



Parent Handbook 2020-2021

A School-Wide Title I School

ADMINISTRATION: 410-479-1660
FAX: 410-479-4220
SCHOOL NURSE: 410-479-2916
CAFETERIA: 410-479-0224

Susan McCandless, Principal
Matthew Breedlove, Assistant Principal

Denton Elementary School
303 Sharp Road, Denton, Maryland 21629
410-479-1660

Mrs. Susan McCandless, Principal

Mr. Matthew Breedlove, Assistant Principal

2020-2021

Dear Parents/Guardians,

It is our pleasure to welcome you and your family to Denton Elementary School. On behalf of the teachers and staff, we would like to express our gratitude as you join Denton Elementary's learning community. We are using this handbook as a means of communication between home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook available throughout the year. Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter.

Close cooperation between home and school is essential for high student achievement. Parents are encouraged to visit school and attend meetings. We believe that student learning is enhanced when there is a meaningful exchange between home and school. It is our hope that this handbook will enhance your student's educational exposure at Denton Elementary School.

On behalf of the teachers and staff, we look forward to a successful, exciting, and satisfying year for you and your child.

Should you have any questions or concerns, please feel free to contact the school at 410-479-1660.

Sincerely,

Mrs. Susan McCandless, Principal

Mr. Matthew Breedlove, Assistant Principal

Denton Elementary School
303 Sharp Road, Denton, Maryland 21629
410-479-1660

Mrs. Susan McCandless, Principal
Principal

Mr. Matthew Breedlove, Assistant

2020-2021

Dear Students,

Welcome to Denton Elementary School and to the new learning experiences that await you. We have prepared this handbook to tell you about your school. You will find that the school rules and regulations that govern our lives at Denton Elementary School make it possible for all of us to live, learn, work, and play together. Please take the time to read this handbook carefully. If you have any questions, see your teachers, guidance counselors, parents, or administrators. They will be glad to answer your questions.

We are proud to have you as a student at this fine school. You have the power to determine your successes. Start off on the right foot. The mission of a Denton Dolphin is to S.W.I.M. for Success: **S**tay safe, **W**ork hard, **I**nclude everyone, and **M**ake responsible choices. Remember, the longest journey starts with just a single step. Put your best foot forward.

Sincerely,

Mrs. Susan McCandless, Principal

Mr. Matthew Breedlove, Assistant Principal

Attendance

Students are expected to attend school every day during the school year. A student who is absent from school for a day or any portion of a day without a lawful cause is considered to be truant. Students with satisfactory attendance...

- Come to school on time and stay for the entire day.
- Are absent no more than 10 days during the school year.
- Email or fax in a parent note or other documentation in order to justify each attendance as lawful.

All notes are due within ten school days of the student's return.

Attendance for Asynchronous Wednesday is based on student's completing the work and submitting it to the teacher within three days. Students who submit completed work within the three days will be marked as present.

Arrival and Dismissal

Student Day

When students are in school, we will follow this schedule.

Grades 1, 2, 4, and 5:

- The student day begins at 9:00 AM and ends at 2:30 PM. These hours are followed for virtual learning days and in-person days.
- When buses arrive, students will be dropped off and will go to his/her classroom. The early buses begin arriving at 8:30 AM. Staff members monitor bus arrival each day.
- Car riders are to be dropped off at the Lupine Lane entrance beginning at 8:45 AM. This is a **one-way** loop. There will be a staff member present to help students out of each car.
- If you are going to walk your child to the building, please park in a designated space in the outer loop in the front of the building. The front loop directly in front of the building is for **buses only**. Please remember that the curb in front of the building is yellow, since this is a fire lane. It is against the law to be parked along this curb at anytime.
- Dismissal begins at 2:30 with students who are on the first wave of buses (28, 9015 and 9016). The second wave is announced around 2:35, with the third wave being around 2:45. Walkers are dismissed on the third wave and should have an adult or older sibling here to walk with the students.

