

SHELTON SCHOOL PARENT HANDBOOK



2022 - 2023

**17301 Preston Road, Dallas, TX 75252
972-774-1772 www.shelton.org**

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(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, September 30, 2022.** (Each MS, 6th-8th, and US, 9th-12th, student is additionally required to e-sign this document to acknowledge their understanding of the 2022-23 Shelton school policies.) [Click HERE.](#)*

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SHELTON LIBRARY (US)



PARENT HANDBOOK 2022 - 2023

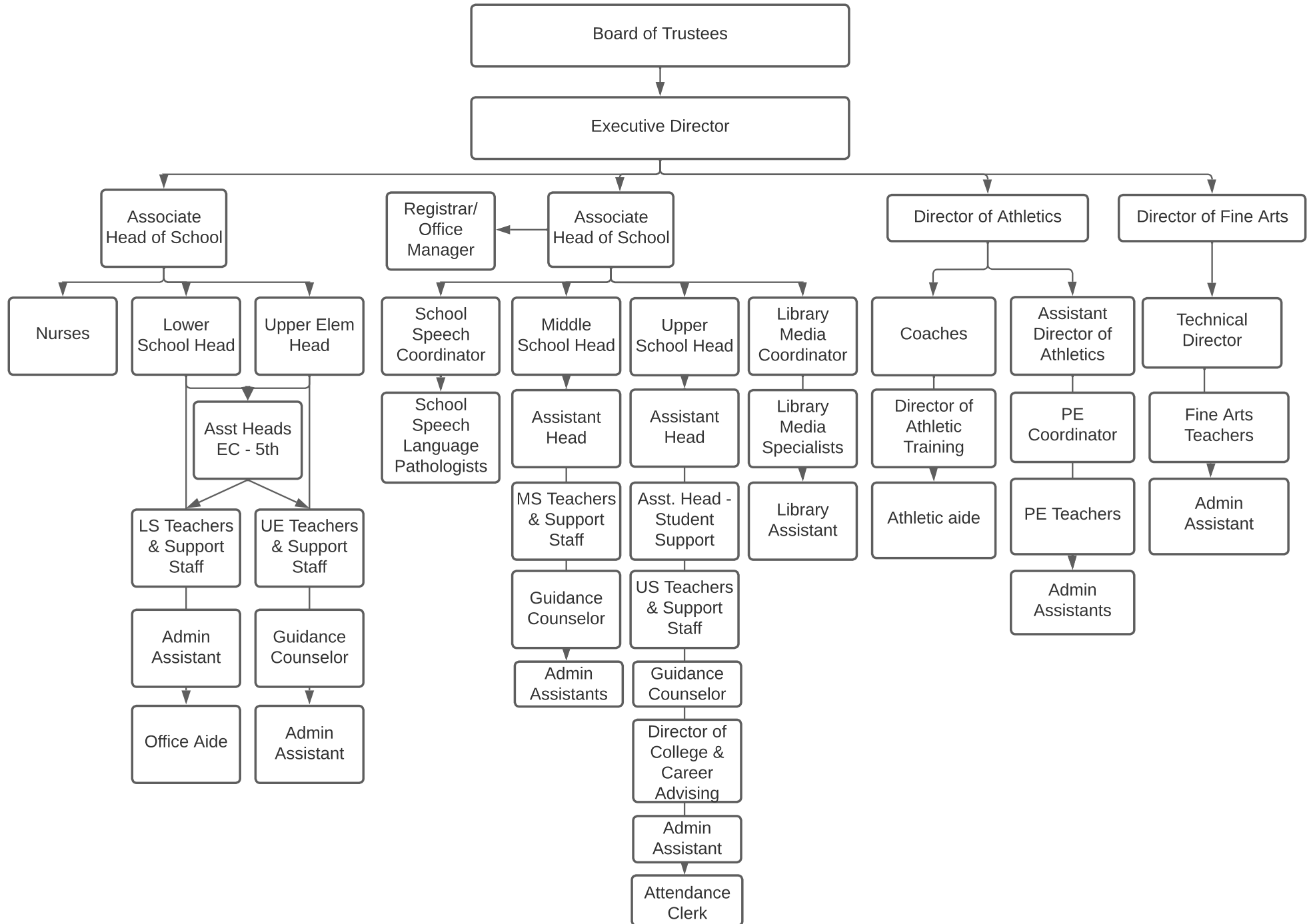
SCHOOL LEADERSHIP

Suzanne Stell, Executive Director
Mellany Barnett, Associate Head of School
Amy Cushner, Associate Head of School

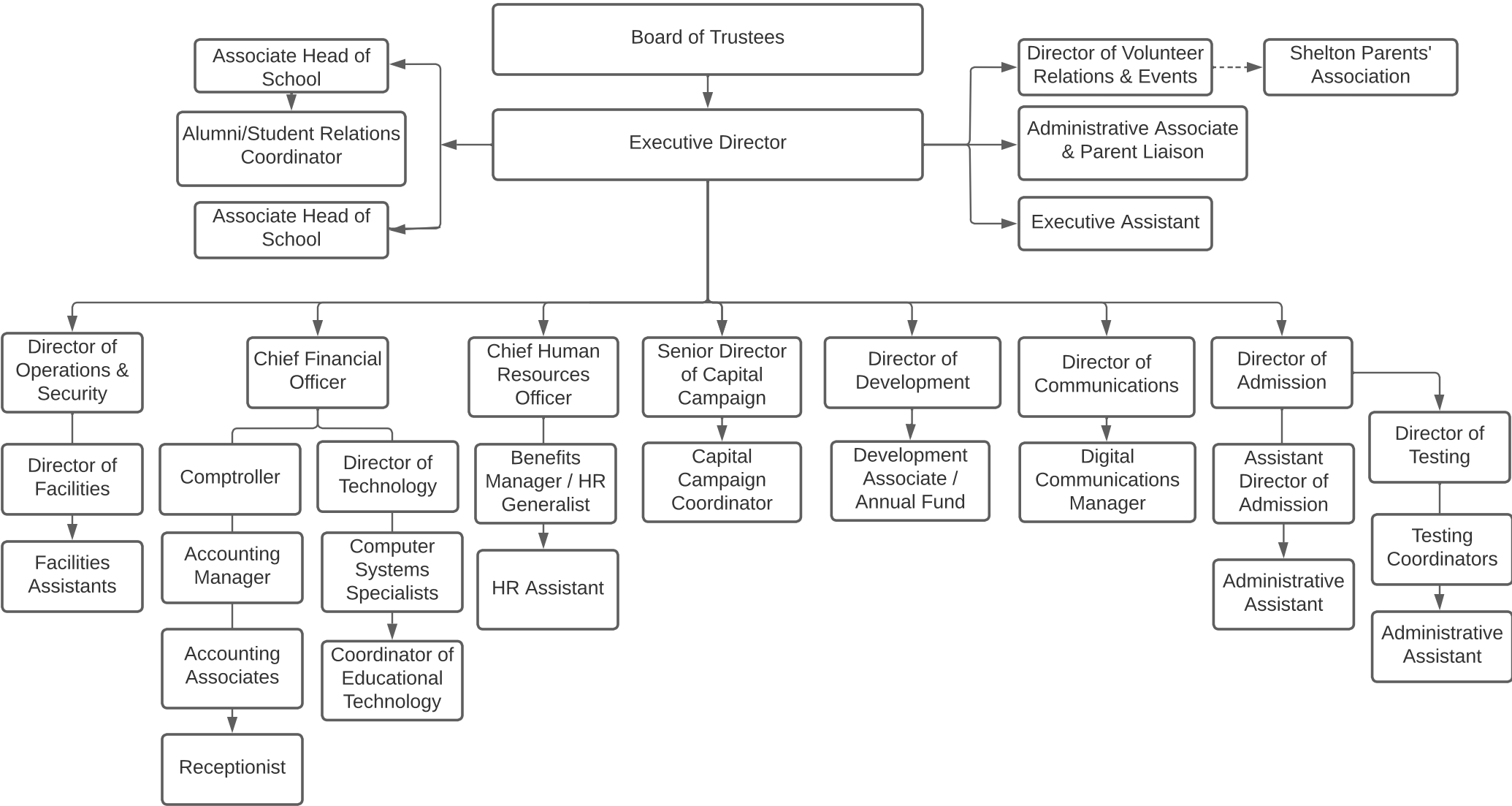
Lower School - Christine Davis, Head of LS
Early Childhood, Pre-Primary, Primary (Grades 1 & 2)
Upper Elementary School - Amy Cushner, Head of UE
Grades 3 through 5
Middle School - Patricia Gallaher, Head of MS
Grades 6 through 8
Upper School - Jenny Cheatham, Head of US
Grades 9 through 12

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

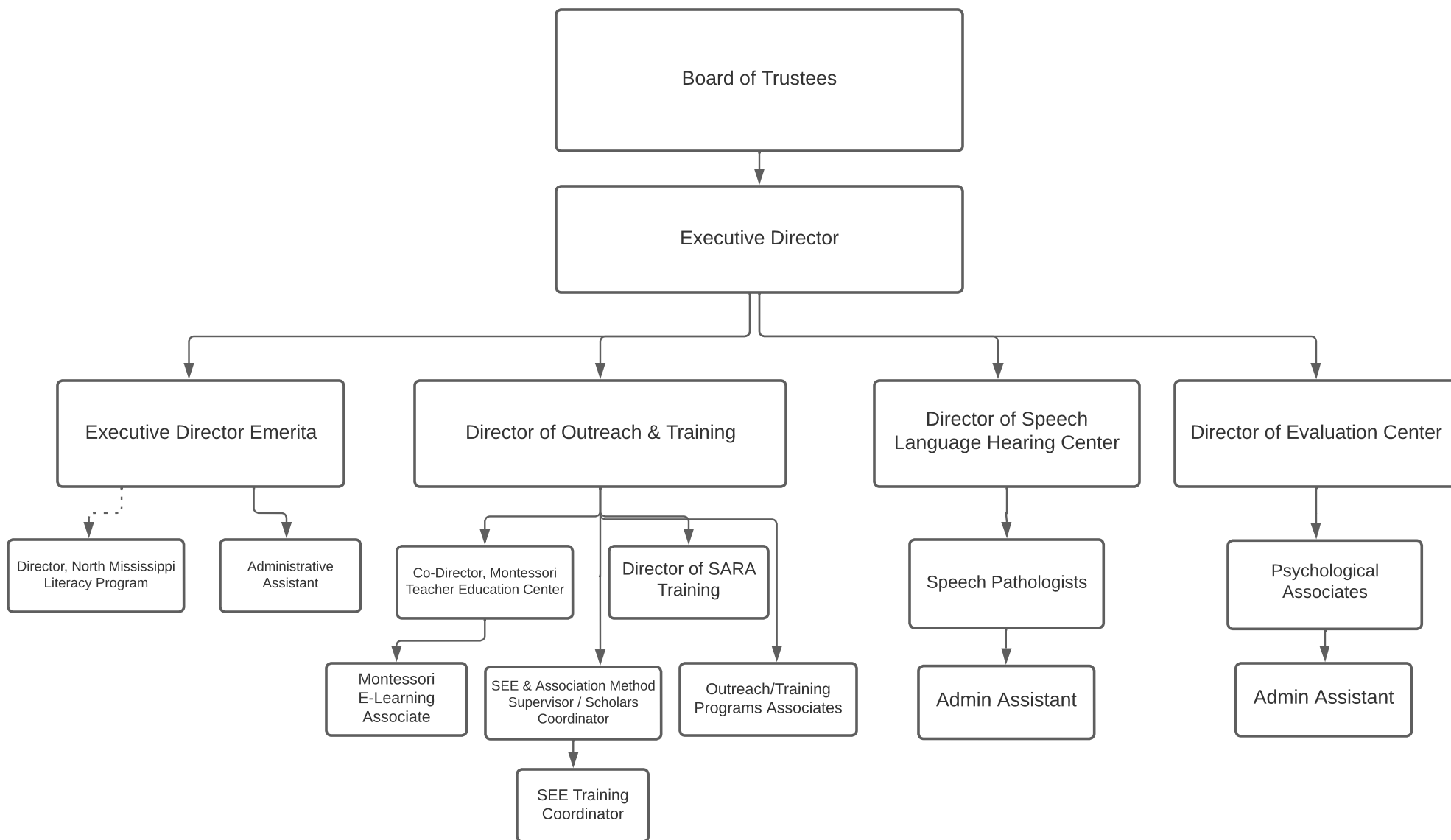
2022-2023 Shelton School, EC - 12th



2022-2023 Shelton School Administration



2022-2023 Outreach/Training / Speech-Language Center / Evaluation Center



The Shelton School Timeline / History 1976 - 2022

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

2005-2006 824-847 students Graduated 44 seniors Technology Education Program is implemented in grades 7-12.	2006-2007 825-844 students Graduated 58 students 30 th Anniversary of Shelton Research grant received to study ADHD with UTSW & UTD	2007 - 2008 834 – 846 students Graduated 46 students Suzanne Stell named Head of School ADHD Study with UTSW & UTD/Dyslexia Imaging Study with Children’s Medical Center	2008-2009 855 - 860 students Graduated 54 students Auction Party raised \$559,436 6 classrooms added to 2 nd /3 rd fl ADHD and Dyslexia research studies continue	2009-2010 848 - 857 Graduated 44 seniors. Suzanne Stell is named Executive Director beginning June 1, 2010 Linda Kneese named Head of School Joyce Pickering transitions to Executive Director Emerita Shelton Storefront website created for selling materials.
2010-2011 856 – 864 students Graduated 44 seniors Gary Webb is Board Chair First Shelton athletic team goes to state finals in boys basketball Nancy Coffman appointed Director of Outreach Stephanie Hicks appointed Director of Speech Language Clinic Marilyn Aaron named Director of Speech Clinic Emerita New athletic director, George Teague Parents raise \$864,957.92 for dining hall renovation Building of new kitchen.	2011-2012 859 – 874 students Graduated 47 students “Top 100 Places to Work” by Dallas Morning News <i>Business of the Year</i> award from North Dallas Chamber of Commerce New kitchen and meal service (SAGE) Summer of 2011 flood damages 1 st floor	2012-2013 860 – 873 students Graduated 63 students Repeater in “Top 100 Places to Work” by Dallas Morning News Phase 2 of Endowment Campaign HOPE research studies effect of exercise on classroom attention Lease signed for Sports Enhancement Center	2013-2014 840 – 881 students Graduated 65 students Glen Brown is named CFO. Diana Liese is named Controller. Jenny Cheatham is named new Head of the Upper School. Robert G. Pickering retires. Board member, Ken Luce, leads the four Shelton entities through the process of strategic planning.	2014-2015 867 – 887 students Graduated 51 students <i>Paid Leave Donation Pool</i> is inaugurated. Shelton increases 403(b) match from \$1,500 to \$2,000 per year. Sharon McEachern retires. Mellany Barnett named new Head of Middle School. Krista Norwood becomes Director of Shelton Speech Clinic. In May the school begins considering the purchase of a tract of land that will allow for athletic fields, fine arts facilities and future growth.
2015-2016 895 – 919 students Graduated 61 students Celebrated Shelton’s 40 years throughout the school year, culminating in Don Henley’s performance at Stampede Auction. Auction raised a school record \$850K+. Implemented online reenrollment & registration via Renweb & FACTS. Kelly VanDenHandel joined as Controller. School board and administrators continued to look into alternate site to allow for future academic and facility growth.	2016 - 2017 893 – 935 students Graduated 67 students Hired Freddie Jones as new Athletic Director in Spring 2017 and named Aasha Marietta Assistant Athletic Director. Letah Samuelson retired after 38 years of service. Amy Kelton named new Head of Upper Elementary Candise Chatman joined as HR Manager Shelton increases retirement benefits for staff. Pursued zoning approval for new school property	2017-2018 896 – 930 students Graduated 70 students Received Zoning approval for construction of new campus on Preston Road Hired Christi Contreras as Director of Capital Campaign and Major Gifts Joy Martello retired after 21 total years of service. Christine Davis named new Head of Lower School Chuck Locke named Director of Alumni Relations and Community Engagement	2018-2019 903-949 Students Graduated 66 students Broke ground at the new Preston Road campus in May. Chris Bedenbaugh named Director of Outreach Celebrated retirement of Betty Glasheen, former Lower School Head and Shelton employee for 40 years. Mourned the loss of former board member and longtime Shelton friend Bill Ward.	2019-2020 928 - 967 Students Completed last 9 weeks of school virtually due to COVID-19 global pandemic Graduated 71 students, ceremony postponed to July due to COVID-19. Linda Kneese, Head of School and former Director of Outreach and Interim Head of Upper School retired after 30 years with Shelton. Mellany Barnett named Associate Head of School / Assistant Head of Middle School Amy Kelton named Associate Head of School/ Head of Upper Elementary Closed on the sale of our Hillcrest campus in March 2020 and finalized preparations to move to the Preston Road campus Summer 2020.

<p>2020-2021</p> <p>989 - 1010 students</p> <p>Graduated 74 students on the new Charger Football Field</p> <p>Moved to a new campus at 17301 Preston Rd in Summer 2020.</p> <p>Due to COVID-19, families were able to choose between in-person or virtual school throughout the school year depending on their comfort level and safety concerns.</p> <p>Anne Hendrick-Thomas, Director of PR & Marketing, retired after over 23 years with Shelton.</p> <p>Lisa Kresl named Director of Communications and Marketing July 2021.</p> <p>Athletic Director Freddie Jones resigned December 2020; Marco Rivera served as interim AD January - May 2021.</p> <p>Alan Burt selected as Shelton's new Athletic Director May 2021.</p> <p>Golf Team won TAPPS Div 4A State Championship.</p>	<p>2021 - 2022</p> <p>1041 - 1078 students</p> <p>Graduated 68 seniors.</p> <p>The annual Stampede event and Annual Fund both raised over \$1 Million each.</p> <p>Director of Admission Diann Slaton retired after 34 years with Shelton; Meghan Miller named Director of Admission.</p> <p>Director of Alumni Relations Chuck Locke retired after 28 years with Shelton.</p> <p>Dawn Lewis hired as Chief Human Resources Officer.</p> <p>Glen Brown transitioned from CFO to Director of Operations and Security.</p> <p>Kelly Van Den Handel was promoted to CFO and Diana Liese was named Controller.</p> <p>The Shelton Board voted to approve the honorary title of Distinguished Trustee Emeritus and subsequently voted that longtime trustees Charlotte Jones and Ed Heffernan be the first two honorary recipients of the title.</p> <p>Shelton Cheerleaders won 2021 TAPPS State Championship</p>			
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SHELTON DEPARTMENT/NAME	POSITION	ROOM
<u>Executive Director's Office</u>		
Suzanne Stell	Executive Director	518
Joyce S. Pickering, Hum.D.	Executive Director Emerita	823
Mellany Barnett	Associate Head of School/Asst. Head of Middle & Upper School	402
Amy Cushner	Associate Head of School/Head of Upper Elementary	202
Christi Contreras	Senior Director of Capital Campaign	501
Shelly Lloyd	Director of Volunteer Relations and Events	502
Amie Jennings	Capital Campaign Manager	503
Courtney Dios	Alumni/Student Relations Coordinator	367
Jenny Duncan	Administrative Assistant to Executive Director	517
Laura Berend	Administrative Associate/New Parent Relations Liaison	520
<u>Admission</u>		
Meghan Miller	Director of Admission	444
Wendy Deppe	Assistant Director of Admission	445
Laura Nichols	Administrative Assistant, Admission	443
<u>Athletic Department</u>		
Alan Burt	Director of Athletics, Physical Education	609
Michelle Rivera	Assistant Director of Athletics, Physical Education	608
Kelly Hall	Administrative Assistant, Athletics	610
Taiesha Olden	Administrative Assistant, Athletics	606
Hal Ryan	Athletic Aide	604
Jennifer Davis	Physical Education Coordinator	607
Krystal Cunningham	Director of Athletic Training	Training Room
Tony Ollison	Athlete Development Coordinator	Weight Room
Cecil Young Jr.	Facilities Assistant/Head Track & Field Coach	716
<u>Counselor (Upper Elem., Middle & Upper)</u>		
Claudia Kuhnast	Guidance Counselor Upper School	406
Andrea Baker	Guidance Counselor Middle School	303
Susan Sutton	Guidance Counselor Upper Elementary	207
Debbie Knox	Director of College and Career Advising	400
<u>Development</u>		
Theresa Bruno	Director of Development	508
Alayna Mosteller	Development Annual Fund Coordinator	507
Hali Garner	Development/Library Assistant	
<u>Evaluation Center</u> Evaluation Center Address: 6001 Summerside Dr., Ste. 204, Dallas, TX 75252		
Laure Ames, Ph.D.	Director of Evaluation Center	Summerside 204
Joni Williams	Administrative Assistant, Evaluation Center	Summerside 204
Stephanie McCain	Licensed Professional Counselor, Licensed Psychological Associate	Summerside 204
Jacqueline Pack, Ph.D.	Licensed Psychologist, Licensed Specialist in School Psychology	Summerside 204
Catherine Harris, S.S.P.	Licensed Psychometrist	Summerside 204
<u>Finance Office</u>		
Kelly Van Den Handel	Chief Financial Officer	510
Diana Liese	Controller	511
Mekdes Yae	Accounting Manager	515
Kelsey Temple	Accounting Associate	514
Carrie Crutcher	Accounting Associate	516
Marvel Washington	Receptionist	
<u>In-House Speech – Language</u>		
Lori Anderson, M.S., CCC/SLP	Director of School Speech	822
Rachel Stock, M.S., CCC/SLP	Speech Language Pathologist	816
Lauren Magee, M.S., CCC/SLP	Speech Language Pathologist	821
Amanda Nikolopoulos, M.S., CCC/SLP	Speech Language Pathologist	820
Lori Johnson, M.S., CCC/SLP	Speech Language Pathologist	815
Taylor Smith, M.S., CCC/SLP	Speech Language Pathologist	813
Nicole Tsai	Speech Language Pathologist	819

