

Shelton Elementary School Student/Family Handbook 2023-2024

Shelton Elementary
420 Crawford Street
Golden, CO 80401
(303) 982-5686

Attendance Line
(303) 982-5700

Website
<https://shelton.jeffcopublicschools.org/>

Our Mission is:

*To equip and inspire students to be active and engaged citizens
in a diverse and changing world.*

The Vision of our School Community is to:

- *Foster a diverse, safe, and welcoming community and learning environment.*
- *Engage students in a rigorous academic environment that meets their individual needs and interests.*
- *Nurture the joy of learning.*
- *Instill critical thinking skills.*
- *Promote strong relationships among parents, teachers, and students.*



Dear Shelton Families,

Welcome to Shelton Elementary School for the 2023-24 school year.

Shelton is an amazing place to work and learn. As a staff, we take our school mission and vision very seriously. Our teachers work to equip and inspire our students to be active and engaged citizens. We know how important it is for students to learn skills for the 21st Century – collaboration, critical thinking, communication and creativity and . We take collective ownership for all of our students' learning and know it takes a team . . . Team Shelton!

Shelton is a place where we make sure every student thrives socially, emotionally and academically. And, it's a place where your child is welcomed, safe and loved.

I look forward to collaborating with you and our staff to create extraordinary student experiences grounded in instructional excellence. I am humbled to be a part of this community and look forward to our time together for years to come.

This handbook was prepared to help keep you informed about the policies and operating procedures at Shelton. These policies and operating procedures reflect the essence of our campus mission statement.

***Sincerely,
Tracy Krug
Proudly serving as Principal***



ATTENDANCE LINE

303-982-5700

Call by 7:25 AM the morning your child is absent.

SCHOOL HOURS

Preschool	8:00AM - 2:30PM
Kindergarten – 5th Grade	7:45 AM - 2:35 PM

AFTER SCHOOL ALTERNATIVE PLANS

If your child has different after school plans than normal, please send a note to school to give to the teacher and front office as a safety precaution. If your child plans to ride a bus home with a friend, **a note is mandatory** and notice must be given to the teacher and the bus driver. Making last minute changes to your child's normal route home can compromise the safety of your child as the school has limited time to give adequate notice. Requests for changes made after 2:10 PM may not be honored, depending on how busy the front office is during this time. **Please help us keep our students safe by giving advance notice if there is a change in after school plans.**

AFTER SCHOOL ENRICHMENT PROGRAM

The After School Enrichment Program offers several courses throughout the school year for Shelton students. Sessions run in six-week increments from September to November and from January to April. The courses are offered directly after school in Shelton classrooms. The After School Enrichment Program is designed to provide **all** students the opportunity to enhance and enrich their education with an emphasis on FUN. Courses are taught by experienced, licensed instructors. Jason Taylor, Special Ed Para, is in charge of our ASE program. jason.taylor@jeffco.k12.co.us.

Note: If students are NOT picked up at class dismissal, parents will be charged a late fee of \$5.00/ every 10 minutes paid to the Instructor.

****Payment is made directly to the vendors, not to Shelton Elementary School.**

ATTENDANCE

Improving school attendance has been a goal of our school improvement plan. Regular, daily attendance is a critical component in the educational process. All students are expected to attend school everyday of the established school calendar as approved by the Board of Education and in compliance with the Colorado School Attendance Law.

Attendance is the responsibility of the student, the parents/guardians and the school. The importance of regular, daily attendance, as a basis for academic achievement cannot be over-emphasized.

