

# SHELTON SCHOOL PARENT HANDBOOK



2020 - 2021

17301 Preston Road Dallas, TX 75252  
972/774-1772 [www.shelton.org](http://www.shelton.org)



## PARENT HANDBOOK 2020 - 2021

Lower School - Christine Davis, Head of LS

Early Childhood, Pre-Primary, Primary (1/2)

Upper Elementary School - Amy Kelton, Head of UE

Elementary (3/4), grade 5

Middle School - Lisa Tyler, Head of MS

Grades 6 through 8

Upper School, Jenny Cheatham, Head of US

Grades 9 through 12

## SCHOOL LEADERSHIP

Suzanne Stell, Executive Director

Mellany Barnett, Associate Head of School

Amy Kelton, Associate Head of School

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 -- PARENT HANDBOOK

## 2020 - 2021

### SCHOOL

- 1 Divisions & Leadership

### MEDICAL

- 2 Important Medical Information  
COVID Waiver
- 3 SchoolPass - COVID-19 Tracking at Shelton

**SCHOOL POLICIES** - *All parents, UE, MS, and US students must e-sign & submit the Acknowledgment of Shelton School Policies no later than Monday, September 28, 2020. Acknowledgment documents to be emailed by student Division Offices.*

- 4 Shelton Policies Related to COVID-19  
**IMPORTANT:** These policies supersede related policies within each Division Section during COVID-19 time and until further notice.
- 5 Board Policy Discipline & Dismissal of Students
- 6 Payment Policies for Tuition, Aftercare, Speech
- 7 Raptor Technologies - Visitor Management System
- 8 Child Protective Services - Policy of Shelton School
- 9 Official Student Records - Retention
- 10 Legal Testimony & Custody Issues
- 11 Achieving a Drug & Alcohol Free Campus
- 12 Substance Use Policy
- 13 Solicitation Involving Shelton Students &  
Request from Parent/Employees to Sell Merchandise/Services
- 14 Media Policy
- 15 General Guidelines for Field Trips
- 16 Field Trip Driver Information Form
- 17 Harassment & Bullying Policies
- 18 Action Plan/Emergency (Crisis, Tornado)

## **EC - 5th / LOWER SCHOOL & UPPER ELEMENTARY**

### **Bell Schedules & Procedures**

- 19 Lower School Personnel
- 20 Upper Elementary Personnel
- 21 *Early Childhood* Bell Schedule
- 22 Lower *Pre-Primary* Bell Schedule
- 23 Lower *Primary* (1st/2nd) Bell Schedule
- 24 Lower Specials Master Schedule
- 25 Bell Schedule for Upper Elementary
- 26 EC - 5th Procedures
  - Arrival & Departure
  - Carpool
  - Aftercare Program
  - Attendance & Absences
  - Inclement Weather
  - Special Classes & Athletics
  - Teacher Gifts
  - Custody Issues
  - Reports
  - UE Homework & Quiet Time
  - Rewards
  - Computer / Fax Machine
  - Parent - School Communication
  - Special Events
  - Birthdays & Seasonal Celebrations - Guidelines
  - EC-5th Grade Event Planner
  - Latex Policy
  - Field Trips
  - Student Records
  - Supplies
  - Telephone Usage
  - Things to Bring & Things to Leave at Home
  - Visitors in the School
- 27 Discipline
- 28 Uniforms
- 29 Sage Dining
- 30 Library

## **6th - 8th / MIDDLE SCHOOL - Bell Schedule & Procedures**

- 31 Middle School Personnel
- 32 Bell Schedule
- 33 6th - 8th Procedures
  - Carpool
  - Aftercare Program
  - Attendance & Absences
  - Inclement Weather
  - Grading Policy & Reporting
  - Academics
  - Telephone Usage / Electronic Equipment
  - Middle School:
    - Counselor
    - Assistant Head(s)
    - Electives
    - Field Trips
    - Student Council
  - Special Events
  - Teacher Gifts
  - Custody Issues
  - Student Records
  - Visitors in the School
  - Latex Policy
  - Lunch & Snacks
- 34 Discipline
- 35 Uniforms
- 36 Sage Dining
- 37 Library

## **9th - 12th / UPPER SCHOOL - Bell Schedule & Procedures**

- 38 Upper School Personnel
- 39 Bell Schedule
- 40 9th - 12th Procedures
  - Arrival & Departure / Parking Lot Guidelines
  - Attendance & Absences
  - Academics / Report Cards
  - Custody Guidelines
  - Enrollment Guidelines
  - Student Affairs (i.e. Homework, Tests, Make-up Work, etc.)
    - Community Service
    - Senior Privileges
    - Phone Usage / Electronic Equipment
    - Communication with Teachers
  - Teacher Gifts
  - Inclement Weather
- 41 Student Code of Conduct / Discipline
- 42 Substance Use Policy
- 43 Uniforms
- 44 Sage Dining
- 45 Library
- 46 **SHELTON SPEECH, LANGUAGE & HEARING CENTER Information**

## IMPORTANT MEDICAL INFORMATION

### COVID WAIVER

**IMPORTANT** - For those learning on campus, we are asking parents/guardians to sign and submit this COVID Waiver, if you have not done so already - click [HERE](#).

This helps us guarantee we are all striving to do our part to ensure the safety and wellness of students and staff and gives us the best chance of keeping our students on campus. Our varsity fall sports' parents have already completed this; another one is not needed.

### IMMUNIZATIONS

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. Shelton no longer accepts Affidavits for Immunization Exemption for Reasons of Conscience. Medical exemptions are allowed if written by an allergist/immunologist or a hematology/oncology physician. See full policy on the Shelton Website under Medical.

### ILLNESS/COVID-19 POLICIES

In the interest of student and staff health, please keep your child home if he/she is showing signs of illness, fever over 100.0, vomiting/diarrhea/abdominal pain, rash, recent loss of taste or smell, cough, shortness of breath, extreme fatigue, muscle pain, etc. Your child must be fever free for 72 hours off of Tylenol/Advil/Motrin/Aleve before returning to school. If your child has had fever, or other symptoms of COVID-19 and is not diagnosed with COVID-19, a note from your child's physician will be required prior to returning to school.

You will receive a call from the school nurse if your child is ill and needs to be picked up from school. Please make sure that we have updated contact information. In the interest of everyone's safety, please make arrangements to have your child picked up within 45 minutes of receiving the call.

Any student who experiences any of the symptoms of COVID-19, or has been DIAGNOSED WITH COVID-19, should self-isolate until the following conditions have been met:

- (1) at least 1 day (24 hours) have passed fever free without the use of fever-reducing medications such as Tylenol/Advil/Mortin/Aleve); and
  - (2) the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - (3) at least 10 days have passed since *symptoms first appeared*
- A student who has symptoms that could be COVID-19 (including a fever) and does not get evaluated by a medical professional or tested for COVID-19, is assumed to have COVID-19, and may not return to the school until the student has completed the same three-step criteria listed above.
  - A student has symptoms that could be COVID-19 and wants to return to school before completing the above self-isolation period must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis. The student must be fever free for 24 hours.
  - A student tests positive for COVID-19 but is symptom free must stay home for 10 days following the date that the test was taken.
  - Any student living with someone who experiences any of the symptoms of COVID-19, whether they have a negative COVID-19 test or not, should self-isolate for 14 days. If they do not experience any COVID-19 symptoms during that period, they can return to school after the 14 days. If they develop symptoms, they must self-isolate until all 3 conditions outlined above have been met.

### **BALLOON POLICY**

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.

### **MEDICATION POLICIES**

If your child needs to take medicine at school, a "Shelton Medication Form" must be filled out by you the first time medicine is sent to school or if there are any changes. The form can be found on the Shelton website under Parent Info, Medical and then click on the link. A parent/guardian MUST bring in the medication when the medication is started. Parents must bring all medication to the clinic. 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 972-408-4319.

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.

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.

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.

- a. When any prescription medication changes (at home and at school), please notify the school nurse by email at [eherman@shelton.org](mailto: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.

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

### **ASTHMA POLICY**

If your child has asthma, you must fill out the “Shelton School Asthma Action Plan” and return it to the clinic by the first day of school. A copy can be downloaded on the Shelton website: go to Parents Info under Shelton School, click on Medical and then click on Asthma Action Plan. Students may carry their inhalers on them. Due to COVID-19, routine aerosolized breathing treatments will not be administered at school. In case of emergency, breathing treatments can be given but the child will be isolated during the treatment and then must go home. Please bring a rescue inhaler and spacer to be kept at school.

### **FOOD ALLERGY POLICY**

If your child has allergies to food, medications and/or insect bites, you must fill out a Shelton School Allergy Action Plan. It should be completed, signed by your child’s doctor and returned by the first day of school. A copy can be found on the Shelton website: go to Parents Info under Shelton School, click on Medical and then click on Allergy Action Plan. If your child’s allergy is severe, please bring emergency epinephrine to be kept at school, please bring it with a label from the pharmacy to the nurse and make sure that your child’s doctor has completed and returned the Allergy Action Plan. Please bring a picture of your child to be placed on the plan and on the Epi-pen.

### **SEIZURE POLICY**

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 section under Parent Info.

***[Back to TABLE of CONTENTS](#)***

## COVID-19 TRACKING AT SHELTON

The following is a recap of our plans for identifying and tracking any COVID-19 cases at Shelton. When Shelton is notified that a student / faculty or staff member is positive for COVID-19, the school nurses, with the help of staff in each division, will determine if the person was at school when he / she was contagious and, if so, who was a close contact to that person.

Close contact is defined as being within 6 feet for more than 15 minutes of cumulative time per day, with or without a mask, or being directly coughed or sneezed upon by a known positive case. All close contacts will receive a phone call from someone at school with instructions. A followup email will be sent.

### Instructions to track positive cases of COVID-19 at Shelton:

- Go to: [www.shelton.org/parents/covidcases](http://www.shelton.org/parents/covidcases)
- Password: Shelton20

### SchoolPass Wellness Reminder

- Complete your child's Wellness screening every school day whether or not he / she is at school. Those students who have chosen to learn at home do NOT need to complete the screening unless they are participating in Shelton extracurriculars.