Debbie Dauber, M.S., CCC/SLP	Speech Language Pathologist	819
Sara E. Harris, M.S., CCC/SLP	Speech Language Pathologist	812
Madeline Magee	Speech Language Pathologist	812
Gracen Gammil	Speech Language Pathologist	814

Library

Kelli Yonker	Library Media Coordinator	416
Deanna Wallace	Library Media Specialist	415
Marissa Montgomery	Library Media Specialist	254
Mary Drexler	Library Media Specialist	253

Maintenance Department/Security

Glen Brown	Director of Operations & Security	715
Marc Shepherd	Director of Facilities	716
Nick Taylor	Facilities Engineer	716
Elena Murillo	Facilities Assistant	716
Ben Soto	Facilities Assistant	716
D&L Protective Services	Security	300

Nurse

Eve Herman, RN, MN	Coordinator of Health Services	315
Lisa Nagid, RN	School Nurse	315
Kate Fulton	School Nurse	315
Jennifer McClure	School Nurse	315

Human Resources

Dawn Lewis, MJ-LEL, SHRM-SCP	Chief Human Resources Officer	512
Gwenn Erlinger, PHR	Benefits & Payroll Manager	513
Teresa Levin	HR Assistant/ Admin. Associate	500B

Communications

Lisa Kresl	Director of Communications and Marketing	509
Kyle Belz	Digital Communications Manager	506
Christy Fowler	Social Media Coordinator	407

Outreach/Training

Christine Bedenbaugh	Director of Outreach/Training	826
Suzanne Crawford	Outreach Instructor	826
Nancy Coffman	Director of Shelton Academic Reading Approach (SARA)	Offsite
Gulzar Babool	Co-Director Montessori Training Classes	824
Joyce S. Pickering, Hum.D.	Executive Director Emerita	823
Pam Brockway	Administrative Assistant to Executive Director Emerita	827
Jessica Newman	SEE, Association Method Supervisor/Scholars Coordinator	
John Hodges	Director, North Mississippi Literacy Program	825
Danyle Duke	SEE Training Coordinator	830
Consuela Teague	Outreach/Training Programs Associate	828
Candace Collier	Montessori E-Learning Associate	829

Speech Clinic

Krista Norwood, M.A., CCC/SLP	Director of Speech Center	811
Stephanie Weatherford	Administrative Assistant, Speech Clinic	803
Lauren Edwards, M.S., CCC/SLP	Speech Language Pathologist	804
Lindsay Cobert, M.S., CCC/SLP	Speech Language Pathologist	807
Avie Nikolopoulos, M.S., CCC/SLP	Speech Language Pathologist	803
Chelsea Maxey, M.S., CCC/SLP	Speech Language Pathologist	805
Melissa Powell, M.S., CCC/SLP	Speech Language Pathologist	806

Technology

Tina Larson	Director of Technology	714
Eddie Moreno	Computer Systems Specialist	713
Corey Smith	Computer Systems Specialist	713
TBD	Computer Systems Specialist	713
Chris Brendel	Coordinator of Educational Technology	713

Testing Department / In-School

Cecilia Davis	Director of Testing/Testing Coordinator - Upper Elementary	705
Gina Bernal	Administrative Assistant, Testing	711
Ann Shortall	Testing Coordinator - Lower School	707
Christie Morris	Testing Coordinator - ACT/SAT	700
Elizabeth Hull	Testing Coordinator - Middle School	710
Joan Dodd	Testing Coordinator - Upper School	706
TBD	Testing Coordinator	711

LOWER SCHOOL PERSONNEL 2022 - 2023

Christine Davis	Head of Lower School	200
Beth Womble	Assistant Head – EC-5	203
Lena Hilbert	Assistant Head – EC-5	206
Liz Barnett	Administrative Assistant	200A
Anne-Marie Shiflet	Administrative Assistant	207
Cecilia Davis	Director of Testing	705
Lori Anderson	Director of Speech & Language	822
Eve Herman, Lisa Nagid	School Nurses	315
Kate Fulton/Jenny McClure	School Nurses	315
Lisa Winkler	LS/UE Support Staff	Conf. Room

ADVISORS

Jennifer Stevens/Sadie Rinker	Early Childhood	222
Karen Ferguson/Jodi Norton	Early Childhood	220
Sherri Chase/Shannon Bell	Early Childhood/Pre-Primary	219
Nicole Miller/Allena Yount	Pre-Primary	218
Grace Barden/Pamela Welsh/Shara Rogers	Pre-Primary	216
Susan Collins/Marianne Guzman	Primary	215
Joni Harris/Kelly Lee	Primary	217
Siew Chen/Susan Ford	Primary	211
Jessica Roberts/Nancy McCann	Primary	212
Honey Harris/Mary Ann Broussard	Primary	213
Peggy Krug/Tracy Wilson	Primary	210
Libby Evans	Primary	214

SPECIALS TEACHERS

Gretchen Goldstucker	Art	111
Donna Gonzalez	Drama	112
Ken Utz	Music	110
Dana Rubin	PE Teacher	Gym
Charlotte Fisher	STEM	221
Mary Drexler	Library Media Specialist	Library/253

LS/UE GROUP SPEECH-LANGUAGE PATHOLOGISTS

Lori Anderson	Director of School Speech	822
Gracen Gammill	SLP	818
Sara E. Harris	SLP	817
Madeline Magee	SLP	812
Taylor Smith	SLP	813
Nichole Tsai	SLP	819
Lori Johnson	SLP	815
Lauren Magee	SLP	821
Stephanie Malazzo	SLP	814
Amanda Nikolopoulos	SLP	820
Rachel Stock	SLP	816

UPPER ELEMENTARY PERSONNEL 2022 - 2023

Amy Cushner	Head of Upper Elementary	202
Lena Hilbert	Assistant Head-EC-5	206
Beth Womble	Assistant Head-EC-5	203
Betsy Arciniega	Administrative Assistant	200B
Anne-Marie Shiflet	Administrative Assistant	207
Cecilia Davis	Testing Coordinator	705
Susan Sutton	Guidance Counselor	209
Eve Herman, Lisa Nagid	School Nurses	315
Kate Fulton/Jenny McClure	School Nurses	315
Lori Anderson	Director of Speech Lang. Therapy	818
Lisa Winkler	LS/UE Support Staff	Conf. Room
ADVISORS		
Lolly Ashwill / Tabitha Valdez	3rd/4th Grade	235
Kelly Barker/Paula Mathers	3rd/4th Grade	229
Casey Barnett/ Jennifer Beaudoin	3rd/4th Grade	230
Jill Alessandra-Garza/Angelo Piersanti	3rd/4th Grade	233
Margaret DeTullio/Melissa Dodd	3rd/4th Grade	224
Gwen Ziegler/Carrie Jones	3rd/4th Grade	231
G-g Shryer /Katey Collier	3rd/4th Grade	226
Susmita Sarma/Ana-Maria Teodorescu	3rd/4th Grade	225
Rhonda Santoyo/Tessa Johnson	3rd/4th Grade	223
Candace Puckett/Kellyn Carimi	3rd/4th Grade	227
Jennifer Drake/Lauren Caldwell	3rd/4th Grade	234
Ginnette Correa/Abby Rodriguez	3rd/4th Grade	228
Sara Golieb	5th Grade	243
Tricia Harden	5th Grade	245
Sam Hawkins	5th Grade	251
Kristi Dow	5th Grade	237
Laine Jones	5th Grade	252
Lisa King	5th Grade	244
Meredith Allison	5th Grade	246
Dyana Payne	5th Grade	247
Clare Stein	5th Grade	240
Cheryl Prince	5th Grade	242
OTHER TEACHERS		
Gretchen Goldstucker	3rd/4th Grade Art	111
Donna Gonzalez	3rd/4th Grade Drama	112
Ken Utz	Band/3rd/4th Grade Music	110
Meghan Ball	3rd/4th Grade Coding	232
Charlotte Fisher	3rd/4th Grade STEM	221
Marissa Montgomery	Library Media Specialist	Library/254
Philip Carroll/Jennifer Davis	Physical Education	Gym
Kathleen Goree/Evan Hampton	5th Grade Art	115
Beth Riggs	5th Grade Drama	109
Louise Crain	5th Grade	250
MaryAnne Mathews	5th Grade	241
Jean Huddleston	5th Grade	239
Jennifer Harriman	5th Grade	238
Amber Williams	Association Method	236

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MIDDLE SCHOOL PERSONNEL 2022 - 2023

ADMINISTRATION

Gallaher, Patricia	Head of Middle School
Rierner, Will	Assistant Head of Middle School
Brandt, Rachel	Assistant Head of Middle School
Baker, Andrea	Middle School Guidance Counselor
Shaw, Karen	Administrative Assistant
Smith, Denise	Administrative Assistant

HEALTH SERVICES

Herman, Eve	Coordinator of Health Services, Nurse
Nagid, Lisa	Nurse
Fulton, Kate/McClure, Jenny	Nurses

MS LIBRARIAN

Wallace, Deanna	Library Media Specialist
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SPEECH AND TESTING

Anderson, Lori	Director of School Speech
Dodd, Joan	Testing Coordinator
Hull, Elizabeth	Testing Coordinator
Johnson, Lori	Speech
Gammill, Gracen	Speech
Magee, Lauren	Speech
Malazzo, Stephanie	Speech
Nikolopoulos, Amanda	Speech
Stock, Rachel	Speech

FACULTY

Biedebach, Jacob	History
Bishop, Jerry	Band
Burt, Alan	Director of Athletics and PE
Byrnes, Lisa	SEE, English
Cashman, Tiffany	Science, Math
Crawford, Suzanne	AP
Delaney, Amy	STEM, Science
Dickey, Jeannette	English, SEE
Dios, Courtney	Electives
Doerr, Cheryl	Science
Downey, Ellen	English
Fletcher, Dave	History, Math
Fowler, Christy	Digital Photography
Fuentes, Ryan	Science
Goree, Katherine	Art
Graves, Tina	SEE, English
Hagaman, Lynette	English, History
Hall, Marilyn	History
Hampton, Evan	Art
Harris, Marsha	English
Harris, Sara	Math, Robotics
Holman, Rose Anne	History, SEE
Houston, Clay	Electives
Hutcheson, Vanette	Science

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MS FACULTY CONTINUED

Jinks, Georgana	AP, English
Johns, Christy	AP, Math
Jones, Brittany	Coding/SEE/Science
Keys, Tiffanie	Math/MS Cheer
King, Blair	Choir, Digital Music
Lamoreaux, Mark	SEE, History
LeBlanc, Alisa	History
Mahfouz, Patsy	Science
Mangueira, Susan	History
Miller, Christina	SEE, English
Morman, Nick	Math
Nikolopoulos, Maria	Math
Orr, Monica	AM, English
Patterson, Elizabeth	SEE
Purser, Peggy	SEE, English
Reaves, Kathy	Math
Reis, Ava	English
Riggs, Beth	Drama
Rix, Lexi	AP, English
Rollen, Amanda	SEE, English
Rosen, Christina	Dance
Ruff, Susan	Reading, English
Sanders, Lauren	Math, Student Council Sponsor
Shelton, Debbie	Math
Smart, Amanda	Electives, Math
Smith, Anna	Science
Smith, Dana	Science
Steinberg, Gabrielle	SEE
Tilger, Debbie	AM, AP, English
Utz, Ken	Band
Welwood, Alyssa	History
Winans, Kristi	Math, Science
Wright, Ann	Math, Student Council Sponsor

UPPER SCHOOL PERSONNEL

Jenny Cheatham	Head of Upper School	410
Zac Ladd	Assistant Head of Upper School	412
Terri Wilson	Assistant Head of Upper School	408
Claudia Kuhnast	Upper School Counselor	406
Debbie Knox	Director of College and Career Advising	400
Christy Thomas	Registrar	413
Abby Sims	Administrative Assistant	404
Debbie McCabe	Attendance Clerk	404
Christie Morris	Testing Coordinator - ACT/SAT	700
Joan Dodd	Testing Coordinator	706
Eve Herman	Coordinator of Health Services, Nurse	315
Lisa Nagid	Nurse	315
Kate Fulton	Nurse	315
Kelli Yonker	Library Media Coordinator	416
Alan Burt	Director of Athletics and Physical Education	609
Michelle Rivera	Assistant Director of Athletics and Physical Education	608

FACULTY

Mary Bashara	Ethics, Social Studies
Jerry Bishop/Ken Utz	Drum Line
Rachel Bisson	Science
Stacey Burt	Social Studies
Levi Chilton	Math
Tim Clark	English, Social Studies
Alison Conger	Reading
Mary Connolly	Science
Sam Crabtree	Social Studies
Krystal Cunningham	Director of Athletic Training
Danielle Dawson	Reading, Athletics
Amanda Dockweiler	Art, American Sign Language
Hunter Duesing	Film, Social Studies
Christy Fowler	Computer
Samantha Franklin	Science
Abby Garcia	Foreign Language
Laura Gershenson	Science
Tripp Givens	Science, Film
Evan Hampton	Art
Clay Houston	Theatre Arts
Anné Hughes	Director of Fine Arts, Theatre Arts
Nicole Jones	Reading, American Sign Language
Blair King	Choir
Tobin Knox	Social Studies

US Faculty Continued

Morgan Ladd	English
Charlotte Lee	English
Amanda Liese	Math
Courtney Lubbers	Social Studies
Joe Mallick	English, Fine Arts
Jane Mitchell	Math
Meredith Moody	Science
Hannah Morel	Math
Blythe Mundlin	English, College Transitions
Kendra Murphy	Math
Joey Newman	Computer, Yearbook
Zach Paxton	Social Studies
Frank Prieto	Math
Martin Pulido	Spanish
Morgan Rapier	Social Studies
Kim Self	Reading
Holly Shelton	Health, Foundations
Carrie Shillingburg	American Sign Language
Jason South	Math
Ann Stroth	Reading
DeBryan Tyson	Social Studies, Speech
Ken Utz/Jerry Bishop	Band
Sophia Van Den Handel	English, Reading
Shelly Whitfield	English/Dual Credit

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.

WAIVERS

Communicable Disease Waiver

IMPORTANT - All parents/guardians: please sign and submit this waiver, if you haven't done so already.

[LOWER SCHOOL \(EC-2nd\) WAIVER](#)

[UPPER ELEMENTARY \(3rd-5th\) WAIVER](#)

[MIDDLE SCHOOL \(6th-8th\) WAIVER](#)

[UPPER SCHOOL \(9th-12th\) WAIVER](#)

This helps us guarantee we are all striving to do our part to ensure the safety and wellness of students and staff and gives us the best chance of keeping our students on campus.

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. 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.**

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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 High School may bring in refills. Students under 6th 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/send 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 will be given at school or on field 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, nasal congestion, runny nose, vomiting/diarrhea/abdominal pain, recent loss of taste or smell, 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.

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.

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- Students may carry their inhalers with them.
- Due to COVID-19, routine aerosolized breathing treatments will not be administered at school. In case of emergency, breathing treatments can be given but the child will be isolated during the treatment and then must go home.

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 blue link above.
- This form must be completed, signed by your child's doctor and returned by the first day of school.
- If your student's allergy is severe, please 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.

SEIZURES

If your student has seizures, you must have his/her doctor complete a Seizure Action Plan. You can find a copy on the Shelton website in the Medical section under Parent Info.

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. If you have questions, feel free to contact our school nurse, Eve Herman at 972-774-1772 ext. 2289.

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COMMUNITY HEALTH EMERGENCIES

When making decisions related to COVID or similar 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.

- The highest level of filters will be maintained in our HVAC system
- Field trips will be reinstated on a limited basis.
- A negative COVID test may be required for overnight trips.

A student/employee must stay at home if he or she:

- Has a fever of 100.0 degrees or higher.
- Has one of the following symptoms: cough, sore throat, congestion, headache, nausea, fatigue, body aches, shortness of breath or abdominal pain.
- Experiences loss of the sense of taste and smell.
- Requires breathing treatments using a nebulizer during the school day.

ISOLATION POLICY

Any students or faculty/staff member who tests positive for COVID (vaccinated or not), must:

1. Isolate for 5 days from the onset of symptoms,
2. Have improvement in symptoms, AND
3. Be fever free for 24 hours without fever reducing medicine before returning to school.
4. Must wear a mask on days 6-10.

- ❖ In situations involving a high number of positive cases in a short period of time, all students on a team, in a group, or in a class may be asked to quarantine and/or get a test.

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 or Lisa Nagid at lnagid@shelton.org) regarding any illness, exposure, vaccination, or positive COVID test.

THE SHELTON 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.

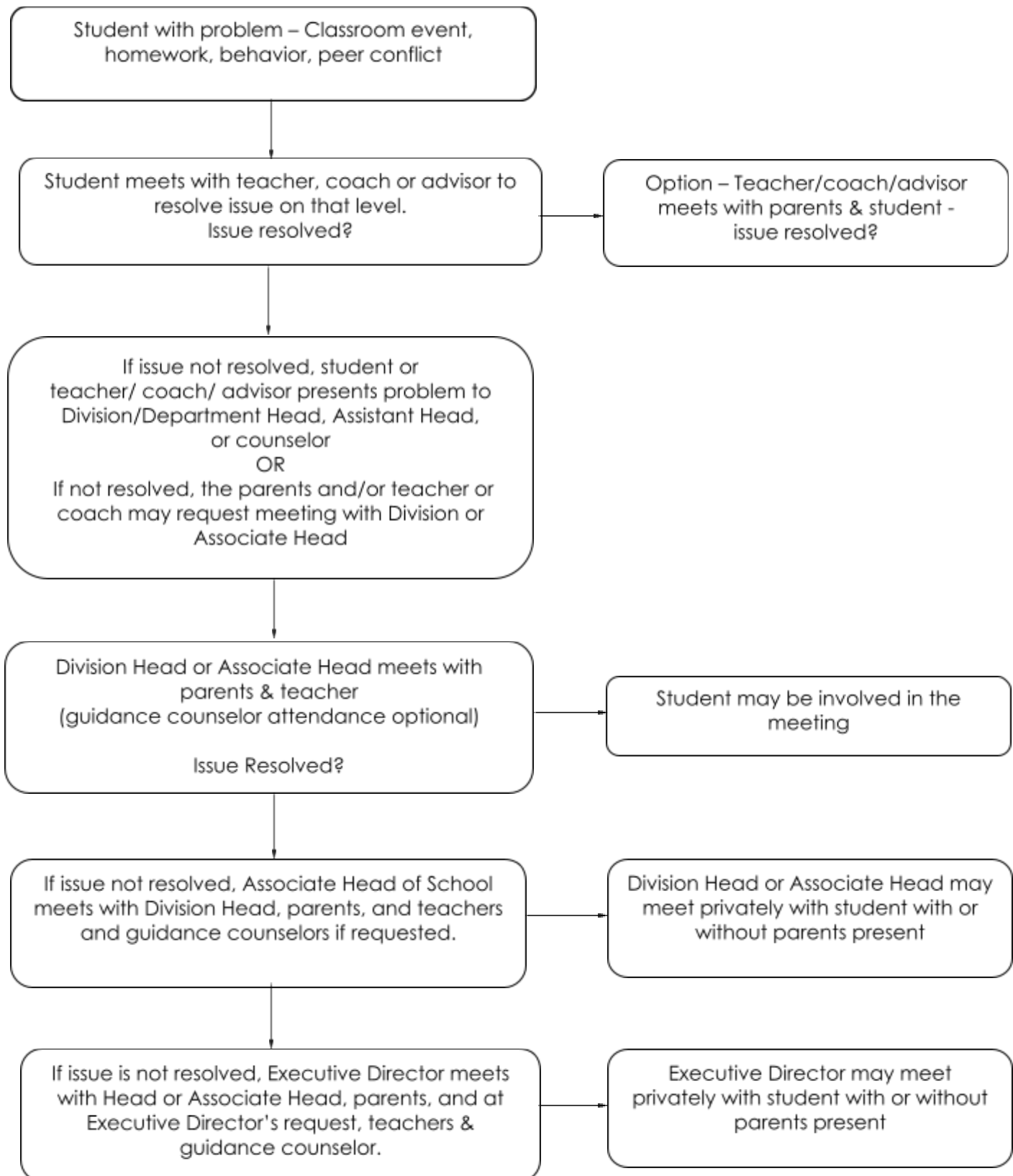
Shelton reserves the prerogative to enroll students and families who fully embrace the mission, vision, policies, and procedures adopted by the school, including our commitment to respecting individual differences.