Absences have a negative effect upon instructional continuity, regardless of the attempt to make up work. The Board of Education believes duplication of the classroom experience can never be accomplished with after school assignments. The school cannot teach pupils who are not present. The regular contact of the pupils with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

On the morning of any absence, families will need to call the school attendance number 303-982-5700, prior to 7:40 a.m. We will compare the call-in list with the teachers' attendance reports and attempt to contact families of the children who are absent and have not called the attendance number, especially if the student has been absent several times throughout the year. **This procedure makes your emergency contact phone numbers very important. Please keep your Infinite Campus Parent Portal account updated when there are changes to your contact information.** When calling the attendance number, please give your information in the following sequence:

- 1) Date of absence
- 2) Child's name
- 3) A detailed reason for the absence
- 4) Name of person calling and phone number

Shelton's policy, which is in accordance with Jeffco's Student Conduct Code, was revised and adopted by the 07-08 CDM committee, is as follows:



Attendance Policy

- If a student is absent more than 3 consecutive days, a written note from a medical source must be submitted to the office.
- If a student has 10 or more unexcused absences, they will be referred to Student Outreach.
- Students sent home through the school health office will be counted as excused absences.
- For extended discretionary absences (3 days or more), parents must contact the principal. A **Pre-Approval Absence** form must be completed and submitted to the front office. This form can be found on our school's website. Submission of a Pre-approval form does not automatically excuse an absence. Students must meet the criteria listed on the bottom of the Pre-approval form in order for their absence to be excused.

Tardy Policy

- Our school hours are: 7:45 AM – 2:35 PM. Students are considered tardy after the tardy bell rings at 7:45 AM.
- Student tardiness to school shall only be considered unexcused if it does not fall within one of the reasons for an unexcused absence as specified in the excused absence section of the Jeffco Conduct Code.

Four or more absences or tardies = teacher contact with parent/guardian

- Seven or more absences or tardies = administrative contact with family (may be a phone call and/or letter)
- Continued pattern of absences or tardies = compulsory district letter sent home, conference with families will be scheduled to develop a remediation plan
- If development of a remediation does not correct the excessive absences or tardies, a family may be referred to Student Outreach

If a child arrives at school between 9:25 AM and 11:05 PM, they will be marked absent for the first half of the day. If a child is checked out between 11:05 PM and 12:45 PM, they will be marked absent for the second half of the day.

BICYCLES

The decision to permit a student to ride a bicycle to and from school is the responsibility of the student and his or her parents/guardians. Bicycle riding to and from school involves unavoidable dangers in traffic which the School District cannot prevent. Students are expected to comply with safety rules regarding the use of bicycles. Parents/guardians are encouraged to help children find a suitable route to and from school. **Students will walk their bicycles and scooters on the school grounds.** We appreciate families walking their bikes and scooters on school grounds as well. Racks are provided for bicycles and it is the responsibility of the student to lock and secure his/her bicycle. The School District does not assume any responsibility for the safety of students when they are not on the school grounds. The School District does not assume the responsibility to prevent any student from coming to or leaving school on a bicycle.

CAFETERIA

Appropriate behavior in the cafeteria is expected. Good table manners and courtesy to others must be practiced by all. Shelton is a PBIS (Positive Behavior Interventions and Support) school. The following expectations will be the foundation for all students in the cafeteria:

Respectful Behaviors:

- Use good manners
- Talk quietly

Responsible Behaviors:

- Raise your hand to be dismissed
- Clean up after yourself

- Use time wisely

Safe Behaviors:

- Sit appropriately
- Be calm and in control
- Eat your own food

Breakfasts and lunches are FREE for the 2023-24 school year for ALL students. If your child wants a snack or a la carte item such as milk when they bring their lunch, you can prepay through [School Cafe](#). Jeffco uses [School Cafe](#) for families to make payments, view letters, get alerts for a low balance, set up an auto pay, submit applications, see pricing and view purchases. If you don't want your child to buy the a la cart items or snacks, please don't add money to School Cafe. You can also limit your student's access to the snack cart and a la carte purchases through School Cafe.

Families must re-submit an application for [Meal Benefits Application](#) (formerly known as Free and Reduced Meals) status every school year beginning July 1 to continue receiving benefits, including potentially reducing school fees. Shelton benefits from the possibility of additional funding based on the Meal Benefits Applications. Thank you for taking the time to fill out the application as it helps families and our school.

