



DES Parent Handbook 23-24

A School-Wide Title I School

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

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

Mrs. Sarah Crebs, Principal

Mrs. Lindsay Grow, Assistant Principal

2023-2024

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 to communicate between home and school. There are many policies, regulations, and services discussed on these pages, however, it is not an exhaustive list (go to carolineschools.org). 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 our school and attend parent meetings and/or events. 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 of adventures 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. Sarah Crebs, Principal

Mrs. Lindsay Grow, Assistant Principal

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

Mrs. Sarah Crebs, Principal

Mrs. Lindsay Grow, Assistant Principal

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. Sarah Crebs, Principal

Mrs. Lindsay Grow, 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 chronically absent in order to keep you updated on your child's attendance. This is determined by the CCPS & MSDE policies.**

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.** When there are changes to the transportation of your child, it is critical that you notify the school by **12:00 PM.** We need time to communicate transportation changes to all parties involved so your child leaves the building in the appropriate manner, and arrives safely at his/her final destination each day.

Car Rider

All students participating in the Car Rider program will be assigned a Car Rider number. The number will appear on one vehicle placard and four book bag tags. A book bag tag **MUST** be attached to the student's book bag so our staff can dismiss the student from class at the appropriate time, and place the student into the correct vehicle. We recommend attaching your vehicle placard to the passenger side sun visor to easily flip down during pickups. This is much easier for us to read, especially on taller vehicles or in very sunny conditions.

Parents/guardians assume full responsibility for their vehicle placards, making sure they're transferred between vehicles when necessary, and reporting any lost/stolen placards. If you need additional copies of your vehicle placard, or a new car rider number assigned, please contact Mrs. Barnes in the main office at 410-479-1660.

Car Rider Procedures:

- Car Rider doors open at 8:45 am, students will remain in their vehicles until this time.

- Car Rider doors remain open until 9:00 am. If you arrive late, please park in the front lot (**not the bus loop**), escort your child into the building, and sign them in at the front office. **Do not drop off your child to walk into the main entrance unattended. The bus lane is extremely busy, please do not drop students off in the main parking lot and have them walk alone.**
- DES dismissal begins at 3:40 pm every day. Doors close at 4:00. If you arrive late, you'll need to park in the front lot (**not the bus loop**), come inside, and sign your child out at the front office.
- **Have your vehicle placard clearly displayed, or you will be asked to park in the front lot, enter the building, and sign out your student in the main office.**

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 grounds 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

Please review the information concerning "[Bus Safety Rules](#)" on the CCPS website. This provides you with information on bus safety, inclement weather, and answers many of parents' frequently asked questions regarding transportation. 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 dessecreary@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.

Dress Code

Appropriate dress for students is expected. Please refer to the updated policy in the Caroline County Handbook for a detailed explanation of the dress code.

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. Rachel Miller, 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. Rachel Miller 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

School Lunches are FREE for all students for the 23-24 school year.

All DES students receive a free breakfast and a free student lunch for the 23-24 school year. Students may purchase snacks using cash or funds from their "myschoolbucks" account. Please do not send cash in excess of \$20 to school with your child. If you wish to deposit a larger amount of money onto a student's account, please do it digitally or deliver it to DES in person.

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 9:45 a.m. and 10:45 a.m.

Student Birthdays/ Class Parties

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

Please do not send in homemade treats for birthdays or class parties-all must be store bought and no candy is allowed for students to consume during the school day. If you send store bought cupcakes for a child's birthday please email the teacher in advance to ensure they have time in their day as we are no longer allowed to serve them during lunch.

Personal Possessions

The school is not responsible for lost or damaged property. **Please do not allow students to bring toys, stuffed animals, or other items which cause distraction to school.** 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 outside clothing (coats, hoodies, etc) be labeled on the inside tag with a permanent marker. Students tend to shed these clothes at recess, and our "Lost and Found" grows steadily throughout the year when we can't identify item owners. All items remaining in the "Lost and Found" at the end of the year are donated to local non-profit organizations.

