

A School-Wide Title I School

ADMINISTRATION: 410-479-1660

FAX: 410-479-4220 Michaele Butler, Principal

SCHOOL NURSE: 410-479-2916 Courtney L. Handte, Assistant Principal

CAFETERIA: 410-479-0224

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# Denton Elementary School

303 Sharp Road, Denton, Maryland 21629

410-479-1660

Mrs. Michaele E. Butler, Principal Courtney L. Handte, Assistant Principal

2016-2017

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. Michaele E. Butler, Principal

Mrs. Courtney L. Handte, Assistant Principal

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2016-2017

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. Michaele Butler, Principal

Mrs. Courtney L. Handte, 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 this curb at anytime.

***Teacher Day***

Teachers’ hours are 8:45 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 4:15 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**

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.**

**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 February.

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 and Early Dismissals**

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. **The school breakfast program is canceled on days when delayed openings are in effect.** **Please refer to the county handbook for radio/TV station information**. In addition, closings and delays will be made through our automated system, School Messenger. 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.

When the school calendar denotes an early dismissal (or half day), the dismissal time is 1:00 p.m. Shuttle bus children are dismissed at 12:45 p.m. Walkers/Car Riders and regular bus children are dismissed beginning at 1:00 p.m.

**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.

**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.

**Health Room and Medication**

Mrs. Jacquelyn Keating, 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.Keating before sending the medication. The health room telephone number is 410-479-2916.

**Lost and Found**

Lost and found items are kept in the cafeteria. 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**

The current cost for meals are:

\*lunch $2.25

\*reduced lunch $.40

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 or the Parent Service Provider, Mrs. Hope Wilkins.

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.

**Math Club**

To encourage interest in mathematics, Denton has an ongoing Math Club. The requirements for Math Club are to complete a monthly math calendar at home. Each month your child will bring home a Math Club calendar. As your child completes the problem of the night, discuss the mathematical concepts. Mathematical discussion with your child will help them realize that math is everywhere and will reinforce concepts they are learning in school. Be sure to submit the Math Club calendar by the due date. Students who participate in Math Club receive a special surprise each month and get to participate in a math activity with the Assistant Principal every other month. Please help your child become a Math Club member!

**No Child Left Behind**

The No Child Left Behind Act of 2002 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.

**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. Lunchboxes, 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

Jessica Myers, President 443-239-7741 / Jhause8796@gmail.com

Autumn Linkins, Vice President 443-517-3824 / autlinkins@gmail.com

Jennifer O’Keefe, Treasurer 443-333-2883/ Jro66rose@gmail.com

Janet Bures, Secretary 410-924-7352/ babyjay918@hotmail.com

Lori Buss-Morton, Secretary 410-708-0355 / lbussmorton@gmail.com

**Parent Volunteers**

The Parent Volunteer Program enables families to take part in a wide range of activities that include planning and assisting with class parties, chaperoning class trips, assisting in the Media Center, tutoring under a teacher’s direction, and helping with special projects. For more information or to volunteer, please contact Mrs. Hope Wilkins, Parent Service Provider.

**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.

**Principal’s Reading Club (PRC)**

To support our students’ reading development, Denton Elementary has an ongoing Principal’s Reading Club. The requirements vary per grade level for each month:

Pre-K/Kindergarten Read 10 Books to your child per month.

Draw a picture for two of the books.

First through Fifth Keep up with daily practice goal

Before you sign your child’s sheet, please discuss the book. You could discuss characters, setting problem, events, solution if the book was fiction, or what information your child learned from a nonfiction book. Discussing the stories will help your child become a better reader. Pre K through K be sure to submit your PRC sheet by the due date. Students who participate in the Principal’s Reading Club are entered into a drawing to receive a special prize/activity.

**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 is not permitted.

**School Colors**

Denton School colors are red 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. Butler

**Smoking**

The sale or use of 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.