CELL PHONES

Students may not possess an **active** cell phone during school hours. If your child has a cell phone, it must remain off and kept in the child's backpack or checked in at the front office each day. This includes when students enter the building for supervision each morning. Students found with active electronic devices in their possession may have the item picked up by a staff member and possibly sent to the front office for family pick-up.

Apple Watches and/or similar devices are not allowed at school, except for the sole purpose of communicating with parents/guardians before/after school.

On CMAS testing days, students are encouraged to leave their cell phones at home. If they choose to bring their phone, they will be required to check it in at the office or leave them in their backpacks in the hallway. The Colorado Department of Education mandates that cell phones are not allowed in any testing environment.

CHECK-OUT/ CHECK-IN PROCEDURES

When checking-out children during school hours, **parents/guardians must come to the front door and sign out their children.** This is a safety precaution. ***Our front office becomes very busy at the end of each school day. Please understand that the office may be unable to accommodate entry into the building and/or dismiss students from 2:00 p.m. - 2:35 p.m.*** Please help us in maintaining this practice. **Also, when your child comes to school tardy by more than 15 minutes (8:05 AM or later), a parent/guardian must come to the office and sign-in the child.**

CLASSROOM OBSERVATIONS

Classroom observations must be arranged with the classroom teacher and principal.

CONDUCT - STUDENT

Shelton Elementary places a strong emphasis on good student conduct and citizenship behavior. Parents/guardians are required to review the school conduct code with their child(ren) and sign a contract for submission in Campus Parent Portal.

STUDENT CONFERENCES

Conferences by appointment are October 16-18, 2023 for the fall and we will have conferences by invitation by need February 13-15, 2024 for the spring. More detailed information will be mailed or sent home regarding each of these conference dates.

Other Parent-Teacher Conferences: In order for our staff to focus on instruction, monitoring, and the well-being of your child(ren), refrain from having extended informal conferences with teachers in the hallways, cafeteria, playground, or while on bus duty. This helps to avoid private and confidential conversations from being overheard by other families or students. It also allows the teacher to attend to his or her responsibilities. Instead, schedule a conference with your child's teacher to ensure that you will have their complete attention and that your conversation will be kept private. We want to be available to you and will make every effort to meet with you promptly regarding any concerns.

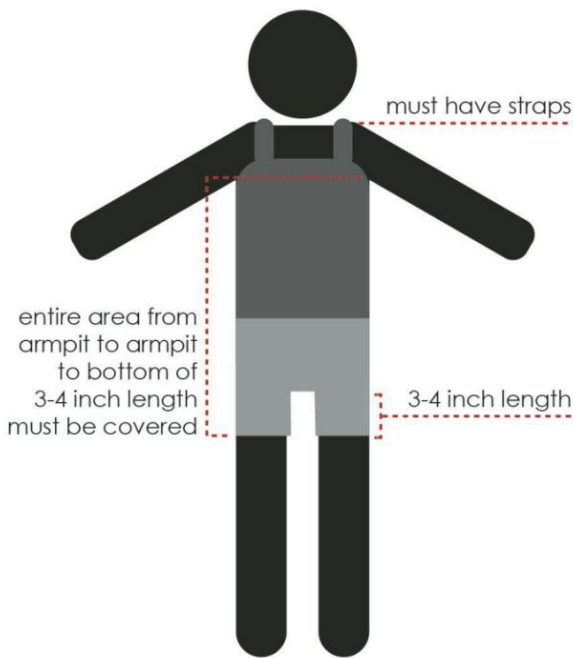
Conferences may include other staff members such as the Principal, School Social Worker, AMP teachers, or Special Education service providers. Families, students, or staff members may request that any of the above mentioned people attend the conference.

DRESS CODE

At Shelton Elementary, all students have a right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Students are also expected to uphold the core values of trust and responsibility as they pertain to the daily school learning environment. Shelton Elementary seeks to create a culture of learning where a student's personal appearance doesn't interfere with the health or safety of any student. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes, or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income, or body type/size. Specific guidelines are not intended to be inclusive, and may be periodically revised.

