



**DEER CROSSING
ELEMENTARY SCHOOL**

**10601 Finn Drive
New Market, MD 21774
Phone 240-236-5900
Fax 240-236-5901
<http://www.fcps.org>**

IMPORTANT SCHOOL PHONE NUMBERS

Front Office: 240-236-5900
Guidance: 240-236-5953
Health Room: 240-236-5907

DCES Cafeteria: 240-236-5918
Reading Specialist: 240-236-5944
Media Center: 240-236-5935

This book belongs to:

Name _____

Teacher _____ *Grade* _____

Address _____

City _____ *State* _____

Telephone _____

Deer Crossing Elementary School

Stellar Success at DCES

Mission Statement

Deer Crossing Elementary School is committed to developing the skills, character and potential of all students by providing the highest quality educational experience.

School Vision

At Deer Crossing Elementary School all students learn in a safe, positive and enriching environment that encourages critical thinking, fosters self- motivation, effectively utilizes technology and strengthens interpersonal skills.

- We recognize the value of a strong partnership with parents and families and are committed to ongoing two way communication in order to establish and maintain a positive school culture.
- The staff works cooperatively and collaboratively to create a community of learners that value diversity by effectively working together to provide a supportive and challenging learning environment.
- Instruction is differentiated to meet the needs of all learners. Students will receive consistent feedback from teachers in order to improve.
- Teachers are committed to developing students' skills, character and potential by maintaining high expectations for themselves and their students. They are always striving to increase their instructional effectiveness through reflection and professional growth opportunities.
- Students think independently in order to apply their knowledge to solve problems, think critically and persevere in the face of challenge. They set personal goals, accept constructive feedback and adapt to expectations.

The Deer Crossing Elementary School Staff has worked hard to successfully integrate aspects of positive progressive discipline into classroom activities, student displays, group and individual recognition, and the routines of each day. The Oakdale cluster of schools also collaborates during the school year with activities involving positive progressive discipline.

Deer Crossing Elementary School is proud of how our students follow school rules and show outstanding character. This is a compliment to students, staff and parents. It is important that consistent behavioral expectations are clearly communicated and implemented at our school. Therefore, we currently have a school-wide behavior plan with behavioral expectations that apply in all classes and areas throughout our school.

Teachers issue blue slips once they have exhausted classroom behavior systems or if there is a serious student offense. Parents will then be asked to sign and return the blue slips the next day. If a student receives more than one blue slip for the same offense, he/she will receive a referral to administration.

School Rules

What is Expected

Students will:

- Treat others the way they want to be treated.
- Do their best work.
- Respect others.
- Be responsible for their own actions.
- Be honest to themselves and to others.

At DCES Character Counts!

In addition to our school-wide behavior plan, we also have a school-wide incentive program that rewards students who are showing exceptionally good character. If a student is “caught” showing exceptional character, staff members across the school will be awarding “Star-Buck” stickers. Then a golden ticket is filled out, identifying the student’s name, which enters him/her into a drawing for a special incentive. Ask your child if s/he has earned a “Star-Buck”! In addition to “Star-Bucks” teachers will be using “bucks” as incentives in their classrooms, another aspect of our school-wide behavior program. Specific, consistent consequences will be also awarded for inappropriate behavior. We hope that by providing consistent expectations and consequences across the school, teachers and students will be speaking and hearing the same language in regards to appropriate and inappropriate behavior.

DEER CROSSING ELEMENTARY SCHOOL



SCHOOL PLEDGE

I pledge to treat others the way I want to be treated.

I will be responsible for my own actions.

I will be honest to myself and to others.

I will do my best work.

I will respect others.

STELLAR SUCCESS AT DCES!

Recess Rules and Reminders

Please Remember:

- ✓ Walk to recess in a silent line.
- ✓ When you hear the whistle, move quickly to stand in your class line.
- ✓ For safety reasons, monkey bars are only for students in grades 2-5.

