SHELTON SCHOOL PARENTS' HANDBOOK

2019 - 2020

Click a section to jump to its content:

School Organization | Medical | Bell Schedules

Supporting Shelton | Policies | EC-5/Elementary

Staff | Agreements | 6-8/Middle School

Calendar | Parents' Association | 9-12/Upper School

15720 Hillcrest Road, Dallas, TX 75248
972/774-1772 www.shelton.org

PARENTS' HANDBOOK 2019 - 2020

Lower School
Early Childhood, Pre-Primary, Primary (1/2)
Upper Elementary School
Elementary (3/4), grade 5
Middle School
Grades 6 through 8
Upper School
Grades 9 through 12

Shelton admits learning-different students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. (11/2013)

TABLE OF CONTENTS -- PARENTS' HANDBOOK
2019 - 2020

SCHOOL ORGANIZATION

Address/Phone/Fax Numbers 3
Former Shields Explanations 4
History/Mission/Vision/Philosophy 5
Objectives of School 6
We Believe Statement 7
Divisions' Focus 8
Time Line 9-10
Board of Trustees 11
School Organization Charts 12-14
Problem Solving Flow Chart 15
Shelton Language/Speech & Hearing Clinic Information 16-18
Shelton Evaluation Center Information 19-21
Resources/Support List - Shelton's Website Address 22-23
Reference List 24-27

SUPPORTING SHELTON

Supporting Shelton 31
Funding Sources 32
Annual Fund FAQ 33-34
Annual Fund Pledge Card 35
Gifts for Faculty/Staff 36
Tribute Gifts 37
In-Kind Gifts 38
Shelton Silver Angel 39

STAFF

Voice Mail Extensions 43
Department Room Assignments 44-45
Faculty by Divisions Room Assignments
- Lower School Personnel 46
- Upper Elementary School Personnel 47
- Middle School Personnel 48-49
- Upper School Personnel 50-51

Email Directions & Addresses -- Alphabetical Listing 53-62

CALENDAR

One Page Summary for 2019-2020 65
Awards Assemblies Schedule 66
Monthly Calendars 68-91

MEDICAL

Important Medical Information..... 95-96
Student Medication Form..... 97-98
Nurse's Letter re: epinephrine auto-injectors for emergencies..... 99
Allergy/Anaphylaxis Action Plan 101-102
Authorization for Epinephrine Auto-Injector 103
Asthma Action Plan 105-106
Seizure Action Plan 107

POLICIES

Board Policy Discipline & Dismissal of Students..... 111-113
Payment Policies for Tuition, After Care, Speech..... 114
Raptor Visitor Management System 115
Child Protective Services – Policy of Shelton School..... 116
Official Student Records – Retention..... 117
Legal Testimony and Custody Issues..... 118
Achieving a Drug & Alcohol Free Campus..... 119-122
Substance Use Policy 123-130
Technology Acceptable Use Policy (AUP)..... 131-135
Shelton *MacBook* Guidelines 136-139
Solicitation Involving Shelton Students..... 140
Request from Parents/Employees to Sell Merchandise/ Services.... 140
Media Policy..... 141-142
General Guides for Field Trips..... 143
Field Trip Driver Information Sheet..... 144
Harassment & Bullying Policies..... 145-147
Action Plan/Emergency (Crisis, Tornado) 148-149
Athletic Policy and Practices 151-166

AGREEMENTS

Parent Acknowledgment of School Policies..... 169
Student Acknowledgment of School Policies..... 170
Shelton *MacBook* Agreement for Students 171
Parent/Student Contract, Alcohol, Drugs, etc..... 173
Parent Statement of Support..... 174

PARENTS' ASSOCIATION

Welcome to Parents' Association..... 177
Volunteering 177
Publications 177
Dads' Group 177
Board Roster 178-180
Grade Level Liaisons & Email 181

Fundraisers
Boosterthon 182
Stampede 182
Charger Corral 182
Charger Pen 182
Community Partners:
Clip Box Top$ for Education 183
Amazon Smile 183
Tom Thumb Reward Card 183
Calendar of Events 185-198

BELL SCHEDULES
Early Childhood Bell Schedule Monday – Friday..... 201
Lower *Pre-Primary* Bell Schedule Monday-Friday..... 202
Lower *Primary* (1/2) Bell Schedule Monday-Friday 203
Lower *Specials* Master Schedule (Monday-Friday)..... 204
Upper Elementary (3-5) Bell Schedule Monday – Friday..... 205
Middle (6-8) Bell Schedule Monday - Friday..... 206
Upper (9-12) Bell Schedule Monday - Friday..... 207

EC – 5th/ELEMENTARY (Lower & Upper Elementary)
Bell Schedule for Early Childhood..... 211
Lower *Pre-Primary* Bell Schedule Monday-Friday..... 212
Lower *Primary* (1/2) Bell Schedule Monday-Friday..... 213
Lower Specials Master Schedule (M-F)..... 214
Bell Schedule for Upper Elementary..... 215
Procedures..... 216-249
Carpool Map 219
Discipline..... 226-230
Uniforms..... 230-234
Sage Dining 243
Library 245-249

6th - 8th/MIDDLE SCHOOL
Bell Schedule..... 253
Procedures..... 254-287
Carpool Map 255
Uniforms..... 263-267
Discipline..... 268-272
Sage Dining 281
Library 283-287

9th – 12th/UPPER SCHOOL
Bell Schedule..... 291
Procedures 292-335
Carpool Map 294
Uniforms..... 309-313
Discipline..... 313-321
Substance Use Policy..... 321-327
Sage Dining 329
Library 331-335

PARENTS' HANDBOOK

SCHOOL ORGANIZATION

Back to Index

Website: www.shelton.org

Shelton School & Evaluation Center
15720 Hillcrest Road
Dallas, TX 75248

972/774-1772 Main Number

Administration
Fax: 972/991-3977 Administration

Lower School - (Early Childhood, Pre-Primary, Primary (1/2)
Fax: 972/991-3695 Lower School

Middle School (6, 7, 8)
Fax: 972/991-8047 Middle School

Upper Elementary (Elementary (3/4), 5)
Fax: 972/991-3992 Upper Elementary

Upper School (9, 10, 11, 12)
Fax: 972/991-3959 Upper School

Shelton Evaluation Center
6001 Summerside, Suite 204
Dallas, TX 75252
972/774-1772
Fax: 972/479-5614

Shelton Speech Language Hearing Program
15720 Hillcrest Road
Dallas, TX 75248
972/774-1772
Fax: 972/720-8217

After Hours:
From 4:30 PM until 8:00 AM, the number 972/774-1772 is answered by an automated voice mail system. Follow the automated prompts to leave a message in a voice mailbox.

The information contained in this manual is provided by the Shelton School Staff and Parents' Association and is intended for the personal use of the Shelton families. **It may not be used as the basis for formulating mailing or email lists, making sales contacts, or for any other solicitation purposes that are not directly related to the approved programs and activities of Shelton School.**

The concept for Shelton's original emblem was developed by art instructor Sherry Houpt and Joyce Pickering, Shelton's Executive Director from 1990 to 2010. The drawing was executed by Mrs. Houpt. The **book** symbolized **knowledge**. The **ribbon** symbolized **loyalty**. The **three stars** represented **excellence in physical, intellectual, and social / emotional growth.**

In June 2011, as part of a comprehensive marketing initiative, the logo was revised. The book remains, representing Shelton's academic cornerstone. The three stars remain, as part of Shelton's philosophy regarding the whole child. A laptop computer was added to the icon, as a means of freshening the image and bringing it into the 21st century of education.

In June 2015, in preparation for celebrating and commemorating Shelton's 40th anniversary, a special logo was created for the 2015-16 academic year. The four stars represent the four entities of Shelton: the School, the Speech Clinic, the Evaluation Center, and Outreach / Training. *Forward at 40* captures a vision of energy and excitement for Shelton School's next decade.

In June 2016, a 4-star logo was placed into use for the coming academic year. While the four stars were also used in 2015-16 for Shelton's 40th anniversary, each representing a decade in Shelton's history, they now will officially represent the four entities of Shelton: the School, the Speech Clinic, the Evaluation Center, and Outreach / Training.

ENGAGE, **ENRICH**, **EMPOWER**

Another version of the logo incorporates Shelton's tagline, capturing its vision for both students and staff.

SHELTON SCHOOL & EVALUATION CENTER
DALLAS, TEXAS

HISTORY

The June Shelton School and Evaluation Center was founded on April 2, 1976, by Dr. June Shelton, and Lawrence and Suzanne Beeman (leaders of an interested parent group), at the request of and with the help of a group of parents of language-learning different children. The School and Evaluation Center were chartered under the Texas Non-Profit Corporation Act. The purposes for which the Corporation is organized and operated are educational, charitable, and scientific.

MISSION STATEMENT

Shelton
on a mission
a school and resource center dedicated to
~ making a difference ~
by serving and empowering the lives of
~ students who learn differently ~
Because Not All Great Minds Think Alike

THE VISION

~ a world model in education ~
of
~ individuals who learn differently ~
through
Education
Evaluation
Therapy
Research
and
Outreach

PHILOSOPHY

It is the philosophy of The June Shelton School that learning different students learn best in a supportive environment that stresses multisensory learning techniques. Through carefully planned successful experiences, students are able to increase academic skills, improve motor development, and acquire greater appreciation of the world.

Shelton School is accredited by
the Independent Schools Association of the Southwest (ISAS).

Objectives

Shelton School and Evaluation Center is a private, state-chartered, non-profit, non-denominational day school for children with specific language-learning differences. The services of the school are rendered without discrimination or segregation because of race, creed, color, gender, or national origin.

The objectives of the program are the following:

1. Provide classroom settings that are structured (predictable), that reduce distractions to a minimum, and that give individualized instruction
2. Present a coordinated multi-sensorial curriculum designed to develop the symbolic tools (reading, writing, spelling, speaking, listening, and math) necessary to gain, retain, and express information
3. Develop and present a curriculum which increases an awareness of one's world (social studies and science)
4. Develop and present opportunities for experiences aimed at cultivating aesthetic values and recreational skills (art, music, drama, and sports)
5. Provide the technology which enables the student to develop computer skills and the knowledge to use this technology to assist in written expression, research, and any other educational needs
6. Provide experiences that teach how to develop, use, and care for one's body (physical education, perceptual motor skills, and health science)
7. Create an atmosphere conducive to emotional health: feelings of success, fairness, concern, and respect for one's self and others (*Choices*--social skills, ethics, and counseling)
8. Prepare all students to reach their full potential

We Believe

- Teachers must **respect** their students, and **require** responsibility from their students.
- We **teach** students, not subjects.
- We **search** to find the way a student learns.
- We **provide** an environment of encouragement.
- We **remediate** weaknesses to the fullest extent possible.
- We **celebrate** strengths.
- We **empower** by fostering self-discipline.
- We **require** our students' best.
- We do not change the goals for an LD student; we change the way we **reach** them.

THE SHELTON SCHOOL – DIVISION'S FOCUS

SHELTON LOWER SCHOOL –
Grades Early Childhood, Pre-Primary, Primary

- FOUNDATIONS FOR LIFE
- NURTURED
- POSITIVE HABITS

SHELTON UPPER ELEMENTARY –
Grades Elementary (3/4), 5

- INTELLECTUAL GROWTH
- PHYSICAL WELL BEING
- SOCIAL/EMOTIONAL DEVELOPMENT

SHELTON MIDDLE SCHOOL –
Grades 6 - 8

- ACADEMIC EXCELLENCE
- ATTITUDE
- AWARENESS OF SELF & COMMUNITY

SHELTON UPPER SCHOOL –
Grade 9 – 12

- INFORMED
- ENLIGHTENED
- INSPIRED

The Shelton School
Timeline / History 1976 - 2019

April 2, 1976	September, 1976	1977-1978	1978-1979	1979-1980
June Shelton School & Evaluation Center Chartered Dr. June Shelton, Executive Director	Shelton Opens with 48 students Preschool - 6th Location: Church of Religious Science, Willow Lane	112 students Location: Forest Lane Baptist Church	119 students Preschool - 2nd Moved to Midway Baptist Church 3rd - 8th	111 students
1980-1981 85 students Location: Skillman Shopping Center	**1981-1982** 97 students Location: Lovers Lane Parents' Council Begun	**1982-1983** 109 students 1st Grandparents Day	**1983-1984** 127 students	**1984-1985** 138 students
1985-1986 200 students Dr. Shelton resigns as Executive Director; Sherrye Camp named as new Director	**1986-1987** 230 students Speech Clinic opened to community clients Middle School Wing added	**1987-1988** 250 students Addition of 9th grade	**1988-1989** 250 students Computer Lab begun	**1989-1990** 204 students Dick Cadigan named as Interim Head Parent Council Auction Party begun
1990-1991 175-181 students Joyce S. Pickering named as Executive Director SACS Accreditation Received	**1991-1992** 170-181 students SAIS Accreditation Received	**1992-1993** 217-241 students	**1993-1994** 257 -282 students Shelton School Building Remodeled	**1994-1995** 310 - 335 students Educational Wing Completed
Early Childhood reinstituted	*Focus: Curriculum; Testing; Research; Teacher Training; Building Improvements*			
1995-1996 332 - 344 students Plans initiated for further expansion/Shelton Elementary School Swift Campus CC goal: $2,400,000 SACS 5 Year Re-evaluation	**1996-1997** 391-408 students Expansion of EC - 9 addition of grade 10 CC campaign for high school: $5,000,000	**1997-1998** 443-469 students Expansion of EC - 9, addition of grade 11 CC/Search for new facility for grades 4-12	**1998-1999** 522-524 students Expansion of EC - 11, addition of grade 12 Graduated 1st 4 Seniors CC/Acquisition of new facility for grades 4-12	**1999-2000** 604-630 students Expansion of EC-12 Graduated 22 Seniors Occupied Ward Campus May, 1999, grades 4-12 Capital Campaign: $6.7 million of $7.5 million raised
2000 -2001 687-712 students Graduated 21 seniors 2 facilities serving an estimated 710 students	**2001-2002** 718-729 students Graduated 25 seniors 2 facilities serving enrollment *SACS 10 year re-evaluation in February, 2002 *Completion of $7.5 million Capital Campaign, Feb 2002 *PCA's lease ends May, 2002 ISAS Accreditation process began	**2002-2003** 753 - 791 students Graduated 35 seniors Consolidation to one campus June 2002 Lower School moves to Ward Campus June 2002 Sale of Lower School Campus September 2002	**2003-2004** 799-804 students Graduated 37 seniors Endowment Campaign begun ISAS Accreditation process continues	**2004-2005** 810 – 819 students Graduated 37 seniors ISAS Accreditation Rec'd Suzanne Stell named Asst Head of School

The Shelton School
Timeline / History 1976 - 2019

2005-2006 824-847 students Graduated 44 seniors Technology Education Program is implemented in grades 7-12.	**2006-2007** 825-844 students Graduated 58 students 30th Anniversary of Shelton Research grant received to study ADHD with UTSW & UTD	**2007 - 2008** 834 – 846 students Graduated 46 students Suzanne Stell named Head of School ADHD Study with UTSW & UTD/Dyslexia Imaging Study with Children's Medical Center	**2008-2009** 855 - 860 students Graduated 54 students Auction Party raised $559,436 6 classrooms added to 2nd/3rd fl ADHD and Dyslexia research studies continue	**2009-2010** 848 - 857 Graduated 44 seniors. Suzanne Stell is named Executive Director beginning June 1, 2010 Linda Kneese named Head of School Joyce Pickering transitions to Executive Director Emerita Shelton Storefront website created for selling materials.
2010-2011 856 – 864 students Graduated 44 seniors Gary Webb is Board Chair First Shelton athletic team goes to state finals in boys basketball Nancy Coffman appointed Director of Outreach Stephanie Hicks appointed Director of Speech Language Clinic Marilyn Aaron named Director of Speech Clinic Emerita New athletic director, George Teague Parents raise $864,957.92 for dining hall renovation Building of new kitchen.	**2011-2012** 859 – 874 students Graduated 47 students "Top 100 Places to Work" by Dallas Morning News *Business of the Year* award from North Dallas Chamber of Commerce New kitchen and meal service (SAGE) Summer of 2011 flood damages 1st floor	**2012-2013** 860 – 873 students Graduated 63 students Repeater in "Top 100 Places to Work" by Dallas Morning News Phase 2 of Endowment Campaign HOPE research studies effect of exercise on classroom attention Lease signed for Sports Enhancement Center	**2013-2014** 840 – 881 students Graduated 65 students Glen Brown is named CFO. Diana Liese is named Controller. Jenny Cheatham is named new Head of the Upper School. Robert G. Pickering retires. Board member, Ken Luce, leads the four Shelton entities through the process of strategic planning.	**2014-2015** 867 – 887 students Graduated 51 students *Paid Leave Donation Pool* is inaugurated. Shelton increases 403(b) match from $1,500 to $2,000 per year. Sharon McEachern retires. Mellany Barnett named new Head of Middle School. Krista Norwood becomes Director of Shelton Speech Clinic. In May the school begins considering the purchase of a tract of land that will allow for athletic fields, fine arts facilities and future growth.
2015-2016 895 – 919 students Graduated 61 students Celebrated Shelton's 40 years throughout the school year, culminating in Don Henley's performance at Stampede Auction. Auction raised a school record $850K+. Implemented online reenrollment & registration via Renweb & FACTS. Kelly VanDenHandel joined as Controller. School board and administrators continued to look into alternate site to allow for future academic and facility growth.	**2016 - 2017** 893 – 935 students Graduated 67 students Hired Freddie Jones as new Athletic Director in Spring 2017 and named Aasha Marietta Assistant Athletic Director. Letah Samuelson retired after 38 years of service. Amy Kelton named new Head of Upper Elementary Candise Chatman joined as HR Manager Shelton increases retirement benefits for staff. Pursued zoning approval for new school property	**2017-2018** 896 – 930 students Graduated 70 students Received Zoning approval for construction of new campus on Preston Road Hired Christi Contreras as Director of Capital Campaign and Major Gifts Joy Martello retired after 21 total years of service. Christine Davis named new Head of Lower School Chuck Locke named Director of Alumni Relations and Community Engagement	**2018-2019** 903-949 Students Graduated 66 students Broke ground at the new Preston Road campus in May. Chris Bedenbaugh named Director of Outreach Celebrated retirement of Betty Glasheen, former Lower School Head and Shelton employee for 40 years. Mourned the loss of former board member and longtime Shelton friend Bill Ward.	

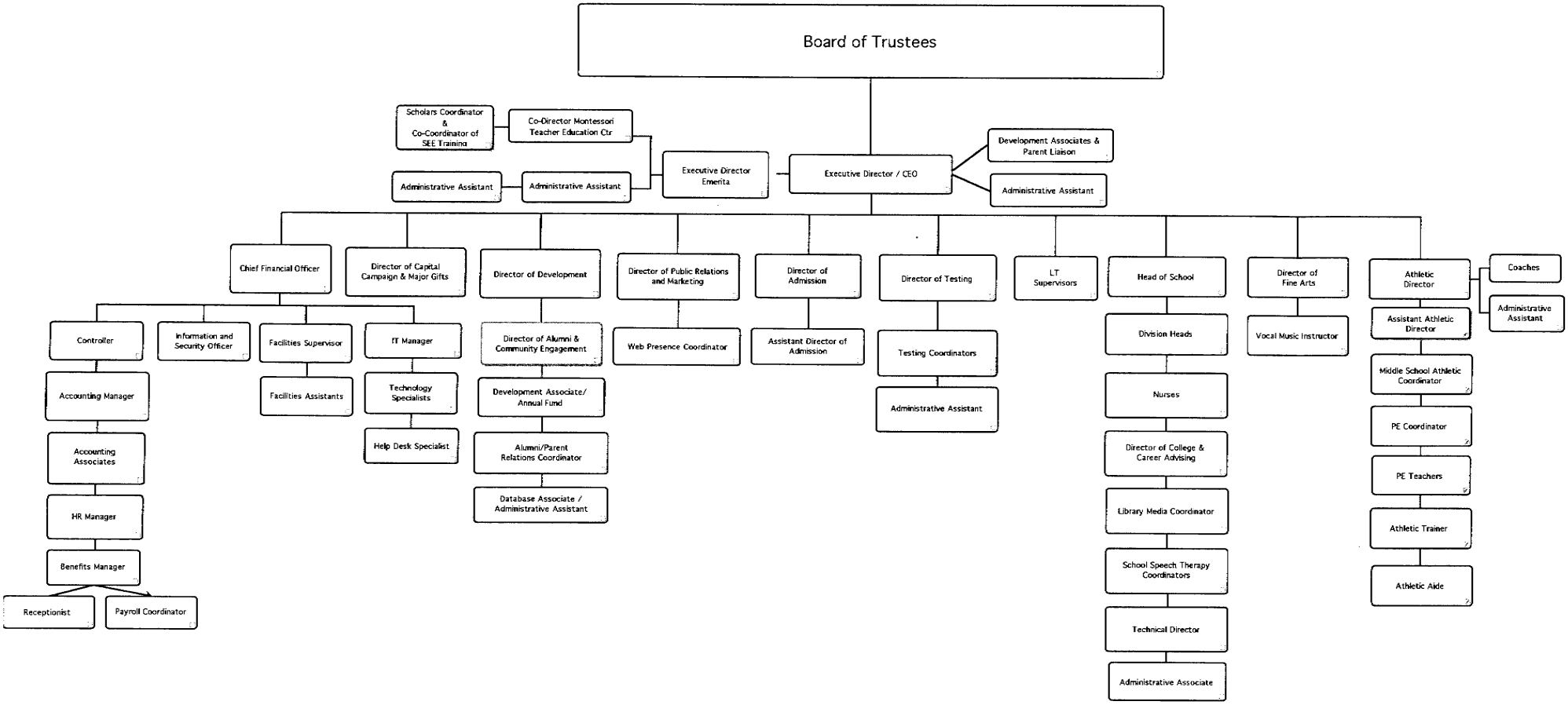
Shelton School & Evaluation Center
Board of Trustees
2019 - 2020

Executive Committee

Chairman	Gary L. Webb
Vice Chairman	Paul Neubach, M.D.
Chairman Emeritus	James B. (Boots) Reeder
Executive Director/CEO	Suzanne Stell
Executive Director Emerita	Joyce S. Pickering, Hum.D. (ex-officio member)
Secretary	Leon Kaplan
Treasurer	Glen Brown (ex-officio member)
Additional Members:	Benton W. Markey, David Martineau, Holly Vitullo

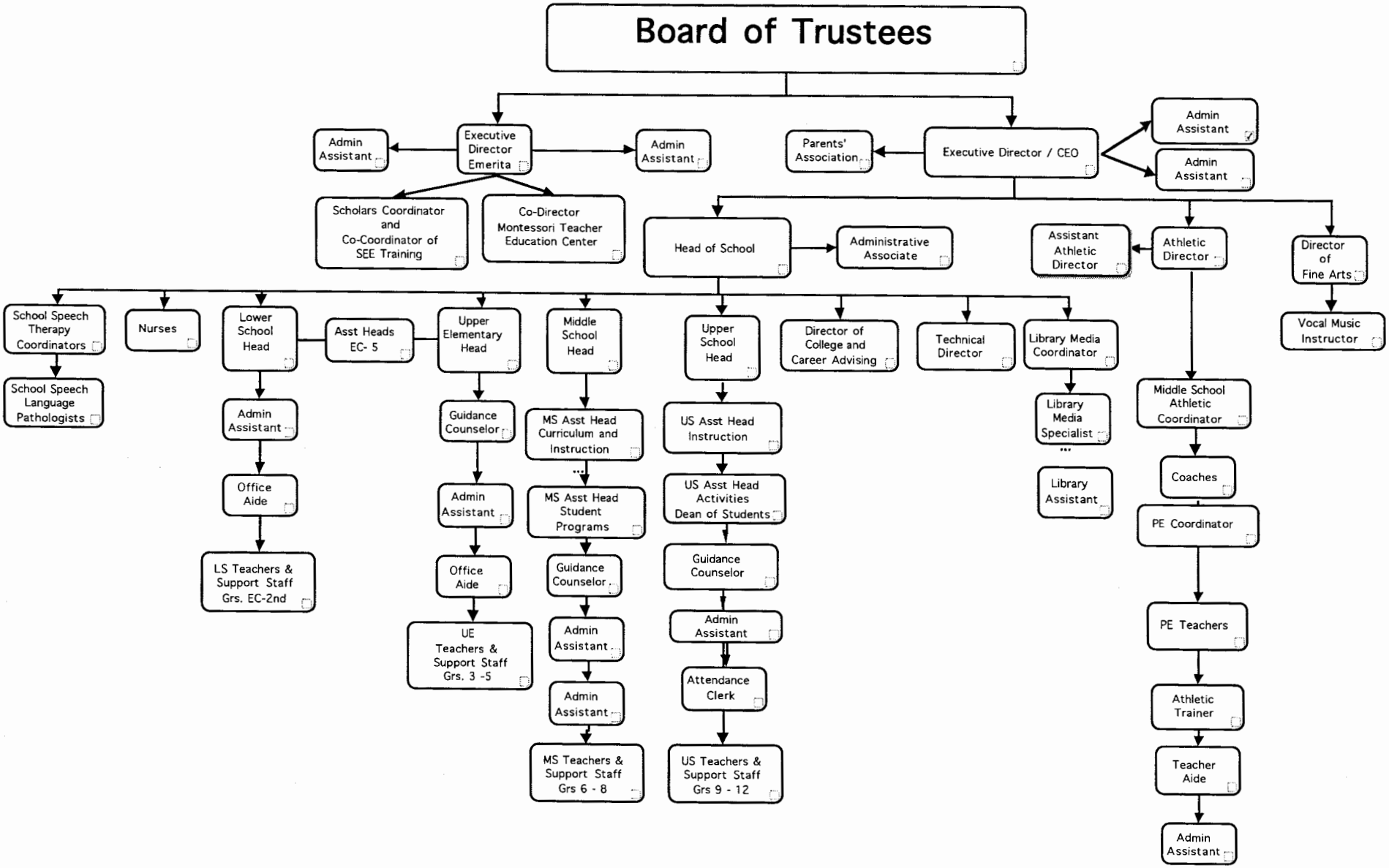
Members:	**Initial Appointment**	**Present Term**
Charlotte Jones Anderson	2006	2018-2020
John L. Aspinwall	2014	2018-2020
Edwin S. Bell	2010	2018-2020
Bert Blair	2001	2019-2021
J. Crozier Brown	2005	2019-2021
Diane Byrd	2010	2018-2020
Theodore R. Casey	2016	2018-2020
Keith Conlon	2017	2019-2021
Charles G. Dannis	2013	2019-2021
Nancy Diebolt	2012	2018-2020
Jennifer Dix, Ph.D.	2018	2018-2020
Christopher K. Dreiling, M.D.	2013	2019-2021
Christopher Geymuller	2012	2018-2020
Tommy Gilbreath, Jr.	2018	2018-2020
Heather Hunt Graham	2016	2018-2020
Susan Griffiths	2010	2018-2020
Clifford Hahne	2012	2018-2020
Edward J. Heffernan	2010	2018-2020
David T. Helffrich, Jr.	2013	2019-2021
Kenneth J. Hughes	2005	2019-2021
Leon Kaplan	1992	2018-2020
Ken Luce	2012	2018-2020
Benton W. Markey	1988	2018-2020
David F. Martineau	1978	2018-2020
Paul Neubach, M.D.	1991	2019-2021
Barbara Novotny	2007	2019-2021
Patricia A. Pace	2013	2019-2021
William F. Rapier	2010	2018-2020
James (Boots) Reeder	1987	2019-2021
Chuck Rubin	2018	2018-2020
Janice C. Ryan	1997	2018-2020
Suzanne Stell	2010	2010-
Kelli Valade	2019	2019-2022
Holly Vitullo	2011	2019-2021
Gary L. Webb	1998	2018-2020
Teresa L. West	2015	2019-2021
Phillip F. Wiggins	1998	2019-2021
Bobbie Sparks Williams	2004	2018-2020
Keith Williams	2011	2019-2021

Shelton School **Administration** **2019-2020**



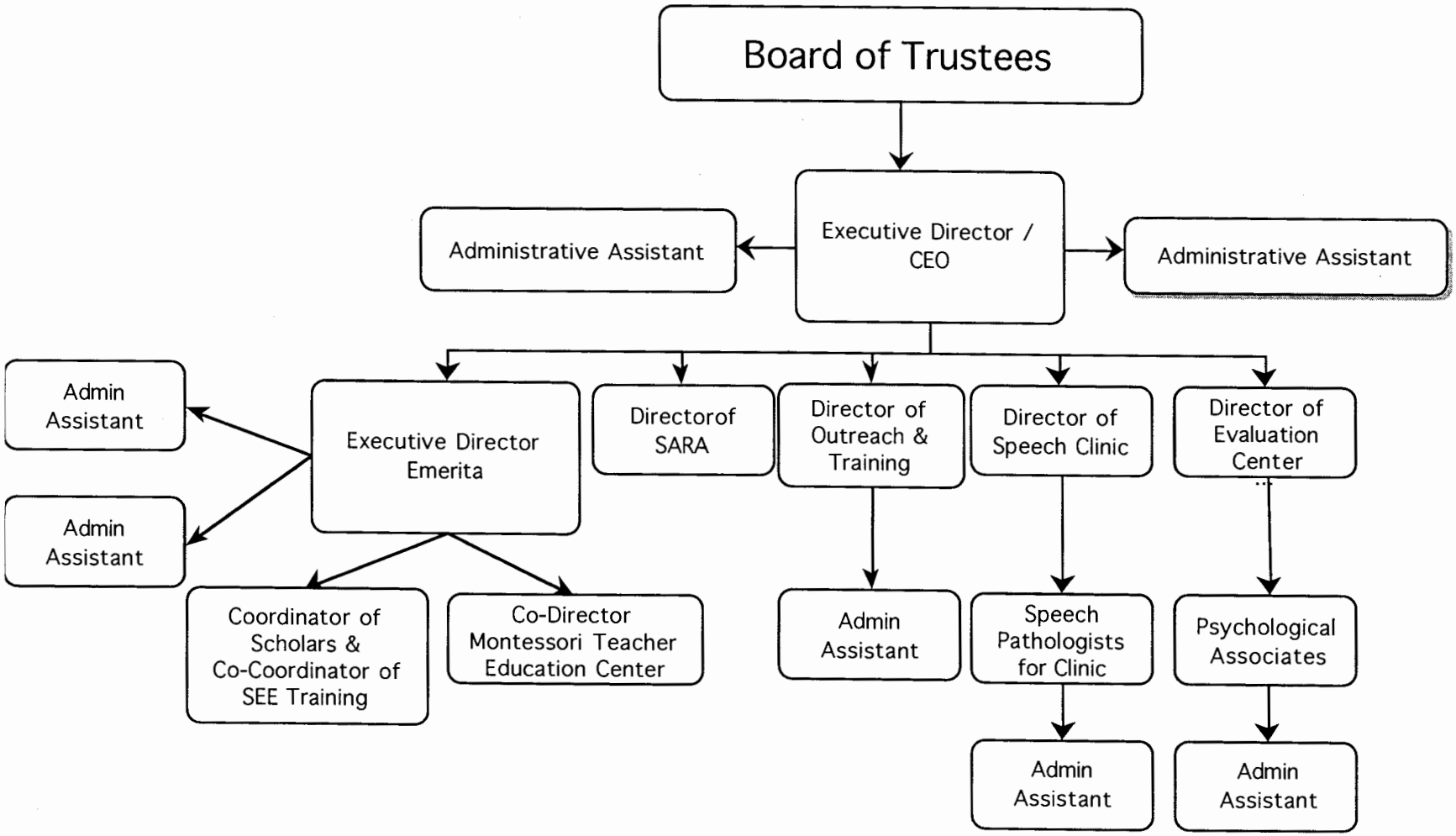
7/16/19

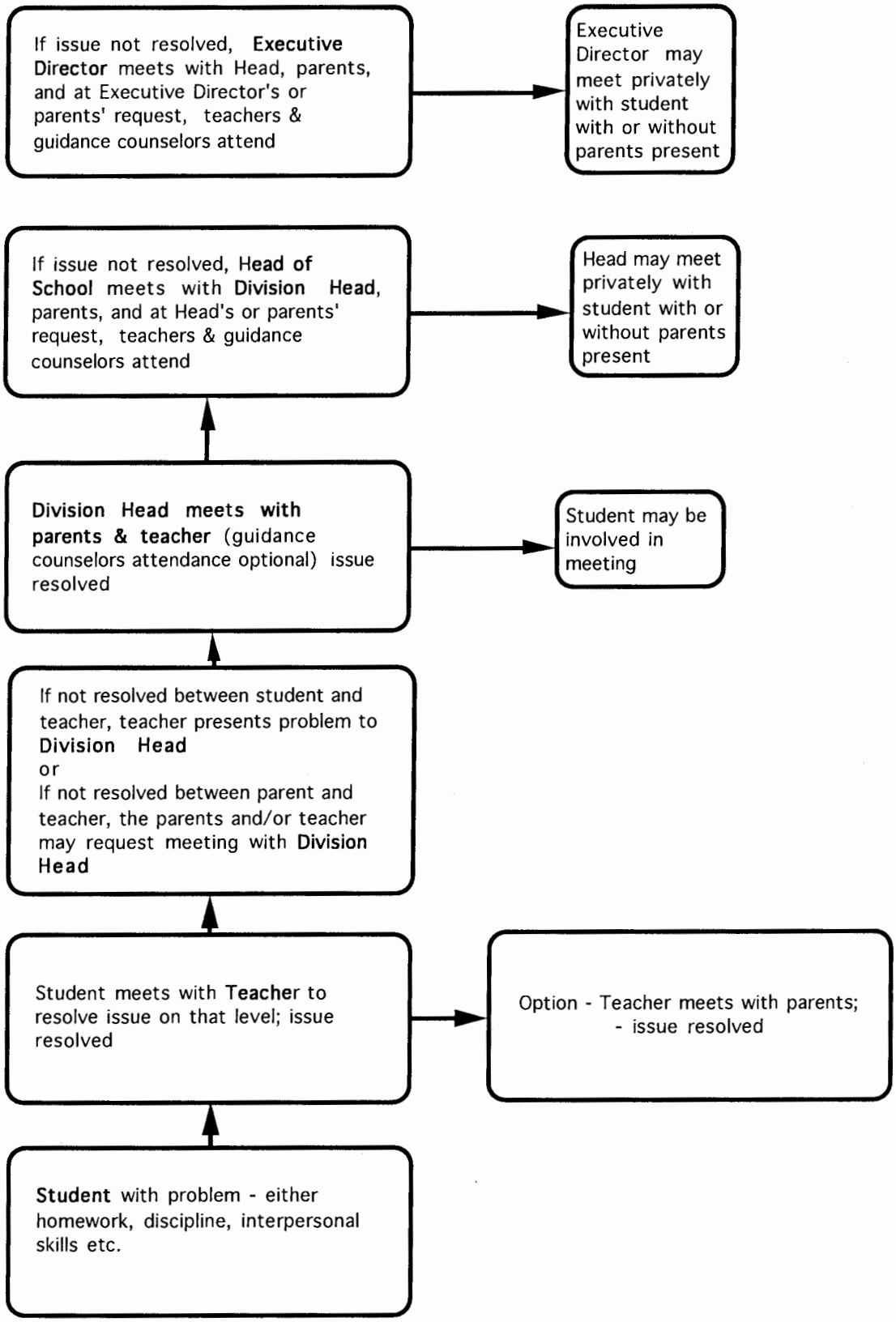
EC - Grade 12 Shelton School 2019 - 2020



7/16/19

Outreach Speech Language Clinic Evaluation Center





Problem Solving Flow Chart
STUDENT

SHELTON SPEECH /LANGUAGE CLINIC
ORGANIZATION AND FEES
As of September 1, 2019

CLINIC HOURS:
8:00 a.m. – 5:30 p.m. Monday through Thursday. Extended hours are available as needed. All school holidays are observed.

STAFF:
All Speech/Language therapists have received their Master's degree and are certified by the American Speech Language Hearing Association and licensed by the Texas State Board of Examiners.

Director:	Krista Norwood, M.A., CCC-SLP
Director Emerita:	Marilyn Aaron, M.S., CCC-SLP
	Lindsay Cobert, M.S., CCC-SLP
	Lauren Edwards, M.S., CCC-SLP
	Lori Johnson, M.S., CCC-SLP
	Avie Nikolopoulos,M.S.,CCC-SLP
Administrative Assistant:	Stephanie Weatherford

CLINIC FUNCTIONS:
1. To provide speech, language, hearing and vision evaluations to students of The Shelton School and students in the community.
2. To provide speech/language therapy to students in the community and students at The Shelton School.
3. To provide speech/language therapy services to clients evaluated in the Shelton Evaluation Center.
4. To provide development seminars for Shelton professionals, parent groups and professionals in the community.
5. To provide small group (6 or less) intensive speech development programs for speech and language delayed children.
6. To provide small group therapy for children with social/pragmatic issues.

REFERRAL AND INTAKE PROCESS:
Clients are referred by other community professionals (physicians, teachers, psychologists, counselors or learning specialists) or self-referred due to parent concerns.

Depending on the child's age and area of concern, either a consult (with or without standardized testing) or an evaluation is scheduled. Current testing from other professionals may be accepted. Following evaluation, the client may choose to schedule weekly therapy appointments in the clinic based on availability and needs.

DESCRIPTION OF SERVICES:
The clinic serves clients between the ages of 2 and 21 years primarily with a variety of communication challenges related to:
- Language development for preschoolers
- Receptive and Expressive Language
- Articulation
- Auditory and Language Processing and Memory
- Pre-reading skills

➔

- Reading Fluency and Reading Comprehension (therapists trained in SEE and Association Reading methods)
- Written Language
- Fluency/Stuttering
- Voice
- Social Communication/Pragmatic Language, both individual and group sessions (therapists trained in Social Thinking)
- Executive Functions

DESCRIPTION OF FEE STRUCTURE:
Evaluations/Consultations:

1. **Comprehensive Evaluations**—may include brief assessment of I.Q., language, reading, auditory processing, articulation, fluency/stuttering and voice. Written report included.

Ages 4 to 5:	$750.00
Ages 6 to 8:	$950.00
Ages 9 and above:	$1,100.00

2. **Consults**—conducted when a full assessment is not warranted to begin therapy, usually 30 minutes to 2 hours in length.
   Consultation with Testing (2-3 tests): $150.00/hour for testing. ($75.00 per half hour)
   $75.00 for classroom observation (non-Shelton students)
   Plus
   $200.00 for a full written report (including history, interpretation, summary and recommendations) or $100 for test results and recommendations only.

Onsite Therapy fees:

Individual Therapy:		
30 minutes		$ 72.00
45 minutes		$108.00
60 minutes		$144.00
Group Therapy:		
30 minutes	2 students	$50.00
60 minutes	2 students	$100.00
30 minutes	3+ students	$40.00
60 minutes	3+ students	$80.00
Skype fees:		
30 minutes		$50.00

Offsite Therapy fees for therapy at client's school or home:

Individual Therapy:	
30 minutes	$77.00
45 minutes	$113.00
60 minutes	$149.00

→

Language Adventures:

(Language program for 2 ½ - 5 year old children) Language screening for placement is required. $50.00 screening fee.

Summer:
Mondays through Thursdays
9:30 a.m. – 11:30 a.m. or 12:30 p.m. – 2:30 p.m.
$440.00 per week; first week's tuition required as advance deposit upon enrollment
School Year :
Tuesdays and Thursdays, Fall (Sept-Dec) or Spring Semester (Jan-April)
9:30 a.m. – 11:00 a.m.
$240.00 per week
Contact Avie Nikolopoulos: anikolopoulos@shelton.org

Cancellation Policy for Speech and Language Camps:
Deposit fully refundable if enrollment cancelled more than 30 days prior to first week of camp.
Deposit is 50% refundable if enrollment cancelled between 29 and 14 days prior to first week of camp.
Deposit is non-refundable if enrollment cancelled less than 14 days prior to first week of camp.

THE SHELTON EVALUATION CENTER

The Shelton Evaluation Center was established in 1976. Dr. June Shelton and Dr. Susan Fleming have served as Directors, and Dr. Laure Ames assumed the role of Director in 2009. The Evaluation Center has assessed over 9,000 children, adolescents, and adults from the U.S. and abroad.

MISSION STATEMENT

The Shelton Evaluation Center, a division of the Shelton School, is a non-profit assessment center. Our purpose is to obtain a complete picture of the client's functioning through either psychoeducational evaluation, Autism Spectrum Disorder evaluation, or ADHD evaluation. The client's strengths and weaknesses in cognitive, academic, and/or emotional, social, or behavioral functioning are assessed. Recommendations to increase the client's functioning in any and all of these areas are provided. The SEC evaluates children, adolescents, and adults.

STAFF

Director	Laure Ames, Ph.D.
Psychologist	Jacquelyn Pack, Ph.D.
Licensed Professional Counselor Licensed Specialist in School Psychology	Stephanie McCain, M.A.
Licensed Specialist in School Psychology	Catherine Harris, SSP
Administrative Assistant	Joni Williams

PURPOSE

Clients are evaluated in order to establish a learning and behavioral profile which includes:

- Intellectual or Cognitive Ability
- Auditory and Visual Processing
- Oral and Written Language Ability
- Pre-Academic and Academic Ability
- Attention and Behavior
- Personality/Emotional/Behavioral/Social Issues

The Shelton Evaluation Center frequently evaluates clients with the following suspected learning disabilities and/or related disorders:

- Dyslexia (or Written Language Disorder)
- ADHD (Inattentive, Hyperactive, or Combined Presentation)
- Motor Impairment/Dysgraphia
- Communication or Oral Language Disorder
- Anxiety and/or Mood Disorders
- Autism Spectrum Disorders
- Nonverbal Learning Disability
- Pre-Schoolers At-Risk for Learning Differences

THE EVALUATION PROCESS

Scheduling an Appointment: Prior to scheduling an appointment, the client or client's parent will be mailed a packet of information. The SEC requires that the parent or client questionnaire, rating forms, copies of previous evaluation(s), recent report cards, any standardized test results, and a $400.00 deposit be returned to the SEC. This information is critical as the SEC uses it to plan the evaluation process. Once this information is obtained, an appointment will be scheduled.

Types of Evaluations: The professionals conducting the evaluation will determine what tests should be administered according to the needs of the individual being evaluated. Clients are evaluated to establish a learning, behavioral, and/or psychological profile. The SEC conducts several types of evaluations:

- A psychoeducational evaluation assesses learning difficulties and may include measures of intellectual/cognitive ability, attention, auditory and visual processing, oral and written language ability, fine and gross motor development, memory, executive functioning, visual-spatial ability, and academic skills. If needed, neuropsychological measures will be included in this battery. Further, we may also screen for anxiety and/or depression.
- An Autism Spectrum Disorder evaluation (ASD) assesses more specific social and behavioral difficulties and may include measures of social communication, behavior, and social skills. If needed, we may also screen for anxiety and/or depression.
- An evaluation specific to the diagnosis of Attention Deficit/Hyperactivity Disorder (ADHD) focuses solely on ADHD and is conducted over a half day. It includes intelligence testing, a structured interview, behavior rating scales, a continuous performance test, and a brief written report. If problems beyond the ADHD symptoms are noted during this evaluation, further testing may be recommended.

The Evaluation Day: Typically, the primary evaluation is a full day of testing. Testing will begin at either 8:30 am or 8:45 am, depending on the age of the client. Parents will need to discuss and sign the consent form at the beginning of the evaluation day and be interviewed by the primary evaluator prior to or at the beginning of the evaluation day. There is a lunch break from 11:30 to 12:30. For child clients, a parent(s) will need to be available to take the child to lunch off site. This break provides a time for the client to relax and refuel for the afternoon portion of the testing. Typically, the evaluation ends around 3:00 pm. Younger clients may end sooner while older clients may end later.

Reporting Procedure: After the evaluation is completed, a reporting conference will be scheduled to communicate results and recommendations. This usually occurs within two weeks of the completed evaluation. It is best for both parents to attend if the client is a child or adolescent. For some adolescents, it is appropriate that they attend the reporting conference as well. This will be based on the evaluator's recommendation. Childcare is not available. A written report will be available four to six weeks after the reporting conference.

FEE STRUCTURE

A non-refundable $400.00 deposit for all evaluations is due at the time initial paperwork is returned to the SEC. The balance ($2000.00), payable by check or cash, is due the day of the evaluation. The fee for the primary psychoeducational evaluation is $2,400.00. The fee for a half-day evaluation of a child four years of age or younger is $1000.00. The fee for a half-day evaluation specific to the diagnosis of ADHD is $1000.00. The fee for an ASD evaluation in addition to the psychoeducational evaluation is $800.00 for a total of $3200.00. Some Saturday appointments are available for a fee of $2600.00 for a psychoeducational evaluation. A consultation fee of $200.00 an hour is charged for any services beyond those already described.

HOURS

Monday through Friday
8:00 am to 4:30 pm
Saturday appointments available

(972) 774-1772
Extension 2244 Dr. Laure Ames, Director
Extension 2243 Joni Williams, Administrative Assistant

RESOURCES

ACADEMIC LANGUAGE THERAPY ASSOCIATION - NATIONAL OFFICE
14070 Proton Road, Suite 100, Dallas, Texas 75244
Phone: 972-233-9107 x226
E-mail: office@altaread.org.
www.Altaread.org

INTERNATIONAL DYSLEXIA ASSOCIATION - NATIONAL HEADQUARTERS
40 York Road, 4th Floor, Baltimore, MD 21204
Phone: 410-296-0232
www.dyslexiaida.org

DALLAS BRANCH OF INTERNATIONAL DYSLEXIA ASSOCIATION
14070 Proton Drive, Suite 100, Dallas, TX 75244
Phone: 972-233-9107 x222
Fax: 972-490-4219
Email: admin.dal@dyslexiaida.org
Hotline.dal@dyslexiaida.org
dal.dyslexiaida.org

AMERICAN MONTESSORI SOCIETY
116 East 16th Street, New York, NY 10003-2163
Phone: 212-358-1250
Email: ams@amshq.org
www.amshq.org

LEARNING DISABILITIES ASSOCIATION OF AMERICA (LDA)
PO Box 10369 Pittsburgh, PA 15234
Phone: 412-341-1515
Fax: 412-344-0224
Email: info@ldaamerica.org
www.ldaamerica.org

PARK CITIES LEARNING DIFFERENCE ASSOCIATION (local branch)
www.pclda.org

REGION 10 Service Center
Region 10 can provide information about services that should be provided for LD students.
400 E. Spring Valley Rd, Richardson, TX 75081
Phone: 972-348-1700 (Spring Valley location)
www.region10.org

ATTENTION DEFICIT DISORDERS ASSOCIATION
Phone: 800-939-1019
www.add.org

CHILDREN AND ADULTS WITH ATTENTION DEFICIT DISORDERS (CHADD)

4221 Forbes Blvd, Suite 270, Lanham, MD 20706
Phone: 301-306-7070
Email: customer_service@chadd.org
www.chadd.org

NATIONAL CENTER FOR LEARNING DISABILITIES (NCLD)

1 Thomas Circle NW #700, Washington DC 20005
Phone: 212-545-7510
www.ncld.org

LEARNING ALLY (formerly Recording for the Blind and Dyslexic) -

Offers information and support for parents, students and educators. Resource for obtaining taped textbooks and other literature books for learning different and visually impaired learners.
20 Roszel Rd., Princeton, NJ 08540
Phone: 800-221-4792
Email: info@learningally.org
www.learningally.org

FREEDOM FROM CHEMICAL DEPENDENCY

FCD Educational Services, Inc.
29 Crafts Street, Ste 150, Newton, MA 02458
Phone: 617-964-9300
Email: schools @fcd.org
www.fcd.org

AIM FOR SUCCESS, INC.

17817 Davenport Rd.
Suite 245
Dallas, TX 75252
Phone: 972-422-2322
Email: office@aimforsuccess.org
www.aimforsuccess.org

CHEMICAL AWARENESS RESOURCES EDUCATION (CARE)

8100 Lomo Alto Ste 219, Dallas, TX 75225
214-526-8986
www.Care-Dallas.org

GRANT HALLIBURTON FOUNDATION

Offers educational presentations for students, educators, parents, and professionals on mental wellness, suicide prevention, bullying, resilience, and other issues that impact youth mental health.
6390 LBJ Freeway, Dallas, TX 75240
Office Phone: 972-744-9790
Mental Health Helpline: 972-525-8181
Email: hello@granthalliburton.org or for program information, info@granthalliburton.org
www.granthalliburton.org

VISIT SHELTON'S WEB SITE: www.shelton.org

SHELTON SCHOOL AND EVALUATION CENTER
972-774-1772
www.shelton.org

Parent Reference List
*(*denotes contained in Upper School Library)*

Child Development
Your One Year Old through Your Ten to Fourteen Year Old - Ames, Ilg and Baker (Dell)
School Readiness - Ilg, Ames and Haines (Harper and Row)
**The First Three Years of Life* - White (Prentice Hall)
Childhood and Society - Erikson (Norton)
**Emotional Intelligence* - Goleman (Bantam)

Attention Deficit Disorder
C.H.A.D.D. - (305-587-3700) or www.chadd.org
ADDitude (888-762-8475)
Taking Charge of ADHD – Barkley (Guilford)
From ABC To ADHD: What Parents Should Know About Dyslexia and Attention Problems – Tridas (The International Dyslexia Association)
**Driven To Distraction: Recognizing and Coping With ADD From Childhood through Adulthood* - Hallowell and Ratey (Pantheon Books)
Attention Deficit Disorder: The Unfocused Mind In Children and Adults – Brown (Yale Press)
Attention-Deficit Disorders and Comorbidities in Children, Adolescents, and Adults – Brown (American Psychiatric Press)
**Putting on the Brakes: A Young People's Guide to Understanding ADHD* - Quinn (Magination Press)
How to Reach and Teach ADD/ADHD Children: Practical Techniques, Strategies and Interventions for Helping Children with ADHD – Rief (Center for Applied Research in ducation, NY)
Teenagers with ADD: A Parent's Guide - Dendy (Woodbine House)
Teaching Teens with ADD and ADHD - Dendy (Woodbine House)
Straight Talk About Psychiatric Medications for Kids – Wilens (Guilford)
From Chaos To Calm: Effective Parenting Of Challenging Children With ADHD And Other Behavioral Problems – Heininger and Weiss (ADD Warehouse)

Learning Disabilities/Dyslexia
International Dyslexia Association - (410-296-0232) or www.dyslexiaida.org
IDA - Dallas Branch (817-467-6354)
Put Reading First: The Research Building Blocks for Teaching Children To Read (1-800-228-8813)
Teaching Reading IS Rocket Science: What Expert Teachers of Reading Should Know and Be Able To Do – (1-202-879-4400)
**Basic Facts About Dyslexia and Other Reading Problems* – Moats and Dakin (International Dyslexia Association)

Straight Talk About Reading: How Parents Can Make A Difference In The Early Years - Hall and Moats (Contemporary Books)
Parenting A Struggling Reader: A Guide To Diagnosing and Finding Help for Your Child's Reading Difficulties - Hall and Moats (Broadway Books)
**Overcoming Dyslexia* – Shaywitz (Knopp)
**Multisensory Teaching of Basic Language Skills - Second Edition* – Birsh (Brookes)
**How Difficult Can This Be? A Learning Disabilities Workshop (Video)* – Lavoie (PBS 1-800-344-3337)
**Speech to Print: Language Essentials For Teachers* - Moats (Brookes)
Developmental Variation and Learning Disorders – Levine (Educators Publishing Service)
**A Mind At A Time* – Levine (Simon and Schuster)
**All Kinds Of Minds* - Levine (Educators Publishing Service)
**Keeping A Head In School* - Levine (Educators Publishing Service)
Overcoming Underachieving: An Action Guide to Helping Your Child Succeed In School – Goldstein and Mather (Brookes)
Books On Tape: RFB&D 1-800-221-4792
Talking Books 1-800-252-9605 (Texas State Library)
www.proactiveparent.com
www.ldonline.com
www.SchwabLearning.org
www.learningfirst.org
www.readbygrade3.com

Language Disorders
American Speech and Hearing Association - (800-498-2071) or www.@ASHS.org
Stuttering Foundation - (800-992-9392) or www.stutterSFA.org
Language Development: Differences and Disorders - Fahey and Reid (Pro-Ed)
Terminology of Communication Disorders: Speech-Language-Hearing – Williams and Wilkins (Nicolosi/Harryman/Kresheck)
**The Gentle Art of Communicating With Kids* - Haden Elgin (Super Duper Publications 800-277-8737)
**Growing Up With Language* - Baron (Addison Wesley)
So Much To Say: How To Help Your Child Learn To Talk - Bolles (St. Martin's)

Related Disorders
It's Nobody's Fault: Hope and Help For Difficult Children - Koplewicz (Times Books)
*NLD: www.NLDA.org
www.nldline.com
www.nldontheweb.org
Nonverbal Learning Disabilities At Home: A Parent's Guide – Tanguay (Jessica Kingsley Publishers, Philadelphia)
**Nonverbal Learning Disabilities At School: Educating Students With NLD, Asperger Syndrome, and Related Conditions* – Tanguay (Jessica Kingsley Publishers, Philadelphia)
**The Source For Nonverbal Learning Disorders* – Thompson (Linguisystems, 1-800-776-4332)
Nonverbal Learning Disabilities: The Syndrome And The Model – Rourke (Guilford Press, NY)
ASD: Autism Speaks (www.autismspeaks.org)
Future Horizons (www.futurehorizons.com)

Inside Out: What Makes A Person With Social Language Deficits Tick? – Winner (Pearson)
**Children With Autism: A Parent's Guide* – Powers (Woodbine House)
Handbook of Autism and Pervasive Developmental Disorders – Volkmar, Paul, Klin, Cohen (Wiley)
**Asperger's Syndrome* – Kiln, Volkmar, Sparrow (Guilford)
Pretending To Be Normal: Living with Asperger's Syndrome – Willey (Kingsley Publishers, Philadelphia)
**Asperger's Syndrome: A Guide For Parents and Professionals* – Attwood (Future Horizons 1-800-489-0727)

Miscellaneous:
**The Out of Sync Child* - Carol Kranowitz (Skylight Press)
Teaching The Tiger – Dornbush and Pruitt (Hope Press)
**The Bipolar Child* – Papolos and Papolos (Broadway Books)
The Source for Syndromes – Richard and Hoge (Linguisystems,1-800-776-4332)
**Children With Tourette's Syndrome: A Parent's Guide* – Haerle (Woodbine House)

Self-Esteem
**Look What You've Done: Stories of Hope and Resilience* (Video) - Brooks (PBS 1-800-344-3337)
The Self Esteem Teacher - Brooks (Treehaus)
**Raising Resilient Children* – Brooks and Goldstein (Contemporary Books)
**Don't Feed the Monster on Tuesday! The Children's Self Esteem Book* - Moser (Landmark)

Social Skills
**It's So Much Work to Be Your Friend: Helping the Child with Learning Disabilities Find Social Success* – Lavoie (Touchstone)
**Learning Disabilities and Social Skills with Richard Lavoie: Last One Picked...First One Picked On* (Video)- Lavoie (PBS 1-800-344-3337)
No One to Play With: The Social and Emotional Problems of LD and ADHD Children - Osman (Academic Therapy Publications)
**Helping the Child Who Doesn't Fit In* - Nowicki and Duke (Peachtree)
Cliques: 8 Steps To Help Your Child Survive The Social Jungle – Giannetti and Sagarese (Broadway Books)
Best Friends, Worst Enemies: Understanding The Social Lives Of Children – Thompson and Grace (Ballantine Books)
The Friendship Factor – Rubin (Penguin Books)
**Jarvis Clutch: Social Spy* - Levine

Gifted /LD/ADHD Children
The Pretenders - Guyer (High Tide Press)
Smart Children with School Problems - Vail (Plume Books)
Bringing Out the Best - Saunders and Espeland (Free Spirit Publishing

Depression/ Emotional Issues

**Emotion: The On Off Switch for Learning* - Vail (Modern Learning Press)
**When You Worry About The Child You Love: Emotional and Learning Problems in Children* – Hallowell (Simon and Schuster)
Your Defiant Child - Eight Steps to Better Behavior - Barkley and Benton (Guilford)
The Explosive Child – Greene (Harper Collins)
**Lonely, Sad and Angry: A Parent's Guide to Depression in Children and Adolescents* - Ingersoll and Goldstein (Doubleday)
**Worry: Controlling It and Using It Wisely* – Hallowell (Pantheon)
**The Shadow Syndromes* - Ratey and Johnson (Pantheon)
The Optimistic Child - Seligman (Houghton and Mifflin)

Parenting Issues

**Learning Disabilities and Discipline with Richard Lavoie: When the Chips are Down* (Video) – Lavoie (PBS 1-800-344-3337)
**Learning Disabilities and ADHD: A Family Guide for Living and Learning Together*- Osman (John Wiley and Sons)
**Parenting with Love and Logic: Teaching Children Responsibility* - Cline (Pinion)
1-2-3-Magic: Effective Discipline for Children 2-12 - Phelan (Guilford)

Divorce Issues

The Unexpected Legacy of Divorce: A 25 Year Landmark Study – Wallerstein, Lewis, and Blakeslee (Hyperion)
My Parents Are Divorced, Too - Ford (Magination Press)
The Boys and Girls Book About Divorce - Gardner (Bantam Books)
The Parent's Book About Divorce - Gardner (Bantam Books)
Don't Fall Apart On Saturday – Moser (ADD Warehouse)

Sibling Issues

**I'm Somebody, Too* - Gehret (Verbal Images)

Legal Issues

Negotiating the Special Ed Maze - Anderson, Chitwood, and Hayden (ADD Warehouse)
What Schools Forget To Tell Parents About Their Rights - Martin (Future Horizons)
Learning Disabilities and the Law - Latham and Latham (JKL Publications)
ADD and the Law - Latham and Latham (JKL Publications)
www.wrightslaw.com
www.advocacyinc.org
www.copaa.net

PARENTS' HANDBOOK

SUPPORTING SHELTON

Back to Index

SUPPORTING SHELTON

Every year, Shelton School welcomes the generosity of the entire Shelton community in supporting programs that allow us to continue our mission of serving intelligent students with learning differences.

Like all private independent schools, Shelton relies completely on tuition payments and charitable support. In keeping with our mission, we recognize this enduring need and offer various fundraising opportunities. We understand that every donor is an individual and will support the school in a way that best suits his or her intentions and means.

Remember, every gift to Shelton contributes to the educational experiences of our students. **Your support is necessary and vital to our success!**

This year the following fundraising opportunities are available to all families:

- Annual Fund (pledge card included in this handbook)
- Gifts to the Faculty/Staff Holiday Fund (Holiday Happiness)
- Tribute Gifts (given in honor or in memory of a loved one)
- In Kind Gifts
- Shelton Silver Angels

Donations to June Shelton School and Evaluation Center are tax-deductible within IRS guidelines as Shelton is a 501(c)(3) non-profit institution.