1. Must have straps, cover the entire area from armpit to bottom with 3-4 inch length coverage as measured from the inseam area and shown above.
2. Shoes must be worn at all times.
3. Non-allowable dress:
 - a. Bare midriffs, see-through clothing, half shirts, shirts with spaghetti straps, halter-tops, off-the-shoulder shirts, backless dresses, short shorts, "muscle shirts", pajamas and shredded/revealing clothing are not acceptable.
 - b. Sunglasses will not be worn in the building.

- c. “Wheelies” are not allowed at school. Wheelies are shoes with a rolling mechanism mounted in the heel of the shoe.
- d. Imprinted clothing that is obscene, conveys an inappropriate double meaning, promotes drugs, tobacco, alcohol or illegal activities is not permitted.
- e. Gang apparel, including but not limited to, colors, signs, graffiti, bandanas, and any other gang related items/activities will not be tolerated.
- f. Chains (including wallet chains) are not allowed.
- g. “Sagging” – pants worn below the belt/hip line. Underwear should not be seen at any time when the student is participating in normal daily activities, such as walking, sitting, or bending over.



The dress code changes periodically in order to address:

1. new fads and styles
2. other issues that represent a distraction (or potential to distract) the educational process
3. other issues that represent a safety (or potential to be a safety) concern.

Also, please help us to protect your child by insisting that adequate clothing be worn during cold weather. Remember how our Colorado climate can change so quickly. We will attempt to send all children outside for recess except for the very coldest, wettest days. A breath of fresh air does wonders for wiggles. When there is snow on the soccer field, students will be strongly encouraged to wear snow boots to play on the field.

EMERGENCY NOTIFICATIONS/Infinite Campus, Parent Portal

All parents/guardians must provide an “electronic signature” for their children. Parents/guardians need to log into [Infinite Campus](#), Parent Portal, complete all required fields, verify that the data is accurate, make any necessary changes, and click “Submit”. This needs to be done annually after June 30th.



With EnrollJeffco, you can choice enroll at a school that is not your assigned neighborhood school. We also use this system each December for current families to let us know where their student(s) will attend for the coming school year.

FEES

School fees can be paid through the Jeffco Student Fee Payment system which can be accessed through EnrollJeffco. **Families must re-submit an application for [Meal Benefits Application](#) (formerly known as Free and Reduced Meals) status every school year beginning July 1 to continue receiving benefits. Thank you for taking the time to complete this form as it helps your family and our school.**

FIELD TRIPS

Students may take class field trips this year. Field trips provide enrichment to the in-class curriculum. Parent permission slips are required of all students planning to participate in a Field Trip. Pre-paid field trips are not refundable if the child does not attend the field trip.

FLEX DAYS

This year, there will be four days in our school calendar for teachers to spend individual time with students to conduct district assessments on their academic progress. These assessments provide teachers with valuable data about your child. The data is used to plan instruction and intervention, if needed. On “Flex Days” students will attend on these days by appointment only. Please plan on your child being available for assessments.

Fall Flex Days

- ***August 25 and 28***

Spring Flex Days

- ***May 3 and 6***

HEALTH

We are concerned for the health and well-being of all our students. Our Health Room is available for those children who become ill or are injured at school. If a child runs a temperature of 100 degrees or greater, is deemed truly ill, or has an injury that appears to require medical attention; parents/guardians will be called to pick up the child. Current parent/guardian or home contact information is important for us to be able to communicate urgent and non-urgent health concerns. If your child comes to the Health Room, it is at the discretion of the Health Aide to call the families or not.