### What to bring to school each day (per our *Returning Safely*) guidelines:

- A clean face covering
- A water bottle
- A healthy snack

### To report an absence you have several options:

1. **Use SchoolPass App:**
  - On the home page click on Make Changes
  - Select Report Absence
  - Select the Student's Name
  - Choose the relevant date range and frequency of absence
  - Add a note with a reason why your child is absent
  - Confirm the changes

**2. Use SchoolPass website**

- Click on Report an Absence
- Choose your child
- Choose the relevant date range and frequency
- Add a note with a reason why your child is absent
- Submit

If you have questions please refer to the SchoolPass help website: <http://parenthelp.school-pass.net/>

**3. Email your child's division using the below emails:**

[lowerattendance@shelton.org](mailto:lowerattendance@shelton.org)  
[upperelemattendance@shelton.org](mailto:upperelemattendance@shelton.org)  
[middleattendance@shelton.org](mailto:middleattendance@shelton.org)  
[upperattendance@shelton.org](mailto:upperattendance@shelton.org)

**Please be sure to let the school know why your child is absent.**

***[Back to TABLE of CONTENTS](#)***

## Shelton Policies Related to COVID-19

**Effective Date: 8/26/2020**

*These policies supersede all related policies within each division section during COVID-19 time and until further notice.*

Despite the challenges in and around our area due to the pandemic, Shelton is committed to delivering our mission and educational program.

To be successful, we will need our students, parents, faculty and staff to share the responsibility of keeping our campus community healthy and safe. Understanding that guidelines and plans are constantly in flux, we ask for your patience and flexibility as we adjust to these unprecedented times.

### Community Expectations

- Adhere to federal, state, and local guidelines and directives designed to mitigate the spread of COVID-19, including social distancing in public, use of face coverings, and regular hand washing.
- Stay home when sick.
- Stay home if exposed.
- Notify the school nurse if testing for COVID-19.
- Avoid unnecessary travel.
- Complete the daily wellness check.
- Limit personal items brought to campus. Limit sharing.
- Ensure medical forms and emergency contacts are updated.
- Pick up your child from the school within one (1) hour of receiving notification of illness.

### Health and Safety Protocols

While no policy can guarantee to prevent the spread of the COVID-19 virus, the procedures outlined in this document represent our plans to mitigate the risk for our students and staff members.

### Learning Plans

Shelton has plans in place for

- On-Campus Learning
- At-Home LearningHybrid Learning (Middle and Upper School Divisions)

Parents may choose On-Campus or At-Home Learning for their student, and may change from one plan to the other by giving the division office one week's notice. The Middle School At-Home Learning Manual can be found [here](#). The Upper School At-Home Learning Manual can be found [here](#).

There may be situations that require a reduction in the number of students on campus. The Hybrid Plan will be used in these situations.

Middle School Hybrid Plan click [HERE](#).

Upper School Hybrid Plan click [HERE](#).

Students in grades EC - 8 are placed in cohorts to minimize the number of contacts. These students will be in classes and electives with others in the same cohort.

### Attendance & Absence Reporting

Parents are asked to promptly report any absence and give the reason (especially any illness). SchoolPass is the preferred method for reporting absences. As a backup, parents can email the appropriate division:

[lowerattendance@shelton.org](mailto:lowerattendance@shelton.org) for EC - 2nd grade

[upperelemattendance@shelton.org](mailto:upperelemattendance@shelton.org) for 3rd - 5th grade

[middleattendance@shelton.org](mailto:middleattendance@shelton.org) for 6th - 8th grade

[upperattendance@shelton.org](mailto:upperattendance@shelton.org) for 9th - 12th grade

Students who arrive late or need to leave early:

Parents should provide 24hr notice to the advisor and division office for scheduled appointments.  
Parents will remain in their car and call the division office when they arrive.  
A staff member will walk the student to/from the car.

### Limiting Access to Campus

Visitors and unnecessary vendors are not permitted as we start school. Allowances will be made for essential visitors such as SPA officers.

Outside tutors and therapists will not be permitted in the building as we start school.

Parents may not bring outside food for students at lunch or for celebrations at this time.

### Carpool

Parents should remain in cars during carpool. Parents cannot park and walk up to retrieve/drop-off students during carpool.

Staff will not be able to help secure Lower School/Upper Elementary students in cars or car seats. Parents should practice buckling/unbuckling with their student or be prepared to assist as the student enters/exits the vehicle.

### Daily Wellness Checks

Families are asked to complete a daily wellness check for each student. Students exhibiting any of the symptoms listed must stay at home. The SchoolPass program will be used for daily wellness checks, reporting absences, and carpool.

### Face Coverings

All faculty, staff and students (grades 1st and up) are required to wear masks when coming onto campus and entering buildings and classrooms. EC/PP students are encouraged to wear masks, especially when entering and exiting the building. Students and staff should wear a clean face mask daily. Face shields can be worn in addition to masks but not in lieu of masks. Neck gaiters are not acceptable. If a student arrives without a mask, we will notify parents and provide a disposable mask for the day.

Breaks from wearing masks, while adhering to CDC guidelines, will occur throughout each day. This may include outdoor time when students are physically more than 6 feet apart.

Please note, should our policies on face coverings change based on health guidelines, we will send a notification of the change(s).

### Hygiene Measures

Maintaining personal hygiene is critical in combating the spread of the virus.

Outdoor hand washing stations are in place near playgrounds and entrances. Hand sanitizers are in place throughout the hallways and students will be reminded of proper hand washing. Students in grades 6 and up will carry materials to class in backpacks to allow frequent hand washing. Increased signage will be placed across campus as reminders.

Classrooms for younger students are equipped with restrooms which will be disinfected regularly. Hallway restrooms will be limited to 4 students at a time, and plastic shield dividers will be installed between sinks. All restrooms are equipped with touchless-flush toilets, touchless sinks, soap dispensers, and paper towel dispensers. Restrooms will be disinfected frequently throughout the day.

### Enhanced Cleaning Protocols

Door handles, desks, and chairs will be sanitized with a disinfectant after each class. Lunch tables, shields, and chairs will be sanitized/disinfected between each lunch period. Restrooms, high touch surfaces, and common areas will be disinfected frequently throughout the day. Deep cleanings will occur twice a week.

There will be a reduction in the number and kind of materials that are shared. Any shared materials will be disinfected after each use.

LS/UE Classrooms: students will wash hands before and after using Montessori materials. Materials will be disinfected regularly. Laptops will be used individually and disinfected after each use. Students will wash hands before and after using a laptop. Student face shields will be cleaned throughout the day by teaching staff or the student if age appropriate.

### Physical Distancing

There will be no large gatherings of students. LS/UE/MS students will go directly to their advisory upon entering the building at 8:00 a.m.. Upper School students will go directly to their 1st period class upon entering the building at 8:00 a.m.

Dismissal will be from the classroom and students will go directly to their car in the carpool line. Student seating in classrooms and at lunch will allow for social distancing. Shields are in place on all tables in the dining hall as well as outdoor eating areas and in the Commons.

### Hallways

Directional arrows will be placed in hallways. Students are expected to follow the direction of the arrows even though it may not be the shortest route to their next class. Extra time has been scheduled for passing periods. Students in LS/UE will always be accompanied by a teacher while in the hallways and will observe social distancing measures in place.

### Lockers

To avoid overcrowding in hallways, students will not use lockers to start the year. Instead, students will carry backpacks. This will make frequent hand washing easier for students.

### Water Fountains

Students should bring their own reusable water bottles. Bottles should be clearly labeled with first and last names. Unlabeled water bottles will be thrown away as they are found.

Touchless water fountains and water bottle fillers will not be used until further notice.



### Snacks

Students should bring their own snack to eat at the designated snack times. Snacks will not be sold on campus. LS/UE will not provide shared classroom snacks.

### Food Service

SAGE Dining Services will provide traditional lunch items in prepackaged, disposable containers. Please check the SAGE website or app, *A Touch of Sage*, to assist your child in making lunch choices ahead of time.

- Hot entree
- Vegetarian option
- Options for those with food allergies (gluten-free, nut-free, etc)
- Salad
- Sandwich
- Dessert
- Drink cartons

Physical distancing guidelines limit the number of students who can eat in the dining hall and at each table. In addition to the dining hall, a variety of designated indoor and outdoor spaces will be utilized. Since face coverings will be removed while dining, students will be reminded to maintain an appropriate physical distance. Plastic shield dividers have been installed at each dining table. Students can bring their labeled reusable water bottle to lunch or choose a disposable drink carton.

Upper School seniors will be able to continue the tradition of off-campus lunch only with adherence to additional COVID safety protocols and guidelines. Signed parental permission is also required.

Students may bring a sack lunch from home if desired.

After Care LS/UE/MS Space in After Care is limited. Please contact Stephanie Weatherford at [sweatherford@shelton.org](mailto:sweatherford@shelton.org) or your division office about availability. All students must be formally registered through the Shelton website. Students aren't permitted to attend After Care without registration. There are **no drop-in** services. Parents who want to register for After Care from this date forward must have approval by their student's division head prior to registration.

Students are required to bring their own snack and bottled water every day. No snacks will be stored by A.C. staff for students/parents. One snack per day should be sent for each child.

Classrooms will be sanitized by the classroom teacher before After Care begins and at the conclusion of After Care each day by the After Care staff.

**After Care Pick-up Procedures:**

EC through 5th grade parents will be given After Care staff cell numbers, and will text the appropriate After Care staff to inform them they have arrived, and remain in their car. The staff member will walk the EC - 5th grade student to the door and the parent will pick up the child.

Parents of Middle School students will text Karen Shaw and the student will walk to the main entrance to meet their parents.

All students must be picked up by 6:00 p.m. There is a \$1.00 per minute fee for every minute after 6:00 pm.

**Parents are not allowed to enter the building at any time.**

***[Back to TABLE of CONTENTS](#)***

## **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 / 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.

***[Back to TABLE of CONTENTS](#)***

## **SHELTON PAYMENT POLICIES**

### **2020 - 2021**

#### **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 June and conclude by the end of March.

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 15<sup>th</sup> to attend classes on the first day of school. Tuition must be in good standing on December 15<sup>th</sup> 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 25<sup>th</sup> 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 25<sup>th</sup> 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 25<sup>th</sup> 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.**

***[Back to TABLE of CONTENTS](#)***

## **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 main entrance off McCallum is the only entrance to be used by visitors and parents. This applies both to entering and exiting the building, which helps us in ensuring the best possible safety of our students. Please do not ask staff or students to open other doors to allow entrance to the building.

***[Back to TABLE of CONTENTS](#)***

## **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.

***[Back to TABLE of CONTENTS](#)***



## **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.

***[Back to TABLE of CONTENTS](#)***

## **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 Shelton staff member closest to the student in said legal matter be called; that being the Executive Director, Associate Heads of School, or the Division Head. Whenever possible we prefer for instructional staff to remain in their offices and classrooms to serve their students. The Executive Director and Associate Heads of School are the official guardians of all records and will, with a subpoena, provide all court-required documents.