Prior to acceptance, all gifts must meet Shelton guidelines and be approved by the Executive Director and Director of Development. To qualify for tax deductions, all IRS regulations must be respected.

If you have any questions or would like more information, please contact the Development Office at (972) 774-1772. We welcome your interest and would be delighted to meet with you personally to discuss Shelton's needs.

Shelton School Funding Sources

	Purpose	Benefit to Shelton	Time Frame	Designation of Funds	Solicitation Method	Ways of Giving	Tax Deductible
Tuition	Tuition is the primary source of operating revenue for Shelton. It covers approximately 79% of the school's budget.	Tuition funds provide the resources to teach students who learn differently in the most effective way possible.	Tuition is charged annually.	Tuition is allocated according to the budget, which is approved by the Board of Trustees.	Tuition is outlined in the enrollment contract.	Acceptable forms of payment through FACTS Tuition Management.	Consult a tax attorney or CPA to discuss your personal situation
Annual Fund	Annual Fund contributions cover the gap between tuition revenue and annual operating expenses. Tuition alone does not cover the total cost of a Shelton education.	Annual Fund gifts support the daily operations of the school.	The Annual Fund is conducted every year during the school's fiscal year, June 1 to May 31.	Funds are unrestricted and help balance our operating budget, support student enrichment programs, faculty training and development and enhance facilities.	Contributions are solicited through direct mail, e-mail, phone calls and the Shelton School Web site.	Contributions are accepted via cash, check, credit card, and stock transfer.	Yes
Endowment	Endowment contributions meet specific long-term needs.	Endowment funds provide a perpetual source of income, which ensures the school's financial stability.	Contributions to Shelton's "Assuring the Future" Endowment Fund are accepted at any time.	Endowed funds can be designated to support: Faculty Benefits, Financial Aid, Enhanced Curriculum and Programs/Improved Facilities, and Outreach/Research.	Gifts are solicited through personal visits, letters, and phone calls.	Gifts are most often pledged over 3-5 years and payments are accepted via cash, check, credit card, stock transfer or appreciated property. Planned Giving opportunities are also available.	Yes
Capital Campaign	To raise funds for future major capital expenditures such as property, buildings, renovations and programs.	Improved facilities that would benefit all our students	Typically 3-5 years	Proceeds designated to support various capital improvements including building and programs.	Personal visits and phone calls.	Gifts are most often pledged over 3-5 years and payments are accepted via cash, check, credit card, stock transfer or appreciated property. Planned Giving opportunities are also available.	Yes
Tribute Gifts	Tribute Gifts are given to honor or recognize individuals such as friends, family, children, or teachers.	Tribute Gifts honor the special relationships individuals have with Shelton.	Tribute Gifts are accepted by the school throughout the year.	Gifts can be designated by the donor to the Annual Fund, Endowment, or any other restricted fund.	Tribute Gifts are made at the donor's discretion. These gifts can be given in response to solicitations for the Annual Fund or Endowment.	Cash, check and credit card are acceptable.	Yes
PA Auction	The auction is an opportunity for families, friends and faculty to gather for an entertaining evening to support Shelton.	The auction is the largest Shelton community-building event and provides a substantial contribution to the school.	The auction is coordinated annually by parent volunteers.	Proceeds are used to support various areas of need including theatre, visual arts, music, athletics, technology and Faculty Fund.	Reservations and underwriting for the event are solicited through invitations, e-mail, the PA Web site, newsletters and personal visits.	Contributions are accepted in the form of items, services or sponsorship; items may be purchased with cash, check or credit card.	In some cases, depending on the contribution
PA Fundraisers	Parents' Association volunteers seek to cultivate community within the school and to raise funds to supplement the school's budget.	All PA events and communication are intended to foster community among parents, faculty/staff, and students in support of Shelton.	Parent volunteers coordinate various fund-raising activities throughout the year.	Proceeds support areas identified by the Parents' Association.	Contributions are solicited through student participation, e-mail, newsletters and Shelton community events.	Monetary contributions are accepted via cash, check or credit card. Depending on the need, items and services may be accepted.	In some cases, depending on the contribution

ANNUAL FUND

Frequently Asked Questions

Q. As a member of the Shelton community, what is expected of me and how can I help?

A. In addition to paying tuition, we hope you will:

- Support the **Annual Fund Drive** to the extent that you are financially able.
- Volunteer for events sponsored by the school, including the **Shelton Stampede Auction**.
- Support periodic campaigns that are necessary to provide new facilities, special projects, and fund Endowment.

Q. What is the Annual Fund?

A. The Annual Fund is the school's top fundraising priority. It is an annual request for funds that helps Shelton make up the difference between tuition revenue and the actual operating expenses of the school. This means every dollar donated to the Annual Fund **directly benefits the students.** Tuition revenue alone is not enough to sustain the excellent quality of a Shelton education. Gifts to the Annual Fund translate into essential classroom and material supplies, faculty development, athletic equipment, facility maintenance, financial aid, and enhancements for the art, music and drama departments. These funds are critical to the financial well-being of Shelton, which is why we ask our community to **give to the Annual Fund first** before contributing to our other worthy programs.

Q. Why should I support Shelton's Annual Fund?

A. Giving is a personal decision. In addition to your daily contributions of energy and effort as a Shelton parent, a charitable contribution is a distinctive way to demonstrate your investment in the school community.

Q. Why not increase tuition if it doesn't completely cover the cost of educating each Shelton student?

A. As part of Shelton's commitment to making a superior education available to qualified students regardless of financial circumstances, the Board of Directors tries to minimize tuition increases. Raising tuition to meet all of the educational costs would mean that many families would be unable to send their children to Shelton.

Q. How much should I contribute to the Annual Fund?

A. You determine the size of your gift according to your personal willingness to give and your financial capacity. Shelton is extremely grateful for the generosity of all our donors, and a meaningful gift of any size is a show of support.

ANNUAL FUND

Frequently Asked Questions

Q. Who will know about my gift?

A. We believe gifts to Shelton should be celebrated and honored; therefore, we recognize all giving in the Annual Report. If you wish to keep your gift entirely anonymous, you may indicate so on your pledge form or by directly contacting the Development Office.

Q. How can I participate?

A. There are many ways for you to make your investment in Shelton:

- By mail in a Shelton remittance envelope or sent to the school to the Attention of: Development Office - Annual Fund.
- Online at www.shelton.org, click on "Support Shelton," click on "Annual Fund," then the "DONATE" button; your payment is processed via credit card.
- Appreciated securities and bonds – call the Development Office for more information.
- By Phone – call the Development Office with your credit card information.
- You are always welcome to stop by the Development Office with your gift.
- Increase your impact with a matching gift from an employer-sponsored program. Contact your HR representative to find out if your company has a matching gift program and ask them to provide you with the necessary form, which you may complete, sign and send to the school with your gift.

Q. Is my gift tax-deductible?

A. Yes. Contributions to Shelton School Annual Fund are tax-deductible according to IRS regulations.

High participation in the Annual Fund from the school family sends a strong message about the Shelton community to foundations and corporations when Shelton approaches them with grant proposals. Please know that your gift to the Annual Fund supports what you see everyday at Shelton – an excellent learning environment with a tradition of helping students succeed.

JUNE SHELTON SCHOOL & EVALUATION CENTER
15720 Hillcrest Road
Dallas, TX 75248
972/774-1772 – office
972/991-3977 – fax
www.shelton.org

2019-2020 ANNUAL FUND

The Annual Fund is the first and most important way to continue the tradition of providing excellent educational opportunities at Shelton School. Gifts to the Annual Fund help support the programs that make Shelton an extraordinary place where well-prepared teachers teach the way our students learn. As with most private schools, tuition alone does not cover the total cost of educating a Shelton student. The Annual Fund helps support the "tuition gap" of $3,500 per student. 100% of Annual Fund donations benefit every student every day.

100% parent participation in the Annual Fund is vital because foundations and corporations are more likely to support our school when they see 100% support from our community.

To donate or pledge online today, please visit www.shelton.org.

or

Return the completed pledge card to:
Shelton School
Attn: Development Office
15720 Hillcrest Road
Dallas, TX 75248

2019-2020 ANNUAL FUND PLEDGE CARD
Goal: $900,000 and 100% participation

Donor Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Email: _____

Please check the appropriate box(es):

☐ My gift in the amount of $_____ is enclosed.
☐ My pledge of $_____ will be paid before May 15, 2020.
☐ Stock Transfer
(Please include corporate matching gift form.)
☐ Credit Card: Please charge $_____
to my ☐ VISA ☐ MasterCard

Cardholder Name: _____

Card No: _____

Expiration Date: _____

Signature: _____

Giving Levels:

Executive Director's Society $20,000 & above
Leadership Council $10,000 - $19,999
Founders' Circle "Bridge The Gap" $3,500 - $4,999
Gold Charger Club $1,000 - $3,499
Partners' Club $1 - $999

☐ My gift is anonymous.

☐ My gift is *In Honor of:*

_____

☐ My gift is *In Memory of:*

_____

*All gifts are tax-deductible within IRS guidelines.

Thank you!

GIFTS FOR FACULTY / STAFF

Shelton's Faculty and Staff Holiday Gift Fund *(Holiday Happiness)* is a voluntary fund established by the Parents' Association to show appreciation to all teachers and staff with a cash gift during the holiday season. *Holiday Happiness* is intended to simplify gift-giving. The spirit of this concept is that a cash gift will be given in lieu of a holiday party and/or small, individual gifts. It is the parent's choice whether or not to participate.

The Staff Holiday Gift Fund will be administered by the Executive Committee of the Parents' Association, with the knowledge of Shelton's Executive Director.

All Shelton parents will be contacted via mail and email concerning *Holiday Happiness.*

Checks should be made payable to Shelton Parents' Association with *Holiday Happiness* noted on the memo line.

TRIBUTE GIFTS DONATION FORM

Tribute gifts are donations made to Shelton School in honor of or in memory of someone special to the donor. All donors will receive a letter acknowledging their donation for IRS tax purposes. An embossed acknowledgement card will be sent to the person being honored or to the family of the person being remembered stating the person(s) who has made the honorarium or memorial gift. For more information about Tribute Gifts, please contact the Development office at 972-774-1772, ext 2230.

Please mail to:

Shelton School & Evaluation Center
Attn: Development Office
15720 Hillcrest Road
Dallas, TX 75248

Name of Donor:

Address: _____

City: _____ State: _____ Zip: _____

Gift: $_____ Given: ___ in memory of ___ in honor of:

_____
(name)

Please designate where you wish your donation to be applied:

- ☐ Annual Fund
- ☐ Scholarship Fund
- ☐ Endowment Fund
- ☐ Other _____

Please send acknowledgement card to:

Name: _____

Address: _____

City: _____ State: Zip: _____

Please list donor(s) in Shelton publications as: _____

IN-KIND GIFTS
ARE IMPORTANT TO SHELTON

A gift in-kind is a donation of tangible personal property to Shelton. Shelton School accepts gifts in-kind if they can be used in support of the mission of the school. Prior to the acceptance of an in-kind gift, it must be determined that the gift will benefit Shelton.

Please complete the following information for any in-kind donation to Shelton School. Return the completed form along with the donation to the Development Office. This will ensure that our records are accurate not only for tax purposes, but also for individual recognition. A receipt will be sent to you for your records. If you have any additional questions, please contact the Development Office at any time.

Name of Donor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Item Donated: _____

Description of Item: _____

_____

_____

Purpose: _____

Staff Contact: _____

Date: _____

Shelton Silver Angel

A tradition since 1985, the Shelton sterling silver angel is very much a collaborative effort. Sherry Houpt, Shelton Middle School Art teacher and jewelry designer, selects a student angel drawing to transform into a fanciful sterling silver pendant. She hand carves the design into a sculptural wax model, which is cast using the "lost wax" method. Each piece is hand finished and polished. The designs are available for purchase at $100 each. The angels make great gifts and are the perfect way to show someone how they have really made a difference in your life or the life of your child. The Angels vary in size but are approximately 2 inches wide by 2 inches tall. They can be viewed and you can order online by going to www.shelton.org, clicking Support Shelton, then Silver Angels on the left.

SHELTON STERLING SILVER ANGEL ORDER FORM

Please list number of each Angel desired and quantity: Angel #: _____ **Qty:** _____

Total number of Angels x $100.00 each = _____

Optional Extra Donation _____

Total Amount Enclosed: $ _____ (please add $2.00 for s/h if angel is to be mailed)

Method of Payment: ☐ Check payable to Shelton School ☐ VISA ☐ Mastercard

Credit Card #: _____ Exp. Date: _____

Name as it appears on Card: _____

Signature: _____

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

Return form to:

Development Office, Shelton School, 15720 Hillcrest Road, Dallas, TX 75248

972.774.1772 (Phone) 972.991.3977 (Fax)

PARENTS' HANDBOOK

STAFF

Back to Index

SHELTON SCHOOL & EVALUATION CENTER PHONE EXTENSIONS
(972) 774-1772

EMPLOYEE NAME	EXT	ROOM
Aaron, Marilyn	2282	A103
Ames, Laure, Ph.D.	2244	
Anderson, Lori	2479	316
Arciniega, Betsy	2265	277
Babool, Gulzar	2510	215
Baird, Sally	2276	17
Ball, Theresa	2505	220
Bank, Taylor	2483	A115
Barnett, Liz	2246	141
Barnett, Mellany	2239	322
Bedenbaugh, Chris	2234	A207
Berend, Laura	2541	278
Bice, Kim	2484	A117
Brockman, Lauren	2215	317
Brockway, Pam	2226	214
Brooke, Debbie	2402	A167
Brown, Glen	2238	208
Bruno, Theresa	2230	216
Carroll, Phillip	2499	A183
Cashdollar, Leslie	2235	207
Chatman, Candise	2314	203
Cheatham, Jenny	2313	10
Cobert, Lindsay	2405	A111
Coffman, Nancy	2233	
Contreras, Christi	2288	274
Cunningham, Krystal	2203	Gym
Dauber, Debbie	2487	A117
Davis, Christine	2284	141
Davis, Jennifer	2402	A167
Deppe, Wendy	2311	228
Dockweiler, Mandy	2279	6
Dodd, Joan	2267	313
Drake, Jennifer	2207	
Drew, Mimi	2240	205
Drexler, Mary	2477	129
Duncan, Jenny	2227	219
Edwards, Lauren	2285	A104
Flannery, Tom (Sage)	2350	Cafeteria
Frey, Laurie	2490	320
Gallaher, Patricia	2242	382
Hall, Kelly	2404	Gym
Harris, Catherine	2245	
Hayes, Adrain	2499	A183
Hays, Claudia	2228	276
Herman, Eve RN	2289	005
Hinkle, Ada	3300	300
Hodges, John	2237	A208
Houston, Clay	2283	A136
Hughes, Anné	2286	A136
Igoe, Beth	2498	A133
Istre, Susan	2200	A225

EMPLOYEE NAME	EXT	ROOM
Johnson, Lori	2403	A102
Jones, Freddie	2400	A169
Katz, Barbara	2477	129
Kelton, Amy	2264	269
King, Blair	2251	383
Kinney, CJ	2231	206
Kinney, Kara	2252	219
Kline, Dayna	2274	325
Kneese, Linda	2222	224
Knox, Debbie	2205	138
Ladd, Zac	2270	12
Larson, Tina	2273	14
Liese, Diana	2236	201
Locke, Chuck	2401	157
Marietta-Coleman, Aasha	8187	A231
Matthews, Christy	2519	310
McCabe, Debbie	2272	9
McCain, Stephanie	2319	
McGraw, Joan	2277	11
Miller, Meghan	2486	158
Moreno, Eddie	2249	324
Morris, Christie	2208	141
Murillo, Elena	2269	125
Nagid, Lisa	2289	005
Nikolopoulos, Amanda	2201	319
Nikolopoulos, Avie	2408	A108
Norwood, Krista	2410	A106
Pack, Jacque	2296	
Pickering, Joyce	2225	215
Pierce, Jeff	2268	312
Riemer, Will	2257	271
Rollen, Amanda	2250	220
Rubin, Dana	2402	A167
Scalzo, Carol	2256	219
Shaw, Karen	2259	321
Shepherd, Marc	2269	125
Shiflet, Anne-Marie	2292	139
Shortall, Ann	2485	A116
Silva, Rudy	2269	125
Simmons, Margaret	2254	304
Slaton, Diann	2224	230
Smith, Corey	2248	324
Stell, Suzanne	2258	222
Stock, Rachel	2260	319
Sutton, Susan	2493	273
Teague, Consuela	2223	A205
Temple, Kelsey	2216	205
Thomas, Anne	2241	204
Thomas, Christy	2266	314
Thornock, Kendra	2217	318

EMPLOYEE NAME	EXT	ROOM
Tilger, Debbie	2271	319
Tyler, Lisa	2206	308
Van Den Handel, Kelly	2293	209
Walhood, Catherine	2482	
Washington, Marvel	2221	200
Weatherford, Stephanie	2280	A100
Williams, Dawn	2253	A205
Williams, Joni	2243	
Willms, Ahren	2247	324
Yartym, Carol	2278	18
Yonker, Kelli	2255	301

DEPARTMENT	EXT	ROOM
ADMISSIONS	2311	228
ALUMNI RELATIONS	2501	218
BAND Room (internal calls only)	3130	130
BARTON	3100	100
DEVELOPMENT	2256	218
DINING SERVICES (SAGE DINING)	2350	
EVALUATION CTR	2243	A245
IPT (INTEGRATIVE PEDIATRIC THERAPY)	2498	A133
LOWER SCHOOL	2292	141
MAINTENANCE	2269	126
MIDDLE SCHOOL	2259	321
NURSE / CLINIC	2289	5
OUTREACH	2223	A205
PUBLIC RELATIONS	2241	204
RECEPTIONIST	2221	200
SECURITY DESK	2287	131
SPEECH CLINIC	2280	A100
SPEECH (MS)	2479	316
SUMMER SCHOOL	2242	A207
TEKHELP DEPT.	2247	324
THEATRE DEPT.	2283	A136
UPPER ELEMENTARY	2265	270
UPPER SCHOOL	2272	19
FAX NUMBERS		
ADMINISTRATION (972) 991-3977		
ATHLETICS (972) 761-1603		
EVALUATION (972) 479-5614		
LOWER SCHOOL (972) 991-3695		
UPPER ELEMENTARY (972) 991-3992		
MIDDLE SCHOOL (972) 991-8047		
UPPER SCHOOL (972) 991-3959		
SPEECH (972) 720-8217		
TRAINING CENTER (877) 229-5004		

Updated July 17, 2019

DEPARTMENT	POSITION	ROOM
Executive Director's Office		
Suzanne Stell	Executive Director	222
Joyce S. Pickering, Hum.D.	Executive Director Emerita	215
Linda Kneese	Head of School	224
Christi Contreras	Director of Capital Campaign	274
Kara Kinney	Capital Campaign Coordinator	219
Amanda Rollen	Development Associate/MS SEE Coordinator	220
Jenny Duncan	Administrative Assistant to Executive Director	219
Theresa M. Ball	Administrative Associate to Head of School	220
Laura Berend	Administrative Associate/Parent Relations Liaison	278
Pam Brockway	Administrative Assistant to Executive Director Emerita	214
Claudia Hays	Administrative Assistant to Executive Director Emerita	209
Admission		
Diann Slaton	Director of Admission	230
Wendy Deppe	Assistant Director of Admission	228
Athletic Department		
Freddie Jones, Jr.	Director of Athletics, Physical Education/Head Football Coach	Gym
Aasha Marietta	Assistant Athletic Director	Gym
Kelly Hall	Administrative Assistant, Athletics	Gym
Hal Ryan	Athletic Aide	Gym
Jennifer Davis	Physical Education Coordinator	Gym
Quarrell Whittington	Sports Enhancement Coordinator	Gym
Krystal Cunningham	Athletic Trainer	Gym
Counselor (Upper Elem., Middle & Upper)		
Carol Yartym	Guidance Counselor Upper School	18
Dayna Kline	Guidance Counselor Middle School	325
Susan Sutton	Guidance Counselor Upper Elementary	270
Debbie Knox	Director of College and Career Advising	138
Development		
Theresa Bruno	Director of Development	216
Chuck Locke	Director of Alumni and Community Engagement	157
Carol Scalzo	Database Associate, Administrative Assistant	217
Evaluation Center		
Laure Ames, Ph.D.	Director of Evaluation Center	Summerside
Joni Williams	Administrative Assistant, Evaluation Center	Summerside
Stephanie McCain	Licensed Professional Counselor, Licensed Psychological Associate	Summerside
Jacqueline Pack, Ph.D.	Licensed Psychologist, Licensed Specialist in School Psychology	Summerside
Catherine Harris, S.S.P.	Licensed Psychometrist	Summerside
Finance Office		
Glen Brown	Chief Financial Officer	208
Kelly Van Den Handel	Controller	209
Diana Liese	Accounting Manager	201
CJ Kinney	Accounting Associate	207
Leslie Cashdollar	Accounting Associate	206
Marvel Washington	Receptionist	200
In-House Speech – Language		
Lori Anderson, M.S., CCC/SLP	Coordinator, School Speech Pathologists	316
Ann Shortall, M.S., CCC/SLP	Coordinator, School Speech/Language/Hearing	A116
Taylor Bank, M.S., CCC/SLP	Speech Language Pathologist	A115
Rachel Stock, M.S., CCC/SLP	Speech Language Pathologist	315
Kim Bice, M.S., CCC/SLP	Speech Language Pathologist	A117
Debbie Dauber, M.S., CCC/SLP	Speech Language Pathologist	A117
Lauren Brockman, M.S., CCC/SLP	Speech Language Pathologist	319
Amanda Nikolopoulos, M.S., CCC/SLP	Speech Language Pathologist	317
Debbie Tilger, M.A., CCC/SLP	Speech Language Pathologist	319
Catherine Walhood, M.A., CCC/SLP	Speech Language Pathologist	A112
Kendra Thornock, M.S., CCC/SLP	Speech Language Pathologist	318
Library		
Kelli Yonker	Library Media Coordinator	301
Margaret Simmons	Library Media Specialist	304
Barbara Katz	Library Media Specialist	129

Barbara Katz	Library Media Specialist	129
Mary Drexler	Library Media Specialist	129
Ada Hinkle	Library Assistant	129
Maintenance Department/Security		
Marc Shepherd	Facilities Supervisor	126
Rudy Silva	Facilities Assistant	126
Elena Murillo	Facilities Assistant	126
Cecil Young Jr.	Facilities Assistant	126
Lavonne Moore	Security	Foyer
Henry Oroperza	Security	Foyer
Nurse		
Eve Herman, RN, MN	Coordinator of Health Services	5
Lisa Nagid, RN	School Nurse	5
Human Resources		
Candise Chatman, MBA	Human Resources Manager	203
Mimi Drew, SPHR, SHRM-SCP	Benefits Manager	205
Kelsey Temple	Payroll Coordinator	205
Public Relations		
Anne Hendrick-Thomas, APR	Director of Public Relations	204
Dawn Williams	Web Presence Coordinator	A 205
Outreach/Training		
Christine Bedenbaugh	Director of Outreach/Training	A206
Nancy Coffman	Director of Shelton Academic Reading Approach (SARA)	Offsite
Gulzar Babool	Co-Director Montessori Training Classes	215
Joyce S. Pickering, Hum.D.	Executive Director Emerita	215
Pam Brockway	Administrative Assistant to Executive Director Emerita	215
John Hodges	Scholars Coordinator, SEE Coordinator	A 208
Claudia Hays	Administrative Assistant to Executive Director Emerita	209
Consuela Teague	Administrative Assistant to Director of Outreach/Training	A 205
Speech Clinic		
Krista Norwood, M.A., CCC/SLP	Director of Speech Clinic	A 106
Marilyn Aaron, M.S., CCC/SLP	Director Emerita of Speech Clinic	A 103
Stephanie Weatherford	Administrative Assistant, Speech Clinic	A 100
Lauren Edwards, M.S., CCC/SLP	Speech Language Pathologist	A 102
Lindsay Cobert, M.S., CCC/SLP	Speech Language Pathologist	A 104
Avie Nikolopoulos, M.S., CCC/SLP	Speech Language Pathologist	A 111
Lori Johnson, M.S., CCC/SLP	Speech Language Pathologist	A 108
Technology		
Tina Larson	Director of Technology	14
Eddie Moreno	Technology Specialist	324
Corey Smith	Technology Specialist	324
Ahren Willms	Technology Specialist	324
Chris Brendel	Technology Specialist/MS Teacher	324
Testing Department / In-School		
Jeff Pierce, Ph.D.	Director of Testing and College Advising	312
Christy Thomas	Administrative Assistant, Testing	314
Christy Matthews, Ph.D.	Testing Coordinator	310
Joan Dodd	Testing Coordinator	313
Meghan Miller	Testing Coordinator	158

Revised 7/9/2019

LOWER SCHOOL PERSONNEL
2019-2020

Christine Davis	Head of Lower School	141
Christie Morris	Assistant Head – EC-5	141
Will Riemer	Assistant Head – EC-5	271
Liz Barnett	Administrative Assistant	141
Anne-Marie Shiflet	Administrative Assistant	141
Mary Drexler	Library Media Specialist	Library
Jennifer Davis	Physical Education Coordinator	Gym
Meghan Miller	Testing Coordinator	158
Ann Shortall	Coordinator Speech Language	A116
Eve Herman, Lisa Nagid	School Nurses	5

ADVISORS

Lisa Winkler/Christina Rosen	Early Childhood	151
Bonita Smith/Kelly Lee/Charlotte Fisher	Pre-Primary A	161
Nicole Miller/Nancy McCann	Pre-Primary B	167
Jennifer Stevens/Jessica Sudler	Pre-Primary C	153
Libby Evans/Mary Ann Broussard	Primary A	164
Joni Harris/Honey Austin	Primary B	168
Amie Moyer/Karen Truitt	Primary C	160
Peggy Krug/Tracy Wilson	Primary D	140
Susan Collins/Shara Rogers	Primary E	162
Carol Brock/Meghan Ball	Primary F	166

SPECIALS & SPEECH TEACHERS

Sue Goldston	Art	173
Donna Gonzalez	Drama	157
Ken Utz	Music	155
Dana Rubin	PE Teacher	Gym
Debbie Brooke	PE Teacher	Gym
Debbie Dauber/Kim Bice	Speech Language Pathologist	A117
Taylor Bank	Speech Language Pathologist	A115
Catherine Walhood	Speech Language Pathologist	A112
Charlotte Fisher	STEM	161

7/10/19

UPPER ELEMENTARY PERSONNEL
2019 - 2020

Amy Kelton	Head of Upper Elementary	269
Will Riemer	Assistant Head-EC-5	271
Christie Morris	Assistant Head-EC-5	135
Betsy Arciniega	Administrative Assistant	277
Christy Matthews	Testing Coordinator	314
Susan Sutton	Guidance Counselor	273
Barbara Katz	Library Media Specialist	129
Eve Herman, Lisa Nagid	School Nurses	5
Ann Shortall	Coordinator of Speech Lang. Therapy (3/4 grade)	23
Lori Anderson	Coordinator of Speech Lang. Therapy (5th grade)	318

ADVISORS

Lolly Ashwill / Rhonda Santoyo	Elementary	233
Laurie Guthrie / Kelly Barker	Elementary	251
Casey Barnett / Jennifer Harriman	Elementary	268
Clare Stein / Jill Alessandra	Elementary	266
Margaret DeTullio / Melissa Dodd	Elementary	262
Lena Hilbert / Beth Womble	Elementary	253
G-g Shryer / Tabitha Valdez	Elementary	236
Siew Chen / Susmita Sarma	Elementary	260
Liz Gonzalez / Gabrielle Steinberg	Elementary	264
Amber Williams / Gwen Ziegler	Elementary	235
Penny Bigbie	5th Grade	247
Tricia Harden	5th Grade	245
Sam Hawkins	5th Grade	259
Jean Huddleston	5th Grade	237
Lisa King	5th Grade	265
Meredith Matthews	5th Grade	263
Dyana Payne	5th Grade	255
Lisa Pitch	5th Grade	244
Cheryl Prince	5th Grade	246

OTHER TEACHERS

Sue Goldston	Elementary Art Teacher	173
Donna Gonzalez	Elementary Drama Teacher	157
Jerry Bishop / Ken Utz	Band	130
Philip Carroll	Physical Education	Gym
Jennifer Davis	Physical Education	Gym
Katherine Goree	5th Grade Art Teacher	8
Beth Riggs / Georgana Jinks	5th Grade Drama Teacher	A210
Jessica Newman	UE Teacher	142
Leigh Taylor	STEM	165
Ken Utz	Elementary Music Teacher	155
Jennifer Zeavin	5th Grade Teacher	267
Sarah Golieb	5th Grade Teacher	261
Jennifer Drake	5th Grade Teacher	259
Laine Jones	5th Grade Teacher	257
Glynn Rasor	SPL and Association Method	381
Brittany Jones	STEM	270
Teresa Stadelman	LS/UE Teacher	Floating

7/10/19

MIDDLE SCHOOL PERSONNEL
2019-2020

		ROOM
Barnett, Mellany	Head of Middle School	322
Tyler, Lisa	Assistant Head of Middle School/Curriculum & Instruction	308
Gallaher, Patricia	Assistant Head of Middle School/Student Affairs	321
Kline, Dayna	Guidance Counselor	321
Matthews, Christy	Testing Coordinator	314
Dodd, Joan	Testing Coordinator	314
Herman, Eve	Coordinator of Health Services	5
Nagid, Lisa	Nurse	5
Simmons, Margaret	MS Librarian	3 Lib
Anderson, Lori	Coordinator of School Speech Pathologists	318
Shaw, Karen	Administrative Assistant	308h
Frey, Laurie	Administrative Assistant	321h

FACULTY

Bishop, Jerry	Band	130
Brendel, Chris	STEM/Tech	
Brockman, Lauren	Speech	318
Brooke, Debbie	PE	Gym
Byrnes, Lisa	SEE, English	344
Casillas, Tris	SEE, English	349
Crawford, Suzanne	AP, History	360
Crowe, Stephanie	History, English	337
Davis, Jennifer	PE	Gym
Dios, Courtney	History, Electives	A206
Doerr, Cheryl	Science	239
Duesing, Claire	Math	307
Fletcher, Dave	History, Math	306
Fowler, Christy	Digital Photography	325
Givens, Tripp	Science	370
Goree, Katherine	Art	7
Graves, Tina	SEE, English	340
Hagaman, Lynette	English, History	231
Hall, Marilyn	SEE, History	325
Harris, Marsha	English	366
Harris, Sara	Math, Robotics	240
Helffrich, Sarah	English, SEE, AP	A206
Holman, Rose Anne	History, SEE	351
Hutcheson, Vanette	Science	365
Jensen, Gwen	Math	
Jinks, Georgana	Drama, AP	A210
Johns, Christy	AP, Math	368
Jones, Brittany	STEM	

Middle School, continued

Jones, Freddie	Athletic Director	Gym
Keppler, Jill	Science	370
King, Blair	Choir, Digital Music	A210
Lamoreaux, Mark	SEE, English	362
LeBlanc, Alisa	History	243
Mahfouz, Patsy	Science	234
Newman, Jessica	AP, Association	142
Nikolopoulos, Amanda	Speech	318
Nikolopoulos, Maria	Math, AP	144
Orr, Monica	Assoc., English	331
Patterson, Elizabeth	SEE, English	364
Purser, Peggy	SEE, English	341
Reaves, Kathy	Math	353
Reese, Lisa	AP, English	333
Riggs, Beth	Drama, History	A210
Rollen, Amanda	Reading	
Ruff, Susan	Reading, English	339
Sanders, Lauren	Math, StuCo	335
Scales, Dominique	PE	Gym
Shelton, Debbie	Math	334
Smart, Amanda	Math	342
Smith, Dana	Science	232
Spencer, Steve	History	305
Stevens, Claudia	History	229
Stock, Rachel	Speech	318
Thornock, Kendra	Speech	318
Tilger, Debbie	Speech	318
Utz, Ken	Band	130
Vander Pluym, Anna	History	241
Van Houten, Heather	Science	227
Wallace, Deanna	Science	367
Wright, Ann	Math, Stu Co	332
Wright, Jean	Math	336

UPPER SCHOOL PERSONNEL
2019 – 2020

Jenny Cheatham	Head of Upper School	10
Sally Baird	Assistant Head of Upper School/Curriculum	17
Zac Ladd	Dean of Upper School Students	12
Carol Yartym	Upper School Counselor	18
Debbie Knox	Director of College and Career Advising	138
Joan McGraw	Administrative Assistant	11
Debbie McCabe	Attendance Clerk	19
Jeff Pierce	Director of Testing	312
Joan Dodd	Testing Coordinator	313
Eve Herman	Nurse	5
Lisa Nagid	Nurse	5
Kelli Yonker	Library Media Coordinator	300
Freddie Jones	Athletic Director	Gym
Aasha Marietta	Assistant Athletic Director	Gym

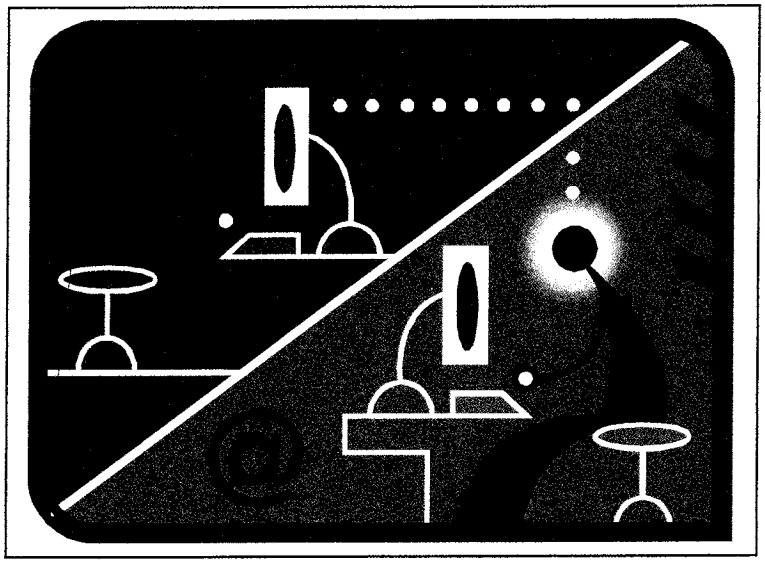
FACULTY

Christine Angelos	English	436
Sandy Balis	Study Hall	Commons
Ed Barry	Social Studies, Athletics	464
Mary Bashara	Ethics, Social Studies	442
Rosanne Brooks	English	145
Sydney Cessna	Math	502
Alison Conger	Reading	509
Mary Connolly	Science	361
Sam Crabtree	Social Studies	432
Mathieu Debic	Dual Credit English	TBD
Amanda Dockweiler	Art, American Sign Language	6
Hunter Duesing	Film	347
Jennifer Eckert	English	326
Greg Farnsworth	Reading, Speech	147
Christy Fowler	Computer	A229
Samantha Franklin	Science	357
Adria Ger	Spanish	345
Laura Gershenson	Science	359
Tripp Givens	Film	347
Dan Hanson	Science	357
Caroline Harris	Spanish	329
Kathryn Hodge	Reading	507
Clay Houston	Theatre Arts	A135
Anné Hughes	Director of Fine Arts, Theatre Arts	A135
Chase Inman	Physical Education, Health, Athletics	172
Nicole Jones	Reading	509

Upper School, continued

Blair King	Choir	A210
Tobin Knox	Ethics, College Transitions, Social Studies	440
Charlotte Lee	English, Community Service	343
Amanda Liese	Math	505
Courtney Lubbers	Social Studies	460
Mark Malcolm	Social Studies, Athletics	A235
Shedonna Mark	Math	500
Wil Matthews	Ethics, English	444
Nancy McCord	English	434
Brandan McMillion	Ethics	440
Jane Mitchell	Math	501
Meredith Moody	Science	470
Hannah Morel	Math	504
Joey Newman	Computer, Yearbook	A229
Julie Niederer	Math	503
Zach Paxton	Social Studies	462
Dominique Scales	Physical Education, Athletics	Gym
Kim Self	Science	466
Carrie Shillingburg	American Sign Language	327
Susan Stern	Reading	506
Ann Stroth	Reading	508
Ken Utz	Band	130

7/10/2019



Shelton's email addresses are usually composed of the person's
first name initial and
FULL last name + shelton.org:
for example:
Sunny Charger
scharger@shelton.org

The most current listing of all faculty and staff is located at

www.shelton.org
Click on "About Us" – 2nd menu bar at top
then, click on "Faculty & Staff Directory"

This also includes employees in the Speech Clinic, Evaluation Center, and Outreach/Training Center.
A complete list of employees (as of the printing date) is included in this handbook..
The information is also available in the Parents' Association Directory.

Shelton School Evaluaion Center
July 15, 2019

Last Name	First Name	Job Title	Work Email	Office/room # (Text)
Aaron	Marilyn	Director Emerita of Speech, Language, Hearing Clinic	maaron@shelton.org	A103
Alessandra-Garza	Jill	Faculty	jalessandra@shelton.org	251
Ames	Laure	Director of Evaluation Center	lames@shelton.org	A228
Angelos	Cbhristine	Faculty	cangelos@shelton.org	
Anderson	Lori	Coordinator of School Speech Pathologists	landerson@shelton.org	316
Arciniega	Betsy	Administrative Assistant, Upper Elementary School	barciniega@shelton.org	
Ashwill	Laura	Faculty	lashwill@shelton.org	255
Austin	Hontas	Faculty	hoaustin@shelton.org	168
Babool	Gulzar	Co-Director of Montessori Training	gbabool@shelton.org	274
Baird	Sally	Assistant Head of Upper School-Curriculum	sbaird@shelton.org	14
Balis	Sandra	Faculty	sbalis@shelton.org	504
Ball	Margaret	Faculty	mball@shelton.org	140
Ball	Theresa	Administrative Associate	tball@shelton.org	220
Bank	Taylor	Speech Language Pathologist	tbank@shelton.org	A115
Barker	Kelly	Faculty	kbarker@shelton.org	260
Barnett	Mellany	Head of Middle School	mbarnett@shelton.org	322
Barnett	Elizabeth	Administrative Assistant, Lower School	lbarnett@shelton.org	141
Barnett	Casey	Faculty	cbarnett@shelton.org	268
Barry	Edward	Faculty	ebarry@shelton.org	462
Bashara	Mary	Faculty	mbashara@shelton.org	442
Bedenbaugh	Christine	Director of Outreach/Training	cbedenbaugh@shelton.org	A207
Berend	Laura	Administrative Associate / Parent Relations Liaison	lberend@shelton.org	278
Bice	Kimberly	Speech Language Pathologist	kbice@shelton.org	A117
Bigbie	Penelope	Faculty	pbigbie@shelton.org	247
Brendel	Christopher	Faculty	cbrendel@shelton.org	367
Brock	Carol	Faculty	cbrock@shelton.org	166
Brockman	Lauren	Speech Language Pathologist	lbrockman@shelton.org	317
Brockway	Pamela	Administrative Assistant, Administration	pbrockway@shelton.org	214
Brooke	Debra	Faculty	dbrooke@shelton.org	A167
Brooks	Elizabeth	Faculty	rbrooks@shelton.org	444
Broussard	Mary	Faculty	mbroussard@shelton.org	164
Brown	Glendon	Chief Financial Officer	gbrown@shelton.org	208
Bruno	Theresa	Director of Development	tbruno@shelton.org	217
Carroll	Phillip	Faculty	pcarroll@shelton.org	A183
Cashdollar	Leslie	Accounting Associate	lcashdollar@shelton.org	207
Casillas	Tris	Faculty	tcasillas@shelton.org	332, A206
Cessna	Sydney	Faculty	scessna@shelton.org	
Chapman Ziegler	Gwendolyn	Faculty	gziegler@shelton.org	234

Shelton School Evaluaion Center
July 15, 2019

Chatman	Candise	Human Resources Manager	cchatman@shelton.org	203
Cheatham	Jennifer	Head of Upper School	jcheatham@shelton.org	10
Chen	Siew	Faculty	schen@shelton.org	262
Cobert	Lindsay	Speech Language Pathologist	lcobert@shelton.org	A111
Coffman	Nancy	Director of Shelton Academic Reading Approach (SARA)	ncoffman@shelton.org	
Collins	Susan	Faculty	scollins@shelton.org	162
Conger	Alison	Faculty	aconger@shelton.org	508
Connolly	Mary	Faculty	mconnolly@shelton.org	361
Contreras	Christi	Director of Capital Campaign	ccontreras@shelton.org	274
Crabtree	Sam	Faculty	scrabtree@shelton.org	432
Crawford	Suzanne	Faculty	scrawford@shelton.org	368
Crowe	Stephanie	Faculty	scrowe@shelton.org	337
Cunningham	Krystal	Athletic Trainer	kcunningham@shelton.org	Gym
Dauber	Deborah	Speech Language Pathologist	ddauber@shelton.org	A117
Davis	Jennifer	Physical Education Coordinator	jdavis@shelton.org	A167
Davis	Christine	Head of Lower of School	cdavis@shelton.org	141
Debic	Mathieu	Faculty	mdebic@shelton.org	460
Deppe	Wendy	Assistant Director of Admission	wdeppe@shelton.org	228
DeTullio	Margaret	Faculty	mdetullio@shelton.org	266
Dios	Courtney	Faculty	cdios@shelton.org	367
Dockweiler	Amanda	Faculty	mdockweiler@shelton.org	6
Dodd	Melissa	Faculty	mdodd@shelton.org	262
Dodd	Joan	Testing Coordinator	jdodd@shelton.org	313
Doerr	Cheryl	Faculty	cdoerr@shelton.org	239
Drake	Jennifer	Faculty	jdrake@shelton.org	253
Drew	Mimi	Benefits Manager	mdrew@shelton.org	205
Drexler	Mary	Library Media Specialist	mead1948@yahoo.com	167
Duesing	John	Faculty	hduesing@shelton.org	432
Duesing	Claire	Faculty	cduesing@shelton.org	307
Duke	Danyle	SEE Trainer		
Duncan	Jenny	Administrative Assistant	jduncan@shelton.org	219
Eckert	Jennifer	Faculty	jeckert@shelton.org	344
Edwards	Lauren	Speech Language Pathologist	ledwards@shelton.org	A104
Evans	Elizabeth	Faculty	levans@shelton.org	164
Farnsworth	Gregory	Faculty	gfarnsworth@shelton.org	509
Fisher	Charlotte	Faculty	cfisher@shelton.org	145
Fletcher	David	Faculty	dfletcher@shelton.org	365
Fowler	Amy	Faculty	cfowler@shelton.org	325
Franklin	Samantha	Faculty	sfranklin@shelton.org	357
Frey	Laurie	Administrative Assistant, Middle School	lfrey@shelton.org	320
Gallaher	Patricia	Assistant Head	pgallaher@shelton.org	321

Shelton School Evaluaion Center
July 15, 2019

Gershenson	Laura	Faculty	lgershenson@shelton.org	359
Givens	Briscoe	Faculty	tgivens@shelton.org	367, 347
Goldston	Susan	Faculty	sgoldston@shelton.org	173
Golieb	Sara	Faculty	sgolieb@shelton.org	261
Gonzalez	Elizabeth	Faculty	lgonzalez@shelton.org	264
Gonzalez	Donna	Faculty	dgonzalez@shelton.org	157
Graves	Tina	Faculty	tgraves@shelton.org	351
Guthrie	Laurie	Faculty	lguthrie@shelton.org	251
Hagaman	Lynette	Faculty	lhagaman@shelton.org	144
Hall	Marilyn	Faculty	mhall@shelton.org	335
Hall	Kelly	Administrative Assistant, Athletics	khall@shelton.org	Gym
Hanson	Daniel	Faculty	dhanson@shelton.org	357
Harden	Patricia	Faculty	tharden@shelton.org	235
Harriman	Jennifer	Faculty	jharriman@shelton.org	268
Harris	Catherine	Psychometrist	charris@shelton.org	A230
Harris	Marsha	Faculty	mharris@shelton.org	265
Harris	Caroline	Faculty	caharris@shelton.org	329
Harris	Joan	Faculty	jharris@shelton.org	168
Harris	Sara	Faculty	saharris@shelton.org	325
Hawkins	Samantha	Faculty	shawkins@shelton.org	259
Hayes	Adrain	Faculty	ahayes@shelton.org	A183
Hays	Claudia	Administrative Assistant, Administration	chays@shelton.org	276
Helffrich	Sarah	Faculty	shelffrich@shelton.org	349
Hendrick-Thomas	Anne	Director of Public Relations/Marketing	athomas@shelton.org	204
Herman	Eve	Coordinator of Health Services	eherman@shelton.org	5
Hilbert	Lena	Faculty	lhilbert@shelton.org	253
Hinkle	Ada	Library Staff Assistant	ahinkle@shelton.org	300
Hodge	Kathryn	Faculty	khodge@shelton.org	507
Hodges	John	SEE Coordinator, Scholars Coordinator	jhodges@shelton.org	A208
Holman	Rose	Faculty	rholman@shelton.org	364
Houston	Richard	Technical Director	clayhous@gmail.com	A136
Huddleston	Jean	Faculty	jhuddleston@shelton.org	237
Hughes	Anne	Director of Fine Arts	ahughes@shelton.org	135
Hutcheson	Vanette	Faculty	vhutcheson@shelton.org	367
Inman	Chase	Faculty	cinman@shelton.org	172
Jensen	Gwen	Faculty	gjensen@shelton.org	165
Jinks	Georgana	Faculty	gjinks@shelton.org	A210
Johns	Christine	Faculty	cjohns@shelton.org	306
Johnson	Lori	Speech Language Pathologist	ljohnson@shelton.org	A102
Jones	Freddie	Director of Athletics and Physical Education	fjones@shelton.org	A169
Jones	Leslie	Faculty	ljones@shelton.org	257

Shelton School Evaluaion Center
July 15, 2019

Jones	Nicole	Faculty	njones@shelton.org	303
Katz	Barbara	Library Media Specialist	bkatz@shelton.org	129
Kelton	Amy	Head of Upper Elementary School	akelton@shelton.org	141
Keppler	Jill	Faculty	jkeppler@shelton.org	370
King	Daniel	Faculty	bk@shelton.org	A210
King	Lisa	Faculty	lking@shelton.org	265
Kinney	Christopher	Accounting Associate	ckinney@shelton.org	206
Kinney	Kara	Capital Campaign Coordinator	kkinney@shelton.org	219
Kline	Dayna	Guidance Counselor	dkline@shelton.org	326
Kneese	Linda	Head of School	lkneese@shelton.org	224
Knox	Debra	Director of College and Career Advising	dknox@shelton.org	138
Knox	John	Faculty	tknox@shelton.org	303
Krug	Peggy	Faculty	pkrug@shelton.org	167
Ladd	Zachary	Dean of Students	zladd@shelton.org	12
Lamoreaux	Robert	Faculty	mlamoreaux@shelton.org	267
Larson	Christine	Director of Technology	tlarson@shelton.org	17
LeBlanc	Alisa	Faculty	agrossman@shelton.org	305
Lee	Charlotte	Faculty	clee@shelton.org	343
Lee	Kelly	Speech Language Pathologist	klee@shelton.org	161
Liese	Diana	Accounting Manager	dliese@shelton.org	201
Liese	Amanda	Faculty	aliese@shelton.org	501
Locke	Chuck	Director	clocke@shelton.org	157
Lubbers	Courtney	Faculty	clubbers@shelton.org	432
Mahfouz	Patsy	Faculty	pmahfouz@shelton.org	234
Malcolm	Mark	Faculty	mmalcolm@shelton.org	464
Marietta-Coleman	Aasha	Assistant Director of Athletics & Physical Education	amarietta@shelton.org	A231
Mark	Shedonna	Faculty	smark@shelton.org	502
Mathews	Meredith	Faculty	mdmathews@shelton.org	257
Matthews	Christy	Testing Coordinator	cmatthews@shelton.org	314
Matthews	Wil	Faculty	wmatthews@shelton.org	440
McCabe	Debbie	Attendance Clerk	dmccabe@shelton.org	19
McCain	Stephanie	Psychometrist	smccain@shelton.org	A231
McCann	Nancy	Faculty	nmccann@shelton.org	160
McCord	Nancy	Faculty	nmccord@shelton.org	434
McGraw	Joan	Administrative Assistant, Upper School	jmcgraw@shelton.org	11
McMillion	Brandon	Faculty	bmcmillion@shelton.org	
Miller	Nicole	Faculty	nmiller@shelton.org	166
Miller	Meghan	Testing Coordinator	mmiller@shelton.org	158
Mitchell	Jane	Faculty	jmitchell@shelton.org	501
Moody	Meredith	Faculty	mmoody@shelton.org	470
Moreno	Eduardo	Computer Systems Specialist	em@shelton.org	324

Shelton School Evaluaion Center
July 15, 2019

Morris	Christie	Assistant Head of Lower School	cmorris@shelton.org	141
Moyer	Amie	Faculty	amoyer@shelton.org	147
Murillo	Elena	Facilities Assistant	emurillo@shelton.org	125
Nagid	Lisa	Nurse	lnagid@shelton.org	005
Newman	Jessica	Speech Language Pathologist	jnewman@shelton.org	142
Newman	Joel	Faculty	jn@shelton.org	329
Niederer	Julie	Faculty	jniederer@shelton.org	503
Nikolopoulos	Amanda	Speech Language Pathologist	asnikolopoulos@shelton.org	318
Nikolopoulos	Avie	Speech Language Pathologist	anikolopoulos@shelton.org	A108
Nordgren	Rachel	Outreach Instructor		
Norwood	Krista	Director of Speech, Language, Hearing Clinic	knorwood@shelton.org	A106
Orr	Monica	Speech Language Pathologist	morr@shelton.org	331
Pack	Jacquelyn	Psychologist	jpack@shelton.org	A236
Pariseau	Jennifer	Faculty	jzeavin@shelton.org	231
Patterson	Margaret	Faculty	epatterson@shelton.org	364
Paxton	Zachary	Faculty	zpaxton@shelton.org	440
Payne	Dyana	Faculty	dpayne@shelton.org	233
Pickering	Joyce	Executive Director Emerita	jpickering@shelton.org	215
Pierce	Jeff	Director of Testing	jpierce@shelton.org	312
Pitch	Lisa	Faculty	lpitch@shelton.org	244
Prince	Cheryl	Faculty	cprince@shelton.org	246
Purser	Margaret	Faculty	ppurser@shelton.org	341
Rasor	Glynn	Speech Language Pathologist	grasor@shelton.org	240
Reaves	Kathleen	Faculty	kreaves@shelton.org	353
Reese	Lisa	Faculty	lreese@shelton.org	333
Riemer	William	Assistant Head, EC-5	wriemer@shelton.org	259
Riggs	Elizabeth	Faculty	briggs@shelton.org	A210
Rogers	Shara	Speech Language Pathologist	srogers@shelton.org	162
Rollen	Amanda	Development Associate	arollen@shelton.org	220
Rosen	Christina	Faculty	crosen@shelton.org	151
Rubin	Dana	Faculty	drubin@shelton.org	A167
Ruff	Susan	Faculty	skruff@shelton.org	339
Ryan	William	Athletic Aide	hryan@shelton.org	Gym
Sanders	Lauren	Faculty	lsanders@shelton.org	335
Santoyo	Rhonda	Faculty	rsantoyo@shelton.org	234
Sarma	Susmita	Faculty	ssarma@shelton.org	260
Scales	Dominique	Faculty	dscales@shelton.org	A183
Scalzo	Carol	Administrative Associate, Development	cscalzo@shelton.org	219
Schriefer	Lisa	Faculty	lwinkler@shelton.org	151
Self	Kimberly	Faculty	kstreet@shelton.org	466
Shaw	Karen	Administrative Assistant, Middle School	kshaw@shelton.org	321

Shelton School Evaluaion Center
July 15, 2019

Shelton	Deborah	Faculty	dshelton@shelton.org	334
Shepherd	Marc	Facilities Supervisor	mshepherd@shelton.org	126
Shiflet	Anne-Marie	Administrative Assistant, Lower School	ashiflet@shelton.org	141
Shortall	Ann	Coordinator of Speech/Language/Hearing	ashortall@shelton.org	A116
Shillingburg	Carrie	Faculty	cschillingburg@shelton.org	
Shryer	Genevieve	Faculty	gshryer@shelton.org	236
Silva	Rodolfo	Facilities Assistant	rsilva@shelton.org	125
Simmons	Margaret	Library Media Specialist	msimmons@shelton.org	304
Slaton	Diann	Director of Admission	dslaton@shelton.org	230
Smart	Amanda	Faculty	asmart@shelton.org	239
Smith	Dana	Faculty	dsmith@shelton.org	232
Smith	Corey	Computer Systems Specialist	csmith@shelton.org	324
Smith	Bonita	Faculty	bsmith@shelton.org	161
Spencer	Steve	Faculty	sspencer@shelton.org	305
Stadelman	Teresa	Faculty	tstadelman@shelton.org	240
Stein	Clare	Faculty	cstein@shelton.org	266
Steinberg	Gabrielle	Faculty	gsteinberg@shelton.org	264
Stell	Suzanne	Executive Director	sstell@shelton.org	222
Stern	Susan	Faculty	sstern@shelton.org	506
Stevens	Claudia	Faculty	cstevens@shelton.org	229
Stevens	Jennifer	Faculty	jstevens@shelton.org	153
Stock	Rachel	Speech Language Pathologist	rstock@shelton.org	319
Stroth	Ann	Faculty	astroth@shelton.org	509
Sudler	Jessica	Faculty	jsudler@shelton.org	140
Sutton	Susan	Guidance Counselor	ssutton@shelton.org	273
Taylor	Leigh	Faculty	ltaylor@shelton.org	144
Teague	Consuela	Administrative Assistant, Outreach/Training	cteague@shelton.org	A205
Temple	Kelsey	Payroll Coordinator	ktemple@shelton.org	200
Thomas	Christy	Administrative Associate, Testing	cthomas@shelton.org	314
Thornock	Kendra	Speech Language Pathologist	kthornock@shelton.org	318
Tilger	Deborah	Speech Language Pathologist	dtilger@shelton.org	318
Truitt	Karen	Faculty	ktruitt@shelton.org	160
Tyler	Lisa	Assistant Head	ltyler@shelton.org	308
Valdez	Tabitha	Faculty	tvaldez@shelton.org	236
Van Den Handel	Kelly	Controller	kvandenhandel@shelton.org	209
Van Houten	Heather	Faculty	hvanhouten@shelton.org	227
Vander Pluym	Anna	Faculty	avanderpluym@shelton.org	241
Walhood	Catherine	Speech Language Pathologist	cwalhood@shelton.org	A112
Wallace	Deanna	Faculty	dwallace@shelton.org	
Washington	Marvel	Receptionist, Business Office	mwashington@shelton.org	270

Shelton School Evaluaion Center
July 15, 2019

Weatherford	Stephanie	Administrative Assistant, Speech Clinic	sweatherford@shelton.org	A100
Whittington	Quarrell	Sports Enhancement Coordinator	qwhittington@shelton.org	SEC
Williams	Dawn	Web Presence Coordinator	dw@shelton.org	A205
Williams	Joni	Administrative Assistant, Evaluation Center	jwilliams@shelton.org	A245
Williams	Amber	Faculty	awilliams@shelton.org	255
Willms	Ahren	Computer Systems Specialist	awillms@shelton.org	324
Wilson	Tracy	Faculty	twilson@shelton.org	168
Womble	Kathryn	Faculty	bwomble@shelton.org	264
Wright	Ann	Faculty	awright@shelton.org	332
Wright	Jean	Faculty	jwright@shelton.org	336
Yartym	Carol	Guidance Counselor	cyartym@shelton.org	18
Yonker	Kelli	Library Media Coordinator	kyonker@shelton.org	304
Young	Cecil	Facilities Assistant	cyoung@shelton.org	126

PARENTS' HANDBOOK

CALENDAR

SHELTON

Back to Index

2019-2020

Academic Year Calendar

Version: 2/4/2019

July 19

Su	M	Tu	W	Th	F	Sa
	1	2	3			6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 19

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 19

Su	M	Tu	W	Th	F	Sa
1		3	4	5	6	7
8	9	10	11	12		14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 19

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13		15	16	17	18	19
20	21	22	~~23~~			26
27	28	29	30	31		

November 19

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24						30

December 19

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29						

January 20

Su	M	Tu	W	Th	F	Sa
						4
5		7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

February 20

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	~~12~~			15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 20

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15						21
22	23	24	25	26	27	28
29	30	31				

April 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9		11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 20

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21		23
24						30
31						

June 20

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 20

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holiday/no school
In-service for staff/no school
Parent Conferences

Notes

US Full Credit Courses Begin: June 24 - July 19, 2019
US 1/2 Credit Courses Begin: June 24 - July 12, 2019
Summer School & Scholars: June 24 - July 19, 2019
July 4th School Holidays: Thur., July 4 and Fri., July 5
Staff In-service: August 5 - August 19, 2019
Parent Orientations: Monday, August 19, 2019
Advisory Open House: Monday, August 19, 2019
1st Day of Classes: Tuesday, August 20, 2019
Labor Day/No School: Mon., September 2, 2019
In-service for Staff/No School: September 13, 2019
Columbus Day/No School: Monday, October 14. 2019
Parent Conferences: 10/23 early dismissal for 5th--12th ONLY at staggered times due to Parent Confs.
Parent Conferences--no school: October 24 & October 25
Grandparents' Day - Fri., November 22 (9-11:30)
Staggered Dismissal Times on 11/22 - to be announced
Thanksgiving Holidays: November 25 - November 29
Exams MS (6th-8th): Dec. 18, 19, 20
Exams US (9th-12th): Dec.17, 18, 19, 20
Winter Holidays: December 23 - January 6, 2020
In-service for Staff / No School: January 6, 2020
School Resumes: Tuesday, January 7, 2020
MLKing Holiday/No School: Mon., January 20, 2020
Parent Conferences: 2/12 early dismissal for 5th-12th ONLY at staggered times due to Parent Conferences
Parent Conferences-no school: Feb. 13 and Feb. 14
Spring Break/No School: March 16 - March 20, 2020
Holiday/No School: Friday, April 10, 2020
Exams for Middle (6th-8th): May 19, 20, 21
Exams for Upper (9th-12th): May 18, 19, 20, 21
Last Day Classes EC-12th: Thursday, May 21, 2020
Work Days for Staff (no school): May 22, 27, 28, 29
Seniors' Graduation: Saturday, May 23, 2020; 2:00 pm
Memorial Day/No School: Monday, May 25, 2020
Parent Conferences/No School: Tuesday, May 26, 2020

NOTE: On 10/23 and 2/12 - early dismissal for 5th grade, Middle (6-8) and Upper (9-12) only due to Parent Conferences; dismissal times to be announced.
EC - 4th dismiss at regular times on 10/23 & 2/12