HEALTH and WELLNESS

"Empowering the Shelton Community to Make Healthy Choices"

The Health & Wellness committee is made up of families, teachers, and other Shelton staff members. The committee works on a variety of projects aimed at improving the health and wellness of students and staff at Shelton. Priority issues identified by the school community from 2015-2018 include physical activity, nutrition, and social/emotional wellness. The committee also hosts several events throughout the school year, including the Community Picnic, Walk to School Day, Bike to School Day, and Field Day. The committee aligns its work with the Centers for Disease Control and Prevention's Whole School, Whole Community, Whole Child framework: <http://www.cdc.gov/healthyyouth/wsccl/>.

The committee meets monthly and anyone is welcome to attend. Shelton also has a student health and wellness committee, called the Health Heroes, which includes one student from each class. This student group meets monthly.

SNACKS

All classrooms will have snack time during the school day. Classroom teachers and/or grade levels can set their time of when the snack will take place that fits best into their daily schedule. It will be offered at one time of the day only.

*Research clearly demonstrates that good nutrition is linked to better academic performance and behavior. To provide the best possible learning environment for children, Shelton has established a suggested list of nutritious snack ideas for your child during the school day. **Please do not send cookies, candy, fried chips, cupcakes, soda, energy drinks, or any foods of minimal nutritional value for snack time. Thank you for your cooperation!***

Recommended Snack List

- | | |
|--|--|
| ■ Fresh fruits & vegetables | ■ Low-fat Popcorn |
| ■ Dried fruit | ■ Dry cereal, no/low sugar varieties |
| ■ Whole grain crackers | ■ Veggie chips |
| ■ Baked chips | ■ 100% whole grain fruit muffins |
| ■ Pretzels | ■ Whole grain bagels with cream cheese |
| ■ Applesauce pouch | ■ Rice cakes & corn thins |
| ■ Cheese cubes, slices & string cheese | ■ 100% fruit strip |
| ■ Whole Grain Goldfish crackers | |

BIRTHDAY TREATS

In 2014, the SAC (School Accountability Committee) decided, per the Health and Wellness goal, that students' birthdays will receive a small school gift (birthday pencil, etc.). Food items will no longer be part of our student birthday celebrations. This took effect beginning January 8th of 2014. This means that families may not bring cupcakes, cookies, etc. to school and share with the class. We want students to feel special but at the same time want to maximize instructional time and adhere to our Health and Wellness goals. In addition, we will not deliver flowers or balloons to the classroom as it creates a distraction to the learning environment.

HOMEWORK

In April 2012, the Shelton staff collaboratively developed a guiding statement and set of principles on homework. The guiding statement and philosophy reflect the current research on the effectiveness of homework. Each grade level team will develop their own homework policies based on the guiding statement and principles given below. These grade level policies will be communicated to parents at our ***Back-to-School Night***.

Guiding Statement for Shelton's Homework Philosophy

Homework is one way of extending the school day and providing students with opportunities to refine and extend their knowledge. Teachers and parents can both use this powerful instructional tool.

Guiding Principles

- Homework may be assigned.
- Homework practices will be consistent by grade level.
- Homework is practice – much like an athlete practices for a game, homework can be used to prepare students for assessments and future learning.
- Reading at home is a school wide expectation for all students.
- Homework should be differentiated.
- Homework should be student-driven through personal goal setting.

Myths about Homework

- Homework teaches responsibility and discipline.
- The assignment of homework by teachers or schools is a sign of a rigorous program.
- Good teachers give homework; kids who do homework are good kids.

INCLEMENT WEATHER

We will make every possible effort to send the students outside. If the temperature is too cold or extremely wet, we will make other accommodations. The decision to keep students inside on severe weather days will be made by the principal. Please help remind students to come prepared for Colorado's ever-changing weather.

