all students during the school year. Lost or damaged books and Chromebooks must be paid for before another book or computer is issued. PGCPS reserves the right to withhold diplomas during a student’s senior year if fees are outstanding. Keep up to date with any fees so you are not surprised when graduation day comes.

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 if they are lost, damaged, or stolen.**

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 Consists of the following four simple rules:

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. Students that leave a classroom without permission will be held accountable according to the Students Rights and Responsibilities Handbook.

Bathroom Standards

Students need to follow the classroom teacher's procedures for bathroom use. Students in older grades may be required to sign in and out when using the restroom. Students are expected to 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. Encourage your child to respect the school bathrooms the way you wish for them to respect your bathrooms at home. We want to be proud of our school environment and the only people using student bathrooms are the STUDENTS. Speak to your child about reporting vandalism if they see it so students have well kept essentials for personal use throughout the day.

Fire Drill Guidelines & Other Severe Weather or Emergency Drills

Every school is required to have a fire drill each month in addition to practicing other drills such as severe weather drills, active shooter drills, reverse evacuation drills, and school lockdown drills. This is done so we will know what to do in case of a real fire or real life emergency. Each drill requires specific expectations. Please discuss with your child the importance of following the adult's directions and to be absolutely silent during a drill/real emergency. Drills are not a time to be silly or joke with their friends. We schedule these drills because this practice saves lives. Remind your child that our staff is here to keep them safe and that active listening is needed during drills and real emergencies.

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 the line.
- We will use inside, soft voices modeling how people would speak in a busy restaurant.
- 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 during lunch.

Recess Standards

Recess is 20-30 minutes daily for students to play, socialize with friends, and to generally have fun. Recess is also an unstructured time that can be used intentionally to allow children to practice problem solving skills that are taught throughout the day with their peers. Teachers will encourage students to use their voice and skills that have been taught to solve a social issue at recess but will also step in when it is necessary. Students are to obey the following rules:

- Use our problem solving strategies learned in school and our I messages to share your feelings.
- Go to the teachers on duty to report safety concerns or fighting.
- 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.

2026- 2027 PGCPS SCHOOL CALENDAR

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