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.

***[Back to TABLE of CONTENTS](#)***

## **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 2020-2021 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.

***[Back to TABLE of CONTENTS](#)***

## **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. Students arrested for drug or alcohol-related incidents may be required to take random drug/alcohol tests with results reported to the Dean of Students or Assistant Head of the appropriate division 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.

*[Back to TABLE of CONTENTS](#)*

## **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 highlights clip. He may not sell copies of the highlights clip to other students or parents. He can, however, provide the film footage to appropriate school personnel. In turn, they may create a mixtape for further distribution via Shelton communication channels. 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, Associate Heads, of School, Business Office and Human Resources Office.

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

***[Back to TABLE of CONTENTS](#)***

## **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 / Head of School
- B) The Director of Public Relations and Marketing
- C) Chairman, Board of Trustees
- D) Associate Heads 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 / Head of School.

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 / Head of School 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 / Head of School.
- 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 through 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 / Head of School 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 / Head of School.
- 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 / Head of School, 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.

***[Back to TABLE of CONTENTS](#)***

## 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 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> is 1:5 (1 parent to 5 students).
4. In a parent's vehicle only one child per seatbelt.

*[Back to TABLE of CONTENTS](#)*

Revised: July 2017

*Revised 5/28/09; 3/31/10; 7/8/10; 5/30/13*



## SHELTON SCHOOL FIELD TRIP DRIVER AGREEMENT FORM

- I am agreeing to transport students on a Shelton School field trip or outing.
- I will provide a functional seatbelt or car seat for each student passenger as required by law, excluding the front passenger seat.
- I represent that the vehicle I will drive has adequate insurance coverage as required by Texas law.
- I will present a current driver's license and proof of active insurance as required.

**To be completed by the parent or volunteer driver and returned to the teacher.**

Parent/Driver Name: (Print) \_\_\_\_\_

Parent/Driver Emergency Contact Information:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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. My vehicle can carry \_\_\_\_\_ students in seatbelts or car seats as required.

Auto Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Vehicle year, model, color: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

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

Parent/Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the teacher:**

Teacher's Signature: \_\_\_\_\_

Field Trip and Date: \_\_\_\_\_

Proof of Driver's License and Insurance verified: Yes \_\_\_\_\_ (teacher initials)

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

## **HARASSMENT AND BULLYING POLICIES**

### **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 she/he is being harassed or bullied during his/her participation of study or other Shelton related activities. Shelton is committed to protecting its students from harassment and bullying.

### **HARASSING AND BULLYING BEHAVIORS**

Harassment or 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; it 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 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 the 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 and Associate Heads of School. 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.

***Back to TABLE of CONTENTS***

Revised July 2017

## EMERGENCY ACTION PLANS

Shelton has procedures in place for emergencies, natural or manmade. Should we experience a crisis related to military or terrorist activity during the school day, we will 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](http://www.shelton.org). We will also notify families and staff through our web-based notification system.

*For any of the emergency situations below, the following will occur:*

- Allow student drivers to leave **only with parental permission and if it is possible to do so without jeopardizing others**
- **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.
- 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 practical, students will be escorted to a secure location nearby.

- 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 school students and staff

Revised July 2018

---

**SEVERE WEATHER PLAN**

*Additional Information Regarding Tornadoes*

If a tornado warning occurs during school hours, all students and staff will move to our storm shelter and will take shelter in place. Students and staff will move immediately to the gym as rehearsed during drills. Doors will be locked, and students and staff will remain sheltered 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 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 and a message will be sent to parents.

***[Back to TABLE of CONTENTS](#)***

## LOWER SCHOOL PERSONNEL 2020 - 2021

Christine Davis	Head of Lower School	200
Christie Morris	Assistant Head – EC-5	207
Will Riemer	Assistant Head – EC-5	208
Liz Barnett	Administrative Assistant	200A
Anne-Marie Shiflet	Administrative Assistant	205
Mary Drexler	Library Media Specialist	Library/253
Jennifer Davis	Physical Education Coordinator	Gym
Meghan Miller	Testing Coordinator	705
Ann Shortall	Coordinator Speech Language	818
Eve Herman, Lisa Nagid	School Nurses	315

## ADVISORS

Jennifer Stevens/Karen Ferguson/Kelly Lee	Early Childhood A	222
Lisa Winkler/Christina Rosen	Early Childhood B	220
Nicole Miller/Nancy McCann	Pre-Primary A	218
Bonita Smith/Shara Rogers	Pre-Primary B	216
Susan Collins/Marianne Guzman	Primary A	215
Joni Harris/Mary Ann Broussard	Primary B	217
Carol Brock/Meghan Ball	Primary C	211
Jessica Sudler/Honey Harris	Primary D	212
Amie Moyer/Karen Truitt	Primary E	213
Peggy Krug/Tracy Wilson	Primary F	210
Libby Evans	Primary G	214

## SPECIALS & SPEECH TEACHERS

Gretchen Goldstucker	Art	111
Kyle Hughes	Drama	112
Ken Utz	Music	110
Dana Rubin	PE Teacher	Gym
Debbie Brooke	PE Teacher	Gym
Debbie Dauber/Kim Bice	Speech Language Pathologist	819
Taylor Bank	Speech Language Pathologist	813
Catherine Walhood	Speech Language Pathologist	812
Charlotte Fisher	STEM	221

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

## UPPER ELEMENTARY PERSONNEL

### 2020 - 2021

<b>Amy Kelton</b>	<b>Head of Upper Elementary</b>	<b>202</b>
Will Riemer	Assistant Head-EC-5	208
Christie Morris	Assistant Head-EC-5	207
Betsy Arciniega	Administrative Assistant	200B
Christy Matthews	Testing Coordinator	706
Elizabeth Hull	Testing Coordinator	710
Susan Sutton	Guidance Counselor	209
Barbara Katz	Library Media Specialist	Library/254
Eve Herman, Lisa Nagid	School Nurses	315
Ann Shortall	Coordinator of Speech Lang. Therapy (3/4/5 grade)	818

### ADVISORS

Lolly Ashwill / Tabitha Valdez	Elementary	235
Siew Chen / Kelly Barker	Elementary	229
Casey Barnett/Jennifer Harriman/Ginnette Correa	Elementary	230
Clare Stein / Jill Alessandra-Garza	Elementary	233
Margaret DeTullio / Melissa Dodd	Elementary	224
Lena Hilbert / Beth Womble	Elementary	228
G-g Shryer /TBA	Elementary	226
Susmita Sarma/ Ana-Maria Teodorescu	Elementary	225
Rhonda Santoyo / Gabrielle Steinberg	Elementary	223
Amber Williams / Candace DeWaal	Elementary	227
Jennifer Drake/ Donna Gonzalez	Elementary	234
Sara Golieb	5th Grade	240
Tricia Harden	5th Grade	245
Sam Hawkins	5th Grade	251
Jean Huddleston	5th Grade	239
Laine Jones	5th Grade	252
Lisa King	5th Grade	244
Meredith Matthews	5th Grade	241
Dyana Payne	5th Grade	242
Jessica Newman	5th Grade	236
Cheryl Prince	5th Grade	237

### OTHER TEACHERS

Gretchen Goldstucker	Elementary Art Teacher	111
Kyle Hughes	Elementary Drama Teacher	112
Jerry Bishop / Ken Utz	Band	110
Philip Carroll	Physical Education	Gym
Jennifer Davis	Physical Education	Gym
Katherine Goree	5th Grade Art Teacher	115
Beth Riggs	5th Grade Drama Teacher	109
Leigh Taylor	STEM	249
Ken Utz	Elementary Music Teacher	110
Jennifer Zeavin	5th Grade Teacher	238
Kristi Dow	5th Grade Teacher	236
Glynn Rasor	SPL and Association Method	212
Brittany Jones	STEM	108/327

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

## SHELTON LOWER SCHOOL EARLY CHILDHOOD SCHEDULE

Monday – Thursday	Friday	Schedule
8:30-9:00	8:30-9:00	Calendar, Group Presentation
9:00-11:30	9:00-10:50	Montessori Work Cycle
11:30-12:14	10:54-11:34	Special Subjects
12:14-1:45	11:37-1:10	Lunch/Rest
1:45-2:30	1:10-1:30	Montessori Work Cycle
2:30	1:30	Carpool

***[Back to TABLE of CONTENTS](#)***



### SHELTON LOWER SCHOOL PRE-PRIMARY SCHEDULE

<b>Monday-Thursday</b>	<b>Schedule</b>	<b>Friday</b>	<b>Schedule</b>
8:30-8:45	Advisory	8:30-8:45	Advisory
8:45-11:25	Montessori Work Cycle Group Speech Language Therapy	8:45-10:50	Montessori Work Cycle Group Speech Language Therapy
10:55-11:24	Lunch	10:55-11:35	Specials
11:30-12:20	Special Subjects	11:40-12:10	Lunch
12:20-12:40	Circle Time Choices	12:15-12:30	Circle Time Choices
12:45-1:45	Montessori Work Cycle	12:30-1:00	Montessori Work Cycle
1:45-2:15	Recess	1:00-1:30	Recess
2:20-2:45	Group time/ Dismissal	1:30-1:45	Group time/ Dismissal
2:45	Carpool	1:45	Carpool

***[Back to TABLE of CONTENTS](#)***

## 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,E,G) ----- Montessori Work Cycle See Master Specials Schedule
2:03-2:53	1:16-1:56	Specials (Sections B,D,F) ----- Montessori Work Cycle See Master Specials Schedule
3:00	2:00	Carpool

[\*Back to TABLE of CONTENTS\*](#)

## SHELTON LOWER SCHOOL SPECIALS 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	UE Specials	UE Specials	UE Specials	10:07-10:45	UE Specials
11:30-12:20	EC/PP Specials times	EC/PP Specials times	EC/PP Specials times	EC/PP Specials times	10:55-11:35	EC/PP Specials times
1:10-2:00	Primary Specials	Primary Specials	Primary Specials	Primary Specials	12:33-1:13	Primary Specials
2:03-2:53	Primary Specials	Primary Specials	Primary Specials	Primary Specials	1:16-1:56	Primary Specials

### Advisories

EC-A Stevens/Ferguson/Lee  
EC-B Winkler/Rosen  
PP-A Miller/McCann  
PP-B Smith/Rogers

