

# SHELTON SCHOOL

## PARENT/STUDENT HANDBOOK



**2024-2025**

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

# **TABLE OF CONTENTS**

(Each section title is linked to its place within the handbook)

*Shelton parents (1 per household) must e-sign and submit the **Shelton School Policies and***

*\*\* **Parent Partnership Acknowledgment** no later than Friday, August 23, 2024.*

Each MS-US student, grades 5th-12th, is required to e-sign this document to acknowledge their understanding of the 2024-25 Shelton school policies.

**CLICK HERE**

\*\* **PARENT PARTNERSHIP ACKNOWLEDGEMENT**

**MISSION STATEMENT**

## **I. POLICIES**

**DISCIPLINE AND DISMISSAL OF STUDENTS**

**PROBLEM SOLVING FLOW CHART**

**REPORTING CRIMINAL CONDUCT**

**HEALTH POLICIES**

**IMMUNIZATIONS**

**MEDICATION**

**ILLNESS**

**ASTHMA**

**ALLERGIES**

**SEIZURES**

**BALLOON POLICY/LATEX**

**HEALTH EMERGENCIES**

**COVID-RELATED POLICIES**

**PAYMENT POLICIES 2024 - 2025**

**TUITION**

**INCIDENTAL EXPENSES**

**VISITORS**

**PARENT VOLUNTEERS**

**DRIVING AND PARKING ON CAMPUS**

**DRUG AND ALCOHOL POLICY**

**DRUG TESTING**

[SUBSTANCES ON CAMPUS](#)  
[SUBSTANCE USE OFF-CAMPUS/NON SCHOOL EVENT](#)  
[SHELTON'S RIGHT TO SEARCH](#)  
[ALCOHOL BREATH TESTING POLICY - UPPER SCHOOL EVENTS](#)  
[REPORTING ABUSE AND NEGLECT](#)  
[STUDENT RECORDS RELEASE](#)  
[RECOMMENDATION FORMS](#)  
[ACADEMIC & HEALTH RECORDS FOR LEGAL PROCEEDINGS](#)  
[TRANSCRIPTS & REPORT CARDS](#)  
[LEGAL PROCEEDINGS](#)  
[PROVIDING TESTIMONY AT LEGAL PROCEEDINGS](#)  
[CUSTODY RELATED ISSUES](#)  
[USE OF SHELTON'S NAME AND LOGO](#)  
[SOLICITATION INVOLVING SHELTON STUDENTS](#)  
[REQUESTS TO SELL MERCHANDISE/PROVIDE SERVICES](#)  
[HARASSMENT AND BULLYING POLICY](#)  
[SECURITY AND EMERGENCIES](#)  
[CLOSED-CIRCUIT TELEVISION \(CCTV\) CAMERA POLICY](#)

## **II. LOWER SCHOOL HANDBOOK (EC-4TH GRADE)**

[LS ARRIVAL/DEPARTURE](#)  
[LS CARPOOL](#)  
[LS AFTERCARE PROGRAM](#)  
[LS ATTENDANCE AND ABSENCES](#)  
[LS SPECIALS AND ATHLETICS](#)  
[TEACHER GIFTS](#)  
[LS PROGRESS REPORTS](#)  
[LS HOMEWORK](#)  
[LS STUDENT RECOGNITION](#)  
[LAPTOP COMPUTERS](#)  
[LS PARENT - SCHOOL COMMUNICATION](#)  
[SPECIAL SCHOOL EVENTS](#)  
[LS BIRTHDAY CELEBRATIONS](#)  
[LS SEASONAL CELEBRATIONS](#)

[LS EVENT PLANNING GUIDELINES](#)  
[LATEX POLICY](#)  
[LS FIELD TRIPS](#)  
[STUDENT RECORDS](#)  
[LS SUPPLIES & ITEMS TO BRING](#)  
[VISITORS AND VOLUNTEERS](#)  
[LS DISCIPLINE POLICIES AND PROCEDURES](#)  
[LS TECHNOLOGY POLICIES](#)  
[LS UNIFORM DRESS CODE](#)

### **III. MIDDLE SCHOOL HANDBOOK (5th-8th GRADE)**

[MS ARRIVAL AND DEPARTURE](#)  
[MS CARPOOL](#)  
[MS BELL SCHEDULE](#)  
[MS CARPOOL MAPS](#)  
[MS AFTERCARE PROGRAM](#)  
[MS ATTENDANCE POLICY](#)  
[MS GRADING POLICY](#)  
[MS HOMEWORK](#)  
[MS TESTS AND EXAMS](#)  
[MS ORGANIZATIONAL SYSTEM AND SCHOOL SUPPLIES](#)  
[MS TEXTBOOKS](#)  
[MS PARENT COMMUNICATION](#)  
[MS CELL PHONES AND ELECTRONICS](#)  
[MS PHOTOGRAPHS, AUDIO/VIDEO RECORDING](#)  
[MS LAPTOP COMPUTERS](#)  
[MS EXTRA-CURRICULAR POLICIES AND ELIGIBILITY](#)  
[MS SPECIALS and ELECTIVES](#)  
[MS CLASS TRIPS AND FIELD TRIPS](#)  
[MS STUDENT COUNCIL](#)  
[MS STUDENT SOCIAL EVENTS](#)  
[MS BIRTHDAYS](#)  
[MS VISITORS AND VOLUNTEERS](#)

[MS LUNCH](#)  
[MS SNACKS and WATER BOTTLES](#)  
[MS STUDENT RECOGNITION and AWARDS](#)  
[MS CODE OF CONDUCT](#)  
[MS DISCIPLINARY PROCEDURES](#)  
[MS UNIFORM VIOLATIONS](#)  
[HARASSMENT AND BULLYING](#)  
[EXPULSION](#)  
[SUBSTANCE USE POLICY](#)  
[MS UNIFORM & DRESS CODE](#)  
[MS UNIFORM SHOES](#)  
[MS JACKETS & SWEATSHIRTS](#)  
[MS HAIRSTYLES AND FACIAL HAIR](#)  
[MS ACCESSORIES AND MAKEUP](#)  
[MS FREE DRESS DAYS](#)  
[MONDAY SHIRTS](#)  
[MS P.E. UNIFORM/ATHLETIC JERSEYS](#)

#### **IV. UPPER SCHOOL HANDBOOK (9th-12th GRADE)**

[US ARRIVAL AND DEPARTURE](#)  
[US STUDENT DRIVERS](#)  
[US CARPOOL](#)  
[US 2023-24 BELL SCHEDULE](#)  
[US ATTENDANCE POLICY](#)  
[US TARDIES](#)  
[US APPOINTMENTS / LEAVING SCHOOL](#)  
[HEALTH AND MEDICATION](#)  
[US CONFERENCES](#)  
[US STUDENT CODE OF CONDUCT](#)  
[EXPULSION](#)  
[HARASSMENT AND BULLYING](#)  
[DRUG AND ALCOHOL POLICY](#)  
[ALCOHOL BREATH TESTING POLICY - UPPER SCHOOL EVENTS](#)  
[LAPTOP COMPUTERS](#)

[US STUDENT CELL PHONE USAGE](#)  
[US COMMUNICATION WITH TEACHERS](#)  
[US DINING HALL/COMMONS/LUNCH TIME](#)  
[US FOOD AND DRINK IN THE CLASSROOM](#)  
[LUNCH - SAGE Dining Services®](#)  
[US DRESS CODE / UNIFORMS](#)  
[US ACADEMICS](#)  
[US DRESS CODE / UNIFORMS](#)  
[CUSTODY ISSUES](#)  
[STUDENT RECORDS](#)  
[US TRANSCRIPTS AND RECOMMENDATION LETTERS](#)  
[US ACADEMIC INTEGRITY](#)  
[US ORGANIZATIONAL SYSTEM](#)  
[US COMMUNITY SERVICE](#)  
[US EXTRA-CURRICULAR ACTIVITIES](#)  
[US SENIOR PRIVILEGES](#)  
[US VISITORS AND VOLUNTEERS](#)  
[TEACHER GIFTS](#)  
[SECURITY AND EMERGENCY ACTION PLAN](#)  
[US SHELTON LIBRARY](#)

**V. SHELTON SPEECH, LANGUAGE & HEARING CENTER**

**VI. SHELTON EVALUATION CENTER**

**VII. THE JUNE SHELTON LIBRARY MEDIA CENTERS**

**Parent Resources**

## **PARENT PARTNERSHIP ACKNOWLEDGEMENT**

Shelton recognizes the importance and the value of a mutually supportive relationship between the school and parents/guardians. The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, and mutual respect, and when roles, and expectations are clearly defined.

Shelton strives to provide a learning-conducive environment which promotes a student's growth, both academically and socially. We believe the most likely path to success is through teamwork between students, administration, staff, and parents. Each part of the team plays a significant role and the success of the team is reliant on each part fulfilling that role.

Shelton reserves the prerogative to enroll students and families who fully embrace the mission, vision, policies, and procedures adopted by the school, including our commitment to respecting individual differences.

Shelton expects that parents who partner with us will:

- Recognize that the education of each child is the joint responsibility of the parent, student, faculty and school community.
- Demonstrate that both parents work cooperatively with the school in the best interest of the child.
- Communicate in a respectful manner, whether in person or by phone, voicemail, or email.
- Exhibit a good example for students in their conduct, language, and behavior while on campus or at school sponsored activities.
- Refrain from negative gossip or criticism that disparages the reputation of the school or its employees, including posts on social media sites.
- Seek to clarify a child's version of events with the school's view in order to avoid misunderstanding and to bring about a successful resolution.
- Avoid using Shelton administration or staff as a mediator or reporting authority for incidents that occur between students (and/or other parents) outside of school.
- Express questions or concerns through the appropriate channels of communication so they can be dealt with promptly, appropriately and effectively for all involved. Please follow the [Problem Solving FlowChart](#).
- Avoid depending on the interpretation of other parents or non-official school sources.

Shelton values our relationships with parents. We share the goal of helping students succeed and we are grateful for the chance to work with you. Thank you for your continued partnership.



**SHELTON SCHOOL & EVALUATION CENTER  
DALLAS, TEXAS**

**HISTORY**

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

**MISSION STATEMENT**

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

**THE VISION**

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

**PHILOSOPHY**

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

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



## [POLICIES](#)

### DISCIPLINE AND DISMISSAL OF STUDENTS

The school has clear rules and expectations and uses a positive, supportive approach to redirect and guide misbehavior. For a complete description of Shelton's Discipline Policies, including possible consequences, please see the **Code of Conduct** within each division's section of this handbook.

Age appropriate behavior modification techniques may be used with individual students or any appropriate group of students to reduce unwanted or negative behaviors. Such techniques may be employed when reasonable attempts to use positive reinforcement, reasoning, and conferences with parents have failed. The Division Head / Assistant Head / Counselor will guide the implementation of any behavior modification plan.

- Age-appropriate behavior modification plans may include both reinforcers: positive consequences designed to increase desired behavior, and negative consequences that reduce unwanted behavior.
- Positive consequences may include extra classroom privileges, a special reward, or time allowed for a desired activity.
- Negative consequences may include the removal of privileges, extra hours after school, or attendance at Saturday School.
- Plans will be guided by the Division Head/Assistant Head and/or Counselor.
- Plans will provide for measurable criteria for change and periodic review as appropriate.

A student who loses control or refuses to cooperate with a teacher or other staff member will be taken immediately to the Division Administration (Division Head, Assistant Head, Associate Head of School, or Counselor). The administrator will report the incident to the Head of School.

## DISMISSAL OF STUDENTS

Students are subject to dismissal upon the recommendation of the Executive Director / Head of School, Associate Head, Division Head, and/or the teaching faculty. The Executive Director, Associate Head of School, and/or the Division Head, are responsible for making the final decision about dismissal.

### **Reasons for possible dismissal include but are not limited to:**

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 that interferes 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, or student's current needs are beyond the realm of services provided by the school.
6. Substance use, sale, possession, exchange or delivery **on campus**
  - a. Substance use, sale, possession, exchange or delivery on campus is a crime and **will** result in immediate dismissal.
  - b. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances.
  - c. Tobacco or electronic cigarette use on campus or at any school event or activity results in a three-day suspension.
7. Three suspensions
  - a. A third suspension may result in dismissal.
8. Possession of a weapon (actual or toy facsimile) at school or at any school activity.
  - a. This includes possession of a weapon in or around any type of vehicle or mode of transportation, including but not limited to items in cars, trucks, scooters, bicycles, motorcycles, mopeds, and vespas, Shelton parking lots, any school property and any off campus school event.

9. Threatening Statements / Statements of Self-Harm

- a. The School responds to threatening statements in a very serious manner.
- b. Making a threatening statement about intent to bring any type of weapon to school to harm others is a crime.
- c. This includes verbal and written statements and any statement made on social media or on electronic devices/communication.
- d. Any person who makes a statement about their intent to bring a weapon to school or to harm themselves or others will be suspended and may face expulsion.
- e. A student making a statement of self harm may be required to undergo an evaluation at the parent/guardian's expense, by a counselor of the School's choice, to establish for the School and the family that the individual is safe to return. The student may also be referred for further evaluation or counseling.
- f. 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.
- g. This policy regarding a threatening statement applies to incidents on and off campus.

10. Disparaging Shelton School by Act or Word

- a. Attending Shelton School is a privilege; a student may lose that privilege as a result of any action, by the student or a family member, that damages the school's name or reputation in the community.
- b. This includes conduct on use of social media that promotes or encourages any prohibited behavior and/or use of any social media platform by the student or a family member to cast Shelton in a negative light (to include its campus, staff, administration and students).

11. Violation of a Required Substance Abuse Treatment Plan

- a. 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.

12. Failure to abide by other codes of conduct, depending on the severity and/or frequency of violations

13. Failure to abide by the Shelton's policy for Custody Related Issues, by failing to provide current custody documents at enrollment, and/or failing to provide updated documents, as the custody arrangements change.

## **PROBLEM SOLVING FLOW CHART**

## **REPORTING CRIMINAL CONDUCT**

### **SHELTON REPORTING**

#### *Incidents Required to be Reported*

Pursuant to Tex. Educ. Code § 37.015(a), with respect to certain incidents that occur at/in school, on school property, or at a school-sponsored or school-related activity (on or off school property), if there is a reasonable belief that a crime has occurred, Shelton is required to report this to law enforcement.

#### *Once Report is Made by Shelton*

Shelton will cooperate with law enforcement investigation. Such cooperation may include providing documents or information, in response to a validly issued subpoena and/or cooperating with a validly issued search warrant.

Shelton will not undertake a separate, parallel investigation of any particular incident/matter, once the matter is reported to law enforcement and will instead, defer all investigation and investigative efforts to law enforcement or associated agencies that may have been notified or implicated by law enforcement. However, if additional information is provided to Shelton, after the report has been made and it is information that Shelton either knows or has reason to believe that law enforcement has requested such information or has indicated that such information would be helpful for its investigation, this information will be promptly provided to law enforcement.

### **PARENT REPORTING**

Any parent who is aware of criminal conduct that occurs outside of Shelton School -and not at a Shelton sponsored event or activity or on Shelton property, should make a report to law enforcement. While Shelton may have a need to know such has occurred (so that certain measures can be implemented at school) any parent/guardian who has witnessed, observed, heard about or has reason to believe such conduct has occurred, should not solely make a report to Shelton but should also make the necessary reports, prior to involving Shelton in the situation, and should provide Shelton with the necessary information regarding the reports that have been made.

## HEALTH POLICIES

### **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.

### **MEDICATION**

It is very important for the school to have information about ALL the prescription medicine your student takes---- at home and at school. Medication(s) may affect school performance and, many times, physical well-being.

- 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). Specify the name and the dose of the new medicine and the medicine being discontinued.
- Notify the nurse any time a **dosage** or the **time** of the dose changes.
- In May, 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.**
- This [Shelton Medication Form](#) must be completed for students who take medication at school. Please use this form when sending medication to school and any time there are medication changes. The form can be found on the Shelton website under Parents →Medical →Medication Form, or by clicking the link above.
- A parent/guardian **MUST** bring the medication to the clinic when the medication is started.
- After the medication is started, students in Middle and Upper School may bring in refills. Students under 4 th grade are not permitted to bring medication; it must be brought to the clinic by a parent or another adult. It can **NOT** be sent in the student'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.
- Medication can be kept in the clinic in case of a forgotten dose. Please complete the Medication Form and bring it in a bottle with the correct label from the pharmacy.
- Any medication that is critical to a student's health may be kept in the clinic in case a student were to be on campus beyond normal school hours. Please bring it to the clinic in a correctly labeled bottle from the pharmacy and complete the Medication Form.
- **NO HERBAL MEDICATIONS** or non-prescription vitamins will be given at school, on field trips or any overnight trips.

- If the instructions on the medication bottle do not match how the student 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 972-408-4139.

## **ILLNESS**

Please keep your student home if he/she is showing signs of illness: fever over 100.0, vomiting, diarrhea, abdominal pain, uncontrollable cough, shortness of breath, extreme fatigue, muscle pain, etc.

Students must be fever free for 24 hours off of Tylenol/Advil/Motrin/Aleve before returning to school. You will receive a call from the school nurse if your child is ill and needs to be picked up. Please make sure that we have updated contact information.

A doctor's note is required to return to school if a student is absent more than 3 days.

## **ASTHMA**

This [Asthma Action Plan Form](#) must be completed and on file in the clinic for all students who have asthma. The form can be found on the Shelton website under Parents→Medical →Asthma Action Plan, or by clicking the link above. Students may carry their inhalers with them.

## **ALLERGIES**

- This [Allergy Action Plan](#) Form must be completed for all students who have allergies to food, medications and/or insect bites. The form can be found on the Shelton website under Parents→Medical →Allergy Action Plan, or by clicking the link above.
- This form must be completed, signed by your child's doctor and returned by the first day of school.
- If the allergy is severe, bring emergency epinephrine with a label from the pharmacy to the clinic, and make sure that the completed Allergy Action Plan is on file.
- Bring a picture of your child to be placed on the plan and on the Epi-pen.
- Your child can self carry epinephrine after your doctor completes an Epi-pen [Self Carry Authorization Form](#). The form can be found on the Shelton website under Parents→Medical →Epi-pen Self Carry Authorization form, or by clicking the link above.

## **SEIZURES**

If your student has a history of 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 or click the blue link above. Please bring emergency medicine to the clinic if the plan calls for it.

## **BALLOON POLICY/LATEX**

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. Only Mylar balloons are permitted.

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.

## **HEALTH EMERGENCIES**

When making decisions related to any health emergency, Shelton will consider the recommendations of [UT Southwestern Medical Center](#), the [American Academy of Pediatrics](#), [Dallas County Health and Human Services](#), the [National Association of School Nurses](#), [Cook Children’s Medical Center](#) doctors, and the [Centers for Disease Control](#), as well as our medical advisors.

## **COVID-RELATED POLICIES**

The policies described herein are subject to change as necessary.

- A negative COVID or other applicable test may be required for overnight trips.
- Students and employees may be required to stay home if they exhibit certain symptoms.
- Isolation and/or quarantine protocols may be implemented.
- Masks may be required.

We ask that parents continue to help by keeping students home if they are sick, and communicating with our nurses (Eve Herman at [eherman@shelton.org](mailto:eherman@shelton.org), Lisa Nagid at [lnagid@shelton.org](mailto:lnagid@shelton.org) or Oscar Maguregui at [omaguregui@shelton.org](mailto:omaguregui@shelton.org) regarding any illness.



## **PAYMENT POLICIES 2024 - 2025**

### **TUITION**

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

- 1) Full payment due in June
- 2) Two-payment plan with  $\frac{1}{2}$  due in June and  $\frac{1}{2}$  due in January
- 3) Ten-month payment plan with payments beginning in June (or upon initial enrollment if enrolled after June) and ending in March

You will receive notice from FACTS of payment due dates and amounts.

NOTE: Failure to comply with the selected payment plan 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 **on August 1st** for student to attend classes on the first day of school. Tuition accounts must also be in good standing on December 15<sup>th</sup> for student to attend classes in January.

If a need arises to change your FACTS payment plan, please contact the business office (x2235) at least 5 business days in advance **of your scheduled payment.**

### **INCIDENTAL EXPENSES:**

Charges for incidentals will be applied to the payment method selected by parents in FACTS.

Notice of charges and payment due dates will be sent to parents through FACTS.

Incidental expenses include, but are not limited to speech therapy, Aftercare, damaged laptop charges, Saturday School fees, and late pick up charges.