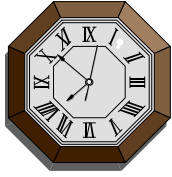
Rules:

- ✓ Only one person may use the slide at a time. Do not climb up, hang on, or jump off the slide.
- ✓ Only one person at a time may use the monkey bars. Please do not sit on top or attempt to flip on the bars.
- ✓ Balls are to be used on the blacktop or field only. Do not kick balls at the building, roof, or others.
- ✓ Body Contact is not allowed, including games that involve touching, tagging, tackling, or pulling another child.
- ✓ Toys are not permitted at school. This includes balls and games brought to school from home.

- Remember, if something happens to you or someone else, you need to tell one of the duty teachers immediately!

- Consequences: If you break a rule, a teacher will discuss this with you and determine an appropriate consequence.





SCHOOL HOURS 9:00 AM - 3:30 PM

ARRIVAL AT SCHOOL



Students should be in their classroom and ready for instruction by 9:00 AM. Morning announcements begin promptly at 8:55am. **Students should arrive at school no earlier than 8:30 AM.**

All car riders arriving between 8:30am and 9:00am must be dropped off at the school using the car rider lane designated by cones. Students should be ready to depart as cars pull into the lane, **parents should not exit their vehicles while in the car rider line.** A single line of traffic must be maintained with no passing allowed. For safety reasons, parents parking in the lot must escort their children across the crosswalk. Students should never be dropped off in the parking lot.

DISMISSAL

Dismissal begins at 3:30pm. Parents choosing to meet their child as a walker should wait for students at the crosswalk, located on Finn Ct. Parents of car riders should pull into the car rider lane and wait for your child to be called to your car, please do not arrive prior to 3:25 to line up at the car rider line as this blocks the fire lane. As always, we encourage children to utilize transportation provided by FCPS.



EARLY DISMISSAL

We encourage you to try to schedule your child's doctor, dental and other appointments around school hours. If this is not possible, please send a note stating pick-up time and reason. Parents must come to the office to sign their child out and your child will be called to the foyer. If someone other than the parent signs the child out, that person must have written permission from the parent before the child will be permitted to leave the building. Please contact the front office with any dismissal changes prior to 3:00pm so that we can ensure that the message is delivered to the teacher. We will not be able to process requests for dismissal changes after 3:00.

ATTENDANCE



Students are expected to attend school daily. After an absence, please send a note to your child's teacher with the reason for the absence, the date, and the student's full name, include any activities in which your child should not participate due to recuperation time. Parents of students with excessive absences or tardiness will receive a phone call and/or a written notice from the school. Students with excessive absences may be required to present a doctor's verification for all further absences. Good attendance is directly related to school success and academic achievement.

TARDINESS

Students arriving at school after **9:00 AM** must use the main entrance and report to the office for a late slip. **Your child must be accompanied by a parent to the office.** Remember: Being on time each day will help establish the daily routines necessary for a successful school day.

Late Work/Absence Make Up Work Policy

Late Work Policy

- *When a student has not completed classwork/homework by the given due date, teachers will accept the work up to five school days past the original due date; with a penalty of one letter grade per day. For students in the primary grades, who receive grades of O, S, and N the timeframe will reflect the loss of a letter grade every two days. After the 5th day, the work will no longer be accepted and a score of a zero for the given assignment will be reflected in the student's grade average. Students may not complete extra credit at the end of a marking period in order to raise their earned grades.*

Missed Work due to Absence Policy

- *When a student is absent from school, they may have two school days for every one day of absence in order to make up given assignments. For example, if a student misses two days of instruction, they will have four school days in order to complete missed assignments. If the student is unable to complete the work within the two day allotment, the late work policy noted above will go into effect.*

Staff members will supply make up work for absences after the student returns to school. For example, if you are planning on taking a vacation during the school year, make-up will be provided once you return from your trip. This will allow the most accurate representation of classroom instruction as possible

LEADERSHIP TEAM

Deer Crossing has a School Leadership Team composed of staff, team leaders and parent representatives. The responsibility of the team is to evaluate school performance and establish goals designed to meet the needs of our students. The team meets monthly and welcomes feedback and suggestions.