Primary A Collins/Guzman  
Primary B J. Harris/Broussard  
Primary C Brock/Ball  
Primary D Sudler/H. Harris  
Primary E Moyer/Truitt  
Primary F Krug/Wilson  
Primary G Evans

*[Back to TABLE of CONTENTS](#)*

## UPPER ELEMENTARY Bell and Lunch Schedule

Monday - Thursday	Friday
Advisory 8:30 - 8:42	Advisory 8:30 - 8:45
1st Period 8:45 - 9:35	1st Period 8:45 - 9:23
2nd Period 9:38 - 10:28	2nd Period 9:26 - 10:04
3rd Period 10:31 - 11:21	3rd Period 10:07 - 10:45
4A 11:24 - 12:15	4A Period 10:48 - 11:38
<b>5<sup>th</sup> Lunch 11:24 - 11:50</b>	<b>5<sup>th</sup> Lunch 10:48 - 11:13</b>
5 <sup>th</sup> Recess 11:50 - 12:15	5 <sup>th</sup> Recess 11:13 - 11:38
<b>Elem Lunch 11:50 - 12:15</b>	<b>Elem Lunch 11:13 - 11:38</b>
<b>4B 12:18 - 1:08</b>	<b>4B 11:40 - 12:30</b>
Elem Recess 12:15 - 12:40	Elem Recess 11:38 - 12:03
5th Period 1:10 - 2:00	5 <sup>th</sup> Period 12:33 - 1:13
6th Period 2:03 - 2:53	6th Period 1:16 - 1:56
7th Period 2:56 - 3:20	7th Period 1:59 - 2:20
ADVISORY 3:20 - 3:30	ADVISORY 2:20 - 2:30
CARPOOL 3:30	CARPOOL 2:30

[\*Back to TABLE of CONTENTS\*](#)

## EARLY CHILDHOOD THROUGH FIFTH GRADE - PROCEDURES

**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 Summerside Drive. Cars must approach from Preston Road only, and turn left into campus. 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 entrance doors lock at 8:40 a.m. If students arrive after 8:40 a.m., use the Preston Road entrance and check in at the security desk. Walk your student to the Lower School/Upper Elementary 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/Upper Elementary 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 him or her out.
  - Please email [lowerattendance@shelton.org](mailto:lowerattendance@shelton.org) and your child's advisor if your child is ill, arriving late, or leaving early.

#### Dismissal Times:

<u>Grade(s)</u>	<u>Arrival / Tardy</u>	<u>Mon-Thur Dismissal</u>	<u>Friday Dismissal</u>
<u>EC</u>	<u>8:15 /8:45</u>	<u>2:30</u>	<u>1:30</u>
<u>PP</u>	<u>8:15 /8:45</u>	<u>2:45</u>	<u>1:45</u>
<u>1st - 2nd</u>	<u>8:00/8:30</u>	<u>3:00</u>	<u>2:00</u>

Late pick-up times are: **3:40** Monday-Thursday, **2:40** Friday

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

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 carpool entrance on Summerside Drive. Cars must approach from Preston Road only, and turn left into campus. 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.
  2. The entrance doors lock at 8:40 a.m. If students arrive after 8:40 a.m., use the Preston Road entrance and check in at the security desk. Walk your student to the Lower School/Upper Elementary office. For safety and attendance purposes, please do not walk your child to his/her classroom.
  3. As a general rule, the older student must arrive and depart via the procedures for the younger students when the 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.
  4. 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.
  - Announcements will follow the tardy bell. Students arriving after 8:30 a.m. go to the LS/UE office to sign in.
  - Please email [upperelemattendance@shelton.org](mailto:upperelemattendance@shelton.org) and your child's advisor if your child is ill, arriving late, or leaving early.
  - Dismissal Times:  

<b>Monday - Thursday</b>	<b>3:30</b>
<b>Friday</b>	<b>2:30</b>

The only exception for regular dismissal time is when students are picked up early by parents.

- Any student picked up early must be signed out by his/her parent at the security desk inside the main entrance. Security will call the UE office.
- Anytime you pick your child up early, please allow extra time for locating your child and signing him/her out.
- 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 any other businesses or facilities. No student will be allowed to

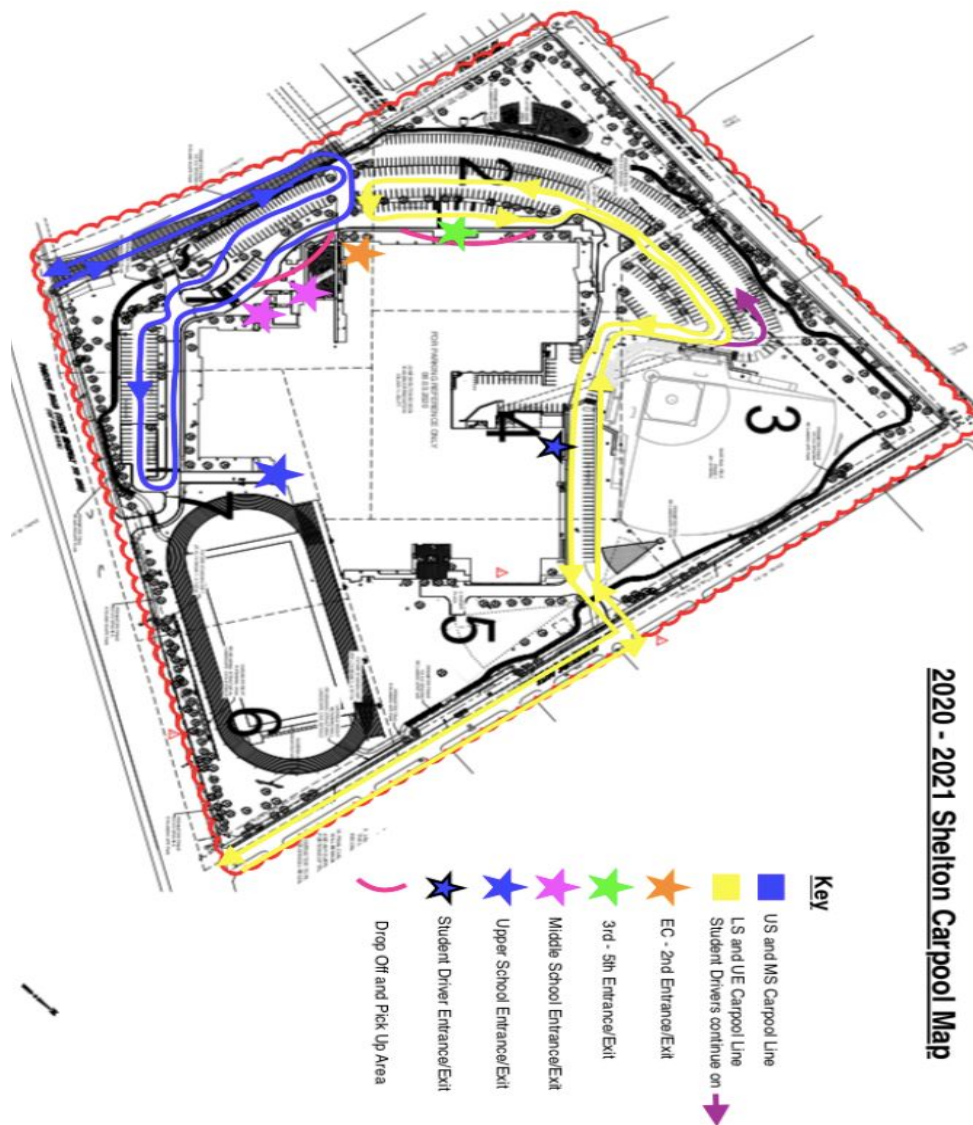
ride in an alternate carpool without a note. We want to completely safeguard each student.

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 Aftercare room.

### **CARPOOL - Early Childhood - 5<sup>th</sup> 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 Summerside, remember to approach from Preston Road. There is NO RIGHT TURN off of Summerside at the entry gate.
3. **Do not use your cell phone while dropping off or picking up your child.**
4. Have your student sit in the back behind the passenger seat, 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, please remain in your car.
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 Patricia Gallaher and Wil Matthews, our carpool coordinators. ([pgallaher@shelton.org](mailto:pgallaher@shelton.org) or [wmatthews@shelton.org](mailto:wmatthews@shelton.org)).



The link to the map on our website is [HERE](#).



## AFTERCARE PROGRAM

Early Childhood upon approval from Lower School Head

Online Registration <https://www.shelton.org/parents/aftercare>

The Shelton School offers Aftercare Monday through Thursday 3:30-6:00 p.m. and Friday 2:30-6:00 p.m. Shelton staff members cover Aftercare each day. Students are divided by age and/or grade levels.

## 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. Parents 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 3<sup>rd</sup>/4<sup>th</sup> grade to make up missed class time. Fifth 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](http://www.shelton.org) for closing information.

#### TV

KXAS - Channel 5

KTVT - Channel 11

WFAA - Channel 8

#### RADIO

KRLD 1080

KPLX 99.5 FM

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 5<sup>th</sup> 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:**

- First 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.

### **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 strive to recognize every student for their unique skills and character traits. Every six weeks a ceremony is held to highlight individual students’ contributions 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.

### 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. Email addresses are composed of the person's first name initial and their full last name @shelton.org. Example: [lbarnett@shelton.org](mailto:lbarnett@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) <i>Parents are notified by Division if the child is to receive an award.</i>
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 (2 <sup>nd</sup> to 3 <sup>rd</sup> and 5 <sup>th</sup> to 6 <sup>th</sup> )
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.

## 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



## 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).

## 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/backpacks 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/backpacks for EC.**
5. EC-5<sup>th</sup> 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 his/her 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 audiotaping 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.
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](mailto: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.

[\*Back to TABLE of CONTENTS\*](#)

## **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

Reset 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 advisors.

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 are 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 are 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.

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

## 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 the 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](http://www.shelton.org/uniform)

#### **SAMPLE UNIFORM SHOES EC- 5 GRADE**

BRAND IS OPTIONAL

Shoes must be black or white.



## **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,  $\frac{3}{4}$  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](http://www.shelton.org/uniform).

#### **SAMPLE UNIFORM SHOES EC- 5 GRADE**

BRAND IS OPTIONAL

Shoes must be black or white.



### **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.

## 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](http://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.**

***[Back to TABLE of CONTENTS](#)***

THE JUNE SHELTON LIBRARY MEDIA CENTERS

# Parent Library Handbook 2020-2021



---

## Special Library Events

Put these  
dates on  
your  
calendar!