Grades PreK, K, and 3:

- The student day begins at 10:15 AM and ends at 3:40 PM. These hours are followed for virtual learning days and in-person days.
- When buses arrive, students will be dropped off and will go to his/her classroom. The early buses begin arriving at 9:45 AM. Staff members monitor bus arrival each day.
- Car riders are to be dropped off at the Lupine Lane entrance beginning at 10:00 AM. This is a **one-way** loop. There will be a staff member present to help students out of each car.
- If you are going to walk your child to the building, please park in a designated space in the outer loop in the front of the building. The front loop directly in front of the building is for **buses only**. Please remember that the curb in front of the building is yellow, since this is a fire lane. It is against the law to be parked along this curb at anytime.
- Dismissal begins at 3:40 with students who are on the first wave of buses. The second wave is announced around 3:45, with the third wave being around 3:50. Walkers are dismissed on the third wave and should have an adult or older sibling here to walk with the students.

Teacher Day

Teachers' hours are 8:30 a.m. until 4:00 p.m. Should a parent need to speak with a teacher during these hours, a message should be left with office personnel and the teacher will return the call as soon as possible. Teachers have office hours each day; please check in your child's Google Classroom for the exact times. The front office closes at 4:30 p.m. The phone will not be answered after this time. You may leave a message on the answering machine after hours.

Bicycles

Bicycles are NOT to be ridden on the pavement or ground around the school during school hours. All bicycles are to be parked in the racks and are to remain there until dismissal. Bicycle riders are dismissed at 3:45 p.m. Bikes are to be walked, not ridden, off school property. **Bicycle riders must comply with the law and wear a helmet.**

Skateboards are prohibited on school property.

Books and Materials, including Technology

Throughout the school year students are issued books, materials and technology. There is no charge for the normal use of these items; however, children are expected to exercise reasonable care in handling books, materials, and other school property. If books or materials assigned to or used by a child are lost or damaged, the child or the parent must pay for them.

Periodically, teachers will send home additional materials for students who are virtual learners. These materials will be given out on specified days and times; if you are unable to pick up your child's materials on these days, please contact your child's teacher directly to set up a time to pick up the materials.

Buses

According to the Caroline County Transportation Handbook, "Riding a school bus is a privilege, not a right. This privilege may be withdrawn." Please review the information concerning buses in the transportation handbook which answers most commonly asked questions. This handbook has been developed with children's safety in mind. Parents and children should review the guidelines for riding the bus and the consequences of not following the rules. **BUS CHANGES WILL NOT BE MADE; with social distancing, bus changes cannot be honored.**

Change of Address, Telephone Number and Email

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Please notify the school immediately of changes in address, telephone number, email or place of employment. In case of emergency, the school must be able to contact a parent or guardian.

Conferences

Caroline County Public Schools has set aside one and one half parent-teacher conference days in the school calendar, one in each of the following months: November and January. Your Child/ren's teacher will be contacting you concerning conference schedules. To request a conference at any other time, parents may make arrangements with the individual teacher. All conferences will be held via Zoom.

Delayed Openings

With the staggered schedule, delayed openings will be rare or may be virtual only.

Grades 1, 2, 4, and 5: 10:30 AM - 2:30 PM

Grades PreK, K, and 3: 11:30 AM - 3:40 PM

Early Dismissals

When the school calendar denotes an early dismissal (or half day), the dismissal time is as follows:

Grades 1, 2, 4 and 5: 9:00 AM - 1:00 PM

Grades PreK, K and 3: 10:15 AM - 2:15 PM

Discipline

School is a place to learn concepts and practice skills. It is also a place where students learn and practice appropriate behavior. Students are taught to respect the rights of others and to do whatever is necessary to follow reasonable regulations that ensure a better learning atmosphere for themselves and those around them.

Students are expected to:

- Follow directions the first time they are given.

- Keep hands, feet and objects to themselves.
- Walk quietly when moving through the building.
- Speak appropriately with adults and peers.
- Respect adults, students, and ALL property.

School personnel discipline students in accordance with the Caroline County Board of Education approved Code of Student Conduct.