SCHOOL COUNSELOR

The counseling program is available to help students be successful at school. Our counselor, Deena Michael, provides a variety of services and activities working with individual students, small groups, parents, teachers, and lunch groups. They present classroom lessons supporting the FCPS guidance curriculum. Mrs. Michael also serves as a resource for and provide referral assistance to other programs and services in our community. She can be reached at 240-236-5900 or via email at deena.michael@fcps.org

MEDIA CENTER

The media center is an exciting place to visit at DCES. We have literally thousands of books to share. Our media specialist, Jeff Abrecht is a great resource for students, staff and parents. Please note the following information about our media center.



- Students can look forward to a weekly book exchange. The media center is also open 8:30-8:50am and 3:00-3:20pm each day.
- All students will visit the media center for a lesson planned and prepared by our media specialist.
- Students are responsible for the safe return of all materials checked out to them. Overdue notices will be sent home on a regular basis so that parents will be aware of materials that need to be returned.

TOYS

Toys are fun and interesting, *but* they are not allowed at school. Please enjoy toys at home unless there is a special day and you have permission from your teacher. DCES cannot be responsible for any toys lost, stolen or damaged.



HEALTH ROOM

Our Health Room is staffed by a Health Technician. The technician works under the direction of a registered nurse. Our health staff will assist students in case of an accident or illness. Students leaving early due to illness must sign out with their parent in the main office.

All non-prescription and prescription medications require a written order by a physician or other licensed health care provider. If the medications are to be given at school, the physician and the parent must complete the appropriate form. A Medication Authorization Form is available in the Health Room or on www.fcps.org. Prescription medications must be in a correctly labeled pharmacy bottle. Non-prescription medicines must be in the original container. **Children may not bring medications to the school. They must be delivered by the parent/guardian.** All medications are kept in the Health Room and are dispensed by the Health Room staff. Hearing and Vision Screenings will take place as mandated by Maryland State Law. Notices will be sent home prior to screening. Parents who do not want students screened should notify the school in writing at that time. All students must have documentation of immunizations in order to comply with State Law. If you have questions about the policies or have health related concerns about your child, contact our health staff at 240-236-5907.

SCHOOL CAFETERIA

Breakfast and lunch are served in the school cafeteria. Please check your calendar handbook yearly to obtain the most current prices for breakfast and lunch. Menus are not sent home but can be reviewed at www.fcps.org. Some a la carte items available include: milk, juice, snacks, ice cream, and water.

Prepayment of meals eliminates students from handling cash at school. Payment can be made by check payable to DCES, cash, or on-line. Our school policy is to limit snacks and desserts to 2 per lunch. Parents may request a copy of their child's account that shows individual purchases as a way to monitor what they select. Also, parents have the option of selecting "no snacks" on a child's account by going to the website or indicating it on the check sent to school. Every student receives an application for the Free & Reduced Meal program at the beginning of the



school year. Free and reduced price meals are available to every eligible student. If you have any questions, you may reach our cafeteria staff at 240-236-5918.

Good cafeteria manners are very important! Students may not share, give away, or sell food to others. Touching one another's food or playing with it is also prohibited. Neither food nor drink may be taken from the cafeteria.

We ask that parents not drop off fast food meals to the office during the school day for their child's lunch. With the growing number of students who have severe food allergies, it is important that we keep the office a safe place for all students to visit. If you are eating with your child, you may bring any food of your choosing. If your child forgets his/her lunch, and it is brought to school during instructional time, please be sure that the lunch box is clearly labeled with your child's name.

LOST AND FOUND

If you lose something, you may find it in the "Lost and Found" container located in the cafeteria. Please put your child's name on all clothing, jackets, hats, lunch boxes, etc., that are brought to school.

NO DOGS ALLOWED

Dogs are not allowed on school property during the school day (8:30-4:00pm). For the safety of our students, please do not walk or bring your dog on school property.



BIRTHDAYS

Due to students with potentially life threatening food allergies, the importance of promoting a healthy lifestyle, extensive clean up and other important factors, birthday treats (including goodie bags/gifts) of any kind can not be distributed. We know that birthdays are very exciting and special; therefore, we announce individual birthdays each day on morning announcements. Children will also be invited to receive a special birthday surprise provided by the administrative staff.