Each grading period the ***Citizenship Award*** *for grades 1/2,* ***Celebration Assembly award*** *at* ***Upper Elementary, Leadership for Middle, and Upper Schools*** *are given to students who must exemplify the qualities of leadership through his/her own responsibility for his/her school work as well as his/her behavior. In addition, the staff chooses a student who is considerate of his/her teachers and peers.* ***PARENTS ARE NOTIFIED BY THE DIVISION, IN ADVANCE, IF THEIR CHILD IS TO RECEIVE AN AWARD.***

Citizenship Awards Assemblies for Grades 1/ 2
@ 9:00 AM
Dining Hall, 1st floor
September 27, 2019
November 15, 2019
December 13, 2019
February 21, 2020
April 17, 2020
May 15, 2020

Celebration Assemblies Grades 3/4
@ 2:30 PM
Dining Hall, 1st floor
September 26, 2019
November 7, 2019
December 12, 2019
February 20, 2020
April 7, 2020
May 13, 2020

Celebration Assemblies Grade 5
@ 8:45 AM
Dining Hall, 1st floor
September 25, 2019
November 6, 2019
December 12, 2019
February 20, 2020
April 8, 2020
May 14, 2020

End of the Year Awards Assembly for EC, Pre-Primary, 1/ 2
Thursday, May 21, 2020 @ 9:00 AM Gymnasium
(All students of division and parents)

End of the Year Awards Assembly for 3/ 4, 5
Thursday, May 21, 2020 @ 11:00 AM Gymnasium
(All students of division and parents)

Leadership Awards Assemblies:
MIDDLE SCHOOL 6th – 8th
Dining Hall, 1st Floor @ 9:15 AM
October 23, 2019
January 8, 2020
March 25, 2020

End of the Year Final Awards Assemblies

6th grade at 2:30, May 14, 2020
7th grade & 8th grade at 2:00, May 18, 2020
(Gymnasium)
(All students of 6, or 7, or 8th grade and parents)

Leadership Awards Assemblies:
UPPER SCHOOL 9th – 12th
Dining Hall, 1st Floor @ 8:35 AM
October 23, 2019
January 15, 2020
March 25, 2020
May 6, 2020, FINAL; *all invited, 8:45 AM*

Final End of the Year
Upper School *Honors & Hero Ceremony*
Thursday, May 21, 2020, 7:00 PM (Gymnasium)
Upper School *Seniors' Graduation*
Saturday, May 23, 2020 at 2:00 PM (Gymnasium)

Home

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 **Memorial Day Holiday - no school**	28 **MS report cards issued** **Parent Conferences - no school**	29 **Staff/Faculty Work Day** **End of the Year Staff Appreciation Luncheon** 11:30 AM	30 **Staff/Faculty Work Day**	31 **Contracts end for 18-19** **Staff/Faculty Work Day**	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	25 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	26 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	27 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	28 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	29

30	1	2	3	4	5	6
	Summer School 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	**Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	**Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	**July 4th Holiday - no school**	**July 4th Holiday - no school**	

Middle School Calendar
School Wide Calendar
Parents' Association
Upper School Calendar
Scholars

Home

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	2 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	3 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	4 **July 4th Holiday - no school**	5 **July 4th Holiday - no school**	6
7	8 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	9 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	10 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	11 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	12 **Summer School** 9:00 AM to 12:00 PM **Upper School 1/2 Credit Courses** **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	13 **Lower School (EC-2) Summer Splash Day** 10:00 AM **Upper Elem (3-5) New Family Get Together** 10:00 AM to 12:00 PM
14	15 **Summer School** 9:00 AM to 12:00 PM **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	16 **Summer School** 9:00 AM to 12:00 PM **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	17 **Summer School** 9:00 AM to 12:00 PM **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	18 **Summer School** 9:00 AM to 12:00 PM **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	19 **Summer School** 9:00 AM to 12:00 PM **Upper School FULL Credit Courses** **Scholars** 9:00 AM to 12:00 PM	20

21	22	23	24	25	26	27
28	29	30	31 **New Staff Inservice - 2019**	1 **New Staff Inservice - 2019**	2 **New Staff Inservice - 2019**	3

Parents' Association
Upper School Calendar
Scholars
School Wide Calendar

Home

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31 **New Staff Inservice - 2019**	1 **New Staff Inservice - 2019**	2 **New Staff Inservice - 2019**	3
4	5 **New Staff Inservice - 2019** **In-Service for Staff; no school**	6 **New Staff Inservice - 2019** **In-Service for Staff; no school**	7 **In-Service for Staff; no school**	8 **In-Service for Staff; no school** **10th Gr. Back to School Party** 2:00 PM to 4:00 PM	9 **In-Service for Staff; no school**	10
11	12 **In-Service for Staff; no school**	13 **In-Service for Staff; no school**	14 **In-Service for Staff; no school**	15 **In-Service for Staff; no school**	16 **In-Service for Staff; no school**	17 **EC/PP Back to School Splash Bash** 10:00 AM to 12:00 PM
18 **3rd/4th Back to School Party** 1:00 PM to 3:00 PM **5th Gr. Back to School Party** 1:00 PM to 4:00 PM **9th Gr. Back to School Party** 1:00 PM to 4:00 PM **11th Gr. Back to School Party** 2:00 PM to 4:00 PM **8th Gr. Back to School Party** 3:00 PM to 5:00 PM	19 **ADVISORIES OPEN HOUSE: Click for more information** **Orientations: Click for more information** **Upper School (9-12) NEW Student Orientation** 8:30 AM to 12:30 PM **6th Gr. Back to School Party** 10:00 AM to 1:00 PM **7th Gr. Back to School Party** 11:00 AM to 1:00 PM **Primary**	20 **1st day of School for Shelton** **Begin of 1st 9 wks for MS & US** **Libraries Open** **9th Gr. PARENT Breakfast** 8:45 AM	21	22 **New Students & 6th Gr. Speech Program Testing**	23 **New Students & 6th Gr. Speech Program Testing**	24 **SAT testing**

	(1st/2nd) Back to School Party 3:30 PM to 5:00 PM					
25 **SAT testing**	26 **Hearing & Vision Screening for certain students** **New Students & 6th Gr. Speech Program Testing**	27 **Hearing & Vision Screening for certain students** **New Students & 6th Gr. Speech Program Testing** **SPA: Presidents' Board/Liaison Luncheon** 12:00 PM **Board's Executive Comm. Mtg.** 3:30 PM	28 **Hearing & Vision Screening for certain students** **New Students & 6th Gr. Speech Program Testing** **7th Gr. Parent's Coffee** 8:45 AM	29 **Hearing & Vision Screening for certain students** **New Students & 6th Gr. Speech Program Testing** **Welcome Dads Back-to-School Dinner** 7:00 PM	30 **New Students & 6th Gr. Speech Program Testing**	31

Board Event
School Wide Calendar
Middle School Calendar
Upper Elementary Calendar
Parents' Association
Upper School Calendar

Home

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day Holiday - No School	3 New Students & 6th Gr. Speech Program Testing 3rd/4th/5th PARENT Breakfast/Coffee 8:30 AM to 10:00 AM	4 New Students & 6th Gr. Speech Program Testing	5 New Students & 6th Gr. Speech Program Testing Parents' Assn: NEW Parent Dinner 6:30 PM Parent Support Event: Overview of Learning Differences 7:00 PM	6 New Students & 6th Gr. Speech Program Testing	7 ACT testing
8 ACT testing	9	10 SPA KICKOFF Coffee/Fall General Meeting 8:45 AM to 10:00 AM	11	12 Open House all grades	13 In-service for Staff/No School	14 ACT testing
15 ACT testing	16 HOMECOMING WEEK Yearbook Photos (except seniors)	17 HOMECOMING WEEK Yearbook Photos (except seniors) 11th Gr. Parent Coffee Chat Mixer 8:45 AM NEW Board Members' Orientation 2:00 PM FULL Board Meeting 3:30 PM	18 HOMECOMING WEEK Yearbook Photos (except seniors)	19 HOMECOMING WEEK Homecoming Game - see Athletics calendar for more info North Texas Giving Day Yearbook Photos (except seniors)	20 HOMECOMING WEEK Freshman Homecoming Dinner (Time/Place TBA) Homecoming Dance (Time/Location TBA) PEPNIC Sky Ranch Weekend for Dads/Child Yearbook Photos (except seniors) 8th Gr. MOM's Lunch 12:00 PM	21 HOMECOMING WEEK ACT testing EC/PP/Primary MOM's Night Out Sky Ranch Weekend for Dads/Child

22 **ACT testing** **Sky Ranch Weekend for Dads/Child**	23	24 **Lower School SPA Liaison Meeting** 8:45 AM	25 **5th Gr. Celebrations Ceremony** 8:45 AM **Upper Elem. SPA Liaison Meeting** 8:45 AM	26 **3/4 and 5th Fine Arts Performances** **Junior Parents Meeting: College 101 Time TBA** **Middle School SPA Liaison Meeting** 8:45 AM **3/4 Grades Celebration Ceremony** 2:30 PM	27 **7th Gr. MOM's Lunch** **Alliance Conference** **Food Truck - Susie Cakes (during students' lunch period)** **UE Drama** **Upper School SPA Liaison Meeting** 8:45 AM **Lower Citizenship (1st & 2nd only) Ceremony** 9:00 AM	28 **ACT testing** **Alliance Conference** **Lower/Upper Elem. (EC-5) Parents' Night Out**
29 **ACT testing** **Rosh Hashanah begins at sundown**	30 **Rosh Hashanah**	1 **Rosh Hashanah**	2	3 **Parent Support Event: Simulations of Learning Differences** 7:00 PM	4	5 **SAT testing**

Board Event
Parents' Association
Upper Elementary Calendar
Lower School Calendar
Public Event
Upper School Calendar
Middle School Calendar
School Wide Calendar

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 ACT testing Rosh Hashanah begins at sundown	30 Rosh Hashanah	1 Rosh Hashanah	2	3 Parent Support Event: Simulations of Learning Differences 7:00 PM	4	5 SAT testing
6 SAT testing	7 Shelton Golf Tournament 6:30 AM	8 Yom Kippur begins at sundown Parents' Assn: Executive Meeting 8:45 AM to 10:00 AM	9 Yom Kippur	10 3rd/4th/5th PARENT MIXER (Time TBA)	11 Upper Elem. Togetherness Picnic	12
13	14 Columbus Day/Fall Break - No School	15 Board's Executive Comm. Mtg. 3:30 PM	16 PSAT / Senior Retreat 9th Gr. PARENT Happy Hour 5:30 PM	17 Book Fair - delivery & set up in Library Lower School Student/Parent Lesson Night 6:00 PM to 7:00 PM	18 Book Fair - Teacher preview & kids' wish list times End of 1st 9 wks for MS & US 6th gr. Lunch with Dads & Book Fair 11:20 AM to 12:10 PM EC/PP/Primary Play in the Park 2:15 PM	19
20	21 Begin of 2nd 9 wks for MS & US Shelton's Book Fair 3/4 grs. Lunch with Dads & Book Fair 11:50 AM to 12:40 PM	22 Shelton's Book Fair EC-2nd grs. Books & Bagels with Dad 7:30 AM 5th gr. Lunch with Dads and Book Fair 11:20 AM to 12:10 PM	23 1/2 day of school for 5th - 12th only for Parent Conferences Dismissal Times: EC-4:Regular times; 5th gr @ 11:30; 6-8 gr. @12:15; 9-12 gr. @ 12:30 MS Report Cards Issued	24 Parent Conferences/No School Shelton's Book Fair Staff Appreciation Lunch 11:00 AM	25 Parent Conferences/No School Shelton's Book Fair Staff Appreciation Lunch 11:00 AM	26 ACT testing

			Shelton's Book Fair **US Awards Assembly** 8:35 AM **MS Awards Assembly** 9:15 AM			
27 **ACT testing**	28 **Red Ribbon Week**	29 **Red Ribbon Week**	30 **7th Gr. Party (Time TBA)** **Red Ribbon Week**	31 **Red Ribbon Week**	1	2 **ACT testing** **SAT testing** **Lower School (EC-2) Couples Party** 5:00 PM to 7:00 PM

Board Event
Parents' Association
Upper School Calendar
Lower School Calendar
School Wide Calendar
Middle School Calendar
Upper Elementary Calendar

Home

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 **ACT testing**	28 **Red Ribbon Week**	29 **Red Ribbon Week**	30 **7th Gr. Party (Time TBA)** **Red Ribbon Week**	31 **Red Ribbon Week**	1	2 **ACT testing** **SAT testing** **Scholars** 9:00 AM to 12:00 PM **Lower School (EC-2) Couples Party** 5:00 PM to 7:00 PM
3 **ACT testing** **Daylight Saving Time ENDS** **SAT testing**	4	5 **Parents' Assn: Executive Meeting** 8:45 AM to 10:00 AM	6 **5th Gr. Celebration Ceremony** 8:45 AM	7 **3/4 and 5th Fine Arts Performances** **3/4 Grades Celebration Ceremony** 2:30 PM **Parent Support Event: Social Skills/Organization & Study Skills** 7:00 PM	8 **UE Drama**	9 **ACT testing** **Scholars** 9:00 AM to 12:00 PM
10 **ACT testing**	11	12 **Lower School Progress Report Issued** **Upper Elem. Progress Report Issued**	13 **3rd/4th/5th PARENT Breakfast/Coffee** 8:30 AM to 10:00 AM	14 **Dads' Group Poker Night (time/location TBA)**	15 **Lower Citizenship (1st & 2nd only) Ceremony** 9:00 AM	16 **Scholars** 9:00 AM to 12:00 PM
17	18	19 **FULL Board Meeting** 3:30 PM	20	21	22 **Grandparents' Day** 9:00 AM to 11:00 AM **Early Dismissal Times: EC-2 @ 11:30; 3-5 @ 11:45; 6-8 @ 11:30; 9-12 @ 11:45**	23 **Scholars** 9:00 AM to 12:00 PM

24	25 **Thanksgiving holidays - no school**	26 **Thanksgiving holidays - no school**	27 **Thanksgiving holidays - no school**	28 **Thanksgiving holidays - no school**	29 **Thanksgiving holidays - no school**	30

- Board Event
- Parents' Association
- Upper Elementary Calendar
- Fine Arts
- School Wide Calendar
- Upper School Calendar
- Lower School Calendar
- Teacher Training

Home

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 **Parents' Assn: Executive Meeting** 8:45 AM to 10:00 AM	4	5 **Parent Support Event: Oral & Written Language** 7:00 PM	6 **Food Truck event (during students' lunch periods)**	7
8	9	10 **7th Gr. Mom's Holiday Dinner**	11	12 **5th Gr. Celebrations Ceremony** 8:45 AM **3/4 Grades Celebration Ceremony** 2:30 PM **8th Gr. MOM's Holiday Party** 7:00 PM to 10:00 PM	13 **Lower Citizenship (1st & 2nd only) Ceremony** 9:00 AM	14
15	16	17 **Upper School Exams with early dismissal @ 11:45** **Board's Executive Comm. Mtg.** 3:30 PM	18 **Upper School Exams with early dismissal @ 11:45** **Middle School Exams with Early Dismissal at 12:05** **UE Drama** **Staff Holiday Party** 3:30 PM	19 **Upper School Exams with early dismissal @ 11:45** **3/4 and 5th Fine Arts Performances** **Middle School Exams with Early Dismissal at 12:05**	20 **Upper School Exams with early dismissal @ 11:45** **End of 2nd 9 wks for MS** **Last day before Winter Break Lower (EC-2) @ 11:00: Upper El (3-5) @ 11:15 am** **Middle School Exams with Early Dismissal at 12:05**	21

22	23 Winter Break for Shelton Hanukkah	24 Winter Break for Shelton	25 Winter Break for Shelton Christmas	26 Winter Break for Shelton	27 Winter Break for Shelton	28
29	30 Winter Break for Shelton	31 Winter Break for Shelton	1 Winter Break for Shelton	2 Winter Break for Shelton	3 Winter Break for Shelton	4

- Board Event
- Parents' Association
- Upper School Calendar
- Lower School Calendar
- School Wide Calendar
- Middle School Calendar
- Upper Elementary Calendar

Home

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Winter Break for Shelton	31 Winter Break for Shelton	1 Winter Break for Shelton	2 Winter Break for Shelton	3 Winter Break for Shelton	4
5	6 Winter Break for Shelton In-Service for Staff; no school 8:30 AM 1st/2nd Gr. Party 3:00 PM to 5:00 PM	7 Begin of 3rd 9 wks for MS Students return; regular arrival times	8 MS Report Cards Issued MS Awards Assembly 9:15 AM	9	10 End of 2nd 9 wks for US	11
12	13 7th Gr. Speech Program Testing Begin of 3rd 9 wks for US	14 7th Gr. Speech Program Testing Parents' Assn: Executive Meeting 8:45 AM to 10:00 AM	15 7th Gr. Speech Program Testing US Awards Assembly 8:35 AM	16 7th Gr. Speech Program Testing Parent Support Event:Freedom From Chemical Dependency 7:00 PM	17 7th Gr. Speech Program Testing	18
19	20 ML King Holiday - no school	21 7th Gr. Speech Program Testing 7th Gr. Lunch with Dads 12:15 PM to 12:40 PM FULL Board Meeting 3:30 PM	22 7th Gr. Speech Program Testing Early Childhood Info Meeting w/Pickering & Kelton 9:00 AM 8th gr. Lunch with Dads 12:40 PM to 1:05 PM	23 7th Gr. Speech Program Testing 9th & 10th Gr. Parents Meeting: College Basics Time TBA 9th gr. Lunch with Dads 1:10 PM to 1:35 PM Lower School Student/Parent Lesson Night 6:00 PM to 7:00 PM	24 7th Gr. Speech Program Testing 10th/11th Grs. Lunch with Dads 1:10 PM to 1:35 PM	25 ISEE Testing 8:00 AM to 2:00 PM

26	27	28	29	30	31	1
EC/PP Party 2:00 PM to 4:00 PM	**7th Gr. Speech Program Testing**	**7th Gr. Speech Program Testing** **Lower School SPA Liaison Meeting** 8:45 AM	**Upper Elem. SPA Liaison Meeting** 8:45 AM **3rd/4th/5th PARENT MIXER (Time TBA)** **7th Gr. Speech Program Testing**	**7th Gr. Speech Program Testing** **Middle School SPA Liaison Meeting** 8:45 AM	**7th Gr. Speech Program Testing** **Upper School SPA Liaison Meeting** 8:45 AM **7th/8th Grade Party** 7:00 PM to 9:00 PM	

Board Event
Parents' Association
Upper School Calendar
Lower School Calendar
School Wide Calendar
Middle School Calendar
Upper Elementary Calendar

Home

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 **EC/PP Party** 2:00 PM to 4:00 PM	27 **7th Gr. Speech Program Testing**	28 **7th Gr. Speech Program Testing** **Lower School SPA Liaison Meeting** 8:45 AM	29 **Upper Elem. SPA Liaison Meeting** 8:45 AM **3rd/4th/5th PARENT MIXER (Time TBA)** **7th Gr. Speech Program Testing**	30 **7th Gr. Speech Program Testing** **Middle School SPA Liaison Meeting** 8:45 AM	31 **7th Gr. Speech Program Testing** **Upper School SPA Liaison Meeting** 8:45 AM **7th/8th Grade Party** 7:00 PM to 9:00 PM	1
2	3	4 **Parents' Assn: Spring General Meeting** 8:45 AM to 10:00 AM	5 **Ethics Symposium** 9:00 AM to 2:30 PM	6 **Parent Support Event: Math, Science & Social Studies** 7:00 PM	7	8 **ACT testing** **ISEE Testing** 8:00 AM to 2:00 PM
9 **ACT testing**	10	11 **Lower School Progress Report Issued** **Upper Elem. Progress Report Issued**	12 **1/2 day of school for 5th - 12th only for Parent Conferences** **Dismissal Times: EC-4:Regular Times, 5th @ 11:30; 6-8 @ 12:15; 9-12 @12:30** **Jump-a-Thon**	13 **Parent Conferences/No School** **Staff Appreciation Lunch** 11:00 AM	14 **Parent Conferences/No School** **Staff Appreciation Lunch** 11:00 AM	15 **ACT testing**
16 **ACT testing**	17	18 **UE Drama** **Board's Executive Comm. Mtg.** 3:30 PM	19 **3/4 and 5th Fine Arts Performances**	20 **5th Gr. Celebration Ceremony** 8:45 AM **3/4 Grades Celebration Ceremony** 2:30 PM	21 **Lower Citizenship (1st & 2nd only) Ceremony** 9:00 AM **3rd/4th Grs. Social** 3:00 PM to 5:00 PM **5th Gr. Social** 6:00 PM to 8:00 PM	22 **ACT testing**

23 **ACT testing**	24	25 **EC/PP/Primary MOM's Breakfast** 9:00 AM	26	27	28 **Upper School Casino Night**	29

- Board Event
- Middle School Calendar
- Upper Elementary Calendar
- Fine Arts
- Parents' Association
- Upper School Calendar
- Lower School Calendar
- School Wide Calendar

Home

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 **Parents' Assn: Executive Meeting** 8:45 AM to 10:00 AM	4	5	6 **Primary (1/2) Spring Fling Playdate** 2:15 PM to 4:00 PM	7 **EC/PP Family Lunch** 11:00 AM to 1:00 PM
8 **Daylight Saving Time BEGINS**	9 **Stanford Achievement Testing for 3rd - 8th grades only**	10 **Stanford Achievement Testing for 3rd - 8th grades only**	11 **Stanford Achievement Testing for 3rd - 8th grades only**	12 **Stanford Achievement Testing for 3rd - 8th grades only**	13 **End of 3rd 9 wks for MS & US** **Stanford Achievement Testing for 3rd - 8th grades only**	14
15	16 **SPRING BREAK FOR SHELTON**	17 **SPRING BREAK FOR SHELTON**	18 **SPRING BREAK FOR SHELTON**	19 **SPRING BREAK FOR SHELTON**	20 **SPRING BREAK FOR SHELTON**	21
22	23 **Begin of 4th 9 wks for MS & US**	24 **FULL Board Meeting** 3:30 PM	25 **MS Report Cards Issued** **US Awards Assembly** 8:35 AM **MS Awards Assembly** 9:15 AM	26	27 **Food Truck - Kona Ice (during students' lunch periods)**	28 **Shelton Auction/Stampede Party** 6:00 PM
29	30	31 **Lower School SPA Liaison Meeting** 8:45 AM **3rd/4th/5th MOM's Night Out** 6:30 PM to 8:30 PM	1 **Upper Elem. SPA Liaison Meeting** 8:45 AM	2 **Middle School SPA Liaison Meeting** 8:45 AM	3 **Upper School SPA Liaison Meeting** 8:45 AM	4 **ACT testing**

Board Event
School Wide Calendar
Middle School Calendar
Upper Elementary Calendar
Parents' Association
Upper School Calendar

Home

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 **Lower School SPA Liaison Meeting** 8:45 AM **3rd/4th/5th MOM's Night Out** 6:30 PM to 8:30 PM	1 **Upper Elem. SPA Liaison Meeting** 8:45 AM	2 **Middle School SPA Liaison Meeting** 8:45 AM	3 **Upper School SPA Liaison Meeting** 8:45 AM	4 **ACT testing**
5 **ACT testing**	6 **8th Gr. Speech Program Testing**	7 **8th Gr. Speech Program Testing** **Parents' Assn: Executive Meeting** 8:45 AM to 10:00 AM **3/4 Grades Celebration Ceremony** 2:30 PM	8 **8th Gr. Speech Program Testing** **UE Drama** **5th Gr. Celebration Ceremony** 8:45 AM	9 **3/4 and 5th Fine Arts Performances** **8th Gr. Parent's Date Night** **8th Gr. Speech Program Testing** **Passover**	10 **Good Friday Holiday - no school** **Passover**	11 **Passover**
12 **Easter Holiday** **Passover**	13 **8th Gr. Speech Program Testing** **Classes in session - no holiday** **Passover**	14 **8th Gr. Speech Program Testing** **Passover**	15 **8th Gr. Speech Program Testing** **Passover**	16 **8th Gr. Speech Program Testing** **Passover**	17 **8th Gr. Speech Program Testing** **Lower Citizenship (1st & 2nd only) Ceremony** 9:00 AM	18 **ACT testing**
19 **ACT testing** **National Library Week**	20 **8th Gr. Speech Program Testing** **National Library Week**	21 **8th Gr. Speech Program Testing** **National Library Week** **Board's Executive Comm. Mtg.** 3:30 PM	22 **National Library Week** **International Performance Costume Parade** 1:00 PM	23 **International Month Performance** 9:00 AM **National Library Week** **EC/PP/Primary Couples Spring Happy Hour** 7:00 PM to 9:00 PM	24 **International Month Performance** 9:00 AM **National Library Week** **International Month Tasting** 1:00 PM	25 **National Library Week**

26 **ACT testing**	27	28 **Parents' Assn's End of the Year Luncheon** 11:30 AM	29	30	1 **Food Truck - Tikiz (during students' lunch period)**	2 **SAT testing**

Board Event
Parents' Association
Upper School Calendar
Lower School Calendar
School Wide Calendar
Middle School Calendar
Upper Elementary Calendar

Home

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 ACT testing	27	28 Parents' Assn's End of the Year Luncheon 11:30 AM	29	30	1 Food Truck - Tikiz (during students' lunch period)	2 SAT testing
3 SAT testing	4	5 EC - 2nd Post Testing Parent Meeting 9:00 AM	6 Parents' Assn: Board's Transition Meeting 8:45 AM to 10:00 AM US Awards Assembly 8:45 AM	7 3rd - 12th Post Testing Parent Meeting 9:00 AM	8 Mayfest (includes Powder Puff Football Game) Lower School (EC-2) Popsicles in the Park 12:00 PM	9
10 Mother's Day	11 Libraries Close	12 FULL Board Meeting 3:30 PM	13 3/4 Grades Celebration Ceremony 2:30 PM	14 UE Drama 5th Gr. Celebrations Ceremony 8:45 AM 6th Gr. Final Awards Assembly 2:30 PM	15 Lower Citizenship (1st & 2nd only) Ceremony 9:00 AM	16
17	18 Upper School Exams w/dismissal @11:45 7th & 8th Grs. Final Awards Assembly 2:00 PM	19 Upper School Exams w/dismissal @11:45 3/4 and 5th Fine Arts Performances Lower School Progress Report Issued Middle School Exams with Early Dismissal at 12:05 Upper Elem. Progress Report	20 Upper School Exams w/dismissal @11:45 Middle School Exams with Early Dismissal at 12:05	21 Last Day of School Upper School Exams w/dismissal @11:45 7th Gr. End of the Year Party (Time TBA) End of 4th 9 wks for MS & US Middle School Exams with Early Dismissal at 12:05	22 Senior Brunch @ 10:00 with Rehearsal @ 12:00 Work Days for Staff	23 Seniors' Graduation 2:00 PM

		Report Issued		Lower (EC-2) FINAL Awards Assembly w/early dismissal at 10:30 9:00 AM UE FINAL Awards Assembly, with early dismissal immediately following 11:00 AM 3rd/4th Grs. End of the Year Party 12:30 PM to 2:30 PM US Honors / Hero Ceremony 7:00 PM		
24	25 Memorial Day Holiday - no school	26 Work Days for Staff	27 Parent Conferences/No School End-of-the-Year Staff Appreciation Lunch 11:30 AM	28 Work Days for Staff	29 Work Days for Staff	30
31 Staff Contracts End	1	2	3	4	5	6

Board Event
Parents' Association
Upper Elementary Calendar
Lower School Calendar
Public Event
Upper School Calendar
Middle School Calendar
School Wide Calendar

PARENTS' HANDBOOK

MEDICAL

Back to Index

IMPORTANT MEDICAL INFORMATION

1. **All students enrolled at Shelton are required by Texas law to be appropriately immunized for diseases. Students will not be admitted to class if all immunization information is not completed and on file in the school clinic or if the child is not up to date on their immunizations by the first day of school.**

2. In the interest of each student's health, please keep your child home if he/she is showing signs of illness, fever over **100.5**, vomiting, contagious rash, etc. Your child must be fever free for 24 hours off of Tylenol/Advil/Motrin/Aleve before returning to school. If your child is out of school for more than three consecutive days, a note from the doctor will be required to return to school.

3. You will receive a call from the School Nurse or School Secretary if your student is ill and needs to be picked up from school. Please make sure that we have updated contact information.

4. **LATEX BALLOONS ARE NOT ALLOWED AT SHELTON** due to students and staff with allergies to latex. **Latex stress balls are also not allowed.** Mylar balloons are permitted. Shelton is a latex safe environment.

5. If your child needs to take medicine at school, a "Shelton Medication Form" (see following pages) **must** be filled out by you **the first** time medicine is sent to school **or if there are any changes**. Please make copies of this form for your use or go to the Shelton website and look under Parent Info and on the left hand side click on Medical Forms and then click on the link. A parent/guardian **MUST** bring in the medication when the medication is started with the completed form. Parents must bring all medication to the school nurse. After the medication is started, students in middle school and high school may bring in refills. Parents of students in Lower and Upper Elementary or another adult MUST bring in the medication. It can **NOT** be sent in a child's backpack. All medication must be in a **correctly labeled** bottle from the pharmacy for prescriptions or the original box for over the counter medications. **NO HERBAL MEDICATIONS will be given at school or on field trips.** (Vayarin and Deplin are exceptions since a prescription is required.) If the instructions on the bottle do not match how your child is taking the medicine, please have your child's doctor's office fax or email an order with the correct instructions to the clinic. The fax number is 972-991-3977.

6. If you wish to have medication at school as a back up for missed doses please complete the "Shelton School Medication Form" and bring it with the medicine to the school nurse in a labeled bottle from the pharmacy.

7. If your child has medicine critical to their health and you wish to send it in case he/she stays beyond normal school hours, please bring it to the clinic with a completed Shelton Medication Form.

8. It is **very** important for the school to have information about **ALL** the prescription medicine your child takes---- at home and at school. The medication(s) they take affects their school performance and, many times, also affects their physical well-being. When any prescription medication changes (at home and at school), please notify the school nurse by e-mail at eherman@shelton.org. Please specify the name and the dose of the new medicine and the medicine being discontinued. Please also notify the nurse if the dose or time of your child's medicine changes.

9. If your child has **asthma**, you **must** fill out the "Shelton School Asthma Action Plan" which you should have received with the data sheet, and return to the clinic by the first day of school. If you did not receive one, you can find a copy on the Shelton website: go to Parents Info under Shelton School, click on Medical Forms and then click on Asthma Action Plan. Students may carry their inhalers on them. The nurse has a nebulizer machine in the clinic. If your child needs breathing treatments at school, please provide the medicine as well as the tubing and mouthpiece/mask.

10. If your child has **allergies** to food, medications and/or insect bites, you **must** fill out a "Shelton School Allergy Action Plan" which was also mailed out with the data sheets. It should be completed, signed by your child's doctor and returned by the first day of school. If you did not receive one, you can find a copy on the Shelton website: go to Parents Info under Shelton School, click on Medical Forms and then click on Allergy Action Plan. If your child's allergy is severe and you wish to have an epi-pen at school, please bring it with a label from the pharmacy to the nurse and make sure that you have completed and returned the Allergy Action Plan and bring a picture of your child to be placed on the plan and on the Epi-pen. **If your child has seizures, you must have his/her doctor complete a Seizure Action Plan. You can find a copy on the Shelton website in the Medical Forms section.**

11. In June, all medicine(s) must be sent home by the last day of conferences. We cannot store medication over the summer. **If medicine is not picked up by the last day of conferences, it will be properly disposed of.**

Shelton School Medication Form

Today's Date _____

Student's Name _____ Advisor_____ Grade___

Medication(s) _____ _____

_____ _____

- **All Prescription Medicine Must be in the labeled bottle from the pharmacy with the student's name & correct time & dosage**
- **All Over the Counter Medicine Must Be in the Original Package**

Dose of Each Tablet/Capsule/Liquid _____mg

How Much Does the Student Take Per Dose_____(#pills/capsules)

Is This a Change? No **Yes** **Change in** Medication Time Dosage?

Medication to be taken: Every School Day If Forgets at Home

As Needed for: Asthma/Migraines/Other_____

Critical Medicine In Case Student Must Remain at School Beyond School Hours

What Time(s) Lunch After Lunch Before School Other_____

Date to Start Medicine Today Other_____

Is there a date to stop medication No Yes Date _____

Number of Pills Sent _____

Inhaler/Epi-Pen Expiration Date_____

Count Confirmed By Nurse _____ Signature

Parent Signature _____

Contact Phone Number _____

E-Mail _____

All student information is kept strictly confidential.

Shelton Medication Form

Student Name: _____ Grade: _____

Date	Medicine	# In	Returned	Wasted	Reason/Notes	Counter's Initials	Witness's Initials (For Waste Only)

Print Name	Signature (with credentials)	Initials

Dear Parent/Legal Guardian,

Shelton maintains epinephrine auto injectors for the emergency treatment of anaphylaxis, a serious and potentially life threatening allergic reaction. In accordance with Texas Education Code, Chapter 38, and local policy, nurses and other designated trained school personnel can administer auto-injectable epinephrine to anyone who is reasonably believed to be experiencing a life-threatening allergic reaction. An immediate 911 call and transport by ambulance to an emergency room is required anytime auto-injected epinephrine is administered.

The school's emergency epinephrine is not intended to replace student specific orders and does not extend to activities off the school grounds, including transportation to and from school, field trips, etc, or outside of the academic day such as sporting events, extra-curricular activities, etc.

If your child has an allergy or health condition that requires the use of auto-injected epinephrine, it is your responsibility to provide your child's epinephrine auto-injector and medical orders to the school nurse on or before the first day of class.

Eve Herman MN, RN
Coordinator of Health Services
Shelton School
Phone: 972-774-1772, Option 6
Fax: 972-991-3977
eherman@shelton.org

FARE Food Allergy Research & Education — FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____

THEREFORE:

☐ If checked, give epinephrine immediately if the allergen was LIKELY eaten, for ANY symptoms.

☐ If checked, give epinephrine immediately if the allergen was DEFINITELY eaten, even if no symptoms are apparent.

FOR **ANY** OF THE FOLLOWING:

SEVERE SYMPTOMS

LUNG
Shortness of breath, wheezing, repetitive cough

HEART
Pale or bluish skin, faintness, weak pulse, dizziness

THROAT
Tight or hoarse throat, trouble breathing or swallowing

MOUTH
Significant swelling of the tongue or lips

SKIN
Many hives over body, widespread redness

GUT
Repetitive vomiting, severe diarrhea

OTHER
Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION of symptoms from different body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.

- Consider giving additional medications following epinephrine:
  - » Antihistamine
  - » Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

NOSE
Itchy or runny nose, sneezing

MOUTH
Itchy mouth

SKIN
A few hives, mild itch

GUT
Mild nausea or discomfort

FOR **MILD SYMPTOMS** FROM **MORE THAN ONE** SYSTEM AREA, GIVE EPINEPHRINE.

FOR **MILD SYMPTOMS** FROM **A SINGLE SYSTEM** AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

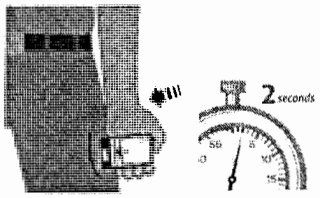
_____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE DATE PHYSICIAN/HCP AUTHORIZATION SIGNATURE DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2018

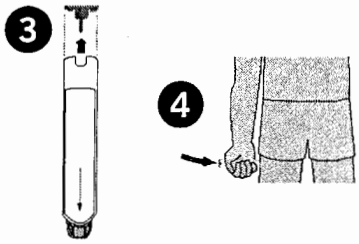
FARE Food Allergy Research & Education — FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

HOW TO USE AUVI-Q® (EPINEPRHINE INJECTION, USP), KALEO



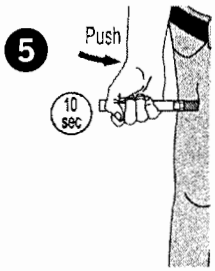
1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.

HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN



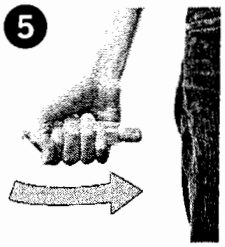
1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.

HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, IMPAX LABORATORIES



1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.

HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES



1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, pull off the blue safety release.
4. Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh.
5. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
6. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
7. Remove and massage the injection area for 10 seconds.
8. Call 911 and get emergency medical help right away.

ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 1/2019

MEDICATIONS AT SCHOOL:
Authorization for Epinephrine Auto-Injector

Please print clearly in ink

PART I: To be completed by PARENT/GUARDIAN

Student: (LAST) (FIRST) ☐M ☐F D.O.B: / /

Allergic to:

Usual specific allergic symptoms:

History of reactions:

PART II: To be completed by PHYSICIAN

Physician Name (PLEASE PRINT):

Telephones: (OFFICE) (FAX)

Prescribed Treatment:

☐ Antihistamine:

Medication: Dose: Route:

☐ Epinephrine Auto-Injector:

Dose: ☐ 0.3 MG ☐ 0.15 MG

Specific Instructions:

Possible Side Effects:

It is in the best interest of the student (my patient) named above to carry an Auto-Injector on his/her person during the school day. I authorize the administration of the medications listed above.

☐ Health Care Provider's authorization for student self-administration if necessary. This student has been adequately trained in correct use of this Epinephrine Auto-Injector.

Physician Signature: (X) Date:

PART III: To be completed by SCHOOL NURSE

☐ This student demonstrates the skill necessary to self administer his/her medication.

School Nurse Signature: (X) Date:

PART IV: To be completed by PARENT/GUARDIAN

Parent/Guardian Name: (LAST) (FIRST)

I understand and agree that:

1. The Auto-Injector will be furnished by me for my child to carry with him/her, and a second one will be provided to the Nurse to keep on campus.
2. Auto-Injector must be labeled by the pharmacy with the name of the student, type of medication, dosage, date prescribed, and date of expiration.
3. I authorize student self-administration if necessary. My child has been trained adequately in the correct use of the Epinephrine Auto-Injector, including when to use, the need to keep the Auto-Injector out of extreme temperatures (hot or cold), and the importance of notifying someone immediately of onset of symptoms.

Brand & Dose Provided: Expiration Date:

Parent/Guardian Signature: (X) Date:

Please send completed form to: School Nurse, Shelton School 15720 Hillcrest Road Dallas, Texas 75248 or via fax to: 972-991-3977

SHELTON SCHOOL ASTHMA ACTION PLAN

(To be completed at the beginning of each school year and kept on file with Advisor and School Nurse. Please fill out all sections that pertain to your child.)

Student _____ DOB _____ Date _____
Allergies _____ Grade _____
Common asthma triggers (i.e. exercise, weather changes, etc.) _____
_____.
Physician's name _____ Phone _____

SELF ADMINISTRATION OF ASTHMA MEDICATION

My child has permission to carry the following asthma inhaler at school:
Inhaler_____Dosage_____
When to use _____
Can be repeated for severe breathing difficulty _____ times _____ minutes apart.

I have discussed this release with my child's physician and he/she agrees that it is safe and prudent for my child to carry the inhaler with him/her at all times.
Parent/Guardian Signature _____ Date _____

DAILY TREATMENT PLAN

Please list any medications taken daily to manage asthma, including nebulizer treatments.
Name_____
Purpose_____
Dosage _____
When to use _____
Additional instructions_____
Any other special instructions? _____
_____

MEDICATION KEPT IN SCHOOL CLINIC

Name _____
Purpose_____
Dosage _____
When to use _____
Additional instructions _____

Please list any medical equipment this student will need to treat his/her asthma at school (i.e. spacer, nebulizer, etc.)
_____
_____
_____

FORM CONTINUES ON REVERSE

PEAK FLOW METER

A Peak Flow Meter is available in the clinic. If your child uses a peak flow meter, please indicate his/her parameters and instructions below.

GREEN ZONE: If _____ to _____, then_____

_____

YELLOW ZONE: If _____ to _____, then _____

_____

ORANGE ZONE: If _____ to _____, then _____

_____

RED ZONE: If _____ to _____, then _____

_____

EMERGENCY PLAN

Emergency action is necessary when this student has symptoms such as: _____

_____.

Steps to take during an asthma episode:

1. Give emergency medication:

   Name_____

   Purpose _____

   Dosage _____ When to use_____

   Can be repeated for severe breathing difficulty _____ times _____ minutes apart.

   Call 911 if minimal or no improvement within 15 minutes and a relative cannot be reached.

WAIVER AND RELEASE PERTAINING TO ASTHMATIC CONDITIONS

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU ARE HEREBY WAIVING AND RELEASING THE SHELTON SCHOOL AND ITS AGENTS, EMPLOYEES OR REPRESENTATIVES FROM ANY AND ALL LIABILITY CONNECTED WITH ANY ADVERSE OUTCOME YOUR CHILD MAY HAVE RELATED TO AND/OR CAUSED BY HIS/HER ASTHMA CONDITION, TO INCLUDE ANY CLAIM FOR PERSONAL INJURY DAMAGES OR WRONGFUL DEATH. THIS WAIVER AND RELEASE EXPRESSLY INCLUDES A WAIVER AND RELEASE FOR ANY AND ALL CLAIMS ARISING FROM ANY NEGLIGENCE OF THE SHELTON SCHOOL AND/OR ITS AGENTS, EMPLOYEES OR REPRESENTATIVES.

_____ _____

PARENT/GUARDIAN **DATE**

_____ _____

PARENT/GUARDIAN **DATE**

EPILEPSY FOUNDATION®
Not another moment lost to seizures

Seizure Action Plan

Effective Date

This student is being treated for a seizure disorder. The information below should assist you if a seizure occurs during school hours.

Student's Name | Date of Birth

Parent/Guardian | Phone | Cell

Other Emergency Contact | Phone | Cell

Treating Physician | Phone

Significant Medical History

Seizure Information

Seizure Type	Length	Frequency	Description

Seizure triggers or warning signs:

Student's response after a seizure:

Basic First Aid: Care & Comfort

Please describe basic first aid procedures:

Does student need to leave the classroom after a seizure? ❒ Yes ❒ No

If YES, describe process for returning student to classroom:

Basic Seizure First Aid

- Stay calm & track time
- Keep child safe
- Do not restrain
- Do not put anything in mouth
- Stay with child until fully conscious
- Record seizure in log

For tonic-clonic seizure:

- Protect head
- Keep airway open/watch breathing
- Turn child on side

Emergency Response

A "seizure emergency" for this student is defined as:

Seizure Emergency Protocol
(Check all that apply and clarify below)

- ❒ Contact school nurse at _____
- ❒ Call 911 for transport to _____
- ❒ Notify parent or emergency contact
- ❒ Administer emergency medications as indicated below
- ❒ Notify doctor
- ❒ Other _____

A seizure is generally considered an emergency when:

- Convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student is injured or has diabetes
- Student has a first-time seizure
- Student has breathing difficulties
- Student has a seizure in water

Treatment Protocol During School Hours (include daily and emergency medications)

Emerg. Med. ✓	Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions

Does student have a **Vagus Nerve Stimulator?** ❒ Yes ❒ No If YES, describe magnet use:

Special Considerations and Precautions (regarding school activities, sports, trips, etc.)

Describe any special considerations or precautions:

Physician Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

DPC772

Copyright 2008 Epilepsy Foundation of America, Inc.

PARENTS' HANDBOOK

POLICIES

Back to Index

Board Policy
Discipline and Dismissal of Students

Discipline

A. Positive reinforcement will be employed in shaping the student's behavior. The school has clear rules and expectations.

B. Behavior modification techniques using positive reinforcement may be used with individual students and/or any appropriate group of students. Discussion of plans for treatment and approval of the plans in advance by the Division Head is required. These plans shall provide for measurable criteria of change.

C. Behavior modification programming using removal of privilege, extra hours after school or on Saturday may be applied when reasonable attempts have failed using positive reinforcement, reasoning, and conferences with the parents.

The following conditions apply:

1. Treatment plans must receive approval in advance by Division Head and shall provide for measurable criteria of change and periodic review as appropriate.
2. The approved program must be discussed by the teacher and Division Head with the parents of each student involved.
3. A student who loses control or refuses to cooperate with his teacher will be taken immediately to the Division Head, Dean of Students, or Counselor. S/he will also report results of the disciplinary action to the Head of School.

Dismissal of Students

A. Students are subject to dismissal upon the recommendation of the Executive Director, Head of School, Division Head, and the teaching faculty. The Executive Director, with the Head of School & Division Head, is responsible for making the final decision of dismissal.

B. Students may be dismissed under the following conditions:

1. False information knowingly given to the Shelton School and Evaluation Center by parent or guardian or student if s/he is an adult.
2. Irregular attendance interfering with the student's progress.
3. Lack of family cooperation, precluding success of the school with its program.
4. Parental or student refusal to cooperate with referrals made by authorized staff of the school.
5. Student's inability to gain further benefit from the services of the school or therapy, for whatever reason.
6. Substance Use, Sale, Possession, Exchange, or Delivery

   Substance use, sale, possession, exchange or delivery on campus results in immediate dismissal. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances. Tobacco use on campus results in a three-day suspension. Three suspensions result in dismissal.

   Substance use, sale, possession, exchange or delivery off campus of any drug, including alcohol and/or tobacco, results in a specific treatment plan which may include:

   i) an educational treatment course
   ii) on-going counseling
   iii) substance testing at a Shelton approved test facility, at the parents' expense; results to be sent directly to Shelton
   iv) if the plan is violated, the student will be dismissed from the school

7. Possession of Weapons

Being in possession of a weapon (actual or toy facsimile) at school, or at any school activity, including cars, Shelton parking lots, or Sports Enhancement Center will result in immediate dismissal.

8. Threatening Statements

Shelton School strives to provide a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff member who makes threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and may face possible expulsion. Additionally, the individual may be required to undergo an evaluation, by a counselor of the School's choice to establish for the School and the family that the individual is safe to return to school and may be referred for further evaluation or counseling. All members of the school community, students and adults, are to be aware that statements such as, "I was just kidding" or "I didn't mean it" are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

9. Attending Shelton School is a privilege; a student may lose that privilege as a result of any action that damages the school's name or reputation in the community.

SHELTON PAYMENT POLICIES
2019 – 2020

TUITION:

Shelton uses the FACTS Management System for collection of tuition payments. We offer multiple payment options including:

1) Full payment due in early June (exact date varies year to year)
2) Two-payment plan with ½ due in June and ½ due no later than January 31
3) Multi-month payment plan with payments to begin in May and conclude by the end of January.

These options are more fully described in the RENWEB system during enrollment in February. You will receive monthly notices from FACTS of your upcoming payment due date either by email or US mail.

NOTE: Failure to comply with the payment plan selected by you could result in your student being prohibited from attending classes and/or being prohibited from enrollment at the start of school. Tuition Accounts must be in good standing by August 1st to attend classes on the first day of school. Tuition must be in good standing on December 15th to attend classes in January.

If it becomes necessary for you to change your payment plan, please contact the business office (x2235) in advance so that we may work with you to change your payment schedule in FACTS. This will prevent you from receiving past due notices and possibly having your account terminated.

AFTER CARE:

For those students enrolled in the monthly After Care Programs, payments will be made through your FACTS account. When you enroll your student in the After Care Program you will be given the option to pay by Credit Card or by ACH (electronic auto debit to your bank account). Payments will be due on the 25th of the month for the previous month's after care. You will receive a monthly notice from FACTS reminding you of the due date.

If you only use the After Care Program on a "drop in" basis, you will also be billed by FACTS. Those invoices will be due the 25th of each month and may be paid by Credit Card or ACH.

NOTE: If your After Care account becomes delinquent by two months, you may be asked to stop using that service until your account is paid up to date. This applies to both monthly and "drop in" accounts.

SPEECH:

Billings and payments for Speech Clinic services will be processed through the FACTS system. Each month after your student receives Speech Clinic services, you will receive notification from FACTS as to the amount owed. The payment due date will be the 25th of each month. Payments can be made by credit card or by ACH.

NOTE: If your Speech Clinic account becomes delinquent by two months, you may be asked to stop using that service until your account is paid up to date.

RAPTOR Technologies
Visitor Management System
For Parents and All Visitors

In order to enhance the school's safety protocols, Shelton utilizes the *Raptor Technologies* visitor management system for parents and all visitors at the Security Desk. A simple swipe of a state issued photo ID (driver's license) provides a means to ensure that a registered sex offender may be identified and denied access before having access to the students on our campus.

The safety of our students is our highest priority, and the *RAPTOR* visitor management system provides a consistent way to help keep away those who may present a danger to our students. Therefore, **all visitors** (parents, visitors, tutors, subs, repair personnel, etc.) to Shelton must be scanned into the system and obtain a photo ID/visitor badge while on campus. The temporary visitor badges must be returned to the Security Desk at the conclusion of the visit.

Once a parent has been successfully scanned through the RAPTOR system, you will be issued a "permanent badge" identifying you as a Shelton Parent. Please retain this badge and wear it each time you return to the campus, and you will not be asked for a photo ID at the security desk. Without the badge, you may again be asked to allow us to scan your ID. This is for added safety of our students; not all parents are recognized by our security personnel and staff.

We also ask parents and visitors to sign into the Visitor Log each time they visit the campus so that we know who is in the building in case of an emergency, etc. When leaving the building, please return to the security desk and sign out. We appreciate your cooperation in this matter.

SPECIAL NOTE: The Hillcrest street front doors are the only doors to be used by visitors and parents. This applies both to entering and exiting the building, which helps us in insuring the best possible safety of our students. Please do not ask staff or students to open other doors to allow entrance to the building.

Child Protective Services
Shelton School Policy

In accordance with state law: if the school has cause to believe that a child under 18 has been or may be abused or neglected (including physical injury, substantial threat of harm, mental or emotional injury, or any kind of sexual contact or conduct), or that a child is a victim of a sexual offense, or that an elderly or disabled person is in a state of abuse, neglect or exploitation, the law requires that the school make a report to the appropriate governmental agency, usually the Texas Department of Family and Protective Services. Once such report is filed, the school may be required to provide additional information.

Official Student File
Retention Policy

It is the policy of the Shelton School to retain a student's permanent records (also known as Cumulative File) and a student's progress testing records for a period of seven years after the year of the student's departure from Shelton. During that seven-year period, a parent (or legal guardian) may request copies from the division.

For a graduating senior, the official transcript will be kept permanently. A copy of the official transcript may be requested from the Upper School Office. However, the student's cumulative file and testing records file will fall under the seven-year policy of retention.

LEGAL TESTIMONY
WHAT A PARENT MAY EXPECT FROM THE SCHOOL

If parents request testimony from the school in a custody case, or other legal matter, the Board of Trustees' guidelines require that the Executive Director be the only staff member called. This procedure allows all instructional staff to remain in their offices and classrooms serving their students.

The Executive Director is the official guardian of all records and will, with a subpoena, provide all court-required documents. The Executive Director will have dialogue and reports from the student's division Head and classroom teacher(s).

June 2010

CUSTODY ISSUES

("Custody Issues" also contained in each Division's Section.)

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced parents must provide the school with a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone in the family.

All court orders will be handled with the highest confidentiality.

Achieving a Drug and Alcohol Free Campus

Background

In 2008, the Shelton Board of Trustees, in keeping with the school's mission statement, approved the adoption of a program aimed at achieving a drug and alcohol free campus for the Shelton School. The student enrollment contract for 2019-2020 reflects this intention. Following a year of focus on both parent and student drug education, the Shelton School embarked on a program to assist Shelton students in remaining drug and alcohol free.

For many years, the Shelton School has partnered with FCD (Freedom from Chemical Dependency), a non-profit consulting group for drug and alcohol education of our students and community. The goal is to raise awareness of the dangers surrounding drugs and alcohol that exist in this community, and indeed, in all communities. As the Shelton School moves forward towards the goal of a drug and alcohol free school, we will continue to use FCD to supplement our program.

This Drug-and-Alcohol-Free Policy is intended to comply with all applicable laws. If any provision of this policy is or becomes illegal for any reason, the applicable law will be followed.

Shelton reserves the right to modify its policies without prior notice. Any additions, deletions, or changes to this Drug-and-Alcohol-Free Policy shall become effective immediately upon adoption.

The Program

The Shelton program is based on the premise that random drug testing gives students an excuse to say no, therefore reducing drug experimentation and use. The implementation of our program involving grades 8-12 began in August 2009.

This is a positive program of prevention and is intended to help any student having problems with drugs and alcohol. It involves both counseling and second chance. Initiating a testing program does not imply our students are not trusted or respected nor is it intended to identify students for expulsion. It is hoped that this program will prove to be a reason parents and students would find Shelton a safe and wholesome choice as a school.

Confidentiality is basic and essential to the success of this program. No results will be published or made public in any way unless required by law. Should a student need counseling and assistance, the school will work with the parents and the student. The Random Plus Drug Testing Program will be funded through tuition.

Enforcement of Policy and Consent Requirements

As explained below, Shelton will conduct random drug and alcohol testing of students to determine compliance with this policy. Refusal to submit to testing or to sign the consent form is insubordination and is grounds for appropriate discipline, up to and including immediate expulsion.

Testing Method

Although the testing method may be changed at any time at Shelton's sole discretion, urinalysis has been selected as the primary method for the Random Plus Testing program. An accredited consortia third party administrator will perform the collection on the Shelton campus. The specimens will then be forwarded to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. Urinalysis is a nine-panel test which tests for nine major drug classes plus alcohol. Hair testing may be used as an additional testing source as needed. Hair samples will be analyzed using the five-drug panel test which tests for five major drug classes. The lab utilizes the most current state-of-the-art methodologies to ensure reliable and accurate test results.

Testing Periods

In August of 2009, the program became mandatory for all students in grades 8-12. Step One Services will come to the Shelton campus at least one time per month during the school year. Students will be assigned a unique and private I.D. number. Student ID numbers will be selected for testing, at random, using a computer program. Added to the random group, will be any students confidentially referred by administration, faculty, or staff as possible high risk. Some students may go through the entire year without being tested while others may be tested more than once. The ID number of any student who has tested positive will be placed on the PLUS list for follow up testing. The Upper School Dean of Students will maintain this list.

Collection Procedures

1. Each student in grades 8-12 will be assigned a unique identification number. Only the Head of School, Division Heads, and Divisions' Dean of Students will have access to these ID numbers. The ID number will be entered on the chain of custody and will protect the identity of the individual being tested.

2. Trained representatives from Step One Services will perform the sample collection of urine.

   - Urine: a sample will be collected privately and in a non-intrusive manner.
   - Hair: a sample of hair is cut at the scalp from the crown of the person's head from three to four very small areas. Persons with insufficient hair will have body hair collected, such as arm or leg hair.
   - The testing will take approximately ten minutes.

3. Step One Services will follow established chain of custody procedures from the collection of the sample to the delivery of sample to the testing facility.

Confidentiality and Dissemination of Results

1. All collection samples and results are identified by a unique individually coded ID number. No names are recorded on the chain of custody, collection sample or on the test results. The testing labs will not have access to student names.

2. All positive results are confirmed.

3. Test results are confidentially provided to the Upper School Dean of Students, who may disclose the results on a need-to-know basis. In the event of a positive result, the Upper School Dean of Students will notify the parents. A private meeting between the student, parents, Upper School Dean of Students, division administrators, division counselor, or Head of School will be arranged. Any positive result may be contested through a second test given at the parent's expense.

4. No test results of students will be disclosed to any person or agency beyond the persons identified above (#3) without legal compulsion. Upon signed written consent, parents may direct the results to be disclosed to specifically designated parties.

5. Parents will be notified of testing only in the event of a positive result.

Consequences of Positive Results

1. School personnel do not anticipate initiating criminal charges or other legal action against the student, based solely on a positive drug test. If evidence of sale or possession of drugs is discovered, however, Shelton reserves the right to report it to the appropriate law enforcement agencies.

2. The Upper School Dean of Students will work with the parents and place a student who has tested positive on a required plan. A drug education course will also be required. The student and parents must seek this course and follow the recommendations. All costs for this course will be the responsibility of the parent.

3. A student receiving a positive test result will be retested as part of future PLUS groups. If the required plan for counseling and drug education is violated or the student has an additional positive test result, the student will be asked to withdraw from the school.

4. A student who has tested positive and follows Shelton's required plan for counseling and a drug education course, may continue all normal school activities unless directed otherwise by the counselor, physician, or school.

5. A student who has been asked to leave the school after the second positive drug test may, after following appropriate treatment, a substance abuse evaluation, with a counselor's recommendation, and a clear record, be permitted to reapply at the beginning of the following semester to the Shelton School. Under these circumstances, readmission will be based on the sole judgment of The Shelton School.

*Students are not permitted to possess controlled substances or alcohol on school grounds at any time, including school hours, athletic events, or at other school events. Possession of controlled substances or alcohol under these circumstances is grounds for immediate expulsion.

Treatment Options

A list of possible referrals for treatment and evaluation will be given to the family; however, parents may choose to seek other agencies of their choice with approval of Shelton. A counselor or community agency will provide assessments and referrals for further assistance and treatment to any student who tests positive. The designated counselor or community agency will provide recommendations to the family on the type of additional services that are required. The counselor or community agency will need permission from the parents to communicate with the Shelton School throughout the treatment process.

SHELTON SUBSTANCE USE POLICY

Shelton School supports students in making ethical, responsible, and healthy decisions. Substance use and misuse can be dangerous to a teenager's health and can result in negative life changes.

Shelton does not support any activity where students use drugs or alcohol. Drugs and alcohol have no place in the physical, mental and emotional growth of our students. The school will take disciplinary action if a student sells, possesses, uses, exchanges, delivers or is under the influence of alcohol or drugs, cigarettes, tobacco products, electronic smoking devices, inhalants, or any other illegal substance. The school reserves the right to consult with the authorities.

Parents are reminded that providing alcohol or drugs to students is illegal and can result in criminal penalties and civil lawsuits and could jeopardize their student's enrollment at the school.

Shelton is committed to providing a drug-free atmosphere on campus and at school-sponsored events. To protect the safety and welfare of students and school personnel, Shelton may use the following procedures:

- Shelton has the right to search a student's pocket, purse, backpack, gym bag, student's locker, other personal belongings, or automobile. Searches may be conducted without notice.

- Shelton reserves the right to require that any unknown or suspicious substance found be tested at a Shelton designated facility at the expense of the parent.

- The school reserves the right to bring detection canines on campus to search vehicles, lockers, backpacks, purses, and any other belongings.

- The school will conduct random drug and alcohol testing for students in grades 8 – 12 through the Shelton Random Plus Drug Testing program. Should a student not be able to produce a sample at school, the parent will be notified and then required to transport their student to a school designated drug-testing facility that day for testing at the parent's expense.