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 can 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. 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 and support.

PROBLEM SOLVING FLOW CHART



DISCIPLINE AND DISMISSAL OF STUDENTS

DISCIPLINE POLICIES

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.

- Behavior modification plans will 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, 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, Division Head, and/or the teaching faculty. The Executive Director / Head of School / Division Head, is responsible for making the final decision about dismissal.

Students may be dismissed for the following:

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, for whatever reason
6. Controlled substance use, sale, possession, exchange, or delivery:
Controlled substance use, sale, possession, exchange or delivery on campus is a crime and will result in immediate dismissal. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, including inhalants, and counterfeit controlled substances will also result in immediate dismissal.

Note: Controlled substance use, sale, possession, exchange or delivery off campus of any drug, including alcohol, results in a specific treatment plan which may include:

- i) an educational treatment course
 - ii) on-going counseling
 - iii) substance testing at a Shelton approved test facility, at the parents' expense; results to be sent directly to Shelton
 - iv) If the plan is violated, the student will be dismissed from the school.
7. Three suspensions. A third suspension may result in dismissal.

8. 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:
 - a. an educational treatment course
 - b. on-going counseling
 - c. substance testing at a Shelton approved test facility, at the parents' expense; results to be sent directly to Shelton
 - d. If the plan is violated, the student will be dismissed from the school.
9. Possession of a weapon (actual or toy facsimile) at school or at any school activity. This includes possession of a weapon in or around any type of vehicle or mode of transportation, including but not limited to: cars, trucks, scooters, bicycles, motorcycles, mopeds, and vespas, Shelton parking lots, and any school property or any off campus school event.
10. Threatening Statements: The School responds to threatening statements in a very serious manner.
 - a. This includes verbal and written statements, and any statement made on social media or electronic devices/communication.
 - b. Any person who makes such a threat will be suspended and may face expulsion (depending on the surrounding circumstances, to include the incident at issue and student specific situations/circumstances).
 - c. A student making a threatening statement may be required to undergo an evaluation, by a mental health professional of Shelton's choosing (and this evaluation will be paid for by the student's parents/guardians/family), to establish for the School and the family that the student is safe to return to school and may be referred for further evaluation or counseling.
 - d. Threatening statements about an intent to bring any type of weapon to school and/or harm themselves or others (staff, faculty or students) is a crime and is required to be reported to the appropriate authorities.

- e. All students are to be aware that statements such as, “I was just kidding” or “I didn’t mean it” are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.
- f. This policy regarding a threatening statement applies to incidents on and off campus.

11. 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 that damages the school’s name or reputation in the community.
- b. This includes conduct by/of the student, use of social media to promote/encourage any prohibited behavior and/or use of any social media platform to cast Shelton in a negative light (to include its campus, staff, administration and students).

- 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.
- This includes conduct by/of the student, use of social media to promote/encourage any prohibited behavior and/or use of any social media platform to cast Shelton in a negative light (to include its campus, staff, administration and students).

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.

REPORTING CRIMINAL CONDUCT

Reports Made by Shelton

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. 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.

SHELTON PAYMENT POLICIES 2022 - 2023

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 ½ due in June and ½ 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 15th for student to attend classes on the first day of school. Tuition accounts must also be in good standing on December 15th 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.

INCIDENTAL EXPENSES:

These include, but are not limited to Speech therapy, Aftercare and laptop charges.

When you select your tuition payment plan in FACTS , you will also select a payment method for these incidental expenses. You will receive notice of charges and payment due dates from FACTS.

NOTE: If your Aftercare or Speech account becomes delinquent by two months, Shelton reserves the right to suspend services until the account is in good standing.

Please note, aftercare is not available on early release days or during parent conferences.

Visitor Management System for Parents and All Visitors

RAPTOR TECHNOLOGIES

In order to enhance the school's safety protocols, Shelton utilizes the *Raptor Technologies* visitor management system for parents and all visitors. 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.

Therefore, **all visitors** (parents, visitors, tutors, subs, repair personnel, etc.) to Shelton must be scanned into the system and obtain a photo ID/visitor badge while on campus. **The temporary visitor badge must be returned to the Security Desk at the conclusion of the visit.**

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

We appreciate your cooperation in this matter.

SPECIAL NOTE: The main entrance off McCallum is the only entrance to be used by visitors and parents, excluding carpool drop-off and pick-up. This applies both to entering and exiting the building, as it helps ensure the safety of our students. Please do not ask staff or students to open other doors to allow entrance to the building at other locations.

Parent Volunteers

There are many opportunities for parents to volunteer in the school. All parent volunteers are required to complete a background check which remains valid for three years. Once a clear background check is obtained, the parent will be issued a **Parent Volunteer badge**. Please retain this badge and wear it at all times while on campus. If you do not have your Parent Volunteer badge, you will be asked to scan your driver's license.

To obtain a Parent Volunteer badge, please complete the Volunteer Background Check Agreement [HERE](#).

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).
- However, if you are aware of such an incident, you are not required to go through Shelton to make a report and instead, should make any and all necessary reports yourselves.

RELEASE OF RECORDS

SCHOOL TRANSFERS

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.

RECOMMENDATION FORMS

- 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.

PRODUCTION OF ACADEMIC OR 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 7 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 same).

SHELTON'S INVOLVEMENT IN 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.

- The School will charge a fee of \$1,200 for one of the above individuals to provide testimony in deposition or in court. Whenever possible, we prefer for instructional staff to remain in their offices and classrooms to serve students.
- 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 5 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.

CUSTODY 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.
- 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.
- 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.

ILLEGAL SUBSTANCES

- Drugs, Alcohol, Tobacco -

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.

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.
2. 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 not be able to produce a sample at school, 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..
3. 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.
4. Consumption of alcohol or drugs prior to arrival at school or a school-sponsored event may result in disciplinary action to be determined by the administration. This includes the abuse or non-authorized use of prescription and over-the-counter drugs, other substances, including inhalants, and counterfeit controlled substances.
5. 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. 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.
6. The school reserves the right to bring detection canines on campus to search rooms, vehicles, lockers, backpacks, purses, and any other belongings.

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 will 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 OCCURRING 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 (below legal age), 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.
1. 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.
 2. If possession of prohibited substances and/or items occurs at an off-campus school sponsored event, the student will be denied entry to or required to leave the event.

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.

3. 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.
4. 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 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 Step One Co. 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. 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.

ACHIEVING A 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. For many years, Shelton has partnered with FCD (Freedom from Chemical Dependency), a non-profit consulting group, for drug and alcohol education of our students and community. The goal is to raise awareness of the dangers surrounding drugs and alcohol that exist in 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. The Random Plus Drug Testing Program will be funded through tuition.

This Drug-and-Alcohol-Free Policy is intended to comply with all applicable laws. If any provision of this policy is or becomes illegal for any reason, the applicable law will be followed. Shelton reserves the right to modify its policies without prior notice. Any additions, deletions, or changes to this Drug-and-Alcohol-Free Policy shall become effective immediately upon adoption.

THE RANDOM PLUS DRUG TESTING PROGRAM

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

Testing Method

- Although the testing method may be changed at any time at Shelton's sole discretion, **urinalysis** has been selected as the primary method.
- 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 and accurate test results.
- Hair testing is **not** currently done on campus, but may be used as an additional testing source as needed. If a student is referred for testing at an off campus site, hair samples may be collected. In this case, a sample of hair is cut at the scalp from the crown of the person's head from three to four very small areas. Persons with insufficient hair will have body hair collected, such as arm or leg hair.
- If collected at an off campus site, hair samples will be analyzed using the five-drug panel test which tests for five major drug classes.

Student Selection Method

- Step One Services will come to campus at various times during the school year.
- Each student in grades 8-12 will be assigned a unique identification number that is randomly generated.
- Student ID numbers will be selected for testing, at random, using a computer program. Only the Head of School, Division Heads, and Assistant Heads will have access to these ID numbers.
- Added to the random group will be any students confidentially referred by administration, faculty, or staff as possible high risk.
- The ID number of any student who has tested positive will be placed on the PLUS list for follow up testing. The Upper School Assistant Head will maintain this list.
- Some students may go through the entire year without being tested while others may be tested more than once.

Collection Procedures

1. Each student's randomized ID number will be entered on the chain of custody and will protect the identity of the individual being tested.
2. Trained representatives from Step One Services will collect the urine sample.
 - Urine: a sample will be collected privately and in a non-intrusive manner.
 - The testing will take approximately ten minutes.

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

Confidentiality and Dissemination of Results

1. All collection samples and results are identified by a unique individually coded ID number. No names are recorded on the chain of custody, collection sample or on the test results. The testing labs will not have access to student names.
2. All positive results are substantiated.
3. Test results are confidentially provided to the Upper School Assistant Head, who may disclose the results on a need-to-know basis. In the event of a positive result, the Division Head will notify the parents. A private meeting between the student, parents, Division Head or Assistant Head, the Division Counselor, or the Head of School will be arranged.
4. No test results of students will be disclosed to any person or agency beyond the persons identified above (#3) without legal compulsion. Upon signed written consent, parents may direct the results to be disclosed to specifically designated parties.
5. Parents will be notified of testing only in the event of a positive result.

Procedures for Positive Results

1. School personnel do not anticipate initiating criminal charges or other legal action against a student, based solely on a positive drug test. If evidence of sale or possession of drugs is discovered, however, please 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.
2. Should a student not be able to produce a urine sample at school after drinking water and having a reasonable amount of time: 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.
3. Any attempt to falsify the drug test will be grounds for disciplinary action and may result in the student being declared ineligible to participate in extracurricular activities for a period of time determined by the Division Administration and the coach/sponsor/director of the activity.

4. If a student tests positive:
 - i. He/she will be placed on a plan involving counseling and drug prevention education.
 - ii. A drug education course will be required for the student and parents.
 - iii. The student and parents must enroll in this course and follow the recommendations.
 - iv. All costs for this course will be the responsibility of the parent.
 - v. The student will be retested as part of future PLUS groups.
 - vi. If the required plan for counseling and drug education is violated, the student will be asked to withdraw from the school.
 - vii. If the student has a second positive test result, he/she will be asked to withdraw from the school.
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. A student who has been asked to withdraw from the school after the second positive drug test may be permitted to reapply at the beginning of the following semester after following appropriate treatment, receiving a substance abuse evaluation, obtaining a counselor's recommendation, and maintaining a clear record. Under these circumstances, readmission will be based on the sole judgment of The Shelton School.
7. 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

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

RECEIVING ASSISTANCE FOR SUBSTANCE USE PROBLEMS

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

- o The administration will assist the family in finding appropriate treatment, provided the substance use did not occur at school or at school sponsored activities.
- o 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.
- o The student will 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 will result in the student being asked to withdraw from Shelton.

USE OF SHELTON'S NAME AND LOGO POLICY

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 its 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. 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 FROM PARENTS / EMPLOYEES / STUDENT ORGANIZATIONS TO SELL MERCHANDISE / SERVICES

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

Requests from student organizations will be reviewed on an individual basis by the Executive Director, Associate 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

SCOPE AND PURPOSE

In compliance with federal, state and local laws, Shelton School prohibits harassment or bullying of any type, of any student or employee, including but not limited to the basis of a person's race, color, sex, ethnicity, religion, national origin, age, disability, or sexual orientation. This policy applies to all students while on school property, at a school-sponsored or school-related activity, or school operated vehicle such as school trips and social events. Any student found to have violated the school's policy against harassment or bullying will be subject to prompt 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 of 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. This would include but is not limited to verbal abuse, threats/physical aggression, relational aggression/social isolation, cyberbullying, sexting, racial or ethnic harassment, etc. Harassment that occurs off campus causing a disruption to the school environment will be investigated and is subject to disciplinary action.

A hostile environment may involve anything that is perceived to be

- Unwelcome
- Intentional and repeated
- Severe and pervasive
- Physically/emotionally intimidating
- Humiliating

HARASSING AND BULLYING BEHAVIORS

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

Harassment 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 harrassive 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 EMERGENCY ACTION PLANS

Shelton is equipped with a state of the art security camera system which covers doors, hallways, parking lots and other outside areas. Cameras are monitored by staff on a regular basis.

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.

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 after hours activities.

EMERGENCIES

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

LOCKDOWN

- Teachers and staff have been trained on actions to be taken in case a lockdown situation should occur either outside the building or inside.
- Lockdown drills are regularly scheduled to practice procedures with students.

BOMB THREAT OR FIRE

- Shelton conducts regular evacuation drills to practice procedures.

SEVERE WEATHER

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

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with the safety of our students, staff and clients.

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

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

If severe weather causes cancellation of any after-school-sponsored activities, games, practices, an update will appear on Shelton's website and a message will be sent to parents.

Other Emergencies

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

In cases of emergency situations, the following safety protocols may occur:

- Allow student drivers to leave only with parental permission and if it is possible to do so without jeopardizing themselves or others
- Dismiss students to their parents if conditions make it possible. This will be done in an orderly manner by division. The dismissal plan will be posted immediately on our website. Parents will also receive a broadcast instructional email or phone call via our web-based notification system, if conditions allow. Other communication chain measures will be employed, depending on the situation.
- Dismiss clients / trainees of the Evaluation Center, Speech and Language Therapy, or Teacher Training department if conditions are possible.
- Heighten security awareness on campus
- Increase campus security
- Restrict campus access
- Decide which, if any, extra-curricular activities will continue

LOWER SCHOOL - EC - 2nd and UPPER ELEMENTARY - 3rd - 5th

Administration

Lower School:

Christine Davis, Division Head
Early Childhood
Pre-Primary (Kindergarten)
Primary (grades 1-2)

Upper Elementary:

Amy Cushner, Division Head
Elementary (grades 3-4)
Grade 5

BELL SCHEDULES

EARLY CHILDHOOD

Monday – Thursday	Friday	Schedule
8:30-9:00	8:30-9:00	Calendar, Group Presentation
9:00-11:30	9:00-10:50	Montessori Work Cycle
11:30-12:15	10:55-11:35	Special Subjects
12:15-1:45	11:40-1:10	Lunch/Rest
1:45-2:30	1:10-1:30	Montessori Work Cycle
2:30	1:30	Carpool

PRE-PRIMARY

Monday-Thursday	Schedule	Friday	Schedule
8:30-8:45	Advisory	8:30-8:45	Advisory
8:45-10:50	Montessori Work Cycle Group Speech Language Therapy	8:45-10:50	Montessori Work Cycle Group Speech Language Therapy
10:50-11:20	Lunch	10:50-11:20	Lunch
11:30-12:15	Specials	11:30-12:15	Specials
12:20-12:40	Circle Time Choices	12:15-12:30	Circle Time Choices
12:45-1:45	Montessori Work Cycle	12:30-1:00	Montessori Work Cycle
1:45-2:15	Recess	1:00-1:30	Recess
2:15-2:30	Group time/ Carpool	1:30	Carpool

PRIMARY

Monday-Thursday	Friday	Primary
8:30-8:45	8:30-8:45	Advisory
8:45-10:45	8:45-10:45	Montessori Work Cycle Social Skills & L.T.
10:50-11:20	10:50-11:20	Lunch
11:20-11:50	11:20-11:50	Recess
11:50-1:10	11:50-12:30	Montessori Work Cycle
1:10-2:00	12:30-1:10	Specials ----- Montessori Work Cycle
2:00-2:50	1:10-1:50	Specials ----- Montessori Work Cycle
3:00	2:00	Carpool

3rd/4th GRADE

Monday - Thursday	
Advisory	8:00 - 8:37
1st Period	8:40 - 9:30
2nd Period	9:33 - 10:23
3rd Period	10:26 - 11:16
Montessori Work Cycle	11:19 - 12:12
Lunch	12:14 - 12:39
Recess	12:42 – 1:07
Montessori Work Cycle	1:10-2:56
Advisory	3:00 - 3:20
CARPOOL	3:25

Friday	
Advisory	8:00 - 8:37
1st Period	8:40 - 9:20
2nd Period	9:23 - 10:03
3rd Period	10:06 - 10:46
Flex	10:49 - 11:00
Lunch	11:03 - 11:28
Recess	11:31 – 11:56
Montessori Work Cycle	12:00 - 1:56
Advisory	2:00 - 2:20
CARPOOL	2:25

5th GRADE

Monday - Thursday	
Advisory	8:00 - 8:37
1st Period	8:40 - 9:30
2nd Period	9:33 - 10:23
3rd Period	10:26 - 11:16
Lunch Recess	11:19 - 11:44 11:47 - 12:12
4th Period	12:15 - 1:05
5th Period	1:08 - 1:58
6th Period	2:01 - 2:51
ADVISORY	2:55 - 3:20
CARPOOL	3:25

Friday	
Advisory	8:00 - 8:37
1st Period	8:40 - 9:20
2nd Period	9:23 - 10:03
3rd Period	10:06 - 10:46
4th Period	10:49 - 11:29
Lunch Recess	11:32 - 11:57 12:00 - 12:25
5 th Period	12:28 - 1:08
6th Period	1:11 - 1:51
ADVISORY	1:55 - 2:20
CARPOOL	2:25

ARRIVAL AND DEPARTURE PROCEDURES

Lower School (EC - 2nd)

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 7:40am to allow students into the building. School begins at 8:30 a.m.
2. The entrance doors lock at 8:40 a.m. If you arrive late, please call 972-774-1772 ext. 2246 and come to the Lower School/Upper Elementary office where the office admin will greet your student to check them in. Office staff will walk your student to the classroom. For safety and attendance purposes, please do not walk your 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/UE entrance doors and call the office, 972-774-1772 extension 2246, to let the office know you have arrived. The teacher or 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.

Dismissal Times:

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

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

Teachers will contact parents of students not picked up by 3:30 Monday - Thursday and 2:30 on Friday. Students will go to After Care at 3:40 Monday - Thursday and 2:40 on Friday.

Upper Elementary (3rd - 5th):

1. Upper Elementary 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 7:40am to allow students into the building. School begins at 8:30 a.m. Students with permission will be allowed to go to the classroom early.
2. Students are marked tardy after the 8:30 tardy bell. Students arriving after 8:30 a.m. go to the LS/UE office to sign in.
3. The entrance doors lock at 8:40 a.m. If you arrive late, come to the Lower School/Upper Elementary office to check in. Office staff will walk your student to the classroom. For security and attendance purposes, please do not walk your child to their classroom.
4. As a general rule, older students must arrive and depart via the procedures for the younger students when a carpool is composed of mixed grade levels. If your child has a sibling in Lower School or rides with a Lower School student he/she will be released for carpool at 3:15 p.m.
5. Please use the SchoolPass app to notify us of your child's absence, late arrival, early dismissal, or carpool change (ie. a student going home with another child or adult not listed in Renweb). 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.
6. Dismissal Times:
 - **Monday - Thursday** **3:30**
 - **Friday** **2:30**
7. If students are not picked up by 4:00 p.m. on Monday through Thursday and 3:00 p.m. on Friday, there will be a charge of \$1.00 per minute. After 30 minutes the student will be sent to After Care and the parents will be charged After Care's hourly rate. Use the main entrance to pickup your child and the guard at the security desk will assist you with the location of the Aftercare room.