SHELTON LIBRARIES OPEN: Tuesday, September 8, 2020 (Tentative)

SHELTON Book Fair Thursday, October 15 through Friday, October 23, 2020

National Library Week: April 4-10, 2021 (School-wide)

SHELTON LIBRARIES CLOSE for Inventory: May 10- 21, 2021

*(All dates subject to change)*

## *When we are here...*

**Elementary Library**  
**(Early Childhood – Fifth Grade)**  
8:00 AM – 4:00 PM Monday – Thursday  
8:00 AM – 3:00 PM Friday

**Middle/Upper School Library**  
**(Sixth - Twelfth grades; Professional & Parenting)**  
8:00 AM – 4:00 PM Monday – Thursday  
8:00 AM – 3:00 PM Friday

As the information centers 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 who 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 users through quality fiction and nonfiction books, e-books, newspapers, journals, and magazines that reflect 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 organizations.

Library Director 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, x3300**

## *What we have...*

The Elementary Library collection contains over 12,000 titles representing a variety of fiction, non-fiction, and reference material, in many formats, for students in grades early-childhood through fifth grade. The Middle and Upper School Library 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](http://www.shelton.org/library) and can be accessed off-campus. Students may locate materials on the website before coming to the library and may request the materials be held for pick-up.
- **Shelton Library Electronic Subscription Databases** are directly accessible on campus and also remotely with username and passwords available from the library. Visit the library home page at: [www.shelton.org/library](http://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 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 e-books.
- As many of our students have reading skills improved through visual and listening modalities, our media collection includes video recordings, DVDs, e-books, audio books, and *Playaways*. A **Professional Collection** in the Upper School 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 directly accessible on-campus or remotely with username and passwords, accessible from the Shelton Library Home Page [www.shelton.org/library](http://www.shelton.org/library). Password directories are available in the library. These are updated frequently so ask for the most recent.
- **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 within three weeks. Every item is eligible for renewal unless it has been placed on HOLD by another student. Students may also check out DVD's and magazines for a one-week period.
- **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. Teachers are encouraged to explore the library's professional books, journals, DVD's and streaming videos.
- **Teacher Collaboration:** Shelton librarians have an open door policy and teachers are always welcome to meet with their division's librarian and discuss ideas for research projects or classroom activities. Elementary teachers have a set schedule of class library visits; Middle and Upper School teachers personally schedule their class visits in the library's on-site paper library calendar. Collaboration and collection for major research projects usually require, at minimum, a week's time for preparation.
- **Reserve Materials**  
Teachers may place items on HOLD through the Destiny Library catalogue or let your librarian know.
- **Renewals** are permitted as needed, unless the item has been placed on HOLD 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. Note to teachers: Students with overdue items in Middle and Upper School will not be allowed to sit for semester exams until the book is returned or the replacement value of the item is paid to the library. Overdue fines are not enforced, but if an item is lost, the student must pay the replacement value.



## *What we can do for you...*

- We create **LibGuides** with library and electronic resources for specific research topics and units of study for students and teachers to use.
- 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.
- We provide **library orientation and collaborative teaching** for research while 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 when necessary.
- We have **current professional publications and streaming videos** on learning differences and education. Print issues are on display in the MS/US Library's reading commons, and back issues are available for checkout. See the Library Home Page for online professional journals.

### Library Perks for Shelton teachers' use:

- |                     |                                       |                          |
|---------------------|---------------------------------------|--------------------------|
| • Laminator         | • Big Screen TV (sorry, not portable) | • Presentation Materials |
| • Popular Magazines | • Best Seller Books                   | • Popular Movies         |
| • Cookbooks         | • Parenting Books                     | • Display venues         |
| • Meeting spaces    | • Comfortable seating                 | • DVD players            |
| • Paper Cutter      | • Microphone & Speaker                | • VHS player             |
| • Dictionaries      | • Almanacs                            | • Encyclopedias          |

## *Some of our annual programs...*

- **Visiting Authors** and storytellers are invited to the school for presentations and discussions with the students. We welcome your suggestions.
- Elementary through 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 are encouraged to participate in Shelton's **Trot Into Reading**.
- **Shelton's Book Fair** is held in October to promote the joy of reading. Proceeds support the library program, classroom teachers, and includes gratifying 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 Annual Youth Creator Awards**. Shelton has a record of producing statewide ranked award winners.
- **Book Talk Presentations** are provided for classes on all grade levels to motivate students when choosing reading material.
- **Upper School Library** hosts Book Clubs at the end of each quarter. Chick Fil-A lunch is provided, and we have an open invitation to all teachers.

# *Library etiquette...*

A reasonable sound level is adhered to in accordance with the guidelines upheld throughout the Shelton School.

There is no eating or drinking allowed in the library (except for book club lunches and supervised parties).

Upper School materials are due within three weeks.

In the Elementary Library, books are checked out for two weeks.

If, as a teacher, you need to keep an item for the entire school year, please ask your department chair to purchase the book, DVD or equipment for your department because the library needs to continuously circulate our materials.

## *Magazines and Newspapers 2020-21*

---

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 and teachers to check out. Shelton's Library Homepage also offers on-line newspapers, magazines and professional journals for on-campus reading.

***[Back to TABLE of CONTENTS](#)***

## MIDDLE SCHOOL PERSONNEL 2020 – 2021

		<u>Room No.</u>
Tyler, Lisa	Head of Middle School	307
Barnett, Mellany	Associate Head of School/Asst. Head of MS	501/305
Gallaher, Patricia	Assistant Head of MS - Dean of Students	302
Kline, Dayna	Guidance Counselor	303
Matthews, Christy	Testing Coordinator	711
Dodd, Joan	Testing Coordinator	706
Hull, Elizabeth	Testing Coordinator	710
Herman, Eve	Coordinator of Health Services	315
Nagid, Lisa	Nurse	315
Simmons, Margaret	MS Librarian	MS Lib
Anderson, Lori	Coordinator of School Speech Pathologists	822
Shaw, Karen	Administrative Assistant	304A
	Administrative Assistant	304B

<u>FACULTY</u>		<u>Room No.</u>
Bishop, Jerry	Band	101
Brooke, Debbie	PE	Gym
Byrnes, Lisa	SEE, English	338
TBA	SEE, English	334
Crawford, Suzanne	AP	331
Davis, Jennifer	PE	Gym
Delaney, Amy	STEM, Science	327/354
Dios, Courtney	Electives	367
Doerr, Cheryl	Science	365
Duesing, Claire	Math	345
Fletcher, Dave	History	324
Fowler, Christy	Digital Photography	447
Givens, Tripp	Science	351/354
Goree, Katherine	Art	115
Graves, Tina	SEE, English	342
Hagaman, Lynette	English, History	322
Hall, Marilyn	History	321
Harris, Marsha	English	329
Harris, Sara	Math, Robotics	369
Heath, Ashley	Math	348
Holman, Rose Anne	History, SEE	325
Houston, Clay	Elective	105/128
Hutcheson, Vanette	Science	363
Jinks, Georgana	Drama, AP	350
Johns, Christy	AP, Math	364
Jones, Brittany	STEM	347
Jones, Freddie	Athletic Director	Gym
Keys, Tiffanie	English	346
King, Blair	Choir, Digital Music	102
Lamoreaux, Mark	SEE, History	366
Leblanc, Alisa	History	323

**MS Faculty Continued**

Matthews, Nya	SEE, PE	360
Moore, Eden	Science	352
Nikolopoulos, Amanda	Speech	820
Nikolopoulos, Maria	Math, AP	340
Orr, Monica	Reading, English	333
Patterson, Elizabeth	SEE, English	332
Purser, Peggy	SEE, English	337
Reaves, Kathy	Math	341
Reese, Lisa	AP, English	335
Reis, Ava	English	368
Riggs, Beth	Drama, History	328
Rollen, Amanda	Reading	328
Ruff, Susan	Reading, English	326
Sanders, Lauren	Math, StuCo	344
Shelton, Debbie	Math	339
Smith, Dana	Science	361
Spencer, Steve	History	362
Stevens, Claudia	History	320
Stock, Rachel	Speech	816
Thomas, Christy	Testing	707
Tilger, Debbie	Speech	815
Utz, Ken	Band	100
Vander Pluym, Anna	History	330
Van Houten, Heather	Science	353
Wallace, Deanna	Science	351
Woodbridge, Ellen	English	336
Wright, Ann	Math,StuCo	343
Wright, Jean	Math	349

***[Back to TABLE of CONTENTS](#)***

<b>Middle School Bell Schedule</b>		
	<b>Mon, Tues, Wed, Thursday</b> (45 min classes)	<b>Friday</b> (40 min classes)
<b>Advisory</b>	8:15 – 8:30	8:15 – 8:30
1 <sup>st</sup> Period	8:30 – 9:15	8:30 – 9:10
2 <sup>nd</sup> Period	9:30 – 10:15	9:20 – 10:00
3 <sup>rd</sup> Period	10:30 – 11:15	10:10 – 10:50
4 <sup>th</sup> Period	11:30 – 12:15	11:00 – 11:40
<b>Lunch</b>	A 12:15 – 12:45 B 12:45 – 1:15	A 11:40 – 12:05 B 12:05 – 12:30
5 <sup>th</sup> Period	1:15 – 2:00	12:40 – 1:20
6 <sup>th</sup> Period	2:15 – 3:00	1:30 – 2:10
<b>Advisory DEAR Social Sk</b>	3:00 – 3:30	2:10 – 2:30
<b>Carpool</b>	3:30 – 4:00	2:30 – 3:00

[\*Back to TABLE of CONTENTS\*](#)

### **CARPOOL PROCEDURES – Grades 6-8 –McCallum 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 8:00 AM; there is no student supervision before 8:00 AM.**
2. Parents-organize their own carpools through SchoolPass. All families will be issued a new carpool number, which will be updated in the SchoolPass system. Any changes made to carpool, student late arrival or early dismissal will cascade to the newly issued number. New carpool tags for all families will be sent home to parents the week of September 14th. **It is very important to display your carpool tag facing outside from the front windshield, lower right corner (passenger side).**
3. Drop off and pick up 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students at the Main School Entrance. Enter the parking lot from McCallum **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 **made in SchoolPass** or 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.
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 or enter change in SchoolPass using the “move to carpool” function.** A student will not be allowed at any time during or after school to walk off campus to the near-by stores.
6. No student will be allowed to ride in an alternate carpool without a note or a change notification entered in SchoolPass. Always notify the advisor if your student is deviating from his usual plan. Any change entered in SchoolPass will automatically notify advisor and MS administration.
7. 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.**
8. 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.**
9. Middle School students are not permitted to drive to school.
10. Middle School students are not permitted to wait, unsupervised for any after school events.