- The school reserves the right to require students of concern to take drug tests (at parents' expense), which includes testing for drugs, alcohol and other substances. Parents must transport the student from Shelton directly to the testing center. Testing must occur the same day Shelton requires the test. Results of these tests must be sent to the school from the Shelton approved test facility. Refusal of the student or family to cooperate with searches or required

drug testing will result in the student being asked to withdraw from Shelton. Any attempt to tamper or alter a test will be considered a positive test result.

ALCOHOL AND OTHER DRUGS

Possession or consumption of alcohol or drugs on the Shelton campus or at any school-sponsored program/activity will result in request of withdrawal. Consumption of alcohol or drugs prior to arrival at school or a school-sponsored event may result in disciplinary action to be determined by the administration. Shelton reserves the right to use breathalyzers or other similar devices to test students at school-sponsored events. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances.

SHELTON SCHOOL ALCOHOL BREATH TESTING POLICY

At all Shelton-sponsored events on and off campus, Shelton School retains the right to determine if a student is under the influence of alcohol or other substances through the use of a breath alcohol test, commonly referred to as a breathalyzer test.

A. All students and guests will be subject to a breath alcohol test administered by an employee of Step One Co. using qualified alcohol breath testing devices.

1. Students testing negative will be allowed to enter the event.

2. Students testing positive for alcohol use will be denied entry to the event. The student's parent(s) will be called and will be required to pick up their student from the event. A breathalyzer test showing a consumption of alcohol will result in a positive test result according to Shelton's drug, alcohol, and tobacco policy.

3. A student refusing to take the test will be denied entry to the event. The student's parent(s) will be called and required to pick up their student from the event.

4. Any student that has been denied entry to an event must be picked up by a parent or designated guardian. Students will not be released to anyone other than a parent or designated guardian.

5. All students will also be subject to a breath alcohol test prior to departure from the event. Students testing positive for alcohol use, or refusing to take the breath test, will be denied departure from the event. The student's

parent(s) will be called and will be required to pick up their student from the event. Any student who is found to have substances in their possession, has consumed substances while at a school-sponsored event, or refuses the breathalyzer test prior to departure will be asked to withdraw from Shelton School.

B. Shelton School reserves the right to conduct purse/bag searches as well as searches of any vehicle, limousine, or party bus that may have been used to transport students to the event.

1. If contraband substances are found during a bag/purse search, the student will be denied entry to the event. The student's parent(s) will be contacted and required to pick up their student from the event. Any student who is found to have substances in their possession will be asked to withdraw from Shelton School.

2. If such substances are found upon the search of a car, limousine, or party bus, ALL students arriving in said vehicle will be denied entrance whether they knew of the illegal substance(s) or not. The limousine or party bus will be asked to depart. Student's parent(s)/guardian(s) will be contacted and required to come and pick up their student from the event.

3. Any student that has been denied entry to an event must be picked up by a parent. Students will not be released to anyone other than a parent or designated guardian.

TOBACCO PRODUCTS

Possession or use of any tobacco product, e-cigarettes, any electronic smoking device, or facsimile on campus or at any school-sponsored program/activity may result in parent notification and up to a three (3)-day off-campus suspension.

SUBSTANCE USE OCCURRING OFF-CAMPUS/NON SCHOOL EVENT

If it comes to the attention of the administration that a student is using, in possession of, selling, exchanging, delivering, or under the influence of tobacco (below legal age), alcohol, or other drugs off-campus while not at a school-sponsored event, the administration will notify the parents. Drug testing may be required. Student's arrested for drug or alcohol related incidents may be required to take random drug/alcohol tests with results reported to the Dean of Students and could be subject to disciplinary action.

RANDOM PLUS DRUG AND ALCOHOL TESTING PROGRAM

The Shelton Board of Trustees, in keeping with the school's mission statement, approved the adoption of a program aimed at achieving a drug and alcohol free campus for the Shelton School. The Shelton program is based on the premise that

random drug testing gives students an excuse to say no, therefore reducing drug experimentation and use.

This is a positive program of prevention, and is not designed to be punitive. It involves both counseling and second chance. Administering a testing program does not imply our students are not trusted or respected nor is it intended to identify students for expulsion. Rather, it provides the school the opportunity to work with the student and the parents to seek counseling and treatment when necessary.

Students in grades 8-12 will be selected on a random basis several times throughout the school year. Random drug testing will be at the school's expense.

***Please note that any reference to drugs includes: Inhalants, illegal substances, the abuse or non-authorized use of prescription or over-the-counter drugs, other substances, and counterfeit controlled substances.

Whenever a student is tested, as an administrative requirement or as part of the Random Drug Testing program, the following procedures will be followed:

ALCOHOL

- Testing
  - Negative result – no action taken
- First positive result
  - Parent notification
- Second positive result
  - Meet with student and parents; plan on file in office, which includes:
    - Required substance awareness course
    - Ongoing counseling with permission for Shelton to speak with counselor
    - Discontinued substance use verified by random substance testing; student placed in Plus group for future testing
- Third positive result or if plan is violated
  - Student will be required to withdraw from Shelton.

DRUGS/OTHER SUBSTANCES

- Negative result
  - No action taken
- First positive result
  - Meet with student and parents; plan on file in office, which includes:
    - Required substance awareness course
    - Ongoing counseling with permission for Shelton to speak with counselor

        - Discontinued substance use verified by random substance testing; student placed in PLUS group for future testing
- Second positive result or if plan is violated
    - Student will be required to withdraw (expulsion) from Shelton.

HOW TO RECEIVE HELP FOR SUBSTANCE USE PROBLEMS

- If a student voluntarily seeks help for substance use/abuse from a faculty member or administrator, (prior to the day of any testing required by Shelton) the administration will assist the family in finding appropriate treatment, provided the substance use did not occur at school or at school sponsored activities.
- The student will be required to have a treatment plan deemed appropriate by the mental health provider or treatment facility and the Shelton Administration on file with the division's office and actively working on the treatment plan while enrolled at Shelton.
- In addition, the student will be required to take random drug tests at a Shelton approved test facility as requested by the school at parent's expense. Refusal of the student to permit testing or refusal of the family to cooperate with testing will result in the student being asked to withdraw from Shelton.

Shelton School Procedures: Drugs, Alcohol, Tobacco

Substances on Campus/ School-Sponsored Event	Substances Off Campus/ Not a School-Sponsored Event
Possession, Usage, Sale, Exchange or Delivery	**Information Confirmed by Administration**
↓	↓
Alcohol and Other Drugs	Testing for substance usage at a Shelton approved test facility with a prescribed test.
↓	↓
Student will be required to withdraw from the Shelton School.	**Positive Test Result** Plan on file in office, which requires: 1) Substance Awareness Course 2) On-going counseling, if needed 3) Discontinued substance use verified by random substance testing at a Shelton approved testing site. (At parent's expense.)
Tobacco or Tobacco Products	↓
↓	If plan is violated, student will be required to withdraw from the Shelton School.
3 Day Suspension (Off-Campus)	
↓	
Three suspensions result in the requirement to withdraw from the Shelton School.	

IF A STUDENT VOLUNTARILY ASKS FOR HELP WITH SUBSTANCE ABUSE

The Shelton Administration will assist the family in finding appropriate treatment. The student will be required to submit a plan which includes:

1) Substance Awareness Course
2) On-going counseling, if needed
3) Continued random substance testing

If plan is violated, student will be required to withdraw from Shelton.

*** Any reference to drugs includes inhalants, illegal substances, and the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, and counterfeit contolled substances.

2019 - 2020

Shelton Random Drug Testing Program Procedures

Alcohol	Drugs/Other Substances*
Random Testing on Campus	**Random Testing on Campus**
Negative Result	**Negative Result**
No Action Taken	No Action Taken
First Positive Result	**First Positive Result**
Notify Parents	Meet with student and parents; plan on file in office to include the following: 1) Substance Awareness Course 2) Ongoing counseling, if needed, with permission for Shelton to speak with counselor 3) Discontinued substance use verified by random substance testing; student is place in PLUS group for future testing
Second Positive Result	**Second Positive Result Or Plan Is Violated**
Meet with student and parents; plan on file in office to include the following: 1) Substance Awareness Course 2) Ongoing counseling, if needed, with permission for Shelton to speak with counselor 3) Discontinued substance use verified by randon substance testing; student is placed in PLUS group for future testing	Student will be required to withdraw from the Shelton School.
Third Positive Result Or Plan Is Violated	
Student will be required to withdraw from the Shelton School.	

*Tobacco positives will follow consequences listed on the previous page.

Shelton Acceptable Use Policy for Technology 2019-2020

The Shelton AUP has been created with the following goals in mind:

1. Ensure a secure, reliable computer system and network.
2. Protect Shelton from situations that may incur civil liability.
3. Encourage the responsible use of computer and network resources.
4. Preserve the privacy and security of individual users.

I. Purpose of Computer System and Network

A. I will use the Shelton network, internet service, computers, and other technology provided by Shelton for educational purposes.
The term "educational purposes" includes classroom activities, career development, and limited high-quality self-discovery activities. Email accounts and internet access are established and supported for employees under a regular employment agreement with Shelton and students as requested by their division. With few exceptions, accounts and access are not available for substitute teachers or tutors. Such exceptions will be granted on an individual basis at the discretion of the Executive Director and the Technology Department.

B. I understand that the Shelton network, internet service, computers, and other technology have not been established as a public access service or a public forum.
I further understand that Shelton has the right to place reasonable restrictions on the material I access or post through the system. I will follow the rules set forth in Shelton School Policies and the laws of the federal, state, and local governments.

C. I will not install software on any Shelton computer system or other technology without express authorization from the Executive Director and the Technology Department.
I understand that software installation is strictly prohibited by anyone other than the Technology Department staff. This insures Shelton's compliance with software licensing laws and security and compatibility within Shelton's computer systems.

D. I will not use the Shelton network, internet service, computers, or other technology to transmit, distribute, download, or store any material in violation of Shelton School Policies, or any applicable law or regulation.
This includes, without limitation, material (such as music, video, photography, artwork, text, etc.) protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, as well as material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

E. I agree that if I violate the policies in this document, I am subject to disciplinary procedures contained in Shelton School Policies for staff members or students. In addition, Shelton may involve and will cooperate with law enforcement if a criminal violation is suspected.

F. I understand that damages caused by inappropriate handling of any computer or any other technology device are my responsibility.
For non-warranty damages (whether intentional or accidental) the following consequences may be applied:

- *Full cost of repair or replacement of the equipment.*
- *Appropriate disciplinary action.*

G. I will not use the Shelton network, internet service, computers, or other technology for commercial activities.
This includes, but is not limited to advertising or selling products or services through Shelton network resources without express authorization of the Executive Director.

II. Local Area Network, Cloud, and Managed Hosted Services

A. I am responsible for all accounts provided by Shelton and will take all reasonable precautions to prevent others from accessing these accounts.
Under no conditions will I provide my password to another person. It is my responsibility to log out of my accounts whenever I am not in direct control of my computer or other device.

B. I will not attempt to gain unauthorized access to Shelton network, internet service, computers, or other technology, or use these items to attempt to gain unauthorized access to any other computer system or network.
This includes attempting to log in through a personal (i.e. non-Shelton) account, attempting to login through another person's account, or attempting to access another person's files.

C. I will not make deliberate attempts to disrupt the Shelton network, internet service, computers and other technology, or to destroy data.

D. I will immediately notify a member of the Technology Department if I have identified a possible security issue. If I deliberately attempt to breach security, that action will be construed as an unauthorized access.

E. I will limit the amount of data stored anywhere on the Shelton network, cloud storage, computers, and other technology to currently needed materials.
Various removable media are available for the purpose of transporting and storing data. You are responsible for providing this media. Storage will be especially limited for music and video due to the amount of space these types of data require.

F. I will not connect any personal computing devices to the Shelton network, internet service, computers, and other technology without the express permission of the Technology Department.

III. Off-campus use of Shelton network, internet service, computers, and other technology

A. I agree that I will be the sole user of the computer and other devices assigned to me. Shelton provides computer and other devices for staff and student use only.
Friends and family members are prohibited from using the equipment.

B. I agree that I am responsible for internet service at home.
Basic networking settings have been provided on all Shelton computers, which should work with most internet service providers. If further settings are required, the staff member or student's family is responsible for providing that information to the Technology Department.

C. Internet content filtering technologies are used by Shelton for on and off campus internet access; however, it is important to note that no content filter is 100% effective.
The internet content filtering system used by Shelton makes the best effort to block inappropriate material. Because technology changes constantly and thousands of new websites go online daily, it is difficult (if not impossible) to consistently and effectively filter student activity. Reasonable protections are provided, but parents are advised to always be aware of their child's online activity while away from school.

D. Content filtering technologies are used by Shelton for on and off campus YouTube access; however, it is important to note that no content filter is 100% effective.
The content filtering system used by Shelton makes the best effort to block inappropriate material found on YouTube. As new content is uploaded to YouTube daily, it is difficult (if not impossible) to consistently and effectively block inappropriate YouTube videos and/or YouTube channels. Reasonable protections are provided, but parents are advised to always be aware of their child's online activity while away from school.

IV. Ownership and Review of Electronic Materials

A. **I agree that all electronic materials stored on Shelton's network, cloud, or managed hosted services, computers, and other devices are the sole property of Shelton.**
This includes email, documents, and any other media that are accessed, created, or stored on Shelton computers or within the Shelton computer system.

B. **I agree that all electronic materials are subject to review at any time by the Shelton Administration or Technology Department.**
This includes materials contained in the Shelton computer system or on personal electronic devices, including but not limited to laptops, tablets, cell phones or removable media, etc.

C. **I understand that routine maintenance and monitoring of the Shelton network, internet service, hosted services, computers, and other technology may lead to discovery that I am in violation of these policies or the law.**

D. **I understand that an individual search will be conducted if there is reasonable suspicion that I have violated these policies or the law.**

E. **I understand that parents/guardians have the right to view their student's computer materials at any time.**

V. Internet

A. **I will not use any technology device to gain access to any inappropriate materials.**
This includes material that is profane, obscene, pornographic, or that advocates illegal acts, violence, or discrimination (hate literature). Also included are any materials prohibited by the Shelton School Policies. This applies to Shelton-owned technology devices whether on campus or off, and to personal devices while on campus or under school supervision (such as field trips, sports events, etc).

B. **I understand that Shelton does not have control over information found on the internet.**
Shelton will make the best effort to block access to inappropriate material while the student is connected to the internet at school and while using school-owned devices off site. It is possible that inappropriate material may occasionally be accessed. Parents are advised to supervise the information that their student accesses from the internet (including email and chat) while away from the school.

C. **If I mistakenly access any inappropriate materials, it is my responsibility to immediately notify a member of the Technology Department.**
This will protect me against a claim that I have intentionally violated this policy.

D. **As a student, I will not reveal any personal information or the information of any other person to "register" on any web site or for any other purpose.**
This includes, but is not limited to name, address, phone number, school, email address, etc. Exceptions include school-approved hosted services that will be used for academic purposes and under the supervision of a staff member.

E. **Email, Communication, and Social Media**

1. **I will check my email regularly.**
It is used to send important information and I am responsible for that information.

2. **I will not use another person's email account.**

3. **I understand that broadcast email to the entire staff or student body is prohibited unless approved through the Office of the Director of Public Relations, the Head of School, or the Executive Director.**

4. **I understand that departmental broadcast email is exclusively for departmental business.**

5. **I will not post chain letters, send unnecessary messages, or messages that contain inappropriate language or topics.**
This includes, but is not limited to abusive, obscene, profane, inflammatory, or threatening language, or messages that advocate illegal acts, violence, or discrimination. It is my

responsibility to immediately notify a member of the Technology Department if I receive messages that contain any of these items.

6. **I understand that my Shelton email account is property of Shelton and is not private. (See Ownership, Section IV.)**
7. **I understand that student email accounts are for communicating with staff members, and may be used to communicate with other students if instructed to do so by a staff member. Student email accounts are not for personal communication with anyone outside Shelton unless specific permission is given.**
8. **I understand that student access to private web-based email accounts, chat services, and social networking sites of any kind is prohibited.**
   This includes, but is not limited to sites such as Gmail, iCloud, Facebook, Twitter, Instagram, and Snapchat.
9. **Shelton students and staff members shall not communicate, post or contribute any content to any social networking sites or other internet sites that reflect negatively on themselves, classmates, staff members, any other persons, or Shelton School. This policy includes communication on computers, phones, any electronic devices, etc.**

VI. Hardware/Software Responsibilities

This includes desktop and laptop computers, school issued backpacks and cases, and any other hardware or software.

A. **I will treat all computer equipment with care and respect.**
Computer equipment should be kept clean and free of marks at all times. Laptops and other portable equipment should never be left in a car, even if the car is locked. Heavy objects such as books, musical instruments, sports equipment, etc. should never be placed on top of any computer equipment.

B. **It is my responsibility to keep my computer safe and secure at all times.**

C. **I will retain a complete inventory of items that belong with my computer at all times.**
A list of hardware for laptops will be provided at checkout. There will be a check-in procedure at the end of the year. Any missing or damaged items will be billed to the user.

D. **I understand that if I am assigned a laptop or other portable device that it should be charged each night.**

E. **It is my responsibility to report any technical issues to the Shelton tech support staff in a timely manner.**
The Technology Department is unable to resolve problems if they have not been informed.

F. **I understand that requests for technical support must be reported through email to <*tekhelp@shelton.org*>. If I am assigned a laptop, it must be delivered to the *Tekhelp* Office (Room 324). I will include an accurate and complete description of the problem.**
The Technology Department is unable to resolve problems if they do not know what is wrong.

G. **I understand that only the authorized user should request or deliver a computer for technical support.**
Staff members are responsible for requesting support or delivering their computer to Tekhelp and may not request support through a student or send their laptop to Tekhelp with a student.

H. **I understand that I am NOT authorized to attempt hardware repairs or contract with any other individual or business for hardware repairs.**
Hardware repairs may only be made by Shelton's Technology Department and authorized service providers. Non-authorized attempts may result in voiding the warranty on the product.

I. **I understand that I am NOT authorized to install software or hardware on any Shelton system.**
Due to copyright laws and licensing agreements, only software licensed to the Shelton School may be installed on any school-owned technology. Violations can result in fines and/or

litigation against the school. The Technology Department will assist in installing software licensed to an individual.

J. **Additional policies and responsibilities related to the 1:1 Technology Program for 6th through 12th grade students are contained in the *Shelton 1:1 Program Guidelines and Loan Agreement.***
6th through 12th Grade Students and their parents/guardians are required to review those guidelines and acknowledge the loan agreement separately. (5th Grade and below are not required to review that information.)

VII.Recording/Photography/Video

A. **I will not record, photograph, or video students or staff members at school or at any school sponsored activity without prior permission.**
This applies to all devices including but not limited to school-owned computers and tablets, personal computers and tablets, cell phones, and any other device capable of audio recording, video recording, or photography.

2019-2020 Shelton MacBook Guidelines for Students

Introduction

For the sake of this document, Shelton Technology refers to Shelton provided equipment and services, which include but are not limited to email and cloud storage.

- Please review this document before taking possession of your MacBook Air.
- The MacBook Air, power adapter, carrying case, stored data, on campus network and Internet access, and any services that will be issued are the sole property of the Shelton School & Evaluation Center.
- The equipment listed is on loan to the student for the period designated on the last page. At the end of the loan period, or upon withdrawal from the school, all equipment must be returned in good working order.
- These technologies are on loan to the student and must be used in accordance with all school policies, any applicable laws, and this document. Refer to the Shelton Acceptable Use Policy for Technology in the Parent Handbook.
- These technologies are provided for educational and instructional purposes only and are intended to support the learning objectives of the school.
- Students and their parents/guardians are responsible for cost of repair or replacement, which will be assessed in the event of lost or damaged equipment.
- Use of these technologies is a privilege and not a right.

Equipment to be issued

- Apple MacBook Air 13" 128GB
- Apple 45W MagSafe 2 Power Adapter for MacBook Air
- Protective Carrying Case

Ownership and Installation of Apps

- Students are not allowed to install software on their computer without specific permission from the Shelton Technology Department and/or Administration.
- Students and parents may purchase software and request that it be installed. Tech Support will require documentation of valid licensing and any license codes or account logins necessary to complete the installation.
- Student and parent purchased software should be appropriate for school and conform to School Policy regarding content. (Refer to the Shelton Acceptable Use Policy for Technology in the Parent Handbook.) Students/parents retain ownership of personally purchased software but should be aware that anything on Shelton owned equipment is subject to policies of the school. (See AUP).
- Shelton will retain ownership of all software purchased by Shelton.

Ownership of Content

- Documents and data, e-mail, and apps accessed or downloaded, and other content that is accessed, created, or stored using Shelton Technology is subject to review by Shelton Administration at any time. This includes cloud storage.

- Shelton Administration has the right to review any information on Shelton owned devices or cloud storage for appropriateness, and may limit or revoke access to any individual service or function or revoke use of a device at any time for any reason.

File and Document Storage

- Students are encouraged to transfer and create documents, use the camera for educational purposes and download a reasonable amount of audio content to iTunes.
- File storage is limited to the storage available on the device.

Backing up data

- Student computers are not backed up. School work should be saved to cloud storage – Google Drive.
- iTunes downloads do not need to be backed up. Apple now allows purchasers to re-download purchased music and movies any time (when purchased from iTunes).

Care of the MacBook Air

- The MacBook Air (like any laptop computer) should be treated as a fragile piece of equipment. The Shelton Technology Department recommends that a plastic cover (available from Amazon or other retailer) be placed on the computer for added protection.
    - Students are expected to treat their MacBook Air, charger and carrying case with care and respect.
    - The MacBook Air should not be used while being transported through the hallways and should be in the carrying case at all times for maximum protection.
    - To avoid damaging the MacBook Air, do not put anything (books, papers, pens, etc.) inside the carrying case. Pressure on the screen can cause it to crack.
    - Placing the carrying case inside a backpack, bag or purse, which contains books, binders or other materials, can cause damage to the MacBook Air.
    - Heavy objects (such as books, musical instruments, sport equipment, etc.) should never be placed or stacked on top of the MacBook Air.
    - The MacBook Air should be protected from extreme heat or cold and from theft. It should never be left in a car, even if the car is locked.
    - The MacBook Air should be protected from water or other liquid, food, gum, pets, and the weather. A student should not eat or drink while using his/her MacBook Air or use it near others who are eating or drinking.
    - Care should be used when plugging in the power cord or other cables.
    - The MacBook Air should be kept clean and free of marks at all times. Placing stickers, writing, drawing, engraving or otherwise defacing the MacBook Air or carrying case is not allowed and may result in charges for damage or disciplinary action.

Security of Device and Information

- Each MacBook Air is assigned to an individual student. Students should not "swap" computers nor should they "share" computers unless specifically instructed.
- Passwords must always be kept confidential.
- MacBook Airs must be in the assigned student's possession at all times.
- Any activities on the MacBook Air should be appropriate for the school environment.
- MacBook Airs and carrying cases are subject to search and seizure by Shelton Administration at any time in accordance with Shelton's Acceptable Use Policy for Technology and general policies of the school.

Using the MacBook Air away from Shelton

- Students (grades 7-12) are allowed to take their MacBook Air away from campus provided they are always in the assigned student's possession.
- Students are permitted to access the internet at home (or anywhere they can gain legal access to the internet). Wi-Fi access is required. Shelton MacBook Airs do not have cellular capabilities and no wired Ethernet connection is available.
- Internet content filtering technologies are being used to attempt to block access to inappropriate material while on and off campus. The content filtering system used by Shelton makes the best effort to block inappropriate material. Because technology changes constantly and thousands of new websites go online daily, it is difficult (if not impossible) to consistently and effectively filter student activity. Shelton does not have control over information found on the internet.
- Content filtering technologies are being used to attempt to block access to inappropriate YouTube videos and/or YouTube channels while on and off campus. The content filtering system used by Shelton makes the best effort to block inappropriate material found on YouTube. As new content is uploaded to YouTube daily, it is difficult (if not impossible) to consistently and effectively block inappropriate YouTube videos and/or YouTube channels.
- Prior to purchasing a printer, check to be certain that the printer is compatible with macOS 10.14.

Using the MacBook Air for Email and Other Communication

- School email accounts may only be used for legitimate and responsible school-related communication.
- Shelton email does not need to be backed up, because it is a hosted service.
- All content that is accessed or stored on a Shelton-owned device is subject to ownership guidelines found in Shelton Acceptable Use Policy for Technology.
- Use of Social Networking apps and sites is NOT ALLOWED on Shelton owned equipment.
- Rude, abusive, threatening, or otherwise inappropriate content is not permitted.

Technical Support

- If the MacBook Air is damaged or not working properly, it must be turned in to the Shelton Technical Support Office (otherwise known as Tekhelp) for repair or replacement. This office is located on the 3rd floor in room 324 (next to the Middle/Upper School Library).
- Students may not attempt repairs themselves or contract with any other individual or business for the repair of the MacBook Air. Unauthorized repair attempts will void the warranty on the MacBook Air.
- A limited number of Loaner MacBook Airs will be available in the event of a broken computer.

Responsibility for Damage/Loss and Consequences of Inappropriate Use

- **Damages** (whether accidental or purposeful) will be the sole responsibility of the student (and parents/guardians) to whom the device is assigned. Examples of damage include, but are not limited to, liquid spilled on the device, broken screen due to accident or mishandling, cut or frayed cables, etc.
    - Students/parents may not attempt repairs themselves or contract with any other individual or business for the repair of the MacBook Air. Unauthorized repair attempts will void the warranty on the MacBook Air.
    - Repair costs are difficult to estimate in advance. Charges will be assessed to the student/parents upon completion of repair. In the event of damage beyond repair, full cost of replacement will be assessed.
    - Do not eat or drink near your MacBook Air.
    - Do not use your MacBook Air near water (such as swimming pools or bathtubs).
    - Do not allow other students, family members, friends or parents to use your MacBook Air.
    - Keep your MacBook Air in the carrying case when not in use.
    - The carrying case is for your MacBook Air only. Do not store books, notebooks or papers in the carrying case.
    - Keep up with your power adapter.
    - Do not install unauthorized software or accounts on your MacBook Air.
- **Lost or stolen** MacBook Air, carrying case or power adapter will be the sole responsibility of the student (and parents/guardians) to whom the technology is assigned.
    - Students/Parents are responsible for the cost of replacing the MacBook Air and/or carrying case and power adapter, if lost or stolen.
    - Immediately report loss or theft to the local police and the Shelton Technology Department. Shelton will provide device serial number and description to law enforcement and/or personal insurance provider on request.
    - Replacement cost of items:
        - Apple MacBook Air 13″ 128GB $949
        - Apple 45W MagSafe 2 Power Adapter for MacBook Air..... $79
        - Protective Carrying Case $30
- **Warranty repairs** to the MacBook Air are defined as issues of manufacturer defect. Shelton Tech Support will work with Apple to diagnose warranty issues. If Apple acknowledges a warranty issue it will be repaired or replaced by Apple at no cost.

Solicitation Involving Shelton Students

Shelton personnel or any affiliated organizations – e.g. Parents' Association, Theatre Guild, booster club -- may not solicit the services of any enrolled student for business purposes. Such solicitation, in fact, represents a conflict of interest. It crosses the professional boundaries that exist between the student, the parent, and the school and interferes with the school's primary contract to render educational services to the student. Such solicitation poses a multitude of potential problems in areas pertaining to copyright, school property, school bylaws, professional licenses, sales tax issues, intellectual property, to cite but a few. For these reasons, the school will contract with professional businesses for products and services. We then have recourse should problems arise.

Example: A student shoots video footage at several basketball games, edits it and produces a videotape. He may not sell copies of the tape to other students / parents. He can, however, provide the video footage to appropriate school personnel. In turn, they may create a videotape for further distribution. The student will receive full credit as the videographer.

Requests from Parents / Employees / Student Organizations to Sell Merchandise / Services

Shelton periodically gets requests from parents and employees to sell merchandise from their own businesses on school premises. Many times they generously even offer to donate a portion of their proceeds to Shelton. Because Shelton's bylaws strictly prohibit solicitation in general, we do not generally allow sales of this nature, because it poses a conflict of interest and could give preferential treatment to a single person or group.

Requests from student organizations will be reviewed on an individual basis by the Executive Director, Head of School, Business Office and Human Resources Office.

With any group, Shelton reserves the right to approve the appropriateness of the merchandise or services.

Shelton Media Policy

POLICY STATEMENT:

Media relations are a necessary and often desirable part of Shelton's business. It is important that all media contacts be handled consistently. The following guidelines outline the proper procedure for the processing of all media contacts.

GUIDELINES:

1.0 Any media inquiries regarding Shelton School should be directed to one of the following official spokespersons for the school:

A) The Executive Director
B) The Director of Public Relations and Marketing
C) Chairman, Board of Trustees
D) Head of School

Any situation involving Shelton which an employee feels may attract media attention should be reported immediately to one of these spokespersons and the Public Relations Office.

2.0 Those named in 1.0 are the designees for the granting of interviews or media releases regarding Shelton. On occasion, other Shelton personnel may grant interviews, at the direction or with the approval of the above designated spokespersons.

3.0 Information regarding changes in organizational structure, board appointments or new programs or policies which affect Shelton will be released through the Public Relations Office under the guidance of the Executive Director.

4.0 Financial / Proprietary Information: Financial information or other proprietary matters should be released through the Public Relations Office under the guidance of the Executive Director and / or the Chief Financial Officer.

5.0 Student Information: No Shelton employee may give out information to the media about students without proper authorization, or without knowledge of the Public Relations Office.

6.0 Media releases: All media releases issued by Shelton must be coordinated through the Public Relations Office. Routine releases require the approval of the Public Relations Office. Other releases require the approval of the Executive Director.

6.1 Media releases about school-related special events or activities

sponsored by school-affiliated organizations (e.g. Parents' Association, Shelton Dads) should ideally be handled through the Public Relations Office. If not, they should be handled with the knowledge of and approval from the Public Relations Office.

6.2 A copy of all media releases will be available in the PR Office.

7.0 Media Representatives Inside a Shelton Facility: When media representatives are in any Shelton facility, or at any Shelton-sponsored special event, all personnel should be courteous and cooperative but mindful that even a casual comment could be reported by the media. Media representatives should always be accompanied by an appropriate Shelton representative.

8.0 Signed Consent Forms: Parents of students give or decline general permission for students to be photographed or filmed during the online enrollment process. New employees give or decline general permission to be photographed or filmed during the orientation process. For planned media interviews, it is still a best practice for the student's parent or the Shelton employee to sign a specific consent form related to the particular interview. These forms can be filed in the Public Relations Office.

9.0 The posting of images of Shelton students, clients or staff, as depicted in the school or professional setting (whether on- or off-campus, e.g. a school or work-sponsored activity off-site) shall be done only with the knowledge and approval of the Executive Director or her designee, including personnel whose responsibilities include public relations, training, yearbook, student journalism, website, or social media (separate policy available).

10.0 A monthly summary of media contacts, interviews and releases will be prepared by the Public Relations Office and submitted to the Executive Director.

11.0 The Public Relations Office will maintain copies of all Shelton print or online publicity, as well as videos and / or audio and video clips, whenever possible. Other information and images may be stored electronically.

12.0 In a time of crisis (as determined by the Executive Director, departmental heads or Director of Public Relations) when Shelton may receive numerous media inquiries, other personnel may be required to handle incoming contacts. The person receiving the request should ascertain exactly what type of information the reporter is seeking (personal interview, statistics, filming, etc.), as well as the reporter's name, affiliation and contact information. This information should be given to an official spokesperson. Official responses will be issued accordingly.

13.0 New employees will receive a copy of these guidelines during orientation.

General Guidelines Field Trips:

Lower School (EC – 2) uses buses for transportation on all field trips.

Upper Elementary (3 – 5) uses buses for transportation on field trips, whenever possible. However, if Upper Elementary uses private cars on school sanctioned trips:

1. A child 7 years old and younger **and** under 4 feet 9 inches tall, or any child under 4 feet 9 inches tall must be in a child safety seat or booster seat.

2. A student should not ride in the front seat due to the airbag.

3. The parent/child ratio on field trips for 3rd, 4th, and 5th is 1:5 (1 parent to 5 students).

4. In a parent's vehicle only one child per seatbelt.

Revised: July 2017

Revised 3/6/06; 5/23/07; 5/30/13; 4/8/14

FIELD TRIP DRIVER INFORMATION SHEET

Attach copies of the following:
1) **Current driver's license**
2) **Proof of current vehicle insurance**

PLEASE PRINT

Date: _____

Legal Name: _____
Last First Middle

Home Address: _____
Number Street City Zip

Social Security Number:* _____

Date of Birth:* _____
Month Day Year

Driver's License:* _____
State Number

*required by consumer reporting agency to verify motor vehicle record

Number of seat belts in vehicle (excluding front passenger seat): _____

I give Shelton School permission to perform a motor vehicle record check on my driver's license.

_____ _____
Parent Signature **Date**

HARASSMENT AND BULLYING POLICY

SCOPE AND PURPOSE

In compliance with federal, state and local laws, Shelton School prohibits harassment or bullying of any type, of any student or employee, including but not limited to the basis of a person's race, color, sex, ethnicity, religion, national origin, age, disability, or sexual orientation. This policy applies to all students while on school property, at a school-sponsored or school-related activity, or school operated vehicle such as school trips and social events. Any student found to have violated the school's policy against harassment or bullying will be subject to prompt student disciplinary action up to and including suspension or dismissal.

The purpose of this policy is to promote the development of an educational environment in which harassment and bullying are known to be unacceptable. In addition, this policy outlines procedures to be followed if a student feels they are being harassed or bullied during their participation of study or other Shelton related activities. Shelton is committed to protecting its students from harassment and bullying.

HARASSING AND BULLYING BEHAVIORS

Harassment and bullying, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive environment. More extreme forms of harassment and bullying include physical threats or violence. Behavior that may appear trivial as a single incident can constitute harassment or bullying when repeated. Harassment and bullying may not always be intentional but are always unacceptable, whether intentional or not.

Harassment behaviors may include, but are not limited to, offensive or derogatory language, offensive jokes, name-calling, slurs, rumors, physical aggression or assault, offensive graffiti or printed material, negative stereotypes, theft or property damage.

Bullying is the exercise of power over another person through negative acts or behavior that undermines another person and behavior is repeated over time. Bullying behaviors may include, but are not limited to, hazing, threats, tainting, teasing, confinement,

demands for money, rumor-spreading or ostracism. Bullying can also occur through "cyber-bullying."
Cyber-bullying involves the use of technology to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. It includes targeting a person(s) using technology for the purpose of tormenting, threatening, harassing, humiliating, or embarrassing the person(s). Cyber-bullying is prohibited under this policy.

A hostile environment may involve anything that is perceived to be unwelcoming, severe or pervasive, physically intimidating, or humiliating.

SEXUAL HARASSMENT

This policy also includes prohibition of sexual harassment. Sexual harassment includes sexually provocative remarks or jokes, offensive comments about dress or appearance, the display or distribution of sexually explicit material, unwelcome sexual advances or physical contact, demands for sexual favors or assault and other verbal or physical conduct of sexual nature with respect to which 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, 2) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational or social environment.

REPORTING PROCEDURES

Reports of bullying, and/or harassment, including sexual harassment, must be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to report may impair the School's ability to effectively investigate and address the prohibited conduct.

Should any student feel that he/she is being harassed or bullied OR has witnessed harassment or bullying of another student, the student or parent should immediately notify his/her teacher or division head, who will then notify the Executive Director. The report should include the nature of the incident, dates, times and witnesses. The report may be made orally or in writing.

Any Shelton employee who suspects or receives notice that a student(s) is or may have experienced harassment or bullying must immediately notify the Executive Director or designee.

Upon notification of an incident, Shelton administration will notify the parent(s) or guardian(s) of the student(s) impacted or involved in the incident.

If the results of an investigation indicate that bullying or harassment has occurred, the administration will take appropriate disciplinary action.

COUNSELING SERVICES

The Executive Director or designee will notify the victim, the student who engaged in harassment or bullying, and any students who witnessed the harassment or bullying behavior of available counseling options.

RETALIATION

The Shelton School prohibits retaliation by a student or Shelton School employee against any person reporting an incident of harassment or bullying, serving as a witness or participating in an investigation.

A student who is a victim of bullying or harassment and who used reasonable self-defense in response to the bullying or harassment shall not be subjected to disciplinary action.

CONFIDENTIALITY

To the greatest extent possible, Shelton School shall maintain the privacy of all parties involved.

Revised July 2017

An ACTION PLAN for military or terrorist activities is part of Shelton's emergency procedures. This plan is also on the Shelton's website: www.shelton.org/parents - see Parents Information then Inclement Weather and Crisis Plans

Crisis Plan
Action Plan Regarding Military or Terrorist Activity

Shelton has in place many procedures that pertain to emergencies, natural or manmade. Should we experience a crisis related to military or terrorist activity during the school / work day, we will basically respond as described below. Our response will be based on the best information available at the time, the nature of the activity, and the amount of time we have to respond.

In the event of an emergency, and assuming that we are able to do so, we will post updates and instructions on our website, www.shelton.org. We will also notify families and staff through our web-based notification system.

For any of the situations in bold below, the following will occur:

- Allow student drivers to leave **only with parental permission and if possible without jeopardizing others**
- In the event of any emergency, **the school will dismiss students to their parents if conditions make it possible.** This will be done in an orderly manner by division. The dismissal plan will be posted immediately on our website. Parents will also receive a broadcast instructional email or phone call via our web-based notification system, if conditions allow. Other communication chain measures will be employed, depending on the situation.
- Shelton will dismiss clients / trainees of the Evaluation Center, Speech and Language Therapy, or Teacher Training department **if conditions are possible.**

Military Action limited to foreign country, but with U.S. ramifications

- Continue school / therapy / business as usual
- Increase campus security

Terrorist action in U.S.

- Heighten security awareness on campus
- Increase campus security
- Restrict campus access
- Suspend off-campus privileges for Upper School students and staff
- Allow students to leave only with parental permission
- Decide which, if any, extra-curricular activities will continue

Terrorist activity in Dallas

- Increase campus security as recommended by authorities, as appropriate
- Restrict campus access
- Suspend off-campus privileges for Upper School students and staff
- Allow students to leave only with parental permission

- Decide which, if any, extra-curricular activities will continue
- Suspend activities on athletics fields or at other athletic centers
- Restrict school functions to classrooms
- Be ready for lock-down
- If evacuation is necessary, and it is practical to do so, students will be escorted to the Dallas Bible Church.
- If advised by emergency and law enforcement agencies, students will be escorted to other locations.
- Decide which, if any, services will continue by the Speech and Language Therapy, or Outreach / Teacher Training

Terrorist activity in Dallas involving biological or chemical weapons

- Lock down campus
- Students, staff and clients will remain in classrooms / offices unless directed to gym for extended in-place shelter
- Advisors will remain with students
- Shut off HVAC units
- Suspend off-campus privileges for Upper School students and staff

Preparedness: Shelton has water and food on hand for a short-term emergency. It has battery-powered radios and first aid kits. We encourage each Shelton family to determine its own meeting place and to communicate its whereabouts with all extended family members.

Revised July 2018

SEVERE WEATHER PLAN

Additional Information Regarding Tornados

If a tornado warning occurs during school hours, our campus will take shelter in place. Students and staff will move away from windows and doors, a procedure we have rehearsed during drills. Our doors will be locked, and students and staff will remain sheltered in designated locations until the warning is lifted.

Due to dangerous conditions during a tornado warning and as our doors will be locked, we ask that parents not come to campus until the warning is lifted. Parents should concern themselves with their own personal safety, just as we will concern ourselves with the safety of our own students, staff and clients.

If severe weather occurs, Shelton will communicate with parents through its emergency parent alert text-message system, its email system, and its website to:

* Announce a tornado watch
* Announce when a tornado warning occurs (lock doors and shelter)
* Announce when the tornado warning is lifted and students are released

If severe weather causes cancellation of any after-school-sponsored activities, games, practices, an update will appear on Shelton's website.

2019

Shelton Charger Athletic Policy and Practices

BELIEVE * COMPETE * FINISH

Athletics Coaching Philosophy: Building Champions

We enjoy coaching for what sports has offered our lives. Being an athlete has enriched and strengthened our understanding of many important things. Through our coaching and administrative experiences, we have had the opportunity to shape and mold many fine athletes into champions... and not necessarily the kind of champion that crossed the finish line first. Champions conquer their fears, overcome their doubts and focus on what some would say is unachievable. It is a matter of understanding and then managing your personal strengths and weaknesses. It is the desire of Shelton athletics to build champions in three areas:

1. Character
2. Academics
3. Athletics

Our coaching philosophy is centered on developing a positive belief in the attainment of realistic goals. It has been said, "What you believe, you can achieve." Although this is simple, it is accurate. With proper work ethic, reasons for motivation and proper planning, you CAN achieve what you believe.

Purpose

The Shelton School Athletic Department provides a training experience that enhances the academic, social, emotional and physical development of the learning different child to assist and support the development of the whole child. Success in this area depends on coaching the child first and the fundamentals of the sport second.

Athletic Excellence

Athletic excellence at Shelton School shall include the following personal benefits:

- Promote accountability and responsibility
- Instill sportsmanship, teamwork and pride in accomplishments

Shelton Charger Athletic Policy and Practices

- Develop concepts of teamwork by putting the desires of the team before personal desires
- Develop a respect for team, community, peers, authority and self
- Develop ability to handle adversity and learn from mistakes
- Provide opportunities to develop friendships and develop social skills
- Build school pride and promote school spirit
- Improve physical fitness, cardiovascular fitness, strength and endurance
- Improve motor skills, perceptual skills, reaction times, and eye hand coordination
- Increase knowledge and understanding of their particular sport
- Test capabilities and help determine limits of physical ability and endurance

Shelton Spirit Organizations

SEASON	MIDDLE SCHOOL (Grades 7-8)	UPPER SCHOOL (Grades 9-12)
Year-Round	Cheerleading (girls)	Cheerleading (girls) Chargerettes (girls) Mascots (boys/girls) Wranglers (boys)

Shelton Charger Athletic Policy and Practices

Sports Team Offerings at Shelton

Shelton's goal is to place an emphasis on offering sports governed by the Texas Association of Private and Parochial Schools (TAPPS) for Upper School sports and Texas Association of Private Schools (TAPS) for most Middle School sports.

SEASON	MIDDLE SCHOOL (Grade 6)	MIDDLE SCHOOL (Grades 7-8)	UPPER SCHOOL (Grades 9-12)
Fall	Volleyball (girls) (+see below) Cross Country (boys and girls)	Cross Country (boys and girls) Football (boys) Volleyball (girls)	Cross Country (boys and girls) Football (boys) Volleyball (girls)
Winter	Basketball (girls) (+see below) Basketball (boys) (+see below)	Basketball (boys) Basketball (girls) Soccer (boys; girls are allowed to tryout)	Basketball (boys) Basketball (girls) Soccer (boys; girls are allowed to tryout) Swimming (boys and girls)
Spring	Golf (boys and girls) Tennis (boys and girls) Track and Field (boys and girls)	Baseball (boys) Golf (boys and girls) Tennis (boys and girls) Track and Field (boys and girls)	Baseball (boys) Golf (boys and girls) Tennis (boys and girls) Track and Field (boys and girls)

+ 6th graders can be added to Girls Volleyball or the Boys or Girls Basketball rosters, as needed, to form an entire school team. However, tryouts will determine who makes the team.

+ If there is no room for 6th graders, teams could be organized outside of Shelton Athletics. Please see the Athletic Department for details on the particular sport of interest.

+ **There will be no 6th grade participation in Football, Soccer or Baseball.**

**** THE BEST ATHLETE IS DEVELOPED DURING OFF-SEASON ****

Upper School Athletic Period

The Upper School athletic period is a class and follows the same guidelines as any academic class at Shelton. Attendance is required, whether it is during in-season or off-season. **Athletes will be graded on their performance in this class.** Grading will be based upon the following criteria:

- Participation (25%)
- Effort (25%)
- Attendance (50%)

Grade will be reflected on the athlete's transcript as pass/fail. Failure to complete the Upper School athletic class will also be reflected on the athlete's' transcript.

As with any class, if athletes enrolled in the Upper School athletic period need to finish quizzes, work, tests, etc., they should take care of this before school, during advisory or after the Upper School athletic period as they will not be excused from the athletic period. Further, sessions with the athletic trainer should also be scheduled outside of the Upper School athletic period. This also includes consultations or treatments with the athletic trainer. Only athletes who are injured and physically unable to participate can see the athletic trainer during the Upper School athletic period.

Who is involved and when?
Both semesters – Football, Volleyball, Basketball, Soccer, Baseball, Track & Field

- If a manager is a non-athlete, then they will not be enrolled in the athletic period.
- all other sports WILL NOT be enrolled in the Upper School athletic period.

Once an athlete is enrolled in the athletic period, they will remain in the athletic period for the entire semester. Half a PE credit is given for the semester.

Upper School Athletic Period and Practice Uniforms

Just like the uniform policy of the Shelton School for classes, the Athletic Department requires athletes to adhere to daily attire requirements for the Upper School athletic period and team practices. This uniform policy will encourage an atmosphere for training and eliminates needless competition in dress and further

will allow the athlete to practice as they would compete. Athletes who are not in compliance with the uniform guidelines may be asked to call parents to bring the correct uniform or return home to get the correct uniform, and any training/practices missed during this time will be recorded against the participation portion of their grade.

Daily Uniform Items

Each athlete will be required to wear the Shelton Athletics practice gear (royal blue t-shirt and black shorts) for the Upper School Athletic Period and for team practices (with the exception of Golf and Swimming).

Spandex shorts can only be worn for sports that require it in competition (i.e. Volleyball). However, modesty shorts must be worn over the spandex directly upon practice/game completion.

Team travel suits/warm-ups (jacket and pants) will be required to be worn for competitions.

All required gear can be purchased via the link on the Athletics' webpage: www.shelton.org/athletics.

Footwear

Athletes are required to wear closed-toed athletic shoes. Only court shoes (not cleats) should be worn on the gym floor.

Middle School Practice Uniforms

Daily Uniform Items

Each athlete will be required to wear the Shelton Athletics practice gear (gray t-shirt and royal shorts) for team practices (with the exception of Golf).

Spandex shorts can only be worn for sports that require it in competition (i.e. Volleyball). However, modesty shorts must be worn over the spandex directly upon practice/game completion.

All required gear can be purchased via the link on the Athletics' webpage: www.shelton.org/athletics.

Footwear

Athletes are required to wear closed-toed athletic shoes. Only court shoes (not cleats) should be worn on the gym floor.

Communication

Electronic communication via FACTS' e-mail system (formerly Renweb) is Shelton's main form of communication to parents. In order to be informed of athletic events, **please make sure your current email address is on file with the school.**

Also, coaches will be utilizing the Remind app for group messaging updates. Parents that are interested in receiving these communications should download the app and will be provided with more information/details at the sport-specific parent meetings.

Inclement Weather

Coaches will communicate to parents on days when practices or games are changed or cancelled due to weather conditions. When Shelton School is closed due to inclement weather, all Shelton athletic practices and games scheduled will be cancelled as well. Any game or practice cancellations due to inclement weather will be determined by the Athletic Director.

Athletic Paperwork Required

All athletes are required to have a physical **EVERY** year. The physical form can be downloaded from the Athletics Documents tab on the athletics page of the Shelton website (www.shelton.org/athletics). All other athletic paperwork is completed online using Rank One. The link to get to Rank One for these online documents can also be found under the Athletics Documents tab on the athletics page of the Shelton website.

**** PLEASE NOTE: The physical must be turned in to the Athletic Department prior to the first practice or tryout or the athlete will not be able to participate. Also, if an ImPACT Test is needed, this testing must also be done prior to the first practice or tryout or the athlete will not be able to participate. ****

Transportation

Typically, Shelton School provides transportation to and from games played away from the Shelton campus and to some practices off-campus. In some cases, parents may be needed to assist in transporting a team(s) to an athletic event. Further, in certain situations and with the appropriate Shelton Athletics student driver permission form, students will be allowed to drive or ride with a teammate to an athletic event.

Some coaches have rules in place regarding riding with the team to and from "away" sites. **If approved by the head coach**, parents may provide alternative **return** transportation by providing the coach with **written permission**. Parents who wish to transport students from athletic events must communicate this with coaches ahead of time. All parents/guardians are required to sign out their athlete with the coach after the event. **AT NO TIME MAY ANY ATHLETE RIDE HOME WITH ANOTHER STUDENT WITHOUT APPROVAL OF THE PARENTS AND THE ATHLETIC ADMINISTRATION.**

Multi-Sport Participation (Shelton Teams & Non-School Teams)

Athletes are strongly encouraged to experience a wide range of athletic opportunities. No coach should influence an athlete to give up a sport or imply, either directly or indirectly, that participation in another sport will adversely affect the athlete's status. However, school sport teams will have priority over club teams and any other non-school team. Exceptions will be dealt with on an individual basis. If a student is involved in the same sport with school and club teams, the coaching staff should and will expect athletes to put the school team first. There will be instances in which this may be reversed (i.e., Junior Olympics, Jr. World Cup, etc.). These will be handled individually through a combined meeting with the coaching staff and athletic administration.

Students in good academic standing and with no behavior or detention issues may participate in more than one sport in a season as long as one is a team sport and one is an individual sport and provided there are no significant schedule conflicts. They cannot participate in two team sports in the same season. Students who want to participate in multiple sports in the same season must have written approval of the Athletic Director, head coaches and parents prior to the beginning of the season. Members of Spirit Organizations such as Cheer, Chargerettes, Wranglers and Mascots are allowed to participate in Athletics if they have approval from the sponsor, coach and Athletic Director.

If conflicts arise, each situation will be handled on a case-by-case basis. The final decision will be made by the Athletic Director.

Shelton Charger Athletic Policy and Practices

No-Quit Policy

Athletes take on responsibility when they agree to participate on Shelton's athletic teams. Therefore, accountability is essential to maintain a cohesive and functional athletic program.

In the event an athlete chooses to quit or is dismissed from the team after the first competition, he or she may continue conditioning in an off-season sport but may not practice or compete on a new team during the current season or the next consecutive season. This includes not being allowed to participate in organized practices, team meetings, and games for another sport. If an athlete is enrolled in the Upper School athletic period and decides to drop the class, a P.E. credit will not be given and the withdrawal will be reflected on the athlete's' transcript.

All awards received will be forfeited for the season. Any extenuating circumstances may be reviewed with the Athletic Director for a final determination.

Varsity Lettering Policy

ATHLETE REQUIREMENTS

1. Athletes must be on Varsity (not JV) and in grades 9-12 to letter.
2. Athletes must letter in order to earn a jacket.
3. Athletes must complete the entire season as an active team member by contributing as much as possible toward the success of the team.
4. Athletes must attend all games and practices unless excused by the head coach.
5. Athletes must participate in at least 1/3 of the regular season **varsity** contests (not including scrimmages).
6. The coach has the right to waive the above requirements when an athlete is affected by injury or other circumstances that are beyond the control of the athlete. However, that athlete is still expected to attend team practices, games, etc.

MANAGER AND TRAINER REQUIREMENTS

1. Managers must be on Varsity to letter.
2. Managers and trainers must be in grades 9-12 to letter.
3. Managers and trainers must letter in order to earn a jacket.
4. Managers and trainers must complete the entire season as an active team member by contributing as much as possible toward the success of the team.

5. Managers and trainers must attend all games (assigned games, if trainer) and practices unless excused by the head coach
6. Managers and trainers must exhibit good sportsmanship and behavior toward players, coaches, and officials at all times.

PURCHASING PROCEDURE

1. The school will purchase an activity patch or the highest earned TAPPS award patch for each sport. TAPPS Academic All-State patches can be purchased by parents, if the athlete qualifies. Patches purchased by the school will be ordered at the end of the season, except for SSO participants. Patches purchased by the school for SSO participants will be ordered at the end of the fall season.
2. The athlete purchases the letter jacket (if they qualify) at designated times during the year. This is typically done during the winter (December before winter break) and spring (early May). A letter jacket representative will be on campus to assist with this process.

Parent Meetings

A pre-season meeting between parents and coaches of each sport is expected. The purpose of the meeting is to inform parents of policies, scheduling, team parent opportunities, etc. At least one parent/guardian should be present at the meeting. If a parent is unable to attend, they must communicate with the coach prior to the athlete participating in the sport. Parents and athletes will be accountable for all information presented at these meetings.

Potential Dangers in Athletic Participation

The benefits of athletic participation exceed potential hazards. However, parent/guardians and athletes should be aware of and work toward minimizing potential dangers. Athletics create the possibility of serious injury. Parents and athletes assume certain risks with participation in sports activities even when protective gear is involved. Furthermore, instruction and supervision may not guarantee athletes will avoid injury. These risks can be significantly reduced by:

- Properly wearing and using sport equipment as designed
- Using proper technique and excelling in the sport fundamentals
- Following all instructions, written and verbal, of coaching staff
- Maintaining proper physical conditioning year-round

Shelton Charger Athletic Policy and Practices

Medical Insurance Requirement

Medical insurance is strongly recommended for all athletic participants. Parents will be asked to provide policy information on the athletic participation form.

Athletic Injuries

- **Report any Shelton Athletic injuries immediately to your coach or the Athletic Trainer.**
- Documentation from a physician is required for any injury requiring a doctor's visit. This includes injuries sustained outside of school-related games, practices or competitions (i.e. vacations, club teams, accidents).
- Injuries will not excuse athletes from attending the athletic period, practice, or workouts. **Because an athlete can always contribute something, injured athletes are expected to attend all practices/games unless approved through the coach.**
- Athletes cannot be excused from participation without documentation from a physician.

Concussion Management Plan

Baseline Concussion Test

Prior to the athletic season, every Middle School and Upper School athlete will be required to take a baseline ImPACT test. The ImPACT concussion test is a computerized neurocognitive assessment tool used by medical doctors, psychologists, athletic trainers and other licensed healthcare professionals to aid in the recovery of individuals by providing information to determine an athlete's ability to return to play after suffering a concussion (www.impacttest.com). Baseline testing is imperative to concussion diagnosis and management because it offers information to better care for the athlete. Athletes will take the baseline test during their 6th, 8th, 10th and 12th grade year. In some cases, athletes will have to take the test two years in a row if they are new to Shelton or Shelton athletics.

Post-Injury Concussion Care

In the event that a head injury occurs or is suspected during practice or athletic competition, the athletic training staff will evaluate the athlete for possible signs and symptoms associated with concussions. If the evaluation does not warrant removal, the athlete will be allowed to return to play. However, if symptoms are present and the athletic trainer suspects injury, the athlete will be removed from play and the following steps will be taken:

- If symptoms are severe (i.e. severe headache, headache that increases in intensity, vomiting, unequal pupil size, blurry or double vision, slurred

speech, changes in level of consciousness, seizure activity, decreased or irregular pulse or respiration, etc.) the athlete will be transported to the nearest emergency room for treatment and care.

- If symptoms do not warrant being sent to an emergency room, the athlete will be monitored throughout the remainder of the event and/or sent home (when possible) with parent/guardian for overnight supervision. Home instructions will be provided that will give treatment guidelines and recommendations for parents/guardians to follow, along with information of a pediatric concussion specialist for a follow-up evaluation appointment.

Follow-up Care

Approximately 48 hours post injury or suspected injury, the athlete will be required to take a post injury ImPACT test at a Ben Hogan Sports Concussion Center or with an ImPACT certified physician. The post-injury results will be compared to the results of the baseline test. Athletes who are symptomatic will not be allowed to participate in physical activity and may need to limit mental activity (i.e. television, cell phone, computer use) to allow the healing process to take place. This may result in staying home from school and/or decreasing the academic workload. Academic modifications will be individually planned by the physician and provided by the Athletic Trainer to the school nurse, counselor(s) and teachers since concussions can be present in so many ways.

Return to Play

When the athlete's baseline test returns to normal levels, symptoms have ceased and the physician has determined it is safe to return to activity, the physician will provide a clearance letter and **the athlete will be required to complete a Return To Play (RTP) concussion rehabilitation progression before being allowed to return to their sport or activity.** During this period, neurological/physical symptoms will be monitored daily by Shelton's head athletic trainer. Abnormal results or symptoms from activity will be reported to the treating physician and the athlete will not be able to proceed to the next stage until they can successfully complete each step without having recurring symptoms. If the athlete continues to be asymptomatic during all the stages of the RTP period, the athletic trainer will submit RTP documentation to the physician and the athlete will be returned to full athletic participation. **All physician recommendations and guidelines will be followed by the head athletic trainer.**

Conflict Resolution

Both parenting and coaching are difficult vocations. By keeping lines of communication open between parents and coaches, many potential problems can be avoided. One of our goals is to instill in our athletes a sense of ownership and

responsibility for their actions. Therefore, it is important that athletes learn necessary communication skills and learn how to resolve conflicts in an appropriate manner. **We have a 24-hour rule: if the subject of discussion occurred during a competition, please give the coaches 24 hours after the contest before approaching them to discuss your concern.**

Please note the order of the conflict resolution policy:

Protocol for Conflict Resolution

1. Players should speak to their coach first.
2. Parents should speak to the coach first.
3. If a player or parent approaches the Athletic Director before talking with their Head Coach, they will be immediately referred to the Head Coach.
4. If a player or parent approaches the Principal, Head of School or Executive Director before speaking with the Athletic Director, they will be immediately referred to the appropriate person in the chain of command.

Athlete Eligibility

Attendance and Absences

Athletes must attend **at least four consecutive periods** in the school day to be eligible for any athletic contest/practice/workout, with the exception of religious holidays. The athlete must be in school for at least **four** consecutive periods on Fridays to be eligible for weekend contests. Excused absences due to college day trips, family functions, or other legitimate reasons **approved by administration** ahead of time will be acceptable.

Administration reserves the right to limit participation in extra-curricular activities (practice and/or events) due to excessive absences.

Athletes are expected to communicate with his/her teacher when out of class for athletic reasons. They must make arrangements with the teacher for their missed work **prior to the absence**. Normal make-up policies apply.

Academic Eligibility Rule

Extra-curricular activities can be an important growth opportunity and can enhance the educational experience of our students.

An athlete may be disciplined due to unsatisfactory conduct or grades at any time during an athletic season as determined by the principal, Athletic Director or coach. If this occurs, the athlete may not participate in athletics until approved by

the Athletic Director. This could include, but is not limited to, indefinite suspension from the team. Please refer to the appropriate division's guidelines for your student.