**NOTE: Shelton reserves the right to suspend services if an Aftercare or speech therapy account becomes delinquent.**

## **VISITORS AND VOLUNTEERS**

Shelton utilizes the *Raptor Technologies* visitor management system for **parents and all visitors** for the security of our students, staff, and campus. 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 to the school.

- **All visitors** (parents, visitors, tutors, substitutes, contractors, repair personnel, etc. must enter AND exit campus via the McCallum gate and main school entrance unless directed otherwise for carpool, athletic or other special event.
- **All visitors** (parents, visitors, tutors, substitutes, contractors, repair personnel, etc.) must be scanned into the system and obtain a photo ID/visitor badge or colored wristband (color is changed each day) while on campus.
- Parents and visitors must also sign in and out on the Visitor Log so that we know who is in the building in case of an emergency.
- **Sign out and return the temporary visitor badge or take off the wristband at the conclusion of the visit.**
- Do not ask staff or students to open other doors to allow entrance to the building at other locations.

## **VOLUNTEER OPPORTUNITIES FOR PARENTS**

There are many opportunities for parents to volunteer in the school. Please contact SPA, our Shelton Parents Association, via the Shelton website for details. All parent volunteers are required to scan their identification through our Raptor system at the security desk.

## **DRIVING AND PARKING ON CAMPUS**

To ensure the safety of Shelton students, staff, parents, and visitors, all drivers must follow these policies:

- Turn off cell phones and be alert at all times.
- Follow the established traffic path as directed.
- Follow the 10 mph speed limit.
- Do not turn left or right when prohibited
- Do not drive over curbs to get into a blocked area
- Report unsafe driving

### Parking

- Do not park in numbered reserved spaces between 7:15am and 4:15pm.
- Do not double park or block parked cars.
- Do not park in hash marked areas.
- Do not move cones or other barriers to park in a blocked-off area.
- Do not block the bay doors in the loading dock.
- Do not block crosswalks.
- Do not park in handicapped spaces unless authorized (handicapped tag must be displayed).
- Do not park, wait in, or temporarily leave a car in restricted areas, such as fire lanes, unless loading or unloading.

When picking up students from practice or another event, avoid blocking carpool lines and fire lanes. Do not pick up students at an exit door that blocks traffic. Arrange an appropriate place to pick up.

## **DRUG AND ALCOHOL FREE CAMPUS**

### Background:

With the goal of achieving a drug and alcohol free campus, the Shelton Board of Trustees approved the adoption of a program focused on both parent and student drug education in 2008.

The student enrollment contract reflects this intention. Shelton partners with Pathways for Prevention, a non-profit consulting group, for drug and alcohol education of our students and community. This type of outside programming is provided for students, parents, and staff each year with the goal of raising awareness of the dangers surrounding drugs and alcohol that exist in all communities.

The Shelton plan also includes **Random Plus Drug Testing**, 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.

As Shelton is committed to the goal of a drug and alcohol free school, we will continue to use Prevention Services, or any other applicable program, to supplement our plan.

This is a positive program of prevention and is intended to help any student having problems with drugs and/or alcohol. It involves both counseling and a 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 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.

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.

### **Drug Detection Canines**

As part of our efforts to maintain a drug and alcohol free campus, Shelton contracts with *Interquest Detection Canines* to bring trained dogs to screen for drugs and alcohol. Interquest canines will visit campus regularly and visits are not announced in advance. The dogs will examine all areas of the Shelton property, including but not limited to parking lots, hallways, classrooms, and lockers. Students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by school officials.

## **DRUG TESTING POLICY**

Shelton will conduct random plus drug testing of students to determine compliance with the drug and alcohol free policy. Refusal to submit to testing is considered insubordination and is grounds for appropriate discipline, up to and including immediate expulsion.

[Click here for FAQs](#)

- Although the testing method may be changed at any time at Shelton's sole discretion, hair testing has been selected as the primary method for 2024-25. The lab will test hair samples for five major drug classes, opiates, and fentanyl. The hair test is able to detect use of substances over the previous 90 days.
- 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. The lab utilizes the most current state-of-the-art methodologies to ensure reliable, accurate test results.
- If a student is referred for testing at an off campus site, hair samples will be collected and analyzed using the five-drug panel as described above.
- Random testing will be done at various times during the year.
- Students in grades 8-12 will be assigned a unique identification number that is randomly generated. Only the Head of School, Division Heads, and Assistant Heads will have access to these ID numbers.
- Student ID numbers will be assigned and subsequently selected at random (by a computer program) for testing throughout the school year.
- If the school becomes aware of a student's involvement in a drug-related incident (i.e. signs of intoxication at a school function, possession of vaping device on campus), the school may require the student to complete a drug test at the family's expense.
- Students confidentially referred by administration, faculty, or staff as possible high risk may be added to the randomly selected group.
- Some students may go through the entire year without being tested while others may be tested more than once.
- Refusal of the student or family to cooperate with required drug testing may result in the student being asked to withdraw from Shelton.
- Should a student attempt to avoid being tested or attempt to falsify the test, the parent will be notified and required to transport their student to a school designated drug testing facility that day for testing at the parent's expense. The student may be subject to disciplinary action.

### **Collection Procedures**

1. Each student's unique identification number is the only identifying information that is utilized in the process of sample collection and chain of custody. This is done to protect the identity of the student tested.
2. Representatives from an accredited collection facility will collect a **small sample of hair. equal to 3.9 centimeters in length (approximately 1 inch).**
3. Chain of custody procedures will be followed 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 individual ID number.
2. The testing laboratory and the Medical Review Officer (the Medical Review Officer is an employee of Quest Diagnostics who is contracted to conduct the drug testing) will substantiate any positive result related to prescribed medications.
3. Any positive test results will be confidentially reported to parents and the Upper School Assistant Head by the testing facility. The results may be disclosed to other administrators on a need-to-know basis. A private meeting between the student, parents, Division Head or Assistant Head, the Division Counselor, or the Associate Head of School will be arranged.
4. No student test results will be disclosed to any person or agency beyond the persons identified above (#3) without legal compulsion.
5. Parents will be notified of testing only in the event of a positive result.

### **Procedures for Positive Results**

If evidence of sale or possession of drugs is discovered, note that Shelton is required by the Texas Education Code to report certain criminal activities that occur on school property or at school activities or functions. This includes, but is not limited to, the use, possession, and/or sale of controlled substances.

1. The student will be placed on a plan involving counseling and a required drug prevention education course.
2. The student and parents must enroll in this course, follow the recommendations, and submit a certificate of completion to the Assistant Head.

3. All costs for this course will be the responsibility of the parent.
4. The student may be retested as part of future PLUS groups.
5. 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 administration or physician.
6. If the required plan for counseling and drug education is violated, the student may be asked to withdraw from the school.
7. It is highly recommended that parents continue regular drug testing.
8. A student who receives a second positive test result may be asked to withdraw from the school.

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

## GETTING HELP FOR SUBSTANCE USE PROBLEMS

- A list of referrals for treatment will be given to the family, but parents may use an agency of their choice with the approval of Shelton. The counselor or community agency will provide assessments, referrals, and recommendations for additional services as needed.
- The counselor or community agency will need permission from the parents to communicate with the Shelton School throughout the treatment process.
- 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 school on file with the division's office and to be actively working on the treatment plan while enrolled at Shelton.
  - The student may be required to take random drug tests at a Shelton approved test facility at the parent's expense. Refusal of the student to permit testing or refusal of the family to cooperate with testing may result in the student being asked to withdraw from Shelton.

---

Shelton supports students in making ethical, responsible, and healthy decisions, and is committed to providing a drug-free atmosphere on campus and at school-sponsored events. Substance use can be dangerous to a teenager's health and can lead to 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.

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



## SUBSTANCES ON CAMPUS

1. The school will periodically bring detection canines on campus to search rooms, vehicles, lockers, backpacks, purses, and any other belongings.
2. Possession, use, exchange, or sale of controlled substances or alcohol on school grounds at any time, during or outside of school hours, at athletic events, or at other school events is a crime and will be responded to accordingly. Such actions are grounds for immediate expulsion and may prohibit future re-enrollment.
3. The school will conduct random drug testing for students in grades 8 – 12 through the Shelton Random Plus Drug Testing program. (This program is described in detail on the following pages.) Should a student attempt to avoid or falsify the test the parent will be notified and required to transport their student to a school designated drug-testing facility **that day** for testing **at the parent's expense**. The student may be subject to disciplinary action.
4. Possession or use of any tobacco product, e-cigarettes, any vaping device, electronic smoking device, or facsimile on campus or at any school-sponsored program/activity is prohibited and will result in parent notification. Such action may also result in up to a three (3)-day off-campus suspension.
5. Consumption of alcohol or drugs prior to arrival at school or a school-sponsored event will result in disciplinary action to be determined by the administration. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances.
6. The school reserves the right to require students of concern to take a drug test (**at parents' expense**) at a Shelton approved testing facility. This includes testing for drugs, alcohol and other substances. Parents must transport the student from Shelton directly to the testing center and testing must occur the same day Shelton requires the test. Results of these tests must be sent to the school directly by the test facility.
7. 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.
8. Refusal of the student or family to cooperate with searches or required drug testing may result in the student being asked to withdraw from Shelton.
9. Shelton reserves the right to use breathalyzers or other similar devices to test students at school-sponsored events.

## **SUBSTANCE USE OFF-CAMPUS/NON SCHOOL EVENT**

1. 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, alcohol, or other drugs off-campus and not at a school-sponsored event, the administration will notify the parents.
2. Drug testing may be required for the student to remain enrolled at Shelton.
3. Students arrested for drug or alcohol-related incidents may be required to take random drug/alcohol tests with results reported to the Assistant Head of the appropriate division and could be subject to disciplinary action.

## **SHELTON'S RIGHT TO SEARCH**

- Shelton School reserves the right to conduct searches of items brought to campus or to a school activity/event including but not limited to:
  - electronic equipment
  - purses/bags/backpacks
  - any vehicle including any limousine or party bus that may have been used to transport students to a school sponsored event.
- Searches may be conducted without notice.
- Detection canines may be brought to campus to search rooms, vehicles, lockers, backpacks, bags, purses, and any other belongings.
- Refusal of the student or family to cooperate with searches may result in the student being asked to withdraw from Shelton.
- If any prohibited content, substances and/or items including but not limited to alcohol, controlled substances, over the counter medications, weapons of any nature (to include "toy" weapons), threatening statements or inappropriate materials are found during a search, parents will be notified and required to pick up the student. The student may be subject to disciplinary action up to and including dismissal.
- If possession of prohibited substances and/or items occurs at an off-campus school sponsored event, the student will be denied entry. The student's parent(s) will be contacted and required to pick up their student. Any student who is found to have substances or items listed in #1 above in their possession will be asked to withdraw from Shelton School.
- 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.

- Any student who 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.

## **ALCOHOL BREATH TESTING**

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.

All students and guests will be subject to a breath alcohol test administered by an employee of a drug testing company using qualified alcohol breath testing devices.

1. Students testing negative will be allowed to enter the event.
2. Students testing positive 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.
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. Students may also be subject to a breath alcohol test prior to departure from the event.
  - a. Students testing positive for alcohol use, or refusing to take the breath test, will be denied departure from the event.
  - b. The student's parent(s) will be called and will be required to pick up their student from the event.
  - c. 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 may be asked to withdraw from Shelton School.

## **REPORTING ABUSE AND NEGLECT**

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. For information pertaining to what type of incidents, conduct, acts and/or omissions constitute Abuse and/or Neglect, Shelton refers you to the Texas Family Code, Chapter 261.

- If a report of abuse or neglect is required, the report will be made to the appropriate agency and this typically includes law enforcement and/or Child Protective Services.
- Once the report is made, Shelton will be required to cooperate with those agencies' investigations - which may include providing additional information and/or documents.
- If an alleged act of abuse or neglect occurs outside of Shelton (not on the grounds, property, or at a school sponsored event or activity) and Shelton is advised of this, and Shelton forms a reasonable belief that such may have occurred, Shelton will be required to report this to the appropriate agency(ies).
- Parents and other individuals who have information of such an incident are not required to go through Shelton to make a report and should make any and all necessary reports themselves.

## **STUDENT RECORDS RELEASE**

### **TRANSCRIPTS & REPORT CARDS**

Student records will be sent to prospective schools provided the appropriate release forms are submitted to the division office as required by law. Allow at least two weeks to process records.

### **RECOMMENDATIONS**

- Recommendation forms required by prospective schools should be submitted to the Division Office.
- The office will distribute to teachers and see that all forms are completed.
- Please do not give any forms directly to teachers.
- This will ensure that all forms are sent to the prospective school in a timely manner.
- Allow at least two weeks to process records.

### **STUDENT RECORDS 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 Registrar of the School.

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

### **ACADEMIC & HEALTH RECORDS FOR LEGAL PROCEEDINGS**

Release of any student's records, to any third party (inclusive of a parent's attorney) will require a validly issued subpoena (issued in a manner that complies with all substantive and procedural requirements under Texas law) served to the proper custodian of records, and accompanied by signed authorizations for release of records/documents (education, HIPAA and/or both, where applicable) signed by each parent or guardian who maintains the right to allow for release of his/her student's records, documents and information.

- If the subpoena is not accompanied by the necessary signed authorizations, the ability for Shelton to comply with the subpoena in a timely fashion will be delayed and/or impeded completely while awaiting the authorizations.
- Any subpoena for records must be served timely, providing Shelton at least 14 business days to gather and provide the information/documents (assuming authorizations are provided with the subpoena).
- If a subpoena for records/documents is not either properly served, timely served and/or not served accompanied by the necessary signed authorizations, Shelton’s legal counsel will attempt to contact counsel for the serving party to notify him/her of this and if necessary, may seek to have the Court determine that compliance with the subpoena is not required.
- Please note that a response to a subpoena for academic records or testing documents will typically only include grade reports, and evaluation reports. Requests for such documents as “all emails between Shelton and...” are not considered to be a request for a student’s academic and/or testing documents, as these would typically fall outside of the documents that Shelton prepares/creates and maintains as the child’s academic records.
- Should such a request be made, Shelton may not be able to comply with the request (in the time requested and/or at all, depending on how burdensome the request may be) and Shelton’s attorneys may intercede, and seek all available relief from the court.

A request for Health Records includes

- any documentation made by a Shelton nurse or counselor,
- formal testing/evaluations conducted by Shelton and
- any documents Shelton has procured from other sources pertaining to the student’s underlying psychological, and/or learning difference diagnoses, evaluations conducted by third parties, counseling/therapy services conducted or provided by third parties, and all documents pertaining to a student’s medication use.

In no circumstance will the raw data and/or testing protocols from any test either administered by Shelton or provided to Shelton for its review/evaluation be produced/provided. To the extent necessary, Shelton’s attorneys will seek court intervention to prevent the raw data and/or testing protocols from being disclosed/produced to any third party (other than corresponding professionals who are permitted to have access to the same).

## **LEGAL PROCEEDINGS**

### **PROVIDING TESTIMONY AT LEGAL PROCEEDINGS**

If parents request testimony from the school in a custody case, or other legal matter, the Board of Trustees' guidelines require that the Shelton executive staff member most relevant to the issues being discussed/decided, be participatory in the legal process and this includes 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 students.

- The School will charge a fee of \$2,000 for one of the above individuals to provide testimony in deposition or in court. In addition to the court appearance time fee, a per-hour fee will be charged for preparation time prior to a scheduled custody case or other legal matter. All associated fees must be paid within five business days and shall be paid as follows: Payments should be remitted in the form of a cashier's check payable to Shelton School and delivered to the Shelton Business Office.
- Release of any student's records for court proceedings or legal matters will require a validly issued subpoena, to be served in accordance with Texas law and all necessary authorizations permitting the release of information and/or documents will need to be provided.
- With respect to requesting any staff member to attend a hearing, trial or deposition and provide testimony, a validly issued subpoena (which has been issued in accord with the procedures required by Texas law) will need to be timely served (and served in compliance with Texas law).
- Subpoenas, even if validly issued and validly served but which are not served within 7 business days of whatever proceeding is at issue, will likely result in legal action taken by Shelton's attorneys, requesting that the Court not enforce the subpoena. For all applicable legal requirements relative to issuance and/or service of a subpoena, to include time considerations for same, Shelton refers you to your own legal counsel.
- With respect to the substance of any Shelton staff member's testimony, please be advised that, consistent with Shelton's policy to not "take sides" as between parents/guardians, the staff member will not be providing opinion testimony (as to personal opinions regarding the parents/guardians and/or any other matters of that nature) and will not provide opinions as to which parent/guardian is "right" and the testimony will, therefore, be relegated to only factual matters, such as, matters concerning academic progress/performance and/or academic needs.

## **CUSTODY RELATED ISSUES**

- A Court order or decree (or other type of written custody agreement between parents/guardians) is required for each child whose parents are legally separated, going through a divorce proceeding, or are legally divorced. Should Shelton learn that the most current child custody documents were not provided, Shelton reserves the right to dismiss the student.
- As Order/Decrees/Agreements are changed, it is the enrolling parent/guardian (to include both, if applicable) responsibility to timely provide Shelton with updated documentation, without a subsequent request or reminder being made/given by Shelton. Should Shelton learn that documents regarding changes to the custody issue were not timely provided, Shelton reserves the right to dismiss the student.
- 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.
- Shelton will not engage in “taking sides” between parents/guardians and will not participate in refereeing disputes, as to any matter, including but not limited to school related issues.
- All court orders will be handled with the highest confidentiality.
- Note: Shelton School will provide equal access to both parents who retain the right to access information. Further, with respect to parent-teacher conferences or similar meetings, Shelton prefers and will generally require to hold these types of meetings with both parents participating at the same time (as opposed to holding different/separate meetings).

## **USE OF SHELTON’S NAME AND LOGO**

The use of Shelton’s name or logo, without permission from Shelton administration, is strictly prohibited.

Further, any use of Shelton’s name, logo, or other identifiers, which in any manner, cast Shelton (to include it’s facilities, staff, and students) in a negative light or serves to disparage its reputation in any manner, is also strictly prohibited and will subject the offending party (adult or student) to an applicable and appropriate response by Shelton.



## **SOLICITATION INVOLVING SHELTON STUDENTS**

Shelton personnel or any affiliated organizations -- e.g. Shelton Parents' Association, Theater 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. 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.

## **REQUESTS TO SELL MERCHANDISE / PROVIDE SERVICES**

Shelton periodically gets requests from parents, student organizations, 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 Head 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.

## **HARASSMENT AND BULLYING POLICY**

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 disciplinary action up to and including suspension or dismissal.

The purpose of this policy is to promote 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 in study or other school related activities. Shelton is committed to protecting its students from harassment and bullying, and has an expectation that all parents, families, and students will work with Shelton to assist in providing this type of learning conducive environment.

This policy also includes the prohibition of any type of harassment that creates a hostile environment. 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

### **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 bullying when repeated. Harassment and bullying may not always be intentional but are always unacceptable, whether intentional or not.

Harassment may include, but is 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."

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 and an imbalance of power.

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.

**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.

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

A hostile environment may involve anything that is perceived to be

- Unwelcome
- Intentional and repeated
- Severe and pervasive
- Physically/emotionally intimidating
- 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, bribing or attempting to offer a bribe for or in exchange for a sexual favor, sexual act and/or any type of

physical intimacy, 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. If a situation is deemed to be bullying or harassment, it will be reported to the Associate Head of School and Executive Director. The report should include the nature of the incident, dates, times and witnesses. The report may be made orally or in writing.

Any Shelton employee who suspects or receives notice that a student(s) is or may have experienced harassment or bullying must immediately notify the Division Head. Upon notification of a bullying 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.

## **PARENT REPORTING**

Any parent who is aware of bullying or harassing behavior or conduct that occurs outside of Shelton School and not at a Shelton sponsored event or on Shelton property should make a report to the appropriate person, agency, or entity.

This includes the parents of all other students involved, and/or where necessary, law enforcement (if said bullying/harassive behavior is considered by the parent to be criminal conduct).

While Shelton may have a need to know of said event so that certain measures can be implemented at school if necessary, any parent/guardian who has witnessed, observed, heard about, or has reason to believe such conduct has occurred should not solely make a report to Shelton but should also make any necessary reports to other persons/agencies/entities prior to involving Shelton in the situation.

The parent/guardian should then provide Shelton with the necessary information regarding the reports that have been made.

## **COUNSELING SERVICES**

The appropriate Division Head 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.

## **CONFIDENTIALITY**

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

## **SECURITY AND EMERGENCIES**

Shelton is equipped with a state of the art security camera system which covers doors, hallways, parking lots and other outside areas. The video feed is not monitored throughout the day, but is periodically viewed.

