



# PARENT HANDBOOK

## 2021 - 2022

A School-Wide Title I School

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

Susan R. McCandless, Principal  
Matthew D. Breedlove, Assistant Principal

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

Mrs. Susan McCandless, Principal

Mr. Matthew Breedlove, Assistant Principal

2021-2022

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

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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.
- Bring 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.**

Promotion may be denied to students, in grades K-5, who have more than 100 unlawful absence points within a school year. Students accumulate points according to the following scale: Full Day = 10 points; Half Day = 5 points; Tardy or Early Dismissal = 2 points. Letters will be sent home when students are absent 3 days or more.

## Arrival and Dismissal

### *Student Day*

Students may begin entering the building at 8:45 a.m. Students will go directly to their classroom. **Any student arriving after 9:05 am is considered tardy and must be signed-in by an adult before going to the classroom.** This procedure ensures the student is credited for attendance and informed of schedule changes. **Either parent notes or doctor's notes need to be provided to make the tardy legal.**

Car riders are to be dropped off at the Lupine Lane entrance. 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 into 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 a yellow curb at any time.

### *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. The front office closes at 4:30 p.m. 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

Throughout the school year students are issued books and materials. 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.

Students have a media center class once a week and may borrow books at that time. The student is responsible for the items borrowed. Each item is to be returned by the next media class. If the book is not returned, a new book cannot be checked out. If the book is lost or damaged, the student is expected to pay for it. Books cannot be checked out if all

financial obligations have not been met, even from the previous year. If a lost book is found, the money is refunded.

### **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 ONLY BE MADE IN EMERGENCY SITUATIONS AND WITH A WRITTEN NOTE. WRITTEN NOTES MAY BE FAXED TO 410-479-4220 or emailed to [dessecretary@ccpsstaff.org](mailto:dessecretary@ccpsstaff.org). Please make all changes by 12:00 pm.**

### **Change of Address and/or Telephone Number**

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, 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.

### **Delayed Openings**

A delayed opening means that school begins at 11:00 a.m., Children may start arriving at 10:45 a.m. Dismissal times remain unchanged.

- PreK will follow the delayed opening schedule just like all other grades.
- All school breakfast programs will be modified on days when delayed openings are in effect. Students will be offered shelf stable snacks to have in the afternoon or to put in backpacks.
- All field trips will either leave at 10:45 a.m. or will be postponed to another day.
- When delayed openings are in effect, scheduled student events and parent meetings between 8:45 and 10:45 will be rescheduled.
- Closings and delays will be made through our automated system. It is critical that we have accurate phone numbers.
- If your child's transportation changes due to an emergency closing, please notify the school of the change.

### **Early Dismissals**

When the school calendar denotes an early dismissal (or half day), the dismissal time is 12:40pm. Shuttle bus children are dismissed when the first buses arrive at 12:40pm. Walkers/Car Riders and regular bus children are also dismissed beginning at 12:40pm.

### **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: **Stay Safe, Work Hard, Include Everyone, and Make Responsible Choices.**

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

### **Dolphins of Distinction**

Denton School makes every effort to recognize students' hard work and dedication to learning. Certificates are awarded each marking period in the following areas: Perfect Attendance, Academic Achievement, and Citizenship.

### **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**

Field trips are an integral part of the curriculum, and students are expected to participate in the learning experience. A slip is sent home for each trip asking for the student to take part in the learning experience. The permission slip must be signed by a legal parent or guardian and returned to the school.

When chaperoning a school trip, **please make other arrangements for younger siblings**, as this allows chaperones to give full attention to the learning situation.

If there is a delayed opening to school, the field trip buses will either leave at 10:45 a.m. or the trip will be postponed to another day.

### **Health Room and Medication**

Mrs. Jane 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 on a rack outside the main office. 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**

All DES students receive a free breakfast and lunch each day.

Denton Elementary has a computerized Lunch Express system. Visit [myschoolbucks.com](http://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 9:45 a.m. and 10:45 a.m.

## **Parties**

There are three authorized parties during the school year: Each grade level will decide which three parties they will have. More information is sent home prior to each party date.

## **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 fall. Payment is required before pictures are taken. The pictures are normally delivered within six weeks of the photography session. Class pictures are taken in the early spring.

## **Parent-Teacher Association (PTA)**

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

### **PTA Executive Board**

Darlene Schwaeble, President  
Tiffany Keene, Vice President  
Sheila Davis, Treasurer  
Amanda Zinner Secretary

### **desmdpta@gmail.com**

301-325-9125 / desptapresident@gmail.com  
410-330-6012 / Robertsmommy1@gmail.com  
443-610-2139 / sunshineshiela@gmail.com  
443-205-2445 / amazin519@gmail.com

## **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 outside recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill

factor. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with a doctor's excuse are allowed to remain in the building during scheduled outside breaks. On days with bad weather, students have supervised free time in the classroom. Quiet games, talking with friends, etc., are usually allowed by the teacher in charge. Students may be required to finish incomplete academic assignments during recess time.