Middle School (MS)

1. A student becomes ineligible if he/she receives a failing grade (below 70) in any course at the end of the grading period. The failing grade will be reported to the MS administration by the teacher on the day the grading period ends. The MS Administration will notify the student and parents of the ineligibility and then proceed to notify the Heads of Fine Arts and Athletics, who will then notify coaches/staff, as needed, to aid in enforcing this status.
2. When a student becomes ineligible, the period of ineligibility will last until the next mid-quarter grade report. The student regains eligibility if he/she has raised the grade to a passing grade (above 70) on the mid-quarter grade report. The student remains ineligible until the next report card if the grade is not passing (above 70) on the mid-quarter grade report.
3. Students receiving an **incomplete** grade on the report card **will be ineligible** until the grade becomes complete and passing. If the incomplete grade becomes complete and is a failing grade, the student will remain ineligible until the mid-quarter grade report. The student regains eligibility if he/she has raised the grade to a passing grade (above 70) on the mid-quarter grade report. The student remains ineligible until the next report card if the grade is still incomplete or is not passing (above 70) on the mid-quarter grade report.
4. Ineligibility for activities on the mid-quarter grade report of the second semester is based on failing or incomplete grades for the first semester and/or the 2nd quarter.
5. For each grading period, the period of ineligibility begins 24 hours after the day the grading period ends and continues until the mid-quarter grade report.
6. While ineligible, a student may participate in practices, but may **not participate** in the competitions, performances, or activities (i.e. compete in an athletic event, participate in school-day club meetings, or participate in other extracurricular activities as an organizer or officer.)
7. Ineligible students may not miss class or advisory period for extra-curricular activities.

8. A student who is serving an in-school or out-of-school suspension will be ineligible to participate in or attend any extra-curricular activities or practices during the suspension. The Athletic Director or sponsor of the extra-curricular activity will meet with the division administration to determine any additional consequences.
9. The coach or sponsor of the activity may add other conditions of ineligibility. Further, the Administration reserves the right to limit participation in extra-curricular activities (practice and/or events) due to excessive absences and/or behavioral concerns.

Upper School (US)

1. A student becomes ineligible if he/she receives a **failing grade** (below 70) in **any** course at the end of the grading period. The failing grade will be reported to the US administration by the teacher on the day the grading period ends. The US Administration will notify the student, parents and coaches/staff of the ineligibility, as needed, to aid in enforcing this status.
2. When a student becomes ineligible at the end of any grading period, the student is ineligible for 21 calendar days. After the 21 calendar days, the student becomes eligible if he/she has passing grades in **all** courses. The student remains ineligible for another 21 calendar days if failing **any** course. If the student is still failing after 42 calendar days, the student will remain ineligible until the next report card.
3. Students receiving an incomplete grade on the report card will be ineligible until the grade becomes complete and is a passing grade. If the incomplete grade becomes complete and is a failing grade, the student will remain ineligible for the remainder of the 21 calendar day period, and will follow the process as listed above.
4. Ineligibility for activities in the first 21 calendar days of the second semester is based on failing or incomplete grades for first semester and/or failing or incomplete grades for the second nine weeks.
5. For each grading period, the period of ineligibility begins 24 hours after the grade submission deadline and continues for 21 calendar days.
6. While ineligible, a student may attend practices, but may not participate in extracurricular competitions, performances, or activities (i.e. compete in an athletic event, perform or participate in a play, participate in school-day club meetings, or participate in other extracurricular activities as an organizer or officer.) In addition, ineligible students are not allowed to travel with team or organization during school hours.
7. Ineligible students may not miss class or advisory period for extra-curricular activities.

8. A student who is serving an in-school or out-of-school suspension will be ineligible to participate in or attend any extra-curricular activities or practices during the suspension. The Athletic Director or sponsor of the extra-curricular activity will meet with the division administration to determine any additional consequences.
9. The coach or sponsor of the activity may add other conditions of ineligibility. Further, the Administration reserves the right to limit participation in extra-curricular activities (practice and/or events) due to excessive absences and/or behavioral concerns.

Athletic Facilities

- Food and drink are allowed in the gym during contests. Use provided trash cans to dispose of all trash. Gum is **never** allowed in the gym.
- **Students are not allowed to be in any athletic facility without coach supervision**.
- All students should remove muddy shoes and cleats before walking on the gym floor. Only court shoes are allowed on the gym floor.
- Shelton does not have enough lockers in the locker room for all athletes to store their bags. Therefore, all athletes should drop off their clothes/equipment bag in the bleachers before school in the morning. Male athletes should store their bags in the bleachers above row 5 by the BOYS locker room and female athletes should store their bags in the bleachers above row 5 by the GIRLS locker room. Any items left in the locker room will be placed in lost and found. At the end of the grading period, unclaimed items will be taken to a charitable organization.
- During home contests, locker rooms and areas around the locker rooms will be locked and accessed exclusively by the teams participating.
- In-season teams will be responsible for maintaining a first class look in our locker rooms and gym. Assignments will be given by the coaching staff.
- Food and drinks are not allowed in the locker rooms without the coach's permission. If these items are brought into the locker room, it is the responsibility of the athlete to insure the locker room is kept clean.
- Every effort should be made to get in and out of the locker rooms in a timely manner. **Horseplay, hazing, bullying or hiding each other's belongings will not be tolerated.**
- Students are not to be in the locker rooms **for any reason** during the regular school day without a pass from a teacher or coach.

Weight Room (including Sports Enhancement Center)

- The weight room is restricted to coaches, Shelton faculty, and Shelton students only.
- Students are not allowed to be in the weight rooms without coach supervision.
- All who weight train are required to have a spotter.
- Any lifters who do not follow all posted rules and verbal instructions will lose the privilege of working out in weight rooms until proper behavior can be shown.

Athletic Offices - Phones

Students must understand that the athletic offices are not student lounges during the school day, practice times or games. You must have permission to be in any office.

Equipment, Game Uniforms, Fees, Fines

Athletes are responsible for the maintenance, upkeep and protection of all equipment and uniforms. Days will be designated by the coach to check out equipment and uniforms. Athletes are held responsible for the uniform that was checked out to them. They are not allowed to switch uniforms without coach's approval. No alterations should be made to the uniform. **Uniforms will be collected at the end of each season.** Replacement cost will be assessed as needed for any alterations, destruction or loss of these items.

An athlete will not be allowed to play in another sport until the equipment, uniform and/or fees are turned in from the previous sport played. Additionally, an athlete will not be able to take a mid-term or end of year final until this has been handled.

At the Upper School level, if an athlete is ejected from a contest, TAPPS imposes a $50 fine, per occurrence. In the post-season, the fine is $150. This fine must be paid to Shelton by the athlete within one week of the ejection. Athletes will not be able participate until all fines are paid.

PARENTS' HANDBOOK

AGREEMENTS

Back to Index

Shelton School and Evaluation Center

ACKNOWLEDGMENT OF SHELTON SCHOOL POLICIES:

As the **parent or guardian** of the student below named, *I hereby state that I have read the Policies of Shelton School contained within the* ***Parents' Handbook****, understand these Policies, and support these policies.*

Student Name (print)_____

Parent or Guardian Name (print)_____

_____ **Date:**_____

Parent or Guardian Signature

Please sign form and return to the School Head:

Christine Davis for Grades Early Childhood, Pre-Primary, Primary
Amy Kelton for Grades Elementary (3/4), grade 5
Mellany Barnett for Grades 6-8
Jenny Cheatham for Grades 9-12

Shelton School and Evaluation Center

ACKNOWLEDGMENT OF SHELTON SCHOOL POLICIES:

As the **student** signing below, *I hereby state that the Policies of Shelton School contained within the* ***Parents' Handbook*** *have been discussed with me and I have read them, that I understand these Policies, and support these policies.*

Student Name (print)_____

Student Signature:_____**Date:** _____

Parent or Guardian Name (print)_____

_____Date:_____

Parent or Guardian Signature

Please sign form and return to the School Head:

Christine Davis for Grades Early Childhood, Pre-Primary, Primary
Amy Kelton for Grades Elementary (3/4), grade 5
Mellany Barnett for Grades 6-8
Jenny Cheatham for Grades 9-12

Shelton MacBook Agreement for Students

I have read and understand the SHELTON MACBOOK GUIDELINES FOR STUDENTS in the Policies section of the Parent Handbook.

I understand that the use of this equipment is provided for educational use in my capacity as a student of Shelton School & Evaluation Center.

I understand that I am to have my MacBook at school every school day.

I take financial responsibility for any damages including but not limited to those caused by drops, spills, or other accidents. I take financial responsibility for losses including but not limited to those of theft from home or vehicle, and loss of accessories including but not limited to cables and power adapters.

Equipment listed below is to be returned in good working order no later than the last of the loan period below.

Equipment to be issued:

- Apple MacBook Air 13″ 128GB $949
- Apple 45W MagSafe 2 Power Adapter for MacBook Air..... $79
- Protective Carrying Case $30

Loan period:

Use of this equipment extends from August 20, 2019 through May 22, 2020 (or withdrawal date, if earlier).

STUDENT'S Signature: _____

PARENT'S Signature: _____

STUDENT'S Printed Name: _____

PARENT'S Printed Name: _____

Date: _____

Date: _____

PARENT/STUDENT 6th – 12th CONTRACT
Alcohol and Other Drugs
Tobacco and Tobacco Products

This contract is valid as long as your child is enrolled in Shelton, unless we hear otherwise in writing from you.

→→STUDENT MUST *INITIAL* EACH SQUARE:

On-Campus: Alcohol & Other Drugs; Tobacco and Tobacco Products

- ☐ I understand the Shelton School rules that the use, possession, sale, exchange, delivery, or being under the influence of **alcohol or any other drug on campus or at a school-sponsored event** will result in the immediate requirement that I withdraw (expulsion) from school.
- ☐ I understand that the use, possession, sale, exchange, delivery, or under the influence of **tobacco or any tobacco product on campus or at a school-sponsored event** will result in an immediate three (3)-day off campus suspension.
- ☐ I understand that three (3) suspensions will result in a requirement that I withdraw (expulsion) from Shelton.

Off-Campus: Alcohol & Other Drugs

- ☐ I understand that if it is confirmed that I am using; in possession of; selling; exchanging; delivering; or under the influence of **alcohol or other drugs off campus** my parents will be notified; I will be required to take a substance test at a Shelton-approved facility; and, a plan will be on file in the office requiring a substance abuse course, counseling, and continued random drug testing.
- ☐ I understand if I violate the plan I will be required to withdraw (expulsion) from Shelton.

Signature of Parents:

		Date:
		Date:
Print **Parent's** Name Above	Print **Parent's** Name Above	

Signature of Student:

	Date:
Print **Student's** Name Above	

***Any reference to drugs includes inhalants, illegal substances, and the abuse or non-nauthorized use of prescription and over-the-counter drugs, other substances, and counterfeit controlled substances.

[revised 7/25/2013]

PARENTS' (6th - 12th) STATEMENT OF SUPPORT

As a family with a student enrolled in Shelton School grades six (6th) through twelve (12th) we strive to:

- Provide a safe community for our student;
- Encourage communication between parents and children and among other families;
- Comply with the laws of the State of Texas concerning the consumption of alcohol, tobacco and other substances by minors;
- Provide adequate supervision at all gatherings;
- Empower parents to be in charge.

Consequently, we will support and comply with the following:

1. We will have an open discussion with our children about our expectations.
2. At any gathering of Shelton students in our home or under our supervision:
   *There will be no alcohol, tobacco, or other substances served or available to minors.
   *There will be adult chaperones (including ourselves) who will be sufficiently numerous and visible to ensure that rules and laws are obeyed, the students are safe, and the premises are secure.
   *If alcohol, tobacco, or drugs are brought to the gathering, they will be confiscated, and those involved will be asked to leave. We will arrange for the safe transportation home of any student who appears to be under the influence of alcohol or drugs and notify the parent(s) of that student.
   *We will graciously and candidly answer questions from other parents about any event we are hosting.
   *The event will end at such time to allow attending students who are driving home to be in compliance with the City of Dallas curfew laws.
3. We will feel free to call parents who are hosting any party or gathering to obtain additional information about the event and/or to volunteer our assistance.
4. If are out of town, we will ensure that our children, including teenagers, have responsible adult supervision, and that our home is not made available for parties or gatherings.

Student's Name (print please)_____Grade_____Date_____

Signature of Parent(s) or Guardian(s) _____

Print Name(s):_____

Version: 7/21/2017

PARENTS' HANDBOOK

PARENTS' ASSOCIATION

Back to Index

Shelton Parents' Association (SPA)

Welcome to The Shelton Parents' Association (SPA)! As a Shelton parent, you're already a member! Our mission is to build community, raise funds and support the Shelton staff. We accomplish our mission through events and functions conducted by parent volunteers who serve on the SPA Board, Committees and as Grade Liaisons, and with the support of all Shelton parents.

For more information visit: www.shelton.org/spa

Shelly Lloyd & Brandy Stafford
Co-Presidents
email: spa.president@shelton.org

VOLUNTEERING AT SHELTON
We invite each parent to join us as we support each other and Shelton. If you would like to become more involved, we welcome you to contact us to learn more about volunteer opportunities for every skill and commitment level.

For more information, detailed descriptions of volunteer opportunities and to complete an online volunteer interest form, visit: www.shelton.org/volunteer or contact Volunteer Coordinator Renee Jansen at spa.volunteer@shelton.org.

PUBLICATIONS
A parent newsletter, *The SCOOP* is produced and emailed by the SPA every Tuesday that school is in session. This weekly e-newsletter features important SPA news about upcoming events, volunteer opportunities and calendar updates.

The SCOOP is emailed to the primary email address listed for each parent on your Renweb account. If you are not receiving SPA publications, check your Renweb settings on the Parent Portal of the Shelton website.

Shelton is on Facebook! To get important SPA information in your news feed, go to www.facebook.com/SheltonSchoolDallas and "like" us.

Contact the VP of Communications at spa.vpcommunications@shelton.org for more information. Visit www.shelton.org/scoop to view the latest newsletter.

SHELTON DADS' GROUP
Join other Shelton Dads to have fun while we support Shelton and assist with SPA events. Membership is automatic, so just join us at our events! For the most up-to-date information, visit: www.shelton.org/spa
Chair: Ty Harmon
email: spa.dadsgroup@shelton.org

Board Roster

President(s)*	spa.president@shelton.org
Shelly Lloyd	C: 214-282-1320
Brandy Stafford	C: 405-471-2633
Past President(s)*	spa.parliamentarian@shelton.org
Darcy Preheim	C: 214-335-5316
Jessica Slaven	C: 214-477-0701
President Elect(s)*	spa.presidentelect@shelton.org
Secretary *	spa.secretary@shelton.org
Jennifer Dix	C: 972-809-9090
Treasurer*	spa.treasurer@shelton.org
Lindsay Mayer	C: 972-743-0174
VP Communications *	spa.vpcommunications@shelton.org
Chuck Marlett	C: 214-707-8677
VP Lower School*	spa.vplowerschool@shelton.org
Kimberly Kahn	C: 901-830-3661
VP Upper Elementary*	spa.vpupperelementary@shelton.org
Kimberly Lynch	C: 214-707-1722
VP Middle School*	spa.vpmiddleschool@shelton.org
Amy Biesman	C: 214-679-2600
VP Upper School*	spa.vpupperschool@shelton.org
Sonya Skaggs	C: 214-492-3174
Corral Chair *	spa.chargercorral@shelton.org
Michelle Rivera	C: 972-955-3938
Dads' Group Chair*	spa.dadsgroup@shelton.org
Tyson Harmon	C: 404-435-5900
Stampede Chair(s)*	spa.auction@shelton.org
Emily Sarche	C: 469-279-9341
JoAnna Sudbeck	C: 214-226-2861
Julie Crozier	C: 972-333-5028

***Executive Board Member**

Annual Fund Co-Chairs	spa.annualfund@shelton.org
Darcy Preheim	C: 214-335-5316
Jessica Slaven	C: 214-477-0701
Book Fair Chair(s)	spa.bookfair@shelton.org
Robin Sells	C: 904-315-5640
Gabrielle Ott	C: 214-600-0355
Book Fair Chair-Elect	spa.bookfair@shelton.org
Boosterthon Chair	spa.boosterthon@shelton.org
Hayley Podesta	C: 214-499-0144
Charger Pen Chair(s)	spa.chargerpen@shelton.org
Lauren Eastburn	C: 214-505-3093
Megan Carpenter	C: 501-258-3597
Communications Advertising/ Graphics Chair	spa.graphicschair@shelton.org
Jill Frady	C: 404-307-8514
Community Partners Chair	spa.communitypartners@shelton.org
Lisa Milliken	C: 469-987-0721
Holiday Happiness Chair	spa.holidayhappiness@shelton.org
Gina Rangel	C: 214-923-7854
Community Spirit Chair(s)	spa.communityspirit@shelton.org
Lisa Harrigan	C: 214-226-2339
Prudence Graham	C: 251-422-0844
Corral Assistant Manager	spa.chargercorral@shelton.org
Karon Jones	C: 214-415-2961
Corral Volunteer Chair	spa.chargercorralvol@shelton.org
Gina Rangel	C: 214-923-7854
End of Year Luncheon Chair(s)	spa.eoyluncheon@shelton.org
Gabriella Davis	C: 917-693-2864
Kristie Raymond	C: 214-282-8949
Food Truck Chair	spa.foodtruck@shelton.org
Heidi Weinstein-Levy	C: 619-453-7373

Grandparents' Day Chair(s) Jenny Dougherty Kari Grzych	spa.grandparentsday@shelton.org C: 214-707-8835 C: 817-233-7834
Hospitality Chair(s)	spa.hospitality@shelton.org
Lunch with Dad Chair Jame Frey	spa.lunchwithdad@shelton.org C: 214-724-4619
Mom/Son Event Chair Cat Wall	spa.momsonevent@shelton.org C: 504-390-5183
New Parent Dinner Chair Dina Brantman	spa.newparentdinner@shelton.org C: 914-406-0122
Princess Ball Chair Jill Price	spa.princessball@shelton.org C: 214-601-0958
Staff Appreciation Chair Angela Cheves Kristin Elvebak	spa.staffappreciation@shelton.org C: 214-755-5517 C: 214-289-1267
Stampede Treasurer Michelle Copollino	spa.stampedetreasurer@shelton.org C: 214-938-8249
SPARK Award Chair Emily Touchstone	spa.spark@shelton.org C: 214-289-9569
Volunteer Chair Renee Jansen	spa.volunteer@shelton.org C: 214-732-2426
VP Communications-Elect/ Communications Project Manager Corrie Shores	spa.vpcommunicationselect@shelton.org C: 214-395-5476
Welcoming Chair Julie Seedig Kinsey Weegar	spa.welcoming@shelton.org C: 469-766-8397 C: 817-320-3564

Liaison Roster

EC/PP
(spa.gradeecandpp@shelton.org)
Elle Lopez C: 469-203-5114
Jennifer Goeres C: 214-300-5694

Primary - 1st/2nd Grade
(spa.grade1and2@shelton.org)
Liza Collins C: 214-394-3987
Jennie Jones C: 469-865-4023

3rd/4th Grade
(spa.grade3and4@shelton.org)
Jessica Meyer C: 214-924-2887
Robin Sells C: 904-315-5640
Renee Jansen C: 469-279-9341

5th Grade
(spa.grade5@shelton.org)
Alexis Magdis C: 202-361-9295
Elizabeth Wilson C: 310-628-5299

6th Grade
(spa.grade6@shelton.org)
Mandy Evans C: 214-636-2369
Elizabeth Jennette C: 678-416-5311

7th Grade
(spa.grade7@shelton.org)
Dina Brantman C: 914-406-0122
Kara Prescott C: 214-335-2451

8th Grade
(spa.grade8@shelton.org)
Shelley Capriotti C: 214-802-8001
Tessa Mosteller C: 214-505-1248

9th Grade
(spa.grade9@shelton.org)
Jill Bergus C: 469-766-0383
JenniferThompson C: 214-578-3546
Debbie Mitchell C: 571-926-0028

10th Grade
(spa.grade10@shelton.org)
Meg Rockman C: 214-458-1846
Carrie Eggart C: 479-236-4515

11th Grade
(spa.grade11@shelton.org)
Holly Vitullo C: 214-418-0008
Jennifer Dix C: 972-809-9090

12th Grade
(spa.grade12@shelton.org)
Melissa Lipshy C: 214-769-3799
Kim Clay C: 214-763-4837
Vicky Riley C: 214-680-1712
Missy Balthrope C: 214-435-8646

FUNDRAISERS

The SPA Board plans and implements fundraising events. Proceeds from all SPA fundraising efforts are gifted to Shelton at the end of the school year. A "Gift Committee" comprised of Shelton administration and select SPA Executive Committee members determines how the funds raised will be distributed.
The proceeds from the 2018-19 school year were distributed to the benefit of the entire Shelton community, including the Lower School, Upper Elementary, Middle School, High School, Athletics, SSO, Theater, Visual Arts, Choir, Library, Technology Department and the Capitol Campaign, as well as SPA Student Scholarships and the SPARK Teacher Achievement Awards.
Below is a list of ways the SPA will raise funds this year:

Boosterthon
Students in grades PP through 5th obtain pledges per lap to earn prizes and raise money for Shelton. This race promotes health, wellness, school spirit and teamwork all while raising funds to continue Shelton's mission. www.shelton.org/boosterthon

The Shelton Stampede
Featuring live and big board auctions, dinner and entertainment, The Stampede is the Shelton Parent Association's largest fundraiser. www.shelton.org/auction

Charger Corral
The Charger Corral is Shelton's spirit store where students, parents and employees can shop for school supplies, spirit day t-shirts, uniform compliant sweatshirts, school supplies, bumper stickers, pennants and other spirit items. The store is located in the main lobby (on the left) and is run and staffed by SPA volunteers. Please check www.shelton.org/spa for current store hours and to volunteer.

Charger Pen
The Charger Pen is Shelton's uniform resale shop. Look for Pen sales during conference days and other special events. Donations are accepted throughout the year in boxes placed outside the Corral. www.shelton.org/spa

Community Partners

Shelton partners with the below listed businesses in our community to raise funds for our school. Please take the easy steps listed below to help us earn money for purchases you would make anyway.

Clip Box Top$ for Education

Look for and purchase products that have Box Tops when you shop. For each Box Top you clip and turn in, Shelton will earn 10¢. There are two big turn-in dates (March and October) during the school year, but box tops can be deposited all year long. Collection boxes are located at the LS and UE entrances.
Like Box Tops for Education on Facebook
Receive bonus offers and great ideas for Box Tops products in your news feed.
www.facebook.com/BoxTopsForEducation.

Amazon Smile

AmazonSmile is a simple and automatic way for you to support Shelton, every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to Shelton. To shop at AmazonSmile simply go to www.smile.amazon.com from the web browser on your computer or mobile device and choose June Shelton School and Evaluation Center as the charity that will benefit from your purchases.

Tom Thumb Rewards Card

Help Shelton just by shopping at Tom Thumb with your Reward Card! Just visit www.shelton.org/communitypartners to complete the form return it to your store's courtesy booth to link your rewards card to Shelton. Use charity # 5053. Shelton will receive a check for 1% of your total grocery bill every quarter. If you don't have a Reward Card yet, get one at any Tom Thumb check out counter for great savings!

We are always adding new programs, so visit www.shelton.org/communitypartners for current information.

SHELTON PARENTS' ASSOCIATION 2019-2020

Calendar of Events
AUGUST 2019

AUGUST 5-19
Staff in Service

THURSDAY, AUGUST 8
10th Grade Back to School Party
2:00 p.m. – 4:00 p.m.
At the home of Walker Eggart
4401 Westway Ave.
Dallas, TX 75205

SATURDAY, AUGUST 17
EC/PP Back to School Splash Bash
10:00 a.m. to 12:00 p.m.
Oak Hills Splash Park
1210 E. Hebron Parkway
Carrollton, TX 75010

SUNDAY, AUGUST 18
3rd/4th Back to School Party
1:00 p.m. - 3:00 p.m.
Plano Aquatic Center
2301 Westside Dr.
Plano, TX 75075

5th Grade Back to School Party
1:00 p.m. – 3:00 p.m.
Group Dynamix
1100 Venture Ct. #120
Carrollton, TX 75006

9th Grade Back to School Party
1:00 p.m. – 4:00 p.m.
Group Dynamix
1100 Venture Ct. #120
Carrollton, TX 75006

11th Grade Back to School Party
2:00 p.m. – 4:00 p.m.
At the home of Gracie Dix
6122 Desco Dr.
Dallas, TX 75225

8th Grade Back to School Party
3:00 p.m. – 5:00 p.m.
Urban Air Adventure Park
14902 Preston Rd. #1100
Dallas, TX 75254

MONDAY, AUGUST 19
Upper School New Student Orientation
8:30 a.m. – 12:30 p.m.

Advisory Open House
1:00 p.m. – 3:15 p.m.
Shelton Lobby
PA Chairs coordinate information tables, Corral & Pen are open throughout

6th Grade Back to School Party
10:00 a.m. – 1:00 p.m.
Group Dynamix
1100 Venture Ct. #120
Carrollton, TX 75006

7th Grade Back to School Party
11:00 a.m.-1:00 p.m.
Urban Air Adventure Park
14902 Preston Rd. #1100
Dallas, TX 75254

Primary (1st/2nd) Back to School Party
3:30 p.m. – 5:00 p.m.
Urban Air Adventure Park
14902 Preston Rd. Ste. 1100
Dallas, TX 75254

Calendar of Events
AUGUST 2019

TUESDAY, AUGUST 20
First Day of School

9th Grade Parent Breakfast
8:45 a.m.
Crossroads Diner
17194 Preston Rd #101
Dallas, TX 75248

TUESDAY, AUGUST 27
Presidents' PA Board/Liaison Luncheon
12:00 p.m.
Location: TBA
Who Attends: Shelton PA Board and Invited Staff

WEDNESDAY, AUGUST 28
7th grade Parent's Coffee
8:45 a.m.
Coffee House Café
6150 Frankford Rd.
Dallas, TX 75252

THURSDAY, AUGUST 29
Dad's Group Dinner
7:00 p.m.-9:00 p.m.
Shelton Dining Hall
Who Attends: All Shelton Dads

SHELTON PARENTS' ASSOCIATION 2019-2020

Calendar of Events
SEPTEMBER 2019

MONDAY, SEPTEMBER 2
No School (Labor Day)

TUESDAY, SEPTEMBER 3
3rd/4th/5th grade Parent Breakfast/Coffee
8:30 a.m. – 10:00 a.m.
La Madeleine
1320 W. Campbell Rd.
Richardson, TX 75080

THURSDAY, SEPTEMBER 5
New Parent Dinner 6:30 p.m.
Parents Support Meeting 7:00 p.m.
Overview of Learning Differences
Shelton Dining Hall
Who Attends: Parents new to Shelton

TUESDAY, SEPTEMBER 10
SPA Kick-Off Coffee/
Fall General Meeting
Shelton Dining Hall
8:45 a.m.-10:00 a.m.
Who Attends: All Shelton Parents

THURSDAY, SEPTEMBER 12
Shelton Open House

FRIDAY, SEPTEMBER 13
No school (Teachers in Service)

TUESDAY, SEPTEMBER 17
11th grade Parent Coffee Chat Mixer
8:45 a.m.
Whole Foods Beltline Village Upstairs
5100 Belt Line Rd.
Addison, TX 75254

THURSDAY, SEPTEMBER. 19
SPA Homecoming Football Tailgate
5:00 p.m.
John Paul II
900 Coit Rd. Plano, TX 75075
Who attends: All Shelton Students & Parents

FRIDAY, SEPT. 20- SUNDAY, SEPT. 22
Dads' Group Retreat at Sky Ranch
Begins after school on Friday
Who Attends: Dads and Shelton Students (LS/UE attend) (paid event)

FRIDAY, SEPTEMBER 20
Upper School Pepnic

8th Grade Mom's Lunch
12:00 p.m.
Mesero
5505 Belt Line
Dallas, TX 75254

9th Grade Homecoming Dinner
Time and location TBD

Upper School Homecoming Dance
Time and location TBD

SATURDAY, SEPTEMBER 21
EC/PP/Primary
Lower School Mom's Night Out
Time and location TBD

TUESDAY, SEPTEMBER 24
SPA Lower School Division Liaison Meeting
8:45 a.m.
SPA Office

Calendar of Events
SEPTEMBER 2019

WEDNESDAY, SEPTEMBER 25
SPA Upper Elementary Division Liaison
Meeting
8:45 a.m.
SPA Office

THURSDAY, SEPTEMBER 26
SPA Middle School Division Liaison
Meeting
8:45 a.m.
SPA Office

FRIDAY, SEPTEMBER 27
SPA Upper School Division Liaison
Meeting
8:45 a.m.
SPA Office

7th Grade Mom's Lunch
Time and location TBD

Susie Cakes Food Truck Event
(Student's Lunch Periods)

SATURDAY, SEPTEMBER 28
Lower School/Upper Elementary Parent's
Night Out
Time and Location TBD

Calendar of Events
OCTOBER 2019

THURSDAY, OCTOBER 3
Parents Support Meeting
Simulations of Learning Differences
7:00 p.m.
Shelton Dining Hall
Who Attends: Parents new to Shelton & any other interested parents

TUESDAY, OCTOBER 8
SPA Executive Board Meeting
8:45 a.m. – 10: 00 a.m.
SPA Office
Executive Committee + select Chairs

THURSDAY, OCTOBER 10
3rd/4th/5th grade Parent Mixer
6:00 p.m. – 8:00 p.m.
Gloria's
5100 Belt Line #864
Dallas, TX 75254

SPA Tailgate
Volleyball Senior Night
5:00 p.m.
Shelton Gym
Who attends: All Shelton Students & Parents

FRIDAY, OCTOBER 11
Upper Elementary Togetherness Picnic

MONDAY, OCTOBER 14
No School (Fall Holiday)

WEDNESDAY, OCTOBER 16
Upper School Senior Retreat
Time and location TBD

9th Grade Parent Happy Hour
5:30 p.m.
Republic
1200 Inwood Rd.
Dallas, TX 75244

Cheer and Dance Clinic hosted by Shelton Cheerleaders and Chargerettes
2:45 p.m. – 5:30 p.m.
Who attends: All LS, UE and US students that want to participate

FRIDAY, OCTOBER 18
Book Fair Teacher Preview Day

Lunch with Dad/ Book Fair, 6th Grade
11:20 a.m. – 12:10 p.m.
Shelton Commons

EC/PP Play at the Park
2:15 pm.
Mimosa Park
1200 Mimosa Dr.
Richardson, TX 75080

MONDAY, OCTOBER 21 - FRIDAY, OCTOBER 25
Book Fair Week
Shelton Heffernan Library

MONDAY, OCTOBER 21
Lunch with Dad/Book Fair, 3rd & 4th Grades
11:50 am – 12:40 pm.
Shelton Commons

Calendar of Events
OCTOBER 2019

TUESDAY, OCTOBER 22
Books and Bagels for Lower School
7:30 a.m.
1st floor Library

Lunch with Dad/Book Fair, 5th Grade
11:20 a.m. – 12:10 p.m.
Shelton Commons

WEDNESDAY, OCTOBER 23
Half Day 5th-12th Grades
(Conferences)

THURSDAY, OCTOBER 24
No school (Conferences)

Staff Appreciation Luncheon
11:00 a.m.
Shelton Dining Hall

FRIDAY, OCTOBER 25
No school (Conferences)

Staff Appreciation Luncheon
11:00 a.m.
Shelton Dining Hall

WEDNESDAY, OCTOBER 30
7th Grade Party
Time TBD
Urban Air
14902 Preston Rd.
Dallas, TX 75254

Calendar of Events
NOVEMBER 2019

SATURDAY, NOVEMBER 2
Lower School EC/PP/P
Couples Party
5:00 p.m.-7:00 p.m.
The Rustic
3656 Howell St.
Dallas, TX 75024

TUESDAY, NOVEMBER 5
SPA Executive Board Meeting
8:45 a.m.-10:00 a.m.
SPA Office
Executive Committee + select Chairs

THURSDAY, NOVEMBER 7
Parents Support Meeting
Social Skills/Organization/Study Skills
7:00 p.m.
Shelton Dining Hall
Who Attends: Parents new to Shelton & any other interested parents

WEDNESDAY, NOVEMBER 13
3rd/4th/5th grade Parent Breakfast/Coffee
8:30 a.m. – 10:00 a.m.
Coffee House Café
6150 Frankford Rd.
Dallas, TX 75252

THURSDAY, NOVEMBER 14
Dad's Group Poker Night
Time and location TBD
Who Attends: All Shelton Dads

FRIDAY, NOVEMBER 22
Grandparents' Day
9:00 – 11:00 a.m.
Shelton School
Staggered Dismissals
Who Attends: Shelton Grandparents will receive an invitation by mail with name tags and all of the information they'll need to have a wonderful visit with their Shelton grand-students. Please make sure your family's grandparent information is correct on Renweb and submit the names and addresses of Grand-friends you'd like to be invited to the Co-Chairs at spa.grandparentsday@shelton.org.

NOVEMBER 25-29
No school (Thanksgiving)

Calendar of Events
DECEMBER 2019

TUESDAY, DECEMBER 3
SPA Executive Board Meeting
8:45 a.m. – 10: 00 a.m.
SPA Office
Executive Committee + select Chairs

THURSDAY, DECEMBER 5
Parents Support Meeting
Oral & Written Language
7:00 P.M.
Shelton Dining Hall
Who Attends: Parents new to Shelton & any other interested parents

FRIDAY, DECEMBER 6
Food Truck Event
Student's Lunch Periods
(paid event)

TUESDAY, DECEMBER 10
7th Grade Mom's Holiday Dinner
Time and Location TBD

THURSDAY, DECEMBER 12
8th Grade Mom's Christmas Party
7:00 p.m. – 10:00 p.m.
Location TBD

DECEMBER 17-20
US Exams

DECEMBER 18-20
MS Exams

WEDNESDAY, DECEMBER 18
Staff Holiday Party
Presentation of Holiday Happiness Checks
3:30 p.m.
Shelton Dining Hall

DECEMBER 23 – JANUARY 6
No School (Winter Holiday)

Calendar of Events
JANUARY 2020

MONDAY, JANUARY 6
No School (In Service)

1st /2nd Grade Party
3:00 p.m. – 5:00 p.m.
Location TBD

TUESDAY, JANUARY 7
School Resumes

TUESDAY, JANUARY 14
SPA Executive Board Meeting
8:45 a.m. – 10: 00 a.m.
SPA Office
Executive Committee + select Chairs

THURSDAY, JANUARY 16
Parents Support Meeting
Freedom from Chemical Dependency
7:00 P.M.
Shelton Dining Hall
Who Attends: Parents new to Shelton & any other interested parents

MONDAY, JANUARY 20
No School (MLK Day)

TUESDAY, JANUARY 21
Lunch with Dad 7th Grade
12:15 p.m. – 12:40 p.m.
Shelton Commons

WEDNESDAY JANUARY 22
Lunch with Dad 8th Grade
12:40 p.m. – 1:05 p.m.
Shelton Commons

THURSDAY, JANUARY 23
Lunch with Dad 9th Grade
1:10 p.m. – 1:35 p.m.
Shelton Commons

FRIDAY, JANUARY 24
Lunch with Dad 10th/11th Grade
1:10 p.m.-1:35 p.m.
Shelton Commons

SUNDAY, JANUARY 26
EC/PP Party
2:00 p.m. to 4:00 p.m.
CooCoos
6505 W. Park Blvd.
Plano, TX 75093

TUESDAY, JANUARY 28
SPA Lower School Division Liaison Meeting
8:45 a.m.
SPA Office

WEDNESDAY, JANUARY 29
SPA Upper Elementary Division Liaison Meeting
8:45 a.m.
SPA Office

3rd/4th/5th Grade Parent Mixer
6:30 p.m. – 8:30 p.m.
Grand Lux Café-Galleria
13420 N. Dallas Pkwy.
Dallas, TX 75240

THURSDAY, JANUARY 30
SPA Middle School Division Liaison Meeting
8:45 a.m.
SPA Office

Calendar of Events
JANUARY 2020

FRIDAY, JANUARY 31
SPA Upper School Division Liaison
Meeting
8:45 a.m.
SPA Office

7th/8th Grade Party
7:00 p.m. – 9:00 p.m.
Shelton School Dining Hall

Calendar of Events
FEBRUARY 2020

TUESDAY, FEBRUARY 4
SPA Spring General Meeting
Shelton Dining Hall
Who Attends: All Shelton Parents
8:45 a.m.-10:00 a.m.

THURSDAY, FEBRUARY 6
Parents Support Meeting
Math, Science, Social Studies
7:00 P.M.
Shelton Dining Hall
Who Attends: Parents new to Shelton & any other interested parents

FRIDAY, FEBRUARY 7
SPA Tailgate
Basketball Senior Night
5:30 p.m.
Shelton Gym
Who attends: All Shelton Students & Parents

WEDNESDAY, FEBRUARY 12
Half Day 5th-12th Grades (Conferences)

THURSDAY, FEBRUARY 13
No school (Conferences)

Staff Appreciation Luncheon
11:00 a.m.
Shelton Dining Hall

FRIDAY, FEBRUARY 14
No school (Conferences)

Staff Appreciation Luncheon
11:00 a.m.
Shelton Dining Hall

FRIDAY, FEBRUARY 21
3rd/4th Grade Social
3:00 p.m. – 5:00 p.m.
Altitude Trampoline Park
110 W. Campbell Rd. #400
Richardson, TX 75080

5th Grade Social
6:00 p.m. – 8:00 p.m.
Regeneration Arcade
11721 Dallas Pkwy. #140
Dallas, TX 75287

TUESDAY, FEBRUARY 25
EC/PP/Primary
Lower School Mom's Breakfast
9:00 a.m.
Crossroads Diner
17194 Preston Rd. Unit 101
Dallas, TX 75248

Calendar of Events
MARCH 2020

TUESDAY, MARCH 3
SPA Executive Board Meeting
8:45 a.m. – 10: 00 a.m.
SPA Office
Executive Committee + select Chairs

FRIDAY, MARCH 6
Primary Spring Fling Playdate
2:15 p.m. – 4:00 p.m.
Preston Hollow Park
6600 Park Lane
Dallas, TX 75225

SATURDAY, MARCH 7
EC/PP Family Lunch
11:00 a.m. – 1:00 p.m.
Hat Creek Burger Company
8185 Walnut Hill Ln. Unit 1400
Dallas, TX 75231

MARCH 16-20
No School – SPRING BREAK

FRIDAY, MARCH 27
Kona Ice Food Truck Event
Student's Lunch Periods
(paid event)

SATURDAY, MARCH 28
Shelton Stampede
6:00 p.m.
Bomb Factory
Dinner, Auction & Live Entertainment
Purchase tickets early! A sell-out event is expected.
Who attends: All Shelton Parents, Staff, Alumni & Friends of Shelton

TUESDAY, MARCH 31
SPA Lower School Division Liaison Meeting
8:45 a.m.
SPA Office

3rd/4th/5th Mom's Night Out
6:30 p.m. – 8:30 p.m.
Coal Vines
5407 Belt Line Rd.
Dallas, TX 75254

SHELTON PARENTS' ASSOCIATION 2019-2020

Calendar of Events
APRIL 2020

WEDNESDAY, APRIL 1
SPA Upper Elementary Division Liaison Meeting
8:45 a.m.
SPA Office

THURSDAY, APRIL 2
SPA Middle School Division Liaison Meeting
8:45 a.m.
SPA Office

FRIDAY, APRIL 3
SPA Upper School Division Liaison Meeting
8:45 a.m.
SPA Office

TUESDAY, APRIL 7
SPA Executive Board Meeting
8:45 a.m. – 10: 00 a.m.
SPA Office
Executive Committee + select Chairs

SPA Tailgate
Baseball Senior Night
Time and Location TBD
Who attends: All Shelton Students & Parents

THURSDAY, APRIL 9
8th Grade Parent's Date Night
Del Friscos
5905 Legacy Dr.
Plano, TX 75024

FRIDAY, APRIL 10
No School (Good Friday Holiday)

THURSDAY, APRIL 23
EC/PP/Primary
Lower School Couples Spring Happy Hour
7:00 p.m. – 9:00 p.m.
Al Biernat's North
5251 Spring Valley Rd.
Dallas, TX 75254

TUESDAY, APRIL 28
SPA End of Year Luncheon
11:30 a.m.
Location: TBA
Who attends: All Shelton Parents (paid event)

Calendar of Events
MAY 2020

FRIDAY, MAY 1
Tikiz Food Truck Event
Student's Lunch Periods
(paid event)

WEDNESDAY, MAY 6
SPA Board Transition Meeting
8:45 a.m. – 10: 00 a.m.
Dining Hall
2018-19 and 2019-20 Board and Liaisons attend

FRIDAY, MAY 8
Mayfest

Lower School EC/PP/P
Popsicles in the Park
12:00 p.m.
Mimosa Park
1300 Mimosa Dr.
Richardson, TX 75080

MAY 18-21
US Exams

MAY 19-21
MS Exams

THURSDAY, MAY 21
Last Day of School

3rd/4th End of Year Party
12:30 p.m. – 2:30 p.m.
Adventure Landing
17717 Coit Rd.
Dallas, TX 75252

Senior Awards/Hero Ceremony
Time and location TBD

7th Grade End of Year Party
Time and location TBD

FRIDAY, MAY 22
Work Day for Staff

MONDAY, MAY 25
Memorial Day

WEDNESDAY, MAY 27
Parent Conferences

Staff Appreciation Luncheon
11:30 a.m. – Commons

PARENTS' HANDBOOK

BELL SCHEDULES

Back to Index

SHELTON LOWER SCHOOL
EARLY CHILDHOOD SCHEDULE

Monday – Thursday	**Friday**	**Winkler/Rosen**
8:30-9:00	8:30-9:00	Calendar, Group Presentation
9:00-11:30	9:00-10:50	Montessori Work Cycle
11:30-12:20	10:54-11:34	Special Subjects
12:20-1:45	11:37-1:10	Lunch/Rest
1:45-2:40	1:10-1:40	Montessori Work Cycle
2:45	1:45	Carpool

SHELTON LOWER SCHOOL
Pre-Primary SCHEDULE

Monday-Thursday	**Friday**	**Pre-Primary A - Smith/Lee/Fisher** **Pre-Primary B - Miller/McCann** **Pre-Primary C - Stevens/Sudler**
8:30-8:45	8:30-8:45	Advisory
8:45-11:25	8:45-10:50	Montessori Work Cycle Group Speech Language Therapy
11:30-12:20	10:55-11:35	Special Subjects
12:20-12:40	11:35-11:45	Circle Time Transition to Lunch
12:40-1:40	11:45-12:45	Lunch/Choices
1:45-2:15	1:00-1:30	Recess
2:20-2:50	1:30-1:50	Group time/ Dismissal
3:00	2:00	Carpool

SHELTON LOWER SCHOOL
PRIMARY SCHEDULE

Monday-Thursday	Friday	Primary
8:30-8:45	8:30-8:45	Advisory
8:45-11:00	8:45-10:45	Montessori Work Cycle Social Skills & L.T.
11:00-11:24	10:45-11:14	Lunch
11:24-11:50	11:17-11:40	Recess
11:53-1:07	11:40-12:30	Montessori Work Cycle
1:10-2:00	12:33-1:13	Specials (Sections A,C,D) ---------- Montessori Work Cycle See Master Specials Schedule
2:03-2:53	1:16-1:56	Specials (Sections B,E,F) ---------- Montessori Work Cycle See Master Specials Schedule
3:00	2:00	Carpool

Advisories

Primary A -Evans/Broussard
Primary B - Harris/Austin
Primary C - Moyer/Truitt
Primary D - Krug/Wilson
Primary E - Collins/Rogers
Primary F - Brock/Ball

SPECIAL SUBJECTS MASTER SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday Time	Friday
8:45-9:35	Planning	Planning	Planning	Planning	8:45-9:25	Planning
9:38-10:28	UE Specials	UE Specials	UE Specials	UE Specials	9:26-10:04	UE Specials
10:31-11:21	UE Specials **Library** PP-A	UE Specials **Library** PP-B	UE Specials **Library** PP-C	UE Specials **Library** EC	10:07-10:45	UE Specials **STEM** EC
11:30-12:20	**Art** EC **PE** PP-A **PE** PP-B **Drama** PP-C	**Music** EC **PE** PP-A **Art** PP-B **PE** PP-C	**PE** EC **Drama** PP-A **Music** PP-B **Art** PP-C	**PE** EC **Art** PP-A **Drama** PP-B **Music** PP-C	10:55-11:34	**Drama** EC **Music** PP-A **PE** PP-B **PE** PP-C
12:20-1:07	LUNCH	LUNCH	LUNCH	LUNCH	11:37-12:30	LUNCH
1:10-2:00	**PE** Prim-A **STEM** Prim-B **Art** Prim-C **Drama** Prim-D	**Drama** Prim-A **PE** Prim-C **PE** Prim-D **Library** Prim-E **STEM** PP-C	**PE** Prim-A **Library** Prim-B **Music** Prim-C **Art** Prim-D **STEM** Prim-F	**Music** Prim-A **Drama** Prim-C **PE** Prim-D **STEM** Prim-E **Library** Prim-F	12:33-1:13	**Art** Prim-A **PE** Prim-C **Music** Prim-D
2:03-2:53	**Library** Prim-A **Drama** Prim-B **Music** Prim-E **PE** Prim-F **STEM** PP-A	**PE** Prim-B **Library** Prim-C **STEM** Prim-D **Art** Prim-E **Music** Prim-F	**STEM** Prim-A **Music** Prim-B **PE** Prim-E **Library** Prim-D **Art** Prim-F	**Art** Prim-B **STEM** Prim-C **Drama** Prim-E **PE** Prim-F	1:16-1:56	**PE** Prim-B **PE** Prim-E **Drama** Prim-F **STEM** PP-B

Advisories

EC-A	Winkler/Rosen	PP-A	Smith/Lee	Prim-A	Evans/Broussard
		PP-B	Miller/McCann	Prim-B	Harris/Austin
		PP-C	Stevens/Sudler	Prim-C	Moyer/Truitt
				Prim-D	Krug/Wilson
				Prim-E	Collins/Rogers
				Prim-F	Brock/Ball

UPPER ELEMENTARY
Bell and Lunch Schedule

Monday - Thursday	
Advisory	8:30 - 8:42
1st Period	8:45 - 9:35
2nd Period	9:38 - 10:28
3rd Period	10:31 - 11:21
4A	11:24 - 12:15
5th Lunch	**11:24 - 11:50**
5th Recess	11:50 - 12:15
Elem Lunch	**11:50 - 12:15**
4B	**12:18 - 1:08**
Elem Recess	12:15 – 12:40
5th Period	1:10 - 2:00
6th Period	2:03 - 2:53
7th Period	2:56 - 3:20
ADVISORY	3:20 - 3:30
CARPOOL	3:30

Friday	
Advisory	8:30 - 8:45
1st Period	8:45 - 9:23
2nd Period	9:26 - 10:04
3rd Period	10:07 - 10:45
4A Period	10:48 - 11:38
5th Lunch	**10:48 - 11:13**
5th Recess	11:13 - 11:38
Elem Lunch	**11:13 - 11:38**
4B	**11:40 - 12:30**
Elem Recess	11:38 – 12:03
5th Period	12:33 - 1:13
6th Period	1:16 - 1:56
7th Period	1:59 - 2:20
ADVISORY	2:20 - 2:30
CARPOOL	2:30

Middle School Bell Schedule		
	Mon, Tues, Wed, Thursday (50 min classes)	**Friday** (40 min classes)
Advisory	8:20 – 8:42	8:20 – 8:42
1st Period	8:45 – 9:35	8:45 – 9:25
2nd Period	9:38 – 10:28	9:28 – 10:08
3rd Period	10:31 – 11:21	10:11 – 10:51
4th Period	11:24 – 12:14	10:54 – 11:34
Social Skills	For B lunch groups: 12:17-12:42 For A lunch groups: 12:42 – 1:07	For B lunch groups: 11:37 – 12:02 For A lunch groups: 12:02–12:27
Lunch	A 12:17 – 12:42 B 12:42 – 1:07	A 11:37 – 12:02 B 12:02 – 12:27
5th Period	1:10 – 2:00	12:30 – 1:10
6th Period	2:03 – 2:53	1:13 – 1:53
Study Hall	2:56 – 3:30	1:56 – 2:20
Carpool	3:30-4:00	2:20 – 3:00

UPPER SCHOOL
Grades 9 - 12
Bell and Lunch Schedule

Monday-Thursday	
1st period	8:32-9:17
2nd period	9:21-10:06
3rd period	10:10-10:55
4th period	10:59-11:44
5th period	11:48-12:33
Advisory Period	12:37-1:08
Lunch	1:10-1:36
6th period	1:42-2:27
7th period	2:31-3:16
8th period	3:20-4:05

Friday	
1st period	8:32-9:12
2nd period	9:16-9:56
3rd period	10:00-10:40
4th period	10:44-11:24
5th period	11:28-12:08
Advisory Period	12:12-12:30
Lunch	12:33-12:56
6th period	1:02-1:42
7th period	1:46-2:26
8th period	2:30-3:10

PARENTS' HANDBOOK

ELEMENTARY:

Lower School

Early Childhood,

Pre-Primary, Primary (1/2)

Upper Elementary

Elementary (3/4), Grade 5

Back to Index

SHELTON LOWER SCHOOL
EARLY CHILDHOOD SCHEDULE

Monday – Thursday	**Friday**	**Winkler/Rosen**
8:30-9:00	8:30-9:00	Calendar, Group Presentation
9:00-11:30	9:00-10:50	Montessori Work Cycle
11:30-12:20	10:54-11:34	Special Subjects
12:20-1:45	11:37-1:10	Lunch/Rest
1:45-2:40	1:10-1:40	Montessori Work Cycle
2:45	1:45	Carpool

SHELTON LOWER SCHOOL
Pre-Primary SCHEDULE

Monday-Thursday	**Friday**	**Pre-Primary A - Smith/Lee/Fisher** **Pre-Primary B - Miller/McCann** **Pre-Primary C - Stevens/Sudler**
8:30-8:45	8:30-8:45	Advisory
8:45-11:25	8:45-10:50	Montessori Work Cycle Group Speech Language Therapy
11:30-12:20	10:55-11:35	Special Subjects
12:20-12:40	11:35-11:45	Circle Time Transition to Lunch
12:40-1:40	11:45-12:45	Lunch/Choices
1:45-2:15	1:00-1:30	Recess
2:20-2:50	1:30-1:50	Group time/ Dismissal
3:00	2:00	Carpool

SHELTON LOWER SCHOOL
PRIMARY SCHEDULE

Monday-Thursday	Friday	Primary
8:30-8:45	8:30-8:45	Advisory
8:45-11:00	8:45-10:45	Montessori Work Cycle Social Skills & L.T.
11:00-11:24	10:45-11:14	Lunch
11:24-11:50	11:17-11:40	Recess
11:53-1:07	11:40-12:30	Montessori Work Cycle
1:10-2:00	12:33-1:13	Specials (Sections A,C,D) ---------- Montessori Work Cycle See Master Specials Schedule
2:03-2:53	1:16-1:56	Specials (Sections B,E,F) ---------- Montessori Work Cycle See Master Specials Schedule
3:00	2:00	Carpool

Advisories

Primary A -Evans/Broussard
Primary B - Harris/Austin
Primary C - Moyer/Truitt
Primary D - Krug/Wilson
Primary E - Collins/Rogers
Primary F - Brock/Ball

SPECIAL SUBJECTS MASTER SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday Time	Friday
8:45-9:35	Planning	Planning	Planning	Planning	8:45-9:25	Planning
9:38-10:28	UE Specials	UE Specials	UE Specials	UE Specials	9:26-10:04	UE Specials
10:31-11:21	UE Specials **Library** PP-A	UE Specials **Library** PP-B	UE Specials **Library** PP-C	UE Specials **Library** EC	10:07-10:45	UE Specials **STEM** EC
11:30-12:20	**Art** EC **PE** PP-A **PE** PP-B **Drama** PP-C	**Music** EC **PE** PP-A **Art** PP-B **PE** PP-C	**PE** EC **Drama** PP-A **Music** PP-B **Art** PP-C	**PE** EC **Art** PP-A **Drama** PP-B **Music** PP-C	10:55-11:34	**Drama** EC **Music** PP-A **PE** PP-B **PE** PP-C
12:20-1:07	LUNCH	LUNCH	LUNCH	LUNCH	11:37-12:30	LUNCH
1:10-2:00	**PE** Prim-A **STEM** Prim-B **Art** Prim-C **Drama** Prim-D	**Drama** Prim-A **PE** Prim-C **PE** Prim-D **Library** Prim-E **STEM** PP-C	**PE** Prim-A **Library** Prim-B **Music** Prim-C **Art** Prim-D **STEM** Prim-F	**Music** Prim-A **Drama** Prim-C **PE** Prim-D **STEM** Prim-E **Library** Prim-F	12:33-1:13	**Art** Prim-A **PE** Prim-C **Music** Prim-D
2:03-2:53	**Library** Prim-A **Drama** Prim-B **Music** Prim-E **PE** Prim-F **STEM** PP-A	**PE** Prim-B **Library** Prim-C **STEM** Prim-D **Art** Prim-E **Music** Prim-F	**STEM** Prim-A **Music** Prim-B **PE** Prim-E **Library** Prim-D **Art** Prim-F	**Art** Prim-B **STEM** Prim-C **Drama** Prim-E **PE** Prim-F	1:16-1:56	**PE** Prim-B **PE** Prim-E **Drama** Prim-F **STEM** PP-B

Advisories

EC-A Winkler/Rosen

PP-A Smith/Lee
PP-B Miller/McCann
PP-C Stevens/Sudler

Prim-A Evans/Broussard
Prim-B Harris/Austin
Prim-C Moyer/Truitt
Prim-D Krug/Wilson
Prim-E Collins/Rogers
Prim-F Brock/Ball

UPPER ELEMENTARY
Bell and Lunch Schedule

Monday - Thursday	
Advisory	8:30 - 8:42
1st Period	8:45 - 9:35
2nd Period	9:38 - 10:28
3rd Period	10:31 - 11:21
4A	11:24 - 12:15
5th Lunch	**11:24 - 11:50**
5th Recess	11:50 - 12:15
Elem Lunch	**11:50 - 12:15**
4B	**12:18 - 1:08**
Elem Recess	12:15 – 12:40
5th Period	1:10 - 2:00
6th Period	2:03 - 2:53
7th Period	2:56 - 3:20
ADVISORY	3:20 - 3:30
CARPOOL	3:30

Friday	
Advisory	8:30 - 8:45
1st Period	8:45 - 9:23
2nd Period	9:26 - 10:04
3rd Period	10:07 - 10:45
4A Period	10:48 - 11:38
5th Lunch	**10:48 - 11:13**
5th Recess	11:13 - 11:38
Elem Lunch	**11:13 - 11:38**
4B	**11:40 - 12:30**
Elem Recess	11:38 – 12:03
5th Period	12:33 - 1:13
6th Period	1:16 - 1:56
7th Period	1:59 - 2:20
ADVISORY	2:20 - 2:30
CARPOOL	2:30

EARLY CHILDHOOD THROUGH FIFTH GRADE

Lower School: Christine Davis, Division Head
Early Childhood
Pre-Primary
Primary (grades 1-2)

Upper Elementary: Amy Kelton, Division Head
Elementary (grades 3-4)
Grade 5

ARRIVAL AND DEPARTURE PROCEDURES

Lower School

1. Lower School students arrive through the carpool entrance on LaBolsa Drive. Gates open at 7:40 a.m. School begins at 8:30 a.m. Students will be supervised in the dining hall until 8:00 a.m. then directed to their advisories. Students are marked tardy after 8:30.

2. The LaBolsa entrance doors lock at 8:40 a.m. If students arrive after 8:40 a.m., use the Hillcrest entrance and check in at the security desk. Walk your student to the Lower School office. For safety and attendance purposes, please do not walk your child to their classroom.

3. All students are picked up through the carpool line. If you have to pick your child up early, please check in with the security desk and they will call the Lower School office. Do not go to the classroom to pick up your child. Anytime you pick your child up early, please allow extra time for locating your child and signing them out.

Dismissal Times

Early Childhood	2:45 Monday-Thursday
	1:45 Friday
Pre-Primary & Primary	3:00 Monday-Thursday
	2:00 Friday

Late pick-up times are:
3:40 Monday-Thursday
2:40 Friday

Teachers will contact parents of students not picked up by 3:30 Monday - Thursday and 2:30 on Friday. Students will go to After Care at 3:40 Monday - Thursday and 2:40 on Friday.

Upper Elementary

1. Upper Elementary students arrive through the entrance gate on LaBolsa (north side of campus) and unload at the porte cochere on the west side of building (facing Hillcrest). UE students are dismissed from the same location on the west side of the school under the porte cochere. Refer to the map for arrival/dismissal driving patterns.

2. As a general rule, the older student must arrive and depart via the procedures for the younger students at either the entrance for Upper Elementary at the west side (Hillcrest) or the entrance for Lower School at the north side (LaBolsa) when carpool is composed of mixed grade levels. If your child has a sibling in Lower School or rides with a Lower School student he/she will be released for carpool at 3:15 p.m.

3. Gates for carpool open at 7:40 a.m. Students will be supervised in the dining hall until 8:05 a.m. and then escorted to advisories. All students should arrive before 8:30 a.m. Students are marked tardy after the 8:30 tardy bell.

   - Only students with permission will be allowed to go to the classroom early to work with a teacher.

4. Announcements will follow the tardy bell. Students arriving after 8:30 a.m. go to the UE office to sign in.

5. Please email the advisor if your child is ill, arriving late, or leaving early.

6. Dismissal Times:

Monday - Thursday	**3:30**
Friday	**2:30**

7. The only exception for regular dismissal time is when students are picked up <u>early</u> by parents.
   - Any student picked up early <u>must be signed out by his/her parent</u> at the security desk on the first floor inside the main entrance (Hillcrest entrance under porte cochere). Security will call the UE office.
   - Anytime you pick your child up early, please allow extra time for locating your child and signing them out.

8. If your child is going home with another child, riding public transportation, walking to a specific place or in any way deviating from the usual carpool plan, please send a note to the child's advisor. A student will not be allowed at any time during or after school to walk to the near-by Exxon, or any other businesses or facilities. No student will be allowed to ride in an

alternate carpool without a note. We want to completely safeguard each student.

If students are not picked up by 4:00 p.m. on Monday through Thursday and 3:00 p.m. on Friday, there will be a charge of $1.00 per minute. After 30 minutes the student will be sent to After Care and the parents will be charged After Care's hourly rate. The guard at the security desk will assist you with the location of the After Care room.

CARPOOL

Early Childhood - 5th Grade

In order to help us load most efficiently and safely, please follow these guidelines:

1. Please follow the detailed map for morning and afternoon carpool.

2. When entering the property from La Bolsa at the north gate, remember to approach from Hillcrest. There is NO LEFT TURN at the La Bolsa gate if you approach from the east. It is illegal to turn left.

3. **Do not use your cell phone while dropping off or picking up your child.**
4. Have your student sit in the back seat on the side of the car, if possible.

5. **Be alert of students passing in front or behind your car.**

6. Pull up in the drop off/pick up area as far as you can with doors unlocked.

7. Do not pull around a car in the unloading zone, unless directed by a staff member or policeman to do so with their assistance.

