



# DTM Parent Handbook 2017-2018




1518 University Ave., Flint, MI 48503  
(810) 760- 1594 main office  
(810)760-7729 fax  
Principal: Shelly Umphrey  
Assistant Principal: Linda Simmons  
Secretary: Regina Madison  
Community School Director: Chris Collins  
Nurse: Julie Powers

## Contact & General Information

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Full day: 8:45-3:35

Half day: 8:45-12:10

Arrival time: 8:40 breakfast in classrooms

Dismissal time: 3:35 (for the safety of the children students will not be released for early dismissal after 3:15)

Lunch time: 11:50-12:30 (K-3<sup>rd</sup> students eat in classrooms)

12:30-1:10 (4<sup>th</sup>-7<sup>th</sup> students eat in classrooms)

# **SCHEDULE**

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1st Day of School: Tuesday, September 5 (1/2 day)

Count Day: October 4

1/2 Day for Students: October 18 (Teacher P.D.)

No School: November 7 (Election Day)

No School: November 23-24 (Thanksgiving Break)

1/2 Day: December 22

No School: December 23-January 2, 2018 (Holiday Break)

No School: January 15 (MLK, Jr. Day)

No School: January 26 (Records Day)

Count Day: February 7

No School: February 16-19 (Mid-Winter Break)

No School: March 7 (Teacher P.D.)

No School: March 30-April 7 (Spring Break)

No School: May 28 (Memorial Day)

1/2 Day: June 13 (Last day of school)

Please see DTM's Monthly Newsletter for additional important dates.

## *Calendar/Newsletter*



Absences and tardies may be reported to (810) 767-6381  
Please report to the main office for a tardy slip after 9:00 a.m.

5 tardies = half day absence

Early dismissals = a tardy

Absences – must have documentation to be excused

A letter will be sent home after 4 unexcused absences

\*Just 2 absences per month is considered “chronic” and can increase your child's chances of falling behind. Continued absences will be addressed by the intervention staff.

For students who have Medical Plans, please keep current and bring paperwork to the Nurse's office (across from the Main Office).

**\*\*Please report absences and tardies to (810) 767-6381**

**TARDIES / ABSENCES / MEDICAL**

Meeting with teachers to discuss student progress or discipline  
– **by appointment only** (before and after school)

Check DTM's website ([dtm.flintschools.org](http://dtm.flintschools.org)) – we are in the process of updating this site which will have useful classroom information.

Some common classroom procedures:

Student Planners

Classroom Newsletters

Remind app

# Teachers & Classrooms

**Positive Behavior Interventions and Supports (PBIS)**

Flint Community Schools 4 Bee's:

Be Safe

Be Respectful

Be Responsible

Be Mindful

DTM has several incentives in place to foster positive behavior, attendance, and being in uniform including a school store, special activities, school recognition, and other prizes.

DTM has a Behavior Specialist for students who are struggling to maintain the 4 Bee's in their classrooms.

Behavior Specialist: Katherine Hathaway

**P B I S**

Parent Facilitator: Linda Hopkins (810) 767-8222

Monthly PAC meetings: To be determined

Volunteer opportunities and expectations: Please fill out an application in the main office if you would like to volunteer.

**Opportunities may include:**

Library - Re-shelf books

Uniforms - Sort, wash, fold, distribute

Food - Distribution of resources

**Classroom help (teachers may request the following, but please do not bring other children while volunteering):**

Cut out lamination

Assemble bulletin boards

Flash cards (sight words or math facts)

Correct papers in the classroom

Assemble easy reader books

**PARENT VOLUNTEERS / PAC**



## **Drop Off Procedures:**

DTM canopy doors (Cadillac Street entrance) open at 8:40 a.m. for breakfast.

For student safety, please do not leave students unsupervised before the doors open at 8:40 a.m.

## **Pick-Up Procedures:**

Dismissal is at 3:35 p.m. If you need your student prior to this, please plan accordingly, as they will not be released after 3:15 for the safety of everyone.

DTM has three dismissal locations:

1) Auditorium/Gym for BUS STUDENTS: **Bus riders will be put on their bus unless they have a written note from a parent--no exceptions.**

2) University Avenue (front of building) for WALKERS: Walkers are dismissed when the bell rings at 3:35 p.m.

3) Canopy doors for CAR RIDERS (parent pick-up): Students are walked out by classroom teachers and stand by their grade level cones. Follow the flow of traffic - there are 2 lanes only - one going in and then looping around to exit onto Cadillac St.

**\*Kindergarteners are released to their parent from the Library.**

Students not picked up by 3:45 p.m. will be in the office for parents to sign out. **\*DTM's office closes at 4:00 p.m.**

# **DROP OFF & PICK UP**