The link to the map on our website is [HERE](#).

[Back to TABLE of CONTENTS](#)

## AFTER SCHOOL CARE INFORMATION & POLICIES

Online Registration: <https://www.shelton.org/parents/aftercare>

## 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 a 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. Parents are not allowed in the classrooms when picking up or dropping off your student. This disturbs the learning of all students.

### Absences

1. When your child is absent, **please send an email to [middleattendance@shelton.org](mailto:middleattendance@shelton.org) and copy your child's advisor.**
2. **Any absence over three days requires a doctor's note upon the 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. We understand some absences are unavoidable due to illness, doctor appointments, and other unforeseen situations and allow up to 70 class period absences. Students with excessive absences (more than 70 class periods, equivalent to 10 days) 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	2 <sup>nd</sup> 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](http://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.

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

**Grading Periods 2020-2021:**

Aug 31 – Oct 16	1 <sup>st</sup> Quarter
Oct 21	Report cards issued
Oct 19 – Dec 18	2 <sup>nd</sup> Quarter
October 21-23	Parent Conferences ** Students Attend
Jan 6	Report cards issued
Jan 5 – Mar 5	3 <sup>rd</sup> Quarter
February 10-12	Parent Conferences ** Students Attend
Mar 11	Report cards issued
Mar 8 – May 25	4 <sup>th</sup> Quarter
May 27	Parent Conferences -Students <b>do not</b> 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 for exams. Therefore, students are required to maintain the tub file filing system with all important papers. All 6<sup>th</sup> grade students and all new 7<sup>th</sup> and 8<sup>th</sup> grade students will need to purchase a tub file. We recommend the Pendaflex Portable File Box, Granite, 11" H x 14" W x 6-1/2" D (41737). 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 their assignments through Google Classroom. Parents can access their student's Google Classroom through the student's Shelton email address.
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: (including reading and math 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 the daily 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. **Students will not have a test every day of the week.** Tests for specific subjects will occur on the following days:

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 preparation 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 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 grades that were received during the week and to receive notes that have been sent home. (Notes to parents will be found in the "Homework To Do" section.)
5. At the **end of each nine-week 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.

## TELEPHONE USAGE / ELECTRONIC EQUIPMENT

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.

Cell phones must be turned off and left with advisor throughout the school 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 student, staff member, 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 may 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 are encouraged to support after-school extra-curricular events with their attendance. Most athletic events do not begin until 4:30 P.M. Any student on campus after 4:00 P.M. must be enrolled in After School Care. Students may not stay on campus without supervision. Therefore, students must be picked up at the regular dismissal time and return for the event with a parent (or other designated adult) who should remain with them throughout the event. Any student left unsupervised after 4:00 will be sent to after school care. **A fee of \$1.00 per minute may be charged.**
4. Coaches are not available to supervise students other than those on their team. Since most games do not begin until 4:30 P.M., and coaches are busy preparing for the games, there is no

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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, frequent absences, and works closely with advisors and the middle school counselor

## **MIDDLE SCHOOL ELECTIVES**

- Middle School students will rotate electives every nine weeks.
- All 6<sup>th</sup> graders are required to take P.E. and Computer. Other choices for 6<sup>th</sup> graders are Art, or Band (Drumline or Instrumental), Design Thinking, or Drama or Vocal Music.
- All 7<sup>th</sup> graders are required to take P.E. Other choices for 7<sup>th</sup> grade include Art, Band (Drumline or Instrumental), Design Thinking, Drama, Life Hacks, Robotics, STEM/Python Coding or Vocal Music.
- All 8<sup>th</sup> grade students are required to take P.E. Other choices for 8<sup>th</sup> graders include Art, Band (Drumline or Instrumental), Design Thinking, Digital Music Production, Digital Photography, Drama (Musical or Traditional) Life Hacks, Podcast Production, STEM/Python Coding, Smart Money, Vocal Music or Woodworking.
- 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. Each grade level in Middle School participates in several field trips aligning with curriculum during the year.
- Class Trips: In the Middle School, a day trip will be taken by the 6<sup>th</sup> grade, and an extensive overnight trip (3-4 days) will be taken by 7<sup>th</sup> and 8<sup>th</sup> 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 concerns. If there are behavioral concerns, a student may not be invited to attend the trip.
- 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. 7<sup>th</sup> and 8<sup>th</sup> grade representatives are elected by the student body and faculty in May and serve the following school year. 6<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> 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\*

- 6<sup>th</sup> Fall Party
- 7<sup>th</sup>/8<sup>th</sup> Grade Dance

**\*Only current Shelton Middle School students are allowed at these functions.**

## BIRTHDAYS

- No invitations allowed at school.
- No presents or decorations should be brought to school.
- Bringing outside lunch and eating with your child should be limited to special occasions and our “Lunch with Dad/Mom days.” Visitor tables are designated in the dining hall. Parents bringing outside food are asked to bring items for their child only.
- 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 Parents' 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 Administrative Assistant 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.

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.



## 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. Parents may arrange to visit/observe their child's classes by calling the MS Office. Please wait until the second grading period to schedule visits.

## 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**

A student'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 the dining hall without permission.
6. Laptops are not allowed in the dining hall during lunch.
7. Students are expected to use manners and clean up their area.
8. Students will 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.** Healthy snack options:

crackers with peanut butter  
nuts  
whole grain muffin

pretzels  
grapes  
orange slices

trail mix  
carrot sticks  
banana

***[Back to TABLE of CONTENTS](#)***

## STUDENT CODE OF CONDUCT / DISCIPLINE

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 or 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 8<sup>th</sup> 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 8<sup>th</sup> 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 for any school rule violation:
  - **Detention** - for **minor offenses**
  - **Saturday** - for **serious** offenses and for receipt of a 3<sup>rd</sup> detention
  - **In-School Suspension** - for inappropriate behavior
  - **Suspension** - for **extremely serious** violations or a pattern of inappropriate behavior

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

- **Emergency Removal** – based on a student’s verbal or written 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
- 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 - selected by the Shelton Administration –to establish for the School and the family that the individual is safe to return to school. In addition, the student may be referred for further evaluation and/ 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 during lunch the day of, or the day after the detention. A Behavior Notice with the details of the offense will be emailed to parents and advisors. 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
- 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

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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.

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.)
- 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 detention
    - 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 Missing/Incomplete Assignment 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 notices, 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 missing assignments will be required to attend Saturday School to make up work and make a plan to avoid future missing assignments .

BULLYING – See Policies Section for *Shelton's Bullying Policy & Reporting Procedure*.

RANDOM PLUS DRUG and ALCOHOL TESTING PROGRAM – 8<sup>th</sup> graders are included in this program. See POLICIES section for the school substance use policy.

---

[\*Back to TABLE of CONTENTS\*](#)

## **UNIFORMS & DRESS CODE**

---

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 in order for students to attend classes.

### **GIRLS (6th - 8th)**

Uniforms must be purchased from MILLS Uniform Company. Uniform information for your child's grade and gender can be accessed and be purchased online at <https://www.millsweat.com>.

- 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 too short.

#### **Approved Uniform items from Charger Corral Store:**

- Navy or white polo-style (Under Armour) with Shelton logo.
- Any undershirt worn must be SOLID WHITE with no logo or design.
- Blue, black or white sweatshirt or Sherpa-style shirt.
  - **An approved Shelton shirt must be worn *underneath* a sweatshirt.**
  - While at school, sweatshirt hoodies must stay down.
- Spirit socks sold in the Shelton Corral.

### **BOYS (6th - 8th)**

Uniforms must be purchased from MILLS Uniform Company. Uniform information for your child's grade and gender can be accessed and be purchased online at <https://www.millsweat.com>.

- Pants and shorts must be fitted, no baggy-style, and be worn at the waist.

#### **Approved Uniform items from Charger Corral:**

- Navy or White Polo-style (*Under Armour*) with Shelton logo.
  - Any **undershirt** worn must be SOLID WHITE with no logo or design.
- Blue, black or white sweatshirt
  - While at school, sweatshirt hoodies must stay down.
  - **An approved Shelton shirt must be worn *underneath* the approved sweater or Shelton sweatshirt.**
- Spirit socks sold at Shelton Corral



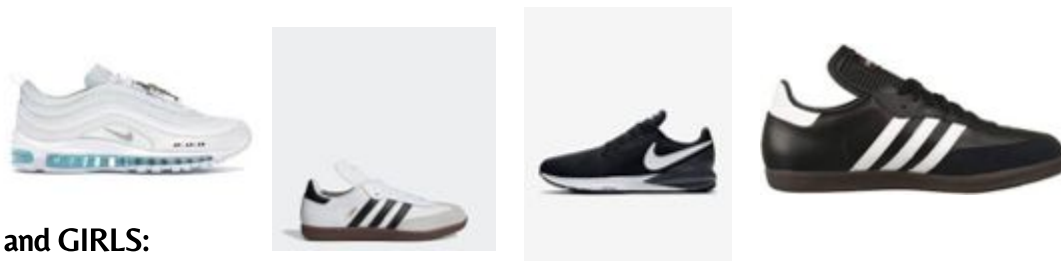
### **BOYS & GIRLS Middle School Uniform Shoes**

1. Sperrys, leather boat shoe - Authentic Original (AO) style:
  - a. Boys - as listed on Mills website [www.millswear.com](http://www.millswear.com):
    - i. Style - “Authentic Original Leather Boatshoe”
    - ii. Color - Navy, Tan, or Black
  - b. Girls - as listed on Mills website ([www.millswear.com](http://www.millswear.com)), plus the Tan or Black, same as boys:
    - i. Style - “Authentic Original Boatshoe”
    - ii. Color - Tan (Sahara), Dark Brown or Navy
2. Athletic Shoe - Solid Black or Solid White with laces (no velcro or slip-ons) and not hi-tops. See below for examples of approved and unapproved shoes to use as a guideline.

Examples of acceptable athletic style uniform shoes:



- Athletic shoes with any color other than black or white are NOT ACCEPTABLE.



**BOYS and GIRLS:**

### **JACKETS and SWEATSHIRTS (Boys and Girls 6<sup>th</sup> – 8<sup>th</sup>)**

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.