CARPOOL

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

1. Please follow the detailed map for morning and afternoon carpool.
2. When entering the property from Summerside, remember to approach from Preston Road. There is NO RIGHT TURN off of Summerside at the entry gate.

- 3. For safety reasons, DO NOT use your cell phone while dropping off or picking up your child.**
4. Have your student sit in the back behind the passenger seat, if possible.
- 5. Be alert of students passing in front of or behind your car.**
6. Pull up in the drop off/pick up area as far as you can with doors unlocked. Remain in your car.
7. Do not pull around a car in the unloading zone, unless directed by a staff member or policeman to do so with their assistance.
8. Do not park or stop in any of the traffic lanes.
9. Drive 10 miles per hour on campus.
10. You should have completed your online carpool registration packet including the names of students in your carpool. Carpool numbers will be issued during Parent Orientation.
***Place your carpool tag on the passenger's side of your front windshield.**
11. Parents will organize their own carpools from a list of enrolled students. Zip code lists are available from Lena Hilbert carpool coordinator. (lhilbert@shelton.org)

CARPOOL MAPS

Lower School/Upper Elementary Morning Carpool Map: [Click Here](#)

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

Primary Afternoon Carpool Map: [Click Here](#)

Upper Elementary Afternoon Carpool Map: [Click Here](#)

AFTERCARE PROGRAM

Early Childhood Aftercare is available upon approval from the Lower School Head.

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

The Shelton School offers Aftercare Monday through Thursday 3:30-6:00 p.m. and Friday 2:30-6:00 p.m. Shelton staff members cover Aftercare each day. Students are divided by age and/or grade levels. **Aftercare is not offered on early release days, during parent conferences, and any other days in which the coordinator of aftercare sends a notification.**

ATTENDANCE AND ABSENCES

1. We encourage students to attend school every school day except for illness or a death in the family. Partial absences will be recorded.
2. Students who exceed 70 hours, the equivalent of 10 days, of absences may be required to make up that time. Administration will coordinate to make up missed class time. Students will be required to make up missed class time before or after school, or potentially at Saturday School. Additional consequences for class period absences beyond 70 hours may be assigned by the administration.
3. Please schedule vacations and dentist/doctor appointments outside of school time. Any time you pick up your child early, plan on extra time, as you must input it in SchoolPass in order for him/her to leave during regular school hours.
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/UE entrance doors and call the office, 972-774-1772 extension 2265 (UE) or 2246 (LS), to let the office know you have arrived. The teacher or a staff member will walk the student to your car.
5. When your child is absent please notify your child's advisor by email AND submit in SchoolPass. Provide illness information (fever, nausea, etc.). **A doctor's excuse is required for illnesses that last more than three days.**
6. Students are tardy if they are not in their advisory classroom by 8:30 a.m.
7. If your child is absent from school and you would like to pick up homework, call the LS/UE office and email your child's advisor no later than 9:00 a.m. This allows the teacher time during the day to gather materials and administer the request.

INCLEMENT WEATHER & SECURITY AND EMERGENCY ACTION PLAN

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

SPECIAL CLASSES AND ATHLETICS

All EC through 5th grade students have P.E. classes that alternate with Coding/STEM, Drama, Music, Art, and Library. Band begins at 4th grade, there is an additional fee for the rental of instruments.

Students are encouraged to participate in their neighborhood sport activities. Information on YMCA programs may be obtained by contacting your local neighborhood YMCA.

TEACHER GIFTS

Books may be donated to the library in honor of a special teacher or staff member.

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

CUSTODY ISSUES

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

STUDENT PROGRESS REPORTS

Student Progress Reports (report cards) are sent via email three times a year.

Lower School - In Early Childhood through 2nd grade, parents receive 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.

LS Reporting Periods for 2022-2023:

October 20-21	Parent Conferences
November 9	Progress Report
February 8	Progress Report
February 16-17	Parent Conferences
May 17	Progress Report
May 26 & 30	Parent Conferences

Upper Elementary - In 3rd/4th grade, parents receive brief commentary on curriculum covered and progress with strengths and goals noted. In 5th grade, parents receive brief commentary on curriculum covered and progress with strengths and goals noted during the fall semester and grades are given during the spring semester.

UE Reporting Periods for 2022-2023:

October 19-21	Parent Conferences
November 8	Report Cards
February 7	Report Cards
February 15-17	Parent Conferences
May 16	Report Cards
May 26 & 30	Parent Conferences

HOMEWORK

1st/2nd Grade Students

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

Oral Reading Practice

(10-15 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.

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, please send a note, email the teacher, or initial/sign the assignment sheet, indicating to the teacher that your child could not do the specific assignment.
4. Maximum time allotments for homework:
 - Lower School 20-30 minutes
 - If your child is working longer than this time allotments, please let the teacher know immediately.

HOMEWORK

3rd - 5th grade students

Students will have homework each evening, Monday - Thursday.

Reading Minutes

(10-20 minutes) are required Monday - Thursday. The purpose of Reading Minutes is to enhance an appreciation for books and reading. It should be a special time when mom/dad/baby-sitter is reading to the child, child is reading/looking at a book quietly or is reading along with an audio version. It is not meant to be a "reading practice" time, unless the child is comfortable reading aloud.

In addition, the reading teacher will send home-designated readers for **oral reading practice**. The student is expected to handle this responsibility. A parent is asked to listen to and sign off on **Oral Reading Practice**.

Math Homework

(5-10 minutes) for Upper Elementary: Monday - Thursday practice in math enables students to solidify basic math facts/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.

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 could not do the specific assignment.
4. Maximum time allotments for homework:
 - Upper Elementary 30 – 40 minutes
 - If your child is working longer than these time allotments, please let the advisor know immediately.

Upper Elementary: Incomplete/Missed Homework Plan:

- First incomplete/missed homework assignment will result in an "OOPS" ("OOPS" is a warning sent through RenWeb). Students will be asked to make-up the work but will not receive a detention.
- Successive incomplete/missed homework assignments will result in a homework detention. An opportunity to complete homework will be provided during the school day for students who did not turn in, or have not completed homework.
- Exceptions may be made only when an email or phone call from the parent to the teacher has been made regarding the student's inability to complete the homework assignment.

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 the Upper Elementary Division, students may receive an Applause (parents will be notified through RenWeb) and will be entered into a weekly drawing.

Lower School and Upper Elementary strive to recognize every student for their unique skills and character traits. Every six weeks a ceremony is held to highlight individual students' contributions to our school.

LAPTOP COMPUTERS

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

HEALTH AND MEDICATION

See Shelton's HEALTH AND MEDICATION POLICY in its entirety. Click [HERE](#)..

PARENT - SCHOOL COMMUNICATION

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

Lower School - a Go Folder is sent home each Friday with your child. It contains the week's work, reports from teachers and notices from the school. Review the contents of this folder each Friday as time sensitive communication is often enclosed. Sign and return it with your child on Monday.

Upper Elementary - a Go Folder is sent home approximately every three weeks containing 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.

1. You may email any Shelton staff member. Email addresses are composed of the person's first name initial and their full last name @shelton.org. Example: lbarnett@shelton.org.

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

2. **OPEN HOUSE** held in September (check school calendar for exact date)
3. **REPORT CARDS (LS - Progress Reports)** are issued three times a year. **Lower School:** November, February and May. **Upper Elementary:** November, February and May (see school calendar).
4. **CONFERENCES** are held three times a year in October, February and May (see school calendar). Please feel free to call your child's advisor if additional conferences are ever needed.

SPECIAL EVENTS

The following is a list of special events held at Shelton. Please check the school calendar for dates.

Parent Orientation	August: to acquaint new parents to the division (no students) with general procedures and curriculum
Advisory Open House (Meet the Teacher)	August: to acquaint/orient all students with teachers and classrooms
Open House (Parent Information Night)	September: evening, Mini School for parents (no students)
LS Primary/UE Awards	Six times a year (check school calendar) <i>Parents are notified by Division if the child is to receive an award.</i>
Grandparents' Day	November: grandparents visit Shelton
Parent Conferences	Three times a year (see School Calendar)
Art, Music, Drama Events	Throughout the school year
Transition Meetings	May: meetings held to assist parents with transition from one Division to another (2 nd to 3 rd and 5 th to 6 th)
End of Year Awards Assembly	May: academic awards for each child in Lower School and Upper Elementary (presentation of Adele Wolfe Award)

BIRTHDAY CELEBRATIONS

A goal at Shelton is to make every child feel accepted. To reach this goal, we have several suggestions:

1. If you send invitations to school, please invite all students in the advisory. It is your preference to invite the entire grade.
2. Do not send birthday presents or party favors to school.
3. Birthday celebrations should be simple and kept to sharing cake, cookies or cupcakes with the class during lunch. Contact your child's advisor to schedule any events.
4. Do not provide lunch for the students.

We appreciate your cooperation regarding birthdays. It should be a fun, happy time for your child and their friends, but the feelings of the other students must be considered.

SEASONAL CELEBRATIONS

Fall, Winter and Valentine's Day

Celebrations at school need to be simple and very low key. Events that break the routine and structure are disruptive for many of our students. We work diligently to keep the schedule predictable and the guidelines for acceptable behavior are supported by the structure.

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

EC-5th

1. All celebrations are kept simple. We avoid 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.
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 served to our students.

All parents are given the opportunity to sign up and assist with one of the celebrations. Once you have been assigned a celebration, you will work with the advisor to plan the event. All plans are finalized through the advisor.

Only the teacher and the designated parents should be present during the celebration. Siblings may not participate in classroom celebrations and should not be brought into the classroom.

Togetherness Picnic: 3 - 5 grade field games and picnic

October / Fall: EC - 5 celebrations in the rooms. No costumes. You may decorate cookies or have simple activities.

December: EC - 5 celebrations in the rooms

Valentine's Day: EC- 5 celebration in the rooms and Brian Price Jump-a-thon.
Upper Elementary (3-5) card exchange only.

Mayfest: Mayfest is the end-of-the-year celebration for all divisions at Shelton. There are no grade level or classroom celebrations or parties planned during the last week of school in May.

EVENT PLANNING GUIDELINES

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, feel free to contact our school nurse.

FIELD TRIPS

Lower School PP–2nd Grade use buses for transportation on field trips, whenever possible.

Upper Elementary 3 – 5th Grade use buses.

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. Click [HERE](#).

SUPPLIES

1. Each student is completely outfitted with his/her necessary supplies at the beginning of the school year.
2. Student texts are covered by the Book Fee paid at the beginning of the year. If a student loses a text, he/she will need to replace it. If a student is irresponsible with his/her books (inappropriate language, pictures, markings, etc.) he/she will not be allowed to bring the book to class. A new book will need to be purchased by the student.
3. 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.
4. EC-5th Grade - No rolling suitcases or rolling backpacks unless they can fit inside the student's locker.
5. 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.

TELEPHONE & STUDENT CELL PHONE USAGE

1. Children may use the office phone for emergency calls only, with permission only, or at the request of a teacher in the counselor, Mrs. Sutton's, office.
2. 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.

3. Students are prohibited from audiotaping or videotaping any Shelton class, event, or school activity (on campus or off campus) without teacher approval. Consequences for such actions could result in suspension or expulsion and will be determined by the administration.
4. Students are prohibited from having inappropriate computer programs, periodicals, magazines, books, pictures, content on electronic devices (text messages, pictures, etc.) and content on social networks/applications, etc. Consequences for such actions could result in detention, suspension or expulsion and will be determined by the administration.
5. Music, entertainment, electronic or gaming devices must be turned off and left in backpacks, stored in the locker or left with 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 a detention. Additionally, the administration reserves the right to inspect the contents of the equipment.
6. Use of school issued computers or iPads must follow Shelton's Acceptable Use Policy. Appropriate consequences will be issued if computers or iPads are used in any unacceptable manner.
7. Upper Elementary students must use the phone in Mrs. Sutton's office within the Upper Elementary office.
8. Limit calls/messages to your child for urgent or serious matters.
9. If you need to speak to your child's teacher, please call during school hours and leave a message. Parents are encouraged to email their child's teacher. Shelton teachers addresses consist of their first initial and last name @shelton.org. For example: John Doe = jdoe@shelton.org
*Be Aware that teachers have computers turned off while teaching. They receive email from 8:00-8:30 a.m., during planning periods, recess time and 3:30 pm.

THINGS TO BRING AND THINGS TO LEAVE AT HOME

TO BRING:

Basic supplies are provided on the first day of school. The teacher or advisor must approve any additional items brought to school or request additional supplies as needed.

TO LEAVE AT HOME:

- Do not bring any expensive items to school. Students tend to become upset if their electronic equipment, jewelry, trading cards, iPads, iPhones, Apple watches (any device that can call or send/receive texts), money etc. are damaged or misplaced.
- Do not send any live animals unless it has been prearranged with your child's advisor.
- Do not bring candy or other items containing sugar to eat or drink.

- Absolutely no harmful objects (real or pretend) may be brought to school, such as knives, guns, lighters, etc.
- Do not bring toys of any kind to school. Small items or trinkets purchased at the Charger Corral should remain in the student's backpack for the duration of the day.

We do not feel elementary school aged children need cell phones at school. If there ever is a need to send a cell phone with your child to school, it must be turned off and left in his/her backpack, stored in 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.

VISITORS AND VOLUNTEERS

If you would like to visit your child's classes, please call the LS/UE Division offices. A schedule will be arranged for you.

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

DISCIPLINE POLICIES AND PROCEDURES

Responsible Behaviors:

In guiding the child's growth, it is the school's policy to emphasize the positive rather than the negative. Students are young, developing people who possess strengths, hopes and expectations. These young people depend on the adults in their lives to model values and conduct. Knowing their limits and school rules will help them in making good choices. Shelton School is committed to fairness in dealing with any discipline problem, so the teacher will spend time with the child helping him/her understand problem behaviors and how to resolve situations of conflict. All students serve as role models for the younger students at Shelton and represent Shelton in the Dallas community. Attending Shelton School is a privilege; a student may lose that privilege as a result of any action that damages the school's name or reputation in the community.

Rules are necessary in any place in which groups of people must cooperate. To help each student develop mature and responsible behavior, the teaching staff communicates their expectations for our students.

Student Behavior:

We are proud of Shelton and want to demonstrate that we are good citizens by our respectful behavior. The advisor will go over the rules listed in the child's classroom.

If a student is having difficulty with behavior, we work together with the student to help resolve the situation. The Shelton Staff encourages the students to develop a plan of action with a teacher or administrator.

Discipline Plan:

General School-wide Rules

- Follow directions the first time they are given
- Keep hands, feet and objects to yourself
- Walk in the halls
- Show respect for adults and peers
- No inappropriate language
- Do not fight
- No material or clothing related to violence or information on weapons of any kind
- No facsimile of a weapon; toy, reproduction or replica

Playground Rules

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

Hall Rules

- Follow the directions of any staff member
- Always walk

Consequences (these steps are on a continuum):
Teacher will clarify and help redirect

Reset Time

- At student's desk
- At designated area in the classroom
- At designated area out of the classroom
- Phone call to parent/email to parent/notification via RenWeb on an as needed basis

Upper Elementary detentions for minor offenses are served before or after school. A RenWeb behavior notification with the details of the offense will be emailed to parents and advisors.

Refer to administration

- At the discretion of the administration, a student may be required to attend Saturday detention.

Immediate Removal (EC-5th Grade)– Physical harm or threat of physical harm to self or others.

- The student may be sent home as a cooling off measure.
- The student may be sent home until the facts of the situation can be determined.
- The student must earn the privilege of returning to classes.

In-school suspension will be given to students who have inappropriate behavior that warrants an in-school suspension.

Immediate suspension – given to students for serious violations at the discretion of administration.

These behaviors would include, but are not limited to the following:

- Possession of any facsimile of a weapon; toy, reproduction or replica
- Possession of sharp objects
- Disrespect toward peers or staff members
- Repeated offense a student is not correcting
- Continued disruption of class
- Fighting/intimidation/physical aggression

EXPULSION

The administration may expel a student for extremely serious violations.

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

HARASSMENT AND BULLYING

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

UNIFORM DRESS CODE

Lower School

The Uniform Policy of The Shelton School encourages an atmosphere for learning and equality among our students and eliminates competition in dress. The appropriate appearance of our students reflects on our school and community. Parents, students, faculty and staff are committed to support our Uniform Policy. The faculty and staff of The Shelton School will enforce the Uniform Policy.

Hair will be one, natural color. All students will keep hair out of their eyes. Boys will keep hair at or above collar length. No ponytails allowed for boys. Caps/hoods may not be worn inside the building. Students will refrain from distracting hair ornamentation and peculiar hairstyles (oversized bows, uneven shaved heads, etc.). Boys are not permitted to wear earrings. Makeup and artificial nails of any kind are not permitted. Shirts must be buttoned with the exception of the top two buttons. Skirts should be no more than 4" above the knee. Undershirts must be solid white with no designs.

Monday t-shirt Day (Optional) – Every Monday students are allowed to wear the ***specially designated*** t-shirt of the year. This shirt may be purchased in the Charger Corral.

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

PE Uniforms are not worn in Lower School.

Girls Lower School

- Jumper - solid navy blue. Modesty shorts are required.
- Tennis Dress- navy or light blue
- Skort - solid navy
- Tops - short or long sleeve white with Peter Pan collar with blue piping, long sleeve turtleneck or white, light blue, or navy long or short sleeve polo shirt, or solid colored shirt purchased from the Charger Corral.
- Sweater / Sweatshirt - Shelton sweatshirts may be purchased through Mills Uniform Company or the Charger Corral.
- Socks - solid navy or white. 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
- Long navy twill pants

Boys Lower School

- Pants or shorts - navy twill or poly performance, with or without pleats; elastic waist is available.
- Shirt - white or blue oxford; navy, blue, or white knit polo; short or long sleeve; navy Shelton performance collared shirt purchased at the Charger Corral.
- Sweatshirt - Shelton sweatshirts may be purchased through Mills Uniform Company or the Charger Corral.
- Socks - solid navy or white
- Belt - solid navy or brown

Shoes for Lower School students

WHITE and/or **BLACK** leather, tie or Velcro athletic shoe.

No lights, platforms or colors on shoes or soles. No high tops or open backed shoes.

Mills Uniform Company carries approved uniform shoes.

If you have a question regarding shoes, please contact the Lower School office.

SAMPLE UNIFORM SHOES EC- 5 GRADE

BRAND IS OPTIONAL

Shoes must be black and/or white.



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UNIFORM DRESS CODE

Upper Elementary Grades 3 – 5

The Uniform Policy of the Shelton School encourages an atmosphere for learning and equality among our students. It eliminates needless competition in dress. The appropriate appearance of our students reflects on our school community. Parents, students, faculty, and staff are committed to support our Uniform Policy. The faculty and staff of The Shelton School will enforce the Uniform Policy. PENALTIES FOR VIOLATIONS WILL BE ASSESSED BY THE ADMINISTRATION OR FACULTY.

GENERAL APPEARANCE

Shirts must be buttoned with the exception of the top two buttons. Skirts should be no more than 4 inches above the knee while kneeling. Undershirts must be solid white with no designs. Belts must be worn with any pants having belt loops. Only Shelton School uniforms will be permitted except for special events, in which case families will be notified ahead of time.

All students will keep hair out of their eyes. Hair will be one, natural color. 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. Girls may choose to wear stud earrings. Only one earring in each ear lobe is allowed. Pierced jewelry is allowed only in the ear lobe. No more than two necklaces or bracelets may be worn. Noisy, distracting jewelry will not be permitted. No visible tattoos. No makeup is to be worn at the Upper Elementary level. No artificial nails/eyelashes of any kind. Fingernail polish should be a light, neutral color (light pink, beige, clear) with all nails being the same color.

Girls 3-5 grade

- Shirt - solid blue, solid white or oxford long, ¾ length, or short sleeve; blue or white knit polo; solid collared shirts purchased at Mills Uniform Company or the Charger Corral.
- Skirt - khaki (Chino twill fabric)
- Skort – khaki skirt/short combination
- Shorts - khaki pleated walking length

- Pants - khaki pleated pantsSweater / Sweatshirt - Shelton sweaters or sweatshirts may be purchased through Mills 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

Boys 3-5 grade

- Shirt - solid blue, solid white oxford long or short sleeve; blue or white knit polo; solid collared shirts purchased at Mills Uniform Company or the Charger Corral.
- Shorts - khaki pleated walking length, no cargo pockets
- Trousers - khaki twill pants pants, fitted, no baggy-style and worn at the waist, no cargo pockets
- Belt - brown, black, blue or khaki with a regular buckle
- Sweater/Sweatshirt - Shelton sweaters or sweatshirts may be purchased through Mills Uniform Company or the Charger Corral.
- Crew or ankle socks - navy, white. Socks must be worn at all times and visible above the shoe. Students may wear socks purchased at the Charger Corral.