A control access system is installed on exterior doors which requires a card pass or key to enter the building. Only staff and security personnel have that access, but all others must be given access by the front desk or security personnel.

Entry into the school is strictly regulated. As mentioned in the Visitors section of this handbook, all visitors must be cleared using the Raptor visitor control system, have a valid Shelton badge (Volunteer, Intern, SPA, Tutor, etc.) receive a colored wristband (color of wristband is changed daily) or name tag, be escorted by a staff member or have another form of official ID to enter the building beyond the reception or Fine Arts area.

Speakers have been installed on the outside of the building to give us multiple methods of notifying students and staff of an emergency situation.

Our fire alarm system provides immediate sound and visual warning throughout the facility should a fire occur.

Armed personnel provided by an outside security service as well as off duty police officers are on the campus during school hours and many after hours activities. Security personnel are on campus during non school hours to protect the property and limit access as appropriate.

### EMERGENCIES

In the event of an emergency, Shelton will post updates and instructions on our website, [www.shelton.org](http://www.shelton.org), as we are able. We will also notify families and staff through our web-based notification system.

Shelton has adopted a Standard Response Protocol (SRP) developed by the I Love You guys Foundation. The SRP contains the following components: Hold, Secure, Lockdown, Evacuate and Shelter.

[See Shelton's Standard Response Protocol Here](#)

## **CCTV CAMERA POLICY**

### **Policy Purpose:**

The purpose of this policy is to ensure the responsible use of Closed-Circuit Television (CCTV) surveillance cameras on properties owned and operated by the June Shelton School and Evaluation Center. CCTV cameras are deployed to enhance safety and security on the premises, deter potential incidents, and assist in investigating any reported issues. This policy outlines guidelines for the proper installation, management, and use of CCTV cameras, specifically with regard to releasing recorded video to law enforcement, authorities, community members, and employee use.

### **1. Installation and Monitoring:**

1. Avigilon is the preferred CCTV camera installed and used at Shelton.
2. All CCTV cameras will be clearly visible. Hidden cameras are prohibited.
3. Personally owned or operated surveillance cameras of any kind are prohibited.
4. Any camera placed, operated, or located on the premises owned or operated by Shelton shall be installed by BearCom or an affiliate under the direct guidance of the Director of Campus Safety & Security with the assistance of the Facilities and IT departments.
5. CCTV cameras shall not be placed or used in any location where a person accessing that area has a reasonable expectation of privacy. Locations under this provision would include, but are not limited to bathrooms, locker rooms, changing areas, nursing areas and medical treatment spaces.
6. CCTV resolution is between 720p and 4K, depending on the camera.

### **2. Access and Control:**

1. Access to the live feed and recorded footage will be limited to authorized personnel only. The Director of Campus Safety & Security in conjunction with the Director of Information Technology are responsible for maintaining control over the CCTV system.
2. The system will be password-protected and regularly updated to ensure data security and prevent unauthorized access.
3. Employees granted access to the CCTV system will be required to sign a copy of this policy acknowledging their responsibility for safeguarding the privacy of individuals captured in the footage.

4. The Director of Campus Safety & Security is responsible for ensuring that all individuals with access to the system have acknowledged and understand this policy.

### **3. Retention and Deletion of Footage:**

1. Recorded footage will be retained for approximately 10 days, after which it will be automatically deleted (recorded over) by operation of the system, unless the footage is required for an ongoing investigation or legal proceedings. Recorded footage is retained on-site and not cloud based.
2. The Director of Information Technology in conjunction with The Director of Campus Safety & Security will oversee the deletion process to comply with applicable data protection laws.

### **4. Release and Viewing of Recorded Video:**

1. The release of recorded video footage to law enforcement authorities will only occur under the following circumstances:
  - a. A formal request is received from the police, accompanied by a valid warrant or court order, specifically identifying the time frame and areas covered by the footage requested.
  - b. Any request or release for/of surveillance footage, even with proper documentation, must be approved by the Director of Campus Safety & Security or the Executive Director.
  - c. In emergency situations where there is a threat to the safety and security of individuals on the school premises, the Director of Campus Safety & Security or Executive Director may voluntarily share relevant footage with law enforcement, provided that it is necessary to prevent or address an immediate threat.
2. Video may be viewed in house by division administrators and/or by Shelton's legal counsel.
3. Short clips of video may be disseminated by use of electronic means to division administrators or leadership team members for specific purposes only. When administrators require video clips for investigations and disciplinary scenarios, any video transmitted to them in an electronic form must be deleted as soon as the investigation is complete.



4. Students, parents, faculty, staff or any other individual, not previously authorized, may not view or receive any video created by Shelton without written permission from the Executive Director or their designee. That written permission must include the specific dates, times and locations of the requested video and must be given directly to the Director of Campus Safety & Security by the Executive Director or designee.
5. A list of authorized staff members, contractors or administrators will be maintained by the Director of Campus Safety and Security.

**5. Employee Use and Dissemination:**

1. Employees shall not use CCTV cameras for personal reasons or engage in unauthorized surveillance of students, colleagues, or visitors. Cameras placed in office spaces are of increased concern for privacy of employees and should be monitored only when required.
2. Any concerns or suspicions regarding potential misconduct or security issues observed through the CCTV system should be reported to the Director of Campus Safety & Security or Executive Director for investigation and follow up.
3. Any copying, sharing, or otherwise disseminating CCTV video recordings must be done with the permission of the Director of Campus Safety & Security or Executive Director. This includes screen captures of video or recording of the screen using a secondary device.
  - a. Exceptions to 5.3 are permissible during investigations conducted by and within the Security Department for the purposes of school related business, discipline, or safety or security concerns.
  - b. At no time may a video created by the CCTV system of Shelton be released to any person not immediately engaged in the specific investigation process and employed by the school except as provided for above with regard to law enforcement personnel.
4. Unauthorized use or misuse of the CCTV system may result in disciplinary action, up to and including termination, and may also lead to legal consequences.
5. Violations or suspected violations of this policy should be reported directly to the Director of Campus Safety & Security, the Director of Information Technology or Executive Director.

## Standard Response Protocol

### **HOLD**

A hold may be initiated on campus if a situation arises that requires the hallways to be cleared. Students and staff will remain in classrooms, gym or outside until the situation has been resolved. An example of when a HOLD would be initiated is when there is a medical situation requiring fire or medical service to respond to the school. A HOLD should not disrupt normal school operations.

### **SECURE**

The SECURE action is called when there is a threat or hazard outside the school building. Students and staff are brought back into the building and classes continue. After everyone is inside, no one else is allowed in or out of the building until the situation is resolved. This may cause parents an inconvenience but we ask for your understanding and cooperation.

Whether it's due to violence or criminal activity in the immediate area, or a dangerous animal on school grounds, SECURE uses the security of the physical building to act as protection.

### **LOCKDOWN**

A LOCKDOWN is called when there is a threat or hazard inside the school building. A LOCKDOWN requires all students and staff to enter or stay in a classroom or area that can be secured, turn the lights out, lock the doors and take cover where they cannot be seen from the door. If the location of the threat is apparent and students and staff do not have the option to get behind a locked door, it is appropriate to self-evacuate away from the threat.

In a true LOCKDOWN incident, emergency responders will be arriving at the school. We ask that parents or guardians DO NOT respond to the school. Doing so will only slow down police, fire or medical personnel. Reunification will begin as soon as it is safe to do so. Again, this may cause parents an inconvenience but we ask for your understanding and cooperation.

### **EVACUATE**

EVACUATE is called when there is a need to move people from one location to another for safety reasons. A fire or a fire drill is an example of when the EVACUATE action would be initiated. If the EVACUATE action is not resolved quickly, the school may have to plan for early dismissal. You will be notified if early dismissal is called for.

### **SHELTER**

If a tornado warning occurs in our area during school hours, all students and staff will immediately move to our storm shelter 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.

**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.**

## **Other Emergencies**

Shelton is continually updating our Emergency Operation Plan (EOP), which has procedures in place for emergencies, natural or manmade. Our response to emergencies 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 emergency situations, the following safety protocols may be implemented:*

- Allow student drivers to leave only with parental permission and if it is possible to do so without jeopardizing themselves or others.
- Dismiss students early. Any change of carpool time will be communicated via an emergency alert text message, email, and the school website.
- Dismiss students to their parents when conditions make it possible. This may include early dismissal times, and will be done in an orderly manner by division. The dismissal plan will be posted immediately on our website. Parents will also receive an emergency alert text message, a broadcast 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.
- Heighten security awareness on campus
- Increase campus security
- Restrict campus access
- Decide which, if any, extra-curricular activities will continue

## II. LOWER SCHOOL HANDBOOK (EC-4TH GRADE)

### LS ARRIVAL/DEPARTURE

1. Lower School students arrive through the carpool entrance on Summerside Drive. Cars must approach from Preston Road only, and turn left into campus. Division doors will be opened at 7:40 a.m. to allow students into the building where they will wait in the Fine Arts area. The tardy bell will ring at 8:15 a.m. (3rd/4th) and 8:20 a.m (EC-2nd)
2. If you arrive late, please call 972-774-1772 ext. 2246 and walk your student to the Lower School carpool entrance doors to be checked in. Office staff will walk your student to the classroom. For security reasons, parents may not walk a child to their classroom.
3. Please use the SchoolPass app to notify teachers and administrators of early pick up a day before. Upon arrival drive up to the LS carpool entrance and call 972-774-1772 ext. 2246, to let the office know you have arrived. A staff member will walk the student to your car. Anytime you pick your child up early, please allow extra time for locating your child and signing him or her out. Using SchoolPass will expedite the process for pick-up.
4. As a general rule, when a carpool is composed of mixed grade levels, older students must arrive and depart via the procedures for the younger students. If you have children in multiple grades or are carpooling with students in several divisions, please contact Lena Hilbert [lhilbert@shelton.org](mailto:lhilbert@shelton.org).
5. A staff member will contact parents of students not picked up by 3:45 Monday - Thursday and 2:45 on Friday. If students are not picked up by 4:00 p.m. on Monday through Thursday and 3:00 p.m. on Friday, a staff member will take the student(s) to After Care and a charge of \$1.00 per minute will be billed to parents.

#### Dismissal Times:

<u>Grade(s)</u>	<u>Doors Open / Tardy Bell</u>	<u>Mon-Thur Dismissal</u>	<u>Friday Dismissal</u>
<u>EC</u>	<u>7:40 / 8:20</u>	<u>2:30</u>	<u>1:30</u>
<u>PP</u>	<u>7:40 / 8:20</u>	<u>2:30</u>	<u>1:30</u>
<u>1st - 2nd</u>	<u>7:40 / 8:20</u>	<u>3:10</u>	<u>2:10</u>
<u>3rd - 4th</u>	<u>7:40 / 8:15</u>	<u>3:10</u>	<u>2:10</u>

Late pick-up times are: 4:00 Monday-Thursday, 3:00 Friday

## **LS CARPOOL**

- Carpool tags with numbers and name placards will be issued during Meet the Teacher.
- **Place your carpool tag on the passenger's side of your front windshield and name placard on the dashboard on the driver's side.**
- Parents should organize their own carpools from a list of enrolled students. Zip code lists are available from Lena Hilbert ([lhilbert@shelton.org](mailto:lhilbert@shelton.org)). Please use the SchoolPass App to input the names and associated carpool numbers of students in your carpool.

**Carpool Maps:** Please follow the detailed map for morning and afternoon carpool.

**EC - 4th Morning Carpool Map:** [Click Here](#)

**Early Childhood/Pre-Primary Afternoon Carpool Map:** [Click Here](#)

**Primary- 4th Afternoon Carpool Map:** [Click Here](#)

In order to help us load and unload most efficiently and safely, please follow these guidelines:

1. When entering the property from Summerside, remember to approach from Preston Road. There is NO RIGHT TURN off of Summerside at the entry gate if you are driving East from Campbell.
2. **For safety reasons, DO NOT use your cell phone while dropping off or picking up your child.**
3. For safety reasons, all children need to **enter and exit the car on the passenger side**. Have your student sit in the back behind the passenger seat, if possible.
4. **Be alert of students passing in front of or behind your car.**
5. Pull up in the drop off/pick up area as far as you can with doors unlocked. Remain in your car.
6. Do not pull around a car in the unloading zone, unless directed by a staff member or policeman to do so with their assistance.
7. Do not park or stop in any of the traffic lanes.
8. Drive 10 miles per hour on campus.

## **AFTERCARE AND AFTER SCHOOL ACTIVITIES**

Aftercare is available upon approval from the Division Head.

Shelton offers supervised Aftercare Monday through Thursday 3:45-6:00 p.m. and Friday 2:45-6:00 p.m. Students are divided by age and/or grade levels.

**Aftercare is not offered on early release days, during parent conferences, and any other days in which the coordinator of aftercare sends a notification.**

Click [HERE](#) for Information and Online Registration.

### **After School Activities**

A variety of After School Activities are offered each semester. See the August ePost communication or contact Sara Brown at [sbrown@shelton.org](mailto:sbrown@shelton.org) for information.

## **LS ATTENDANCE AND ABSENCES**

1. Students should attend school every school day except in cases of illness, death in the family, or an emergency situation. Please schedule vacations and dentist/doctor appointments outside of school time.
2. Students are tardy if they are not in their classroom by 8:15 a.m. (3rd/4th) and 8:20 a.m. (EC-2nd).
3. Partial absences will be recorded.
4. Please use the SchoolPass app to notify teachers and administrators of early pick up a day before. Upon arrival, drive up to the LS carpool entrance doors and call the office, 972-774-1772 extension 2246 to let the office know you have arrived. A staff member will walk the student to your car.
5. Any time you pick up your student early, plan on extra time, as you must input it in SchoolPass in order for the student to leave during regular school hours.
6. When your student is absent please notify the advisor by email AND submit in SchoolPass. Provide illness information (fever, nausea, etc.). **A doctor's note is required for illnesses that last more than three days and will excuse the absence.**
7. If your student is absent from school and you would like to pick up homework, call the LS office and email the advisor no later than 9:00 a.m. This allows the teacher time during the day to gather materials and administer the request.

8. Students must be in attendance 90% of classroom hours for the school year. Students with excessive absences (>10% of classroom hours) will be contacted by the division administration to understand the nature of the excessive absences. **All absences count towards the 10% limit except for:** absences for prospective school visits, religious holidays, educational testing, an illness with a doctor’s note, and serious medical conditions.
9. Students in 3/4th with >10% absences will be required to make up time after school. A division administrator will contact the family to schedule make-up time (3:10 p.m.-4:10 p.m.) on an agreed upon date. In some circumstances, contracts for the following year may be held.

## **LS SPECIALS AND SPORTS**

All EC through 4th grade students have enrichment classes including P.E., STEM, Drama, Music, Art, Library, and Coding (3rd/4th only). Band begins at 4<sup>th</sup> grade, and 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 *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.

## **LS PROGRESS REPORTS**

Student Progress Reports (report cards) are sent via email three times a year and include a brief commentary on curriculum covered and student’s individual progress with strengths and goals noted. Teachers and parents will discuss progress reports during parent conferences.

### **Lower School Reporting Periods for 2024-2025:**

October 24-25	Parent Conferences
Week of November 11th	Progress Report
Week of February 10th	Progress Report
February 13-14	Parent Conferences
Week of May 12th	Progress Report
May 23-27	Parent Conferences

## **LS HOMEWORK**

Shelton's goal for homework, 1st - 4th, is learning responsibility and practicing good study habits. Students will have homework each evening, Monday - Thursday.

### **1ST/2ND HOMEWORK**

#### **Oral Reading Practice**

(5-10 minutes) are required Monday-Thursday. The Language Therapist 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. In addition to a reader, oral reading practice may entail sight word practice, RAN (rapid automatic naming) sheets, flashcards, or supplemental Language Therapy assignments.

#### **Math Homework**

(5-10 minutes) Monday-Thursday. Practice in math enables students to solidify basic math facts/concepts. **The math assignments sent home will be material the student has mastered. Our goal is for students to be successful at home and practice new concepts in the classroom.** *Math homework will begin after conferences in October.*

#### **Reading Minutes**

In addition to homework, we encourage our students to engage in additional reading minutes. The purpose of these 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, the 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.

#### **1st/2nd Homework Procedures:**

1. Provide a quiet place for your child to do his/her homework.
2. All assignments will have been recorded on an assignment sheet in the front of your child's binder.
3. If your child is having difficulty with their homework, send a note, email the teacher, or initial/sign the assignment sheet, indicating that your child had trouble with the assignment.
4. Maximum time allotments for homework:
  - 1st/2nd grade 20-30 minutes
  - If your child is regularly spending more time on homework, please let the teacher know immediately.



## **3RD/4TH HOMEWORK**

### **Reading Minutes**

(15-20 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.

### **Oral Reading Practice**

The reading teacher will send home-designated readers for **oral reading practice (5-10 minutes)**. 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 3rd/4th grade: Monday - Thursday practice in math enables students to solidify basic math facts/concepts.

### **Special Projects:**

Additionally during the school year, students may have a special project assigned to them. As with Shelton's homework policy it is designed for your child to independently and successfully complete it themselves. Teachers will provide guidance with the project when it is assigned.

### **3rd/4th Homework Procedures:**

1. Provide a quiet place for your child to do his/her homework.
2. All assignments will have been recorded by your child in his/her assignment sheet or book in the front of his/her binder.
3. We will always strive to give homework to your child that he/she can complete by himself/herself. Homework is your child's responsibility, not yours. 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, each UE student has their teachers' phone numbers. In addition, please send a note, email the teacher, or initial/sign the homework page, indicating to the teacher that your child had difficulty with the assignment.
4. Maximum time allotments for homework:
  - 3rd/4th grade 30 – 40 minutes
  - If your child is regularly spending more time on homework, please let the teacher know immediately.

### **3rd/4th grade Incomplete/Missed Homework Plan:**

- First incomplete/missed homework assignment will result in an “OOPS” (“OOPS” is a warning sent through FACTS). Students will be asked to make-up the work but will not receive a detention.
- Students who repeatedly do not turn in complete homework assignments will have a homework detention to meet with a school administrator to brainstorm strategies that will help them be successful. An opportunity to complete the assignment(s) will be provided during Homework Hall, a designated time at the end of the school day.
- Exceptions may be made only if the parent to the teacher has been made regarding the student’s inability to complete the homework assignment.

### **LS STUDENT RECOGNITION**

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 early childhood through 2nd grade, students may receive an Awesome Ribbon. In 3rd/4th-grade, students may receive an Applause (parents will be notified through FACTS) and will be entered into a weekly drawing to wear a shirt of their choice the following day.

Lower School strives to recognize every student for their unique skills and character traits. Every six weeks, a group of students will be celebrated, highlighting their individual contributions to our school.

### **LAPTOP COMPUTERS**

See Shelton’s [ACCEPTABLE USE POLICY FOR TECHNOLOGY](#) in its entirety.

## **LS PARENT - SCHOOL COMMUNICATION**

Communication between the school and parents is an important aspect of the Shelton program. The following means of communication are used:

### **EC-2nd**

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.

### **3rd/4th**

A *Go Folder* is sent home approximately every three weeks. The folder contains work the student has filed in his/her notebook for the previous three to four weeks along with 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.

- Parents 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).

Note: *Teachers only respond to email before or after school and during their planning period. Please contact the office if you need immediate attention.*

**OPEN HOUSE** is held in September

**PROGRESS REPORTS** are issued three times a year- November, February, and May.

**CONFERENCES** are held three times a year in October, February and May. Please feel free to call your child's advisor if an additional conference is needed.

## **SPECIAL SCHOOL EVENTS**

Virtual New Parent Orientation August	to acquaint new parents to general procedures and curriculum for the division
LS Meet the Teacher August	A come and go event for students and parents to meet their teachers and see classrooms.
Open House September	A “Mini School” for parents held in the evening.
Grandparents’ Day November	A special day for grandparents to visit Shelton.
Parent Conferences October - February - May	Held three times a year, virtually or in person.
Transition Meetings May	To assist parents when students move from 2nd to 3rd grade and 4th to 5th
Mayfest May	End of the year celebration for all divisions. LS Field Day.
End of Year Awards May	Academic awards are presented to each student.
LS Celebrations	Held six times a year; parents are notified if their student is being celebrated
3rd/4th Specials Showcase	Held throughout the year; parents are notified.
Togetherness Picnic October	Games and picnic for 1st - 4th grade
Winter Parade December	EC - 2nd
LS Spectaculars April	End of the year specials performances
4th Grade Party May	Off campus event to celebrate their last year of LS

## **LS BIRTHDAY CELEBRATIONS**

A Shelton goal is to make every child feel accepted. To reach this goal, we have these 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 or the end of the school day. Contact your child's advisor to schedule any events.
4. Do not provide lunch for the class due to various student dietary restrictions and allergies. You are welcome to provide lunch for your individual child.