After school dismissal during inclement weather (lightning, heavy rain, etc.). As it happens sometimes, severe weather can creep up on us at the most inopportune times . . . like 2:35 p.m. In instances where student safety is concerned, students may be held in their classrooms until the weather subsides or we may go into Secure or Shelter. If we go into a Secure or Shelter, no one goes in and no one goes out. In the cases where students can exit the building (usually a few every year), YMCA students, After School Enrichment Program students, and bussers will leave on time. Walkers, bike riders and students being picked up by families will stay in their classrooms until the principal feels it is safe to release students. ***It is highly recommended,*** for everyone's safety, that families wait patiently in their cars or in the building until it is safe for everyone to leave the building. Once the call is made to release students, they will exit as normal. The parking lot will be full and it may take longer than normal for cars to move through the parking lot so, ***please be patient*** as student safety is our number one priority. **If the school is placed on Secure or Shelter due to weather conditions by the district, all those inside the building will follow those guidelines and remain until the directive is lifted.**

LIBRARY MEDIA CENTER (LMC)

The Library Media Center is an integral part of the instruction program. Students are given the opportunity to acquire skills and to use a variety of resources in learning beyond the facts presented in textbooks. Our newly created MakerSpace and Robotics are located in the library as well. Along with enjoying these learning experiences, children can find pleasure and satisfaction from the vast

array of good literature available. The LMC is open to all grade levels during school hours. Special centers and instructional programs are scheduled as needs are identified by the teachers and the students. Each student may check out a book for a one to two week period and may renew a book as needed. We don't have fines for overdue books, but fines are charged when books are damaged or lost.

LOST AND FOUND

A table and coat racks are maintained by the rear entry of the building for lost items. Smaller or high value items, which are turned in, are kept in the office. Please check periodically for belongings that your child has lost. Unclaimed items will be distributed to charitable organizations throughout the school year. As a favor to us, please check from time to time around your home and if school items are found, please return them to school.

MEDICATION

All medication must be accompanied by form 924 (available from the school and on-line [English](#) | [Russian](#) | [Spanish](#)). **Medication must be sent in the original bottle** or pharmacy container.

Prescription medication must state the doctor's name, child's name, date and directions. Children are not permitted to have in their possession **any** medication while in class. Whenever possible, parents are urged to schedule medication when children are not in school. For questions regarding this district policy, please contact the Health Aide or visit [Jeffco's Health Services](#) website.

PARKING AND STUDENT PICK UP

There is heavy traffic flow around the building at pick up. The safety of our students is essential. Please note the following procedures to help with the congestion.

Before school:

Student drop off/pick up is on either the:

- Crawford Street in front of building
- **Outer** circumference of the school parking lot. Our parking lot flows in a one-way traffic pattern during drop off and dismissal times. You may drop off and pick up in front of the school only (not by the garden area).

After school:

Students will exit various doors, depending on their grade. If siblings are meeting after school to ride the bus, walk or be picked up, it is advisable for them to establish a predetermined meeting place to avoid confusion at the end of the day. The flagpole in the front of the school is a good central meeting place.

In an effort to ensure a safe arrival and dismissal of our students, please note and adhere to the following items:

Blocking Driveways

Families, if you drop off or pick up your child on Crawford, **please do not block** the driveways of our neighbors. We've had multiple complaints over the years about families blocking driveways making it impossible for our residents to get in and out of their driveway.

One Way Traffic

Our parking for the *drop-off/pick-up* is **ONE WAY** traffic. Vehicles need to circle the outside of the parking lot when they are picking up/dropping off kids. There is only one way to exit the parking lot and that is through the closest lane to Crawford Street. The other three lanes are one-way only coming into the parking lot.

U Turns on Crawford

Although U-turns are not illegal, please exercise caution when making them from the pull out at the bus loop on Crawford Street. Many drivers are making unsafe U-turns putting the safety of our kids and our community at risk. Refrain from making a U-turn in front of the building during pick up and drop off times.

Crosswalk

PLEASE use the crosswalk to get back and forth from the parking lot to the building.

Cell Phones

Driving through busy school traffic while you are on your cell phone may compromise the safety of our students. Please wait to make your phone calls **AFTER** you are out of the school traffic.