Footwear

Students must wear black and/or white low top 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 Mills Uniform Company. If you have a question regarding shoes, please contact the Upper Elementary office.

SAMPLE UNIFORM SHOES EC- 5 GRADE

BRAND IS OPTIONAL

Shoes must be black and/or white.



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Informal Uniform

Certain designated days during the year students may wear Shelton T-shirts purchased from the school store with their uniform pants/skirts and shoes.

Monday t-shirt Day (Optional) – Every Monday students are allowed to wear the ***specially designated*** t-shirt of the year. This shirt may be purchased in the Charger Corral.

LUNCH - SAGE Dining Services®

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

SHELTON LIBRARY

See what the SHELTON LIBRARY provides for students, as well as the numerous resources for parents. Click [HERE](#).

BELL SCHEDULE

Middle School

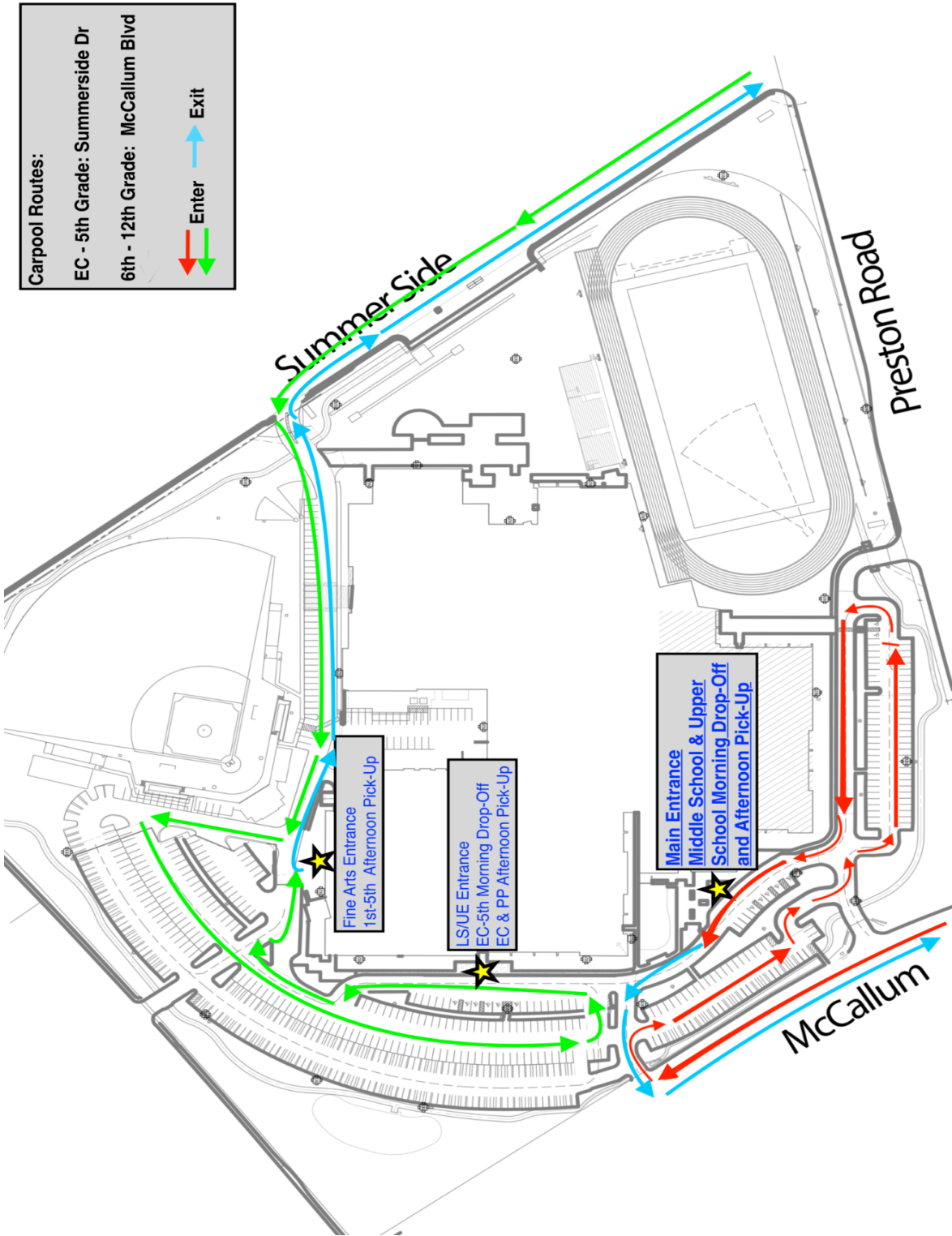
Monday - Thursday		Friday					
Advisory	8:00 - 8:37 (tardy bell - 8:25)	Advisory	8:00 - 8:37 (tardy bell - 8:25)				
1st Period	8:40-9:30	1st Period	8:40-9:20				
2nd Period	9:33 - 10:23	2nd Period	9:23 - 10:03				
3rd Period	10:26-11:16	3rd Period	10:06 - 10:46				
<table><tr><td>7th Lunch 11:19-11:44</td><td>6th/8th Social Skills 11:19-11:44</td></tr><tr><td>7th Social Skills 11:47-12:12</td><td>6th/8th Lunch 11:47-12:12</td></tr></table>		7th Lunch 11:19-11:44	6th/8th Social Skills 11:19-11:44	7th Social Skills 11:47-12:12	6th/8th Lunch 11:47-12:12	4th Period 10:49 - 11:29	
7th Lunch 11:19-11:44	6th/8th Social Skills 11:19-11:44						
7th Social Skills 11:47-12:12	6th/8th Lunch 11:47-12:12						
4th Period 12:15 - 1:05		<table><tr><td>7th Lunch 11:32-11:57</td><td>6th/8th Social Skills 11:32 - 11:57</td></tr><tr><td>7th Social Skills 12:00 - 12:25</td><td>6th/8th Lunch 12:00 -12:25</td></tr></table>		7th Lunch 11:32-11:57	6th/8th Social Skills 11:32 - 11:57	7th Social Skills 12:00 - 12:25	6th/8th Lunch 12:00 -12:25
		7th Lunch 11:32-11:57	6th/8th Social Skills 11:32 - 11:57				
7th Social Skills 12:00 - 12:25	6th/8th Lunch 12:00 -12:25						
5th Period	1:08 - 1:58	5th Period	12:28 - 1:08				
6th Period	2:01 - 2:51	6th Period	1:11 - 1:51				
Advisory/SH	2:55 - 3:25	Advisory/SH	1:55 - 2:25				
Carpool	3:30	Carpool	2:30				

CARPOOL

Shelton utilizes SchoolPass as the school's carpool management system and 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.

1. Parents should organize their own carpools and make changes to their child's carpool through SchoolPass.
2. All 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.
3. Drop off and pick up for 6th, 7th, and 8th grade students is at the Main School Entrance. Enter the parking lot from McCallum. **Please follow the detailed map for carpool on the following page.**
 - Have your student sit on the passenger side of the car for safety.
 - As you enter the campus, **turn off phones/headphones** and **unlock** car doors.
 - **Be alert** for students passing in front or behind your car.
 - **Pull up as far as you can** so we can unload/load more cars.
 - **Do not pull around a car in front of you** in the unloading zone, unless directed by a staff member or policeman.
 - **Do not park or stop in any of the traffic lanes.**
 - Drive **10 mph** on campus.
 - **Students are not allowed to walk off campus to meet their parent or carpool at a nearby store, office, parking garage, etc... All students must be picked up via the carpool line.**
4. If a MS student carpools with a younger student, parents must drop off and pick up at the younger student's drop off and pick up location.
5. 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.**

6. Any change in carpool must be entered in SchoolPass. Changes entered in SchoolPass will automatically notify advisor and MS administration. If SchoolPass is not functioning, please notify the advisor and the MS Office.
7. If a student does need to be picked up early, parents must come to the security desk to sign them out. To expedite the pick up, parents can call the MS office, ext. 2259, upon arrival to Shelton, so the student can be called from class to sign out at the MS office and meet their parent at the security desk. **After 3:00 P.M., please use the carpool line.**
8. If students are not picked up by 3:55 PM, Monday through Thursday, and 2:55 PM, on Friday, the student will be sent to *After School Care* and there will be a charge of \$1.00 per minute. **Any late charge fee must be paid prior to taking exams.**
9. Middle School students are not permitted to drive to school.
10. Please note: MS afternoon carpool **will not begin** until 3:30pm on Monday - Thursday and 2:30pm on Fridays.



AFTER SCHOOL CARE INFORMATION

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

ATTENDANCE POLICY

Regular attendance is essential to academic success. Therefore, **please schedule vacations and appointments outside of school time. Please refer to the school calendar for school dates.**

Late Arrival / Early Departure

1. Parents will notify the school of late arrivals and early departures using SchoolPass. Notifications entered in SchoolPass will automatically notify the advisor and the MS Office. Additionally, parents can email or call the MS office and advisor.
2. When picking up your student early, plan on extra time, as parents must sign out their student at the security desk and student must sign-out at the MS office. *Students will not be sent down to wait for a parent to pick them up. Parents must park, enter the building and sign-out their students.*
3. Students arriving at school after 8:25 AM must sign in at the MS Office.
4. Parents are not allowed in the classrooms when picking up or dropping off your student.

Absences

1. Parents will notify school of absences using SchoolPass. Notifications entered in SchoolPass will automatically notify advisor and MS administration. Additionally, parents can email/call MS office and advisor.
2. **Any absence over three days requires a doctor's note upon the student's return.** All notes for absences should be given to the advisor.
3. **If you would like to pick up homework, email your child's advisor and copy the MS Guidance Counselor no later than 10:00 AM.** Teachers will contact you and/or your child about make up work.
4. Students will be given 1 day per each day absent to complete make-up work.
5. We encourage students to attend school every school day. We understand some absences are unavoidable due to illness, doctor appointments, and other unforeseen situations and allow up to 70 class period absences (equivalent to 10 days). Students with excessive absences will be required to attend Saturday School. Saturday School hours for excessive absences will be assigned by the administration. See chart below.

>70 class period absences (equals 10 school days)	Student attends Saturday School (9:00-12:00)
>90 class period absences	Student attends 2 nd Saturday School (9:00-12:00)
>105 class period absences	Student and Parent meet with MS Administration

6. Parents must **notify the advisor in writing** (note or email) of absences for prospective school visits, religious holidays, or educational testing in order for these absences to not count toward the total absences. Please also enter the information into SchoolPass.
6. Students with 4 or less class period absences for the entire year are eligible to receive the Exceptional Attendance award.

TARDIES

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

GRADING POLICY AND GRADE REPORTING

1. Numerical grades will be given on most daily work and homework.
2. Students are given grades according to the level they are working on and do not necessarily reflect grade placement.
3. Teachers will notify parents if a student has a 74 or below average. The notice will explain what assignments are missing and what the child will need to do to raise their grade.
4. Students receive a **Progress Report** every 4½ weeks and a **report card** every 9 weeks.
5. A **semester grade** will be given at the end of each semester. The exam grade will count as 20% of the semester grade.

GRADING PERIODS

2022-2023

Aug 18 – Oct 14	1 st Quarter
Oct 19	Report cards issued
Oct 17 – Dec 16	2 nd Quarter
October 19-21	Parent Conferences ** Students Attend
Jan 5	Report cards issued
Jan 4 – Mar 10	3 rd Quarter
February 15-17	Parent Conferences ** Students Attend
Mar 22	Report cards issued
Mar 20 – May 24	4 th Quarter
May 26 & 30	Parent Conferences -Students do not attend. Report cards issued during conferences

HOMEWORK AND QUIET TIME

Students in the Middle School will have homework each evening.

1. Students will record all homework assignments in their assignment book, which will be kept in the front of their binder. The student assignment book is the official homework resource; the on-line homework calendar is a backup to the assignment book.
2. **All** students will have access to their assignments through Google Classroom. Parents can access their student's Google Classroom through the student's Shelton email address.
3. All students should have a quiet time of at least one hour every night. If a student completes his homework before the end of an hour, he/she should continue to read/study for the duration of the hour. Newspaper reading, review notes, journal writing and math facts practice are encouraged.
4. It is our goal that each student becomes his/her own advocate by learning to complete assignments on his/her own and ask for help when needed. **Please follow these guidelines when helping your child with homework:**
 - Help your child choose an appropriate study area and encourage him/her to **complete homework independently**.
 - If your child exhibits difficulty with directions, provide an example to clarify.

- If your child continues to have difficulty, have him/her **call a friend** to explain the directions, not give the answers.
 - If this does not help, **have your child email or call his/her teacher to arrange for assistance**. Teachers will explain the assignment and/or help the student come up with a plan to complete the assignment. Students may arrange to meet with the teacher to complete the assignment. The student is responsible for meeting with the teacher before or after school, or during study hall.
5. Teachers will provide the appropriate **consequences** for each student if homework is not completed on time. The teacher will either give a zero, provide a time to work with the student, or initiate a new plan.
 6. A student with excessive zeroes will be required to attend study skills during their elective or social skills and/or attend Saturday School to complete make-up work and develop a study/organization plan for completing homework on a timely basis.
 7. Daily homework expectations: (including reading and math minutes)

6th grade	30 minutes to 1 hour
7th grade	45 minutes to 1½ hours
8th grade	1 hour to 2 hours

- * The time a student spends on homework will depend on their use of the daily Study Hall time and their individual pace. Please contact your child's teacher and the advisor if your child does not have enough homework or is exceeding these time estimates.
8. Because we want students to be responsible and accountable for their school work, we encourage parents not to bring forgotten homework, projects, study sheets, or any class materials to students.

TESTS AND EXAMS

1. Teachers in Middle School will give regular tests. Therefore, a specific day of the week has been designated as **Test Day** for each subject. **Students will not have a test every day of the week**. Tests for specific subjects will occur on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday
None	English	Science	History & Math	Reading

2. Quizzes may be given on any day of the week.
3. Final exams will be given each semester. An exam preparation packet will go home with each student before exams. Each exam will count as 20% of the semester grade.

4. Any student who owes money for library books, late carpool fees, or other items will not be allowed to take exams until the items are returned or fees paid.

ORGANIZATIONAL SYSTEM 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 sub-dividers 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 clean out each section in their binder. Students will file important papers (needed for exam review) from their binder to their accordian file that is kept in their advisory.**

TEXTBOOKS

1. Students will be supplied with all subject textbooks, workbooks, and spirals.
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.

CELL PHONES AND ELECTRONIC EQUIPMENT

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 will result in a detention and the cell phone will be taken up and left in the MS office for the remainder of the day.
5. Students are not allowed to send or receive calls or text messages on any device (phone, smart watch, etc) during the school day. School email accounts should not be used for anything other than teacher - student communication related to school work or activities.
6. To contact a student, please call the Middle School office.
7. Music, entertainment, electronic, or gaming devices are not allowed in school.

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. If you need to call a teacher, please call before 8:00pm.
- Any text messages sent to teachers or other staff members must include the Middle School Text number: **214-471-5987**. Text messages are captured and saved for administrator review.

PHOTOGRAPHS, AUDIO/VIDEO RECORDING

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.

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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.
8. Consequences for such actions could result in suspension or expulsion and will be determined by the administration.
9. 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. Click [HERE..](#)

EXTRA-CURRICULAR ELIGIBILITY

Extra-curricular activities can be an important growth opportunity and can enhance the educational experience of our students. Shelton has a no pass-no play policy. See the Shelton Athletics Handbook for details.

1. Sixth, seventh and eighth grade students may participate on Shelton teams and compete with other schools. Tryouts are designated for certain sports.
2. Participation on Shelton sports teams does not take the place of P.E. requirements.
3. Students are encouraged to attend after-school extra-curricular events and must have adult supervision.

4. **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.
5. Any student left unsupervised after 4:00 will be sent to after school care. A fee of \$1.00 per **minute may be charged.**
6. Coaches are not available to supervise students other than team members.
7. Students may NOT leave campus without adult supervision (i.e. crossing the street to go to the nearby convenience store, restaurants or other establishments).
8. See the Shelton Athletic Handbook regarding athletic policies.

MIDDLE SCHOOL ELECTIVES

- Middle School students will rotate electives every nine weeks.
- All 6th graders are required to take P.E. or Dance and Computer Coding. Other choices for 6th graders include: Art, Band, Drama, Robotics, STEM and Vocal Music.
- All 7th graders are required to take P.E. or Dance. Other choices for 7th grade include Art, Band (Drumline and Instrumental), Drama, Life Hacks, STEM/Python Coding or Vocal Music.
- All 8th grade students are required to take P.E. or Dance. Other choices for 8th graders include Art, Band, Digital Music Production, Digital Photography, Drama, Life Hacks, Podcast Production, STEM/Python Coding, Smart Money, Vocal Music, or Woodworking.
- Elective classes are filled according to student's choices as class size allows.
- There is an additional fee for the rental of band instruments.

CLASS TRIPS AND FIELD TRIPS

- Field trips are an integral part of the Shelton School multi-sensory curriculum. Each grade level in Middle School participates in one field trip each year that aligns with the curriculum.
- Class Trips: In the Middle School, a day trip will be taken by the 6th grade, and an extensive overnight trip (3-4 days) will be taken by 7th and 8th grade.
- All field and class trips are considered a part of the Shelton curriculum, therefore, students are expected to attend unless there is an illness, a letter from a doctor, a death in the family, 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 the class trip.
- Students must continue their regular, prescribed medications during trips.

STUDENT COUNCIL

- All Middle School students in good standing academically and behaviorally are eligible to run as a Student Council Representative for their grade. 7th and 8th grade representatives are elected by the student body and faculty in May and serve the following school year. 6th grade representatives are elected by the faculty at the beginning of the school year and serve that year.
- The offices of President, Vice-President, Treasurer, and Secretary are held only by 7th and 8th graders and are voted on by the student body and faculty in May of each year and serve the following year.

Student Council members must:

1. Attend weekly meetings.
 2. Not exceed three detentions per semester.
 3. Maintain academic eligibility.
- Any Student Council member receiving a Detention may be removed from the Student Council at the discretion of the Head of Middle School and Student Council sponsors.

STUDENT SOCIAL EVENTS*

- 6th Fall Party
- 7th/8th Grade Dance

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

BIRTHDAYS

- No invitations allowed at school.
- No presents or decorations should be brought to school.
- Birthdays can be celebrated in the advisory classroom during the afternoon study hall. Please notify your student's advisor in advance to make arrangements.

TEACHER GIFTS

- Books may be donated to the library in honor of a special teacher or staff member.
- Individual gifts are appropriate, but money should not be collected as a group gift.
- Shelton's Staff Holiday Gift Fund (*Holiday Happiness*) is a voluntary fund established by the Parents' Association to show appreciation to all teachers and staff with a cash gift at the holiday season. *Holiday Happiness* is intended to simplify gift giving. The spirit of this concept is that a cash gift will be in lieu of a holiday party and/or individual gifts. All Shelton parents will be contacted via mail and email concerning *Holiday Happiness*.

CUSTODY ISSUES

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

STUDENT RECORDS

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

VISITORS AND VOLUNTEERS

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

1. Only family members may visit Middle School students during lunch with prior approval from the Middle School office.
2. At least 24 hours notice is required.
3. Family members under 18 must be accompanied by an adult.
4. We ask that family members who are planning to visit:
 - Notify the advisor and the MS Office in advance.
 - Come during lunch (note that lunch is earlier on Fridays).
 - Bring lunch for your child only.
 - Sit at the designated visitor table with your child.
 - Sign in and receive a nametag at the Security Desk.
5. Visitors should dress in a manner appropriate for the school setting.
 - No tight or revealing clothing
 - No inappropriate or controversial slogans or pictures
 - Shorts or skirts should be fingertip length or longer
6. Visitors who arrive dressed inappropriately will be asked to leave.

HEALTH AND MEDICATION

See Shelton's HEALTH AND MEDICATION POLICY in its entirety. Click [HERE](#).

LATEX POLICY

- Shelton is a latex-free environment. **NO LATEX OF ANY KIND IS PERMITTED IN THE SCHOOL BUILDING. THIS INCLUDES**
 - o ALL LATEX BALLOONS
 - o 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, feel free to contact our school nurse.