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.

## **LS SEASONAL CELEBRATIONS**

Celebrations at school need to be simple and 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.

Changing these routines invites difficulty for students; therefore we adhere to the following procedures:

1. All celebrations are kept simple. We avoid overly stimulating activities.
2. Celebrations are held at the school, not off campus.
3. Celebrations are held in the classroom. Classroom celebrations include a snack, a simple craft, a game and/or story.
4. Use minimal decorations (placemat decorated for the holiday).
5. No party favors, NO LATEX BALLOONS.
6. Limit the cost to \$100.00 or less, per event.

### **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 permitted.**

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 teachers and the two designated parent volunteers should be present during the celebration. Siblings may not participate in classroom celebrations and should not be brought into the classroom.

**October / Fall:** EC - 4 celebrations in the rooms. No costumes. You may decorate cookies or have simple activities.

**December:** EC - 4 celebrations in the rooms

**Valentine's Day:** EC- 4 celebration in the rooms and Brian Price Jump-a-thon.

## **LS EVENT PLANNING GUIDELINES MEMO**

Dear Parents,

Thank you so much for volunteering to help our class celebrate the season's festivities! We are looking forward to gathering together and having some fun. As a party volunteer, we have some important information to share:

- Party costs should not exceed \$100
- We are a latex free campus, so **no balloons** please
- A Shelton LS/UE School party consists of a snack, beverage, story, craft, and possibly games or music. Parties typically are about 40 minutes long.
- Please stick to one healthy, one sweet and one salty snack, in addition to a beverage that is low in sugar. Small bottles of water are also a good choice.
- Please make sure that any craft that students will be working on is age and developmentally appropriate. (For younger students, have your child test out the doability at home. Peel and stick stickers are a fan favorite. **No glitter or paint**, please.)
- Again, **Less is More** and **Simple is Best** when party planning for young children.

We are so appreciative of your time and the care that you have put into our classroom community. Enjoy, and **THANK YOU** again for all of your help!

## **LATEX POLICY**

- Shelton is a latex-free environment. **NO LATEX OF ANY KIND IS PERMITTED IN THE SCHOOL BUILDING.**
- THIS INCLUDES
  - ALL LATEX BALLOONS
  - AIR FILLED AND/OR SAND FILLED STRESS-BALL GADGETS
- 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, contact the school nurse.

## **LS FIELD TRIPS**

**Lower School students will attend field trips throughout the year. Buses are used for field trip transportation.** Field trips are chaperoned by Lower School teachers and staff members.

## **STUDENT RECORDS**

Please contact your Division Office if you would like a copy of your child's records. See Shelton's policy on [STUDENT RECORDS](#) in its entirety.

## **LS SUPPLIES**

1. Each student is completely outfitted with his/her necessary supplies at the beginning of the school year.
2. Students are encouraged to bring:
  - Backpack- Backpacks may be used to carry school materials to and from home. They will not be allowed during the school day from class to class. No rolling suitcases or rolling backpacks unless they can fit inside the student's locker/cubby.
  - Snack- nutritious/healthy snacks
  - Shelton sweatshirt or sweater
  - Water bottles:
    - 30 oz. or less
    - leak-proof (we encourage you to test this by turning your water upside down)
    - any straws must be "flip straws" that allow for complete sealing and maintain leak-proof
    - able to fit in the side pocket of backpack

3. Each student will have a locker/cubby 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.
4. Student books are covered in tuition. 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.

## **LS ITEMS TO LEAVE AT HOME**

- **ELECTRONICS:** Do not bring electronic equipment to school. (ex. iPads, iPhones, smart (Apple) watches (any device that can call or send/receive texts), etc.) 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 a locker, or left with an 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.
- **EXPENSIVE ITEMS:** Do not bring any expensive items to school. Students tend to become upset if damaged or misplaced. (ex. jewelry, trading cards, money, etc.)
- **LIVE ANIMALS:** Do not send any live animals unless it has been prearranged with your child's advisor.
- **CANDY/SUGARY ITEMS:** Do not bring candy or other items containing sugar to eat or drink.
- **HARMFUL OBJECTS:** Absolutely no harmful objects (real or pretend) may be brought to school, such as knives, guns, lighters, etc.
- **TOYS:** Do not bring toys of any kind to school, unless it has been prearranged with the advisor (ex. Show and Share). Small items or trinkets purchased at the Charger Corral should remain in the student's backpack for the duration of the day.

**VISITORS AND VOLUNTEERS** See Shelton School's policy [VISITORS AND VOLUNTEERS](#) in its entirety.

If you would like to visit your child's classes, please call or email the LS-Division office. A schedule will be arranged for you. Lunch visits must be pre arranged with the advisor.



## **LS DISCIPLINE POLICIES AND PROCEDURES**

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 student helping to 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.

### **Schoolwide 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
- Show respect for classroom materials and school property
- No inappropriate language
- Do not fight
- No material or clothing related to violence or information on weapons of any kind
- Nothing that looks like a weapon; no toy weapons, reproduction or replica of a weapon

### **Recess Rules**

- Follow directions of recess teachers
- Do not throw rocks or other harmful objects
- No name-calling
- No physical contact

### **Hall Rules**

- Follow the directions of any Shelton staff member
- Always walk

## DISCIPLINE PROCEDURES:

We are proud of Shelton and want to demonstrate that we are good citizens by our respectful behavior. Lower School advisors review and reiterate the rules and policies stated in the Shelton handbook.

In Lower School, when a student struggles with a discipline policy, we work together to help resolve the situation. Each incident is approached with a developmentally appropriate response based on the student's age, their action(s), and the circumstances. The Shelton Staff encourages the students to develop a plan of action with a teacher or administrator.

These steps are on a continuum.

1. REDIRECTION: The teacher will clarify expectations and redirect the student.
2. RESET TIME
  - In the classroom- EX: at student's desk or designated area in the classroom
  - Outside the classroom- EX: a walk, counselor's office, admin's office
  - The teacher or a Lower School administrator will make a phone call or send an email on an as needed basis to the parents.
3. REFER TO ADMINISTRATION
  - The student will review the Lower School handbook policies and procedures with an administrator.
  - The student and administrator will develop a plan of action for resolution.
  - A Lower School administrator will notify the parents.
  - **In 3rd and 4th grades**, detentions are given for minor offenses. They are served before or after school and called Behavior Hall. During this time, students enact on their plan of resolution and discuss strategies for success moving forward. A FACTS behavior notification with the details of the offense will be emailed to parents and advisors.
4. IMMEDIATE REMOVAL (EC-4th Grade): Physical harm or threat of physical harm to self or others.
  - The student is removed from the classroom.
  - A Lower School administrator will notify the parents.
  - The student will be sent home.
  - The Lower School administration will work with the family to decide next steps.
5. SUSPENSION: May be given to students for serious violations at the discretion of administration. Lower School administration will determine if the suspension is served in school or out of school. 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. See Shelton School [DISCIPLINE AND DISMISSAL](#) policy in its entirety.

## **HARASSMENT AND BULLYING**

See Shelton School [HARASSMENT & BULLYING POLICY](#) in its entirety.

## **LS TECHNOLOGY POLICIES**

1. Cell phones must be turned off and left in backpacks, stored in the locker or left with an 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.
2. 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.
3. 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.
4. Music, entertainment, electronic or gaming devices must be turned off and left in backpacks, stored in the locker or left with an 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 detention. Additionally, the administration reserves the right to inspect the contents of the equipment.
5. 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.

## **LS UNIFORM 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 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.

Only Shelton School uniforms will be permitted except for special events, in which case families will be notified ahead of time.

- Skirts must be mid-thigh or longer and should not be rolled at the waist; modesty shorts (black or navy) are required to be worn with the skirt
- Undershirts must be solid white with no designs.
- **Hair** will be one, natural color, and all students will keep hair out of their eyes.
- Students will refrain from distracting hair styles or ornamentation (e.g. oversized bows, uneven shaved heads, mohawks, etc.).
- Boys will keep hair at or above collar length.
- The cut must not interfere with vision.
- **No ponytails** allowed for boys.
- **Caps/hoods** may not be worn inside the building.
- **Jewelry** should be appropriate to the simplicity of the uniform.
- Boys are not permitted to wear earrings.
- If girls choose to wear earrings, they must be 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 Lower School level.
- No artificial nails/eyelashes of any kind.
- Fingernail polish should be a light, neutral color (light pink, beige, clear) with all nails being the same color.

### **EC - 2nd Girls**

- Jumper - solid navy blue. Modesty shorts are required.
- Tennis Dress- navy or light blue
- Skort/Skirt - solid navy
- Shirt - short or long sleeve white with Peter Pan collar with blue piping, white, light blue, royal blue, or navy long or short sleeve polo shirt, or navy or white Shelton performance collared shirt purchased at the Charger Corral.
- Sweater / Sweatshirt - Shelton sweatshirts may be purchased through Dennis Uniform Company or the Charger Corral.
- Socks - solid navy or white, ruffle sock. Students may wear socks purchased at the Charger Corral.
- Knee socks – solid navy or white
- Tights/Leggings - navy or white opaque; navy or white cable stitch
- Shorts - navy poly-cotton walking length
- Long navy twill pants

### **EC - 2nd Boys**

- Pants or shorts - navy twill or poly performance, with or without pleats; elastic waist is available.
- Shirt - navy, light blue, royal blue, or white knit short or long sleeve polo; navy or white Shelton performance collared shirt purchased at the Charger Corral.
- Sweater / Sweatshirt - Shelton sweatshirts may be purchased through Dennis Uniform Company or the Charger Corral.
- Crew or ankle socks - navy or, white. Socks must be worn at all times and visible above the shoe. Students may wear socks purchased at the Charger Corral.
- Belt - solid black or brown with a regular buckle, not required

### **3rd/4th Girls**

- Shirt - light blue, white, navy, or royal blue knit polo long or short sleeve; navy or white Shelton performance collared shirt purchased at the Charger Corral.
- Skirt - navy (Chino twill fabric)
- Skort – navy Shorts - navy twill walking length
- Pants - navy twill
- Sweater / Sweatshirt - Only Shelton sweaters or sweatshirts may be worn. These can be purchased through Dennis Uniform Company or the Charger Corral.
- Crew, knee or ankle socks - solid 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 tights or leggings - white or navy, under skirts or shorts in cool or inclement weather

### **3rd/4th Boys**

- Shirt - light blue, or white, navy, or royal blue knit polo long or short sleeve; navy or white Shelton performance collared shirt purchased at the Charger Corral.
- Shorts - navy twill or performance walking length, no cargo pockets
- Pants - navy twill or performance pants, fitted, no baggy-style and worn at the waist, no cargo pockets, no jogger style (elastic ankles)
- Belt - brown or black with a regular buckle, not required
- Sweater / Sweatshirt - Only Shelton sweaters or sweatshirts may be worn. These can be purchased through Dennis Uniform Company or the Charger Corral.
- Crew or ankle socks - navy or white. Socks must be worn at all times and visible above the shoe. Students may wear socks purchased at the Charger Corral.

## **EC - 4th Footwear**

Students must wear black and/or white athletic shoes (leather material). Shoes may have black or white logos and/or soles. Socks or tights 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 Dennis Uniform Company. If you have a question regarding shoes, please contact the Lower School office.

### **SAMPLE UNIFORM SHOES EC- 4TH GRADE**

BRAND IS OPTIONAL

Shoes must be black and/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.

Fridays are Shelton Spirit Days and students may wear any Shelton shirt purchased from the Charger Corral with their uniform bottoms.

There will be designated days where students will wear a specific Shelton Lower School shirt provided by the division.

### III. MIDDLE SCHOOL HANDBOOK (5th-8th GRADE)

#### MS ARRIVAL & DEPARTURE CARPOOL

Shelton utilizes SchoolPass as the school's carpool management system. SchoolPass should be used for reporting absences, late arrivals and early pick-up of students. Information and instructions regarding activating and using SchoolPass will be emailed to families in August.

- **5th grade:** Morning drop off is at the Lower School entrance and afternoon pick up is at the Fine Arts Entrance. Enter the parking lot from Summerside. Note: right turns into campus are prohibited.
- **6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade:** Morning drop off is at the Main Entrance and afternoon pickup is along the East side of the building. Enter the parking lot through the McCallum gate.
- **6th, 7th, 8th Grade students** enter through the main entrance doors. Use the McCallum gate entrance to campus.
- Doors open at 7:40 am to allow students into the building. The tardy bell rings at **8:10** am.
- MS Students arriving at school after 8:10 a.m. must sign in at the MS Office. The MS office administration will greet your student to check them in. For security reasons, parents may not walk a child to their classroom.
- All MS families will be issued a new carpool number and a new tag (sticker). **Please display your carpool tag facing outside from the front windshield, lower right corner on the passenger side** so staff can see your number easily in the carpool line.
- UseSchoolPass
  - to organize carpools
  - to notify the advisor and the office of any changes to your student's daily routine, such as:
    - the student going home with another child, a different carpool, or a different adult
    - an early pick up for an appointment etc.
    - a late arrival due to an appointment or other event.
- Contact the MS office for a list of families in your zip code to assist in organizing carpools.

For early pick up:

- Allow extra time.
- Come to the security/reception desk inside the main entrance.
- The receptionist will call the division and your student will be released from class.
- Students must sign out.

**Please follow the MS CARPOOL MAPS found in the links on the next page.**

- a. Have your student sit on the passenger side of the car for safety.
- b. As you enter the campus, **turn off phones/headphones** and **unlock** car doors.
- c. **Be alert** for students passing in front or behind your car.
- d. **Pull up as far as you can** so we can unload/load more cars.
- e. **Do not pull around a car in front of you** in the unloading zone, unless directed by a staff member or policeman.
- f. **Do not park or stop in any of the traffic lanes.**
- g. Drive **10 mph** on campus.

**Students are not allowed to walk off campus to meet their parents or carpool at a nearby store, restaurant, office, business, parking lot, parking garage, etc. All students must be picked up via the carpool line.**

- If a MS student carools with a younger student, parents must drop off and pick up at the younger student’s drop off and pick up location.
- Please use the SchoolPass app to notify us of your child’s absence, late arrival, early dismissal, or carpool change (i.e. a student going home with another child or adult not listed in FACTS). Once you submit your notification, SchoolPass will send an email to administrators and teachers. Please allow extra time for locating your child and signing him/her out.
- To authorize your student to walk home from school, **send an email to the Middle School office, (copy student’s advisor) giving permission for your child to be a walker and enter the student as a walker in School Pass.**
- If students are not picked up by 4:00 PM, Monday through Thursday, and 3:00 PM, on Friday, the student will be sent to *After School Care*. The drop in fee of \$25 will be charged. **All fees must be paid prior to taking exams.**
- Dismissal Times:                    **Monday - Thursday 3:30**                    **Friday 2:30**

**MS CARPOOL MAPS**

5th Grade Carpool Maps	6th/7th/8th Carpool Maps
<a href="#">5th Grade Morning Map</a>	<a href="#">6th/7th/8th Morning Map</a>
<a href="#">5th Grade Afternoon Map</a>	<a href="#">6th/7th/8th Afternoon Map</a>



## MS BELL SCHEDULE

2024-2025

Monday - Thursday	Friday						
7:40 DOORS OPEN 7:40 - 8:10 AM Carpool 8:10-8:22 Advisory - <i>Tardy Bell - 8:10</i>	7:40 DOORS OPEN 7:40 - 8:10 AM Carpool 8:10-8:22 Advisory - <i>Tardy Bell - 8:10</i>						
1st Period 8:25 - 9:15	1st Period 8:25-9:08						
2nd Period 9:18 - 10:08	2nd Period 9:11 - 9:54						
3rd Period 10:11-11:01	3rd Period 9:57 - 10:40						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;">11:04-11:29 5th - Social Skills 7th - Social Skills</td> <td style="width: 50%; border: 1px solid black; padding: 2px;">11:04-11:29 6th - Recess 8th - Social Skills</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">11:32-11:57 5th - Lunch 7th - Lunch</td> <td style="border: 1px solid black; padding: 2px;">11:32-11:57 6th - Social Skills 8th - Study Hall</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">12:00 - 12:25 5th - Recess 7th - Study Hall</td> <td style="border: 1px solid black; padding: 2px;">12:00 - 12:25 6th - Lunch 8th - Lunch</td> </tr> </table>	11:04-11:29 5th - Social Skills 7th - Social Skills	11:04-11:29 6th - Recess 8th - Social Skills	11:32-11:57 5th - Lunch 7th - Lunch	11:32-11:57 6th - Social Skills 8th - Study Hall	12:00 - 12:25 5th - Recess 7th - Study Hall	12:00 - 12:25 6th - Lunch 8th - Lunch	4th Period 10:43 - 11:26
11:04-11:29 5th - Social Skills 7th - Social Skills	11:04-11:29 6th - Recess 8th - Social Skills						
11:32-11:57 5th - Lunch 7th - Lunch	11:32-11:57 6th - Social Skills 8th - Study Hall						
12:00 - 12:25 5th - Recess 7th - Study Hall	12:00 - 12:25 6th - Lunch 8th - Lunch						
4th Period 12:28 - 1:18	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;">11:29 - 11:54 5th - Lunch 7th - Lunch</td> <td style="width: 50%; border: 1px solid black; padding: 2px;">11:29 - 11:54 6th - Social Skills 8th - Social Skills</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">11:57 - 12:22 5th - Recess 7th - Social Skills</td> <td style="border: 1px solid black; padding: 2px;">11:57 -12:22 6th - Lunch 8th - Lunch</td> </tr> </table>	11:29 - 11:54 5th - Lunch 7th - Lunch	11:29 - 11:54 6th - Social Skills 8th - Social Skills	11:57 - 12:22 5th - Recess 7th - Social Skills	11:57 -12:22 6th - Lunch 8th - Lunch		
11:29 - 11:54 5th - Lunch 7th - Lunch	11:29 - 11:54 6th - Social Skills 8th - Social Skills						
11:57 - 12:22 5th - Recess 7th - Social Skills	11:57 -12:22 6th - Lunch 8th - Lunch						
5th Period 1:21 - 2:11	5th Period 12:25 - 1:08						
6th Period 2:14 - 3:04	6th Period 1:11 - 1:54						
Advisory/Study Hall 3:07 - 3:25	Advisory/Study Hall 1:57 - 2:25						
Carpool 3:30	Carpool 2:30						

## **AFTERCARE AND AFTER SCHOOL ACTIVITIES**

### Aftercare

Shelton offers supervised Aftercare Monday through Thursday 3:45-6:00 p.m. and Friday 2:45-6:00 p.m. Students are divided by age and/or grade levels.

**Aftercare is not offered on early release days, during parent conferences, and any other days in which the coordinator of aftercare sends a notification.**

Click [HERE](#) for Information and Online Registration.

### **After School Activities**

A variety of After School Activities are offered each semester. See the August ePost communication or contact Sara Brown at [sbrown@shelton.org](mailto:sbrown@shelton.org) for information.

## **MS ATTENDANCE POLICY**

Regular attendance is essential to academic success. Students should attend school every day except in cases of illnesses, death in the family or an emergency situation.

**Please schedule vacations and appointments outside of school time. Refer to the school calendar for school dates.**

### **Absences**

1. When your child is absent please notify your child's advisor by email AND submit to SchoolPass. Notifications entered in SchoolPass will also automatically notify the advisor and MS administration. **Absences of three or more days require a doctor's note.**
2. Attendance is recorded by class period. Partial absences will be recorded.
3. For extended absences, students will access classwork and homework assignments via Google Classroom. Please contact the advisor and the MS Counselor to coordinate supply pick up if needed. MS Counselors: Bailey Glass (5th/6th) [bglass@shelton.org](mailto:bglass@shelton.org) and Andrea Baker (7th/8th) ([abaker@shelton.org](mailto:abaker@shelton.org))
4. Students must be in attendance 90% of classroom hours for the school year.
5. Students with excessive absences (> 10% of classroom hours) will be required to meet with the Middle School Administration to review circumstances and discuss an action/support plan moving forward.

6. Plans for students with excessive absences may include the following:
  - Attend Summer School
  - Meet with a tutor over the summer
  - In some circumstances, contracts for the following year may be held
7. **All absences count towards the 10% limit except for:** prospective school visits, religious holidays, educational testing, and serious medical conditions. Parents must enter the absence in SchoolPass which will automatically notify the advisor to avoid these absences from being counted towards the **10%** absence limit.
8. Students with 7 or less class period absences for the entire year are eligible to receive the Exceptional Attendance award.