PETS and Other Animals

To alleviate health concerns for students with allergies, there will be no furred or feathered animals as classroom pets. If parents or students want to share a pet with their classroom, this must be done with permission from the classroom teacher and **notification given to the principal**. Animals brought to school to share will not be allowed to spend the day at school. **We have therapy dogs which come to school with an opt out component to honor those with concerns for any reason.**

Classrooms may have pets with prior approval from the principal. Gerbils, hamsters, small rodents, or any other fur or feathered pet will not be allowed as a classroom pet.

Shelton is responsible for assuring the health and safety of all students, staff and Shelton families. In keeping with this objective, Shelton **will not permit anyone to bring their dogs (household pets) to school**. Animals may pose a threat of infection and may cause allergic reactions in other students, staff and families. In addition, some people may feel threatened by the presence of animals, particularly dogs. **Dogs (or any other household pet) will not be allowed on campus** during normal school hours, including drop-off and pick-up, from 7:30 AM until 2:35 PM, and including any Shelton or district sanctioned events held at Shelton. This means that parents/guardians and/or students may

not bring dogs (household pets) on to our campus. If your dog (household pet) is confined in your car, that is acceptable as we know sometimes this may happen. Please make sure they are secure in your car. If walking your dog (household pet) to school, you may walk them on the bike path, along the street, or any other public property.

PBIS (Positive Behavior Interventions and Support)

Students are taught the three “PAWS-tive” behaviors for Shelton. Incentives for respectful, responsible and safe behavior will be given to students either on a daily basis or weekly basis, depending on your child’s grade level.

In order for this program to successfully continue, community sponsorship is needed. If you are interested in being a PBIS supporter, please contact the front office. This program would not be possible without the generous donations from individuals and the PTSA.



PRESCHOOL

Shelton Elementary School is a PK-5 school, meaning we serve preschool through 5th grade students. We are lucky to have a preschool as we know early learning is important to the foundations of education.

The neighborhood model allows for a true PK-12 system, including: community, systemic instructional practices, aligned commitment to Jeffco curriculum, best practices in instruction that are aligned and responsive to all students, as well as Jeffco Unified Improvement Plan strategies. To learn more about preschool, [click](#) to view the Jeffco website. Look for Shelton and district communications including websites, social media, school messenger, email, etc. Contact the Early Learning office at 303-982-1737 for more information.

- **Preschool** 8:00am-2:30pm

PTSA (Parent-Teacher-Student Association)

The Shelton staff and community support the PTSA as an organization that serves a vital role in the education of our children. All families are encouraged to join and become participating members.

If you are interested in working with and participating in the PTSA, reach out at sheltonpts@gmail.com. The PTSA is anxious to accept any offers of help, no matter how small. For more information, please visit **Shelton's PTSA Website** – www.sheltonpts.org.

PTSA Meetings : 2:45-3:45 PM on the following dates:
8/29, 9/19, 10/10, 11/14, 12/12, 1/16, 2/?, 3/12, 4/16, 5/?

RESTORATIVE PRACTICES

Restorative Practices is a philosophical practice, not a curriculum or program. It is rooted in the belief that wrongdoing is best addressed through collectively identifying the harm done by one's actions and taking steps to repair that harm. Restorative Practices focuses on the 5R's: relationship, respect, responsibility, repair and reintegration. Restorative Practices, unlike traditional discipline models, focus on giving both victims and offenders a voice, identify motivation and impact of action, teach alternative behaviors, repair damage done, and build empathy in an authentic way.

Students and staff will engage in community building through restorative dialogue and proactive circles in the classroom setting. Students and staff will also participate in responsive circles or formal conferences if there are conflicts or harm that needs to be repaired. We are beginning the year with some new practices we will be trying out which streamline many practices which have been in place yet not documented and aligns to the district discipline matrix. (An updated matrix will be shared with families soon.) The biggest is the [6 Steps](#) which supports behavior outcomes.

Restorative Practice has been developed with one specific goal in mind; to support and facilitate the building of healthy relationships through improved communication and personal development. When individuals have positive relationships with others, there is abundant personal growth, capacity for character building and a high level of achievement in all areas of life.