BREAKFAST

A student's work at school is directly affected by the nutritional quality of their meals. **Please provide your child with a nutritious breakfast daily.**

LUNCH - SAGE Dining Services®

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

Lunch Policies

1. Students are responsible for cleaning their area using the cleaning items appropriately.
2. There will be no throwing of any item in the dining hall, or inappropriate handling of food.
3. No items are to be passed inappropriately between students or tables.
4. No student can leave the dining hall without permission.
5. Laptops are not allowed in the dining hall during lunch.
6. Students are expected to use manners and clean up their area.
7. Students will not exclude another student from sitting at the table or save seats.
8. Students displaying inappropriate lunch behavior will eat lunch at a separate table and/or receive detention.
9. Students exhibiting inappropriate behavior or not cleaning their area may be required to clean tables and/or sit at a separate table.

SNACKS

Students are encouraged to bring a healthy snack daily. Many students eat their lunch at this time if they do not have a snack. Please remember to send a snack.

Healthy snack options:

crackers with peanut butter
nuts
whole grain muffin

pretzels
grapes
orange slices

trail mix
carrot sticks
banana

CODE OF CONDUCT

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

All students serve as role models for the younger students at Shelton and represent Shelton in the Dallas community. **Attending Shelton School is a privilege; a student may lose that privilege as a result of any action that damages the school's name or reputation in the community.**

The school is committed to providing a safe environment for all staff and students and maintains a zero tolerance for anything that could be damaging or dangerous on or off campus.

The school is a private corporation and reserves the right to search lockers, book bags, purses, automobiles, cell phone and computer content, etc. to determine if any harmful information or material may be on campus.

AWARDS

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. Also, several students will be honored with the Spirit of Shelton Award at the Awards Assemblies at the end of each quarter.

Awards given are:

- Applauses
- Thank You Award
- 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 8th grade **Loyalty Award** will be given to students who have been at Shelton a minimum of three years, have shown responsible behavior throughout the entire 8th grade year, and have been loyal to Shelton. **Saturday detentions and suspensions exclude a student from consideration.**

DISCIPLINARY PROCEDURES

1. If students are exhibiting difficulty with behavior, staff and/or students involved will meet together to discuss the challenge. The Shelton staff always encourages students to develop a plan of action to improve behavior.
2. Consequences implemented for any school rule violation:
 - **Detention** - for **minor offenses**
 - **Saturday Detention** - for **serious** offenses and for receipt of a 3rd detention
 - **In-School Suspension** - for inappropriate behavior
 - **Suspension** - for **extremely serious** violations or a pattern of inappropriate behavior
 - **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.
 - ***Immediate Expulsion** - The administration may expel a student for extremely serious violations or if a student receives a third suspension. These include (**but are not limited to**) the following:
 - Being in possession of or under the influence of drugs, inhalants, e-cigarettes, or alcohol at school or at any school activity
 - Off-campus use of alcohol and/or illegal substances
 - Three suspensions
 - Stealing
 - Breaking into and/or sharing Shelton School Administrative computer access codes/passwords
 - Possession of a weapon at school or at any school activity
 - Any misuse of school property
 - Destruction of school property/vandalism
 - Statement or other expression of intended violence
 - Sexual harassment
 - Fighting/bullying/intimidation/physical aggression
 - Injury to another person
 - Threatening Statements*

Detentions

Detentions are served during lunch/social skills the day of, or the day after the detention. A Behavior Notice with the details of the offense will be emailed to parents and advisors. A paper copy is given to the student.

The following are examples (**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 for serious offenses are served on Saturday mornings from 9:00 - 12:00, the Saturday after the offense. A Behavior Notice with the details of the offense will be given to the student and emailed to the parent, advisor, and Assistant Head. The student is to wear his/her uniform. If the student is more than 15 minutes late for Saturday detention, he/she will NOT BE admitted and will have to attend the next Saturday Detention.

The following are examples (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 use during school
- 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

- Statement or other expression of intended violence (see Threatening Statements above)
 - 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:
 - objects
 - 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 security to access games, social media etc.
 - Any violation of the technology agreement
5. Cumulative effect of disciplinary actions
- a. A third detention becomes a Saturday detention
 - b. A third Saturday will require a parent/student conference with the Middle School Administration to determine a plan of action.
 - c. After a third suspension, administration will conference with parents to discuss the student's future at Shelton.
6. 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.

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.

Tardies

The first tardy to a class will be a warning. After the warning, three tardies, to the same class will result in a detention. The tardy bell rings at 8:25 AM; being late to morning advisory is counted as a tardy.

Uniform Violations

Uniform violations will be given if clothing and shoes must are not worn appropriately.

- a) Incorrect uniform items: shoes, t-shirts, belts, sweatshirts, etc.
- b) Uniform items worn incorrectly: shirt un-tucked, buttons not buttoned, stepping on the heels of shoes, pants not worn at waist, etc.
- c) Missing uniform items: no belt, no socks, etc.
- d) Hair: inappropriate length or unnatural color
- e) Length of skirt: skirts are to be no more than 4" above the knee
- f) Inappropriate Jean Day attire (see Jean Day Dress Code)

Students earning a Uniform Violation will receive a written Behavior Notice. The Behavior Notice will be emailed to the parent and advisor. Three Uniform Violations will result in a Saturday Detention.

Incomplete/Missing Homework

A written Missing/Incomplete Assignment Notice will be given to the student and emailed to the parent, advisor, and Assistant Head when a student does not complete homework on time. A grade will be given for the late work. The student will be given a 24-hour period to turn in the completed assignment for a maximum grade of 70. After the 24-hour period, the grade will be a zero.

If a student receives two notices in a week, the student's advisor will meet with the student and his teachers to formulate a plan to make up any homework, which could include attending study skills to complete missing work. Parents will be notified. A student with excessive missing assignments will be required to attend Saturday School to make up work and make a plan to avoid future missing assignments .

HARASSMENT AND BULLYING

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

EXPULSION

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

SUBSTANCE USE POLICY

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

UNIFORMS & DRESS CODE

The Uniform Policy of The Shelton School encourages an atmosphere for learning and equality among our students. It eliminates needless competition in dress. The appropriate appearance of our students reflects on our school and community.

1. Violation of the Dress Code or Casual Day Dress Code will result in a Uniform Violation. Three Uniform Violations result in a Saturday Detention.
2. Parents may be called to bring the proper uniform to school in order for students to attend classes.

GIRLS (6th - 8th)

Uniforms must be purchased from MILLS Uniform Company. Uniform information for your child's grade and gender can be accessed and be purchased online at

<https://www.millswear.com>.

- Skirts should be no more than 4" above the knee and should not be rolled at the waist.
- Skirts that are too short periodically, and will need to be altered if too short.

Approved Uniform items from Charger Corral Store:

- Navy or white polo-style (Under Armour) with Shelton logo.
- Any undershirt worn must be SOLID WHITE with no logo or design.
- Sweater - navy long sleeve cardigan button front or navy V-neck pullover
- Sweatshirt - purchased from Mills Uniform Company or the Charger Corral. A monogrammed Shelton sweatshirt is also available.
- **An approved Shelton shirt must be worn *underneath* a sweatshirt.**
 - While at school, **sweatshirt hoodies must stay down.**
- Spirit socks sold in the Shelton Corral.

BOYS (6th - 8th)

Uniforms must be purchased from MILLS Uniform Company. Uniform information for your child's grade and gender can be accessed and be purchased online at

<https://www.millswear.com>.

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

Approved Uniform items from Charger Corral:

- Navy or White Polo-style (Under Armour) with Shelton logo.
 - Any **undershirt** worn must be SOLID WHITE with no logo or design.
- Sweater - navy long sleeve cardigan button front or navy V-neck pullover
- Sweatshirt - purchased from Mills Uniform Company or the Charger Corral. A monogrammed Shelton sweatshirt is also available.

- While at school, **sweatshirt hoodies must stay down.**
 - **An approved Shelton shirt must be worn *underneath* the approved sweater or Shelton sweatshirt.**
- Spirit socks sold at Shelton Corral

Shoes

1. Sperrys, leather boat shoe - Authentic Original (AO) style:
 - a. Boys - as listed on Mills website www.millswear.com:
 - i. Style - "Authentic Original Leather Boatshoe"
 - ii. Color - Navy, Tan, or Black
 - b. Girls - as listed on Mills website (www.millswear.com), plus the Tan or Black, same as boys:
 - i. Style - "Authentic Original Boatshoe"
 - ii. Color - Tan (Sahara), Dark Brown or Navy
2. Athletic Shoe - Students can wear black or white low top athletic shoes (leather or knit material) with laces (no velcro or slip-ons) and not hi-tops. Shoes may have black or white logos and or soles. See below for examples of approved shoes to use as a guideline.

Examples of acceptable athletic style uniform shoes: **(Shoes cannot have color)**



Jackets and Sweatshirts

Visit the school store, The Charger Corral, for additional Shelton spirit wear. Other items from the Corral may be worn on designated Spirit or Jean Days. Students may find the classroom temperature to be cool. Only Shelton sweatshirts may be worn in classes, no coats, jackets, or blankets are allowed.

Hairstyles and Facial Hair

1. All students will keep their hair cut so that it remains out of their eyes.
2. Boys will keep hair at or above shoulder length.
3. The cut must not interfere with vision.
4. Hair should not look unkempt - it should be brushed/combed and clean.

5. Hair will be one color - a natural color, and students will refrain from distracting hairstyles (e.g. no spikes, no uneven shaved heads, no shaved heads, no words, lines, or other designs shaved in hair).
6. The color of hair must be appropriate for a school environment at the discretion of the Administration. Students will be sent home to adjust color/cut, if needed.
7. No facial hair allowed. Sideburns must be neatly trimmed and not extend below the bottom of the ear.

Jewelry, Makeup, and Accessories

1. Jewelry and hair bows/hair accessories and not distracting to the learning environment. No large hair bows/hair accessories, bows should be no more than 3 inches wide.
2. No earrings allowed for boys.
3. One earring in each ear lobe is allowed for girls, and no large or loop earrings, spacers, and no noisy, distracting jewelry or hair accessories.
4. No facial piercings allowed.
5. 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.
6. Makeup for girls should be appropriate to the simplicity of the uniform.

Jean Day

1. On school sponsored Jean Days, students will be allowed to wear jeans and a Shelton t-shirt.
 - Blue jeans must not have holes, rips, or tears
 - Shelton t-shirt must not be altered (no cut out sleeves, writing on shirt, etc.)
 - Tennis shoes, boots, or other closed-toe casual shoes may be worn on jean days
2. Decisions will be made at the discretion of the Administration if a student is to be sent home or have replacement clothes provided.
3. A violation of the Jean Day Dress Code will result in a uniform violation. Three uniform violations will require a Saturday Detention.

Informal Uniform

On designated days during the year, students may wear Shelton t-shirts (purchased from the Charger Corral) with their uniform pants/skirts and shoes.

Monday T-shirt Day (Optional) – Every Monday students are allowed to wear the specially designated t-shirt of the year. This shirt may be purchased in the Charger Corral.

P.E. Uniform/Athletic Jerseys

- A Shelton P.E. Uniform is not required for P.E. classes. Students will need athletic shoes.
- Athletes may wear their **uniform jersey** on game days. A **plain white or black t-shirt** may be worn underneath (required for sleeveless jerseys). The normal Shelton school uniform pants/skirts, socks and shoes remain the same.

INCLEMENT WEATHER & SECURITY AND EMERGENCY ACTION PLAN

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

SHELTON LIBRARY

See what the SHELTON LIBRARY provides for students, as well as the numerous resources for parents. Click [HERE](#).

UPPER SCHOOL - Grades 9 - 12
Bell and Lunch Schedule

Monday-Thursday	
1 st period	8:30-9:15
2 nd period	9:20-10:05
3 rd period	10:10-10:55
4 th period	11:00-11:45
5 th period	11:50-12:35
A Lunch (9 th and 10 th) Advisory (11 th and 12 th)	12:40-1:10
B Lunch (11 th and 12 th) Advisory (9 th and 10 th)	1:10-1:40
6 th period	1:45-2:30
7 th period	2:35-3:20
8 th period	3:25-4:10

Friday	
1 st period	8:30-9:10
2 nd period	9:15-9:55
3 rd period	10:00-10:40
4 th period	10:45-11:25
5 th period	11:30-12:10
6 th period	12:15-12:55
A Lunch (9 th and 10 th) Advisory (11 th and 12 th)	12:55-1:20
B Lunch (11 th and 12 th) Advisory (9 th and 10 th)	1:20-1:45
7 th period	1:50-2:30
8 th period	2:35-3:15

DROP OFF AND PICK UP PROCEDURES

Student Drop Off and Pick Up:

1. Upper School students 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. School is dismissed Monday through Thursday at 4:10 pm. On Fridays, school is dismissed at 3:15 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 4:05 (3:10 on Fridays.) This will allow time for Middle School carpools to exit the parking lot prior to Upper School dismissal at 4:10 pm.
15. If a student must leave before 4:10 pm (3:15 pm on Fridays), the parent must call the attendance clerk to make arrangements or enter early dismissal via School Pass. The student must sign out in the Upper School office.
16. Upon arriving on campus, high school students must go immediately to the Commons. Students are not to remain in their vehicles once arriving on campus.

17. Students may remain at school after 4:10 pm (3:15 pm on Fridays) for athletic practices or games, club meetings, tutoring with teachers, play practice, study hall, etc, under the direct supervision of a coach or other faculty member.
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.)

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. Student drivers 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. Students remain in the Commons until 8:25 am, when they are dismissed to put backpacks in lockers.
4. Once students arrive on campus, they are not to leave until the end of the day or until checking out through the Upper School office. Students may not arrive on campus and then leave, even if they return before 1st period – this includes all students here for early morning practices or activities.
5. After entering the building, students may not return to the parking lot without permission until the end of the school day. Any student leaving campus, without following the sign out procedure, is considered truant.
6. The parking lot will be supervised for appropriate driving, volume of sound systems, appropriate behavior, etc.
7. 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.
8. Any student driving to school must possess a valid Texas driver's license and have the appropriate insurance required by the state.
9. 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 left of the front windshield. If students change cars during the year, the sticker must be transferred to the new car and the office must be notified.
10. Parking spaces are limited, therefore no parking spaces will be issued to freshmen.

11. Students must park on campus and only in their assigned parking spot. Students may not park in the parking lots of neighboring businesses or the neighborhood streets. Failure to park in the assigned spots on campus will result in loss of driving privileges.
12. Students must never park in designated visitor parking spots. Failure to comply with this may result in loss of parking privileges on campus.
13. 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.
14. 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.
15. Cell phone use while driving on campus is prohibited.
16. 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.
17. Do not exceed a speed of 10 miles per hour in the parking lot.
18. The volume of sound systems and vehicle exhaust should be inaudible outside the vehicle.
19. When entering or exiting the parking lot, drivers are expected to follow the flow of traffic and must not cut through parking spaces.
20. Drivers and passengers must be seated properly inside the vehicle with seat belts fastened.
21. Students who are in compliance with attendance guidelines may obtain VOE forms from the attendance clerk in the Upper School office.

Consequences

1. Students who do not follow the driving/parking guidelines will receive the disciplinary consequences listed below:
 - 1st violation: warning; parents notified (a serious first violation will result in a more serious consequence)
 - 2nd violation: a one-week suspension from driving on/parking on campus
 - 3rd violation: a one-month suspension from driving on/parking on campus
 - 4th violation: suspension from driving/parking on campus for the remainder of the year
2. Reckless driving to, from, or on campus may result in a more serious disciplinary consequence and/or notification of parents.

CARPOOL MAP



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

ATTENDANCE

Regular attendance is required. All students should be in attendance daily except when ill. Vacations and medical appointments should be scheduled outside of the daily school schedule. Shelton School does not distinguish between excused and unexcused absences. Students are allowed to leave campus for medical appointments, illness, funerals, etc.; however, all will be counted as absences.

Absences:

1. Parents should use SCHOOL PASS to report absences and appointments.
2. Attendance is recorded each class period during the school day, including Advisory.
3. Per the state guidelines for attendance, students may not have more than nine absences per semester in any class. All absences, with the exception of the two college visits each year for 11th and 12th graders, count toward the nine absences allowed per semester.
4. When a student is absent, the parent or guardian should call the attendance clerk at 972-774-1772, ext. 2272, email Debbie McCabe at dmccabe@shelton.org or submit the absence to School Pass by 9:00am.
5. It is important that a parent confirms all absences. A doctor's note is required for medical absences that last three days or more.
6. Students must obtain a "College Visit Form" from the US Office for college visit days.
7. The administration will review the circumstances surrounding a student who exceeds nine absences per semester. Per state guidelines, a student with more than nine absences per semester may not receive credit. If a student misses more than nine school days due to an unavoidable circumstance such as an accident or lengthy illness, the administration will work with the family to create a plan for the student. The plan may include 1) students making up hours, if the student qualifies. The time will be made up from 9:00-12:00 on Saturdays, with specific arrangements to be set by the administration. A student must be in full uniform to make up school hours on Saturday, 2) the family hiring a tutor to work with the student at home, and/or 3) the administration changing the student's schedule as needed.
8. If a student arrives to a class more than 15 minutes late, he/she will be counted absent, not tardy.
9. Students must be in attendance at school a minimum of four consecutive class periods in order to participate in extracurricular activities that day (this includes practices, athletic games, performances, etc.).

10. If a student exceeds the state guidelines for absences (nine school days per semester), the student cannot be issued a VOE form, which is required to obtain a driver's license.
11. A student missing class without permission is considered truant. On the day of the truancy, any assigned work due, quizzes, tests, or other work done in class will earn a grade of zero. Work handed in late, following a truancy, will not be accepted. Instances of truancy could result in a Saturday detention, suspension, disciplinary probation, or expulsion. In determining consequences, the administration will consider all circumstances regarding the truancy as well as the student's disciplinary record.

TARDIES

1. A student arriving after the tardy bell for 1st period must sign in at the office and receive a late pass to class. Teachers will not admit students without a pass.
2. A student is considered tardy to any period if he/she arrives after the tardy bell rings. If a student arrives to class more than 15 minutes late, he/she will be counted absent. Each tardy will be documented.
3. Every 3rd tardy in a semester will be counted as an absence and be included as one of the nine absences allowed per semester.
4. If a student plans to arrive late (due to an appointment, etc.), the parent should enter the late arrival to School Pass, call, email, or send a note, detailing the reason for the late arrival.
5. Students who arrive late must sign in with the attendance clerk, and will be issued a pass to class. A note from the doctor will be accepted in lieu of a note from the parent.

APPOINTMENTS / LEAVING SCHOOL

1. A student should not, under any circumstance, leave campus without a parent notifying the Upper School Office and without signing out in the Upper School Office.
2. A parent should enter the dismissal into School Pass and call or send a note to the attendance clerk if a student needs to leave campus during school hours for any reason. If a call or note is not received, the student will not be allowed to leave campus until a parent is contacted to give verbal permission for the student's dismissal.
3. When returning to school after an appointment, the student should sign in with the attendance clerk to receive a pass to class.
4. 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. The student must sign out in the Upper School office.

5. 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. Click [HERE.](#)

CONFERENCES

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

Conferences dates are:

- Fall: October 19-21, 2022
- Spring: February 15-17, 2023

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.

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.

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.

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

The following awards are given at the end-of-year programs:

- Achievement Awards
- Will Holmes Memorial Scholarship
- Community Service Awards
- Loyalty Award
- Peer Tribute Award
- Outstanding Male and Female Freshman, Sophomore, Junior, and Senior
- Audaciter Award
- June Shelton Award
- Valedictorian, Salutatorian

Unacceptable Behaviors

Students exhibiting the behaviors listed below may receive a consequence up to or including expulsion. Please note that the administration has the right to determine what consequences will be applied. In making that determination, the administration will consider the student's behavior record, as well as the context and severity of the behavior. The following list is not all-inclusive.