Birthday and other party invitations may not be distributed at school. Because we value equity, we want to avoid hurt feelings when some children receive invitations while others do not; as such, **all private party arrangements must be made outside of school.** Additionally, passing out invitations at school is distracting to the learning environment. FCPS regulations prohibit schools from releasing private information regarding names, phone numbers or addresses of students. Our PTA publishes a Student Directory that is distributed to families for becoming members of the PTA. This is a great resource for contacting families/classmates.

FOOD DISTRIBUTION GUIDELINE

At DCES, we take great pride in providing a safe environment for all of our students. Due to the severity and potential life-threatening food allergies that several of our students encounter, we must monitor all food that is being distributed in our school. Please do not send in candy, treats, goodie bags of food, etc. For the PTA sponsored Halloween and Valentine's Parties, homeroom coordinators will facilitate appropriate food choices. All food items will need to be purchased and sent in with a visible label of ingredients. We appreciate your understanding of our policies related to this potentially serious situation.

FCPS CALENDAR HANDBOOK

Every September, each student receives a copy of the Frederick County School System's Calendar Handbook. This calendar handbook contains many useful and important facts about the school system's policies, procedures, programs, services, student rights and responsibilities, important phone numbers as well as a complete school system directory. It should be used as a reference if questions arise during the school year.



DRESS CODE



Students may not wear clothing which advertises alcohol, drugs, tobacco, and/or clothing that supports or implies violence. Students are not to wear clothing that is revealing such as crop or spaghetti strap tank tops (straps less than 2 inches in width) and halter-tops. Additionally, we ask that students not wear shorts, skirts or dresses that are too short (shorter than the length of your arms when down at your side). Students who wear clothing that is inappropriate will be asked to change into available clothing here at school or to call home for a change of clothes. Flip-flops, roller sneakers, open sandals, and high heels are a safety concern and are not recommended especially on days when students will have PE class. Hats are also not to be worn inside the building. Students may find it helpful to have a sweater or sweatshirt available especially when the air conditioner is operating.



SCHOOL BUS SAFETY

In accordance with state laws and regulations, specific student behavioral expectations are established for the safety of students and bus drivers. Twice during the school year, students participate in bus safety drills. Students are expected to:

1. Follow directions from the driver the first time they are given.
2. Stay in their seats at all times while the bus is in motion.
3. Keep all body parts inside the bus and out of the aisle.
4. Keep hands, feet, legs, arms, and personal property to themselves.
5. Refrain from eating, loud talking, and horseplay at any time while on the bus.



Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to disciplinary action.

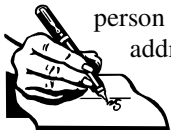
If you experience a concern with your child's bus transportation, please first speak with the bus driver. If you have further questions, you may contact the school office.

DRUG-FREE SCHOOL ZONE

According to state law, schools are drug-free zones and the use of drugs, alcohol, and tobacco is prohibited on school property. Firearms and any kind of weapon are **strictly** prohibited. Neither children nor adults may have any type of gun, knife, or other weapon in their possession while on school grounds. Look-alike weapons, such as toy guns or knives are also prohibited. **FCPS has a zero tolerance policy so penalties for violations are severe.**

STUDENT INFORMATION CARDS (ER CARDS)

Emergency cards are kept in the school office in case parents need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change your address or telephone number during the year. Current and accurate information is *essential* if an emergency arises and the school must locate the parent due to injury, sickness, or educational issues. A copy of custody agreements must be filed with the school if there are any special custodial arrangements.



REPORT CARDS/INTERIM REPORTS

Report cards are sent home four times during the year in a special envelope. Please ask your child for the envelope on the assigned day and return it to the classroom teacher. Dates of distribution are indicated in the calendar handbook. Snow days or emergency closings may slightly alter the report card and interim schedule, but any changes will be announced. Interim reports may be issued between report cards and at any time throughout the year to notify students and parents about a significant decline/improvement in performance, or to indicate a unique problem that may require attention.