8. Do not park or stop in any of the traffic lanes.

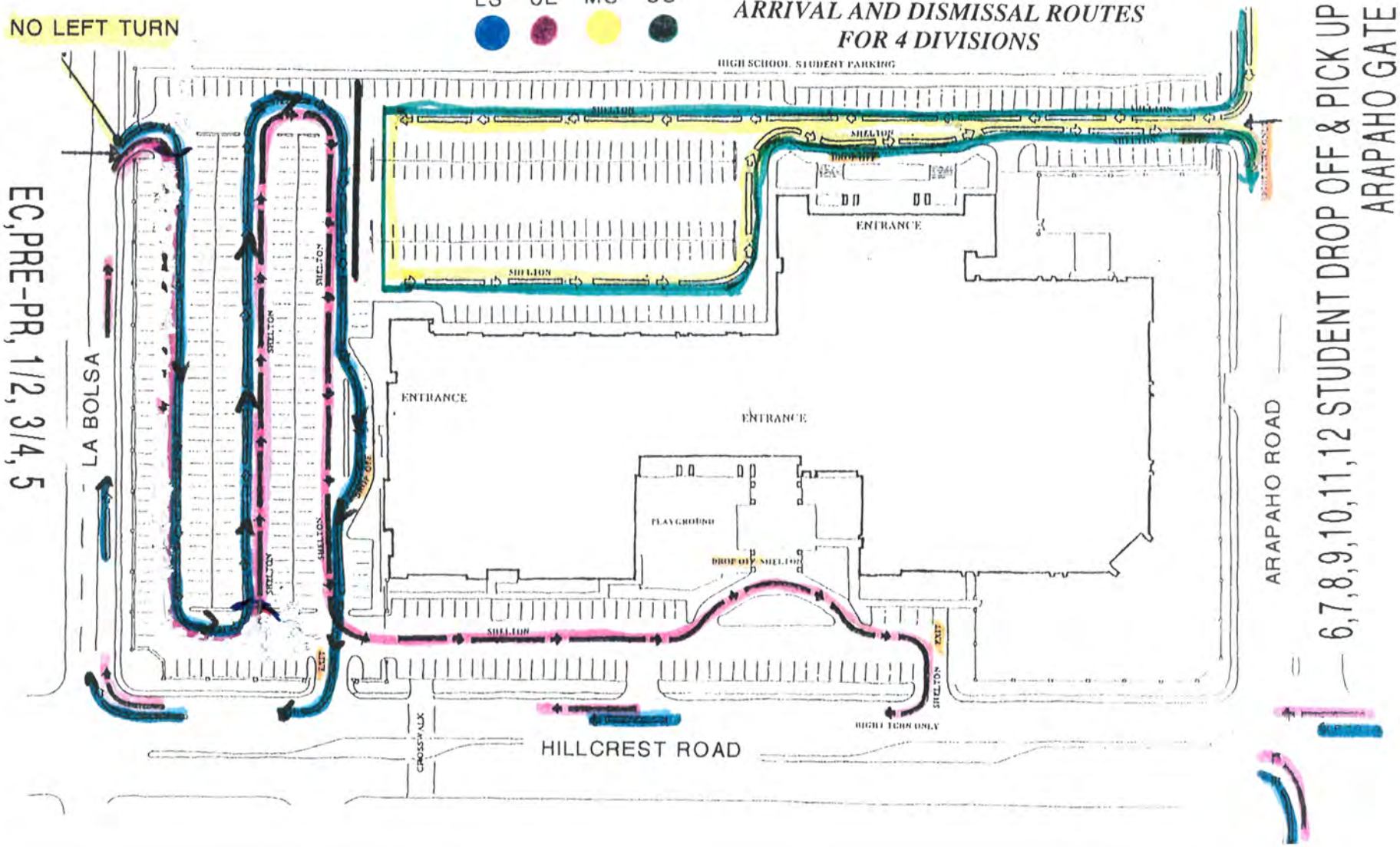
9. Drive 10 miles per hour on campus.

10. You should have completed your online carpool registration packet including the names of students in your carpool. Carpool numbers will be issued during Parent Orientation. Place your carpool tag on the driver's side of your front windshield.

11. Parents will organize their own carpools from a list of enrolled students. Zip code lists are available from Zac Ladd, carpool coordinator (zladd@shelton.org).

ARRIVAL AND DISMISSAL ROUTES FOR 4 DIVISIONS

LS UE MS US



STUDENT DROP OFF & PICK UP USE LABOLSA GATE

GATE CLOSES @ 4:00

EC,PRE-PR, 1/2, 3/4, 5

6,7,8,9,10,11,12 STUDENT DROP OFF & PICK UP USE ARAPAHO GATE

Arrival		Dismissal		
EC - 2	8:30 AM	EC	M-Th 2:45 PM	F 1:45 PM
		LS (Pre-Primary -2)	M-Th 3:00 PM	F 2:00 PM
UE (3-5) and MS (6-8)	8:35 AM	UE & MS (3-8)	M-Th 3:30 PM	F 2:30 PM
US (9-12)	8:30 AM	US (9-12)	M-Th 4:05 PM	F 3:10 PM

After Care Program for Pre-Primary - 3rd
Early Childhood upon approval from Lower School Head

Online Registration https://www.shelton.org/parents/aftercare

The Shelton School offers After Care Monday through Thursday 3:30-6:00 p.m. and Friday 2:30-6:00 p.m. Shelton staff members cover After Care each day. Students are divided by age and grade levels.

Registration for After Care is on-line and payment is made via your FACTS account.

Hours: Monday through Thursday 3:30– 6:00 p.m. and Friday 2:30 - 6:00 p.m.

- After Care begins on the first day of school.
- It is available on every regular-length school day.
- After Care is **not available** on early release days and during parent conferences.
- Spots are granted first for full time care, then for part time care on a first come, first served basis.

The Cost is $250 per month, no charge for August.
$10 per hour for "drop ins" (reservation required) with a $50 monthly minimum.
$ 1 per minute after 6:00 p.m. paid to the Staff member at the time of pick-up.

NOTE: The late charge is merely a warning, excessive late pick-ups will be grounds for dismissal from the After Care program.

Late fees must be paid before a student may return to after care. Late fees are paid to the staff member in charge of After School Care.

Parents are encouraged to send snacks for their child. After snack time, the students will start their homework. Although After Care is not a formal tutoring forum, the teacher on duty will be available to help students with homework as time permits.

Pick-up for After Care will be in the After Care classroom for Pre-Primary -3rd. The security guard will be on duty until the end of After Care each day.

In case of an emergency, please call the security desk at 972-774-1772 ext. 2287 to reach the After Care staff member.

Please contact **Liz Barnett at 972-774-1772 ext. 2246 or lbarnett@shelton.org** with any Pre-Primary-3rd Grade After Care questions or to reserve a "drop-in" space for your child.

After Care Behavior Policies:
The same behavior policies in force during the regular school day will be in effect during After Care.

After Care for 4th - 5th Grade

Registration Online: https://www.shelton.org/parents/aftercare

The Shelton School offers After Care to working parents who cannot pick their children up by 3:45 p.m., Monday through Thursday, or by 2:45 p.m., Fridays. Shelton staff members will cover After Care each day. Students will be divided by age and grade levels.

Registration for After Care is on-line and payment is **made via your existing FACTS account.**

After Care Reminders:

- Hours are Monday through Thursday 3:45- 6:00 p.m. and Friday 2:45- 6:00 p.m.
- Begins on the first day of school.
- It is available on every regular-length school day.
- After Care will not be available on early release days and during parent conferences.
- Spots are granted first for full time care and then for part time care on a first come, first served basis.

  The Cost is $250 per month, no charge for August.
  $10 per hour for "drop ins" (reservation required) with a $50 monthly minimum.
  $ 1 per minute after 6:00 p.m. paid to the Staff member at the time of pickup.

  NOTE: The late charge is merely a warning, excessive late pick-ups will be grounds for dismissal from the After Care program.

Late fees must be paid before a student may return to after care. Late fees are paid to the staff member in charge of After School Care.

Students go to carpool with their class and remain until the carpool staff releases them at 3:45, 2:45 on Fridays. This allows pick up of your student at carpool

without making special arrangements on days you do not want them going to After Care.

Parents are encouraged to send snacks for their child.

Although After Care is not a formal tutoring forum, the teacher on duty will be available to help students with homework as time permits.

Pick-up for After Care will be at the security desk. When you come to pick up your student, come to the security desk and they will have the student come down to meet you.

In case of an emergency and you need to reach the After Care staff member, please call our security desk at 972-774-1772 ext. 2287. The security guard will be on duty until the end of After Care each day.

Please contact **Stephanie Weatherford at 972-774-1772 ext. 2280 or sweatherford@shelton.org with any 4th- 5th Grade** After Care questions or to reserve a "drop-in" space for your child when needed.

After Care Behavior Policies:

The behavior policies in force during the regular school day will be in effect for After Care

- Respect for yourself and others will be strictly enforced.
- Your student is responsible for any items they may bring to After Care.
- A student must do homework during after school hours if there is homework to complete with the exception of reading minutes, which may be completed at home. Contact the After Care staff if you need to make special arrangements regarding homework.

ATTENDANCE AND ABSENCES

1. Please schedule vacations and dentist/doctor appointments outside of school time. Any time you pick up your child early, plan on extra time, as you must sign your child out in order for him/her to leave during regular school hours. Sign-out will be done at the Security Desk. Students will not be sent down to wait for a parent to pick them up. Parent must park, enter the building and sign out their students.

2. Do not go to the classrooms when picking up or dropping off your student. This disturbs the learning of all students.

3. When your child is absent please notify your child's advisor by email. Provide illness information (fever, nausea, etc.)

4. A doctor's excuse is required for illnesses that last more than three days.

5. We encourage students to attend school every school day except for illness or a death in the family. Partial absences will be recorded. Students who exceed 70 hours of absences may be required to make up that time. Administration will coordinate with 3rd/4th grade to make up missed class time. 5th graders will be required to make up missed class time at Saturday School. Additional consequences for class period absences beyond 70 hours may be assigned by the administration. A student may be asked to attend Saturday school to make up work for excessive absences in any one class.

6. Students are tardy if they are not in their advisory classroom by 8:30 a.m.

7. If your child is absent from school and you would like to pick up homework, call the UE office no later than 9:00 a.m.

INCLEMENT WEATHER PROCEDURE

Should the weather be too severe for school, parents will be notified via Renweb (phone call). Parents should also stay tuned to one of the following stations for information concerning school cancellation, etc. See the website, www.shelton.org for closing information.

TV	RADIO
KXAS - Channel 5	KRLD 1080
KTVT - Channel 11	KPLX 99.5 FM
WFAA - Channel 8	KVIL 103.7 FM
	KLIF 570 AM

SPECIAL CLASSES AND ATHLETICS

All EC through 5th grade students have P.E. classes that alternate with Coding/STEM, Drama, Music, and Art. 3rd/4th grade students receive STEM instruction throughout the year as a non-rotation class. Band begins at 5th grade. There is an additional fee for the rental of instruments.

Students are encouraged to participate in their neighborhood sport activities. Information on YMCA programs may be obtained by contacting your local neighborhood YMCA.

TEACHER GIFTS

Books may be donated to the library in honor of a special teacher or staff member.

The Parents' Association established the Shelton's Staff Holiday Gift Fund (Holiday Happiness), a voluntary fund, to show appreciation to all teachers and staff with a cash gift at the holiday season. Holiday Happiness is intended to simplify gift giving. The spirit of this concept is that a cash gift will be in lieu of a holiday party and/or small, individual gifts. It is any parent's choice whether or not to participate.

CUSTODY ISSUES

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced parents must provide the school with a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone in the family.

All court orders will be handled with the highest confidentiality.

REPORTS

Report Cards are sent via email three times a year.

Lower School - Student reports of progress are designed primarily to reflect day-to-day academic progress, behavior, motivation, persistence and homework. Parents receive checklists and reports giving information regarding skills introduced and mastered.

Upper Elementary - Parents receive brief commentary on curriculum covered and progress with strength and goals noted.

Reporting Periods:

October 24-25	Parent Conferences
November 12	Report Cards
February 11	Report Cards
February 13-14	Parent Conferences
May 19	Report Cards
May 26	Parent Conferences

UPPER ELEMENTARY HOMEWORK AND QUIET TIME

Students will have homework each evening, Monday - Thursday.

Reading Minutes (10-20 minutes) are required Monday - Thursday. The purpose of Reading Minutes is to enhance an appreciation for books and reading. It should be a special time when mom/dad/baby-sitter is reading to the child, child is reading/looking at a book quietly or is reading along with an audio version. It is not meant to be a "reading practice" time, unless the child is comfortable reading aloud.

In addition, the reading teacher will send home-designated readers for **oral reading practice**. The student is expected to handle this responsibility. A parent is asked to listen to and sign off on **Oral Reading Practice**.

Math Homework (5-10 minutes) for Upper Elementary: Monday - Thursday practice in math enables students to solidify basic math facts.

Homework Procedures:

1. Provide a quiet place for your child to do his/her homework.
2. Each child should do his/her homework by himself/herself. All assignments will have been recorded by your child in his/her assignment book in the front of his/her notebook.

3. Homework is your child's responsibility, not yours. We will always strive to give homework to your child that he/she can complete by himself/herself. Occasionally, your child will forget the directions or have difficulty completing the assignment. If a simple direction from you is sufficient, that is fine. Your child may also call a friend in class for help with the directions, but not the answers to the assignment. If your child continues to have difficulty, please send a note, email the teacher, or initial/sign the homework page, indicating to the teacher that your child could not do the specific assignment.

4. Maximum time allotments for homework:

- Lower School Primary 15-30 minutes
- Upper Elementary 30 – 45 minutes
- If your child is working longer than these time allotments, please let the advisor know immediately.

Upper Elementary: Incomplete/Missed Homework Plan:

- 1st incomplete/missed homework assignment will result in an "OOPS" ("OOPS" is a warning sent through RenWeb). Students will be asked to make-up the work but will not receive a detention.
- Successive incomplete/missed homework assignments will result in a homework detention. An opportunity to complete homework will be provided during the school day for students who did not turn in, or have not completed homework.
- Exceptions may be made only when an email or phone call from the parent to the teacher has been made regarding the student's inability to complete the homework assignment.

Lower School and Upper Elementary Discipline Policies and Procedures

Responsible Behaviors:
In guiding the child's growth, it is the school's policy to emphasize the positive rather than the negative. Students are young, developing people who possess strengths, hopes and expectations. These young people depend on the adults in their lives to model values and conduct. Knowing their limits and school rules will help them in making good choices. Shelton School is committed to fairness in dealing with any discipline problem, so the teacher will spend time with the child helping him/her understand problem behaviors and how to resolve situations of conflict. All students serve as role models for the younger students at Shelton and represent Shelton in the Dallas community. Attending Shelton School is a privilege; a student may lose that privilege as a result of any action that damages the school's name or reputation in the community.

Rules are necessary in any place in which groups of people must cooperate. To help each student develop mature and responsible behavior, the teaching staff communicates their expectations for our students.

Student Behavior:
We are proud of Shelton and want to demonstrate that we are good citizens by our respectful behavior. The advisor will go over the rules listed in the child's classroom.

If a student is having difficulty with behavior, we work together with the student to help resolve the situation. The Shelton Staff encourages the students to develop a plan of action with the staff.

Discipline Plan:

General School-wide Rules

- Follow directions the first time they are given
- Keep hands, feet and objects to yourself
- Walk in the halls
- Show respect for adults and peers
- No inappropriate language
- Do not fight
- No leaning on, or throwing items over the railings
- No material or clothing related to violence or information on weapons of any kind
- No facsimile of a weapon; toy, reproduction or replica

Playground Rules

- Follow directions of playground monitor
- Do not throw rocks or other harmful objects
- No name-calling
- No physical contact

Halls

- Follow the directions of any staff member
- Always walk
- Stay an arm's length away from the railings

Consequences (these steps are on a continuum)

Teacher will clarify and help redirect

Re-set Time

- At student's desk
- At designated area in the classroom
- At designated area out of the classroom
- Phone call to parent/email to parent/notification via RenWeb on an as needed basis

Upper Elementary detentions for minor offenses are served before or after school. A RenWeb behavior notification with the details of the offense will be emailed to parents and advisor.

Refer to administration

- At the discretion of the administration, a student may be required to attend Saturday detention.

Emergency Removal – Physical harm or threat of physical harm to self or others.

- Student may be sent home as a cooling off measure.
- Student may be sent home until the facts of the situation can be determined.
- Student must earn the privilege of returning to classes.

In-school suspension will be given to students who have inappropriate behavior that warrants an in-school suspension

Immediate suspension – given to students for serious violations at the discretion of administration. These behaviors would include, but not limited to the following:

- Possession of any facsimile of a weapon; toy, reproduction or replica
- Possession of sharp objects
- Disrespect toward peers or staff members
- Repeated offense a student is not correcting
- Continued disruption of class
- Fighting/intimidation/physical aggression

Expulsion – The administration may expel a student for extremely serious violations. These would include, although not limited to, the following:

- Being in possession of or under the influence of drugs, inhalants, or alcohol at school or at any school activity
- off campus use of alcohol and/or illegal substances
- Stealing
- Possession of a weapon at school or at any school activity
- Destruction of school property/vandalism
- Threatening Statements
  Shelton School strives to provide a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff member who makes threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and face possible expulsion. Additionally, the individual may be required to undergo an evaluation by a counselor of the School's choice to establish for the School and the family that the individual is safe to return to school and may be referred for further evaluation or counseling. All members of the school community, students and adults, are to be aware that statements such as, "I was just kidding" or "I didn't mean it" are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

HARASSMENT AND BULLYING POLICY

SCOPE AND PURPOSE

In compliance with federal, state and local laws, Shelton School prohibits harassment or bullying of any type, of any student or employee, including but not limited to the basis of a person's race, color, sex, ethnicity, religion, national origin, age, disability, or sexual orientation. This policy applies to all students while on school property, at a school-sponsored or school-related activity, or school operated vehicle such as school trips and social events. Any student found to have violated the school's policy against harassment or bullying will be subject to prompt student disciplinary action up to and including suspension or dismissal.

The purpose of this policy is to promote the development of an educational environment in which harassment and bullying are known to be unacceptable. In addition, this policy outlines procedures to be followed if a student feels they are being harassed or bullied during their participation of study or other Shelton related activities. Shelton is committed to protecting its students from harassment and bullying.

HARASSING AND BULLYING BEHAVIORS

Harassment and bullying, in general terms, is conduct so severe, persistent or pervasive that it affects the student's ability to participate or benefit from an educational program or activity; creates an intimidating, threatening, hostile or offensive environment. More extreme forms of harassment and bullying include physical threats or violence. Behavior that may appear trivial as a single incident can constitute harassment or bullying when repeated. Harassment and bullying may not always be intentional but are always unacceptable, whether intentional or not.

Harassment behaviors may include, but are not limited to, offensive or derogatory language, offensive jokes, name-calling, slurs, rumors, physical aggression or assault, offensive graffiti or printed material, negative stereotypes, theft or property damage.

Bullying is the exercise of power over another person through negative acts or behavior that undermines another person and behavior is repeated over time. Bullying behaviors may include, but are not limited to, hazing, threats, taunting, teasing, confinement, demands for money, rumor-spreading or ostracism. Bullying can also occur through "cyber-bullying."

Cyber-bullying involves the use of technology to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. It includes targeting a person(s) using technology for the purpose of tormenting,

threatening, harassing, humiliating or embarrassing the person(s). Cyber-bullying is prohibited under this policy.

A hostile environment may involve anything that is perceived to be unwelcoming, severe or pervasive, physically intimidating or humiliating.

See Shelton School *Harassment & Bullying Policy* in its entirety behind "Policies" tab.

REWARDS

Students are recognized on a daily basis when they are "caught" doing something special as in an act of kindness or doing a good deed without being prompted. In the Upper Elementary Division, students may receive an Applause (parents will be notified through RenWeb) and will be entered into a weekly drawing.

Lower School and Upper Elementary strives to recognize every student for their unique skills and character traits. Every six weeks a ceremony is held to highlight individual student's contribution to our school.

COMPUTER

Please refer to Technology-Acceptable Use Policy in the Agreements Section of this Manual for further information.

FAX MACHINE

The fax machine is used to conduct official school business. Please do not fax personal messages or forgotten homework to your child. If messages are received, the fax will be delivered to the division head and not the child. Credit will not be given for the work. Fax messages from parents to the teacher will be delivered to the teacher's mailbox.

UNIFORM DRESS CODE

Lower School

The Uniform Policy of The Shelton School encourages an atmosphere for learning and equality among our students and eliminates competition in dress. The appropriate appearance of our students reflects on our school and community. Parents, students, faculty and staff are committed to support our Uniform Policy. The faculty and staff of The Shelton School will enforce the Uniform Policy.

Hair will be one, natural color. All students will keep hair out of their eyes. Boys will keep hair at or above collar length. No ponytails allowed for boys. Students will refrain from distracting hair ornamentation and peculiar hairstyles (oversized

bows, uneven shaved heads, etc.). Caps may not be worn in building. Boys are not permitted to wear earrings. Makeup and artificial nails of any kind are not permitted.
Shirts must be buttoned with exception of the top two buttons and tucked in at all times. Skirts should be no more than 4" above the knee. Undershirts must be solid white with no designs.

Monday t-shirt Day (Optional) – Every Monday students are allowed to wear the ***specially designated*** t-shirt of the year. This shirt may be purchased in the Charger Corral located to the left of the main entrance.

Only Shelton School uniforms will be permitted except for Boy/Girl Scout uniforms on designated days.

PE Uniforms are not worn in Lower School.

Girls Lower School

- Jumper - solid navy blue. Modesty shorts are recommended
- Culotte/Wrap Short - solid navy
- Blouse - short or long sleeve white with Peter Pan collar with blue piping, long sleeve turtleneck or white, light blue, or navy long or short sleeve polo shirt, or solid colored shirt purchased from the Charger Corral
- Cardigan - navy button front.
- Sweatshirt - navy purchased at the Charger Corral or Mills Uniform Company. Students are not permitted to wear hooded sweatshirts in the classrooms.
- Socks - navy or white
- Knee socks – navy or white
- Tights - navy or white opaque; navy or white cable stitch
- Shorts - navy poly-cotton
- Long navy twill slacks

Boys Lower School

- Trousers or shorts - navy twill, with or without pleats; elastic waist is available.
- Shirt - white or blue oxford; navy, blue, or white knit; short or long sleeve.
- Sweatshirt - navy purchased at the Charger Corral or Mills Uniform Company. Students are not permitted to wear hooded sweatshirts in the classrooms.
- Socks - navy or white
- Belt - navy web style

Shoes for Lower School students

WHITE or **BLACK** leather, tie or Velcro tennis shoe.

No lights, platforms or colors on shoe or sole. No high tops or open backed shoes.
Mills Uniform Company carries approved uniform shoes.
If you have a question regarding shoes, please contact the Lower School office or www.shelton.org/uniform

Uniform Information
Upper Elementary Grades 3 – 5

The Uniform Policy of the Shelton School encourages an atmosphere for learning and equality among our students. It eliminates needless competition in dress. The appropriate appearance of our students reflects on our school community. Parents, students, faculty, and staff are committed to support our Uniform Policy. The faculty and staff of The Shelton School will enforce the Uniform Policy. PENALTIES FOR VIOLATIONS WILL BE ASSESSED BY THE ADMINISTRATION OR FACULTY.

POLICIES REGARDING GENERAL APPEARANCE FOR BOYS AND GIRLS

Shirts must be buttoned with exception of the top two buttons. Skirts should be no more than 4 inches above the knee while kneeling. Undershirts must be solid white with no designs. Belts must be worn with any pants having belt loops. Only Shelton School uniforms will be permitted except for Boy/Girl Scout uniforms on meeting days.

All students will keep hair out of their eyes. Hair will be one, natural color. Students will refrain from distracting hair ornamentation and peculiar hairstyles (e.g. oversized bows, uneven shaved heads, etc.). Boys will keep hair at or above collar length. The cut must not interfere with vision. No ponytails allowed for boys.

Jewelry should be appropriate to the simplicity of the uniform. Boys are not permitted to wear earrings. Girls may choose to wear stud earrings. Only one earring in each ear lobe is allowed. Pierced jewelry is allowed only in the ear lobe. No more than two necklaces or bracelets may be worn. Noisy, distracting jewelry will not be permitted.

No visible tattoos. No makeup is to be worn at the Upper Elementary level. No artificial nails of any kind. Fingernail polish should be a light, neutral color (light pink, beige, clear) with all nails being the same color.

Girls 3-5 grade

- Shirt - solid blue, solid white or white/blue striped oxford long, ¾ length, or short sleeve; blue or white knit; solid collared shirts purchased at Mills Uniform Company or the Charger Corral.
- Skirt - khaki sewn down pleats

- Culotte Wrap– khaki skirt/short combination
- Shorts - khaki pleated walking length
- Pants - khaki pleated pants are allowed
- Sweater - navy cardigan button front or navy pullover V-Neck, long sleeve.
- Sweatshirt - navy or grey purchased from Mills Uniform Company or the Charger Corral. A monogrammed Shelton sweatshirt is also available.
- Crew, knee or ankle socks - camel, navy or white. Socks must be worn at all times and visible above the shoe. Students may wear socks purchased at the Charger Corral.
- Opaque hose or leggings - white or navy, under skirts or shorts in cool or inclement weather.

Boys 3-5 grade

- Shirt - solid blue, solid white or white/blue striped oxford long or short sleeve; blue or white knit; solid collared shirts purchased at Mills Uniform Company or the Charger Corral
- Shorts - khaki pleated walking length
- Trousers - khaki twill pants pants, fitted, no baggy-style and worn at the waist
- Belt - brown, black, blue or khaki with regular buckle
- Sweater - navy long sleeve cardigan button front or navy V-neck pullover
- Sweatshirt - navy or grey, purchased from Mills Uniform Company or the Charger Corral. A monogrammed Shelton sweatshirt is also available.
- Crew or ankle socks - camel, navy, white. Socks must be worn at all times and visible above the shoe. Students may wear socks purchased at the Charger Corral.

Footwear

Students must wear black or white low top athletic shoes (leather or knit material). Shoes may have black or white logos and or soles. Socks or hose must be worn at all times and must be visible above the shoes. Shoes must be appropriately laced and tied to fit the foot. Shoes may be purchased from Mills Uniform Company. Mills Uniform Company information can be found at www.shelton.org/uniform.

Informal Uniform

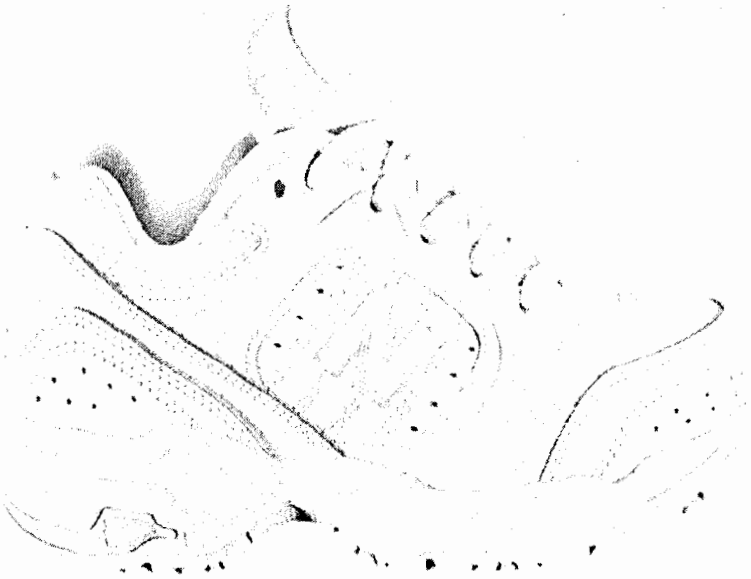
Certain designated days during the year students may wear Shelton T-shirts purchased from the school store with their uniform pants/skirts and shoes.

Monday t-shirt Day (Optional) – Every Monday students are allowed to wear the ***specially designated*** t-shirt of the year. This shirt may be purchased in the Charger Corral.

SAMPLE UNIFORM SHOES EC- 5 GRADE

BRAND IS OPTIONAL

Shoes must be black or white.



PARENT - SCHOOL COMMUNICATION

Communication between the school and parents is an important aspect of the Shelton program. The following means of communication are used:

Lower School - a Go Folder is sent home each Friday with your child. It contains the week's work, reports from teachers and notices from the school. Review the contents of this folder each Friday as time sensitive communication is often enclosed. Sign and return it with your child on Monday.

Upper Elementary - will bring home a Go Folder approximately every three weeks, containing work the student has filed in his notebook for the previous three to four weeks and an overview of concepts covered, work habits and behavior. Please go over it carefully with your child. If parents believe a more structured communication approach is needed for their child, they should contact their child's advisor for an alternate plan.

1. You may email any Shelton staff member. E-mail addresses are composed of the person's first name initial and their full last name @shelton.org. Example: tball@shelton.org

Teachers only respond to email before or after school and during their planning period. Contact the office if you need immediate attention.

2. **OPEN HOUSE** held in September (check school calendar for exact date)

3. **REPORT CARDS** are issued three times a year. **Lower School:** November, February and May. **Upper Elementary:** November, February and May (see school calendar).

4. **CONFERENCES** are held three times a year in October, February and May (see school calendar). Please feel free to call your child's advisor if additional conferences are ever needed.

SPECIAL EVENTS

The following is a list of Special Events held at Shelton. Please check the school calendar for the exact dates.

Parent Orientation	August: to acquaint parents (no students) with general procedures and curriculum and meet teachers
Advisory Open House	August: to acquaint/orient all students with teachers, classrooms
Dads' Social	August
Open House	September; evening, Mini School for parents
Boosterthon October	
LS Primary/UE Awards	Six times a year (check school calendar) *Parents are notified by Division if the child is to receive an award.*
Grandparents' Day	November: grandparents visit Shelton
Parent Conferences	Three times a year (see School Calendar)
Art, Music, Drama Events	Throughout the school year
International Performance & Tasting	April: creative performances by students in Lower School; International Tasting Day for Lower School
Testing Meeting	May: explanation meeting for parents to explain in house Progress Testing and Stanford test results
Transition Meetings	May: meetings held to assist parents with transition from one Division to another (2nd to 3rd and 5th to 6th)
End of Year Awards Assembly	May: academic awards for each child in Lower School and Upper Elementary (presentation of Adele Wolfe Award for Upper Elementary)

BIRTHDAY CELEBRATIONS

A goal at Shelton is to make every child feel accepted. To reach this goal, we have several suggestions:

1. If you send invitations to school, please invite all students in the advisory. It is your preference to invite the entire grade.
2. Do not send birthday presents or party favors to school.
3. Birthday celebrations should be simple and kept to sharing cake, cookies or cupcakes with the class during lunch. Contact your child's advisor to schedule any events.
4. Do not provide lunch for the students.

We appreciate your cooperation regarding birthdays. It should be a fun, happy time for your child and their friends, but the feelings of the other students must be considered.

SEASONAL CELEBRATIONS

Fall, Winter and Valentine's Day

Celebrations at school need to be simple and very low key. Events that break the routine and structure are disruptive for many of our students. We work diligently to keep the schedule predictable and the guidelines for acceptable behavior are supported by the structure.

To break these routines invites difficulty for students; therefore we adhere to the following procedures:

EC-5th

1. All celebrations are kept simple. We avoid all overly stimulating activities.
2. Celebrations are held at the school, not off campus.
3. Celebrations are held in the classroom or dining hall, with refreshments and a simple craft. Activities that are calm may be done in the classroom (read a story, discuss the holiday, color or a drawing).
4. Use a minimum of decorations (placemat decorated for the holiday).
5. No party favors.
6. Limit the cost to $50.00 or less, per event.

General Guidelines for School Celebrations

Refreshments: Non-caffeine drinks and juices are preferred. Avoid chocolate. Keep sugar products at a minimum. Peanuts and peanut butter products are not served to our students.

These procedures are to be fair to the students. It is difficult for younger students to have one set of rules in the classroom one hour, completely break from them the next, and then be expected to return to control. Everything we do at Shelton is to help our students be successful, not to cause them a problem we created.

An "Event Planner" form must be completed and turned into the Division Head two weeks before an event for approval.

All parents are given the opportunity to sign up and assist with one of the celebrations. Once you have been assigned a celebration, you will work with the advisor to plan the event. All plans are finalized through the advisor.

Only the teacher and the designated parents should be present during the celebration. Siblings may not participate in classroom celebrations and should not be brought into the classroom.

Togetherness Picnic: 3 - 5 grade field games and picnic

October / Fall: EC - 5 celebrations in the rooms or dining hall. No costumes. You may decorate cookies or have simple activities.

December: EC - 5 celebrations in the rooms

Valentine's Day: EC- 5 celebration in the rooms and Brian Price Jump-a-thon. Upper Elementary (3-5) card exchange only.

April: EC - 5 International Tasting is a celebration of foods from around the world.

Mayfest: Mayfest is the end-of-the-year celebration for all divisions at Shelton. There are no grade level or classroom celebrations or parties planned during the last week of school in May.

Latex Policy

Shelton considers the safety of our students to be a primary concern and continually reviews school policies in the face of emerging medical issues. We are seeing more frequently students and faculty with an allergy to natural rubber latex. It can be a life threatening condition. Symptoms may include hives, swelling, welts, difficulty breathing, and possibly death, depending on the severity of the allergy and the amount of exposure.

Because of this, we are requesting that **NO LATEX OF ANY KIND BE BROUGHT INTO THE SCHOOL BUILDING. THIS INCLUDES LATEX BALLOONS – AIR FILLED AND/OR SAND FILLED STRESS BALL GADGETS.** A popping balloon can spray latex particles up to 12 feet, and the powder covering the balloon sheds latex particles into the air without being popped.

We have taken additional measures to make Shelton a latex safe environment, including using only latex free gloves and Band-Aids.

Thank you for your cooperation in this matter. If you have questions, feel free to contact our school nurse, Eve Herman at 972-774-1772 ext. 2289.

FIELD TRIPS

Lower School PP–2nd Grade use buses for transportation on field trips, whenever possible.

Upper Elementary 3 – 5th Grade use buses as well as parents' personal vehicles for transportation. In a parent's vehicle each child must have a seat belt. A student should not ride in the front seat, due to the airbag. The parent/child ratio on field trips for Upper Elementary is 1/5 (1 parent to 5 students).

EC – 5TH GRADE EVENT PLANNER

Event Planners must be turned in to the division office two weeks before the event for approval.

Circle Event: Fall Party Winter Party Valentines

Advisor: _____ Grade: _____

Date of Event: _____ Location of Event:_____

Activities: Keep it simple!

Refreshments:

Parents Participating:

Cost: Limit to $50.00 or less, per event. Approximately $5.00 per student.

Date Submitted: _____

Parent Submitting Form: _____

Reviewed by: _____
Advisor/Teacher

Approved by: _____
Division Head

STUDENT RECORDS

Your child's record of grades, achievement test scores, health and other miscellaneous information is kept in a file in the respective division offices for restricted staff usage only. These files are updated on a continual basis. Parents may review and discuss any or all of the materials maintained in their child's cumulative file. Please see the School Head if you would like a copy of your child's records.

SUPPLIES

1. Each student is completely outfitted with his/her necessary supplies at the beginning of the school year. When a student needs a replacement, it is the parent's responsibility. A note will be sent home indicating that a particular supply is needed.

2. Student texts are covered by the Book Fee paid at the beginning of the year. If a student loses a text, he/she will need to replace it. If a student is irresponsible with his/her books (inappropriate language, pictures, markings, etc.) he/she will not be allowed to bring the book to class. A new book will need to be purchased by the student.

3. There is a school store at Shelton.

4. Book bags/back packs may be used to carry books to and from home. They will not be allowed during the school day from class to class. **No book bags/back packs for EC.**

5. EC-5th Grade - No rolling suitcases or rolling backpacks unless they can fit inside the student's locker.

6. Each student will have a locker space for their materials. This space is designed to facilitate organization and ease of accessing materials. Student lockers will be free of ornamentation and décor.

TELEPHONE USAGE

1. Children may use the office phone for emergency calls only, with permission only, or at the request of a teacher.

2. Cell phones must be turned off and left in backpacks, stored in the locker or left with advisor all day. Use of cell phones without permission from school personnel on campus or on field trips will result in the phone being confiscated. Parents will be notified and students may receive a detention. If a student chooses to bring a cell phone into the school building the administration reserves the right to inspect the contents of the phone.

3. Students are prohibited from audio taping or video taping any Shelton class, event or school activity (on campus or off campus) without teacher approval. Consequences for such actions could result in suspension or expulsion and will be determined by the administration.

4. Students are prohibited from having inappropriate computer programs, periodicals, magazines, books, pictures, content on electronic devices (text messages, pictures, etc.) and content on social networks/applications, etc. Consequences for such actions could result in detention, suspension or expulsion and will be determined by the administration.

5. Music, entertainment, electronic or gaming devices must be turned off and left in backpacks, stored in the locker or left with advisor all day. The equipment may be used to accommodate learning differences only under the supervision and with the permission of a teacher. The device will be confiscated and parents will be notified. Students may receive a detention. Additionally, the administration reserves the right to inspect the contents of the equipment.

6. Use of school issued computers or iPads must follow Shelton's Acceptable Use Policy. Appropriate consequences will be issued if computers or iPads are used in any unacceptable manner.

7. Upper Elementary students must use the phone in the Upper Elementary office.

8. Limit calls/messages to your child for urgent or serious matters.

9. If you need to speak to your child's teacher, please call during school hours and leave a message. Parents are encouraged to email their child's teacher. Shelton teachers addresses consist of their first initial and last name @shelton.org. For example: John Doe = jdoe@shelton.org

*Be Aware that teachers have computers turned off while teaching. They receive email from 8:00-8:30 a.m., during planning periods, recess time and 3:30 pm.

THINGS TO BRING AND THINGS TO LEAVE AT HOME

TO BRING:
Basic supplies are provided on the first day of school. The teacher or advisor must approve any additional items brought to school or request additional supplies as needed.

TO LEAVE AT HOME:

- Do not bring any expensive items to school. Students tend to become upset if their electronic equipment, jewelry, trading cards, iPads iPhones, Apple watches, money etc. are damaged or misplaced.
- Do not send any live animals unless it has been prearranged with your child's advisor.
- Do not bring candy or other items containing sugar to eat or drink.
- Absolutely no harmful objects (real or pretend) may be brought to school, such as knives, guns, lighters, etc.
- Do not bring toys of any kind to school. Small items or trinkets purchased at the Charger Corral should remain in the student's backpack for the duration of the day.

We do not feel elementary school aged children need cell phones at school. If there ever is a need to send a cell phone with your child to school, it must be turned off and left in his/her backpack, stored in locker, or left with advisor all day. Use of cell phones without permission from school personnel will result in the phone being confiscated and parents notified. Administration reserves the right to inspect the contents of the phone if confiscated.

VISITORS IN THE SCHOOL

- Visitors (parents or professionals) are always welcome at Shelton School. We do ask that potential visitors call in advance and schedule a time with the Advisor. Please sign in with the security guard and receive a nametag before proceeding to the office.
- If you would like to visit and observe your child's classes, please call the School Office. A schedule will be arranged for you. Please wait until mid-September to schedule observations.
- We strongly discourage students' outside friends visiting unless it is a special school function and has been cleared in advance through the Head of the Division.

SAGE Dining Services®

SAGE Dining Services® is excited to partner with Shelton School again this year. We take pride in the food we offer, and hope you are pleased by how much your student enjoys his or her lunch every day.

SAGE believes all foods fit on your plate when you practice variety, balance, and moderation. The SAGE Spotlight Program® makes this easy! We assign color-coded dots to menu items to guide your decisions. Our program encourages a healthy relationship with food that is both fun and nutritious. A balanced approach to eating relies on getting a variety of nutrients from a broad array of foods. Moderation is key, since all foods contain differing amounts of nutrients. The green, red and yellow dots indicate how much and how often certain foods should appear on a plate.

Green spotlight foods are the foundation of your plate and should occupy **at least ½ your plate**. Simply prepared fruits, vegetables, whole grains, lean proteins, and non-fat dairy are common green dot foods.

Yellow spotlight foods are prepared with moderate amounts of added sugar, fat, and/or salt, yet add a mix of nutrients and flavors to your plate. Include not more than **¼ to ½ of your plate** with yellow dot foods each day.

Red spotlight foods can also provide valuable nutrients, but also contain some you want to moderate. Red dot foods like apple pie, hamburgers, ice cream and pizza have a place on your plate. Enjoy red dot foods in small portions, less frequently, or not more than **¼ of your plate**.

SAGE's registered dietitians evaluate and update the program on an ongoing basis. As part of the SAGE Signature Service®, they analyze recipes and review menus for balance, completeness, and accuracy. SAGE understands the importance of accommodating students with food allergies and other dietary restrictions. As partners in your child's health and nutrition, we encourage students to work with SAGE's Food Service Director to discuss menus and learn about making wise choices.

For more on SAGE Dining Services® go to SAGEDining.com.

What is included in the lunch program?
The daily lunch menu will include healthy, made from scratch entrees accompanied by side dishes and fresh vegetables every day. In addition, the menu will include freshly made soup, salads and sandwiches. **The cost of the program is included in your tuition.**

THE JUNE SHELTON LIBRARY MEDIA CENTERS

Library Parent Handbook
2019-2020

Put these dates on your calendar!

Special Library Events

SHELTON LIBRARIES OPEN Tuesday, August 20, 2019
SHELTON Book Fair, Friday October 18 through Friday, October 25, 2019
Man Cave and *Girl's Book Club* at the end of each quarter. (Upper School)
National Library Week: April 20-24, 2020 (School-wide)
Libraries will close for the year on the last day of final exams.

When we are here...

Heffernan Elementary Library
(First Floor: Early Childhood – Fifth Grade)
8:00 AM – 4:00 PM Monday – Thursday
8:00 AM – 3:00 PM Friday

Hillcrest Middle/Upper School Library
(Third Floor: Sixth through Twelfth grades; Professional & Parenting)
8:00 AM – 4:15 PM Monday – Thursday
8:00 AM – 3:00 PM Friday

As the information center of the school, the Shelton library media centers provide curriculum support and research guidance, supplying books and information for students, teachers, parents, staff, and administration. The libraries support a program that encourages inquiry learning, critical thinking, creative expression, individual investigation, and research. Our services, materials, and instruction strive to be appropriate for meeting the needs of the student with learning differences and those that teach them. The students will acquire and use information-seeking skills and be able to find, evaluate, and use information. To promote a love of reading and lifelong learning, both libraries also serve the

recreational needs of its users through quality fiction and nonfiction books, e-books, newspapers, journals, and magazines that are reflective of our users' interests.

Who we are...

The Lower, Upper Elementary, Middle, and Upper School divisions each have a full-time librarian, MLS accredited. As active professionals, we regularly attend, contribute, and participate in local, statewide, and national library associations and organizations.

Library Coordinator and Upper School Librarian: **Kelli Yonker, x2255**
Middle School Librarian: **Margaret Simmons, x2254**
Upper Elementary Librarian: **Barbara Katz x2477**
Lower School Librarian: **Mary Drexler, x2477**
Library Assistant: **Ada Hinkle, x2477**

What we have...

The Heffernan Elementary Library collection located on the first floor contains over 13,000 titles representing a variety of fiction, non-fiction, and reference material, in many formats, for students in grades early-childhood through fifth grade. The Hillcrest Library, located on the third floor, contains over 8,000 titles for grades six through twelve, as well as our professional collection.

- **The Shelton Library Catalog** *Destiny* is available on the library's home page at www.shelton.org/library and can be accessed off-campus. Students may locate materials before coming to the library and may request the materials be held for pick-up.
- **Shelton Library Electronic Subscription Databases** are easily available on campus and also remotely with username and passwords available from the library. Visit the library home page at: **www.shelton.org/library** and click on either Middle and Upper Schools or Lower and Upper Elementary Schools ***Subscription Databases.*** Students in grades six through twelve have a school laptop, and the use of these online databases and electronic material is essential. Through the library website there is also an Upper Elementary Library webpage, serving third through fifth grade students as well as a Primary webpage for our youngest students, with electronic learning activities and ebooks.
- As many of our students have reading skills improved through visual and listening modalities, our media collection includes video recordings, DVDs,

eBooks, audio books, and *Playaways*. In addition, both libraries have a class set of iPads.

- A **Parent/Professional Collection** in the third floor library offers books, DVDs and videos, professional journals, and instructional materials for Shelton's faculty, parent, and professional communities. For an entire list of professional books, see Shelton Library Home Page.

How to use all these resources...

- **Electronic Resources** are available on campus and/or remotely with username and passwords, accessible from the Shelton Library Home Page www.shelton.org/library. Password charts are also available in the library. These are updated frequently so ask for the most recent passwords.
- **General Material Collection** Primary students check out one book for one week. Elementary students may check out two individual items (print or audio) for two weeks. Once those items are returned, the students can check out other books.
- **Middle and Upper School students** have unlimited checkout, and all items are due to be returned in three weeks. Due date cards are inserted in each fiction and young adult book and every
  item is eligible for renewal unless it has been placed on reserve by another student. Students may also check out DVD's and magazines for one week period.
- **Parent & Professional Collection** Parent loans are encouraged; however, a temporary $20.00 deposit for each item is requested for videos and other materials in high demand.
- **Reserve Materials**
  - Students may place items on reserve.
- **Renewals** are permitted as needed, unless the item has been reserved or is in high demand. Users do not need to produce the item in-hand to renew it.
- **Overdue Policy** *Overdue* library items must be returned before additional materials may be checked out. Students in Middle and Upper School will not be allowed to sit for exams with overdue library items.
- **Lost Items** In an effort to encourage students to return materials and be responsible for school property, lost books will incur a fine amounting to the cost of replacing the item.

What we do ...

- We create **LibGuides** with library and electronic resources for specific research topics and units of study. We provide **library orientation and collaborative teaching** for research, incorporating information literacy skills throughout the school year. We reinforce and teach **Problem-Solving Strategies** such as organization, retrieval, synthesis, critical thinking and evaluation skills on a

repetitive basis, through collaborative planning, inquiry learning, direct instruction, and at any student's point of need. Students are encouraged to schedule individual time with a librarian whenever they feel it's necessary.

- We have **current parenting and professional publications** on learning differences and education. Print issues are on display in the third floor library's reading commons, and back issues are available for checkout. See the Library Home Page for online journals.
- We strive to make all students learn to **love reading**. We give off-the-cuff book talks, stay up to date on new books and keep the weekly *New York Times Book Reviews* on the coffee table. Students regularly receive emails, posters and other notifications about new and especially popular books. English teachers frequently assign outside reading to students and we personalize materials for those class visits.

Some of our annual programs...

- **Visiting Authors** or storytellers are invited to the school for presentations and discussions with the students. We welcome your suggestions.
- Elementary-fifth grade students are encouraged to participate in the new Shelton reading program, *Charge Into Reading*, modeled after the Texas Bluebonnet Award program. Lower School students begin early with the *Trot Into Reading* program
- **Shelton's Annual Book Fair** is held in October to promote the reading of quality books in the home. Proceeds support the Shelton library program and classroom teachers. The Book Fair includes valuable parent volunteer participation.
- Shelton celebrates spring during **National Library Week** with guest readers taken from administration, staff, Middle and Upper School faculty and students. All of Shelton participates in **Drop Everything and Read (D.E.A.R)**, a time set-aside during the National Library Week for free reading.
- Students are encouraged to enter the **Texas Library Association's Youth Creators Award.**. Shelton has a record of producing statewide ranked award winners. This competition takes place in the spring.
- **Book Talk Presentations** are provided for classes on all grade levels to motivate students when choosing reading material.
- **Upper School Library** hosts *Man Cave* and *Girl Power* Book Clubs at the end of each quarter. Chick Fil-A lunch is provided.

Library etiquette...

Respecting the rights of others and exhibiting behavior appropriate in a place of learning ensures a comfortable atmosphere that is productive for all. A reasonable sound level of behavior is adhered to in accordance with the guidelines upheld throughout the Shelton School.

Sorry, there is no eating or drinking allowed in the library (except for book club lunches).

Due date return cards are inserted at the back of every book. The books will be due back at the library within three weeks. Fines and academic withholdings result if a book is overdue.

If a student wants to keep the book longer than three weeks, renewals are available.

If a library book is lost, we ask the student to pay the replacement cost.

In the Heffernan Elementary Library, books are checked out for two weeks. Both elementary and secondary libraries do not check out additional books if a student has books overdue.

Magazines and Newspapers 2019-20

Both elementary and secondary libraries subscribe to excellent periodicals, newspapers and magazines. All students beyond fifth grade are welcome to check out a magazine overnight or for as long as a week. Professional magazines are available for parents to check out. Shelton's Library Homepage also offers newspapers, magazines and professional journals for on-campus reading.

PARENTS' HANDBOOK

SHELTON

MIDDLE SCHOOL
GRADES 6-8

Back to Index

Middle School Bell Schedule		
	Mon, Tues, Wed, Thursday (50 min classes)	**Friday** (40 min classes)
Advisory	8:20 – 8:42	8:20 – 8:42
1st Period	8:45 – 9:35	8:45 – 9:25
2nd Period	9:38 – 10:28	9:28 – 10:08
3rd Period	10:31 – 11:21	10:11 – 10:51
4th Period	11:24 – 12:14	10:54 – 11:34
Social Skills	For B lunch groups: 12:17-12:42 For A lunch groups: 12:42 – 1:07	For B lunch groups: 11:37 – 12:02 For A lunch groups: 12:02–12:27
Lunch	A 12:17 – 12:42 B 12:42 – 1:07	A 11:37 – 12:02 B 12:02 – 12:27
5th Period	1:10 – 2:00	12:30 – 1:10
6th Period	2:03 – 2:53	1:13 – 1:53
Study Hall	2:56 – 3:30	1:56 – 2:20
Carpool	3:30-4:00	2:20 – 3:00

CARPOOL PROCEDURES – Grades 6-8 – Arapaho Entrance

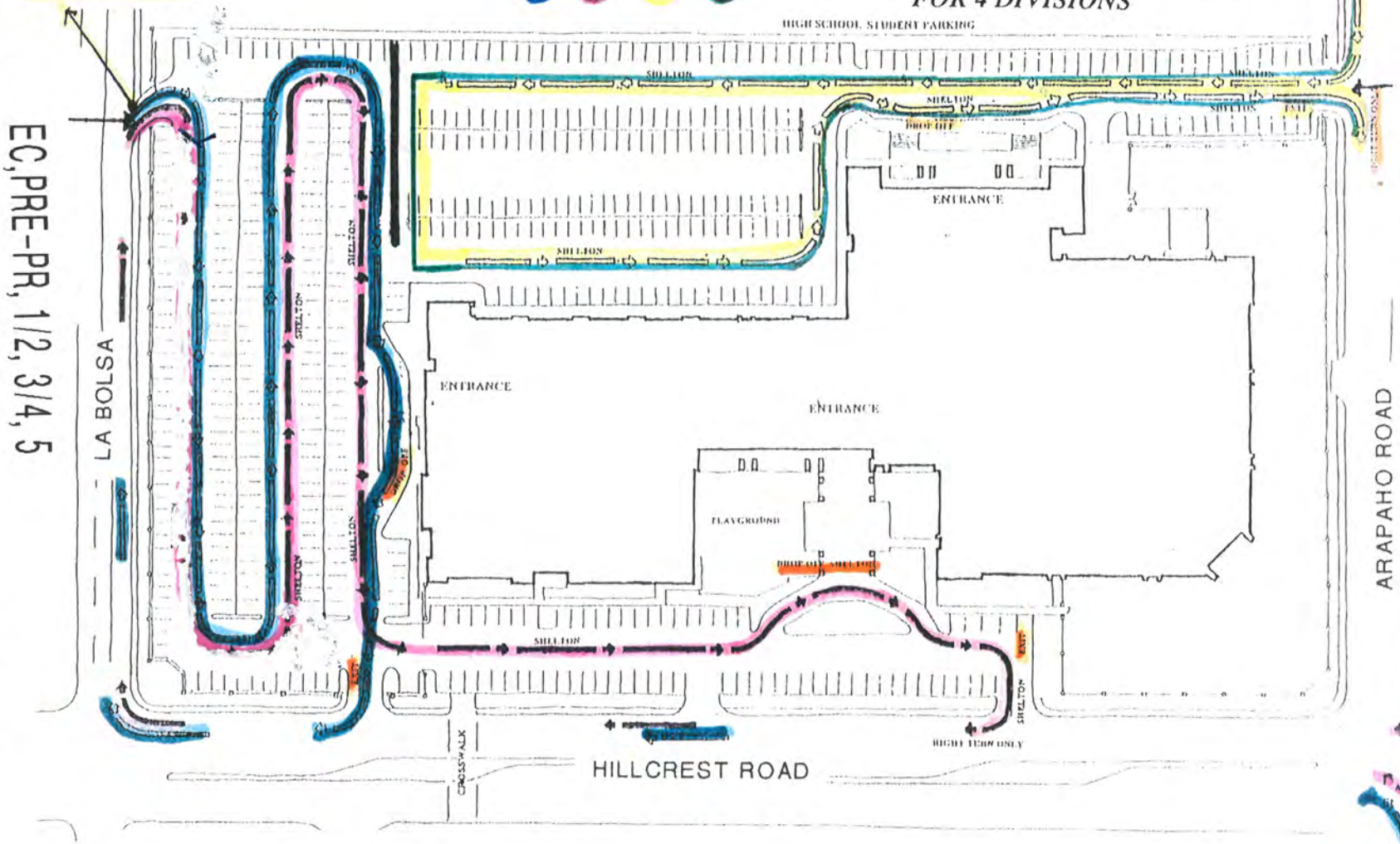
1. Gates for carpool drive open at 7:40 AM and close at 4:45 PM; dismissal Monday - Thursday is at 3:30 P.M and **at 2:30 P.M. on Fridays. Students may NOT arrive before 7:30; there is no student supervision before 7:30.**
2. Parents may organize their own carpools from lists of enrolled students. Carpool numbers will be issued during orientation to parents who have returned the questionnaire. FOR CARPOOL ON EAST SIDE OF BUILDING (Arapaho). **It is very important to display your carpool tag facing outside from front windshield, lower right corner (passenger side)**.
3. Drop off and pick up 6th, 7th, and 8th grade students at the Upper School Entrance. Enter the parking lot from Arapaho, and note that u-turns are prohibited at Regal Hill and Overmead. **Please follow the detailed map for carpool.**

   - Have your student sit on the side of the car from which we unload.
   - As you enter the campus, **turn off phones/headphones** and **unlock** car doors.
   - **Be alert** for students passing in front or behind your car.
   - **Pull up as far as you can** so we can unload/load more cars.
   - **Do not pull around a car in front of you** in the unloading zone**, unless directed** by a staff member or policeman to do so with their assistance.
   - **Do not park or stop in any of the traffic lanes**.
   - Drive **10 mph** on campus.
   - Never pick up a child who is not scheduled to ride with you. All carpool changes must be in writing in the Division Office.

4. If a MS student carpools with a younger student, drop off and pick up at the younger student's entrance. **Do NOT ever make a left turn off La Bolsa into the parking lot**.
5. If your child is going home with another child, riding public transportation, walking home or in any way deviating from the usual carpool plan, **please send an email or note to the advisor and cc Karen Shaw in the middle school office**.
6. **A student will not be allowed at any time during or after school to walk to the near-by Exxon, Starbucks, etc.**
7. No student will be allowed to ride in an alternate carpool without a note. Always notify the advisor if your student is deviating from his usual plan.
8. Please schedule student doctor/dentist etc. appointments outside of school hours. If a student does need to be picked up early, parents must come to the security desk to sign them out. Students will then be called from class and they must sign out at the MS office. **After 3:00 P.M., please use the carpool line.**
9. If students are not picked up by 3:55 PM, Monday through Thursday, and 2:55 PM, on Friday, the student will be sent to *After School Care* and there will be a charge of $1.00 per minute. **Any late charge fee must be paid prior to taking exams**.
10. Middle School students are not permitted to drive to school.
11. Middle School students are not permitted to wait, unsupervised for any after school events.

ARRIVAL AND DISMISSAL ROUTES FOR 4 DIVISIONS

LS UE MS US



STUDENT DROP OFF & PICK UP USE LABOLSA GATE
GATE CLOSES @ 4:00

EC,PRE-PR, 1/2, 3/4, 5

6,7,8,9,10,11,12 STUDENT DROP OFF & PICK UP USE
ARAPAHO GATE

Arrival		Dismissal		
EC - 2	8:30 AM	EC	M-Th 2:50 PM	F 1:50 PM
		LS (Pre-Primary - 2)	M-Th 3:10 PM	F 2:10 PM
UE (3-5) and MS (6-8)	8:35 AM	UE & MS (3-8)	M-Th 3:35 PM	F 2:35 PM
US (9-12)	8:30 AM	US (9-12)	M-Th 4:05 PM	F 3:10 PM

4TH - 8TH GRADE AFTER SCHOOL CARE INFORMATION & POLICIES

Online Registration: http://www.shelton.org/4-8ac

Shelton offers After School Care to those parents who cannot pick their student up by 3:45 PM (2:45 PM on Fridays.) Shelton After School Care is offered for Shelton students grades 4 through 8. (After Care is also offered for younger students. Contact the Lower School office for more information.) **Aftercare is available until 6:00 PM each day. If you arrive after 6:00, there will be a late charge of $1.00 per minute paid directly to the on duty staff member at the time of pick up.** All late fees must be paid before a student may return to After Care.

The cost is $250 per month, September – May. There is no charge for August. When space is available, there is an hourly option at $10 per hour for students needing aftercare for less than 25 hours per month. Additionally, there is a $50 per month minimum for hourly students.

Students will go to carpool with their class and remain there until the carpool staff releases them at 3:50 (2:50 on Fridays). This allows pick up of your student at carpool without making special arrangements.

Although After School Care is not a formal tutoring forum, the teacher on duty will be available to help students with homework as time permits.

Pick-up for After School Care will be at the security desk. The security guard will be on duty until the end of After School Care each day. Upon arrival, parents come inside to the security desk to sign the student out. The security guard will call the student.

You must register to reserve a spot for your student. Spots will be granted first for full time care and then for part time care on a first come, first served basis.

Parents are encouraged to send snacks for their children.

Fees: $250 per month (no charge in August)
-- OR --
$10 per hour, rounded up to the nearest hour every week (for less than 25 hours/month)
$50 monthly minimum for hourly students

Schedule:
4:00- 4:15 Relax and snack time (Please send a snack. Snacks are not provided by Shelton)
4:15-5:15 Quiet time for homework and other quiet activities
5:15-6:00 Free time
6:00 Pick Up

*******$1.00 per minute late charge starting at 6:01 PM. *******
***** No maximum *****

NOTE: The late charge is merely a warning, excessive tardiness will be grounds for dismissal from the After School Care program.