## **MS TARDIES**

1. Students are **tardy** for morning advisory if they are not in their advisory classroom by **8:10** AM and in all other classes before the bell rings. The first tardy will be a verbal warning.
2. After the verbal warning, **three tardies in any one class will result in a detention.**
3. If a student arrives more than 25 minutes late to a class, he/she will be counted absent.

## **MS GRADING POLICY**

- Numerical or completion grades will be given on most daily work and homework.
- Students are given grades according to the level they are working on and do not necessarily reflect grade placement.
- Teachers will notify parents if a student has completion grades below average or a numerical grade average below a 70. Teachers will explain any incomplete or missing assignments and what the student will need to do to raise their grade.
- Students receive a **Progress Report** every 4½ weeks and a **Report Card** every 9 weeks.
- Fall Semester:
  - 5th graders receive narrative report cards with a brief commentary on curriculum covered and progress in the class.
  - 6th, 7th & 8th graders receive **numerical grades on report cards.**
- Spring Semester
  - 5th, 6th, 7th, & 8th graders receive **numerical grades on report cards.**

**MS GRADING PERIODS  
2024-2025**

<b>Aug 15 - Oct 11</b>	1 <sup>st</sup> Quarter
<b>Oct 16</b>	Report cards issued
<b>Oct 15 - Dec 20</b>	2 <sup>nd</sup> Quarter
<b>Oct 23 - 25</b>	Parent Conferences ** Students Attend
<b>Jan 8</b>	Report cards issued
<b>Jan 7 - March 14</b>	3 <sup>rd</sup> Quarter
<b>Feb 12 - 14</b>	Parent Conferences ** Students Attend
<b>March 26</b>	Report cards issued
<b>March 24 - May 22</b>	4 <sup>th</sup> Quarter
<b>May 27 - 28</b>	Parent Conferences -Students <b>do not</b> attend. Report cards issued

## **MS HOMEWORK**

Students in the Middle School will have homework each evening, including reading and math minutes.

5th grade	30 - 40 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.
- Because we want students to be responsible and accountable for their school work, we encourage parents not to bring forgotten homework, projects, study sheets, or any class materials to students.
- Students will record all homework assignments in their assignment book, which will be kept in the front of their binder. The student assignment book is the official homework resource; Google Classroom is a backup to the assignment book.
- **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.
- All students should have a planned time and work area conducive to complete homework. Advisors teach setting up a homework/study space at home as part of Shelton's Organization and Study Skills curriculum
- Teachers strive to assign homework students can complete independently. Homework is the student's responsibility, not parents. 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 is confused about homework assignment directions, have him/her call a friend to clarify.
- If your child exhibits difficulty with understanding how to do the assignment, provide an example to clarify.

- 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.

### **Incomplete/Missed Homework**

1. The first incomplete/missed homework assignment will result in an “OOPS” (“OOPS” is a warning sent through FACTS). Students will be asked to make-up the work.
2. Additional incomplete/missed homework assignments, students receive a zero and given set time to turn in completed assignments. A Zero Notice is sent to parents via FACTS
3. A student with excessive zeroes (successive incomplete/missed homework assignments), teachers will provide an appropriate support plan. Support plans will involve the advisor, parents and middle school administration as needed.

### **MS TESTS AND SEMESTER EXAMS & PROJECTS**

1. Teachers in Middle School will give regular tests appropriate for each grade level. Grade level teachers coordinate to ensure students have no more than two tests each day. If a student has more than two tests assigned on one day, he/she should speak with the teacher to reschedule one of the assessments.
2. Semester exams will be given for 7th and 8th grade students.
3. Semester projects or reviews will be given for 5th and 6th grade students . .
4. For 7th and 8th grade, an exam packet will be given to students for each class and students will be guided in the exam preparation process. This includes: how to study, what to study, time management, a daily study schedule, types of test questions, and strategies to overcome test anxiety.
5. 5th and 6th grade students will present projects or complete semester reviews during exam week.

## **MS ORGANIZATIONAL SYSTEM AND SCHOOL SUPPLIES**

1. All Middle School students are provided with a Shelton binder each year to hold their class work for every subject.
2. Students will set-up their binder with their advisor and teachers at the beginning of the school year. The binder has dividers and subdividers for each subject that students will label, as directed by their teachers, to create an organized structure for filing work.
3. Students are directed to **file papers and organize their binders as a part of their daily class routine and homework.**
4. Binder contents also include basic school supplies (paper, pencils, pens, highlighters, and loose leaf paper) and organizational items, such as, a daily assignment book, sheet protector for their schedule and pocket folder for Homework assignments.
5. Parents should check their child's binder regularly to see classwork, grades that have been sent home. Notes to parents will be found in the "Homework To Do" section. Teachers will notify parents by email of any notes/forms being sent home via the binder.
6. At the end of each nine-week grading period, students will transfer papers from each section of their binder to a 9-week folder for each subject. Students bring home their 9-week folders for parents to review and sign. All papers in each 9-week folder come back to school.

## **MS TEXTBOOKS**

1. Students will be supplied with all subject workbooks, novel study books, textbooks, composition books, spirals, etc.
2. There will be a fee for any lost or damaged textbooks. This includes any inappropriate writing or pictures drawn on the books.
3. Students must purchase a replacement binder if needed (lost or damaged) from the MS office. Replacement school supplies are the responsibility of the student/parent.

## **PARENT COMMUNICATION**

Communication between the school and parents is an important aspect of the Shelton program. The following means of communication are used:

- **Weekly communication:**
  - Advisors will send pertinent information highlighting upcoming events and other information on Fridays.
  - The Shelton Parent Organization (SPA) sends their weekly “SCOOP” to all parents on Tuesdays.
  - The school sends the Shelton e-post to parents on Wednesdays.
- **Middle School administration will send MS events specific information to parents needing timely attentions or updates/changes.**
- **OPEN HOUSE** held in September (check school calendar for exact date)
- **Progress Reports** are issued four times a year via email through FACTS.
- **A 9-week folder** is sent home at the end of each grading period (quarter) approximately 9 weeks containing work the student has filed in his/her binder for the quarter.
- **REPORT CARDS** are issued four times a year.
- **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.
- At the beginning of the year teachers will send a welcome letter to parents. Teachers will communicate specific concerns regarding your child as needed.

## **Communication with Teachers**

- To communicate with a teacher, please e-mail, teachers’ email address are first initial followed by last [name@shelton.org](mailto:name@shelton.org)
- The teacher will respond within 24 hours. *Teachers only respond to email before or after school and during their planning period. Contact the office if you need immediate attention.*
- When responding to any text messages sent by students, teachers, coaches, and other staff -members will add the Middle School Text number: 214-471-5987. Text messages are captured and saved for administrator review.



## **MS CELL PHONES AND ELECTRONICS**

1. Students are **not permitted** to have possession of their **cell phone or smart watches** during the school day.
2. Students must turn-off their cell phones *before* entering the building.
3. Cell phones and smart watches must be turned off and left with the advisor before going to class.
4. Carrying or using a cell phone during the school day without permission from school personnel is a behavior violation. The cell phone will be taken up and given to the MS administration for the remainder of the day and further consequence will be determined
5. Students are not allowed to send or receive calls or text messages on any device (phone, smart watch, etc.) during the school day.
6. School email accounts should not be used for anything other than teacher - student communication related to school work or activities.
7. To contact a student, please call the Middle School office.
8. Music, entertainment, electronic, or gaming devices are not allowed in school.
9. Wired headphones are allowed in classrooms for educational purposes only. Students may bring their own wired headphones or use wired headphones provided by the teacher. Teacher direction or permission is required. Students are not permitted to use AirPods and should not bring them to school. Headphones must be turned off and put away when entering the building and may not be used during morning and afternoon carpool.
10. If a student chooses to bring a cell phone or any electronic device to school, the administration reserves the right to inspect its contents.
11. Please refer to Shelton's Photographs, Audio/Video Recording Policy below.

## **SHELTON PHOTOGRAPHS, AUDIO/VIDEO RECORDING POLICY**

1. Students are prohibited from making any audio recording or video recording of classroom activities without the express written permission/authorization by the classroom teacher. This includes instruction and any teacher/student interactions,
2. In no circumstance, should any audio recording or video recording made with permission be used for any purpose other than the student's legitimate need as an adjunct instructional tool. The audio and/or video recording is permitted only to be shared with the student's parent guardian, other family member and/or tutor for the purpose of assisting the student with the lesson.
3. Under no circumstances should any audio or video recording be dispersed to the general public or uploaded on any internet, online and/or social media platform. Modification or alteration of the recording is strictly prohibited.
4. Students are not permitted to take photographs or videos of or audio recording of their classmates at school.
5. Audio recordings, video recordings and/or photographs may be taken by school approved photographers at school sponsored events or activities, and each parent should be aware that such may occur. With respect to any audio recordings, video recordings or photographs taken by a student (or the student's family and/or friends), at Shelton school sponsored event or activity: such items should not be modified or altered in any manner to cast Shelton, its property, facilities, staff, and/or students in a negative light, should not be modified or altered in any manner to depict something other than what actually occurred, and such items should not be sold to third parties (whether in person, online or through any other exchange).
6. It is strictly prohibited to use any recording (inclusive of photographs) of Shelton, its facilities, its students or staff in any manner that is in contradiction to the school's various conduct policies, and/or students' code of conducts. If such occurs, depending on the specific circumstances, disciplinary action may be taken and could include up to expulsion.
7. Consequences for such actions could result in suspension or expulsion and will be determined by the administration.
8. If a student chooses to bring a cell phone or any electronic device to school, the administration reserves the right to inspect its contents.

## **LAPTOP COMPUTERS**

See Shelton's [ACCEPTABLE USE POLICY FOR TECHNOLOGY](#) in its entirety.

## **EXTRA-CURRICULAR POLICIES AND ELIGIBILITY**

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

1. Students may participate on Shelton teams and compete with other schools. Tryouts are designated for certain sports. Contact Kelly Hall in the Athletics Department at [khall@shelton.org](mailto:khall@shelton.org) for more information.
2. Shelton has a no pass-no play policy. See the Shelton Athletics Handbook for details.
3. Participation on Shelton sports teams does not take the place of P.E. requirements.
4. Students are encouraged to attend after-school extra-curricular events and must have adult supervision.
5. **Students may not stay on campus without supervision.** Students must be picked up at the regular dismissal time and return for the event with a parent (or other designated adult). The parent or adult must remain with the student throughout the event.
6. Any student left unsupervised after 4:00 will be sent to after school care. A fee of \$1.00 per **minute may be charged.**
7. Coaches and instructors are not available to supervise students other than team or activity members.
8. Students may NOT leave campus without adult supervision (i.e. crossing the street to go to the nearby convenience store, restaurants or other establishments).
9. See the Shelton Athletic Handbook and forms for the policy details.

## **MS ELECTIVES**

- Middle School students will rotate through electives every 4 ½ or 9 weeks.
- 5th and 6<sup>th</sup> graders rotate through: P.E. or Dance, Coding, Choir, STEM, Band (instrumental or drumline), Drama, and Art.
- 7<sup>th</sup> and 8th graders are required to take P.E. or Dance and one Fine Art. Students will choose two other electives.
- Elective classes for 7th and 8th grade are filled according to student's preferences as class size and schedules allow.
- There is an additional fee for the rental of band instruments.

## **MS 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 one field trip each year that aligns with the curriculum.
- Class Trips: In the Middle School, a day trip or an overnight trip will be taken in each 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, 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.
- Students with multiple detentions and/or with behavior concerns will not be permitted to attend field and/or class trips.
- Students must continue their regular, prescribed medications during trips.

## **MS STUDENT COUNCIL**

- All Middle School students in good standing academically and behaviorally are eligible to-serve 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.
- 5<sup>th</sup> and 6<sup>th</sup> graders serve as advisory representatives who are appointed by the faculty at the beginning of the school year to 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:
  - Attend weekly meetings.
  - Maintain good-standing academically.
  - Any Student Council member receiving a disciplinary action may lose the privilege of serving as a student council member at the discretion of Student Council sponsors and Middle School Administration.

## **★ MS STUDENT SOCIAL EVENTS**

- 5<sup>th</sup>/6<sup>th</sup> Fall Carnival
- 7<sup>th</sup>/8<sup>th</sup> Grade Social

**★ Only current Shelton Middle School students are allowed at these functions. Siblings and guests are not allowed.**

## **MS BIRTHDAYS**

A goal at Shelton is to make every child feel accepted.

We ask that parents and students support this goal by following these guidelines: :

- Do not hand out invitations at school.
- Do not bring birthday presents, party favors or decorations to school.

- Birthdays can be celebrated in the advisory classroom during the afternoon study hall. Any birthday celebration should be simple and kept to sharing cake, cookies or cupcakes with the advisory. Please notify your student's advisor in advance to make arrangements.
- Do not provide lunch for the class or a group of 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.

## **MS VISITORS AND VOLUNTEERS**

See Shelton School's policy [VISITORS AND VOLUNTEERS](#) in its entirety.

Parents may visit Middle School students during lunch with prior approval from the Middle School office.

- At least 24 hours notice is required to the advisor and MS office.
- Bring lunch for your child only.
- Sign in and receive a nametag at the Security Desk.
- Visitors should dress in a manner appropriate for the school setting.

## **MS LUNCH**

Healthy nutrition: 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 is provided by SAGE Dining. See details [HERE](#).

1. Laptops are not allowed in the dining hall during lunch.
2. Students are expected to use manners and clean up their area.
3. Students will not exclude another student from sitting at the table or save seats.
4. Students displaying inappropriate lunch behavior will eat lunch at a separate table and/or receive a lunch detention.
5. Students exhibiting inappropriate behavior or not cleaning their area may be required to clean tables and/or sit at a separate table.

## **MS SNACKS and WATER BOTTLES**

- Students are encouraged to bring a healthy snack daily. Please keep sugar products at a minimum.
- Students are encouraged to bring a medium-size refillable water bottle. Water bottles may only contain water. Students may not add flavor packets (liquid IV, gatorade, or other) to the water.
- Energy drinks, sports drinks, or caffeinated drinks are not allowed at school. Students must finish all beverages other than water before entering the school building.

## **MS STUDENT RECOGNITION and AWARDS**

Shelton strives to recognize and honor students who consistently model responsible behavior, are kind and respectful to their teachers and classmates, give their best effort and wear the appropriate uniform daily.

Students are **recognized daily through written Applauses and verbal praise** for kind, thoughtful, and responsible actions. Each grading period students may receive free jeans day(s), free shoe days, homework passes, and other rewards for good conduct and grades. At the end of each quarter at the Awards Assemblies, students are honored with individual recognitions, the Spirit of Shelton Award artists and musician awards, and other awards.

Awards given include the following:

- Applauses
- Thank You Award
- Citizen of the Advisory
- Academic Achievement
- A Honor Roll (A grade of 90 or higher in all classes, no zeros, no behavior incidents for the grading period)
- A/B 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.**

## **MS CODE OF CONDUCT**

Shelton School is here to educate students and help each one become a mature, responsible, self-reliant young adult. **We expect students and parents to work cooperatively with the school in this endeavor** and to honor the Parent Partnership found at the beginning of this document.

In guiding the child's growth, it is the school's policy to emphasize the positive rather than the negative. 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.**

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.

## **MS 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:
  - a. **Detention** - for **minor offenses**
  - b. **Saturday Detention** - for **serious** offenses and for receipt of a 3<sup>rd</sup> detention
  - c. **In-School Suspension** - for inappropriate behavior
  - d. **Suspension** - for **extremely serious** violations or a pattern of inappropriate behavior
  - e. **Emergency Removal** – based on a student's verbal or written statement or other expression of intended violence or self-harm. A student will be sent home while the administration gathers information.
  - f. **Immediate Expulsion** - The administration may expel a student for extremely serious violations or if a student receives a third suspension.



## Detentions

---

Detentions are served during lunch/social skills the day of, or the day after the detention ~~and~~ or after school from 3:15 - 4:00. A Behavior Notice with the details of the offense will be emailed to parents and advisors.

The following are examples (**not a complete list**) of behavior that could support a Detention:

- Unkind comments to classmates
- Running in halls, horseplay
- Chewing gum on campus or field trips
- Minor disruption of class, lunch, or carpool
- Body writing
- Violation of Technology Agreement
- Three tardies (in the same class)
- Public displays of affection (inappropriate touching, hugging, etc.)
- Carrying or using a cell phone during the school day without permission

## Saturday Detentions

---

Saturday Detentions are served on Saturday mornings from 9:00 - 12:00, the Saturday after the behavior incident. 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 (not a complete list) 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
- Plagiarism
- Inappropriate behavior during lunch-time
- Classroom disruption
- Chronic cell phone violation
- Destruction of school property
- Dishonesty; untruthful statements to school staff
- 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 or damage of school property
- Threatening Statements or other expression of intended or implied violence are taken very seriously and can be a cause of student dismissal (see Shelton Dismissal of Students Policy)
- Bringing to school:
  - Firecrackers, lighters, matches
  - Sharp objects
  - Abusive substances: cigarettes, e-cigarettes, alcohol, drugs, tobacco, inhalants
  - Material related to weapons or violence
  - Any kind of replica of a weapon
- Possession of sexually explicit material:
  - books/magazines
  - items on cell phones/electronic devices or computer (music, photos, instant messages, texts, or any social media)
  - controversial items
- Breaking into and/or sharing Shelton School Administrative computer access codes/passwords
- Using Shelton computer for non-educational purposes
- messaging, emailing friends
- Accessing non-approved websites
- Downloading or browsing inappropriate images
- Downloading apps to bypass the school's firewall to access games, social media etc.
- Any violation of the technology agreement

The following are examples (not a complete list) of serious offenses which may result in **Suspension, Emergency Removal or Expulsion**, at the discretion of the administration:

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 (towards self or others)

#### Cumulative effect of disciplinary actions

- A third detention becomes a Saturday detention
- A third Saturday **becomes a suspension and** will require a parent/student conference with the Middle School Administration to determine a plan of action.
- After a third suspension, administration will conference with parents to discuss the student's future at Shelton.

Actions warranting a suspension may require a drug test and/or a medical and/or mental health professional (such as a licensed physician, licensed psychiatrist, licensed psychologist, licensed Chemical Dependency counselor or licensed Professional Counselor) evaluation at the parents' expense before returning to school.

### **Right to Search**

---

Shelton School is committed to providing a safe environment for all students and reserves the right to conduct searches of items brought to campus or to a school activity/event including but not limited to:

- ❖ lockers, purses, bags, backpacks
  - ❖ electronic equipment
  - ❖ containers and all other types of items that could be use to hold, maintain, hide, or possess any type of substance, material, document, equipment apparatus, weapon and/or device
  - ❖ any vehicle including any limousine or party bus that may have been used to transport students to a school sponsored event
- Searches may be conducted without notice.
  - Refusal of the student or family to cooperate with searches or required drug testing may result in the student being asked to withdraw from Shelton.

## **HARASSMENT AND BULLYING**

See Shelton School [HARASSMENT & BULLYING POLICY](#) in its entirety.

## **EXPULSION**

See Shelton School [DISCIPLINE & DISMISSAL](#) in its entirety.

## **SUBSTANCE USE POLICY**

See the Shelton [ILLEGAL SUBSTANCES POLICY](#) in its entirety.

## **DRUGS AND ALCOHOL**

1. Possession, use, exchange, or sale of controlled substances or alcohol on school grounds at any time, during or outside of school hours, at athletic events, or at other school events is a crime and will be responded to accordingly. Such actions are grounds for immediate expulsion and may prohibit future re-enrollment.
2. The school will periodically bring detection canines on campus to search rooms, vehicles, lockers, backpacks, purses, and any other belongings.
3. The school will conduct random drug testing for students in grades 8 – 12 through the Shelton Random Plus Drug Testing program. (See the full policy and details in this handbook .) Should a student attempt to avoid or falsify the test the parent will be notified and required to transport their student to a school designated drug-testing facility **that day** for testing **at the parent's expense**. The student may be subject to disciplinary action.
4. Possession or use of any tobacco product, e-cigarettes, any vaping device, electronic smoking device, or facsimile on campus or at any school-sponsored program/activity is prohibited and will result in parent notification. Such action may also result in up to a three (3)-day off-campus suspension.
5. Consumption of alcohol or drugs prior to arrival at school or a school-sponsored event will result in disciplinary action to be determined by the administration. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances.
6. The school reserves the right to require students of concern to take drug tests (**at parents' expense**) at a Shelton approved testing facility. This includes testing for drugs, alcohol and other substances. Parents must transport the student from Shelton directly to the testing center and testing must occur the same day Shelton requires the test. Results of these tests must be sent to the school directly by the test facility.