**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 or any similar games are 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 Tolley.

**Smoking**

The sale or use of tobacco or vaping products 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.

**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.



## 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.

## 2021 2022 School Calendar

*Events are added regularly please refer to newsletters and our website (<https://www.dentones.org>) for the most up-to-date list of events*

## DENTON SCHOOL STAFF 2021/2022

### PRE-KINDERGARTEN

Rachel Ireland  
Jessica Jeschelnik  
Wendi Kistler  
Linda Silsley  
Julie Strange

### KINDERGARTEN

Olivia Calwell  
Cathy Hurley  
Allison Bringman  
Peggy Stark  
Sarah Turner-Thompson

### FIRST GRADE

Caitlin Griffith  
Cathy Heinsohn  
Amanda Jones  
Laura Love  
Deborah White

### SECOND GRADE

Julie Anderson  
Brittany Busick  
Gina Caldwell  
Dreama Harris  
Susan Stinson  
Lindsay Williamson

### THIRD GRADE

Amy Bauman  
Tara Gomez  
Amy Gilliland  
Ashley Lane  
Elizabeth Morris

### FOURTH GRADE

Kristin Burneston  
Todd Nichols  
Julia Clough  
Vera Connelly  
Christine Morris

### FIFTH GRADE

Jason Gieraltowski  
Emily Glover  
Anna Slaughenhaupt  
Allen Stevenosky  
Ashley Stiles

### ADMINISTRATION

PRINCIPAL.....Susan McCandless  
ASSISTANT PRINCIPAL.....Matthew Breedlove  
RECORDS SECRETARY..... Chandra Cabarris  
FINANCE SECRETARY.....Darlene Schwaeble  
OFFICE SECRETARY..... Alice Winstead  
SPECIAL EDUCATION SECRETARY.....Laurie Hannegan

ART EDUCATION..... Anya McCaig

BIRTH to 3-YEAR-OLD TEACHER.....Lauren Heyliger, Liz Davidson

### CAFETERIA STAFF

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

### CUSTODIAL STAFF

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

ELL TEACHER..... Lauren Shilling

ELL ASSISTANT.....Jessica Willoughby

FAMILY SUPPORT SERVICES COORDINATOR.....Christina Clark

GIFTED & TALENTED.....Katie Tribbitt

INSTRUCTIONAL ASSISTANTS.....Janelle Bramble, Carol Clendaniel, Heather Eaton, Donna Fazenbaker, Sherry Good, Jeniffer O'Keefe, Norma Riggins, Shelly Rust, Nicole Young, Ashley White

MATH RESOURCE TEACHER.....Laura Ponsini

<b>MATH INTERVENTION TEACHER</b> .....	Donna Carson, Victoria Austin
<b>MEDIA SPECIALIST</b> .....	Ken Bouchat
<b>MUSIC EDUCATION</b> .....	Nicole Oesterle
<b>PERMANENT SUBSTITUTE TEACHER</b> .....	Ashley Wilson, Christine Engle
<b>PHYSICAL EDUCATION</b> .....	Diane Karek, Eric Pittsinger
<b>PREK TUTORS</b> .....	Melissa Bouchat, Annette Brummell, Laurie Costello, Helen Henderson, Diane Parks
<b>READING INTERVENTION TEACHER</b> .....	Amy Sundt, Jan Arntz, Patsy McClellan
<b>READING RESOURCE TEACHER</b> .....	Sarah Jones
<b>RECESS MONITORS</b> .....	Tasha Belin, Kara Jones, Susie Leonard, Melinda Parrett
<b>SAC MONITOR</b> .....	Pamela Smith
<b>SCHOOL COUNSELORS</b> .....	Christina Gorsuch, Melissa Gunderson
<b>SCHOOL PSYCHOLOGIST</b> .....	Danielle May
<b>SCHOOL NURSE</b> .....	Jane Blough
<b>SCHOOL NURSE</b> .....	Jane Blough
<b>HEALTH ASSISTANT</b> .....	Pat Townsend
<b>SPECIAL EDUCATION</b> .....	Jennifer Mangum, Janice Pugh, Tonya Strunk, Jaime Lusk, Rachel Massoni
<b>SPECIAL ED SPECIALIST</b> .....	Susan Angeloni
<b>SPECIAL EDUCATION IA's</b> .....	Amy Barnes, Laura Christ, Virginia Gavin, Miranda McCarn
<b>SPECIAL ED NURSE TECH</b> .....	Brittany Shockley
<b>SPEECH</b> .....	Katlyn Davis
<b>TECHNOLOGY FACILITATOR</b> .....	Heba Zaki