Dolphin Tails

Denton School makes every effort to recognize students' hard work and dedication to learning. Teachers, administrators, and all staff can positively acknowledge students for following our core values of S.W.I.M. with a Dolphin Tail. Each week, students who have been given a Dolphin Tail will be eligible to be the Dolphin of the Week. Other incentives are held throughout the year and may be created by an individual teacher or team.

Dress Code

Appropriate dress for students is expected. Please refer to the Caroline County Handbook for a detailed explanation of the dress code. The length of shorts, skirts, and dresses should be below the fingertips when hands are resting at the student's sides. **Shoes must fit securely. Tennis shoes** are the best choice for elementary students.

Emergency Forms

Emergency forms are sent home at the beginning of the school year with each child. These forms are extremely important, and need to be filled out and updated as needed. **An emergency contact with phone number must be provided on each form.**

Field Trips

For the 2020-2021 school year, there will be no field trips.

Health Room and Medication

Mrs. Blough, Denton School's nurse, is happy to discuss any health concerns regarding your student(s). If a student is taking medication regularly, or is taking any medication during school hours, please contact Mrs. Blough before sending the medication. The health room telephone number is 410-479-2916.

Lost and Found

Lost and found items are kept in the foyer. Parents should label all outer clothing, lunch boxes and bags, backpacks, and any other items brought to school. Attempts are made to return lost items to the proper owner. Expensive items, or items with great sentimental value, should not be sent to school with a child. All unclaimed items are donated to the Samaritan House at the end of May.

Lunch Program

This year, CCPS is operating under a Federal Feeding Grant so breakfast and lunch are free to students when students are in the building. For students in grades 4 and 5, A day students will get take home food bags on Tuesdays, and B day students will get take home food bags on Friday. Students in grades PreK, K, 1, 2, and 3 will be sent home with a food bag on Tuesdays for Wednesday.

Free and reduced lunch forms are sent home to all families over the summer. If you did not receive one, please contact Mrs. Gorsuch, Guidance Counselor (410-479-3278). If you have any questions or need assistance, please contact Mrs. Gorsuch.

Denton Elementary has a computerized Lunch Express system. Visit myschoolbucks.com to create your account, view account balances, and make payments. Any amount (cash or check)

may be pre-paid into the account and each day's purchases are deducted from that account. If you do not want your child to be able to get snacks with the money on their account, please complete the Cafeteria Information form and return it to the Cafeteria. For more information, please call the cafeteria, 410-479-0224, between the hours of 10:00 a.m. and 11:00 a.m.

Parties

All parties are on hold for the 2020-2021 school year.

Personal Possessions

The school is not responsible for lost or damaged property. Teachers will send a note home when toys or other items are to be brought to school to supplement a lesson. Lunch boxes, backpacks, etc. should have the student's name on them. It is suggested that all outer clothing be labeled on the inside tag with a permanent marker.

Pictures

Individual student pictures are taken during the spring and for students who are learning virtually, a day will be planned for parent to sign up to have their child's picture taken. Payment is required before pictures are taken. The pictures are normally delivered within six weeks of the photography session. Class pictures will be created into a collage for each class this year.

Parent-Teacher Association (PTA)

A high degree of parental involvement is characteristic of Denton School. The school is incredibly fortunate to have a very active PTA. More details about PTA meetings are forthcoming in school and PTA newsletters.

PTA Executive Board	desmdpta@gmail.com
Darlene Schwaeble, President	/ dschwaeble7@aol.com
Tiffany Keene, Vice President	/ robertsmommy1@gmail.com
Jennifer Butler, Treasurer	/ bree.cody@yahoo.com
Jamie Towers, Secretary	/ towersjamie45@gmail.com

Parent Volunteers

The Parent Volunteer Program is on hold for the 2021 school year as DES is limiting the number of outside people who enter the building.