7. The school reserves the right to bring detection canines on campus to search rooms, vehicles, lockers, backpacks, purses, and any other belongings.
8. 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.
9. 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.

## **MS UNIFORM & 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. Parent and student commitment to support Shelton Uniform policy is expected as a member of the Shelton community.

---

- Information for your child's grade and gender can be accessed and be purchased online at Dennis Uniform Company (<https://www.dennisuniform.com/>).
- Uniforms may be purchased from Dennis Uniform Company or other vendors, but must be similar in style and color as listed for Shelton MS on Dennis Uniform website. Please contact the Middle School Office for uniform questions.

Faculty, and staff are committed to supporting our Uniform Policy, and the faculty and staff of The Shelton School will enforce the Uniform Policy.

1. Violation of the Dress Code or Free Dress Day Code will result in a Uniform Violation.
2. Three Uniform Violations result in a detention.
3. Continued Dress Code Violation will result in a meeting with Administration.
4. Parents may be called to bring the proper uniform to school in order for students to attend classes.

## **Middle School Girls Daily Uniform**

### **Skirts/Shorts/Pants**

- Solid khaki skirt, shorts, or pants.
- Skirts must be mid-thigh or longer and should not be rolled at the waist; modesty shorts (black or navy) are required to be worn with the skirt
- Ankle-length leggings (black or navy) are allowed to be worn in lieu of modesty shorts
- Skirts must have a clean and neat hem

### **Shirts**

- Long or short sleeve solid white or navy polo-style shirts OR white button down oxford.
- Oxford shirts must be tucked in.
- Any undergarment/undershirt worn must be solid white or skin toned with no logo or design.
- Sweater - navy long sleeve cardigan button front or navy v-neck pullover sweatshirt - purchased from **Dennis** Uniform Company.
- A uniform polo or oxford shirt must be worn underneath the sweater or Shelton sweatshirt.
- While at school, sweatshirt hoods must stay down.
- **Permitted Charger Corral Uniform Clothing:**
  - Solid navy, black, white, or royal blue polo-style shirts with a Shelton logo.
  - Solid navy, black, white, gray or royal blue crew neck sweatshirts, hoodies and 3-quarter zips may be worn over an approved uniform shirt.
  - Spirit socks

## **Middle School Boys Daily Uniform**

### **Pant/Shorts**

- Solid khaki shorts or pants.
- Pants and shorts must be fitted, (no baggy-styles), an appropriate length and be worn at the waist.
- Undergarments must not be longer than the length of shorts. Undergarments must not be visible when sitting, standing, or bending.

### **Shirts**

- Long or short sleeve solid white or navy polo-style shirt OR white button down oxford.
- Oxford shirts must be tucked in.
- Any undershirt worn must be solid white with no logo or design.
- Sweater - navy long sleeve cardigan button front or navy v-neck pullover sweatshirt - purchased from Dennis-Uniform Company.
- A uniform shirt must be worn underneath the sweater or Shelton sweatshirt.
- Sweatshirt hoods must stay down.
- Permitted Charger Corral Uniform Clothing:
  - Solid navy, black, white, or royal blue polo-style shirts with a Shelton logo.
  - Solid navy, black, white, gray or royal blue crew neck sweatshirts, hoodies and ¾ zips may be worn over an approved uniform shirt.
  - Spirit socks

## **MS JACKETS & SWEATSHIRTS**

Students may find the classroom temperature to be cool.

Only solid black/white/navy and royal blue Shelton sweatshirts may be worn in classes, no coats, jackets, or blankets are allowed. Blankets should not be brought to school.

Full Zip Jackets bought from the Corral Store can be worn to school and outside but are not permitted to be worn during the school day.

---

Visit the school store, The Charger Corral for additional Shelton spirit wear. Spirit wear items from the Corral may be worn on Fridays (with uniform bottoms) and on designated Free Dress Days.

## **MS UNIFORM SHOES**

- Athletic Shoe - Students should wear **solid black or solid white** athletic shoes that are leather or knit material, with laces. (No velcro or slip-ons)
- Shoes may have black or white logos and or soles, but no other colors.

Examples of acceptable athletic style uniform shoes: (SHOES CANNOT HAVE COLOR.)



---

## **MS HAIRSTYLES AND FACIAL HAIR**

Hairstyles must be appropriate to the simplicity of the uniform and for the learning environment. Decisions will be made at the discretion of the administration. Please contact the MS administration with any questions.

- All students must keep their hair cut so that it remains out of their eyes.
- Boys will keep hair at or above shoulder length.
- Hair should not look unkempt - it should be brushed/combed and clean.
- Hair must be one color - a natural color
- Cuts - no spikes, no uneven shaved heads, no shaved heads, no words, lines, or other designs shaved in hair, etc
- The color of hair and hair cut must be appropriate for a school environment and not distracting to the learning environment
- Students will be sent home to adjust color/cut, if needed.
- No facial hair is allowed.
- Sideburns must be neatly trimmed and not extend below the bottom of the ear.



## **MS ACCESSORIES AND MAKEUP**

Any jewelry, makeup, hair bows/clips, or other accessories worn should be appropriate to the simplicity of the uniform and for the learning environment. Accessories and make up must not be not distracting to learning. Decisions will be made at the discretion of the administration.

- No large hair bows/hair accessories, bows should be no more than 3 inches wide.
- No earrings allowed for boys.
- 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.
- No facial piercings allowed.
- No more than two necklaces and/or two bracelets may be worn by a student.
- No large distracting necklaces or bracelets
- No distracting choker style necklaces
- No visible tattoos, including henna, and no body drawings.

## **MS FREE DRESS DAYS**

- Administration will send out Free Dress Day guidelines.
  - A violation of Free Dress guidelines will result in a uniform violation and the student will be required to change. The student may choose to wear replacement clothes provided by the school, or ask that parents bring replacement clothes to school. The student will work on schoolwork in the MS office while waiting for replacement clothes.
- 

## **SPIRIT SHIRTS**

**Spirit Shirt Day** (Optional) – Every Friday students are allowed to wear Shelton Spirit shirts from the Charger Corral and any Shelton sweatshirt.

## **MS P.E. UNIFORM/ATHLETIC JERSEYS**

- Shelton P.E. shorts are required for the 2024-2025 school year for 7th and 8th grade students. Shorts can be purchased through the Shelton Athletics home page on the Shelton website. Students will pick up their shorts in the athletic offices after they have been purchased.
- Athletes may wear their **uniform jersey** on game days. A **plain white or black t-shirt** may be worn underneath and must be worn with any sleeveless jersey. The normal Shelton school uniform pants/skirts, socks and shoes remain the same.

## [IV. UPPER SCHOOL HANDBOOK \(9th-12th GRADE\)](#)

### US ARRIVAL AND DEPARTURE

1. Upper School students who are driven to school by an adult must be dropped off at the main entrance (enter/exit via McCallum).
2. Drivers dropping off students through the carpool line are only permitted to enter the parking lot from the McCallum Rd. entrance.
3. Turn cell phones and other distracting devices off during carpool.
4. Be alert for students, faculty, and other pedestrians walking to and from cars.
5. Please follow the correct route during carpool.
6. Do not cut between parked cars or drive against the flow of traffic.
7. 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.
8. Pull up in the delivery/pick up area as far as you can so we can unload/load more cars.
9. Do not exceed a speed of 10 miles per hour on campus.
10. Do not drop off or pick up students from nearby businesses, office buildings, or parking lots. Use the carpool line.
11. Parents may organize their own carpools from lists of enrolled students.
12. Dismissal: Monday through Thursday - **3:50** pm. Fridays - 3:20 pm.
13. Parents must pick up Upper School students at the main entrance of the school (see map) unless you are part of a carpool with students from other divisions. Pick up at the location identified for the youngest student in the carpool.
14. **Parents must not arrive prior to 3:40 pm Monday - Thursday and not before 3:00 pm on Fridays.** This will allow time for Middle School carpool to finish and staff to exit.
15. If a student needs to leave early for any reason, parents must enter the information in SchoolPass or email the attendance clerk to make arrangements. Students must sign out in the Upper School office any time they leave campus early.
16. Upon arriving on campus, high school students must go immediately to the Commons. Students are not to remain in their vehicles in the parking lot.

17. Students who stay after school for athletic practices, games, Homework Cafe, club meetings, tutoring, play practice or any other activity or event must be under the direct supervision of a coach or other faculty member at all times.
18. Students may not be in areas of the building that are not related to their after school activity unless under the direct supervision of a coach or other faculty member. Students may not remain in the commons or elsewhere on campus unsupervised after 4:30 (3:30 on Fridays).

## **US CARPOOL**

Use the McCallum gate. Enter, turn right, and follow the path. Students will enter cars at the cones along the sidewalk on the east side of the building.

To avoid blocking Middle School carpool and staff who must exit, Upper School parents should NOT ENTER CARPOOL UNTIL 3:40 MONDAY-THURSDAY, AND 3:00 ON FRIDAYS.

## **US Carpool Maps**

Morning Map: [Click Here](#)

Afternoon Map: [Click Here](#)

## **US STUDENT DRIVERS**

1. Upper School students who drive to school must obtain parking permits from the Upper School office and park in their assigned spaces.
2. Students are only permitted to enter and exit the building through the main entrance. Do not ask anyone to open a door near Fine Arts, Athletics, or any area other than the main entrance.
3. Students are expected to be in uniform compliance when they enter the building.
4. Once students arrive on campus, they may not leave until the end of the day without checking out through the Upper School office.

5. 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.
6. After entering the building, students may not return to the parking lot without permission until the end of the school day. Any student leaving campus, without following the sign out procedure, is considered truant.
7. The parking lot will be supervised for appropriate driving, volume of sound systems, appropriate behavior, etc.
8. 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.
9. Any student driving to school must possess a valid Texas driver's license and have the appropriate insurance required by the state.
10. 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 at the bottom right corner of the front window (passenger side). If students change cars during the year, the sticker must be transferred to the new car and the office must be notified.
11. Parking spaces are limited, therefore no parking spaces will be issued to freshmen.
12. Students must park on campus and only in their assigned parking spot. **Students who fail to park in their assigned spot may be subject to disciplinary action or loss of campus parking privileges.**
13. Students may not park in the parking lots of neighboring businesses or the neighborhood streets. Failure to park in the assigned spots on campus will result in loss of driving privileges.
14. Students must never park in designated visitor parking or other reserved spots. Failure to comply with this may result in loss of parking privileges on campus.
15. All vehicles parked on the Shelton campus must fit in one space. Students must park correctly between the lines in the assigned space. Tires should not touch the lines of the parking space.
16. 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.
17. Cell phone use while driving on campus is prohibited.

18. Cars with inappropriate writing (on the car, windows, or on bumper stickers or flags) or any other inappropriate items may not park on the Shelton campus.
19. Do not exceed a speed of 10 miles per hour in the parking lot.
20. The volume of sound systems and vehicle exhaust should be inaudible outside the vehicle.
21. When entering or exiting the parking lot, drivers are expected to follow the flow of traffic and must not cut through parking spaces.
22. Drivers and passengers must be seated properly inside the vehicle with seat belts fastened.
23. Students who are in compliance with attendance guidelines may obtain VOE forms from the attendance clerk in the Upper School office.

**Consequences**

1 <sup>st</sup> violation:	warning; parents notified (a serious 1 <sup>st</sup> violation may 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

**Reckless driving to, from, or on campus may result in a more serious disciplinary consequence and/or notification of parents.**

## US 2024-25 BELL SCHEDULES

<b>Monday - Thursday</b>		<b>Friday</b>	
1st Period	8:15 - 9:00	1st Period	8:15 - 8:50
2nd Period	9:04 - 9:59 (w/announcements)	2nd Period	8:54 - 9:34 (w/announcements)
3rd Period	10:03 - 10:48	<b>Activity A</b>	9:38 - 10:03
4th Period	10:52 - 11:37	<b>Activity B</b>	10:05 - 10:30
5th Period	11:41 - 12:26	3rd Period	10:34 - 11:09
A Lunch	12:29 - 12:54	4th Period	11:13 - 11:48
B Lunch	12:57 - 1:22	5th Period	11:52 - 12:27
6th Period	1:25 - 2:11	A Lunch	12:31 - 12:56
7th Period	2:15 - 3:00	B Lunch	12:58 - 1:23
8th Period	3:04 - 3:50	6th Period	1:27 - 2:02
		7th Period	2:06 - 2:41
		8th Period	2:45 - 3:20

## US ATTENDANCE POLICY

Consistent, daily attendance is required except when students are ill. Parents should make every effort to schedule doctor/dental appointments, family vacations and other absences around the academic calendar.

### Absences:

1. Attendance is recorded each class period during the school day, including Advisory and Study Hall.
2. Any time a student will not be at school for any part of the day, a parent must notify the school by 8:30 am by submitting the absence in SchoolPass. SchoolPass will automatically notify the advisor and the Attendance Clerk, Debbie McCabe. Email Debbie at [dmccabe@shelton.org](mailto:dmccabe@shelton.org) with any questions.
3. If a student arrives tardy more than 15 minutes after the bell, the student is considered absent from the class. Tardiness is a disruption to the learning environment and should be avoided.
4. Per state guidelines for attendance, students must be in attendance for 90% of any class time to receive the semester credit. Students who miss more than 10% of any class in a semester will be required to make up hours. Course credit may be in jeopardy if students do not meet attendance requirements.
5. Absences for school sponsored events DO NOT count towards the 10% absence limit.
6. Absences for college visits, religious holidays, or educational testing DO NOT COUNT TOWARDS THE 10% LIMIT. Please notify the advisor and the office by entering these absences in SchoolPass in advance.
7. Students must complete a **College Visit Form** from the US Office and receive approval at least **3 days** prior to the absence.
8. Absences beyond the 10% limit that are related to severe illness or medical condition, accident, or other unavoidable circumstances will be reviewed on a case by case basis by the administration to determine required make up hours and whether credit will be awarded.
  - a. The administration will work with the family to create a plan for the student to receive credit.
  - b. The plan may include
    - i. The student completing required make-up hours  
\*A fee of \$20 per class period will be billed to parents for students attending make up hours.. (not related to severe illness or medical condition, accident, or other unavoidable circumstances.)
    - ii. The family hiring a tutor to work with the student at home
    - iii. The administration changing the student's schedule as needed.

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, concerts, contests, etc.)
10. Students must be in attendance a minimum of four consecutive class periods on a Friday to be eligible to participate in an extracurricular contest or activity on Saturday. (This includes practices, athletic games, performances, concerts, contests, club events, etc.)
11. If a student exceeds the state guidelines for absences (more than 10%), the student cannot be issued a VOE form until make up hours have been completed. (A *VOE or Verification of Enrollment* is the form required to obtain a driver's license.)
12. Students are required to be in their scheduled class, room, or location at all times during the school day, during any practice, and for any before or after school practice, meeting, or event.
13. A student who is not in his/her scheduled class or location without permission is considered truant.
  - a. On the day of the truancy, any assigned work due, quizzes, tests, or other work done in class will earn a grade of zero.
    - i. Work handed in late, following a truancy, will not be accepted.
    - ii. Instances of truancy may result in a Saturday detention, suspension, disciplinary probation, or expulsion.
    - iii. In determining consequences, the administration will consider all circumstances regarding the truancy as well as the student's disciplinary record.

## **US TARDIES**

1. A student arriving late or returning to school must sign in at the Upper School Office and receive a late pass before proceeding to class. Teachers will not admit students without a pass.
2. If a student arrives tardy more than 15 minutes after a class begins, the student is considered absent from the class.
3. Every 3rd tardy in a semester will be counted as an absence and be included as part of the 10% limit allowed per class, per semester.
4. If a student will arrive late due to an appointment or an unexpected event, the parent should enter the information into School Pass giving the reason for the late arrival.



## **US APPOINTMENTS / LEAVING SCHOOL EARLY**

1. Parents must enter the absence into SchoolPass if a student needs to leave campus during school hours for any reason. This will notify the attendance clerk and the advisor.
2. A student should not, under any circumstance, leave campus without signing out in the Upper School Office.
3. Students will not be allowed to leave campus if notification from a parent is not received.
4. When returning to school after an appointment, the student must sign in with the attendance clerk to receive a pass to class.
5. 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.
6. A student leaving campus without permission is considered truant and will be issued a Saturday Detention.

## **HEALTH AND MEDICATION**

See Shelton's HEALTH AND MEDICATION POLICY in its entirety.

## **PARENT/STUDENT CONFERENCES**

Upper School students are expected to attend their conferences. Conferences will only take place with the student present.

Conferences dates are:

- Fall: October 23-25, 2024
- Spring: February 12-14 , 2025
- End of Year: May 27-28, 2025

## **US AWARDS AND 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.
- PRIDE Awards – Quarterly awards given to a student who demonstrates a trait:
  - Perseverance
  - Respect
  - Inspiration
  - Dedication
  - Enthusiasm.

End-of-year Awards:

- Achievement Awards - given in each subject
- High Point University Book Award
- Harvard Prize Book Award
- Will Holmes Memorial Scholarship
- Community Service Awards
- Athletic Awards
- Fine Arts Awards
- Loyalty Award
- Peer Tribute Award
- Outstanding Male and Female Freshman, Sophomore, Junior, and Senior
- June Shelton Award
- Graduation Cords
- Senior Superlatives
- Top 10 Graduates
- Valedictorian and Salutatorian

## **US STUDENT CODE OF CONDUCT**

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.

In guiding the student's growth, it is the school's policy to emphasize the positive rather than the negative.

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 reserves the right to search lockers, book bags, purses, automobiles, containers and all other types of items that can be used to hold, maintain, hide, or possess any type of substance, material, document, equipment apparatus, weapon, and/or device, 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.

### **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
- disrespect to peers
- reckless driving to, from, or on campus
- 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
- 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

### **Shelton's Right to Search**

Shelton School is committed to providing a safe environment for all students and reserves the right to conduct searches of items brought to campus or to a school activity/event including but not limited to:

- ❖ lockers, purses, bags, backpacks
  - ❖ electronic equipment
  - ❖ containers and all other types of items that could be use to hold, maintain, hide, or possess any type of substance, material, document, equipment apparatus, weapon and/or device
  - ❖ any vehicle including any limousine or party bus that may have been used to transport students to a school sponsored event
- Searches may be conducted without notice.
  - Refusal of the student or family to cooperate with searches or required drug testing may result in the student being asked to withdraw from Shelton.

### **Consequences**

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.

## **Demerits**

Upper School students will receive demerits for failure to follow school policies.

Shelton's values and expectations are outlined in this handbook and are mutually agreed upon by students and parents via enrollment. Demerits will be given for actions that contradict these expectations.

- Demerits will be given for minor offenses in an effort to redirect behavior.
- Students will receive a detention for every three demerits accumulated.

### **Examples of Behaviors that Will Result in a Demerit include but are not limited to:**

- being out of uniform
- failure to maintain school property without intent (leaving trash behind, leaving locker open/unlocked)
- excessive talking or other disruption of class
- leaving laptop unattended
- carrying a cell phone to class or between classes
- using a cell phone or other electronic device at an unauthorized time or without permission

## **Detentions**

- Every 3rd demerit will require a detention.
- Detentions may be given for serious behavioral infractions, excessive uniform violations, cell phone violations, and/or serious computer violations.
- Time in "detention" may be used to help with various jobs around the school. Staff members will guide students in an effort to prevent further infractions and make a plan for success.
- Detentions will be served Thursday mornings 7:30-8:10 am. The US Assistant Head will communicate the assigned day and time for detentions to be served.
- Parents will be notified of the detention by phone and/or email.
- The student must be in complete uniform, arrive on time, and serve the entire 45-minute detention.

- 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.
- Detentions are not part of the transcript records that are shared with other schools or colleges.

Examples of Behaviors that Could Result in a Detention include but are not limited to:

- Every 3rd demerit
- Disturbing the learning of others
- Disrespect to peer/teacher/other staff member or visitor
- Horseplay, loud, or rowdy behavior at an inappropriate time and/or place
- Being in a room, restroom, or other location on campus without permission

**Saturday Detention**

- Saturday detentions will be given for serious offenses (refer to the Unacceptable Behavior section), every third detention, incidents of academic dishonesty, or failure to serve assigned detentions.
- Saturday Detention will be from 9:00 - 12:00 on the first available Saturday following the behavior incident.
- If a student arrives to the detention room more than 15 minutes late, he/she will be asked to return the following Saturday or make up the time on another day. They will be given a choice.
- If a student is more than 30 minutes late to the detention room, the Saturday Detention will be reassigned to the following Saturday.
- 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.
- The Saturday Detention Supervisor will guide the student in problem solving and steps to avoid further infractions. Our goal is to support students so they can be successful.
- Students should 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.