**Visiting School**

For safety reasons, when visiting school for any reason (volunteering, conferences, etc.), please use the front door, sign the volunteer/visitor log located in the main office, and receive a visitor badge. Please display this badge while in the school. Drop-in or unannounced visits to classrooms are contrary to student safety and are not permitted. Please make arrangements with the classroom teacher or administration to schedule a visit.

**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.

**2016 – 2017 Important dates to remember:**

*Events are added regularly please refer to newsletters and website*

*For the most up-to–date list of events*

August 22 Open House / Parent Visitation (2:30-3:30)

August 23 School Begins

August 26 DES Spirit Day

September 5 NO SCHOOL – Labor Day

September 7 Pre-K Orientation

September 8 Pre-K Begins

September 8 Back To school Night, 6 pm

September 9 Favorite Sports Team Day

September 12 Band Rental Night

September 21 Delayed Opening (Elementary Only)

October 5 Q1 Interims Issued

October 15 Harvest Festival 10am-2pm

October 20 Picture Day

October 21 NO SCHOOL (MESA Convention)

October 26 EARLY DISMISSAL –End of 1st Term/Grades (No PreK)

October 27 PBIS McDonald’s Night

October 31 Favorite Book Character Day

November 4 Report Cards Issued

November 4 Spirit Day Camo Day

November 8 NO SCHOOL - Inservice/Conferences

November 9 Pre-K Conferences (No PreK)

November 18 American Education Week Parent Visitation Day

November 22 Make-up Picture Day

November 23-25 NO SCHOOL – Thanksgiving Break

December 2 Spirit Day Dress up day

December 8 Winter Concert 6:30pm

December 12 Q2 Interims Issued

December 21 EARLY DISMISSAL (No Pre-K)

December 22-30 NO SCHOOL – Winter Break

January 2 NO SCHOOL – Winter Break

January 3 School Reopens

January 6 Spirit Day Inside Out/Backwards Day

January 13 EARLY DISMISSAL – End of 2nd Term/Grades (No Pre-K)

January 16 NO SCHOOL - MLKJ Day

January 17 Delayed Opening (Elementary & Middle Only)

January 27 Q2 Report Cards Issued

January 31 Pre-K Conferences (No PreK)

February 1 NO SCHOOL - Inservice/Conferences

February 3 Spirit Day – Wear your favorite sweats & Crazy hair day

February 15 Delayed Opening (Elementary Only)

February 20 NO SCHOOL – President’s Day

March 1 Q3 Interims Issued

March 3 Spirit Day

March 24 EARLY DISMISSAL – End of 3rd Term/Grades (No Pre-K)

March 29 NO SCHOOL – Inservice Day

April 3 Q3 Report Cards Issued

April 5 & 6 Pre-K Conferences – (No Pre-K)

April 7 Spirit Day- Dress like a teacher day

April 13-18 NO SCHOOL – Spring Break

May 4 Spring Concert, 6:30pm

May 10 Q4 Interims Issued

May 17 Delayed Opening (Elementary Only)