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

Aimee Walters,
Brandie Johnson

desmdpta@gmail.com

President-desptapresident@gmail.com
Vice President/s

Sheila Davis, Treasurer
Amanda Zinner, Secretary

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, do not wish to have them participate in particular school events (ie. career day, Halloween parade etc) 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. Recess will not be taken away from students as a form of punishment.

School Colors

Denton School colors are blue, teal 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 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. Crebs.

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.

2023- 2024 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 information

DENTON SCHOOL STAFF 2023 - 2024

PRE-KINDERGARTEN

Jessica Jeschelnik
Wendi Kistler
Linda Silsley
Julie Strange

KINDERGARTEN

Cathy Hurley
Allison Bringman
Peggy Stark
Sarah Turner-Thompson
Bailey Dean

FIRST GRADE

Melody Higgins
Mackenna Fox
Cathy Heinsohn
Deborah White
Karen Luceti

SECOND GRADE

Tara Lucke
Brittany Busick
Gina Caldwell
Susan Stinson
Lindsay Williamson

THIRD GRADE

Amy Bauman
Faith Burton
Ashley Lane
Mackenna Nesselroad
Jennifer Vallee

FOURTH GRADE

Kristin Burneston
Vera Connelly
Sheryl Leavell
Christine Morris
Todd Nichols

FIFTH GRADE

Amy Gilliland
Emily Glover
Anna Slaughenhoupt
Allen Stevenosky
Ashley Stiles

ADMINISTRATION

PRINCIPAL.....Sarah Crebs
ASSISTANT PRINCIPAL.....Lindsay Grow
RECORDS SECRETARY.....Christina Clark
FINANCE SECRETARY.....Darlene Schwaeble
OFFICE SECRETARY.....Amy Barnes
SPECIAL EDUCATION SECRETARY.....Laurie Hannegan

ART EDUCATION.....Juli Anderson

BIRTH to 3-YEAR-OLD TEACHER.....Rachel Ireland, Liz Davidson

CAFETERIA STAFF

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

CUSTODIAL STAFF

HEAD CUSTODIAN.....Ellis A. Jones III
CUSTODIANS.....Michelle Baker, Tray Potts, Anthony Seal

ELL TEACHER.....Michelle Wurtz

ELL ASSISTANT.....Ashley White

FAMILY SUPPORT SERVICES COORDINATOR.....Casey Irby

GIFTED & TALENTED.....Katie Tribbitt

KINDERGARTEN INSTRUCTIONAL ASSISTANTS.....Carol Clendaniel, Donna Fazenbaker, Shelly Rust, Aimee Walters, Rebekah

McDonough

MATH RESOURCE TEACHER.....Laura Ponsini

MATH INTERVENTION TEACHER.....Donna Carson, Victoria Austin

MEDIA SPECIALIST.....Ken Bouchat

MUSIC EDUCATION	Nicole Oesterle
PERMANENT SUBSTITUTE TEACHER	Ashley Wilson, Christine Engle
PHYSICAL EDUCATION	Eric Pittsinger
PREK TUTORS	Taylor Crebs, Corinna Crenshaw, Brittany Gray, Amanda Korell
READING INTERVENTION TEACHER	Jan Arntz, Patsy McClellan, Crystal Callaghan
READING RESOURCE TEACHER	Sarah Jones
SAC MONITOR	Pamela Smith
SCHOOL COUNSELORS	Melissa Gunderson
SCHOOL PSYCHOLOGIST	Intern Connor Polosky
SCHOOL NURSE	Rachel Miller
HEALTH ASSISTANT	Pat Townsend
SPECIAL EDUCATION	Jennifer Mangum, Janice Pugh, Jaime Lusk, Rachel Massoni, Ashleigh Emge, Ashlynn Raby
SPECIAL ED SPECIALIST	Karin Miller
SPECIAL EDUCATION IA's	Laura Christ, Virginia Gavin, Tiffany Keene, Susan Leonard
SPECIAL ED NURSE TECH	Brittany Shockley, Tammy Merson
SPEECH	Alexandria Brant
TECHNOLOGY FACILITATOR	Heba Zaki
TECHNOLOGY TECHNICIAN	Victor Sheets