GRADING

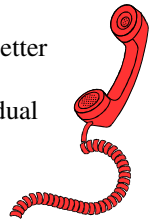
Grading decisions at all levels are criterion-based, reflecting county standards and expectations established by the classroom teacher in the following areas: product quality, independent application, progress, participation, and announced deadlines. The relative importance of these factors will vary. Students who have more than five unexcused absences in any marking period may be assigned a failing grade in that class.

VISITORS

For the safety of our students and staff, any parent/visitor coming into the school building for *any* reason is required by law to sign-in at the office and receive a badge. If you are seen in the building without a badge, you will be asked to report back to the office. **Please remember that for liability reasons and to reduce distractions to instruction that siblings and other non-DCES students are not permitted to visit during the school day. This includes special events, assemblies, and classroom parties.**

SCHOOL COMMUNICATION

The Deer Crossing staff value open and two-way communication. *Thursday Announcements* is our newsletter highlighting school and community activities, and is distributed via email. You can also access *Thursday Announcements* online at our school's website on www.fcps.org. In addition, grade level teams or individual teachers may also send monthly newsletters to parents and use our website to post all important communication. We encourage you to visit our website often for updates about school and classroom news. The PTA also publishes *Bucks Blast* monthly with valuable information for parents and families.



FIND OUT FIRST

DCES is a Find Out First school. This communication system allows us to send out important messages via email. In order to receive these emails, you will need to become a subscriber of Find Out First, specifically for DCES. Visit www.fcps.org to subscribe and/or update your contact information. It's easy and it's free!

QUESTIONS, CONCERNS, COMPLIMENTS

We encourage open, honest, and respectful feedback and appreciate your input and ideas. If you have a concern, we encourage you to first discuss it with your child's teacher. The administrative team is also available as an additional resource. We welcome your comments and suggestions. If you would like to meet with a member of the administrative team, please contact the office to schedule an appointment.

BIKE RIDERS



Bike riding is a privilege for third, fourth and fifth grade students who live in Summerfield. First and second grade students may ride their bikes when accompanied by a parent. Helmets are required and students are encouraged to lock their bikes. Bikes are to be parked in the designated area near the main entrance. Students should be sure that bikes are not left on the sidewalk in front of the doors. Students must walk their bikes on school property.

PARKING

Parking directly in front of the school, even if just for a few minutes, is not allowed. Please also refrain from parking in reserved spaces, as these spaces are provided for school staff. Our handicap spaces are carefully monitored and should only be used when appropriate handicap tags are visible. Parking in these spaces even for a few minutes is prohibited.

CELL PHONES



FCPS regulation states that “Electronic Devices including cell phones must be powered off at all times during the school day, while aboard a school bus or other school-sponsored vehicle, and during after-school activities. Electronic devices placed in vibrate or other non-audible mode are not considered powered off for purposes of this regulation. Electronic devices with camera and recording functions may not be used to take or transmit any image at any time on school premises, even if the use of the cellular phone is otherwise permitted.” If a student violates the outlined regulation, the cell phone will be confiscated by administration and parents will be contacted to pick up the phone.

VOLUNTEERS

Volunteers are a valuable part of our school program. We encourage you to help in whatever capacity you can. As a volunteer or chaperone, you will need to complete a mandatory annual training in order to receive important information about DCES, safety issues and expectations. Additionally, we ask that you sign in and out of the building each time you volunteer and refrain from using your cell phone unless you are outside of the building.



**Volunteer
Services**

FIELD TRIPS/CHAPERONES



Each grade level team will organize and schedule all field trips. Permission slips will be sent home prior to the trip and must be signed and returned to school. No child can be allowed to participate in the trip without a signed permission slip. Chaperones will also be organized through the classroom teacher. Adults that are designated as a chaperone must be volunteer trained and will be expected to sign a contract indicating their responsibilities and expectations. Per FCPS policies and regulation, all students who attend a field trip must ride FCPS buses to and from the field trip.