### **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.

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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 not have holes, rips, or tears
  - Shelton t-shirt must not be altered (no cut out sleeves, writing on shirt, etc.)
  - Tennis shoes, uniform shoes, boots, or other closed-toe 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

## **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.

*[Back to TABLE of CONTENTS](#)*

## 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](http://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.**

***[Back to TABLE of CONTENTS](#)***

THE JUNE SHELTON LIBRARY MEDIA CENTERS

# Parent Library Handbook 2020-2021



---

## Special Library Events

Put these  
dates on  
your  
calendar!

SHELTON LIBRARIES OPEN: Tuesday, September 8, 2020 (Tentative)

SHELTON Book Fair Thursday, October 15 through Friday, October 23, 2020

National Library Week: April 4-10, 2021 (School-wide)

SHELTON LIBRARIES CLOSE for Inventory: May 10- 21, 2021

*(All dates subject to change)*

## *When we are here...*

**Elementary Library**  
**(Early Childhood – Fifth Grade)**  
8:00 AM – 4:00 PM Monday – Thursday  
8:00 AM – 3:00 PM Friday

**Middle/Upper School Library**  
**(Sixth - Twelfth grades; Professional & Parenting)**  
8:00 AM – 4:00 PM Monday – Thursday  
8:00 AM – 3:00 PM Friday

As the information centers 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 who 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 users through quality fiction and nonfiction books, e-books, newspapers, journals, and magazines that reflect 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 organizations.

Library Director 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, x3300**

## *What we have...*

The Elementary Library collection contains over 12,000 titles representing a variety of fiction, non-fiction, and reference material, in many formats, for students in grades early-childhood through fifth grade. The Middle and Upper School Library 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](http://www.shelton.org/library) and can be accessed off-campus. Students may locate materials on the website before coming to the library and may request the materials be held for pick-up.
- **Shelton Library Electronic Subscription Databases** are directly accessible on campus and also remotely with username and passwords available from the library. Visit the library home page at: [www.shelton.org/library](http://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 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 e-books.
- As many of our students have reading skills improved through visual and listening modalities, our media collection includes video recordings, DVDs, e-books, audio books, and *Playaways*. A **Professional Collection** in the Upper School 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 directly accessible on-campus or remotely with username and passwords, accessible from the Shelton Library Home Page [www.shelton.org/library](http://www.shelton.org/library). Password directories are available in the library. These are updated frequently so ask for the most recent.
- **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 within three weeks. Every item is eligible for renewal unless it has been placed on HOLD by another student. Students may also check out DVDs and magazines for a one-week period.
- **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. Teachers are encouraged to explore the library's professional books, journals, DVDs and streaming videos.
- **Teacher Collaboration:** Shelton librarians have an open door policy and teachers are always welcome to meet with their division's librarian and discuss ideas for research projects or classroom activities. Elementary teachers have a set schedule of class library visits; Middle and Upper School teachers personally schedule their class visits in the library's on-site paper library calendar. Collaboration and collection for major research projects usually require, at minimum, a week's time for preparation.
- **Reserve Materials**  
Teachers may place items on HOLD through the Destiny Library catalogue or let your librarian know.
- **Renewals** are permitted as needed, unless the item has been placed on HOLD 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. Note to teachers: Students with overdue items in Middle and Upper School will not be allowed to sit for semester exams until the book is returned or the replacement value of the item is paid to the library. Overdue fines are not enforced, but if an item is lost, the student must pay the replacement value.

## *What we can do for you...*

- We create **LibGuides** with library and electronic resources for specific research topics and units of study for students and teachers to use.
- 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.
- We provide **library orientation and collaborative teaching** for research while 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 when necessary.
- We have **current professional publications and streaming videos** on learning differences and education. Print issues are on display in the MS/US Library's reading commons, and back issues are available for checkout. See the Library Home Page for online professional journals.

### Library Perks for Shelton teachers' use:

- |                     |                                       |                          |
|---------------------|---------------------------------------|--------------------------|
| • Laminator         | • Big Screen TV (sorry, not portable) | • Presentation Materials |
| • Popular Magazines | • Best Seller Books                   | • Popular Movies         |
| • Cookbooks         | • Parenting Books                     | • Display venues         |
| • Meeting spaces    | • Comfortable seating                 | • DVD players            |
| • Paper Cutter      | • Microphone & Speaker                | • VHS player             |
| • Dictionaries      | • Almanacs                            | • Encyclopedias          |

## *Some of our annual programs...*

- **Visiting Authors** and storytellers are invited to the school for presentations and discussions with the students. We welcome your suggestions.
- Elementary through 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 are encouraged to participate in Shelton's **Trot Into Reading**.
- **Shelton's Book Fair** is held in October to promote the joy of reading. Proceeds support the library program, classroom teachers, and includes gratifying 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 Annual Youth Creator Awards**. Shelton has a record of producing statewide ranked award winners.
- **Book Talk Presentations** are provided for classes on all grade levels to motivate students when choosing reading material.
- **Upper School Library** hosts Book Clubs at the end of each quarter. Chick Fil-A lunch is provided, and we have an open invitation to all teachers.



# *Library etiquette...*

A reasonable sound level is adhered to in accordance with the guidelines upheld throughout the Shelton School.

There is no eating or drinking allowed in the library (except for book club lunches and supervised parties).

Upper School materials are due within three weeks.

In the Elementary Library, books are checked out for two weeks.

If, as a teacher, you need to keep an item for the entire school year, please ask your department chair to purchase the book, DVD or equipment for your department because the library needs to continuously circulate our materials.

## *Magazines and Newspapers 2020-21*

---

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 and teachers to check out. Shelton's Library Homepage also offers on-line newspapers, magazines and professional journals for on-campus reading.

***[Back to TABLE of CONTENTS](#)***

## UPPER SCHOOL PERSONNEL

Jenny Cheatham	Head of Upper School	410
Zac Ladd	Assistant Head of Upper School/Dean of Students	412
Wil Matthews	Upper School Assistant Dean of Students	408
Shelly Gloyna	Upper School Counselor	406
Debbie Knox	Director of College and Career Advising	400
Joan McGraw	Administrative Assistant	404
Debbie McCabe	Attendance Clerk	404
Jeff Pierce	Director of Testing	700
Joan Dodd	Testing Coordinator	706
Eve Herman	Nurse	315
Lisa Nagid	Nurse	315
Kelli Yonker	Library Media Coordinator	416
Freddie Jones	Athletic Director	609
Aasha Marietta	Assistant Athletic Director	608

## FACULTY

Christine Angelos	English	13
Sally Baird	Reading	27
Sandy Balis	Study Hall	19
Ed Barry	Social Studies, Athletics	8
Mary Bashara	Ethics, Social Studies	7
Jerry Bishop	Drum Line	101
Rosanne Brooks	English	14
Sydney Cessna	Math	32
Alison Conger	Reading	24
Mary Connolly	Science	35
Sam Crabtree	Social Studies	5
Krystal Cunningham	Athletic Trainer	619
Amanda Dockweiler	Art	116
Hunter Duesing	Film	103
Jennifer Eckert	English	2
Christy Fowler	Computer	39
Samantha Franklin	Science	41
Laura Gershenson	Science	36
Tripp Givens	Film	103
Dan Hanson	Science	42
Caroline Harris	Spanish	21
Clay Houston	Theatre Arts	105
Anné Hughes	Director of Fine Arts, Theatre Arts	106
Chase Inman	Physical Education, Health, Athletics	10
Nicole Jones	Reading	25
Blair King	Choir	102

Tobin Knox	Ethics, College Transitions, Social Studies	18
Mike Lagattuta	Science	37
Charlotte Lee	English, Community Service	1
Amanda Liese	Math	29
Courtney Lubbers	Social Studies	6
Mark Malcolm	Social Studies, Athletics	606
Shedonna Mark	Math	30
Nancy McCord	English	4
Becky McKee	Reading, Speech	23
Jane Mitchell	Math	33
Meredith Moody	Science	38
Hannah Morel	Math	31
Joey Newman	Computer, Yearbook	40
Julie Niederer	Math	34
Zach Paxton	Social Studies	17
Martin Pulido	Spanish	20
Dominique Scales	Physical Education, Athletics	605
Kim Self	Science	28
Carrie Shillingburg	American Sign Language	22
Ann Stroth	Reading	26
Ken Utz	Band	100
Shelly Whitfield	English/Dual Credit	3

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

8/9/2020

## UPPER SCHOOL - Grades 9 - 12 Bell and Lunch Schedule

Monday-Thursday	
1 <sup>st</sup> period	8:30-9:15
2 <sup>nd</sup> period	9:20-10:05
3 <sup>rd</sup> period	10:10-10:55
4 <sup>th</sup> period	11:00-11:45
5 <sup>th</sup> period	11:50-12:35
Advisory Period	12:40-1:10
Lunch	1:10-1:40
6 <sup>th</sup> period	1:45-2:30
7 <sup>th</sup> period	2:35-3:20
8 <sup>th</sup> period	3:25-4:10

Friday	
1 <sup>st</sup> period	8:30-9:10
2 <sup>nd</sup> period	9:15-9:55
3 <sup>rd</sup> period	10:00-10:40
4 <sup>th</sup> period	10:45-11:25
5 <sup>th</sup> period	11:30-12:10
Advisory Period	12:15-12:30
Lunch	12:35-1:00
6 <sup>th</sup> period	1:05-1:45
7 <sup>th</sup> period	1:50-2:30
8 <sup>th</sup> period	2:35-3:15

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

## STUDENT ARRIVAL AND DEPARTURE PROCEDURES

### Student Arrival:

1. Upper School students driven to school by an adult must be dropped off at the south entrance (enter/exit via McCallum). 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. Parents may organize their own carpools from lists of enrolled students.
4. 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 8:25 am, when they are dismissed to put up backpacks in lockers. No food or drinks are allowed outside the Commons other than 3<sup>rd</sup> period snacks and bottled water.
5. 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 1<sup>st</sup> 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.
6. We will supervise the parking lot for appropriate driving, volume of sound systems, appropriate behavior, etc.
7. School is dismissed Monday through Thursday at 4:10 pm. On Fridays, school is dismissed at 3:15 pm. Parents should pick up Upper School students at the south entrance of the school (see map) unless you are part of a carpool with students from other divisions. Parents must not arrive prior to 4:05 (3:10 on Fridays.) This will allow enough time for Middle School carpool to exit the parking lot prior to Upper School dismissal at 4:10 pm.
8. If a student must leave before 4:10 pm (3:15 pm on Fridays), the parent must call the attendance clerk to make arrangements. The student must sign out in the Upper School office.
9. Students may remain at school after 4:10 pm (3:15 pm 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.)
10. Please carefully study the carpool map on the following page.