Photographing of Students

During the course of the school year articles and news releases are written about and for the school system to be submitted to the local news media. Often photographs of students accompany these. **Parents who do not want to have their child's picture taken or have their child interviewed for articles and news releases should send the Principal a written note to that fact, with the child's name, grade (teacher's name) and a parent signature.** The school principal will notify the appropriate people and will keep the record at the school.

Recess Policies for Outdoor Recess

Weather permitting, students are given an opportunity to go outside for breaks throughout the day. Teachers will take students outside and students are expected to socially distance if they remove their mask. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. Until further notice, students are not allowed on the playground equipment but may go outside for teacher led activities/games.

Playground Rules are as follows:

*When using equipment, students are to wait their turn and not delay other students.

*When taking a turn on the sliding board, a student is to: wait until the person ahead of him or her has cleared the area at the bottom of the slide; climb up the ladder, not the slide; slide down feet first in a sitting position, not flip over the bar at the top of the slide; slide down, not run or jump from the slide or the ladder.

*When taking a turn on the swing, a student is to swing: only one to a swing; sitting on a swing; forward and backward, not side to side or twisting the chains; slowing the swing down before getting off, not jumping from the swing in mid-air; not playing with an empty swing; and exercising care when pushing others.

*When playing, a student is to move to an open area and be alert and careful not to knock another student down. There is to be no tackling or purposeful rough play.

*When at recess, students are not to interfere with physical education classes.

*Kickball is not to be played on the blacktop area.

*Students are to remain in designated play areas during recess.

*Tag is not permitted.

School Colors

Denton School colors are blue and white, and a dolphin is the school's mascot. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

School Improvement Team (SIT)

The School Improvement Team is a committee comprised of teachers, staff, parents, and administrators who meet monthly to discuss the continuous positive development in all aspects of the school. One product of the SIT is the School Improvement Plan, which serves as a guide for school growth and progress. If you are interested in serving on this team, contact Mrs. McCandless.

Smoking/Vaping

The sale or use of nicotine-delivery devices or tobacco in any form is prohibited in all buildings and all outside seating areas owned or leased by the Caroline County Board of Education at all times (24 hours a day, every day), regardless of whether or not students are present. Please refer to the Caroline County Handbook for specific details on this policy.

Technology

All DES students will be issued either an iPad or laptop for instructional use. A sign-off sheet with your expectations for parents and students will be provided when the device is picked up. For issues with technology, contact CCPS tech support at techsupport@ccpsstaff.org, or call directly 410-479-1464. Some issues may be solved at DES or by reaching out to your child's teacher. Any damages to devices will be assessed and the student will be placed on the obligation list; a loaner device will be given until the original device is returned.

Students are expected to follow the CCPS Acceptable Use Policy at all times when on a CCPS issued device.

Title I

The Every Student Succeeds Act of 2015 supports the previous No Child Left Behind initiatives. It provides parents of students attending Title 1 schools the opportunity to request information about the professional qualifications of their child's teachers. Parents of elementary students may request in writing to the school principal information about their child's teacher including college/university degrees of certification held, subject area of the teacher's degree or certification, and Maryland certification status. Additionally, if your child is served by paraprofessionals, parents may request their professional qualifications. There is a policy for Complaints Concerning Federally Funded Programs XI.110.20.

Visiting School

For safety reasons, when visiting school for any reason, please ring the front bell and state your purpose for visiting. Currently, no classroom visitations are allowed.

Withdrawals

A student who withdraws from Denton School must do so through the office so that the necessary paperwork can be directed to the child's next school. When a child withdraws, all textbooks, library books, and other school materials must be returned. The school will complete a transfer form to be given to the next school.

Vision of Excellence

The Denton Elementary School Family will promote our core values of S.W.I.M. by supporting a challenging curriculum, honoring individuality, and working collaboratively.