Examples of Behavior that Could Result in a Saturday Detention include but are not limited to:

- 3 detentions
- failure to be in assigned classroom or location as scheduled
- leaving campus without permission
- violation of the academic honesty code
- disturbing the learning of others
- disrespect to peer/teacher/other staff member or visitor
- vandalism
- speeding or reckless driving on school property
- use of tobacco or e-cigarette or any vaping device on campus or at a school event

### **Removal from Class**

In some instances, a student may be removed from class, lunch, or a school event. This would be done to

- Provide a private space for a student who is experiencing anxiety or another elevated emotion that prevents them from being able to participate as expected in the activity or environment
- Offer an opportunity for reflection and to prevent a situation from escalating.
- Remove a student from a threat of physical harm to self or others.
- Allow administrators to communicate with emergency or security personnel to protect students

Parents will be notified if a student is removed from class for one of these instances.

In some situations, written notification from a physician or specific testing may be required prior to the student returning to school.

### **Suspension**

- Students may be suspended for serious behavior infractions (refer to the [Unacceptable Behavior](#) section), failure to serve an assigned Saturday detention, or three Saturday detentions.
- 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, administration will schedule a conference with parent(s). Parents may be required to take the student for drug testing. Required 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.
- A meeting with the student, parent(s), and the Head or Assistant Head will be required before the student returns to classes.

Examples of Behaviors that Could Result in a Suspension include but are not limited to:

- 3 Saturday Detentions
- Fighting or seeking to instigate a fight either physically or verbally
- Illegal substance(s) or object(s) on campus
- Disrespect to peer/teacher/staff member/visitor, including name calling
- Vandalism

Vandalism: Students may be required to pay expenses related to repair or replacement of damaged property.

**Disciplinary Probation**

- Concerning patterns of behavior may warrant a parent meeting and a disciplinary probation plan / contract.
- Students who are placed on disciplinary probation will engage with the Head or Assistant Head to create a plan that clearly defines behavioral expectations and outlines areas needing support.
- Specific terms of the probation will be determined by the Upper School Administration.



### **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.
- Students who dress or behave inappropriately will be asked to leave the event.

### **Off-Campus Behavior**

- Student conflicts that occur off-campus should be resolved parent-to-parent. This includes conflicts on social media.
- The school does not investigate social media posts through personal electronic devices or other events that happen off campus. Information about concerning posts, incidents, or behaviors should be reported to the parent or to the proper authorities.
- 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.

### **EXPULSION**

See Shelton School [DISCIPLINE & DISMISSAL](#) in its entirety.

### **HARASSMENT AND BULLYING**

See Shelton School [HARASSMENT & BULLYING POLICY](#) in its entirety.

## **DRUG AND ALCOHOL POLICY**

Shelton implements **Random Plus Drug Testing**, 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.

As Shelton is committed to the goal of a drug and alcohol free school, we will continue to use Pathways for Prevention, or any other applicable program, to supplement our plan.

**As communicated in the 2023-24 handbook, Shelton has contracted with Quest for hair testing beginning in the 2024-2025 school year.** However, the testing method may be changed at any time at Shelton's sole discretion.

### **Hair Testing**

- **Removal of Hair: a trained facilitator will remove at least 3.9 centimeters (approximately one and one-half inches) in length of hair from the student. The amount of hair removed is approximately equal to the width in diameter of a pencil.**
- **A school administrator will be present during the removal process.**

Please see the Shelton [ILLEGAL SUBSTANCES POLICY](#) in its entirety here.

## **ALCOHOL BREATH TESTING POLICY - UPPER SCHOOL EVENTS**

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.

All students and guests will be subject to a breath alcohol test administered by an employee of a drug testing company using qualified alcohol breath testing devices.

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

6. 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 may be asked to withdraw from Shelton School.

## **LAPTOP COMPUTERS**

See Shelton's [ACCEPTABLE USE POLICY FOR TECHNOLOGY](#) in its entirety.

## **US STUDENT CELL PHONE USAGE**

Student cell phones must be turned off, left inside the locker, and should not be checked or used during school hours.

If a student needs to use a phone, a phone will be made available.

Parents should not text, call, or email students during school hours. If you need to contact your student for an urgent or serious issue, please contact the Upper School office or the advisor.

## **Electronic Equipment**

- Headphones, smart watches, and any similar devices must be turned off and left in lockers during the school day.
- Headphones cannot be worn unless they are permitted by a teacher, in a classroom, for a specific lesson or activity.
- Phones, headphones and smart watches not in lockers will be confiscated and turned in to the Upper School Office. A demerit or detention will be assigned. Students may reclaim their device 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.
- Personal computers, iPads, and gaming devices, must not be brought to campus. Violation of this policy will result in the device being confiscated and a demerit or detention.
- Any student posting material to social media that is deemed inappropriate will be subject to disciplinary action.

## **Photographs, Audio, and Video**

1. Students are prohibited from making any audio recording or video recording of classroom activities, to include instruction and/or teacher/student interactions, without the express written permission/authorization by the teacher of the class at issue. In no circumstance, should any audio recording or video recording be used for any purpose other than the student's legitimate need as an adjunct instructional tool. The audio and/or video recording is permitted only to be shared with the student's parent guardian, other family member and/or tutor for the purpose of assisting the student with the lesson. Under no circumstances should any audio or video recording be dispersed to the general public or uploaded on any internet, online and/or social media platform. Modification or alteration of the recording is strictly prohibited.
2. Students are not permitted to take photographs of their classmates in class.
3. Audio recordings, video recordings and/or photographs may be taken by school approved photographers at school sponsored events or activities, and each parent should be aware that such may occur. With respect to any audio recordings, video recordings or photographs taken by a student (or the student's family and/or friends), at Shelton school sponsored event or activity: such items should not be modified or altered in any manner to cast Shelton, its property, facilities, staff, and/or students in a negative light, should not be modified or altered in any manner to depict something other than what actually occurred, and such items should not be sold to third parties (whether in person, online or through any other exchange).
4. It is strictly prohibited to use any recording (inclusive of photographs) of Shelton, its facilities, its students or staff in any manner that is in contradiction to the school's various conduct policies, and/or students' code of conducts. If such occurs, depending on the specific circumstances, disciplinary action may be taken and could include up to expulsion.
5. Consequences for such actions could result in suspension or expulsion and will be determined by the administration.

## **US COMMUNICATION WITH TEACHERS**

- To communicate with a teacher, please e-mail (first initial followed by last name@shelton.org). The teacher will respond within 24 hours.
- Any text messages sent to teachers or other staff members must include the Upper School Text number: **214-278-6817**. Text messages are captured and saved for administrator review.

## **US DINING HALL/COMMONS/LUNCH TIME**

All Upper School students other than seniors with off campus privileges, are required to be on campus every day during the lunch period. Students may not be in classrooms or elsewhere in the building during the lunch period unless assigned to a staff member for supervision. Seniors eligible for off-campus privilege may eat their lunch in the Commons.

- Shelton School is a closed campus. Visitors, other than 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 for students to pick up.
- Students may not order food for delivery through any delivery service. These deliveries defer the attention of our security staff away from the priority of student and campus safety and therefore are not allowed. Failure to comply with this guideline will result in disciplinary action.
- Cell phones and laptop computers are not allowed in the Dining Hall during lunchtime.

## **US FOOD AND DRINK IN THE CLASSROOM**

Students are allowed and encouraged to bring healthy snacks and **water**.  
**Energy drinks are not allowed.**

A brief snack time will be provided mid-morning during class, and snacks will be available for purchase in The Snack Bar both morning and afternoon.

A debit or credit card is needed to purchase snacks.

## **LUNCH - SAGE Dining Services®**

See the full description of SAGE DINING SERVICES. Click [HERE](#).

## **US DRESS CODE / 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.

Shelton School enforces this policy requiring each student to comply with the dress code applicable to the student's assigned sex, at birth. If a parent/guardian believes that dress code enforcement will result in harm to the student, a conference with the division administration can be scheduled to determine whether accommodations can be made in connection with race, color, religion, national and ethnic origin or gender.

Parents may be called to bring the correct uniform if students are not in compliance with the dress code. Dennis Uniforms, formerly known as Mills Uniform, is now Shelton School's uniform provider.

### **Upper School Boys Daily Uniform**

- Pants: gray slacks, worn at the waist, with a clean and neat hem
- No joggers or-denim pants
- Slacks **may** be purchased from **Dennis Uniforms, or other vendors but must be similar in style and color. Please refer to [THIS DOCUMENT](#) for examples and contact the Upper School Office if you have questions.**
- Shirt Options:
  - Polo shirt in navy, white, black, or royal blue with no logo except a Shelton logo
  - A long or short-sleeved oxford button-down in light blue or white tucked in at all times.
  - Any undershirt, long or short sleeved, must be solid white with no designs or logos. No other color may be worn.
- Socks must be navy, white, or black and must be worn at all times. Spirit socks from the *Charger Corral* are permitted.
- Any belt worn should be solid brown or black with a regular buckle.

### **Assembly Uniform - required for Assemblies, Special Occasions, School Photos**

- Blazer or Sweater
  - Blazer: Dennis Uniforms navy blue or other blazer very similar in color and fabric
  - Sweater: Dennis 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 button-down in light blue or white and tie must be worn with the blazer and the sweater.
- Students may wear a tie of their choice as long as it is conservative and appropriate.

## Upper School Girls Daily Uniform

- Skirt or pants
  - Dennis Uniform blue plaid knife pleat or
  - Dark gray pants purchased from **Dennis Uniforms or other vendors. The pants must be similar in style and color. Please refer to [THIS DOCUMENT](#) for examples and contact the Upper School Office if you have questions.**
  - Skirts must be mid-thigh or longer and should not be rolled at the waist; modesty shorts (black or navy) are required to be worn with the skirt
  - Ankle-length leggings (solid black or navy) are encouraged to be worn in lieu of modesty shorts.
  - Skirts must have a clean and neat hem and may not be rolled at the waist.
  - Gray pants may be purchased from Dennis Uniforms, or other vendors but must be similar in style and color. Please contact the Upper School Office if you have questions.
  - Any belt worn should be solid brown or black with a regular buckle.
  
- Shirt Options
  - polo-style shirt in navy, white, black, or royal blue with no logo except Shelton logo
  - a long or short-sleeved oxford button-down in light blue or white tucked in at all times
  
- Socks or leggings
  - Crew socks, knee socks must be worn at all times.
  - Spirit socks from the *Charger Corral* are permitted.
  - No sweatpants will be allowed under the skirt.

## Required Uniform for Girls for Assemblies, Special Occasions, School Photos

- Blazer: Dennis Uniforms navy blue or other blazer very similar in color and fabric
- Sweater: Dennis 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.

## Fridays

- Fridays are Spirit days. Students may wear any of the following (with Shelton uniform bottoms)
  - A Shelton club, team, or activity shirt in good condition
  - Any Shelton shirt or sweatshirt (no hoodies) from the Charger Corral
  - SENIORS may wear college shirts or sweatshirts (no hoodies) on Fridays.

## **Footwear**

Students may choose to wear

- Loafers or lace-up shoes in brown or black non-suede leather
- Solid 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**

In classrooms, students may wear a Shelton athletic jacket, a Shelton crewneck or 3/4 zip sweatshirt or fleece from the Charger Corral, the navy Dennis Uniforms blazer, or navy v-neck pullover.

No other outerwear will be permitted as part of the Shelton School uniform.

Hoodies and blankets are not allowed in Upper School.

Only Shelton sweatshirts without a hoodie may be worn in classes, no coats, jackets, or blankets are allowed.

## **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 must be clean and well kept.
- Boys who come to school with facial hair will be asked to choose: to purchase and use a razor from the school nurse to shave, or to go home to shave. The student will be allowed to call a parent if needed. If a student chooses to go home, the class absences will count towards the 10% limit.
- Hats 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 and not a distraction in the school building, as determined by the administration. Students are encouraged to leave expensive jewelry at home. No visible piercings other than ears are allowed.



### **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)
- Leggings (if wearing leggings, the shirt must be longer in length)
- Shirt (Shelton, college, or sports team)
- No hats or ballcaps
- Athletic shoes - closed-toed, closed-back

### **Attire 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. Excessively tight or revealing clothing is not appropriate for a school event.
- For boys: Dress according to event guidelines (coat, tie, button-up shirt, etc.). Excessively tight or revealing clothing is not appropriate for a school event.

Failure to comply with these guidelines may result in being asked to leave the event.

### **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 with the student at all times.

## **US ACADEMICS**

The Shelton Upper School is accredited by the Independent Schools Association of the Southwest.

### **Grading Periods**

- 1<sup>st</sup> Quarter August 15 - October 11
- 2<sup>nd</sup> Quarter October 15 – December 20
- 3<sup>rd</sup> Quarter January 7 – March 14
- 4<sup>th</sup> Quarter March 24 – May 22

### **Grades/Report Cards**

Progress reports will be sent to students and parents via email at the mid point of each grading period.

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.

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 report cards are numeric. The grading scale is as follows:

$$90 - 100 = A$$

$$80 - 89 = B$$

$$70 - 79 = C$$

$$\text{BELOW } 70 = F$$

### **Numerical Grade Averages**

- At the end of each semester, a cumulative numerical grade average will be calculated for each student.
- The cumulative grade average is determined by averaging all numeric grades earned in Upper School.
- Grades that are [not included](#) in the cumulative average:
  1. Grades earned in Physical Education, Foundations of Fitness, PE/Health and Athletics classes DO NOT count in the cumulative grade average.
  2. Grades for credit courses taken prior to the completion of 8<sup>th</sup> grade DO NOT count in the cumulative grade average.
- Grades for credit courses taken in the summer or online DO count in a student's cumulative grade average.
- Grades earned in Athletics, PE, and Foundation of Fitness, PE/Health will be reflected as Pass (P)/Fail (F) on the transcript.

### **Weighted Grades**

- If a student is in an honors course, the numeric grade will be weighted by an increase of five points
- A weighted grade is not reflected on a grade report, report card, or transcript as the student's average for a class.
- The weighted numeric grade is, however, calculated in the **cumulative** grade average, which does appear on the transcript.
- If a student is in a course with modified curriculum, the numeric grade will be weighted by a decrease of five points.

## Explanation of Weighted Grades

Numeric Grade Shown on Report Card and Transcript:	Point value used when calculating the cumulative average if the course curriculum is <b>modified</b> :	Point value used when calculating the cumulative average if the course curriculum is <b>honors</b> or <b>dual credit</b> :
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 must repeat a course in which they receive a failing semester grade or “no credit” due to excessive absences. (for credit courses)
- 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 improvement, the enrollment contract may be held and the school may recommend that the student withdraw from Shelton.

### **Math and Foreign Language Final Pass**

- 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, Online 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.

### **Class Rank and GPA**

Shelton does not report class rank for our students, however, an internal class rank is kept for college admission purposes and can be shared upon request. Shelton will provide the cumulative numerical 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.

Shelton does report class rank for seniors who are in the top 10% of the class for college admission purposes.

### **Valedictorian and Salutatorian**

The valedictorian is the senior with the highest cumulative grade average.

The salutatorian is the senior with the second-highest cumulative 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.

### **CUSTODY ISSUES**

See Shelton's policy regarding [CUSTODY ISSUES](#) in its entirety.

All Shelton Upper School students must reside with and be under the direct supervision of a parent or other legal guardian.

### **STUDENT RECORDS**

See Shelton's policy on [STUDENT RECORDS](#) in its entirety.

### **TRANSCRIPTS AND RECOMMENDATION LETTERS**

Please contact your 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 Registrar, Christy Thomas at [cthomas@shelton.org](mailto:cthomas@shelton.org).

All letters of recommendation and evaluation forms for college applications are coordinated through the College Advisor, Debbie Knox, [dknox@shelton.org](mailto:dknox@shelton.org) and/or Mark Carter, [mcarter@shelton.org](mailto:mcarter@shelton.org). All requests should be made via Scoir.

Please allow 10-15 working days for teachers to complete these forms.

## **Graduation Plan and 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.

Upper School students must be enrolled at Shelton during their final year in order to receive a Shelton diploma.

## **US 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 receiving information during any type of assessment including homework, quizzes/tests, papers or projects
- Providing or using unauthorized materials during quizzes or tests
- Plagiarism, which is using the words or ideas of another person as one's own
- Inappropriate use of technology to assist in academic dishonesty including but not limited to PhotoMath, Chat GPT or similar technological and/or Artificial Intelligence (AI) tools

Consequences will be issued at the discretion of the administration and may include the following:

- Receiving a grade of up to 50% on the first incident. Any further incidents of Academic dishonesty will result in a grade of 0.
- A progressive approach starting with the issuance of a Saturday detention at the 1st incident with any further incidents to include suspension and possibly expulsion.

## **Homework**

Homework is assigned to reinforce concepts presented in the classroom.

Procedures to help students be successful with homework:

1. Teachers are available to help students each morning and except when teacher meetings are scheduled.
2. A *Homework Cafe* is offered to all US students after school Monday - Thursday until 4:30. Students can get help from teachers or use the space and time to work independently.
3. 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.
4. A student whose homework is not completed by the beginning of class on the due date may turn it in the next school day for a maximum grade of 85.
  - a. The student will be allowed one week to turn in the missing work for a maximum grade of 50.
  - b. After one week (5 school days), no late work will be accepted and the student will receive a zero on that assignment.
  - c. Teachers may adjust this policy due to individual circumstances.
5. Students who fail to complete required work may be assigned a Saturday School.
  - a. Saturday School Policies
    - i. Students must be in full uniform
    - ii. Students must attend from 9:00 am to 12:00 noon.
    - iii. There will be a Saturday School fee of \$20.00 per hour/\$60.00 per three hour Saturday issued to the parents of a student assigned to Saturday School due to missing academic work or makeup hours.
6. If an emergency situation or other extenuating circumstances prevent a student from completing homework, the parent or student should notify the teacher and the advisor as soon as possible.
7. If a student continues to have difficulty completing work, mandatory before or after school tutorials and/or use of the Upper School Homework Cafe may be required.
8. If regular, one-on-one homework assistance or tutoring becomes necessary, a referral may be made to the family.
9. If homework continues to be turned in late or incomplete, a conference will be held with the Upper School staff, student, and parents to develop a plan for the student's successful resolution of homework difficulties.



## **Tests**

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

## **Exam Dates**

First semester exams will be December 17-20.

Second semester exams will be May 19-22.

## **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, no more than five absences 2<sup>nd</sup> semester in that class and have completed the required number of Community Service hours. These students will not be required to attend school during the exam review and that exam period. Community service requirements must be fulfilled by the due date to be exempt from exams.

## **US ORGANIZATIONAL SYSTEM**

Students are required to use the Shelton organizational system, including the laptop computer and 3-ring binder. 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.

## **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 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/tote bags that are larger than the laptop computer. Failure to comply with the backpack policy may result in disciplinary action.

## **Textbooks**

Students are 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. After 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.

## **US COMMUNITY SERVICE**

Upper School students are required to perform community service. Our goal is to help students develop a habit of volunteering and to assist them in finding meaningful service opportunities.

1. Freshmen and sophomore students must complete a minimum of 10 hours of community service each academic year.
2. Junior and senior students must complete a minimum of 20 hours of community service each academic year.
3. Students must submit completed service hours by logging into FACTS.
4. Students are encouraged to submit all qualifying service hours as soon as they are completed. Documentation must be entered in FACTS.
5. Service hours completed during the summer or fall semester must be submitted by January 15 each year. Service hours completed during the spring semester must be submitted by May 1 each year.  
*\*For the Presidential Service Award, documentation must be received by April 1, 2025.*
6. Completion of community service will be reflected on the transcript as Yes/No.
7. Service hours earned after May 1 will count for the next school year unless approval is given from the Community Service Coordinator.
8. 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.
9. Students may not miss school hours to do community service without prior approval from Upper School administration.
10. 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.
11. Continued enrollment, senior exemption from exams, and graduation are dependent upon completion of the community service requirements. Shelton will offer service opportunities on campus throughout the school year.
12. Students who volunteer 50 or more hours will be recognized with the Presidential Service Award. Documentation must be received by Tuesday, April 1st. For more information regarding this prestigious award, [visit \*\*www.presidentialserviceawards.gov\*\*](http://www.presidentialserviceawards.gov). Late submissions will not be considered for this award.