Things to Remember about After School Care:

- Begins on the first day of school.
- Available on every **regular-length school day; there is NO AFTERCARE on early dismissal days.**
- **On early release days and during parent conferences After Care will not be available.**

After School Care Behavior Policies:

The same behavior policies during the regular school day will be in effect during After School Care. This includes policies regarding cell phones and personal electronics.

- Respect for yourself and others will be strictly enforced.
- Your student is responsible for any items they may bring to After School Care.
- A student must do homework during after school hours if there is homework to complete with the exception of reading minutes, which may be completed at home. Contact the After School Care staff if you need to make special arrangements regarding homework.

Questions about After Care? Contact Karen Shaw at kshaw@shelton.org

ATTENDANCE POLICY – MIDDLE SCHOOL

Regular attendance is essential to academic success. Therefore, **please schedule vacations and appointments outside of school time.**

Late Arrival / Early Departure

1. When picking up your child early, plan on extra time, as you must sign your child out in order for him/her to leave during regular school hours. Parents will sign out at the Security Desk; students **must** sign out at the MS office **before meeting their parent at the security desk**. *Students will not be sent down to wait for a parent to pick them up. Parents must park, enter the building and sign-out their students.*

2. Students arriving to school after 8:40 must sign in at the MS Office.

3. Do not go to classrooms when picking up or dropping off your student. This disturbs the learning of all students.

Absences

1. When your child is absent, **please notify your child's advisor by email and copy Karen Shaw in the MS Office**.

2. **Any absence over three days requires a doctor's note upon student's return.** All notes for absences should be given to the advisor.

3. **If you would like to pick up homework, email your child's advisor and copy Karen Shaw in the MS Office no later than 10:00 AM**. Teachers will contact you and/or your child about make up work.

4. Students will be given 1 day per each day absent to complete make-up work.

5. We encourage students to attend school every school day. Absences are recorded by class period. Students with excessive absences (more than 70 class periods) during the year will be required to attend Saturday school. Additional make-up hours for excessive absences may be assigned by the administration. **All absences other than religious holidays, prospective school visits, or educational testing will count toward the total absences.**

>70 hours	**Saturday School**
>100 hours	**2nd Saturday School**
Every additional 10 class period absences	**Additional Saturday School**

6. Parents must **notify the advisor in writing** (note or email) of absences for prospective school visits, religious holidays, or educational testing in order for these absences to not count toward the total absences.

7. Students with 5 or less class period absences for the entire year are eligible to receive the Exceptional Attendance award.

Tardies

1. Students are **tardy** if they are not in their advisory classroom by **8:35** and in all other classes before the bell rings. The first tardy will be a warning. After the warning, **three tardies in any one class will result in a detention**.

2. If a student arrives more than 15 minutes late to a class, he/she will be counted absent.

INCLEMENT WEATHER

Should the weather be too severe for school, parents will be notified via "Renweb" (phone call). Parents should also stay tuned to one of the following stations for information concerning school cancellation, etc.:

TV	RADIO
KXAS - Channel 5	KRLD 1080
KTVT - Channel 11	KPLX 99.5 FM
WFAA - Channel 8	KVIL 103.7 FM
	KLIF 570 AM

See also, Shelton's website, www.shelton.org for closing information.

GRADING POLICY AND GRADE REPORTING

1. Numerical grades will be given on most daily work and homework.
2. Students are given grades according to the level they are working on and do not necessarily reflect grade placement.

3. Teachers will notify parents if a student has a 74 or below average. The notice will explain what assignments are missing and what the child will need to do to raise their grade.

4. Students receive a **Progress Report** every 4½ weeks and a **report card** every 9 weeks.

Grading Periods 2018-2019:

Aug 20 – Oct 18	1st Quarter
Oct 23	Report cards Issued
Oct 21 – Dec 20	2nd Quarter
October 23-25	Parent Conferences ** Students Attend
Jan 8	Report cards Issued
Jan 7 – Mar 13	3rd Quarter
February 12-14	Parent Conferences ** Students Attend
Mar 25	Report cards Issued
Mar 23 – May 21	4th Quarter
May 26	Parent Conferences -Students **do not** attend Report cards issued during conferences

5. A **semester grade** will be given at the end of each semester. The exam grade will count as 20% of the semester grade.

6. At the end of each nine weeks, a **folder** of work will be created in each class. This is an essential part of the Shelton Study Skills program, as it helps students learn to file their papers in an organized manner. Folders are graded on organization and completeness. **All nine-week folders will be sent home for parent review and signature**.

7. **All middle school students must have a tub file** to be kept at school. Students will learn how to file tests and homework assignments and use them to study from for exams. Therefore, students are **required** to keep the tub file filing system with all important papers. Tub files will be provided to all 6th graders and all new students for use through 8th grade. If the tub file is damaged or broken, it must be replaced at parent's expense.

HOMEWORK AND QUIET TIME

Students in the Middle School will have homework each evening.

1. Students will record all homework assignments in their assignment book, kept in the front of their binder. The student assignment book is the official homework resource; the on-line homework calendar is a backup to the assignment book.

2. **All** students will have access to assignments through **the school website calendars**. Parents can access assignments via the Internet through the parent information portal.

3. All students should have a quiet time of at least one hour every night. If a student completes his homework before the end of an hour, he/she should continue to read/study for the duration of the hour. Newspaper reading, review notes, or journal writing can be encouraged.

4. It is our goal that each student becomes his/her own advocate by learning to complete assignments on his/her own and ask for help when needed. **Please follow these guidelines when helping your child with homework**:

   - Help your child choose an appropriate study area and encourage him/her to **complete homework independently**.

   - If your child exhibits difficulty with directions, provide an example to clarify.

   - If your child continues to have difficulty, have him/her **call a friend** to explain the directions, not give the answers.

   - If this does not help, **have your child email or call his/her teacher to arrange for assistance**. Teachers will explain the assignment and/or help the student come up with a plan to complete the assignment. Students may arrange to meet with the teacher to complete the assignment. The student is responsible for meeting with the teacher before or after school, or during study hall.

5. Teachers will provide the appropriate **consequences** for each student if homework is not completed on time. The teacher will either give a zero, provide a time to work with the student, or initiate a new plan.

6. A student with excessive zeroes will be required to attend Saturday School to complete make-up work and develop a study plan for completing homework.

7. Daily homework expectations (includes reading minutes):

6th grade	30 minutes to 1 hour
7th grade	45 minutes to 1½ hours
8th grade	1 hour to 2 hours

* The time a student spends on homework will depend on their use of Study Hall time and their individual pace. Please contact your child's teacher and the advisor if your child does not have enough homework or is exceeding these time estimates.

8. Because we want students to be responsible and accountable, **parents may not bring forgotten homework, projects, study sheets, or any class materials to students**. Items will not be delivered to students.

TESTS AND EXAMS

1. Teachers in Middle School will give regular tests. Therefore, a specific day of the week has been designated as **Test Day** for each subject. **This does not mean that students will have a test every day of the week**. It means if students do have a test in a specific subject, it will fall on this day:

Monday	Tuesday	Wednesday	Thursday	Friday
None	English	Science	History & Math	Reading

2. Quizzes may be given on any day of the week.
3. Final exams will be given each semester. An exam packet will go home with each student before exams. Each exam will count as 20% of the semester grade.
4. Any student who owes money for any PE items, library books, late carpool fees, or other items will not be allowed to take exams until the items are returned or fees paid.

ORGANIZATIONAL SYSTEM

1. All Middle School students carry a Shelton binder that contains all work from the current grading period.
2. Student notebooks are completely outfitted at the beginning of the school year. If a student's notebook does not last through the year, or if he writes on it or damages the cover, it must be replaced at parents' expense. The replacement binder must be purchased in the Middle School office. All replacement school supplies are the responsibility of the student/parent.
3. Students are required to **file papers and organize their notebooks daily** as **a part of their homework**.
4. **Parents should check their child's binder every Friday** to see what grades were received that week and to get any notes being sent home. (Notes to parents will be found in the "Homework To Do" section.)
5. At the **end of each grading period**, **students will clean out each section in their notebook,** organize the work in a folder, and turn it into the teacher for a folder grade. Graded folders will be sent home with report cards.
6. After the folder is returned, **students must file papers in tub files**.
7. If parents believe a more structured communication approach is needed for their child, they should contact their child's teachers for an alternate plan.

8. There will be a fee for any lost or damaged textbooks. This includes any inappropriate writing or pictures drawn on the books.

DRESS CODE – Uniforms must be purchased from MILLS Uniforms.

The Uniform Policy of The Shelton School encourages an atmosphere for learning and equality among our students. It eliminates needless competition in dress. The appropriate appearance of our students reflects on our school and community.

1. Violation of the Dress Code or Casual Day Dress Code will result in a Uniform Violation. Three Uniform Violations result in a Saturday Detention.
2. Parents may be called to bring the proper uniform to school for students to attend classes.

GIRLS (6th - 8th)

- **Mills Skirt** - khaki with sewn down pleats
- **Skirts should be no more than 4" above the knee** and should not be rolled at the waist. Skirts will be measured the first week of school and periodically, and will need to be altered if it is too short.
- **Mills** khaki flat front pants.
- **Mills** khaki city shorts (walking length.)
- **Mills** Shirts – 1) solid white oxford style, long sleeve or short sleeve; 2) solid white or solid navy polo-style, long or short sleeve (this style may be worn untucked); 3) solid white or navy poplin and stretch blouse (short or long sleeve), 4) three quarter sleeve (This style may be worn untucked.)
- Charger Corral -navy or white polo-style (Under Armour) with Shelton logo.
- Any undershirt worn must be SOLID WHITE with no logo or design.
- **Mills** Sweater - V-neck, long-sleeve, navy cardigan button front and/or pullover sweater; navy, long sleeve, soft crew neck pullover sweatshirt, or other approved Shelton sweatshirt/jacket from Corral store.
- **An approved Shelton shirt must be worn *underneath* the approved sweater or Shelton sweatshirt.**
- Socks - Bobby socks or knee socks that are **SOLID** navy, black, or white. Spirit socks sold in Shelton Corral, the school store, are allowed.
- Socks or tights must be worn at all times. Tights must be black, white or navy.
- **Footwear – See MIDDLE SCHOOL UNIFORM SHOES page.**
- **No other style of shoe is allowed.**

BOYS (6th - 8th)

- **Mills** trousers/shorts - khaki twill, flat front. Pants must be fitted, no baggy-style, and be worn at the waist.
- **Mills** Shirts - Solid white **oxford** long sleeve or short sleeve; solid navy blue or solid white box cut **polo**-style, long sleeve or short sleeve. This style may be worn untucked.
- Charger Corral - Navy or White Polo-style (*underarmour*) with Shelton logo.
- Any **undershirt** worn must be SOLID WHITE with no logo or design.
- **Mills sweater** - navy, V-neck, long-sleeve, button-front cardigan or pullover sweater with Shelton Logo; or soft crew neck pullover sweater with Shelton Logo or other approved Shelton sweatshirt/jacket from Corral store.
- **An approved Shelton shirt must be worn *underneath* the approved sweater or Shelton sweatshirt.**
- Belt – brown or black, with regular buckle.
- Socks **- Solid** navy, black, or white. Spirit socks sold at Shelton Corral, the school store, are allowed.
- **Socks must be worn at all times.**
- **Footwear – See MIDDLE SCHOOL UNIFORM SHOES page.**
- **No other style of shoe is allowed.**

BOYS and GIRLS:

JACKETS and SWEATSHIRTS (Boys and Girls 6th – 8th)

Visit the school store, The Charger Corral, for additional Shelton spirit wear. Other items from the Corral may be worn on designated Spirit or Jean days. **Any jacket, sweater, or sweatshirt worn in classrooms must be a Shelton item.**

Middle School Uniform Shoes

There are several choices for shoes for middle school students.
The shoes listed here are the ONLY accepted shoes for middle school students to wear to school. We ask all parents to choose from THE SHOE OPTIONS LISTED.

1. Shoe choices listed for Shelton Middle School at **Mills Uniform**
    a. **Leather Sperry** – only the style and colors listed.
    b. **New Balance athletic shoe** – only the style and colors listed.

Mills is updating the Shelton site to include the New Balance. It is the same shoe approved for UE.

2. **Nike Tanjun**
    a. The only acceptable colors are:
        i. 1) Black/Anthracite/Black OR
        ii. 2) White/White

These shoes can be found on-line at NIke, Zappos, and Amazon websites.

The Nike Tanjun athletic shoe is shown below along with the link to Zappos, but it can also be found at Amazon and Nike.

Men, Women, and Kid Sizes

https://www.zappos.com/p/nike-tanjun-white-white-black/product/8619473/color/12309?zlfid=191&ref=pd_sims_sp_1

https://www.zappos.com/p/nike-tanjun-black-anthracite-black/product/8618804/color/240283

Note: Last year's Adidas will be grandfathered for one year.

HAIRSTYLES and FACIAL HAIR

1. All students will keep hair **cut so that it remains out of their eyes**.
2. Boys will keep hair **at or above collar length.**
3. **The cut must not interfere with vision**.
4. Hair should not look unkempt.
5. **No ponytails for boys.**
6. Hair will be **one color** - a **natural color**, and students will refrain from peculiar hairstyles (e.g. **no spikes, no uneven shaved heads, no shaved heads, no words, lines, or other designs shaved in hair**).
7. The **color of hair must be appropriate for a school environment at the discretion of the Administration**. Students will be sent home to adjust color/cut, if needed.
8. **No facial hair** allowed. Sideburns must be neatly trimmed and not extend below the bottom of the ear.

JEWELRY, MAKEUP, and OTHER ACCESSORIES

1. **Jewelry** and hair bows/hair accessories should be appropriate to the simplicity of the uniform. **No large hair bows/hair accessories, bows should be no more than 3 inches wide.**
2. **No earrings allowed for boys**.
3. **One earring in each ear lobe** is allowed for girls, and **no large or loop earrings, spacers,** and **no noisy, distracting jewelry or hair accessories for girls.**
4. **No more than two necklaces** and/or **two bracelets** worn for girls or boys.
5. **Pierced** jewelry is allowed **only in the ear lobes**.
6. **No** visible **tattoos, including henna, and no body drawings.**
7. **Shirts must be buttoned** with exception of the top one button and must be **tucked in at all times**. (Exception, Polo-style shirt may be untucked).
8. **Makeup** for girls should be **appropriate to the simplicity of the uniform.**

JEAN DAY DRESS CODE

1. On school sponsored jean days, students will be allowed to wear jeans and a Shelton t-shirt.
   - Blue jeans must **<u>not have holes, rips, or tears</u>**
   - Shelton t-shirt must not be altered (no cut out sleeves, writing on shirt, etc.)
   - Tennis shoes, uniform shoes, boots, or other casual shoes may be worn on jean days

2. Decisions will be made at the discretion of the Administration if a student is to be sent home or have replacement clothes provided.

3. A violation of Jean Day Dress Code will result in a uniform violation. **Uniform violations keep a student off the honor roll.** Three uniform violations will require a Saturday detention.

INFORMAL UNIFORM

On designated days during the year, students may wear Shelton t-shirts (purchased from the Charger Corral) with their uniform pants/skirts and shoes.

Monday T-shirt Day (Optional) – Every Monday students are allowed to wear the specially designated t-shirt of the year. This shirt may be purchased in the Charger Corral located to the left of the main entrance.

P.E. UNIFORM/ATHLETIC JERSEYS

- A Shelton P.E. Uniform is required for P.E. classes. P.E. uniforms will be sold on "Meet the Advisory" Day and during P.E. classes. The Athletic/P.E. department will send out information on purchasing and cost of P.E. uniforms. Students will need athletic shoes. Failure to dress out will result in points deducted from the P.E. grade.

- Athletes may wear their **uniform jersey** on game days. A **plain white or black t-shirt** may be worn underneath (required for sleeveless jerseys). The normal Shelton school uniform pants/skirts, socks and shoes remain the same.

STUDENT CODE OF CONDUCT

Shelton School is here to educate students and help each one become a mature, responsible, self-reliant young adult. **We expect students and parents to work cooperatively with the school in this endeavor.**

All students serve as role models for the younger students at Shelton and represent Shelton in the Dallas community. **Attending Shelton School is a privilege; a student may lose that privilege as a result of any action that damages the school's name or reputation in the community.**

The school is committed to providing a safe environment for all staff and students and **maintains a zero tolerance** for anything that could be damaging or dangerous on campus, or actions off campus.

The school is a private corporation and reserves the right to search lockers, book bags, purses, automobiles, cell phone and computer content, etc. to determine if any harmful information or material may be on campus.

AWARDS FOR APPROPRIATE BEHAVIOR

Students who consistently wear the appropriate uniform and show responsible behavior each grading period may receive free jeans day(s), tennis shoe days, homework passes, and other rewards. Also, several students will be honored with the Spirit of Shelton Award at our Awards Assemblies. Other awards given are:

- Applauses
- Thank You Award
- Honor Roll (A grade of 80 or higher in all classes, no zeros, no behavior incidents for the grading period)
- Spirit of Shelton
- A special 8th grade **Loyalty Award** will be given to students who have been at Shelton a minimum of three years, have shown responsible behavior throughout the entire 8th grade year, and have been loyal to Shelton. Saturday detentions and suspensions exclude a student from consideration.

DISCIPLINARY PROCEDURES

1. If students are exhibiting difficulty with behavior, staff and/or students involved will meet together to discuss the challenge. The Shelton staff always encourages students to develop a plan of action to improve behavior.

2. Consequences implemented if any school rule is violated.

   - **Detention** - given to students for **minor offenses**
   - **Saturday** - given to students for **serious** offenses and students who receive a 3rd detention
   - **In-School Suspension** – given to students for inappropriate behavior
   - **Suspension** - given to students for **extremely serious** violations or a pattern of inappropriate behavior
   - **Emergency Removal** – based on a student's statement or other expression of intended violence. A student will be sent home while the administration gathers information.
   - **Immediate Expulsion** - The administration may expel a student for extremely serious violations or if a student receives a third suspension. These include (but are not limited to) the following:
     - Being in possession of or under the influence of drugs, inhalants, e-cigarettes, or alcohol at school or at any school activity
     - Off campus use of alcohol and/or illegal substances
     - Three suspensions
     - Stealing

    - Breaking into and/or sharing Shelton School Administrative computer access codes/passwords
    - Possession of a weapon at school or at any school activity
- Throwing items over railing and/or leaning on or over the railing, or any misuse of school property
- Destruction of school property/vandalism
- Statement or other expression of intended violence
- Sexual harassment
- Fighting/bullying/intimidation/physical aggression
- Injury to another person
- Threatening Statements

Shelton School strives to provide a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff member who makes threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and may face possible expulsion. Additionally, the individual may be required to undergo an evaluation by a counselor of the School's choice to establish for the School and the family that the individual is safe to return to school and may be referred for further evaluation or counseling. All members of the school community, students and adults, are to be aware that statements such as, "I was just kidding" or "I didn't mean it" are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

3. **Detentions** for **minor offenses** are served before and after school, or during lunch. A **Behavior Notice** with the details of the offense will be emailed to parents and advisor. A paper copy is given to the student.

The following are examples of behavior that could support a Detention:

- Chewing gum on campus or field trips
- Running in halls, horseplay
- Minor disruption of class, lunch, or carpool
- Unkind comments to classmates
- Horseplay
- Body writing
- Violation of Technology Agreement
- Three tardies (in the same class)
- Public displays of affection (inappropriate touching, hugging, etc.)
- Cell phone use without permission

4. **Saturday Detentions for serious offenses** are served on Saturday mornings from 9:00 - 12:00, the **Saturday after the offense**. A **Behavior Notice** with the details of the offense will be given to the student and emailed to the parent, advisor, and Assistant Head. The student is to **wear his/her uniform**. If the student is **more than 15 minutes late for Saturday** detention, he/she will NOT BE admitted and will have to attend the next Saturday Detention. Students enter on the Hillcrest side and meet the staff member at the Security Desk.

The following are examples of **serious offenses** and will count toward a **Saturday Detention** (or immediate suspension or expulsion) at the discretion of the administration:

- Disrespect to authority, willful disobedience
- Disrespect to peers, including name-calling
- Cheating on daily work, homework, tests, copying and/or allowing someone to copy
- Inappropriate behavior during lunch-time
- Classroom disruption
- Chronic cell phone use during school
- Destruction of school property
- Dishonesty; untruthful statements
- Stealing
- Abusive/Inappropriate Language
- Harassment (sexual, religious, racial)
- Fighting/Bullying/Intimidation/Physical Aggression
- Inappropriate behavior at school functions
- Not being in assigned place on campus
- Leaving morning or afternoon carpool, class, or any school activity without parent and/or teacher knowledge or consent.
- Leaving campus without permission
- Photographing, audio taping and/or video taping any school-related activity without knowledge and approval from the division head or assistant head
- Inappropriate computer programs, periodicals, magazines, books, pictures, content on electronic devices (text messages, pictures, etc.) and content on social networks/applications, etc.)
- Throwing items over railing and/or leaning on or over the railing, or any misuse of school property
- Statement or other expression of intended violence (see Threatening Statements bullet above)
- Firecrackers, lighters, matches
- Sharp objects
- Cigarettes on campus, or facsimile, e-cigarettes
- Breaking into and/or sharing Shelton School Administrative computer access codes/passwords
- Any violation of the technology agreement

- Bringing inappropriate and/or controversial material, such as:
  - Violence - Information on weapons of any kind
  - Sexually explicit material
    - objects
    - books/magazines
    - items on cell phones/electronic devices or computer (music, photos, instant messages, texts, Instagram, SnapChat, Kik, Vine, SnapStory, or any other social media)
  - Abusive substances: alcohol, drugs, inhalants, tobacco or facsimile, e-cigarettes
  - Controversial Items

5. Cumulative effect of disciplinary actions
   a. **A third Detention becomes a Saturday**
   b. **A third Saturday** will require a parent/student conference with Middle School Administration to determine a plan of action.
   c. **Three at home suspensions:** administration will conference with parents to discuss the student's future at Shelton.

6. **Actions warranting a 3-day suspension may require a drug test and/or a doctor's evaluation at the parents' expense before returning to school.**

7. **Tardies** – first tardy will be a warning. After the warning, three tardies, to the same class will result in a detention. School begins at 8:35; being late to morning advisory is counted as a tardy.

8. **Uniform Violations:** Clothing and shoes must be worn appropriately. Examples of uniform violations are:

   a) Incorrect uniform items: shoes, t-shirts, belts, sweatshirts, etc.
   b) Uniform items worn incorrectly: shirt un-tucked, buttons not buttoned, stepping on the heels of shoes, pants not worn at waist, etc.
   c) Missing uniform items: No belt, no socks, etc.
   d) Hair – inappropriate length or unnatural color
   e) Length of skirt: Skirts are to be no more than 4" above the knee
   f) Inappropriate Jean Day attire (see Jean Day Dress Code)

   Students earning a Uniform Violation will receive a written Behavior Notice. The Behavior Notice will be emailed to the parent and advisor. **Uniform violations keep a student off the honor roll.** Three Uniform Violations will result in a Saturday Detention.

9. **Incomplete/Missing Homework**—A written Zero Notice will be given to the student and emailed to the parent, advisor, and Assistant Head when a student does not complete homework on time. A grade will be given for the

late work. The student will be given a 24-hour period to turn in the completed assignment for a maximum grade of 70. After the 24-hour period, the grade will be a zero.

If a student receives **two zeroes**, the student's advisor will meet with the student and his teachers to formulate a plan to make up any homework and/or to receive assistance in preparing for the next week of school. Parents will be notified. A student with excessive zeros will be required to attend Saturday School to make up work and make a plan to avoid future zeros.

BULLYING – See Policies Section for *Shelton's Bullying Policy & Reporting Procedure.*

RANDOM PLUS DRUG and ALCOHOL TESTING PROGRAM – 8th graders are included in this program. See POLICIES section for the school substance use policy.

ELECTRONIC EQUIPMENT

Cell phones must be turned off and left with advisor all day. Carrying or using a cell phone without permission from school personnel will result in the phone being confiscated. ***A fine of $15 will be assessed and must be paid to the Middle School Office in cash before the phone is returned.** If a student chooses to bring a cell phone into the school building, the administration reserves the right to inspect the contents of the phone.

Students are prohibited from audio or videotaping any Shelton class, event or school activity (on campus or off campus) without teacher approval. Consequences for such actions could result in suspension or expulsion and will be determined by the administration.

Music, entertainment, electronic, or gaming devices are not allowed in school. Additionally, the administration reserves the right to inspect the contents of the equipment if it is brought to school.

****Any money collected in fines will be donated to a charity selected by the administration.***

EXTRA-CURRICULAR ACTIVITIES/ELIGIBILITY GUIDELINES

Extra-curricular activities can be an important growth opportunity and can enhance the educational experience of our students. **Shelton has a no pass-no play policy**. See the Shelton Athletics Handbook for details.

1. Sixth, seventh and eighth grade students can participate on Shelton teams and compete with other schools. Tryouts are designated for certain sports.

2. Participation on Shelton sports teams does not take the place of P.E. requirements.

3. **Students who wish to attend athletic contests as spectators must have adult supervision throughout the event**. Any student left unsupervised after 4:00 will be sent to late carpool and then to after school care. **A fee of $1.00 per minute may be charged.**

4. Since most games do not begin until 4:30 P.M., and coaches are busy preparing for the games, there is no one available to supervise students from 3:35 until the game begins. Students are not allowed to remain at school unsupervised. **Please make arrangements for students to go home with their normal carpool and return with a parent or other adult at the time of the game**.

5. **Students may NOT leave campus without adult supervision (i.e. crossing the street to go to the nearby convenience store, Starbucks or other establishments).**

6. **See Athletic Policy regarding athletic policies**.

MIDDLE SCHOOL COUNSELOR

A Middle School Counselor is on staff. The counselor is here to help students navigate the challenges of middle school. The counselor is available to consult and support as needed and will assist in referring students to continued professional counseling off campus as needed.

MIDDLE SCHOOL ASSISTANT HEAD

The Middle School Assistant Head/Student Affairs communicates with parents and students to ensure alignment with the Shelton School codes of conduct and student attendance requirements. The Assistant Head addresses issues regarding student behavior, discipline and frequent absences, and works closely with the middle school counselor as needed.

MIDDLE SCHOOL ELECTIVES

- Middle School students will rotate electives every nine weeks.
- All 6th graders *must* take P.E. and Computer, other choices for 6th graders are Art or Band, and Choir or Drama.
- 7th graders *must* take P.E and STEM. Other choices for 7th grade include Art, Instrumental Band, Drumline, Choir, Drama, and Design Thinking.
- 8th grade students *must* take P.E. Other choices for 8th graders include Art, Instrumental Band, Drumline, Choir, Digital Photography, Drama, Musical Drama, Smart Money, STEM, Digital Music, and Podcast.
- Elective classes are filled according to student's choices as class size allows.
- There is an additional fee for the rental of band instruments.

CLASS TRIPS AND FIELD TRIPS

- **Field trips** are an integral part of the Shelton School multi-sensory curriculum. Students will participate in several field trips during the year.
- **Class Trips:** In the Middle School, a day trip will be taken by the 6th grade, and an extensive overnight trip (3-4 days) will be taken by 7th and 8th grade. All field and class trips are considered a part of the Shelton curriculum, therefore, students are expected to attend unless there is an illness, a letter from a doctor, a death in the family occurs, or a decision made by the school due to behavior. **The trips are an additional cost, and parents will be notified of the amount in advance.** Financial assistance may be arranged.
- A parent or designated adult will be required to accompany a student should there be any medical or behavioral concerns.
- **Students must continue their regular, prescribed medications during trips.**

STUDENT COUNCIL

- All Middle School students in good standing academically and behaviorally are eligible to run as a Student Council Representative for their grade. 7th and 8th grade representatives are elected by the student body and faculty in May and serve the following school year. 6th grade representatives are elected by the faculty at the beginning of the school year and serve that year.
- The offices of President, Vice-President, Treasurer, and Secretary are held only by 7th and 8th graders and are voted on by the student body and faculty in May of each year and serve the following year.

Student Council members must:

1. Attend weekly meetings.
2. Not exceed three detentions per semester.
3. Maintain academic eligibility.

- Any Student Council member receiving a Detention may be removed from the Student Council at the discretion of the Head of Middle School and Student Council sponsors.

SPECIAL STUDENT SOCIAL EVENTS*

- 6th Fall Party
- 7th/8thGrade Dance

***Only Shelton Middle School students are allowed at these functions.**

BIRTHDAYS

- No invitations allowed at school.
- No presents or decorations should be brought to school.
- Outside lunch delivery should be limited to special occasions and our "Lunch with Dad/Mom days."
- **Birthdays can be celebrated in the advisory classroom during the afternoon study hall**. Please notify your student's advisor in advance to make arrangements.

TEACHER GIFTS

- Books may be donated to the library in honor of a special teacher or staff member.
- Individual gifts are appropriate, but money should **not** be collected as a group gift.
- Shelton's Staff Holiday Gift Fund (*Holiday Happiness*) is a voluntary fund established by the Parent's Association to show appreciation to all teachers and staff with a cash gift at the holiday season. *Holiday Happiness* is intended to simplify gift giving. The spirit of this concept is that a cash gift will be in lieu of a holiday party and/or individual gifts. All Shelton parents will be contacted via mail and email concerning *Holiday Happiness*.

CUSTODY ISSUES

- In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child.
- If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- Divorced parents must provide the school with a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone in the family.
- All court orders will be handled with the highest confidentiality.

STUDENT RECORDS

- Student record of grades, achievement test scores, health and other miscellaneous information are kept in a file in the School office for staff usage only. These files are updated on a continual basis. Parents may review and discuss any or all of the materials maintained in the student records. Please see the Administrative Assistant for Middle School if you would like a copy of your child's records.

- Applying to other schools: If parents choose to apply to another school, part of the transition phase will be supplying records about your child to the other school(s). Most schools have a packet for prospective parents, which may include:

    - Release of Records form to be signed by the parent or guardian
    - Principal Evaluation form
    - Teacher Evaluation form (English, Math, and one other)
    - Application form
    - Personal Reference form
    - Medical form

Please give all forms related to school transfers to the Middle School office for processing. Do not distribute directly to the teachers. Forms will be distributed to the appropriate teacher and all of the records will be copied and sent together. This will ensure that all forms are sent to the prospective school in a timely manner.

Allow two weeks to process records.

TELEPHONE USAGE

1. Students may use a phone for emergency calls with permission.
2. Students are not allowed to send or receive phone calls or text messages on their cell phones during the school day. **To contact a student, please call the Middle School office.**
3. Students may not call for forgotten lunches, supplies, or social engagements.
4. If you need to speak to your child's teacher, please email or call during school hours and leave a message. Your child's teacher will call you during his/her planning period.

VISITORS IN THE SCHOOL

1. Family members are welcome to visit Shelton School during lunch.

2. Family members under 18 must be accompanied by an adult.

3. We ask that family members who are planning to visit:
   - Notify the advisor in advance.
   - Come during lunch (note that lunch is earlier on Fridays).
   - Bring lunch for your child only.
   - Sit at the designated visitor table with your child.
   - Sign in and receive a nametag at the Security Desk.

4. Visitors should dress in a manner appropriate for the school setting.

   - No tight or revealing clothing
   - No inappropriate or controversial slogans or pictures
   - Shorts or skirts should be fingertip length or longer

5. Visitors who arrive dressed inappropriately will be asked to leave.

6. If parents would like to visit and observe their child's classes, please call the Middle School Office. A schedule will be arranged. Please wait until October to schedule observations.

LATEX POLICY

- Shelton considers the safety of our students to be a primary concern and continually reviews school policies in the face of emerging medical issues. We are seeing more students and faculty with an allergy to natural rubber latex. It can be a life threatening condition. Symptoms may include hives, swelling, welts, difficulty breathing, and possibly death, depending on the severity of the allergy and the amount of exposure.

- Because of this, we are requesting that **NO LATEX OF ANY KIND BE BROUGHT INTO THE SCHOOL BUILDING.** THIS INCLUDES ALL LATEX BALLOONS – AIR FILLED AND/OR SAND FILLED STRESS-BALL GADGETS. A popping balloon sprays latex particles up to 12 feet, and the powder covering the balloon sheds latex particles into the air without being popped.

- We have taken additional measures to make Shelton a latex safe environment, including using only latex free gloves and Band-Aids.

Thank you for your cooperation in this matter. If you have questions, feel free to contact our school nurse.

BREAKFAST, LUNCH, AND SNACKS

BREAKFAST

The children's work at school is directly affected by the nutritional quality of their meals. **Please provide your child with a nutritious breakfast daily.**

LUNCH

- SAGE Dining Services is our provider for student dining.

- We ask that parents limit outside lunch delivery to birthday celebrations within their student's advisory. Please be aware that some students have food allergies and notify your student's advisor in advance.

Lunch Policies:

1. No more than eight students at a table, one student per chair.
2. Students are responsible for cleaning their area using the cleaning items appropriately.

3. There will be no throwing of any item in the dining hall, or inappropriate handling of food.
4. No items are to be passed inappropriately between students or tables.
5. No student can leave without permission.
6. Laptops will not be allowed during lunch.
7. Students are expected to use manners and clean up their area.
8. Students may not exclude another student from sitting at the table.
9. Students displaying inappropriate lunch behavior will eat lunch at a separate table and/or receive a detention.
10. Students exhibiting inappropriate behavior or not cleaning their area may be required to clean tables and/or sit at a separate table.

SNACKS

Students are encouraged to bring a healthy snack daily. Middle School students will eat their snacks at approximately **10:30 AM**. **Many students eat their lunch at this time if they do not have a snack. Please remember to send a snack.**

Good choices for snacks:

crackers with peanut butter	pretzels	trail mix
nuts	grapes	carrot sticks
whole grain muffin	orange slices	banana

See SAGE Dining Services at the end of this section for more information, or access the website at SAGEDining.com.

SAGE Dining Services®

SAGE Dining Services® is excited to partner with Shelton School again this year. We take pride in the food we offer, and hope you are pleased by how much your student enjoys his or her lunch every day.

SAGE believes all foods fit on your plate when you practice variety, balance, and moderation. The SAGE Spotlight Program® makes this easy! We assign color-coded dots to menu items to guide your decisions. Our program encourages a healthy relationship with food that is both fun and nutritious. A balanced approach to eating relies on getting a variety of nutrients from a broad array of foods. Moderation is key, since all foods contain differing amounts of nutrients. The green, red and yellow dots indicate how much and how often certain foods should appear on a plate.

Green spotlight foods are the foundation of your plate and should occupy **at least ½ your plate**. Simply prepared fruits, vegetables, whole grains, lean proteins, and non-fat dairy are common green dot foods.

Yellow spotlight foods are prepared with moderate amounts of added sugar, fat, and/or salt, yet add a mix of nutrients and flavors to your plate. Include not more than **¼ to ½ of your plate** with yellow dot foods each day.

Red spotlight foods can also provide valuable nutrients, but also contain some you want to moderate. Red dot foods like apple pie, hamburgers, ice cream and pizza have a place on your plate. Enjoy red dot foods in small portions, less frequently, or not more than **¼ of your plate**.

SAGE's registered dietitians evaluate and update the program on an ongoing basis. As part of the SAGE Signature Service®, they analyze recipes and review menus for balance, completeness, and accuracy. SAGE understands the importance of accommodating students with food allergies and other dietary restrictions. As partners in your child's health and nutrition, we encourage students to work with SAGE's Food Service Director to discuss menus and learn about making wise choices.

For more on SAGE Dining Services® go to SAGEDining.com.

What is included in the lunch program?
The daily lunch menu will include healthy, made from scratch entrees accompanied by side dishes and fresh vegetables every day. In addition, the menu will include freshly made soup, salads and sandwiches. **The cost of the program is included in your tuition.**

THE JUNE SHELTON LIBRARY MEDIA CENTERS

Library Parent Handbook
2019-2020

Put these dates on your calendar!

Special Library Events

SHELTON LIBRARIES OPEN Tuesday, August 20, 2019
SHELTON Book Fair, Friday October 18 through Friday, October 25, 2019
Man Cave and *Girl's Book Club* at the end of each quarter. (Upper School)
National Library Week: April 20-24, 2020 (School-wide)
Libraries will close for the year on the last day of final exams.

When we are here...

Heffernan Elementary Library
(First Floor: Early Childhood – Fifth Grade)
8:00 AM – 4:00 PM Monday – Thursday
8:00 AM – 3:00 PM Friday

Hillcrest Middle/Upper School Library
(Third Floor: Sixth through Twelfth grades; Professional & Parenting)
8:00 AM – 4:15 PM Monday – Thursday
8:00 AM – 3:00 PM Friday

As the information center of the school, the Shelton library media centers provide curriculum support and research guidance, supplying books and information for students, teachers, parents, staff, and administration. The libraries support a program that encourages inquiry learning, critical thinking, creative expression, individual investigation, and research. Our services, materials, and instruction strive to be appropriate for meeting the needs of the student with learning differences and those that teach them. The students will acquire and use information-seeking skills and be able to find, evaluate, and use information. To promote a love of reading and lifelong learning, both libraries also serve the

recreational needs of its users through quality fiction and nonfiction books, e-books, newspapers, journals, and magazines that are reflective of our users' interests.

Who we are...

The Lower, Upper Elementary, Middle, and Upper School divisions each have a full-time librarian, MLS accredited. As active professionals, we regularly attend, contribute, and participate in local, statewide, and national library associations and organizations.

Library Coordinator and Upper School Librarian: **Kelli Yonker, x2255**
Middle School Librarian: **Margaret Simmons, x2254**
Upper Elementary Librarian: **Barbara Katz x2477**
Lower School Librarian: **Mary Drexler, x2477**
Library Assistant: **Ada Hinkle, x2477**

What we have...

The Heffernan Elementary Library collection located on the first floor contains over 13,000 titles representing a variety of fiction, non-fiction, and reference material, in many formats, for students in grades early-childhood through fifth grade. The Hillcrest Library, located on the third floor, contains over 8,000 titles for grades six through twelve, as well as our professional collection.

- **The Shelton Library Catalog** *Destiny* is available on the library's home page at www.shelton.org/library and can be accessed off-campus. Students may locate materials before coming to the library and may request the materials be held for pick-up.
- **Shelton Library Electronic Subscription Databases** are easily available on campus and also remotely with username and passwords available from the library. Visit the library home page at: **www.shelton.org/library** and click on either Middle and Upper Schools or Lower and Upper Elementary Schools ***Subscription Databases.*** Students in grades six through twelve have a school laptop, and the use of these online databases and electronic material is essential. Through the library website there is also an Upper Elementary Library webpage, serving third through fifth grade students as well as a Primary webpage for our youngest students, with electronic learning activities and ebooks.
- As many of our students have reading skills improved through visual and listening modalities, our media collection includes video recordings, DVDs,

eBooks, audio books, and *Playaways*. In addition, both libraries have a class set of iPads.

- A **Parent/Professional Collection** in the third floor library offers books, DVDs and videos, professional journals, and instructional materials for Shelton's faculty, parent, and professional communities. For an entire list of professional books, see Shelton Library Home Page.

How to use all these resources...

- **Electronic Resources** are available on campus and/or remotely with username and passwords, accessible from the Shelton Library Home Page www.shelton.org/library. Password charts are also available in the library. These are updated frequently so ask for the most recent passwords.
- **General Material Collection** Primary students check out one book for one week. Elementary students may check out two individual items (print or audio) for two weeks. Once those items are returned, the students can check out other books.
- **Middle and Upper School students** have unlimited checkout, and all items are due to be returned in three weeks. Due date cards are inserted in each fiction and young adult book and every
  item is eligible for renewal unless it has been placed on reserve by another student. Students may also check out DVD's and magazines for one week period.
- **Parent & Professional Collection** Parent loans are encouraged; however, a temporary $20.00 deposit for each item is requested for videos and other materials in high demand.
- **Reserve Materials**
  - Students may place items on reserve.
- **Renewals** are permitted as needed, unless the item has been reserved or is in high demand. Users do not need to produce the item in-hand to renew it.
- **Overdue Policy** *Overdue* library items must be returned before additional materials may be checked out. Students in Middle and Upper School will not be allowed to sit for exams with overdue library items.
- **Lost Items** In an effort to encourage students to return materials and be responsible for school property, lost books will incur a fine amounting to the cost of replacing the item.

What we do ...

- We create **LibGuides** with library and electronic resources for specific research topics and units of study. We provide **library orientation and collaborative teaching** for research, incorporating information literacy skills throughout the school year. We reinforce and teach **Problem-Solving Strategies** such as organization, retrieval, synthesis, critical thinking and evaluation skills on a

repetitive basis, through collaborative planning, inquiry learning, direct instruction, and at any student's point of need. Students are encouraged to schedule individual time with a librarian whenever they feel it's necessary.

- We have **current parenting and professional publications** on learning differences and education. Print issues are on display in the third floor library's reading commons, and back issues are available for checkout. See the Library Home Page for online journals.
- We strive to make all students learn to **love reading**. We give off-the-cuff book talks, stay up to date on new books and keep the weekly *New York Times Book Reviews* on the coffee table. Students regularly receive emails, posters and other notifications about new and especially popular books. English teachers frequently assign outside reading to students and we personalize materials for those class visits.

Some of our annual programs...

- **Visiting Authors** or storytellers are invited to the school for presentations and discussions with the students. We welcome your suggestions.
- Elementary-fifth grade students are encouraged to participate in the new Shelton reading program, *Charge Into Reading*, modeled after the Texas Bluebonnet Award program. Lower School students begin early with the *Trot Into Reading* program
- **Shelton's Annual Book Fair** is held in October to promote the reading of quality books in the home. Proceeds support the Shelton library program and classroom teachers. The Book Fair includes valuable parent volunteer participation.
- Shelton celebrates spring during **National Library Week** with guest readers taken from administration, staff, Middle and Upper School faculty and students. All of Shelton participates in **Drop Everything and Read (D.E.A.R)**, a time set-aside during the National Library Week for free reading.
- Students are encouraged to enter the **Texas Library Association's Youth Creators Award.**. Shelton has a record of producing statewide ranked award winners. This competition takes place in the spring.
- **Book Talk Presentations** are provided for classes on all grade levels to motivate students when choosing reading material.
- **Upper School Library** hosts *Man Cave* and *Girl Power* Book Clubs at the end of each quarter. Chick Fil-A lunch is provided.

Library etiquette...

Respecting the rights of others and exhibiting behavior appropriate in a place of learning ensures a comfortable atmosphere that is productive for all. A reasonable sound level of behavior is adhered to in accordance with the guidelines upheld throughout the Shelton School.

Sorry, there is no eating or drinking allowed in the library (except for book club lunches).

Due date return cards are inserted at the back of every book. The books will be due back at the library within three weeks. Fines and academic withholdings result if a book is overdue.

If a student wants to keep the book longer than three weeks, renewals are available.

If a library book is lost, we ask the student to pay the replacement cost.

In the Heffernan Elementary Library, books are checked out for two weeks. Both elementary and secondary libraries do not check out additional books if a student has books overdue.

Magazines and Newspapers 2019-20

Both elementary and secondary libraries subscribe to excellent periodicals, newspapers and magazines. All students beyond fifth grade are welcome to check out a magazine overnight or for as long as a week. Professional magazines are available for parents to check out. Shelton's Library Homepage also offers newspapers, magazines and professional journals for on-campus reading.

PARENTS' HANDBOOK

SHELTON

UPPER SCHOOL

High School Grades 9-12

Back to Index

UPPER SCHOOL
Grades 9 - 12
Bell and Lunch Schedule

Monday-Thursday	
1st period	8:32-9:17
2nd period	9:21-10:06
3rd period	10:10-10:55
4th period	10:59-11:44
5th period	11:48-12:33
Advisory Period	12:37-1:08
Lunch	1:10-1:36
6th period	1:42-2:27
7th period	2:31-3:16
8th period	3:20-4:05

Friday	
1st period	8:32-9:12
2nd period	9:16-9:56
3rd period	10:00-10:40
4th period	10:44-11:24
5th period	11:28-12:08
Advisory Period	12:12-12:30
Lunch	12:33-12:56
6th period	1:02-1:42
7th period	1:46-2:26
8th period	2:30-3:10

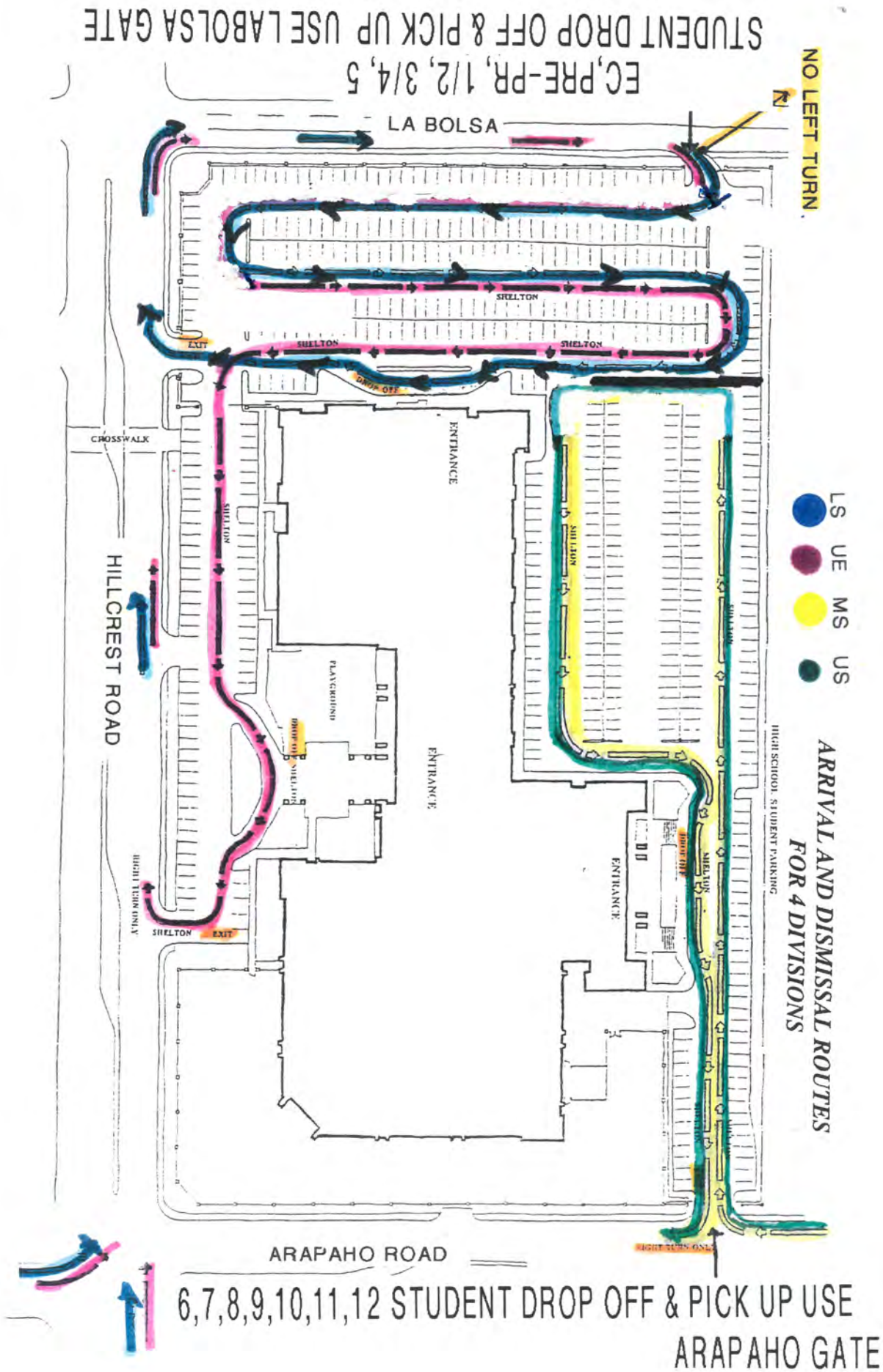
STUDENT ARRIVAL AND DEPARTURE PROCEDURES

Student Arrival:

1. Upper School students driven to school by an adult must be dropped off at the east entrance (enter/exit via Arapaho). Upper School students who are part of a carpool, which is adult-driven and includes students from other divisions, must arrive through the car entrance for the younger student.
2. Upper School students who drive to school must obtain parking permits from the Upper School office and park in their assigned spaces.
3. Students assigned to park in the north end of the parking lot must enter from La Bolsa. Note: No left turn is allowed from La Bolsa into the parking lot.
4. Parents may organize their own carpools from lists of enrolled students.
5. Upon arriving on campus, high school students must go immediately to the Upper School Commons. Students are not to remain in their vehicles once arriving on campus. (Note: Students are expected to be in uniform compliance when they enter the building.) Students remain in the Commons until 8:26 am, when they are dismissed to advisory to put up backpacks. Energy drinks are not allowed. No food or drinks are allowed outside the Commons other than 3rd period snacks and bottled water.
6. Once students arrive on campus, they are not to leave until the end of the day or until checking out through the Upper School office. Students may not arrive on campus and then leave, even if they return before 1st period – this includes all students here for early morning practices or activities. After entering the building, students may not return to the parking lot without permission until the end of the school day. Any student leaving campus, without following the sign out procedure, is considered truant.
7. We will supervise the parking lot for appropriate driving, volume of sound systems, appropriate behavior, etc.
8. School is dismissed Monday through Thursday at 4:05 p.m. On Fridays, school is dismissed at 3:10 p.m. Parents should pick up Upper School students at the east entrance of the school (see map) unless you are part of a carpool with students from other divisions. Parents must not arrive prior to 4:00 (3:00 on Fridays.) This will allow enough time for Middle School carpool to exit the parking lot prior to Upper School dismissal at 4:05.
9. If a student must leave before 4:05 (3:10 on Fridays), the parent must call the attendance clerk to make arrangements. The student must sign out in the Upper School office.
10. Students may remain at school after 4:05 (3:10 on Fridays) for athletic practices or games, club meetings, tutoring with teachers, play practice, study hall, etc. A teacher, tutor, or coach for any of these activities must supervise students. Students may not be in the gym unless under the direct supervision of a coach. Students may not remain in the commons or elsewhere on campus unsupervised after 4:30 (3:30 on Fridays.)
11. Please carefully study the carpool map on the following page.

Student Drop-off:

1. Turn cell phones or other distracting devices off during carpool. Pay attention! There is a lot of activity going on during carpool.
2. Be alert for students, faculty, and other pedestrians walking to and from their cars.
3. Please follow the correct route during carpool. Do not cut between parked cars or drive against the flow of traffic. Enter campus during carpool time, by turning right only from La Bolsa or Arapaho.
4. Have your student sit on the side of the car closest to the building if possible. Students should be prepared to exit the car quickly when you stop.
5. Pull up in the delivery/pick up area as far as you can so we can unload/load more cars.
6. Do not exceed a speed of 10 miles per hour on campus.



Arrival		Dismissal		
EC - 2	8:30 AM	EC	M-Th 2:45 PM	F 1:45 PM
		LS (Pre-Primary -2)	M-Th 3:00 PM	F 2:00 PM
UE (3-5) and MS (6-8)	8:35 AM	UE & MS (3-8)	M-Th 3:30 PM	F 2:30 PM
US (9-12)	8:30 AM	US (9-12)	M-Th 4:05 PM	F 3:10 PM

Student Drivers:

Student drivers and passengers should demonstrate the highest standards of safety, respect, and responsibility on the Shelton School campus at all times, including before and after school hours and on weekends.

Parking Lot Guidelines:

1. Students who are in compliance with attendance guidelines may obtain VOE forms from the attendance clerk in the Upper School office.
2. Any student driving to school must possess a valid Texas driver's license and have the appropriate insurance required by the state.
3. Each student driver must register with the Upper School office. Once registered, the student will be assigned a specific parking space and given a parking sticker. The parking sticker must always be displayed. If students change cars during the year, the sticker must be transferred to the new car and the office must be notified.
4. Parking spaces are limited, and therefore no parking spaces will be issued to freshman.
5. Students must park on campus and only in their assigned parking spot. Students may not park in the parking lots of neighboring businesses or the neighborhood streets. Failure to park in their assigned spots on campus will result in loss of driving privilege.
6. Students never park in visitor parking in front of the school. Failure to comply with this may result in loss of parking privileges on campus.
7. All vehicles parked on the Shelton campus must fit in one standard-size parking space. Students must park correctly between the white lines in the assigned space. Tires should not touch the white lines of the parking space.
8. If another car is parked in a student's assigned space, the driver whose space is taken should park in one of the spaces facing the gym. The student should then report to one of the office staff so that the problem can be resolved. The student should report the make, model, and tag number of the vehicle in his/her space.
9. Cell phone use while driving on campus is prohibited.
10. Cars with inappropriate writing (on the car, windows, or on bumper stickers) may not be parked on the Shelton campus.
11. Students should not exceed a speed of 10 miles per hour in the parking lot.
12. The volume of sound systems and vehicle exhaust should be inaudible outside the vehicle.
13. When entering or exiting the parking lot, drivers are expected to follow the flow of traffic and should not cut through parking spaces.
14. Drivers and passengers must be seated properly inside the vehicle with seat belts fastened.

Consequences:

1. Students who do not follow the driving/parking guidelines will receive the disciplinary consequences listed below:
   - 1st violation: warning; parents notified (a serious first violation will result in a more serious consequence)
   - 2nd violation: a one-week suspension from driving on/parking on campus
   - 3rd violation: a one-month suspension from driving on/parking on campus

- 4th violation: suspension from driving/parking on campus for the remainder of the year

2. Reckless driving to, from, or on campus may result in a more serious disciplinary consequence and notification of parents.

ATTENDANCE

Regular attendance is required. All students should be in attendance daily except when ill. Vacations and medical appointments should be scheduled outside of the daily school schedule.

Absences:

1. Attendance is recorded each class period during the school day, including Advisory.
2. Per the state guidelines for attendance, students may not have more than nine absences per semester in any class. All absences, with the exception of the two college visits, count toward the nine absences allowed per semester.
3. When a student is absent, the parent or guardian should call the attendance clerk before 9:00am at 972-774-1772, ext. 2272, or email Debbie McCabe at dmccabe@shelton.org.
4. It is important that a parent confirms all absences. A doctor's note is required for medical absences that last three days or more.
5. Students must obtain a "College Visit Form" from the US Office for college visit days and then have written documentation from the college or university visited.
6. The administration will review the circumstances surrounding a student who exceeds nine absences per semester. Per state guidelines, a student with more than nine absences per semester may not receive credit. If a student misses more than nine school days due to an unavoidable circumstance such as an accident or lengthy illness, the administration will work with the family to create a plan for the student. The plan may include 1) students making up hours, if student qualifies. The time will be made up from 9:00-12:00 on Saturdays, with specific arrangements to be set by the administration. A student must be in full uniform to make up school hours on Saturday, 2) the family hiring a tutor to work with the student at home, and/or 3) the administration changing the student's schedule as needed.
7. If a student arrives to a class more than 15 minutes late, he/she will be counted absent, not tardy.
8. All days missed due to a trip or vacation will count toward the nine absences allowed per semester. Families are expected to plan vacations on days other than school days.
9. Students must be in attendance at school a minimum of four consecutive class periods in order to participate in extra-curricular activities that day (this includes practices, athletic games, performances, etc.).
10. If a student exceeds the state guidelines for absences (nine school days per semester), the student cannot be issued a VOE form, which is required to obtain a driver's license.
11. A student missing class without permission is considered truant. On the day of the truancy, any assigned work due, quizzes, tests, or other work done in class will earn a grade of zero. Work handed in late, following a truancy, will not be accepted.

Instances of truancy could result in a Saturday detention, suspension, disciplinary probation, or expulsion. In determining consequences, the administration will consider all circumstances regarding the truancy as well as the student's disciplinary record.

Tardies:

1. A student arriving after the tardy bell for 1st period must sign in at the office and receive a late pass to class.
2. A student is considered tardy to any period if he/she arrives after the tardy bell rings. If a student arrives to class more than 15 minutes late, he/she will be counted absent. Each tardy will be documented.
3. Every 3rd tardy in a semester will be counted as an absence and be included as one of the 9 absences allowed per semester.
4. If a student will arrive late (due to an appointment, etc.), the parent should call, email, or send a note, detailing the reason for the late arrival. If the late arrival is due to a medical or dental appointment, we will accept a note from the doctor in lieu of a note from the parent. Students who arrive late must sign in with the attendance clerk, and will be issued a pass to class.

Appointments/Leaving School:

Shelton School does not distinguish between excused and unexcused absences. Students are allowed to leave campus for medical appointments, illness, funerals, etc.; however, all will be counted as absences.

1. A parent should call or send a note to the attendance clerk if a student needs to leave campus during school hours for any reason. If a call or note is not received, the student will not be allowed to leave campus until a parent is contacted to give verbal permission for the student's dismissal.
2. If returning to school after the appointment, the student should sign in with the attendance clerk to receive a pass to class.
3. If a student becomes ill during the school day, the nurse will determine whether the student is able to return to class or should be sent home. A student must sign out in the Upper School office.
4. A student should not, under any circumstance, leave campus without a parent notifying the Upper School Office and without signing out in the Upper School office.

Conferences:

Upper School students are expected to attend their conferences. Students who do not attend their conferences will be counted absent one day. Conferences are:

- Fall: October 23-25, 2019
- Spring: February 12-14, 2020

ACADEMICS

The Shelton Upper School is an accredited high school (accredited by the Independent Schools Association of the Southwest and a member of the Southern Association of Independent Schools) and, as such, must follow the prescribed course requirements and curriculum of all accredited high school programs.

The Shelton Upper School is committed to providing the best educational experience possible for our students. We believe in remediating academic skills through multisensory language therapy and other appropriate classes and strategies.

Grading Periods:

- 1st Quarter — August 20 – October 18
- 2nd Quarter — October 21 – January 10
- 3rd Quarter — January 13 – March 13
- 4th Quarter — March 23 – May 21

Grades/Report Cards:

Report cards are emailed to students and parents at the end of each quarter. Students and parents may check grades regularly by using the RenWeb system. In addition, students and parents will receive weekly grade reports, which are generated and emailed by the RenWeb system.

Semester grades for core courses and foreign language courses are calculated using the following percentages:

40% Quarter Grade + 40% Quarter Grade + 20% Exam Grade = Semester Grade

Semester grades for courses without a semester exam are calculated using the following percentages:

50% Quarter Grade + 50% Quarter Grade = Semester Grade

All grades on reports cards are numeric. The Shelton Upper School grading scale is as follows:

90 - 100 = A 80 - 89 = B 70 - 79 = C BELOW 70 = F

Numeric Grade Averages:

At the end of each semester, each student will have a semester numeric grade average. It will be calculated by averaging the numeric grades for the semester. At the end of each semester, each student will have a cumulative numeric grade average. This will be determined by averaging all numeric grades earned in the Upper School. Grades earned in physical education classes/athletics are not calculated in the cumulative grade average with the exception of the Foundations of Personal Fitness class (see below).