S: Stay Safe

W: Work Hard

I: Include Everyone

M: Make Responsible Choices

Denton School Staff 2020/2021

PRE-KINDERGARTEN

Rachel Ireland
Jessica Jeschelnik
Wendi Kistler
Linda Silsley
Julie Strange

KINDERGARTEN

Olivia Calwell
Cathy Hurley
Nina Porter
Peggy Stark
Sarah Turner

FIRST GRADE

Caitlin Griffin
Cathy Heinsohn
Amanda Jones
Laura Love
Deborah White

SECOND GRADE

Juli Anderson
Brittany Busick
Eugenia Caldwell
Dreama Harris
Susan Stinson
Lindsay Williamson

THIRD GRADE

Amy Bauman
Melissa Gunderson
Ashley Lane
Christine Morris
Elizabeth Morris

FOURTH GRADE

Kristin Burneston
Crystal Callaghan
Julia Clough
Vera Connelly
Patsy McClellan

FIFTH GRADE

Jason Gieraltowski
Emily Glover
Sarah Jones
Allen Stevenosky
Bailey Swann

ADMINISTRATION

PRINCIPAL.....Susan McCandless
ASSISTANT PRINCIPAL.....Matthew Breedlove
FINANCE SECRETARY.....Michele Sartwell
RECORDS SECRETARY.....Chandra Cabarris
OFFICE SECRETARY.....Alice Winstead
PARENT SERVICE PROVIDER.....Heather Canter?
SPECIAL EDUCATION SECRETARY.....Laurie Hannegan

ART EDUCATION

.....Anya McCaig

BIRTH to 3-YEAR-OLD TEACHER

.....Lauren Heyliger, Liz Davidson, Nancy Melchior

CAFETERIA STAFF

MANAGER.....Mary Bailey
STAFF.....Mary Beach, Diana Key ,
Denise Mulrine, Lisa Sullivan

CUSTODIAL STAFF

HEAD CUSTODIAN.....Ellis A. Jones III
CUSTODIANS.....Anthony Seal, Devin Wilson

ELL TEACHER

.....Victoria Shull

ELL ASSISTANT

.....Ryan Haynes

FAMILY SUPPORT SERVICES COORDINATOR

.....Luisa Carlisle

GIFTED & TALENTED

.....Katie Tribbitt

INSTRUCTIONAL ASSISTANTS

.....Carol Clendaniel, Heather Eaton, Donna Fazenbaker,
Sherry Good, Jennifer O'Keefe, Melissa Riggins,
Shelly Rust, Ashley White, Nicole Young

LUNCH MONITORS

.....Tiffany Keene, Susan Leonard, Renee Maybury

MATH RESOURCE TEACHER

.....Laura Ponsini

MATH INTERVENTION TEACHER

.....Jan Arntz, Donna Carson

MEDIA SPECIALIST

.....Ken Bouchat

MUSIC EDUCATION

.....Nicole Oesterle

PERMANENT SUBSTITUTE TEACHER

.....Christine Engle, Ashley Wilson

PHYSICAL EDUCATION

.....Diane Karek, Eric Pittsinger

PRE-K TUTORS

.....Gillian Breedlove, Melissa Bouchat, Laurie Costello,
Diane Parks

READING INTERVENTION TEACHER

.....Amy Sundt

READING RESOURCE TEACHER

.....Beth Coxon

RECESS MONITORS

SAC MONITOR

.....Pamela Smith

SCHOOL COUNSELOR

.....Christina Gorsuch

SCHOOL PSYCHOLOGIST

.....Christopher Ford

SCHOOL NURSE

.....Jane Blough

SCHOOL NURSE

.....Natalie Korell

SPECIAL EDUCATION IA's

.....Amy Barnes, Laura Christ,
Virginia Gavin, Miranda McCarn, Darlene Schwaeble

SPECIAL ED NURSE TECH

.....Brittany Shockley

HEALTH ASSISTANT

.....Pat Townsend

SPECIAL EDUCATION TEACHERS

.....Alyson Breeding, Amy Gilliland, Jennifer Mangum,
Rachel Massoni, Janice Pugh, Rachael Salmon

SPEECH

.....Katlyn Lednum

TECHNOLOGY FACILITATOR

.....Heba Zaki

Student Interns: Mikaela Johnston, Alexis Planner