## **US EXTRA-CURRICULAR ACTIVITIES**

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 passing grades in all courses. The student remains ineligible for another 21 calendar days if failing any course. If the student is still failing after 42 calendar days, the student will remain ineligible until the next report card.
4. Students receiving an incomplete grade on the report card will be ineligible until the grade becomes complete and is a passing grade. If the incomplete grade becomes complete and is a failing grade, the student will remain ineligible for the remainder of the 21 calendar day period, and will follow the process as listed above.
5. Ineligibility for activities in the first 21 calendar days of the second semester is based on failing or incomplete grades for the first semester and/or failing or incomplete grades for the second nine weeks.
6. For each grading period, the period of ineligibility begins 24 hours after the grade submission deadline and continues for 21 calendar days.
7. While ineligible, a student may attend practices, but may not participate in extracurricular competitions, performances, or activities (i.e. compete in an athletic event, perform or participate in a play, participate in school-day club meetings, or participate in other extracurricular activities as an organizer or officer). In addition, ineligible students are not allowed to travel with the team or organization during school hours.
8. Administration reserves the right to limit participation in extracurricular activities (practice and/or events) due to excessive absences and/or behavioral concerns.
9. Ineligible students may not miss class or advisory period for extra-curricular activities.
10. A student who is serving suspension will be ineligible to participate in or attend any extra-curricular activities (including practices) during the suspension. The Athletic Director or sponsor of the extra-curricular activity will meet with the division administration to determine any additional consequences.
11. The Upper School Office will notify the Athletic Director, the Director of Fine Arts, and the parents of affected students about the eligibility status.

## **US SENIOR PRIVILEGES**

1. **Priority parking spaces** – Seniors will be assigned priority parking spaces, and may choose to paint their parking spot.
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**
  - a. Seniors may wear athletic shoes of any color
  - b. Seniors may wear a t-shirt or a sweatshirt of any college on Fridays.
5. **Exam Exemptions** – Seniors who have a second semester average of 85 or higher in a class, no more than 5 second semester absences and have completed the required number of Community Service hours 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.

## **US VISITORS AND VOLUNTEERS**

Only parents of Upper School students may visit the Dining Hall or Commons during Upper School lunch. No siblings, friends, or other visitors are allowed.

See Shelton School policy [VISITORS AND VOLUNTEERS](#) in its entirety.

## **STUDENT DISTRIBUTION OF MATERIALS**

Students may not distribute/post any materials at school without the permission of the Upper School Head. This includes party invitations. Students should not bring personal invitations, decorations, or exchange gifts at school.

## **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.

## **SECURITY AND EMERGENCY ACTION PLAN**

See Shelton's [SECURITY AND EMERGENCY ACTION PLAN](#) in its entirety.

### **School Closure**

In cases of school closure, students must check their homework calendar and email for potential classroom information and assignments.

## **US 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.

See what the **SHELTON LIBRARY** provides for students and the resources for parents.

Click [HERE](#)

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

The Shelton Speech, Language, and Hearing Center provides private therapy and evaluations for students of Shelton School and the community.

### **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  
Chelsea Maxey, M.S., CCC-SLP  
Avie Nikolopoulos, M.S., CCC-SLP  
Melissa Powell, M.S., CCC-SLP  
Ari Victor, 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 services for professionals, parent groups and schools.
- Provide teletherapy services for students whose schedule, location or other circumstances prohibit in person sessions.

### **CONTACT:**

For inquiries regarding therapy fees 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

## VI. SHELTON EVALUATION CENTER

The Shelton Evaluation Center was established in 1976. Dr. June Shelton and Dr. Susan Fleming served as Directors, and Dr. Laure Ames assumed the role of Director in 2009. The Evaluation Center has evaluated more than 11,000 clients from the United States and abroad.

### Mission Statement

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

Laure Ames, Ph.D.	Director, Licensed Professional Counselor-Supervisor, Licensed Psychological Associate with Independent Practice
Stephanie McCain, M.A.	Licensed Professional Counselor, Licensed Specialist in School Psychology, & Licensed Psychological Associate
Debbie Ripchick, Ed.D.	Educational Diagnostician
Stacie Soto	Educational Diagnostician
Joni Williams	Administrative Assistant

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

- Intellectual or Cognitive Ability
- Fine Motor Skill
- Auditory and Visual Processing
- Oral and Written Language Ability
- Pre-Academic and Academic Skill
- Attention and Behavior
- Emotional and Social Functioning

Clients include those with the following suspected learning differences and/or related disorders:

- Learning Disorders (Dyslexia)
- ADHD (Inattentive, Hyperactive, or Combined Type)
- Fine Motor Impairment (Handwriting/Dysgraphia)
- Communication or Oral Language Disorders
- Anxiety and Mood Disorders
- Nonverbal Learning Disability
- Autism Spectrum Disorder
- Preschoolers At-Risk for Learning Disorders

**CONTACT:** Joni Williams, 972-774-1772, ext. 2243



## VII. THE JUNE SHELTON LIBRARY MEDIA CENTERS

Parent Library Handbook

2023-2024



---

### Special Library Events

**SHELTON LIBRARIES OPEN:** August 19, 2024

**SHELTON BOOK FAIR:** October 11-19, 2024

**NATIONAL LIBRARY WEEK:** April 6-12, 2025

**SHELTON LIBRARIES CLOSE** May 22, 2025

*(All dates subject to change)*

# Shelton Libraries

*Who we are...*

Shelton has four full-time librarians who are MLS accredited. As active professionals, we regularly attend, contribute, and participate in local, statewide, and national library organizations.

Library Director and Ninth - Twelfth Grade Librarian: **Kelli Yonker**

Sixth - Eighth Grade Librarian: **Morgan Richard**

Third - Fifth Grade Librarian: **Marissa Montgomery**

Early Childhood - Second Grade Librarian: **Mary Drexler**

Part-Time Library Assistant: **Hali Garner**

*When we are here...*

## **Elementary School Library (Early Childhood – Fifth Grade)**

7:40 AM – 4:00 PM Monday – Thursday

7:40 AM – 3:00 PM Friday

## **Secondary School Library (Sixth - Twelfth grades; Professional & Parenting)**

7:45 AM – 4:00 PM Monday – Thursday

7:45 AM – 3:15 PM Friday

Shelton library media centers provide curriculum support and research guidance, along with 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. We strive to make our services, materials, and instruction appropriate for meeting the needs of students with learning differences and those who teach them. The students will acquire and use information-seeking skills to find, evaluate, and use information. To promote a love of reading and lifelong learning. Both libraries also serve the recreational needs of their users through quality fiction and nonfiction books, Playaways (portable audiobooks), e-books, newspapers, journals, and magazines that are reflective of our users' interests.

## 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 Secondary 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 through the catalog from home to 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 Elementary Schools **Subscription Databases**. Students in grades fifth through twelve have a school laptop, and the use of online databases and electronic materials. Through the library website there is also an Elementary Library webpage, serving EC through fifth grade students with electronic learning activities and e-books.
- Our students' reading skills improved through visual and listening modalities, and our media collection includes video recordings, e-books, audio books, and *Playaways*.
- A **Professional Collection** in the Secondary library offers books, DVDs and videos, professional journals, and instructional materials for Shelton's faculty, parent, and professional communities.
- **Electronic Resources** are directly accessible on-campus or remotely with username and passwords, from the Shelton Library Home Page [www.shelton.org/library](http://www.shelton.org/library). Password directories are available in the library.
- **General Material Collection** Elementary students check out three books (print or audio) for two weeks. 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:** Teachers are encouraged to explore the library's professional books, journals, DVD's and streaming videos.
- **Library Scheduling:** Elementary teachers have a fixed schedule of class library visits. Middle and Upper School teachers personally schedule their class visits on the library's on-site calendar.
- **Overdue Policy** *Overdue* library items must be returned before additional materials may be checked out. Students with overdue items in 6th - 12th grades 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.

## Student Library Resources and Support

- We **curate resources** for specific research topics and units of study for students and teachers to use in instruction.
- We strive to foster the **love of reading** in all students. We give off-the-cuff book talks, and stay up to date on new books. We communicate through newsletters and other notifications about new and popular books. 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 Secondary Library and back issues are available for checkout.

### Library perks for Shelton teachers:

- |                     |                        |                          |
|---------------------|------------------------|--------------------------|
| ● Laminator         | ● Portable Smart Board | ● Presentation Materials |
| ● Popular Magazines | ● Best Selling books   | ● CD/DVD players         |
| ● Cricut            | ● Parenting books      | ● iPads                  |
| ● Meeting spaces    | ● Comfortable seating  | * Upper School Cafe      |

## Library Programs

- **Visiting Authors** and storytellers are invited to the school for presentations and discussions with the students in person and virtually.
- Third through sixth grade students are encouraged to participate in Shelton reading programs modeled after the Texas Bluebonnet Award program. EC - 5th grade students are encouraged to participate year round reading challenges. Students earn incentives for reaching reading goals.
- **Shelton's Book Fair** is held in October to promote the joy of reading. Proceeds support the library programs, classroom teachers, and include parent volunteer participation.
- Shelton celebrates reading during **National Library Week** with a variety of schoolwide activities.
- 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 Talks** are provided for classes on all grade levels to motivate students when choosing reading materials.

## PARENT RESOURCES

\* indicates the resource can be found in the Upper School Library

### Child Development

*Your One Year Old through Your Ten to Fourteen Year Old* - Ames, Ilg and Baker (Dell)

*School Readiness* - Ilg, Ames and Haines (Harper and Row)

*Childhood and Society* - Erikson (Norton)

\**Emotional Intelligence* - Goleman (Bantam)

### Attention Deficit Disorder

C.H.A.D.D. - (305-587-3700) or [www.chadd.org](http://www.chadd.org)

ADDitude (888-762-8475)

*Taking Charge of ADHD* – Barkley (Guilford)

*From ABC To ADHD: What Parents Should Know About Dyslexia and Attention Problems* – Tridas (The International Dyslexia Association)

\**Driven To Distraction: Recognizing and Coping With ADD From Childhood through Adulthood* - Hallowell and Ratey (Pantheon Books)

*Attention Deficit Disorder: The Unfocused Mind In Children and Adults* – Brown (Yale Press)

*Attention-Deficit Disorders and Comorbidities in Children, Adolescents, and Adults* – Brown (American Psychiatric Press)

\**Putting on the Brakes: A Young People's Guide to Understanding ADHD* - Quinn (Magination Press)

*How to Reach and Teach ADD/ADHD Children: Practical Techniques, Strategies and Interventions for Helping Children with ADHD* – Rief (Center for Applied Research in Education, NY)

*Teenagers with ADD: A Parent's Guide* - Dendy (Woodbine House)

*Teaching Teens with ADD and ADHD* - Dendy (Woodbine House)

*Straight Talk About Psychiatric Medications for Kids – Wilens (Guilford)*

*From Chaos To Calm: Effective Parenting Of Challenging Children With ADHD And Other Behavioral Problems – Heinger and Weiss (ADD Warehouse)*

## [Learning Disabilities/Dyslexia](#)

International Dyslexia Association - (410-296-0232) or [www.interdys.org](http://www.interdys.org)  
IDA - Dallas Branch (817-467-6354)

*Put Reading First: The Research Building Blocks for Teaching Children To Read (1-800-228-8813)*

*Teaching Reading IS Rocket Science: What Expert Teachers of Reading Should Know and Be Able To Do – (1-202-879-4400)*

*\*Basic Facts About Dyslexia and Other Reading Problems – Moats and Dakin (International Dyslexia Association)*

*\*Straight Talk About Reading: How Parents Can Make A Difference In The Early Years - Hall and Moats (Contemporary Books )*

*Parenting A Struggling Reader: A Guide To Diagnosing and Finding Help for Your Child's Reading Difficulties - Hall and Moats (Broadway Books)*

*\*Overcoming Dyslexia – Shaywitz (Knopp)*

*\*Multisensory Teaching of Basic Language Skills - Second Edition – Birsh (Brookes)*

*\*How Difficult Can This Be? A Learning Disabilities Workshop (Video) - Lavoie (PBS 1-800-344-3337)*

*\*Speech to Print: Language Essentials For Teachers - Moats (Brookes)*

*Developmental Variation and Learning Disorders – Levine (Educators Publishing Service)*

*\*A Mind At A Time – Levine (Simon and Schuster)*

*\*All Kinds Of Minds - Levine (Educators Publishing Service)*

*\*Keeping A Head In School - Levine (Educators Publishing Service)*

*Overcoming Underachieving: An Action Guide to Helping Your Child Succeed In School – Goldstein and Mather (Brookes)*

Books On Tape: RFB&D 1-800-221-4792; Talking Books 1-800-252-9605 (Texas State Library)

[www.proactiveparent.com](http://www.proactiveparent.com)  
[www.ldonline.com](http://www.ldonline.com)

[www.SchwabLearning.org](http://www.SchwabLearning.org)  
[www.learningfirst.org](http://www.learningfirst.org)

## Language Disorders

American Speech and Hearing Association - (800-498-2071) or [www.ASHS.org](http://www.ASHS.org)

Stuttering Foundation - (800-992-9392) or [www.stutterSFA.org](http://www.stutterSFA.org)

*Language Development: Differences and Disorders* - Fahey and Reid (Pro-Ed)

*Terminology of Communication Disorders: Speech-Language-Hearing* – Williams and Wilkins (Nicolosi/Harryman/Krescheck)

*\*The Gentle Art of Communicating With Kids* - Haden Elgin (Super Duper Publications 800-277-8737)

*\*Growing Up With Language* - Baron (Addison Wesley)

*So Much To Say: How To Help Your Child Learn To Talk* - Bolles (St. Martin's)

## Related Disorders

*It's Nobody's Fault: Hope and Help For Difficult Children* - Koplewicz (Times Books)

\*NLD: [www.NLDA.org](http://www.NLDA.org)

[www.nldline.com](http://www.nldline.com)

*Nonverbal Learning Disabilities At Home: A Parent's Guide* – Tanguay (Jessica Kingsley Publishers, Philadelphia)

*\*Nonverbal Learning Disabilities At School: Educating Students With NLD, Asperger Syndrome, and Related Conditions* – Tanguay (Jessica Kingsley Publishers, Philadelphia)

*\*The Source For Nonverbal Learning Disorders* – Thompson (Linguisticsystems, 1-800-776-4332)

*Nonverbal Learning Disabilities: The Syndrome And The Model* – Rourke (Guilford Press, NY)

## ASD

Autism Speaks ([www.autismspeaks.org](http://www.autismspeaks.org))

Future Horizons ([www.futurehorizons.com](http://www.futurehorizons.com))



*Inside Out: What Makes A Person With Social Language Deficits Tick?* – Winner (Pearson)

\**Children With Autism: A Parent's Guide* – Powers (Woodbine House)

*Handbook of Autism and Pervasive Developmental Disorders* – Volkmar, Paul, Klin, Cohen (Wiley)

\**Asperger's Syndrome* – Kiln, Volkmar, Sparrow (Guilford)

*Pretending To Be Normal: Living with Asperger's Syndrome* – Willey (Kingsley Publishers, Philadelphia)

\**Asperger's Syndrome: A Guide For Parents and Professionals* – Attwood (Future Horizons 1-800-489-0727)

### **Miscellaneous:**

\**The Out of Sync Child* - Carol Kranowitz (Skylight Press)

*Teaching The Tiger* – Dornbush and Pruitt (Hope Press)

\**The Bipolar Child* – Papolos and Papolos (Broadway Books)

*The Source for Syndromes* – Richard and Hoge (Linguisticsystems,1-800-776-4332)

\**Children With Tourette's Syndrome: A Parent's Guide* – Haerle (Woodbine House)

### **Self-Esteem**

\**Look What You've Done: Stories of Hope and Resilience* (Video) - Brooks (PBS 1-800-344-3337)

*The Self Esteem Teacher* - Brooks (Treehaus)

\**Raising Resilient Children* – Brooks and Goldstein (Contemporary Books)

\**Don't Feed the Monster on Tuesday! The Children's Self Esteem Book* - Moser (Landmark)

### **Social Skills**

\**It's So Much Work to Be Your Friend: Helping the Child with Learning Disabilities Find Social Success* – Lavoie (Touchstone)

\**Learning Disabilities and Social Skills with Richard Lavoie: Last One Picked...First One Picked On* (Video)- Lavoie (PBS 1-800-344-3337)

*No One to Play With: The Social and Emotional Problems of LD and ADHD Children* - Osman (Academic Therapy Publications)

*\*Helping the Child Who Doesn't Fit In* - Nowicki and Duke (Peachtree)

*Cliques: 8 Steps To Help Your Child Survive The Social Jungle* – Giannetti and Sagarese (Broadway Books)

*Best Friends, Worst Enemies: Understanding The Social Lives Of Children* – Thompson and Grace (Ballantine Books)

*The Friendship Factor* – Rubin (Penguin Books)

*\*Jarvis Clutch: Social Spy* - Levine

### **Gifted /LD/ADHD Children**

*The Pretenders* - Guyer (High Tide Press)

*Smart Children with School Problems* - Vail (Plume Books)

*Bringing Out the Best* - Saunders and Espeland (Free Spirit Publishing)

### **Depression/ Emotional Issues**

*\*Emotion: The On Off Switch for Learning* - Vail (Modern Learning Press)

*\*When You Worry About The Child You Love: Emotional and Learning Problems in Children* - Hallowell (Simon and Schuster)

*Your Defiant Child - Eight Steps to Better Behavior* - Barkley and Benton (Guilford)

*The Explosive Child* – Greene (Harper Collins)

*\*Lonely, Sad and Angry: A Parent's Guide to Depression in Children and Adolescents* - Ingersoll and Goldstein (Doubleday)

*\*Worry: Controlling It and Using It Wisely* – Hallowell (Pantheon)

*\*The Shadow Syndromes* - Ratey and Johnson (Pantheon)

*The Optimistic Child* - Seligman (Houghton and Mifflin)

## [Parenting](#)

*\*Learning Disabilities and Discipline with Richard Lavoie: When the Chips are Down* (Video) - Lavoie (PBS 1-800-344-3337)

*\*Learning Disabilities and ADHD: A Family Guide for Living and Learning Together-* Osman (John Wiley and Sons)

*\*Parenting with Love and Logic: Teaching Children Responsibility* - Cline (Pinion)

*1-2-3-Magic: Effective Discipline for Children 2-12* - Phelan (Guilford)

## [Divorce](#)

*The Unexpected Legacy of Divorce: A 25 Year Landmark Study* – Wallerstein, Lewis, and Blakeslee (Hyperion)

*My Parents Are Divorced, Too* - Ford (Magination Press)

*The Boys and Girls Book About Divorce* - Gardner (Bantam Books)

*The Parent's Book About Divorce* - Gardner (Bantam Books)

*Don't Fall Apart On Saturday* – Moser (ADD Warehouse)

## [Siblings](#)

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

## [LD and Legal Issues](#)

*Negotiating the Special Ed Maze* - Anderson, Chitwood, and Hayden (ADD Warehouse)

*What Schools Forget To Tell Parents About Their Rights* - Martin (Future Horizons)

*Learning Disabilities and the Law* - Latham and Latham (JKL Publications)

*ADD and the Law* - Latham and Latham (JKL Publications)

[www.wrightslaw.com](http://www.wrightslaw.com)

[www.advocacy-inc.org](http://www.advocacy-inc.org)

[www.copaa.net](http://www.copaa.net)

## PARENTS / STUDENTS ACKNOWLEDGMENTS -

PLEASE CLICK THE LINK BELOW TO INDICATE YOU HAVE RECEIVED

- [THE SHELTON SCHOOL & PARENT PARTNERSHIP ACKNOWLEDGMENT](#)
- [THE 2024-2025 STUDENT/ PARENT HANDBOOK](#)

**IMPORTANT:** Shelton **parents** (one per household) must e-sign and submit the Shelton School Policies and Shelton Parent Partnership Acknowledgment **no later than Friday, August 23, 2024. Please click [HERE](#) to view the 2024-2025 Parent Handbook.**

Middle School and Upper School **students** are also required to e-sign this document with you to acknowledge their understanding of the 2024-2025 Shelton School Policies. **Please e-sign an acknowledgment for EACH Middle (6th-8th) and Upper (9th-12th) Shelton student if you have more than one child in these divisions.** As always, we appreciate your partnership with us!

[Lower School \(EC-4th\) Acknowledgment](#)

[Middle School \(5th-8th\) Acknowledgement](#)

[Upper School \(9th-12th\) Acknowledgement](#)