- disrespect to school personnel
- reckless driving to, from, or on campus
- disrespect to peers
- inappropriate/abusive language
- willful disobedience/failure to cooperate with staff
- academic dishonesty
- statement or other expression of intended violence (see Threatening Statements)
- inappropriate behavior at school functions, lunch, field trips, class trips, etc.
- stealing
- lying
- possession/non-authorized use of prescription or OTC medications or other substances
- possession or use of tobacco or nicotine products, facsimile, lighters, e-cigarettes, vapes and vape pods, or any other electronic smoking devices
- fighting/bullying/intimidation/physical aggression/hazing
- possession of inappropriate materials, pictures, books, music, etc.
- harassment: sexual, racial, religious, etc.
- causing injury to another person
- truancy/leaving campus without permission
- inappropriate use of computer, as per the Acceptable Use Policy
- inappropriate content on computer
- truancy on campus/not being in assigned place
- electronic bullying/harassment (via texting, social networking sites, possession or distribution of lewd pictures, etc.)
- spreading rumors with the intent to damage, hurt, or cause embarrassment
- destruction of property/vandalism, graffiti, attempting to force open locked doors, etc.

- unauthorized cell phone use during school day
- public display of affection: hugging, kissing, inappropriate touching, etc.
- horseplay
- activities outside the school which involve police intervention

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.

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.

Verbal and written warnings

- Will be given for minor offenses in an effort to redirect behavior.

Detentions

- Detentions will be given for some behavioral infractions, Uniform violations, cell phone violations, computer violations.
- Detentions can be served either 7:30-8:15am or 4:15-5:00pm on Thursdays of each week.
- Parents will be notified of the detention by phone and/or email.
- The student must be in his or her complete uniform and serve the entire 45-minute detention.
- If the student has a conflict and cannot attend on the assigned date, it is the student's responsibility to get the reason for the conflict approved and to schedule the detention for the following Thursday.

- Anyone more than 10 minutes late will be required to reschedule his or her detention.
- Failure to serve a detention after two attempts will result in a Saturday Detention.

Saturday Detention

- Saturday detentions will be given for serious offenses (refer to the Unacceptable Behavior section), every third detention, third and subsequent cell phone or uniform violation, incidents of academic dishonesty, failure to serve assigned detentions
- Saturday Detention will be served from 9:00 - 12:00 on the first available Saturday following the behavior incident.
- Parents will be notified of the Saturday Detention by phone or email.
- The student must wear his/her complete uniform and serve the entire three-hour detention.
- Students must bring school work to be completed during this time.
- If the student has a conflict and cannot attend on the assigned date, it is the student's responsibility to get the reason for the conflict approved and to schedule the detention for the following Saturday.

Office referral/removal from class

Conference with student, parent, teacher, advisor, or administrator

Emergency Removal

- To offer an opportunity for reflection and to prevent the situation from escalating
- In case of physical harm or threat of physical harm to self or others
- An administrator will contact the parent.
- Written notification from a physician or specific testing may be required prior to the student returning to school.

Suspension

- Students may be suspended for serious behavior infractions (refer to the Unacceptable Behavior section), failure to serve an assigned Saturday detention, 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, the parent(s) will conference with the administration. The family will be required to take the student for drug testing at a Quest Diagnostics. Drug testing will be at the parents' expense.
- A student may not participate in or attend extra-curricular activities (including practices) until the suspension requirement has been completed.
- During the suspension, the student will be required to complete all work assigned in his/her classes. If the class takes a quiz or test during the student's suspension, the student will be allowed to make up the quiz or test, and it will be graded in the regular manner.
- Following a suspension, conditions may be added to the student's enrollment contract and the student may be placed on disciplinary probation.

Disciplinary probation

- Create a plan of action designed to correct behavioral concerns.
- 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 dressed inappropriately may be asked to leave the event.

Off-Campus Behavior

- Student conflicts that occur off-campus should be resolved parent-to-parent.
- Off-campus behaviors that disrupt the school learning environment and/or reflect poorly on the reputation of Shelton School will be evaluated by the Shelton School Administration and could be subject to disciplinary action.

EXPULSION

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

HARASSMENT AND BULLYING

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

SUBSTANCE USE POLICY

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

LAPTOP COMPUTERS

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

Student Cell Phone Usage

School telephones are always available for students to make emergency calls. Students are required to obtain permission before using the school phones. Parents are asked to limit calls/messages to your children to those of an urgent/serious nature.

Electronic Equipment

- Cell phones must be turned off and left in lockers during the school day.
- Phones not in lockers may be confiscated and turned in to the Upper School Office. A detention will be assigned. Students may reclaim their phone from the office at the end of the school day.
- The administration reserves the right to inspect the contents of any electronic device brought into the building.
- Parents are asked not to contact their students during school hours via text or cell phone. If you need to contact your student for an urgent or serious issue, please contact the Upper School office.
- Personal computers, iPads, and gaming devices, must not be brought to campus. Violation of this policy will result in the device being confiscated and a detention assigned.
- In addition, 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.

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. If you need to call a teacher, please call before 8:00pm.
- 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.

Dining Hall/Commons/Lunch Time

All Upper School students, with the exception of seniors with off campus privileges, are required to be on campus every day during the lunch period. Students may not be in the classrooms or

elsewhere in the building during the lunch period. Seniors eligible for off-campus privilege may eat their lunch in the Commons.

- Shelton School is a closed campus. Visitors, other than a student's parents, are not allowed on campus at any time during school hours, including during lunch.
- Food brought by parents should be for their student only. Parents may leave food for their student at the security desk. Students may pick the food up once their lunch begins.
- Students may not order food for delivery through 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.
- Laptop computers are not allowed in the Dining Hall during lunchtime.

Food and Drink in the Classroom

Students are allowed and encouraged to bring healthy snacks and water for mid-morning nutrition. Energy drinks are not allowed. A brief snack time will be provided mid-morning during class. No beverages/food, other than water, may be taken to classrooms at any other time.

LUNCH - SAGE Dining Services®

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

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 its dress code policy, with respect to all students, including but not limited to as related to requiring each student to comply with the dress code applicable to that student's assigned sex, at birth. However, if a parent/guardian believes that such enforcement will result in harm to the student, a conference with the division administration can be scheduled and held, to discuss any concerns and determine whether accommodations can be made in connection with race, color, religion, national and ethnic origin and gender.

Students who are not in compliance with the uniform guidelines may be asked to call parents to bring the correct uniform or return home to get the correct uniform, and any class work missed during this time will be recorded as a zero.

Upper School Boys

Daily uniform items:

- Pants: Mills Uniforms gray slacks; must be fitted and worn at the waist; must have a clean and neat hem. No denim pants will be allowed. No jean-like pants with outside back pockets will be allowed. They must be slacks from Mills Uniform.
- Shirts: long or short-sleeved oxford button-down in solid blue or white tucked in at all times; a box-cut polo-style shirt in navy, white, black, or royal blue with no logos except Shelton logos
- Approved Shelton team or activity polo in royal blue, navy, white, or black.
- Undershirt, if desired, must be solid white with no designs; long or short-sleeved; no other color may be worn
- Belt: brown, black, blue, navy, or khaki with regular buckle
- Socks: must be worn at all times; navy, white, black, or brown

Assemblies Special Occasions, School Photos

- Blazer: Mills Uniforms navy blue or other blazer very similar in color and fabric
- Sweater: Mills Uniforms navy cardigan button front or navy pullover V-neck, long-sleeve; or soft crew neck pullover sweater, may be worn to assemblies in place of blazer. An oxford shirt and tie must accompany the sweater.
- Tie and oxford button-down shirt: must be worn when the blazer is required; student may wear a tie of choice as long as it is conservative and appropriate

Upper School Girls

Daily uniform items:

- Skirt or pants: Mills Uniforms blue plaid skirt with sewn down pleats (no more than **4 inches** above the knee); skirt must have a clean and neat hem. Mills Uniforms gray pants are allowed. Gray pants will be required for girls who continually wear skirts that are too short. A belt (brown, black, blue, or khaki with a regular buckle) must be worn with pants.
- Shirt: long or short-sleeved oxford button-down in solid blue or white, tucked in at all times; a box-cut polo-style shirt in navy blue, white, black, or royal blue. Approved Shelton team or activity polo in royal blue, navy blue, or white.
- Socks, hose, or leggings: crew socks/knee socks or opaque hose (solid color navy, black, or white) must be worn at all times. Leggings must be black and ankle-length and worn with

crew socks. No sweatpants will be allowed under the skirt. However, uniform color ankle-length leggings or tights may be worn.

Assemblies Special Occasions, School Photos

- Blazer: Mills Uniforms navy blue or other blazer very similar in color and fabric
- Sweater: Mills Uniforms navy cardigan button front or navy pullover V-neck, long-sleeve; or soft crew neck pullover sweater, may be worn to assemblies in place of blazer.

Monday Shirts

- Students are allowed to wear the **specially designated t-shirt** of the year on Monday. This shirt may be purchased in The Charger Corral. Should a student choose not to purchase the specifically designed Monday t-shirt, the student must be in regular uniform.

Friday Shirt Options

- Shelton activity t-shirts in good condition may be worn on Fridays only.

Footwear

Students may choose to wear loafers or lace-up shoes in brown or black non-suede leather, or black or white closed-toed athletic shoes. Shoes must not look like moccasins or house shoes. Open-toed shoes, open-back shoes, sandals, and boots are not allowed.

Outerwear

During cold weather, students may wear to class the Shelton athletic jacket, a Shelton sweatshirt, hoodie, or fleece from the Charger Corral, the navy Mills Uniforms blazer, or navy v-neck pullover. No other outerwear will be permitted as part of the Shelton School uniform. Students are not permitted to cover their head with a hood or a hat while in the building. Students may find the classroom temperatures to be cool. Only Shelton sweatshirts 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.
- Hats may not be worn in the school building. Hoods may not be over a student's head in the 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)
- T-shirt (Shelton, college, or sports team)
- Athletic shoes

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.
- For boys: Dress according to event guidelines (coat, tie, button-up shirt, etc.)

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

Medical Exceptions

When a student is unable to wear the complete uniform the student must bring a note from the doctor before or on the first day that the exception is needed. The note must list specific dates and the necessary exceptions for open toe or different shoes, etc. The school nurse will issue the exemption pass that must be carried around with the student at all times.

ACADEMICS

The Shelton Upper School is accredited by the Independent Schools Association of the Southwest and a member of the Southern Association of Independent Schools, and, as such, must follow the prescribed course requirements and curriculum of all accredited high school programs.

Grading Periods

- 1st Quarter August 18 – October 14
- 2nd Quarter October 17 – January 13
- 3rd Quarter January 17 – March 24
- 4th Quarter March 27 – May 24

Grades/Report Cards

Report cards are emailed to students and parents at the end of each quarter. Students and parents may check grades regularly by using the FACTS system. In addition, students and parents will receive weekly grade reports generated and emailed by the FACTS system.

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

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

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

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

All grades on report cards are numeric. The Shelton Upper School 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, each student will have a cumulative numerical grade average.

- This will be determined by averaging all numeric grades earned in the Upper School.
- Grades earned in physical education classes/athletics are not calculated in the cumulative grade average.
 1. Grades for credit courses taken prior to the completion of 8th grade do not count in the grade average.
 2. Grades for credit courses taken in the summer or online will count in a student's cumulative grade average.
 3. Grades earned in Athletics, PE, and Foundation of Fitness are not calculated in the grade average and these classes 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.
- If a student is in a modified course, the numeric grade will be weighted by a decrease of five points.
- A weighted grade is never reflected on a grade report, report card, or transcript. The weighted numeric grade is calculated in the **cumulative** grade average, which appears on the transcript.

Numeric Grade	Point value for modified course	Point value for honors course
95	90	100
88	83	93
77	72	82

Note: For purposes of weighted grades, modified course designations indicate a significant alteration and/or modification to the curriculum. Accommodations such as spelling, untimed testing, readers, scribes, etc., are considered accommodations available to all students, not modifications to the curriculum.

Failing Grades

- Students may be required to repeat a course in which they receive a failing semester grade or “no credit” due to excessive absences.
- Both grades, the original failing grade and the new grade, will appear on the transcript; however, only the original numerical grade will be calculated into the cumulative grade average.
- It is required that a failing grade in English, Social Studies, Math, Science or World Language class be made up the following summer at an approved institution.

- An official transcript from the approved institution must document the completed credit before the start of the following academic year.
- Should a student fail more than one class for the semester, a family conference will be required.
- The student's contract for the following year may include required conditions for continued enrollment.
- If the student does not show improvements, a contract may not be issued. The school may also recommend that a student withdraw from Shelton School.

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, On-line and other Courses for Credit

- Students will receive credit for all summer classes (including online classes) taken at Shelton Upper School or other institutions, and the grades earned will be calculated into the cumulative grade average.
 - Any course taken for credit online or at another institution must receive approval by the Upper School Administration prior to enrollment in the course. Otherwise, credit may not be issued.
1. Any credit course passed prior to the completion of 8th grade will be counted as high school credit but will not be calculated into the student's cumulative grade average.
 2. Students may earn up to two credits through online classes and must obtain prior approval.
 3. Shelton Upper School students must receive prior approval from the Upper School for college credit earned while in high school.

Class Rank

Shelton does not report class rank for our students, however, an internal class rank is kept for college admission purposes. Shelton will provide the cumulative numeric grade average, based

on a 100-point scale. Shelton does not convert numeric grade averages to a 4.0 scale or to any other scale.

Valedictorian and Salutatorian

The valedictorian is the senior with the highest-grade average. The salutatorian is the senior with the second-highest grade average, based on the first seven semesters of high school. Only students who have followed the recommended graduation plan and have been enrolled at Shelton since the spring semester of their sophomore year or before are eligible for these academic honors.

CUSTODY ISSUES

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

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. Click [HERE](#).

Transcripts and Letters of Recommendation

Please contact the College Advisor if you need transcripts or other records sent to a university or college. For transcripts to be sent to another high school, contact the Upper School Registrar. All letters of recommendation and evaluation forms for college entrance are coordinated through the College Advisor. All requests should be made via Scoir. Please allow the teachers/staff 10 working days for completion.

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 graduates must be enrolled at Shelton during their final semester in order to receive a Shelton diploma.

ACADEMIC INTEGRITY

All Shelton Upper School students are expected to adhere to the following Academic Honor Code:

**We, as Shelton Chargers, pride ourselves on academic integrity.
We hold ourselves to the academic honesty standards set out in the student handbook.
I acknowledge that in order to promote an environment of integrity
I will neither cheat on nor plagiarize any coursework,
nor will I enable others to cheat on or plagiarize their work.**

Academic dishonesty includes but is not limited to the following:

- Providing or copying homework
- Providing or receiving information during quizzes or tests
- Providing or using unauthorized materials during quizzes or tests
- Plagiarism, which is using the words or ideas of another person as one's own without giving credit
- Inappropriate use of technology to assist in academic dishonesty

Consequences could include any or a combination of the following:

- Receiving a zero for the work in question
- Disciplinary consequences will be issued at the discretion of the administration

HOMEWORK

Homework is assigned as needed to reinforce concepts presented in the classroom. Upper School students can expect to have homework most evenings. The following procedures, recommendations, and guidelines are designed to help students be successful with homework.

1. Teachers are available to help students from 8:05-8:30 each morning, during advisory, and from 4:10-4:30 each afternoon, except when teacher meetings are scheduled.
2. Every Upper School teacher provides their contact information to the students at the beginning of the year. Should additional assistance be needed, the student should contact the teacher for further clarification or explanation.
3. A student will receive a zero for homework that is not completed by the beginning of class on the due date. The teacher will record a 0 in the grade book. The student will be given a one-day extension to complete the work with 30 points deducted. Teachers may adjust this policy due to individual circumstances.
4. Students who fail to complete required work may be assigned a Saturday School. Students must be in full uniform and attend from 9:00am to noon.

5. When there are extenuating circumstances that prevent a student from completing homework, the parents/students should notify the teacher or advisor as soon as possible.
6. If a student continues to have difficulty completing work, attending tutorials, before or after school, may become mandatory. If one-on-one tutorial assistance becomes necessary, an outside referral will be made to the family.
7. If the above steps are followed but homework continues to be turned in late or incomplete, a conference will be held with the Upper School staff, student, and parents to develop a plan for the student's successful resolution of homework difficulties.

TESTS

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 13-16. Second semester exams will be May 19, and 22-24. Exams may not be taken prior to scheduled exam times.

Senior Spring Exam Exemption

Seniors will be exempt from May exams in classes where they have a 2nd semester average of 85 or higher and no more than five absences 2nd semester. These students will not be required to attend school during the exam review and that exam period. Seniors must have fulfilled community service requirements by the due date to be exempt.

ORGANIZATIONAL SYSTEM

Students are required to use the Shelton organizational system, including the laptop computer 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.

COMMUNITY SERVICE

The Shelton Upper School requires all students to perform community service. Our goal is to help students develop a habit of volunteering and to assist them in finding the most meaningful service opportunities possible. The guidelines for the service requirement are as follows:

1. Freshmen and sophomore students must perform a minimum of 10 hours of community service each academic year. Junior and senior students must perform a minimum of 20 hours of community service each academic year. Taking semester exams, senior exemption from exams, continued enrollment, and graduation are dependent upon completion of the community service requirements.
2. Service done during the summer break prior to the academic year will count for that year.

3. Any service done to benefit a member of the student's own family, a relative, or a for-profit business will not meet the service requirement.
4. Students may not miss school hours to do community service without prior approval from Upper School administration.
5. Students who wish to volunteer to do something that is not through a social service agency or non-profit organization must contact the Community Service Coordinator for prior approval. This must be done prior to volunteering in order to ensure that the hours will count. Please plan ahead and allow several days for this approval.
6. Students must completely fill out a "Service Hours Documentation Form" for each service activity and submit it to the Coordinator. If the same activity is done on more than one day, only one form needs to be submitted listing all dates and the total number of hours. (Forms are available in a downloadable format on Shelton's website.)
7. **Documentation for community service for the 2022-23 school year is due by the end of the day on Monday, April 17, 2023.**
8. Any student who does not complete community service hours by the due date will not be allowed to take exams until service hours are completed. Arrangements for completing hours after the deadline are to be made in person with the Community Service Coordinator.
9. Recognition will be given at the annual awards program in May to all students who volunteered 50 or more hours during the school year and submitted documentation on time. Students are encouraged to submit documentation for ALL qualifying service hours.

EXTRA-CURRICULAR ACTIVITIES

We encourage our students to become involved in extracurricular activities. However, students must maintain eligibility in order to participate.

1. Students may not participate in extracurricular activities if they have not been in school a minimum of four consecutive class periods that day, with the exception of religious holidays.
2. Shelton has a no pass-no play policy. A student becomes ineligible if he/she earns a failing grade in any course on their report card.
3. When a student becomes ineligible at the end of any grading period, the student is ineligible for 21 calendar days. After the 21 calendar days, the student becomes eligible if he/she has 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.

SENIOR PRIVILEGES

1. **Priority parking spaces** – Seniors will be assigned priority parking spaces.
2. **Late Arrival/Early Dismissal** - Seniors may be eligible for late arrival or early dismissal. To qualify for this privilege, the following guidelines must be met:
 - The student must have a 1st or 8th period study hall.
 - Parents must approve the privilege in writing on provided documentation.
 - The student must not have disciplinary, homework, or attendance issues. The student may lose the privilege if not meeting academic, behavioral, and attendance expectations.
3. **Off-Campus lunch** – Seniors who meet all academic and behavioral expectations may be eligible to eat lunch off-campus during lunch and Advisory periods. Specific information and agreements will be provided to seniors and their parents at the beginning of the school year.
4. **Uniform Privileges** – Seniors may wear t-shirts or sweatshirts of any college on Fridays.

5. **Exam Exemptions** – Seniors who have a second semester average of 85 or higher in a class, an acceptable behavior record, and no more than 5 second semester absences will be exempt from the May final exam in that class. In addition, seniors will not be required to attend the exam review sessions for any class in which the student is exempt from taking the exam.

VISITORS AND VOLUNTEERS

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

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

Distribution of Materials

Students may not distribute/post any materials at school without the permission of the Upper School Head. This includes party invitations.

Teacher Gifts

The Parents' Association has established the Shelton's Staff Holiday Gift Fund (Holiday Happiness), which is a voluntary fund, to show appreciation to all teachers and staff with a cash gift at the holiday season. Holiday Happiness is intended to simplify gift-giving. The spirit of this concept is that a cash gift will be in lieu of a holiday party and/or small, individual gifts to teachers and staff. It is any parent's choice whether or not to participate. Books may be donated to the library in honor of a special teacher or staff member.

INCLEMENT WEATHER & SECURITY AND EMERGENCY ACTION PLAN

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

School Closure

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

US SHELTON LIBRARY

The Library Media Center functions as the information center of the Upper and Middle Schools. The library is open from 8:15am - 4:30pm Monday through Friday, throughout the school year. During the regular school year, library books and audio CD's may be checked out for 3 weeks; DVD's are checked out for 1 week. Fines will be assessed for overdue books and digital materials. At the end of each semester, students with overdue materials or outstanding fines will not be allowed to take exams until the account is reconciled.