May 26 Spirit Day – Patriotic Day

May 29 No School – Memorial Day

June 2 Spirit Day – DES Day

June 7 Last Day Pre-K

June 8 EARLY DISMSSAL - Last Day for Students

**Denton School Staff 2016/2017**

**KINDERGARTEN FIRST GRADE SECOND GRADE**

Jennifer Dvorak Crystal Callaghan Juli Anderson

Cathy Hurley Amanda Jones Eugenia Caldwell

Wendi Kistler Laura Love Krystle Simpson

Peggy Stark Victoria Shill  Susan Stinson

Sarah Turnner Debbie White Lindsay Williamson

**THIRD GRADE FOURTH GRADE FIFTH GRADE HIGH ROAD**

Amy Amalfitano Julia Cook Jason Gieraltowski Amanda Benchoff

Amy Bauman Vera Connelly Sarah Jones Susan Dean

Donna Carson Isa Sheldon Sunny Porter Jill Fitzpatrick

Melissa Gunderson Joseph Sonzone Allen Stevenosky Erin Cannon

Elizabeth McNamee Julie Strange Dave Lakey

**ADMINISTRATION**

PRINCIPAL…………………………………………………………………………Michaele Butler

ASSISTANT PRINCIPAL………………………………………………………....Courtney Handte

RECORDS SECRETARY……………………………………………………….. .Laurie Hannegan

FINANCE SECRETARY………………………………………………………... Michelle Sartwell

OFFICE SECRETARY……………………………………………………………Chandra Cabarris

PARENT SERVICE PROVIDER……………………………………………………..Hope Wilkins

CHIP SECRETARY…………………………………………………………...Charity Harris-White

**ACADEMIC SUPPORT TEACHER**………………………………………………………...Ashley Lane

**ART EDUCATION**……………………………………………………………..........………..Amy Beitzel

**CAFETERIA STAFF**

MANAGER……………………………………………………………………………. Mary Bailey

STAFF – Alice Cole, Denise Mulrine, Kaysie Saulsbury, Lisa Sullivan

**CUSTODIAL STAFF**

HEAD CUSTODIAN……………………………………………......................... Ellis A. Jones III

CUSTODIANS………………………………….………… Thomas Beaudet, Jason Brown, Anthony Seal

**ELL TEACHER**…………………………………………………………………………..Kristin Hayman

**ELL TUTOR**………………………………………………………………………………Isabel Schreyer

**ELL ASSISTANT**…………………………………………………………………………Lauren Shilling

**FAMILY SUPPORT SERVICES COORDINATOR**…………………………………..Dolly McMahon

**GIFTED & TALENTED**………………………………………………………..Michelle Wiley/Katie Tribbitt

**INSTRUCTIONAL ASSISTANTS** .. Amy Barnes, Emily Colton, Heather Eaton, Donna Fazenbaker, Virginia Gavin, Sherry Good, Raenelle Griffin, Michelle Hill, Stephanie Miller, Jennifer O’Keefe, Michelle Rogers, Dolly Smith, Nicole Young

**MATH RESOURCE TEACHER**……………………………………………………………Natalie Slye

**MATH INTERVENTION TEACHER**……………..…Nancy Fearins, David Melchior, Victoria Austin

**MEDIA SPECIALIST**…………………………………………………….………………… Ann Mengel

**MUSIC** **EDUCATION**… ……………………………………………….…Nicole Oesterle, Julie Hawley

**PERMANENT SUBSTITUTE TEACHER**………………………………...........................Jamie Butler

**PHYSICAL EDUCATION**. …………………………………………………. Eric Pittsinger, Pam Gates

**PREKINDERGARDEN**………………………………………...………. Alice McGarrity, Linda Silsley

**READING INTERVENTION TEACHER**………………………………………………….Joan Powell

**READING RESOURCE TEACHER**…………………..………………………Amy Sundt, Tracy Ward

**RECESS MONITORS** ………………………..………………Heather Canter, Matt Sartwell, Lisa Voge

**SAC MONITOR** ........................................................................................................................ Pam Smith

**SCHOOL COUNSELOR**…..…………………………………………………………..Christina Gorsuch

**SCHOOL PSYCHOLOGIST**………………………………………………………………Kristi LaClair

**SCHOOL PSYCHOLOGIST INTERN**……………………………………………………Cilicia Minor

**SCHOOL NURSE**…………………………………………………………………………. Jackie Keating

**HEALTH ASSISTANT**………………………………………………….………………….Pat Townsend **SPECIAL EDUCATION**……..Alyson Breeding, Amy Gilliand, Ashley Ireland, Rachel Lloyd, Jennifer Mangum, Janice Pugh **SPEECH**……………………………………………………………………………………Kelly Bonnette **TECHNOLOGY FACILITATOR** …………..……………………………………Amanda Dean, Lisa Walters