[\*\*\*Back to TABLE of CONTENTS\*\*\*](#)

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 cars.
3. Please follow the correct route during carpool. Do not cut between parked cars or drive against the flow of traffic.
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.

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, therefore no parking spaces will be issued to freshmen.
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 must never park in designated visitor parking spots. 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 lines in the assigned space. Tires should not touch the 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 the designated overflow parking. 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:
  - 1<sup>st</sup> violation: warning; parents notified (a serious first violation will result in a more serious consequence)
  - 2<sup>nd</sup> violation: a one-week suspension from driving on/parking on campus
  - 3<sup>rd</sup> violation: a one-month suspension from driving on/parking on campus
  - 4<sup>th</sup> 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.



The link to the map on our website is [HERE](#).



## 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](mailto: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 the 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 extracurricular 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 1<sup>st</sup> 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 nine 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.
5. Students who arrive late must sign in with the attendance clerk, and will be issued a pass to class. A note from the doctor will be accepted in lieu of a note from the parent.

#### 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 21-23, 2020
- Spring: February 10-12, 2021

## **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:

- 1<sup>st</sup> Quarter August 25 – October 21
- 2<sup>nd</sup> Quarter October 26 – January 15

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

- 3<sup>rd</sup> Quarter January 19 – March 12
- 4<sup>th</sup> Quarter March 22 – May 20

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 FACTS system. In addition, students and parents will receive weekly grade reports, which are generated and emailed by the FACTS system.

Semester grades for core courses and foreign language courses are calculated using the following percentages:

$$40\% \text{ Quarter Grade} + 40\% \text{ Quarter Grade} + 20\% \text{ Exam Grade} = \text{Semester Grade}$$

Semester grades for courses without a semester exam are calculated using the following percentages:

$$50\% \text{ Quarter Grade} + 50\% \text{ Quarter Grade} = \text{Semester Grade}$$

All grades on reports cards are numeric. The Shelton Upper School grading scale is as follows:

$$90 - 100 = A \qquad 80 - 89 = B \qquad 70 - 79 = C \qquad \text{BELOW } 70 = F$$

Numerical 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 numerical 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 9<sup>th</sup> 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 and these classes will be reflected as Pass (P)/Fail (F) on the transcript.
4. Beginning with the class of 2022, grades Foundations of Personal Fitness will be reflected as Pass (P)/Fail (F) only. Foundations of Personal Fitness does count in the grade average for the graduating class of 2021.

Weighted Grades:

If a student is in an honors course, the numeric grade will be weighted by an increase of five points. If a student is in a modified course, the numeric grade will be weighted by a decrease of 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.

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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 8<sup>th</sup> 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.

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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 who have followed the recommended graduation plan and have been enrolled at Shelton since the spring semester of their sophomore year or before are eligible for these academic honors.

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 Scoir. 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. 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 the Shelton 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 4:10-4:30 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 contact 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:

Each teacher will determine when to schedule tests. The Upper School does not have designated test days for specific subjects.

Semester and Final Exam Dates:

First semester exams will be December 15-18. Second semester exams will be May 17-20. Exams may not be taken prior to scheduled exam times. Exams missed for any reason will be rescheduled on the first Saturday after school resumes in January.

Senior Spring Exam Exemption:

Seniors will be exempt from May exams in classes where they have a 2<sup>nd</sup> semester average of 85 or higher and no more than five absences 2<sup>nd</sup> semester. 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 a laptop computer, laptop carrier, binder, 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 change 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 any point prior to the end of the semester 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 in a downloadable format on Shelton’s website.)
7. **Documentation for community service for the 2020-21 school year is due by the end of the day on Monday, April 19, 2021.**
8. 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.
9. 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 extracurricular activities. However, students must maintain eligibility in order to participate.

1. Students may not participate in extracurricular 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
4. 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.
5. 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.
6. 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.
7. For each grading period, the period of ineligibility begins 24 hours after the grade submission deadline and continues for 21 calendar days.
8. 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 the team or organization during school hours.
9. Administration reserves the right to limit participation in extracurricular activities (practice and/or events) due to excessive absences and/or behavioral concerns.
10. Ineligible students may not miss class or advisory period for extra-curricular activities.

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

11. 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.
12. The Upper School Office will notify all involved parties about the eligibility status.

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 1<sup>st</sup> or 8<sup>th</sup> 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 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, or 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. Any student who records such audio or video is 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.

Student Use of Telephones:

School telephones are always available for students to make emergency calls. Students are required to obtain permission before 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:

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 to teachers and staff. It is any parent's choice whether or not to participate. Books may be donated to the library in honor of a special teacher or staff member.

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 the 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](http://www.shelton.org)** and on the following television and radio stations.

TV: KXAS CHANNEL 5  
KTVT CHANNEL 11  
WFAA CHANNEL 8

Radio: KRLD 1080 AM  
KPLX 99.5 FM  
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.

***[Back to TABLE of CONTENTS](#)***

## STUDENT CODE OF CONDUCT / DISCIPLINE • 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:

- 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, he/she is named to the Award of Excellence Hall of Fame.
- PRIDE – Awarded to students who demonstrate Perseverance, Respect, Inspiration, Dedication, Enthusiasm.

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 what consequences 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 tobacco or nicotine products, facsimile, lighters, 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
- 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 to schedule the detention 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.

### Office referral/removal from class

- Disruption of the learning environment
- Guidance and redirection
- Parents will be notified

### 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
- An administrator will contact the parent.
- Written notification from a physician or specific testing may be required prior to the 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 to schedule the detention 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 Quest Diagnostics. 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, conditions may be added to the student's enrollment contract and the student may 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/facility. Unsupervised students who go to any other part of the building/facility 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 and staff in the school itself, in other school-related settings such as school trips or school-related social events, and through the use of electronic means such as phones, computers, texting, or social networking websites. Any student or staff member found to have violated the school's policy against harassment will be subject to prompt disciplinary action up to and including suspension or dismissal in the case of a student, or firing (termination) in the case of a staff member.

This policy includes the 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, promotion of personal lifestyles, or 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 the 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, cyberbullying, sexting, racial or ethnic harassment, etc. Harassment that occurs off campus causing a disruption to the school environment will be investigated and is 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. 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 to the division head as soon as possible. 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:**

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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 inquiries 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 will Shelton School be able to reduce incidents of bullying.

***[Back to TABLE of CONTENTS](#)***

## **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, 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 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). This 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**

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

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.

1. 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.
2. Students testing negative will be allowed to enter the event.
3. 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.
4. 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.
5. 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.
6. All students could 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.
7. 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.
8. 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

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

student from the event. Any student who is found to have substances in their possession will be asked to withdraw from Shelton School.

9. 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.
10. 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, nicotine products, 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:

These policies apply to a non-COVID situation. See Section 4-*Shelton Policies Related to COVID-19* for safety protocols that supersede this information for the health and safety of our students.

## **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.

***[Back to TABLE of CONTENTS](#)***



Substances on Campus/ School-Sponsored Event	Substances Off Campus/ Not a School-Sponsored Event
<p><b>Possession, Usage, Sale, Exchange or Delivery</b></p> <p>↓</p> <p><b>Alcohol and Other Drugs</b></p> <p>↓</p> <p>Student will be required to withdraw from the Shelton School.</p> <p><b>Tobacco or Tobacco Products</b></p> <p>↓</p> <p>3 Day Suspension (Off-Campus)</p> <p>↓</p> <p>Three suspensions result in the requirement to withdraw from the Shelton School.</p>	<p><b>Information Confirmed by Administration</b></p> <p>↓</p> <p>Testing for substance usage at a Shelton approved test facility with a prescribed test.</p> <p>↓</p> <p><b>Positive Test Result</b></p> <p>Plan on file in office, which requires:</p> <ol style="list-style-type: none"> <li>1) Substance Awareness Course</li> <li>2) On-going counseling, if needed</li> <li>3) Discontinued substance use verified by random substance testing at a Shelton approved testing site. (At parent's expense.)</li> </ol> <p>↓</p> <p>If plan is violated, student will be required to withdraw from the Shelton School.</p>

**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 controlled substances.

0000002019 - 2020

## 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:

- Uniform Update: The transition to gray pants will begin in the 2020-21 school year. Freshman boys will be asked to wear the gray pants this year, with the requirement that all male students wear gray pants for the 2021-22 school year. Please purchase pants with this change in mind.
- Pants: Mills Uniforms gray slacks or 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. Khaki 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. An oxford shirt and tie must accompany the 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

### 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.

#### FOR UPPER SCHOOL BOYS AND GIRLS

##### 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. 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 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. 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 while 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.

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.

- 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 Medical Exceptions:

When a student is unable to wear the complete uniform the student must bring a note from the doctor before or on the first day that the exception is needed. The note must list specific dates and the necessary exceptions for 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.

***[Back to TABLE of CONTENTS](#)***

## 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](http://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. [Back to TABLE of CONTENTS](#)

Library:

The Library Media Center 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 the 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, the librarian may visit classrooms 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. Students may 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](http://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.

***[Back to TABLE of CONTENTS](#)***

## **SHELTON SPEECH, LANGUAGE & HEARING CENTER**

As of September 1, 2020

### **HOURS:**

8:00 a.m. – 5:30 p.m. Monday through Thursday including summers. Extended hours are available as needed. School holidays and weather closures are observed.

### **STAFF:**

All speech-language pathologists on staff hold Master's degrees in Speech Pathology, 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  
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

### **SERVICES:**

- Provide private therapy and evaluations for students of Shelton School and the community in the areas of articulation, language, social/pragmatic language, processing, reading, executive functioning, fluency and voice. Therapists have received training in PROMPT therapy methods, SEE, Association, and Take Flight multisensory reading methods, myofunctional therapy, and the Social Thinking® Clinical Training Program.
- Provide vision, hearing, and speech/language/reading screenings for Shelton School and schools in the DFW community.
- Provide small group therapy programs for speech, language and social communication development.
- Provide educational seminars and inservices for professionals, parent groups and schools.
- Provide teletherapy services for students whose schedule, location or other circumstances prohibit in person sessions.

### **CONTACT:**

For inquiries or to schedule an appointment, please contact:

Krista Norwood, M.A, CCC/SLP, Director, at [knorwood@shelton.org](mailto:knorwood@shelton.org)  
(972) 774-1772, Extension 2410

or

Stephanie Weatherford, Administrative Assistant at [sweatherford@shelton.org](mailto:sweatherford@shelton.org)  
(972) 774-1772, Extension 2280