The library can also provide students and parents access to information about learning differences and other materials related to understanding the needs of individuals with learning differences and their families.

Students may visit the Library with a specific class, the librarian may visit classrooms to introduce specific electronic resources for a research project. They are taught skills of information technology—how to find, evaluate, and use information effectively and efficiently. We prepare the students with Research and Documentation skills for their college career. Issues of plagiarism, ethical use of resources, and time management in the Research process are stressed. Students may visit the library individually, before or after school, to consult with the librarian on research questions and assignments.

Library items must be returned before additional materials may be checked out. Lost books will incur a fine equal to the cost of the item at purchase. A student who has any overdue material at the end of the semester will not be allowed to take exams until all materials are returned or paid for.

Library Services include:

- **Shelton Library Webpage Electronic** resources are available on campus and also remotely with username and passwords available from the library. The password cards are distributed to students at the beginning of each school year, and are available upon request from the library. Visit the library home page at: www.shelton.org to view what is available. Our online databases are numerous and are chosen to reflect the diverse student body at Shelton. As all US students have a laptop, use of these online databases and electronic material is essential.
- **The Shelton Library Catalog *FOLLETT DESTINY*** is also available on the Library's home page and can be accessed off-campus.

Library Resources for Parents

See what the SHELTON LIBRARY provides for students and the numerous resources for parents. Click [HERE](#).

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 10,000 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.

Staff

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

Purpose

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

The Shelton Evaluation Center sees clients with the following suspected learning disabilities 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
- Pre-Schoolers At-Risk for Learning Disorders

SHELTON SPEECH, LANGUAGE & HEARING CENTER

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
Administrative Assistant: Stephanie Weatherford

SERVICES:

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

CONTACT:

For inquiries regarding therapy fees or to schedule an appointment, please contact:

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

or

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

THE JUNE SHELTON LIBRARY MEDIA CENTERS

Parent Library Handbook

2022-2023



Special Library Events

SHELTON LIBRARIES OPEN: Thursday, August 18, 2022

SHELTON BOOK FAIR: Tuesday, October 11 through Thursday, October 20, 2022

NATIONAL LIBRARY WEEK: April 23-29, 2023 (School-wide)

SHELTON LIBRARIES CLOSE for Inventory: May 15-24, 2023

(All dates subject to change)

Who we are...

The Lower, Upper Elementary, Middle, and Upper School divisions each have a full-time librarian, MLS accredited. As active professionals, we regularly attend, contribute, and participate in local, statewide, and national library organizations.

Library Director and Upper School Librarian: **Kelli Yonker, x2255**

Middle School Librarian: **Deanna Wallace, x2254**

Upper Elementary Librarian: **Marissa Montgomery x2478**

Lower School Librarian: **Mary Drexler, x2477**

Library Assistant: **Hali Garner**

When we are here...

Elementary School Library (Early Childhood – Fifth Grade)

8:00 AM – 4:00 PM Monday – Thursday

8:00 AM – 3:00 PM Friday

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

8:00 AM – 4:00 PM Monday – Thursday

8:00 AM – 3:00 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 (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 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 and click on either Middle and Upper Schools or Lower and Upper Elementary Schools ***Subscription Databases***. Students in grades six through twelve have a school laptop, and the use of online databases and electronic materials. Through the library website there is also an Upper Elementary Library webpage, serving third through fifth grade students with electronic learning activities and e-books.
- As many of our students have reading skills improved through visual and listening modalities, our media collection includes video recordings, DVDs, e-books, audio books, and *Playaways*.
- A **Professional Collection** in the Secondary library offers books, DVDs and videos, professional journals, and instructional materials for Shelton's faculty, parent, and professional communities.

How we use all these resources...

- **Electronic Resources** are directly accessible on-campus or remotely with username and passwords, from the Shelton Library Home Page www.shelton.org/library. Password directories are available in the library.
- **General Material Collection** Primary students check out two books for one week. Elementary students may check out two individual items (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 set schedule of class library visits. Middle and Upper School teachers personally schedule their class visits in the library's on-site library calendar.
- **Overdue Policy** *Overdue* library items must be returned before additional materials may be checked out. Students with overdue items in Middle and Upper School will not be allowed to sit for semester exams until the book is returned or the replacement value of the item is paid to the library.

Students Library Resources and Support

- We curate specific resources for 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 fifth grade students are encouraged to participate in Shelton reading programs modeled after the Texas Bluebonnet Award program. EC - 2nd grade students are encouraged to participate in Shelton's ***Trot Into Reading Program***. Students earn incentives for completing reading tasks in both programs.
- **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 activities in all divisions.
- 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.

Magazines and Newspapers 2022-23

Both elementary and secondary libraries subscribe to excellent periodicals, newspapers and magazines. All students beyond fifth grade are welcome to check out a magazine overnight or for as long as a week. Shelton's Library Homepage also offers on-line newspapers. Professional journals and magazines are available in the Secondary Library for parents and teachers.

Parent Resources

**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

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 – Heininger and Weiss (ADD Warehouse)

Learning Disabilities/Dyslexia

International Dyslexia Association - (410-296-0232) or 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
www.ldonline.com

www.SchwabLearning.org
www.learningfirst.org

Language Disorders

American Speech and Hearing Association - (800-498-2071) or www.ASHS.org

Stuttering Foundation - (800-992-9392) or www.stutterSFA.org

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

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

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

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

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

Related Disorders

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

*NLD: www.NLDA.org

www.nldline.com

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)

Future Horizons (www.futurehorizons.com)

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

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

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

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

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

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

Miscellaneous:

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

Teaching The Tiger – Dornbush and Pruitt (Hope Press)

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

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

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

Self-Esteem

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

The Self Esteem Teacher - Brooks (Treehaus)

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

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

Social Skills

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

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

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

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

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

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

The Friendship Factor – Rubin (Penguin Books)

**Jarvis Clutch: Social Spy* - Levine

Gifted /LD/ADHD Children

The Pretenders - Guyer (High Tide Press)

Smart Children with School Problems - Vail (Plume Books)

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

Depression/ Emotional Issues

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

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

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

The Explosive Child – Greene (Harper Collins)

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

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

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

The Optimistic Child - Seligman (Houghton and Mifflin)

Parenting Issues

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

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

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

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

Divorce Issues

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

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

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

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

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

Sibling Issues

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

Legal Issues

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

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

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

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

www.wrightslaw.com

www.advocacy-inc.org

www.copaa.net

The Shelton Evaluation Center

972-774-1772 ext. 2243

Reference List

*** - Denotes Contained in Shelton's Library Collection**

US SHELTON LIBRARY

The Library Media Center functions as the information center of the Upper and Middle Schools. The library is open from 8:15am - 4:30pm Monday through Friday, throughout the school year. During the regular school year, library books and audio CD's may be checked out for 3 weeks; DVD's are checked out for 1 week. Fines will be assessed for overdue books and digital materials. At the end of each semester, students with overdue materials or outstanding fines will not be allowed to take exams until the account is reconciled.

The library can also provide students and parents access to information about learning differences and other materials related to understanding the needs of individuals with learning differences and their families.

Students may visit the Library with a specific class, the librarian may visit classrooms to introduce specific electronic resources for a research project. They are taught skills of information technology—how to find, evaluate, and use information effectively and efficiently. We prepare the students with Research and Documentation skills for their college career. Issues of plagiarism, ethical use of resources, and time management in the Research process are stressed. Students may visit the library individually, before or after school, to consult with the librarian on research questions and assignments.

Library items must be returned before additional materials may be checked out. Lost books will incur a fine equal to the cost of the item at purchase. A student who has any overdue material at the end of the semester will not be allowed to take exams until all materials are returned or paid for.

Library Services include:

- **Shelton Library Webpage Electronic** resources are available on campus and also remotely with username and passwords available from the library. The password cards are distributed to students at the beginning of each school year, and are available upon request from the library. Visit the library home page at: www.shelton.org to view what is available. Our online databases are numerous and are chosen to reflect the diverse student body at Shelton. As all US students have a laptop, use of these online databases and electronic material is essential.
- **The Shelton Library Catalog FOLLETT DESTINY** is also available on the Library's home page and can be accessed off-campus.

Library Resources for Parents

See what the SHELTON LIBRARY provides for students and the numerous resources for parents. Click [HERE](#).

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Shelton Acceptable Use Policy for Technology 2022-2023

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

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

I. Purpose of Computer System and Network

- A. I will use the Shelton network, internet service, computers, and other technology provided by Shelton for educational purposes.**

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

- B. I understand that the Shelton network, internet service, computers, and other technology have not been established as a public access service or a public forum.**

I further understand that Shelton has the right to place reasonable restrictions on the material I access or post through the system. I will follow the rules set forth in Shelton School Policies and the laws of the federal, state, and local governments.

- C. I will not install software on any Shelton computer system or other technology without express authorization from the Executive Director and the Technology Department.**

I understand that software installation is strictly prohibited by anyone other than the Technology Department staff. This ensures Shelton’s compliance with software licensing laws and security and compatibility within Shelton’s computer systems.

- D. I will not use the Shelton network, internet service, computers, or other technology to transmit, distribute, download, or store any material in violation of Shelton School Policies, or any applicable law or regulation.**

This includes, without limitation, material (such as music, video, photography, artwork, text, etc.) protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, as well as material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

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

- F. I understand that damages caused by inappropriate handling of any computer or any other technology device are my responsibility.**

For non-warranty damages (whether intentional or accidental) the following consequences may be applied:

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

- G. I will not use the Shelton network, internet service, computers, or other technology for commercial activities.**

This includes, but is not limited to advertising or selling products or services through Shelton network resources without express authorization of the Executive Director.

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

- A. I am responsible for all accounts provided by Shelton and will take all reasonable precautions to prevent others from accessing these accounts.
Under no conditions will I provide my password to another person. It is my responsibility to log out of my accounts whenever I am not in direct control of my computer or other device.
- B. I will not attempt to gain unauthorized access to Shelton network, internet service, computers, or other technology, or use these items to attempt to gain unauthorized access to any other computer system or network.
This includes attempting to log in through a personal (i.e. non-Shelton) account, attempting to login through another person's account, or attempting to access another person's files.
- C. I will not make deliberate attempts to disrupt the Shelton network, internet service, computers and other technology, or to destroy data.
- D. I will immediately notify a member of the Technology Department if I have identified a possible security issue. If I deliberately attempt to breach security, that action will be construed as unauthorized access.
- E. I will limit the amount of data stored anywhere on the Shelton network, cloud storage, computers, and other technology to currently needed materials.
Various removable media are available for the purpose of transporting and storing data. You are responsible for providing this media. Storage will be especially limited for music and video due to the amount of space these types of data require.
- F. I will not connect any personal computing devices to the Shelton network, internet service, computers, and other technology without the express permission of the Technology Department.

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

- A. I agree that I will be the sole user of the computer and other devices assigned to me. Shelton provides the computer and other devices for staff and student use only.
Friends and family members are prohibited from using the equipment.
- B. I agree that I am responsible for internet service at home.
Basic networking settings have been provided on all Shelton computers, which should work with most internet service providers. If further settings are required, the staff member or student's family is responsible for providing that information to the Technology Department.
- C. Internet content filtering technologies are used by Shelton for on and off campus internet access; however, it is important to note that no content filter is 100% effective.
The internet content filtering system used by Shelton makes the best effort to block inappropriate material. Because technology changes constantly and thousands of new websites go online daily, it is difficult (if not impossible) to consistently and effectively filter student activity. Reasonable protections are provided, but parents are advised to always be aware of their child's online activity while away from school.
- D. Content filtering technologies are used by Shelton for on and off campus YouTube access; however, it is important to note that no content filter is 100% effective.
The content filtering system used by Shelton makes the best effort to block inappropriate material found on YouTube. As new content is uploaded to YouTube daily, it is difficult (if not impossible) to consistently and effectively block inappropriate YouTube videos and/or YouTube channels. Reasonable protections are provided, but parents are advised to always be aware of their child's online activity while away from school.

IV. Ownership and Review of Electronic Materials

- A. I agree that all electronic materials stored on Shelton's network, cloud, or managed hosted services, computers, and other devices are the sole property of Shelton.
This includes email, documents, and any other media that are accessed, created, or stored on Shelton computers or within the Shelton computer system.
- B. I agree that all electronic materials are subject to review at any time by the Shelton Administration or Technology Department.
This includes materials contained in the Shelton computer system or on personal electronic devices, including but not limited to laptops, tablets, cell phones or removable media, etc.
- C. I understand that routine maintenance and monitoring of the Shelton network, internet service, hosted services, computers, and other technology may lead to discovery that I am in violation of these policies or the law.
- D. I understand that an individual search will be conducted if there is reasonable suspicion that I have violated these policies or the law.
- E. I understand that parents/guardians have the right to view their student's computer materials at any time.

V. Internet

- A. I will not use any technology device to gain access to any inappropriate materials.
This includes material that is profane, obscene, pornographic, or that advocates illegal acts, violence, or discrimination (hate literature). Also included are any materials prohibited by the Shelton School Policies. This applies to Shelton-owned technology devices whether on campus or off, and to personal devices while on campus or under school supervision (such as field trips, sports events, etc).
- B. I understand that Shelton does not have control over information found on the internet.
Shelton will make the best effort to block access to inappropriate material while the student is connected to the internet at school and while using school-owned devices off site. It is possible that inappropriate material may occasionally be accessed. Parents are advised to supervise the information that their student accesses from the internet (including email and chat) while away from the school.
- C. If I mistakenly access any inappropriate materials, it is my responsibility to immediately notify a member of the Technology Department.
This will protect me against a claim that I have intentionally violated this policy.
- D. As a student, I will not reveal any personal information or the information of any other person to "register" on any web site or for any other purpose.
This includes, but is not limited to name, address, phone number, school, email address, etc. Exceptions include school-approved hosted services that will be used for academic purposes and under the supervision of a staff member.
- E. Email, Communication, and Social Media
 - 1. I will check my email regularly.
It is used to send important information and I am responsible for that information.
 - 2. I will not use another person's email account.
 - 3. I understand that broadcast email to the entire staff or student body is prohibited unless approved through the Office of the Director of Public Relations, the Head of School, or the Executive Director.
 - 4. I understand that departmental broadcast email is exclusively for departmental business.

5. **I will not post chain letters, send unnecessary messages, or messages that contain inappropriate language or topics.**
This includes, but is not limited to abusive, obscene, profane, inflammatory, or threatening language, or messages that advocate illegal acts, violence, or discrimination. It is my responsibility to immediately notify a member of the Technology Department if I receive messages that contain any of these items.
6. **I understand that my Shelton email account is property of Shelton and is not private. (See Ownership, Section IV.)**
7. **I understand that student email accounts are for communicating with staff members, and may be used to communicate with other students if instructed to do so by a staff member. Student email accounts are not for personal communication with anyone outside Shelton unless specific permission is given.**
8. **I understand that student access to private web-based email accounts, chat services, and social networking sites of any kind is prohibited.**
This includes, but is not limited to sites such as Gmail, iCloud, Facebook, Twitter, Instagram, and Snapchat.
9. **Shelton students and staff members shall not communicate, post or contribute any content to any social networking sites or other internet sites that reflect negatively on themselves, classmates, staff members, any other persons, or Shelton School. This policy includes communication on computers, phones, any electronic devices, etc.**

VI. Hardware/Software Responsibilities

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

- A. **I will treat all computer equipment with care and respect.**
Computer equipment should be kept clean and free of marks at all times. Laptops and other portable equipment should never be left in a car, even if the car is locked. Heavy objects such as books, musical instruments, sports equipment, etc. should never be placed on top of any computer equipment.
- B. **It is my responsibility to keep my computer safe and secure at all times.**
- C. **I will retain a complete inventory of items that belong with my computer at all times.**
A list of hardware for laptops will be provided at checkout. There will be a check-in procedure at the end of the year. Any missing or damaged items will be billed to the user.
- D. **I understand that if I am assigned a laptop or other portable device that it should be charged each night.**
- E. **It is my responsibility to report any technical issues to the Shelton tech support staff in a timely manner.**
The Technology Department is unable to resolve problems if they have not been informed.
- F. **I understand that requests for technical support must be reported through email to <tekhelp@shelton.org>. If I am assigned a laptop, it must be delivered to the Tekhelp Office (Room 713) for repair. I will include an accurate and complete description of the problem.**
The Technology Department is unable to resolve problems if they do not know what is wrong.

- G. **I understand that only the authorized user should request or deliver a computer for technical support.**
Staff members are responsible for requesting support or delivering their computer to Tekhelp and may not request support through a student or send their laptop to the Tekhelp Office with a student.
- H. **I understand that I am NOT authorized to attempt hardware repairs or contract with any other individual or business for hardware repairs.**
Hardware repairs may only be made by Shelton's Technology Department and authorized service providers. Non-authorized attempts may result in voiding the warranty on the product.
- I. **I understand that I am NOT authorized to install software or hardware on any Shelton system.**
Due to copyright laws and licensing agreements, only software licensed to the Shelton School may be installed on any school-owned technology. Violations can result in fines and/or litigation against the school. The Technology Department will assist in installing software licensed to an individual.
- J. **Additional policies and responsibilities related to the 1:1 Technology Program for 5th through 12th grade students are contained in the *Shelton MacBook Guidelines for Students*.**
5th through 12th Grade Students and their parents/guardians are required to review those guidelines and acknowledge the loan agreement every year as part of the enrollment/re-enrollment process.

VII. Recording/Photography/Video

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

SAGE Dining Services®

SAGE Dining Services® is excited to partner with Shelton School again this year. We take pride in the food we offer, and hope you are pleased by how much your student enjoys his or her lunch every day.

SAGE believes all foods fit on your plate when you practice variety, balance, and moderation. The SAGE Spotlight Program® makes this easy! We assign color-coded dots to menu items to guide your decisions. Our program encourages a healthy relationship with food that is both fun and nutritious. The green, red and yellow dots indicate how much and how often certain foods should appear on a plate.

Green spotlight foods are the foundation of your plate and should occupy **at least ½ your plate**. Simply prepared fruits, vegetables, whole grains, lean proteins, and non-fat dairy are common green dot foods.

Yellow spotlight foods are prepared with moderate amounts of added sugar, fat, and/or salt, yet add a mix of nutrients and flavors to your plate. Include not more than **¼ to ½ of your plate** with yellow dot foods each day.

Red spotlight foods can also provide valuable nutrients, but also contain some you want to moderate. Red dot foods like apple pie, hamburgers, ice cream and pizza have a place on your plate. Enjoy red dot foods in small portions, less frequently, or not more than **¼ of your plate**.

SAGE's registered dietitians evaluate and update the program on an ongoing basis. As part of the SAGE Signature Service®, they analyze recipes and review menus for balance, completeness, and accuracy. SAGE understands the importance of accommodating students with food allergies and other dietary restrictions. As partners in your child's health and nutrition, we encourage families to work with SAGE's Food Service Director to discuss menus and learn about making wise choices.

For more on SAGE Dining Services® go to SAGEDining.com.

What is included in the lunch program?

The daily lunch menu will include healthy, made from scratch entrees accompanied by side dishes and fresh vegetables every day. In addition, the menu will include freshly made soup, salads and sandwiches. **The cost of the program is included in your tuition.**

FOR SENIORS:

Seniors are permitted to leave campus for lunch; therefore, the lunch plan is optional for Seniors. A reduction in tuition will be made if a Senior student elects not to participate in the lunch program, but a daily fee is charged if lunch is eaten.

**PLEASE SIGN THE SHELTON SCHOOL POLICIES & PARENT PARTNERSHIP ACKNOWLEDGMENT
(2022-23 PARENT HANDBOOK)**

IMPORTANT - Shelton parents (1 per household) must e-sign and submit the Shelton School Policies and Shelton Parent Partnership Acknowledgment **no later than Friday, September 30, 2022**. Please click [HERE](#) to view all information.

Middle School and Upper School students are additionally required to e-sign this document with you to acknowledge their understanding of the 2022-23 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.

[LOWER SCHOOL \(EC-2nd\) ACKNOWLEDGMENT](#)

[UPPER ELEMENTARY \(3rd-5th\) ACKNOWLEDGMENT](#)

[MIDDLE SCHOOL \(6th-8th\) ACKNOWLEDGMENT](#)

[UPPER SCHOOL \(9th-12th\) ACKNOWLEDGMENT](#)

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