1. All credits taken prior to 9th grade do not count in the grade average.
2. Summer or correspondence courses taken at any accredited school count in the grade average.
3. Athletics and PE are not calculated in the grade average. Beginning with the Class of 2020, grades in these classes will be reflected as Pass (P)/Fail (F) only.
4. Foundations of Personal Fitness does count in the grade average for the classes of 2020and 2021. Beginning with the class of 2022, grades in this class will be reflected as Pass (P)/Fail (F) only.

Weighted Grades:
If a student is in an honors course, the numeric grade will be raised by five points. If a student is in a modified course, the numeric grade will be reduced by five points. A weighted grade is never reflected on a grade report, report card, or transcript. The weighted numeric grade is calculated in the cumulative grade average, which appears on the transcript.

Numeric Grade	Point value for modified course	Point value for honors course
95	90	100
88	83	93
77	72	82

Note: For purposes of weighted grades, modified course designations indicate a significant alteration and/or modification to the curriculum. Accommodations such as spelling, untimed testing, readers, scribes, etc., are considered accommodations available to all students, not modifications to the curriculum.

Failing Grades:
Students may be required to repeat a course in which they receive a failing semester grade or "No Credit" due to excessive absences. Both grades, the original failing grade and the new grade, will appear on the transcript; however, only the original numerical grade will be calculated into the cumulative grade average. It is required that a failing grade in English, Social Studies, Math, Science or World Language class be made up the following summer at an approved institution. An official transcript from the approved institution must document the completed credit before the start of the following academic year.

Should a student fail more than one class for the semester, a family conference will be required. The student's contract for the following year may include required conditions for continued enrollment. If the student does not show improvements, a contract may not be issued. The school may also recommend that a student withdraw from Shelton School.

Final Pass in Math and Foreign Language:
Math and foreign language classes are different from other academic courses because of the cumulative aspect of the curriculum. Therefore, if a student fails the first semester of a math or foreign language class but passes the second semester with a grade that, when averaged with first semester grade equals a 70 or above, the student will receive full credit

for the class. The first semester failing grade will appear on the official transcript. The second semester grade does not replace the first semester failing grade in the cumulative grade average; however, one full credit will be issued for the year.

Summer School, On-line and other Courses for Credit:

Students will receive credit for all summer classes (including online classes) taken at Shelton Upper School or other institutions, and the grades earned will be calculated into the cumulative grade average. Any course taken for credit online or at another institution must receive approval by the Upper School Administration prior to enrollment in the course. Otherwise, credit may not be issued.

1. Any credit course passed prior to the completion of 8th grade will be counted as high school credit but will not be calculated into the student's cumulative grade average.
2. Students may earn up to two credits through online classes and must obtain prior approval.
3. Shelton Upper School students must receive prior approval from the Upper School for college credit earned while in high school.
4. Shelton Upper School students are encouraged to take non-credit summer classes for enrichment.

Class Rank:
Quartile rank will be provided as requested by students, parents, and college admissions. Shelton will provide the cumulative numeric grade average, based on a 100-point scale. Shelton does not convert numeric grade averages to a 4.0 scale or to any other scale.

Valedictorian and Salutatorian:
The valedictorian is the senior with the highest-grade average. The salutatorian is the senior with the second-highest grade average, based on the first seven semesters of high school. Only students following the recommended graduation plan are eligible for these academic honors.

Honor Roll:
The Upper School will have an A and A/B honor roll each semester. Students will be named to the A honor roll if all un-weighted grades for that semester are 90 or above. Students will be named to the A/B honor roll if all un-weighted grades for that semester are 80 or above.

Transcripts and Records Release/Letters of Recommendation:
Please contact the College Advisor if you need transcripts or other records sent to a university or college. For transcripts to be sent to another high school, contact the Upper School Office.

All letters of recommendation and evaluation forms for college entrance are coordinated through the College Advisor. All requests should be made via Naviance. Please allow the teachers/staff 10 working days for completion.

Residency and Custody Guidelines:
All Shelton Upper School students must reside with and be under the direct supervision of a parent or other legal guardian.

Shelton School will provide the custodial and non-custodial parent with access to the academic records and to other school-related information regarding the child unless a court order to the contrary is provided. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced parents must provide the school with a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone involved. All court orders will be handled with the highest confidentiality.

Enrollment Guidelines:
Shelton Upper School students will be placed on a graduation plan per the recommendations of the school faculty and administration. Students will be moved from one program to another, as appropriate, to meet the educational needs of the individual student. Please see website for specific graduation plans for each graduating class.

All students must be enrolled in a minimum of five classes each semester during the year. Any exception for extenuating circumstances must be approved by the administration. Courses that are not required for graduation will be taught only in academic years when enrollment in the course is sufficient.

ACADEMIC INTEGRITY
All Shelton Upper School students are expected to adhere to the following Academic Honor Code:

We, as Shelton Chargers, pride ourselves on academic integrity.
We hold ourselves to the academic honesty standards set out in the student handbook.
I acknowledge that in order to promote an environment of integrity
I will neither cheat on nor plagiarize any coursework,
nor will I enable others to cheat on or plagiarize their work.

Academic dishonesty includes but is not limited to the following:
- Providing or copying homework
- Providing or receiving information during quizzes or tests
- Providing or using unauthorized materials during quizzes or tests
- Plagiarism, which is using the words or ideas of another person as one's own without giving credit
- Inappropriate use of technology to assist in academic dishonesty

Consequences could include any or a combination of the following:
- Receiving a zero for the work in question
- Disciplinary consequences will be issued at the discretion of the administration.

STUDENT AFFAIRS

Homework:

Homework is assigned as needed to reinforce concepts presented in the classroom. Upper School students can expect to have homework most evenings. The following procedures, recommendations, and guidelines are designed to help students be successful with homework.

1. Teachers are available to help students from 8:05-8:30 each morning, during advisory, and from 4:05-4:30 each afternoon, except when teacher meetings are scheduled.
2. Every Upper School teacher provides their contact information to the students at the beginning of the year. Should additional assistance be needed, the student should email or call the teacher for further clarification or explanation.
3. A student will receive a zero for homework that is not completed by the beginning of class on the due date. The teacher will record a 0 in the grade book. The student will be given a one-day extension to complete the work with 30 points deducted. Teachers may adjust this policy due to individual circumstances.
4. Students who fail to complete required work may be assigned a Saturday School. Students must be in full uniform and attend from 9:00am to noon.
5. When there are extenuating circumstances that prevent a student from completing homework, the parents/students should notify the teacher or advisor as soon as possible.
6. If a student continues to have difficulty completing work, attending tutorials, before or after school, may become mandatory. If one-on-one tutorial assistance becomes necessary, an outside referral will be made to the family.
7. If the above steps are followed but homework continues to be turned in late or incomplete, a conference will be held with the Upper School staff, student, and parents to develop a plan for the student's successful resolution of homework difficulties.

Tests:

The Upper School does not have designated test days for specific subjects. Each teacher will determine when to schedule tests.

Semester and Final Exam Dates:

First semester exams will be December 17-20. Second semester exams will be May 18-21. Exams may not be taken prior to scheduled exam times.

Senior Spring Exam Exemption:

Seniors who have a 2nd semester average of 85 or higher and no more than five absences 2nd semester will be exempt from the May final exam in that class. These students will not be required to attend school during the exam review and that exam period. Seniors must have fulfilled community service requirements by the due date to be exempt.

Organizational System:

Students are required to use the Shelton organizational system, including the laptop computer, 3-ring binder and tub file. Students will keep all important and/or graded

papers for each class in a specified section of the notebook or electronically. The section for each class may be graded on organization and completeness each nine weeks. Students will then file their papers in a tub file, which will be kept at school. Students will use the papers from their tub files to study for mid-term and final exams.

Supplies:
Students receive laptop computers, laptop carriers, binders, and all other supplies at the beginning of the school year. Students are encouraged to take appropriate care of all school supplies. Students must purchase an organization tub file and bring it to school before the end of the first week of classes. Students will need to replace some supplies throughout the school year.

Laptop Cases/Backpacks/Bags:
Backpacks, as well as any other items, must be stored in lockers during the school day. Students will not be permitted to carry backpacks or book bags during the school day. Girls will not be allowed to carry over-sized purses that are larger than the laptop computer.

Textbooks:
Students are also supplied with textbooks (print or online versions). If a student loses or damages a textbook or other equipment, he/she will need to replace it. If a student is irresponsible with a book (writing inappropriate language, pictures, etc.), he/she will need to replace it. Upper School students are expected to come prepared each day.

Make-Up Work:
1. It is the student's responsibility to make up work missed during an absence.
2. A student will be given one day for each day absent to make up work that was missed.
3. If there are extenuating circumstances, the advisor will work with the student and the teachers to develop an appropriate plan for submission of work.
4. If the student knows in advance that the work was due on the day of the absence, the work will be due upon the student's return to class.
5. If a student is absent because of a school activity and is on campus the day the work is due, the work must be turned in on that day. This means a student is responsible for turning in the assignments before leaving school for the activity. If the student is not on campus the day of the activity, the work will be due upon the student's return to campus.

Schedule Changes:
The administration will consider all requests and make appropriate decisions. However, at the end of the second week of each semester, no schedule change requests will be granted.

Withdrawal from Classes:
1. Students may withdraw from a class through the end of the first quarter without notation on the transcript. At the start of the second quarter of the semester, a student

may withdraw from a class, but the withdrawal will result in a "withdraw/passing" or "withdraw/failing" reflected on the transcript.

2. Dropping an Honors Class
   With teacher and administrative approval students may:
   - Drop an honors class at the quarter with no points added to grade average.
   - Drop an honors class at the semester with 5 points added to the grade average for the completed semester.

Community Service:

The Shelton Upper School requires all students to perform community service. Our goal is to help students develop a habit of volunteering and to assist them in finding the most meaningful service opportunities possible. The guidelines for the service requirement are as follows:

1. Freshmen and sophomore students must perform a minimum of 10 hours of community service each academic year. Junior and Senior students must perform a minimum of 20 hours of community service each academic year. Taking semester exams, senior exemption from exams, continued enrollment, and graduation are dependent upon completion of the community service requirements.
2. Service done during the summer break prior to the academic year will count for that year.
3. Any service done to benefit a member of the student's own family, a relative, or a for-profit business will not meet the service requirement.
4. Students may not miss school hours to do community service without prior approval from Upper School administration.
5. Students who wish to volunteer to do something that is not through a social service agency or non-profit organization must contact the Community Service Coordinator for prior approval. This must be done prior to volunteering in order to ensure that the hours will count. Please plan ahead and allow several days for this approval.
6. Students must completely fill out a "Service Hours Documentation Form" for each service activity and submit it to the Coordinator. If the same activity is done on more than one day, only one form needs to be submitted listing all dates and the total number of hours. (Forms are available next to the community service bulletin board on the 4th floor, next to the Student Council's bulletin board, and in a downloadable format on Shelton's website.)
   - Documentation for community service for the 2019-20 school year is due by the end of the day on Monday, April 20, 2020.
7. Any student who does not complete community service hours by the due date will be required to serve a detention each week until service hours are completed. Students will not be allowed to take exams until service hours are completed. Arrangements for completing hours after the deadline are to be made in person with the Community Service Coordinator.
8. Recognition will be given at the annual awards program in May to all students who volunteered 50 or more hours during the school year and submitted documentation on time. Students are encouraged to submit documentation for ALL qualifying service hours.

Extra-curricular Activities:

We encourage our students to become involved in extra-curricular activities. However, students must maintain eligibility in order to participate.

1. Students may not participate in extra-curricular activities if they have not been in school a minimum of four consecutive class periods that day, with the exception of religious holidays.
2. Shelton has a no pass-no play policy. A student becomes ineligible if he/she earns a failing grade in any course on their report card.
3. When a student becomes ineligible at the end of any grading period, the student is ineligible for 21 calendar days. After the 21 calendar days, the student becomes eligible if he/she has passing grades in all courses. The student remains ineligible for another 21 calendar days if failing any course. If the student is still failing after 42 calendar days, the student will remain ineligible until the next report card.
4. Students receiving an incomplete grade on the report card will be ineligible until the grade becomes complete and is a passing grade. If the incomplete grade becomes complete and is a failing grade, the student will remain ineligible for the remainder of the 21 calendar day period, and will follow the process as listed above.
5. Ineligibility for activities in the first 21 calendar days of the second semester is based on failing or incomplete grades for first semester and/or failing or incomplete grades for the second nine weeks.
6. For each grading period, the period of ineligibility begins 24 hours after the grade submission deadline and continues for 21 calendar days.
7. While ineligible, a student may attend practices, but may not participate in extracurricular competitions, performances, or activities (i.e. compete in an athletic event, perform or participate in a play, participate in school-day club meetings, or participate in other extracurricular activities as an organizer or officer). In addition, ineligible students are not allowed to travel with team or organization during school hours.
8. Administration reserves the right to limit participation in extra-curricular activities (practice and/or events) due to excessive absences and/or behavioral concerns.
9. Ineligible students may not miss class or advisory period for extra-curricular activities.
10. A student who is serving an in-school or out-of-school suspension will be ineligible to participate in or attend any extra-curricular activities (including practices) during the suspension. The Athletic Director or sponsor of the extra-curricular activity will meet with the division administration to determine any additional consequences.
11. The Upper School Office will notify the student, parents, coaches, and Athletics Director or Fine Arts Director about the ineligibility.

Senior Privileges:

1. **Priority parking spaces** – Seniors will be assigned priority parking spaces.
2. **Late Arrival/Early Dismissal** - Seniors may be eligible for late arrival or early dismissal. To qualify for this privilege, the following guidelines must be met:
   - The student must have a 1st or 8th period study hall.
   - Parents must approve the privilege in writing on provided documentation.

- The student must not have disciplinary, homework, or attendance issues. The student may lose the privilege if not meeting academic, behavioral, and attendance expectations.

3. **Off-campus lunch** – Seniors who meet all academic and behavioral expectations may be eligible to eat lunch off campus during lunch and Advisory periods. Specific information and agreements will be provided to seniors and their parents at the beginning of the school year.
4. **Uniform Privileges** – Seniors may wear t-shirts or sweatshirts of any college on Fridays.
5. **Exam Exemptions** – Seniors who have a second semester average of 85 or higher in a class, an acceptable behavior record, and no more than 5 second semester absences will be exempt from the May final exam in that class. In addition, seniors will not be required to attend the exam review sessions for any class in which the student is exempt from taking the exam.

Dining Hall/Commons/Lunch Time:
All Upper School students, with the exception of seniors with off campus privileges, are required to be on campus; Freshman and Sophomores (Dining Hall) or Juniors (Commons) every day during the lunch period. Students may not be in the classrooms or elsewhere in the building during the lunch period. Seniors eligible for off-campus privilege may eat their lunch in the Commons.

- Shelton School is a closed campus. Visitors, other than a student's parents, are not allowed on campus at any time during school hours, including during lunch.
- Food brought by parents should be for their student only. Parents may leave food for their student at the security desk. Students may pick the food up once their lunch begins.
- Students may not order food for delivery through Uber Eats, DoorDash, Grubhub, etc. to be delivered to campus. These deliveries defer the attention of our security staff away from the priority of student and campus safety and therefore are not allowed.
- Use of laptop computers or cell phones is not allowed in the Dining Hall during lunchtime.

Food and Drink in the Classroom:
Students are allowed and encouraged to bring healthy snacks and water for mid-morning nutrition. Energy drinks are not allowed. Gum is not allowed. A brief snack time will be provided mid-morning during class. No beverages/food, other than water, may be taken to classrooms at any other time.

Electronic Equipment:
Cell phones must be turned off and left in lockers, pockets, and purses. Phones not turned off may be confiscated and turned in to the Upper School office. A Detention will be assigned. Students may reclaim their phone from the office at the end of the school day. The administration reserves the right to inspect the contents of any electronic device brought into the building.

Parents are asked not to contact their students during school hours via text or cell phone. If you need to contact your student for an urgent or serious issue, please contact the Upper School office.

Personal computers or personal iPads, and electronic or gaming devices, must not be brought to campus. Violation of this policy will result in the device being confiscated and a detention assigned.

Students are prohibited from creating audio/video recordings or photographs of any teachers or students at any school activity or class, on or off campus, without permission from Upper School Administration and are subject to disciplinary consequences.

In addition, any student posting material to social media that is deemed inappropriate will be subject to disciplinary consequences.

Computers:
Please refer to the *Acceptable Use Policy for Technology* in the Agreements section of this manual for further information and policies regarding computers.

Library:
The Hillcrest Library Media Center, located in Room 300, functions as the information center of the Upper and Middle Schools. The library is open from 8:15am - 4:30pm Monday through Friday, throughout the school year. During the regular school year, Library books and audio CD's may be checked out for 3 weeks; DVD's are checked out for 1 week. Fines will be assessed for overdue books and digital materials. At the end of each semester, students with overdue materials or outstanding fines will not be allowed to take exams until account is reconciled.

The Library can also provide students and parents access to information about learning differences and other materials related to understanding the needs of individuals with learning differences and their families.

Students may visit the Library with a specific class, or they might have the Librarian come to their classroom to introduce specific electronic resources for a research project. They are taught skills of information technology—how to find, evaluate, and use information effectively and efficiently. We prepare the students with Research and Documentation skills for their college career. Issues of plagiarism, ethical use of resources, and time management in the Research process are stressed. Many students will visit the Library individually, before or after school, to consult with the Librarian on research questions and assignments.

Library items must be returned before additional materials may be checked out. Lost books will incur a fine equal to the cost of the item at purchase. A student who has any overdue material at the end of the semester will not be allowed to take exams until all materials are returned or paid for.

Library Services include:

- **Shelton Library Webpage Electronic** resources are available on campus and also remotely with username and passwords available from the Library. The password cards are distributed to students at the beginning of each school year, and are available upon request from the library. Visit the library home page at: **www.shelton.org** to view what is available. Our online databases are numerous and are chosen to reflect the diverse student body at Shelton. As all US students have a laptop, use of these online databases and electronic material is essential.
- **The Shelton Library Catalog** *FOLLETT DESTINY* is also available on the Library's home page and can be accessed off-campus.

Student Use of Telephones:
School telephones are always available for students to make emergency calls. Students are required to obtain permission for using the school phones. Parents are asked to limit calls/messages to your children to those of an urgent/serious nature.

Communication with Teachers:
If you need to communicate with a teacher, please e-mail (first initial followed by last name@shelton.org). The teacher will respond within 24 hours. If you need to call a teacher at home, please call before 8:00pm, except for emergencies.

Visitors:
All visitors to Shelton must sign in at the security desk. Parents of current Upper School students may visit the Dining Hall or Commons during Upper School lunch. No other visitors are allowed during school hours, including lunch.

Latex Balloons:
Latex balloons **are not allowed** at Shelton due to students and staff with allergies to latex. Mylar balloons are permitted. Shelton strives to be a latex safe environment.

Distribution of Materials:
Students may not distribute/post any materials at school without the permission of the Upper School Head. This includes party invitations.

Teacher Gifts:
Books may be donated to the library in honor of a special teacher or staff member. Individual gifts are appropriate. The Parents' Association has established the Shelton's Staff Holiday Gift Fund (Holiday Happiness), which is a voluntary fund, to show appreciation to all teachers and staff with a cash gift at the holiday season. Holiday Happiness is intended to simplify gift-giving. The spirit of this concept is that a cash gift will be in lieu of a holiday party and/or small, individual gifts. It is any parent's choice whether or not to participate.

Fax Machine:
The fax machine is used to conduct official school business. Please do not fax personal messages or homework to your student. If messages of this type are received, the fax will be delivered to the school head and will not be delivered to the student, nor will the homework be given credit. Fax messages from the parent to a teacher will be delivered to the teacher's mailbox.

Inclement Weather:
Should the weather be too severe for school, we will initiate the auto-call program through our database. Parents should be sure the school has correct phone number(s) at all times. **Any decision to delay start time or cancel classes will also be reported on the school website www.shelton.org** and on the following television and radio stations.

TV:	**KXAS CHANNEL 5**	**Radio:**	**KRLD 1080 AM**
	KTVT CHANNEL 11		**KPLX 99.5 FM**
	WFAA CHANNEL 8		**KVIL 103.7 FM**
			KLIF 570 AM

If cases of inclement weather, students must check their homework calendar and email for potential classroom information and assignments.

UNIFORMS
The uniform policy of the Shelton School encourages an atmosphere for learning and eliminates needless competition in dress. Therefore, students must look neat and clean, and the uniform items are expected to be clean, unwrinkled, and in good repair. A detention will be assigned for any student not in correct uniform. Students who are not in compliance with the uniform guidelines may be asked to call parents to bring the correct uniform or return home to get the correct uniform, and any class work missed during this time will be recorded as a zero.

Uniform for Upper School Boys:
Daily uniform items:

- Pants: Mills Uniforms khaki twill; pants must be fitted and worn at the waist; pants must have a clean and neat hem. No denim pants will be allowed. No jean-like pants with outside back pockets will be allowed. They must be slacks. All pants must be a true khaki color.
- Shirts: long or short-sleeved oxford button-down in solid blue or white tucked in at all times; a box-cut polo-style shirt in navy, white, black, or royal blue with no logos except Shelton logos
- Approved Shelton team or activity polo in royal blue, navy, white, or black.
- Undershirt, if desired, must be solid white with no designs; long or short-sleeved; no other color may be worn
- Belt: brown, black, blue, navy, or khaki with regular buckle
- Socks: must be worn at all times; navy, white, black, or brown

Uniform items for assemblies and special occasions:

- Blazer: Mills Uniforms navy blue or other blazer very similar in color and fabric
- Sweater: Mills Uniforms navy cardigan button front or navy pullover V-neck, long-sleeve; or soft crew neck pullover sweater, may be worn to assemblies in place of blazer. Oxford shirt and tie must accompany sweater.
- Tie and oxford button-down shirt: must be worn when the blazer is required; student may wear a tie of choice as long as it is conservative and appropriate

MONDAY T-Shirt Options:

- Students are allowed to wear the **specially designated t-shirt** of the year on Monday. This shirt may be purchased in The Charger Corral located on the first floor to the left of the main entrance. Should a student choose not to purchase the specifically designed Monday t-shirt, the student must be in regular uniform.

FRIDAY T-Shirt Options:

- Shelton activity t-shirts in good repair may be worn on Fridays only.

Uniform for Upper School Girls:

Daily uniform items:

- Skirt or pants: Mills Uniforms blue plaid skirt with sewn down pleats (no more than **4 inches** from the floor when the student is kneeling); skirt must have a clean and neat hem. Mills Uniforms khaki pants are allowed. Khaki pants will be required for girls who continually wear skirts that are too short. A belt (brown, black, blue, or khaki with regular buckle) must be worn with pants.
- Shirt: long or short-sleeved oxford button-down in solid blue or white, tucked in at all times; a box-cut polo-style shirt in navy blue, white, black, or royal blue. Approved Shelton team or activity polo in royal blue, navy blue, or white.
- Socks, hose, or leggings: crew socks/knee socks or opaque hose (solid color navy, black, or white) must be worn at all times. Leggings must be black and ankle-length and worn with crew socks.

Uniform items for assemblies and special occasions:

- Blazer: Mills Uniforms navy blue or black or other blazer very similar in color.
- Sweater: Mills Uniforms navy cardigan button front or navy pullover V-neck, long-sleeve; or soft crew neck pullover sweater, may be worn to assemblies in place of blazer along with an Oxford button-down shirt underneath.

MONDAY T-Shirt Options:

- Students are allowed to wear the **specially designated t-shirt** of the year on Monday. This shirt may be purchased in The Charger Corral located on the first floor to the left of the main entrance. Should a student choose not to purchase the specifically designed Monday t-shirt, the student must be in regular uniform.

FRIDAY T-Shirt Options:

- Shelton activity t-shirts in good repair may be worn on Fridays only.

Footwear:
Students may choose to wear loafers or lace-up shoes in brown or black non-suede leather, or black or white closed-toed athletic shoes. Shoes must not look like moccasins or house shoes. Open-toed shoes, open-back shoes, sandals, and boots are not allowed.

Outerwear:
During cold weather, students may wear to class the Shelton athletic jacket, a Shelton sweatshirt, hoodie, or fleece from the Charger Corral, the navy Mills Uniforms blazer, or navy v-neck pullover. No other outerwear will be permitted as part of the Shelton School uniform. Students are not permitted to cover their head with a hood or a hat in the building.

General Appearance:
- Hair color and style must be appropriate for a school environment as determined by the administration. Hair is to be a natural color, kept out of the eyes, and may not be styled in a manner that is determined to be a distraction (example: no spikes, no unevenly shaved heads, no shaved heads, etc.).
- Boys must be clean-shaven; no facial hair is allowed. Sideburns must be neatly trimmed and not extend below the bottom of the ear. Hair length must be above the collar. No ponytails, headbands, or buns for boys.
- Hats and hoods may not be worn in the school building.
- No visible tattoos are allowed.
- Makeup and jewelry should be appropriate to the simplicity of the uniform, as determined by the administration. Students are encouraged to leave expensive jewelry at home. Necklaces should be simple. Girls may have up to two piercings in each ear; boys are not allowed to wear earrings. No other visible piercings are allowed.

Students are required to use the school-issued laptop carrier to transport the laptop computer. Books and other items may be carried to and from school in a backpack.

Field Trip Dress Code:
Students will be expected to be in full uniform for field trips unless otherwise instructed. Shorts may not be worn on any field trip.

Casual Dress Day:
When a casual dress day is allowed, the following items may be worn:
- Jeans (not baggy, torn, or ripped)
- T-shirt (Shelton, college, or sports team)
- Athletic shoes

Attire Guidelines for Formal Shelton Events:
Formal Shelton events include school dances, banquets, dinners, ceremonies, graduation, and any other extra-curricular formal event, on or off campus.

9TH THROUGH 12TH GRADES ONLY

Uniform Shoe Examples

Dr. Martens (Boys or Girls)

Sperry (Boys or Girls)

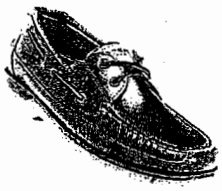
Dr. Martens (Girls)

Skechers (Boys))

Sperry (Girls)

Sperry (Boys)

Various Brands (Girls)



Sperry (Boys)

Various Brands (Girls)

Various Brands (Boys)

*Choose shoes that are solid color brown, dark brown, or black non-suede leather. Heels must be at least ½" high and not higher than 1 ¼" high.

- For girls: No low cut necklines or no bare midriffs. Dress and skirt lengths should be no shorter than mid-thigh.
- For boys: Dress according to event guidelines (coat, tie, button-up shirt, etc.)

Failure to comply with these guidelines may result in being asked to leave the event.

Uniform/Elevator Medical Exceptions:
When a student is unable to wear the complete uniform or needs an elevator privilege for medical reasons, the student must bring a note from the doctor before or on the first day that the exception is needed. The note can be faxed to the nurse at 972-991-3959. The note must list specific dates and the necessary exceptions, i.e. elevator privilege, open toe or different shoes, etc. The school nurse will issue the exemption pass that must be carried around with the student at all times.

STUDENT CODE OF CONDUCT • GRADES 9-12
In addition to providing solid academic instruction, the Shelton Upper School is committed to helping students develop maturity, responsibility, and self-reliance. We expect students and parents to work cooperatively with the school in this endeavor.

Attending Shelton School is a privilege. Upper School students are an extension of the school and are expected to represent Shelton in a positive manner. A student may lose that privilege as a result of any action, on or off campus, which damages the school's name or reputation in the community.

The school is committed to providing a safe environment for all staff and students. The school is a private corporation and reserves the right to search lockers, book bags, purses, automobiles, etc. to determine if any harmful information or dangerous materials are on campus.

Parents assume responsibility for their child once the student leaves a school-sponsored event such as a dance, theater production, athletic event, etc.

Student Recognition:
The following awards are given quarterly:
- A and A/B Honor Roll (awarded by semester)
- Award of Excellence – Students who show respect for self, peers, and faculty/staff, who care about and demonstrate responsibility for learning and education, who provide a positive influence on the Shelton community, and who are respected by peers / faculty/ staff are eligible to be nominated.
- Award of Excellence Hall of Fame – After a student receives the Award of Excellence twice and is named to the Award of Excellence Hall of Fame.
- PRIDE – Awarded to students who demonstrate **P**erseverance, **R**espect, **I**nspiration, **D**edication, **E**nthusiasm.

The following awards are given at the end-of-year programs:

- Achievement Awards
- Top 10 Graduates
- Community Service Awards
- Loyalty Award
- Andy Krippner Memorial Scholarship
- Cliff Samuelson Fine Arts Scholarship
- Peer Tribute Award
- Outstanding Male and Female Freshman, Sophomore, Junior, and Senior
- Audaciter Award
- June Shelton Award
- Valedictorian, Salutatorian

Unacceptable Behaviors:
Students exhibiting the behaviors listed below may receive a consequence up to or including expulsion. Please note that the administration has the right to determine which consequence will be applied. In making that determination, the administration will consider the student's behavior record, as well as the context and severity of the behavior. The following list is not all-inclusive.

- disrespect to school personnel
- reckless driving to, from, or on campus
- disrespect to peers
- inappropriate/abusive language
- willful disobedience/failure to cooperate with staff
- academic dishonesty
- statement or other expression of intended violence (see Threatening Statements)
- inappropriate behavior at school functions, lunch, field trips, class trips, etc.
- stealing
- lying
- possession/non-authorized use of prescription or OTC medications or other substances
- possession or use of lighters, tobacco products, facsimile, e-cigarettes, vapes and vape pods, or any other electronic smoking devices
- fighting/bullying/intimidation/physical aggression/hazing
- possession of inappropriate materials, pictures, books, music, etc.
- harassment: sexual, racial, religious, etc.
- causing injury to another person
- truancy/leaving campus without permission
- inappropriate use of computer, as per the Acceptable Use Policy
- inappropriate content on computer
- truancy on campus/not being in assigned place
- electronic bullying/harassment (via texting, social networking sites, possession or distribution of lewd pictures, etc.)
- spreading rumors with the intent to damage, hurt, or cause embarrassment

- destruction of property/vandalism, graffiti, attempting to force open locked doors, etc.
- unauthorized cell phone use during school day
- public display of affection: hugging, kissing, inappropriate touching, etc.
- horseplay
- throwing items over railing or leaning on or over the railing
- activities outside the school which involve police intervention

Consequences for Unacceptable Behaviors:
Consequences are issued for violation of rules and are meant to help students change inappropriate behavior. Please note that the following is a general outline and consequences do not necessarily progress in the order listed or include all the behaviors and/or consequences listed. The administration reserves the right to respond to individual situations and to individualize the disciplinary plan for any student. Behavior notices outlining the infraction will be emailed to the parent and advisor.

Verbal and written warnings

- Minor offenses, such as talking out in class, chewing gum, tardiness to class, etc.

Detentions

- Uniform violations
- Minor behavioral infractions
- Repeated tardies to class
- Computer violations
- Cell phone violations

A detention can be served either 7:30-8:15am or 4:15-5:00pm on Thursdays of each week.

- Parents will be notified of the detention by phone and/or email.
- The student must be in his or her complete uniform and serve the entire 45-minute detention.
- If the student has a conflict and cannot attend on the assigned date, it is the student's responsibility to get the reason for the conflict approved and schedule for the following Thursday.
- Anyone more than 10 minutes late will be required to reschedule his or her detention.
- Failure to serve a detention after two attempts will result in a Saturday Detention being issued.

Office referral/removal from class

- Disruption of the learning environment
- Guidance and redirection

Conference with student, parent, teacher, advisor, or administrator

- Recurring pattern of minor offenses
- Clearly define or clarify expectations
- Agree and commit to a plan for improvement

Emergency Removal

- To offer an opportunity for reflection and to prevent the situation from escalating
- In case of physical harm or threat of physical harm to self or others
- Administrator will contact parent.
- Written notification from a physician or specific testing may be required prior to student returning to school.

Saturday Detention

- Major offenses (refer to the Unacceptable Behavior section)
- Every third detention
- Third and subsequent cell phone and uniform violations
- Incidents of Academic Dishonesty
- Failure to serve assigned detentions

Saturday Detention Details

Saturday Detention will be served from 9:00 - 12:00 on the first available Saturday following the behavior incident.

- Parents will be notified of the Saturday Detention by phone or email.
- The student must wear his/her complete uniform and serve the entire three-hour detention.
- Students must bring school work to be completed during this time.
- If the student has a conflict and cannot attend on the assigned date, it is the student's responsibility to get the reason for the conflict approved and schedule for the following Saturday.

Suspension

- Serious behavior infractions (refer to the Unacceptable Behavior section)
- Failure to serve an assigned Saturday detention
- Three Saturday detentions

Suspension Details

Suspension will be assigned for one or more days and will be served off-campus, at the discretion of the administration.

- Upon notification of the suspension, the parent(s) will conference with the administration. The family will be required to take the student for drug testing at a Shelton-approved facility. Drug testing will be at the parents' expense.
- A student may not participate in or attend extra-curricular activities (including practices) until the suspension requirement has been completed.
- During the suspension, the student will be required to complete all work assigned in his/her classes. If the class takes a quiz or test during the student's suspension, the student will be allowed to make up the quiz or test, and it will be graded in the regular manner.

- Following a suspension, the student may have conditions added to the student's enrollment contract and/or be placed on disciplinary probation.

Disciplinary probation

- Create a plan of action designed to correct behavioral infractions
- Specific terms of the probation will be determined by the Upper School Administration

Expulsion

The consequence of an expulsion will be determined at the discretion of the administration. Students could be asked to withdraw from Shelton due to, but not limited to, the following circumstances:

- Three suspensions in a school year
- Unacceptable behaviors (refer to the Unacceptable Behavior section)
- Extremely serious violations, including, but not limited to:
    - Possession of or under the influence of drugs, inhalants, or alcohol on school property or at any school activity
    - Possession of a weapon (actual or toy facsimile) on school property or at any school activity
    - Threatening Statements:
      Shelton School strives to provide a safe atmosphere to support its community. The School responds to threatening statements in a very serious manner. Any student, faculty, or staff member who makes threatening statements about their intent to bring a weapon to school or to harm themselves or others may be suspended and may face possible expulsion. Additionally, the individual may be required to undergo an evaluation, by a counselor of the School's choice to establish for the School and the family that the individual is safe to return to school and may be referred for further evaluation or counseling. All members of the school community, students and adults, are to be aware that statements such as, "I was just kidding" or "I didn't mean it" are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.
    - Students who have been asked to withdraw from Shelton may not attend school-sponsored events for the remainder of the academic year.

STUDENT CONDUCT AT SCHOOL EVENTS

Students attending any school event such as a theater production, athletic contest, etc., must go directly to the event and remain for the duration of that event. Following the event, the student must exit the building. Unsupervised students who go to any other part of the building are subject to disciplinary action, up to and including expulsion.

OFF-CAMPUS BEHAVIOR

Student conflicts that occur off-campus should be resolved parent-to-parent.

Off-campus behaviors that disrupt the school learning environment and/or reflect poorly on the reputation of Shelton School will be evaluated by the Shelton School Administration and could be subject to disciplinary action.

HARASSMENT

In compliance with federal, state and local laws, Shelton School prohibits harassment of any person based on a person's race, sex, religion, national origin, age, disability or sexual orientation. This policy applies to all students in the school itself, in other school-related settings such as school trips or school-related social events, and through use of electronic means such as phones, computers, texting or social networking websites. Any student found to have violated the school's policy against harassment will be subject to prompt disciplinary action up to and including suspension or dismissal.

This policy includes prohibition of any form of sexual harassment in the school. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual displays of any sort or promotion of personal lifestyles and other verbal or physical conduct of a sexual nature with respect to which

1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education
2) submission to or rejection of such conduct is used as the basis for academic decisions affecting such individual or
3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational or social environment.

This policy also includes prohibition of any type of harassment that creates a hostile environment. This would include but is not limited to verbal abuse, threats/physical aggression, relational aggression/social isolation, cyber bullying and sexting, racial and ethnic harassment, etc. Harassment that occurs off campus causing a disruption to the school environment will be investigated and subject to disciplinary action.

A hostile environment may involve anything that is perceived to be

- Unwelcome
- Intentional and repeated
- Severe and pervasive
- Physically/emotionally intimidating
- Humiliating

The particular facts of each situation determine whether offensive conduct has "crossed the line." The best course of action is to avoid all conduct in school or by electronic means that is potentially offensive.

Should any student feel that she/he is being harassed, the student should immediately notify his advisor and/or division head, who will then notify the Head of School and/or

Executive Director. A prompt investigation will then be conducted. Such matters will be treated as confidentially as possible on a need-to-know basis.

The school will not retaliate against any student who makes a report of sexual or other harassment. The school will discipline any student found to be engaging in any retaliatory actions.

BULLYING

Shelton School and Evaluation Center
Bullying Policy and Reporting Procedure

Shelton School is committed to protecting its students from bullying, harassment, or discrimination for any reason and of any type. Shelton School believes that all students are entitled to a safe school experience. Bullying, discrimination, or harassment, will not be tolerated and shall be cause for disciplinary action. Shelton School has adopted policies and administrative procedures that:

1. prohibit bullying;
2. prohibit retaliation against any student providing information concerning an incident;
3. establish a procedure for providing notice of an incident of bullying to the parents of those students involved;
4. establishes what actions a student should take to get assistance and intervention in response to bullying;
5. outline available counseling/support options for a student who is a victim or witness to bullying;
6. establishes a procedure for (a) reporting an incident of bullying (b) investigating a reported bullying incident (c) determining whether the reported incident of bullying occurred.

What is Bullying:
Bullying occurs when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power.

What is Cyber-bullying:
Cyber-bullying involves the use of technology to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Cyber-bullying is when a child is tormented, threatened, harassed, humiliated, embarrassed or otherwise repeatedly targeted by another child. If adults become involved, the incident is termed cyber-harassment or cyber-stalking.

Bullying Prohibited:
Shelton School prohibits bullying as defined above.

Retaliation:
Shelton School prohibits retaliation by a student against any person reporting an incident of bullying, serving as a witness, or participating in an investigation of bullying.

False Claim:
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with investigation shall be subject to appropriate disciplinary action.

Timely Reporting:
A report of bullying shall be made as soon as possible to the division head. A delay in reporting may impair the school's administrator's ability to effectively address prohibited behaviors.

Report of Suspected Bullying:
Any student who believes that he/she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged behavior to a teacher or school administrator.

Report Format:
A report may be given orally, electronically or in writing. The administrator shall create a written report from any oral report.

Investigation of Report:
An administrator shall conduct an appropriate investigation based on all allegations made in the report. The administrator shall take prompt action, if necessary, to prevent any bullying during the course of the investigation, if necessary.

Corrective / Discipline Action:
If the results of an investigation indicate that bullying has occurred, the administrator shall promptly respond by taking appropriate disciplinary and/or corrective action in accordance with Shelton School's discipline guidelines as outlined in the student handbook.

Corrective action may include but is not limited to, counseling and/or training programs, follow up inquires to determine if new incidents have occurred, involving parents and students in an effort to identify problems and improve school climate, and increasing staff/faculty monitoring of particular areas of campus as to reaffirm Shelton School's policy against bullying.

Notice to Parents:
If an incident of bullying is confirmed, an administrator shall promptly contact the parents of all students involved in the incident.

Confidentiality:

To the greatest extent possible, Shelton School shall respect the privacy of the complainant, persons to whom a report is filed, and witnesses.

To effectively address bullying and cyber-bullying, parents and students must work collaboratively with school administrators. Only by working together Shelton School be able to reduce incidents of bullying.

SHELTON SUBSTANCE USE POLICY

Shelton School supports students in making ethical, responsible, and healthy decisions. Substance use and misuse can be dangerous to a teenager's health and can result in negative life changes.

Shelton does not support any activity where students use drugs or alcohol. Drugs and alcohol have no place in the physical, mental and emotional growth of our students. The school will take disciplinary action if a student sells, possesses, uses, exchanges, delivers or is under the influence of alcohol or drugs, cigarettes, tobacco products, electronic smoking devices, inhalants, or any other illegal substance. The school reserves the right to consult with the authorities.

Parents are reminded that providing alcohol or drugs to students is illegal and can result in criminal penalties and civil lawsuits and could jeopardize their student's enrollment at the school.

Shelton is committed to providing a drug-free atmosphere on campus and at school-sponsored events. To protect the safety and welfare of students and school personnel, Shelton may use the following procedures:

- Shelton has the right to search a student's pocket, purse, backpack, gym bag, student's locker, other personal belongings, or automobile. Searches may be conducted without notice.

- Shelton reserves the right to require that any unknown or suspicious substance found be tested at a Shelton designated facility at the expense of the parent.

- The school reserves the right to bring detection canines on campus to search vehicles, lockers, backpacks, purses, and any other belongings.

- The school will conduct random drug and alcohol testing for students in grades 8 – 12 through the Shelton Random Plus Drug Testing program. Should a student not be able to produce a sample at school, the parent will be notified and then required to transport their student to a school designated drug-testing facility that day for testing at the parent's expense.

- The school reserves the right to require students of concern to take drug tests (at parents' expense), which includes testing for drugs, alcohol and other substances. Parents must transport the student from Shelton directly to the testing center. Testing must occur the same day Shelton requires the test. Results of these tests must be sent to the school from the Shelton approved test facility. Refusal of the student or family to cooperate with searches or required drug testing will result in the student being asked to withdraw from Shelton. Any attempt to tamper or alter a test will be considered a positive test result.

ALCOHOL AND OTHER DRUGS

Possession or consumption of alcohol or drugs on the Shelton campus or at any school-sponsored program/activity will result in request of withdrawal. Consumption of alcohol or drugs prior to arrival at school or a school-sponsored event may result in disciplinary action to be determined by the administration. Shelton reserves the right to use breathalyzers or other similar devices to test students at school-sponsored events. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances.

SHELTON SCHOOL ALCOHOL BREATH TESTING POLICY

At all Shelton-sponsored events on and off campus, Shelton School retains the right to determine if a student is under the influence of alcohol or other substances through the use of a breath alcohol test, commonly referred to as a breathalyzer test.

A. All students and guests will be subject to a breath alcohol test administered by an employee of Step One Co. using qualified alcohol breath testing devices.

1. Students testing negative will be allowed to enter the event.

2. Students testing positive for alcohol use will be denied entry to the event. The student's parent(s) will be called and will be required to pick up their student from the event. A breathalyzer test showing a consumption of alcohol will result in a positive test result according to Shelton's drug, alcohol, and tobacco policy.

3. A student refusing to take the test will be denied entry to the event. The student's parent(s) will be called and required to pick up their student from the event.

4. Any student that has been denied entry to an event must be picked up by a parent or designated guardian. Students will not be released to anyone other than a parent or designated guardian.

5. All students will also be subject to a breath alcohol test prior to departure from the event. Students testing positive for alcohol use, or refusing to take the breath test, will

be denied departure from the event. The student's parent(s) will be called and will be required to pick up their student from the event. Any student who is found to have substances in their possession, has consumed substances while at a school-sponsored event, or refuses the breathalyzer test prior to departure will be asked to withdraw from Shelton School.

B. Shelton School reserves the right to conduct purse/bag searches as well as searches of any vehicle, limousine, or party bus that may have been used to transport students to the event.

1. If contraband substances are found during a bag/purse search, the student will be denied entry to the event. The student's parent(s) will be contacted and required to pick up their student from the event. Any student who is found to have substances in their possession will be asked to withdraw from Shelton School.

2. If such substances are found upon the search of a car, limousine, or party bus, ALL students arriving in said vehicle will be denied entrance whether they knew of the illegal substance(s) or not. The limousine or party bus will be asked to depart. Student's parent(s)/guardian(s) will be contacted and required to come and pick up their student from the event.

3. Any student that has been denied entry to an event must be picked up by a parent. Students will not be released to anyone other than a parent or designated guardian.

TOBACCO PRODUCTS

Possession or use of any tobacco product, e-cigarettes, any electronic smoking device, or facsimile on campus or at any school-sponsored program/activity may result in parent notification and up to a three (3)-day off-campus suspension.

SUBSTANCE USE OCCURRING OFF-CAMPUS/NON SCHOOL EVENT

If it comes to the attention of the administration that a student is using, in possession of, selling, exchanging, delivering, or under the influence of tobacco (below legal age), alcohol, or other drugs off-campus while not at a school-sponsored event, the administration will notify the parents. Drug testing may be required. Student's arrested for drug or alcohol related incidents may be required to take random drug/alcohol tests with results reported to the Dean of Students and could be subject to disciplinary action.

RANDOM PLUS DRUG AND ALCOHOL TESTING PROGRAM

The Shelton Board of Trustees, in keeping with the school's mission statement, approved the adoption of a program aimed at achieving a drug and alcohol free campus for the Shelton School. The Shelton program is based on the premise that random drug testing gives students an excuse to say no, therefore reducing drug experimentation and use.

This is a positive program of prevention, and is not designed to be punitive. It involves both counseling and second chance. Administering a testing program does not imply our students are not trusted or respected nor is it intended to identify students for expulsion. Rather, it provides the school the opportunity to work with the student and the parents to seek counseling and treatment when necessary.

Students in grades 8-12 will be selected on a random basis several times throughout the school year. Random drug testing will be at the school's expense.

***Please note that any reference to drugs includes: Inhalants, illegal substances, the abuse or non-authorized use of prescription or over-the-counter drugs, other substances, and counterfeit controlled substances.

Whenever a student is tested, as an administrative requirement or as part of the Random Drug Testing program, the following procedures will be followed:

ALCOHOL

- Testing
  - Negative result – no action taken
- First positive result
  - Parent notification
- Second positive result
  - Meet with student and parents; plan on file in office, which includes:
    - Required substance awareness course
    - Ongoing counseling with permission for Shelton to speak with counselor
    - Discontinued substance use verified by random substance testing; student placed in Plus group for future testing
- Third positive result or if plan is violated
  - Student will be required to withdraw from Shelton.

DRUGS/OTHER SUBSTANCES

- Negative result
  - No action taken
- First positive result
  - Meet with student and parents; plan on file in office, which includes:
    - Required substance awareness course
    - Ongoing counseling with permission for Shelton to speak with counselor
    - Discontinued substance use verified by random substance testing; student placed in PLUS group for future testing
- Second positive result or if plan is violated
  - Student will be required to withdraw (expulsion) from Shelton.

HOW TO RECEIVE HELP FOR SUBSTANCE USE PROBLEMS

- If a student voluntarily seeks help for substance use/abuse from a faculty member or administrator, (prior to the day of any testing required by Shelton) the administration will assist the family in finding appropriate treatment, provided the substance use did not occur at school or at school sponsored activities.
- The student will be required to have a treatment plan deemed appropriate by the mental health provider or treatment facility and the Shelton Administration on file with the division's office and actively working on the treatment plan while enrolled at Shelton.
- In addition, the student will be required to take random drug tests at a Shelton approved test facility as requested by the school at parent's expense. Refusal of the student to permit testing or refusal of the family to cooperate with testing will result in the student being asked to withdraw from Shelton.

Shelton School Procedures: Drugs, Alcohol, Tobacco

Substances on Campus/ School-Sponsored Event	Substances Off Campus/ Not a School-Sponsored Event
Possession, Usage, Sale, Exchange or Delivery	**Information Confirmed by Administration**
↓	↓
Alcohol and Other Drugs	Testing for substance usage at a Shelton approved test facility with a prescribed test.
↓	↓
Student will be required to withdraw from the Shelton School.	**Positive Test Result** Plan on file in office, which requires: 1) Substance Awareness Course 2) On-going counseling, if needed 3) Discontinued substance use verified by random substance testing at a Shelton approved testing site. (At parent's expense.)
Tobacco or Tobacco Products	↓
↓	If plan is violated, student will be required to withdraw from the Shelton School.
3 Day Suspension (Off-Campus)	
↓	
Three suspensions result in the requirement to withdraw from the Shelton School.	

IF A STUDENT VOLUNTARILY ASKS FOR HELP WITH SUBSTANCE ABUSE

The Shelton Administration will assist the family in finding appropriate treatment. The student will be required to submit a plan which includes:

1) Substance Awareness Course
2) On-going counseling, if needed
3) Continued random substance testing

If plan is violated, student will be required to withdraw from Shelton.

*** Any reference to drugs includes inhalants, illegal substances, and the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, and counterfeit contolled substances.

2019 - 2020

Shelton Random Drug Testing Program Procedures

Alcohol	Drugs/Other Substances*
Random Testing on Campus	**Random Testing on Campus**
Negative Result	**Negative Result**
No Action Taken	No Action Taken
First Positive Result	**First Positive Result**
Notify Parents	Meet with student and parents; plan on file in office to include the following: 1) Substance Awareness Course 2) Ongoing counseling, if needed, with permission for Shelton to speak with counselor 3) Discontinued substance use verified by random substance testing; student is place in PLUS group for future testing
Second Positive Result	**Second Positive Result Or Plan Is Violated**
Meet with student and parents; plan on file in office to include the following: 1) Substance Awareness Course 2) Ongoing counseling, if needed, with permission for Shelton to speak with counselor 3) Discontinued substance use verified by randon substance testing; student is placed in PLUS group for future testing	Student will be required to withdraw from the Shelton School.
Third Positive Result Or Plan Is Violated	
Student will be required to withdraw from the Shelton School.	

*Tobacco positives will follow consequences listed on the previous page.

SAGE Dining Services®

SAGE Dining Services® is excited to partner with Shelton School again this year. We take pride in the food we offer, and hope you are pleased by how much your student enjoys his or her lunch every day.

SAGE believes all foods fit on your plate when you practice variety, balance, and moderation. The SAGE Spotlight Program® makes this easy! We assign color-coded dots to menu items to guide your decisions. Our program encourages a healthy relationship with food that is both fun and nutritious. A balanced approach to eating relies on getting a variety of nutrients from a broad array of foods. Moderation is key, since all foods contain differing amounts of nutrients. The green, red and yellow dots indicate how much and how often certain foods should appear on a plate.

Green spotlight foods are the foundation of your plate and should occupy **at least ½ your plate**. Simply prepared fruits, vegetables, whole grains, lean proteins, and non-fat dairy are common green dot foods.

Yellow spotlight foods are prepared with moderate amounts of added sugar, fat, and/or salt, yet add a mix of nutrients and flavors to your plate. Include not more than **¼ to ½ of your plate** with yellow dot foods each day.

Red spotlight foods can also provide valuable nutrients, but also contain some you want to moderate. Red dot foods like apple pie, hamburgers, ice cream and pizza have a place on your plate. Enjoy red dot foods in small portions, less frequently, or not more than **¼ of your plate**.

SAGE's registered dietitians evaluate and update the program on an ongoing basis. As part of the SAGE Signature Service®, they analyze recipes and review menus for balance, completeness, and accuracy. SAGE understands the importance of accommodating students with food allergies and other dietary restrictions. As partners in your child's health and nutrition, we encourage students to work with SAGE's Food Service Director to discuss menus and learn about making wise choices.

For more on SAGE Dining Services® go to SAGEDining.com.

What is included in the lunch program?
The daily lunch menu will include healthy, made from scratch entrees accompanied by side dishes and fresh vegetables every day. In addition, the menu will include freshly made soup, salads and sandwiches. **The cost of the program is included in your tuition.**

FOR SENIORS:
Seniors are permitted to leave campus for lunch; therefore, for seniors, the lunch plan is optional. A reduction in tuition will be made if a Senior student elects not to participate in the lunch program, but a daily fee is charged if lunch is eaten.

THE JUNE SHELTON LIBRARY MEDIA CENTERS

Library Parent Handbook
2019-2020

Put these dates on your calendar!

Special Library Events

SHELTON LIBRARIES OPEN Tuesday, August 20, 2019
SHELTON Book Fair, Friday October 18 through Friday, October 25, 2019
Man Cave and *Girl's Book Club* at the end of each quarter. (Upper School)
National Library Week: April 20-24, 2020 (School-wide)
Libraries will close for the year on the last day of final exams.

When we are here...

Heffernan Elementary Library
(First Floor: Early Childhood – Fifth Grade)
8:00 AM – 4:00 PM Monday – Thursday
8:00 AM – 3:00 PM Friday

Hillcrest Middle/Upper School Library
(Third Floor: Sixth through Twelfth grades; Professional & Parenting)
8:00 AM – 4:15 PM Monday – Thursday
8:00 AM – 3:00 PM Friday

As the information center of the school, the Shelton library media centers provide curriculum support and research guidance, supplying books and information for students, teachers, parents, staff, and administration. The libraries support a program that encourages inquiry learning, critical thinking, creative expression, individual investigation, and research. Our services, materials, and instruction strive to be appropriate for meeting the needs of the student with learning differences and those that teach them. The students will acquire and use information-seeking skills and be able to find, evaluate, and use information. To promote a love of reading and lifelong learning, both libraries also serve the

recreational needs of its users through quality fiction and nonfiction books, e-books, newspapers, journals, and magazines that are reflective of our users' interests.

Who we are...

The Lower, Upper Elementary, Middle, and Upper School divisions each have a full-time librarian, MLS accredited. As active professionals, we regularly attend, contribute, and participate in local, statewide, and national library associations and organizations.

Library Coordinator and Upper School Librarian: **Kelli Yonker, x2255**
Middle School Librarian: **Margaret Simmons, x2254**
Upper Elementary Librarian: **Barbara Katz x2477**
Lower School Librarian: **Mary Drexler, x2477**
Library Assistant: **Ada Hinkle, x2477**

What we have...

The Heffernan Elementary Library collection located on the first floor contains over 13,000 titles representing a variety of fiction, non-fiction, and reference material, in many formats, for students in grades early-childhood through fifth grade. The Hillcrest Library, located on the third floor, contains over 8,000 titles for grades six through twelve, as well as our professional collection.

- **The Shelton Library Catalog** *Destiny* is available on the library's home page at www.shelton.org/library and can be accessed off-campus. Students may locate materials before coming to the library and may request the materials be held for pick-up.
- **Shelton Library Electronic Subscription Databases** are easily available on campus and also remotely with username and passwords available from the library. Visit the library home page at: **www.shelton.org/library** and click on either Middle and Upper Schools or Lower and Upper Elementary Schools ***Subscription Databases.*** Students in grades six through twelve have a school laptop, and the use of these online databases and electronic material is essential. Through the library website there is also an Upper Elementary Library webpage, serving third through fifth grade students as well as a Primary webpage for our youngest students, with electronic learning activities and ebooks.
- As many of our students have reading skills improved through visual and listening modalities, our media collection includes video recordings, DVDs,

eBooks, audio books, and *Playaways*. In addition, both libraries have a class set of iPads.

- A **Parent/Professional Collection** in the third floor library offers books, DVDs and videos, professional journals, and instructional materials for Shelton's faculty, parent, and professional communities. For an entire list of professional books, see Shelton Library Home Page.

How to use all these resources...

- **Electronic Resources** are available on campus and/or remotely with username and passwords, accessible from the Shelton Library Home Page www.shelton.org/library. Password charts are also available in the library. These are updated frequently so ask for the most recent passwords.
- **General Material Collection** Primary students check out one book for one week. Elementary students may check out two individual items (print or audio) for two weeks. Once those items are returned, the students can check out other books.
- **Middle and Upper School students** have unlimited checkout, and all items are due to be returned in three weeks. Due date cards are inserted in each fiction and young adult book and every
  item is eligible for renewal unless it has been placed on reserve by another student. Students may also check out DVD's and magazines for one week period.
- **Parent & Professional Collection** Parent loans are encouraged; however, a temporary $20.00 deposit for each item is requested for videos and other materials in high demand.
- **Reserve Materials**
  - Students may place items on reserve.
- **Renewals** are permitted as needed, unless the item has been reserved or is in high demand. Users do not need to produce the item in-hand to renew it.
- **Overdue Policy** *Overdue* library items must be returned before additional materials may be checked out. Students in Middle and Upper School will not be allowed to sit for exams with overdue library items.
- **Lost Items** In an effort to encourage students to return materials and be responsible for school property, lost books will incur a fine amounting to the cost of replacing the item.

What we do ...

- We create **LibGuides** with library and electronic resources for specific research topics and units of study. We provide **library orientation and collaborative teaching** for research, incorporating information literacy skills throughout the school year. We reinforce and teach **Problem-Solving Strategies** such as organization, retrieval, synthesis, critical thinking and evaluation skills on a

repetitive basis, through collaborative planning, inquiry learning, direct instruction, and at any student's point of need. Students are encouraged to schedule individual time with a librarian whenever they feel it's necessary.

- We have **current parenting and professional publications** on learning differences and education. Print issues are on display in the third floor library's reading commons, and back issues are available for checkout. See the Library Home Page for online journals.
- We strive to make all students learn to **love reading**. We give off-the-cuff book talks, stay up to date on new books and keep the weekly *New York Times Book Reviews* on the coffee table. Students regularly receive emails, posters and other notifications about new and especially popular books. English teachers frequently assign outside reading to students and we personalize materials for those class visits.

Some of our annual programs...

- **Visiting Authors** or storytellers are invited to the school for presentations and discussions with the students. We welcome your suggestions.
- Elementary-fifth grade students are encouraged to participate in the new Shelton reading program, *Charge Into Reading*, modeled after the Texas Bluebonnet Award program. Lower School students begin early with the *Trot Into Reading* program
- **Shelton's Annual Book Fair** is held in October to promote the reading of quality books in the home. Proceeds support the Shelton library program and classroom teachers. The Book Fair includes valuable parent volunteer participation.
- Shelton celebrates spring during **National Library Week** with guest readers taken from administration, staff, Middle and Upper School faculty and students. All of Shelton participates in **Drop Everything and Read (D.E.A.R)**, a time set-aside during the National Library Week for free reading.
- Students are encouraged to enter the **Texas Library Association's Youth Creators Award.**. Shelton has a record of producing statewide ranked award winners. This competition takes place in the spring.
- **Book Talk Presentations** are provided for classes on all grade levels to motivate students when choosing reading material.
- **Upper School Library** hosts *Man Cave* and *Girl Power* Book Clubs at the end of each quarter. Chick Fil-A lunch is provided.

Library etiquette...

Respecting the rights of others and exhibiting behavior appropriate in a place of learning ensures a comfortable atmosphere that is productive for all. A reasonable sound level of behavior is adhered to in accordance with the guidelines upheld throughout the Shelton School.

Sorry, there is no eating or drinking allowed in the library (except for book club lunches).

Due date return cards are inserted at the back of every book. The books will be due back at the library within three weeks. Fines and academic withholdings result if a book is overdue.

If a student wants to keep the book longer than three weeks, renewals are available.

If a library book is lost, we ask the student to pay the replacement cost.

In the Heffernan Elementary Library, books are checked out for two weeks. Both elementary and secondary libraries do not check out additional books if a student has books overdue.

Magazines and Newspapers 2019-20

Both elementary and secondary libraries subscribe to excellent periodicals, newspapers and magazines. All students beyond fifth grade are welcome to check out a magazine overnight or for as long as a week. Professional magazines are available for parents to check out. Shelton's Library Homepage also offers newspapers, magazines and professional journals for on-campus reading.