Our hope is that you will join your child/children in becoming familiar with restorative practices and what it has to offer as we strive to build a stronger and more inclusive school community. [Restorative practices at home resource](#).

RETENTION POLICY

Any parent/guardian or teacher who wishes to explore the possibility of retaining a child must meet with the principal prior to any decision being made.

Both the guardian and teacher must complete the Light's Retention Scale (LRS), which is scored by our mental health staff member. A meeting will be scheduled with the guardian, teacher, principal, and mental health provider to review the results of the LRS and make a final decision about retention. School Board policy states that retention is the decision of the campus administrator, however, parents and the child's teacher are key stakeholders in this decision.

ROOM PARTIES

Three room parties are held during the year. More details to follow. Parents typically organize and run the parties. It is imperative that you coordinate with the teacher/room volunteer if you are interested in helping. Due to students with severe allergies, please refrain from bringing food to the parties that was not communicated or agreed upon with the teacher/room volunteer.

SAFE 2 TELL

Safe 2 Tell provides students, families, and teachers in all Colorado schools with an increased ability to prevent and report violence, harassment, or bullying by making anonymous calls to 1-877-542-SAFE or report online <http://safe2tell.org/>

Calls are answered 24 hrs/day, 7 days/week, and 365 days/year at the Colorado State Patrol communications center. Students are made aware of this program the first week of school. If families have questions, they are encouraged to talk with the principal.

SAC (School Accountability Committee)

The SAC is a collaborative decision making committee for our campus. Their purpose is to be a forum for school-wide input, to develop strategies to accomplish educational goals for students, to communicate with the total school community and to use a collaborative approach to decision making. Dates are on the calendar and will be combined with PTSA meetings.

SAC/PTSA Meetings : 2:45-3:45 PM on the following dates:

8/29, 9/19, 10/10, 11/14, 12/12, 1/16, 2/?, 3/12, 4/16, 5/?

The membership make-up of this committee is as follows:

- Teacher Representative
- K-2 Parent Representative
- 3-5 Parent Representative
- Community Member
- Administrative Representative

If more than one person is interested in serving on this committee then an election will be held. Members serve a two-year term. Information regarding meetings and election of members will be published on the website. All meetings are open to our school community.

SCHOOL CLOSURES DUE TO BAD WEATHER

In case of inclement weather, please listen to your radio or television for information pertaining to school closures. School closures are aired on most of the local TV and radio stations. You should receive a School Messenger call or text based on what you have selected as your mode of communication in Infinite Campus. Rarely is school dismissed early because of bad weather during the day. The logistics of executing this procedure are difficult. Once students arrive and school has started, every effort will be made to keep students at school. All school closures and late arrival/early dismissal decisions due to bad weather are made by district leadership. The Shelton principal does

not make the decision to close Shelton or have a two-hour delay start. That decision is at the sole discretion of the Jeffco Public Schools superintendent.

Two Hour Delay Start

- Our start time will be 2 hours later and students will arrive at 9:30 with school starting at 9:45.
- Buses will pick-up students 2 hours after their normal time.
- YMCA will open at 8:30 am for YMCA students only.
- Breakfast will not be served.
- The rest of our day will remain the same and will include lunch and specials.
- We will dismiss at our normal time of 2:35 PM
- If you choose to keep your child(ren) home, please call the attendance line and the absence will be excused.

SCHOOL AND HOME - A PARTNERSHIP

To maximize your child's educational growth, the school and home must form a close-knit partnership. As with any successful partnership, each party must have the right to expect the other to perform certain duties. It is our belief that guardians rightfully expect us to provide a safe environment in which children are able to learn up to their full potential. In turn, we believe that children who come to school that are healthy, clean, rested, and well-fed will be fully prepared to learn to their fullest potential.

SCHOOL BUS BEHAVIOR

Busing to and from school is free this year.

We will continue to participate in a program with the District Transportation Department to help our students have a safe bus ride to and from school. Each student will be given bus guidelines, and consequences, and asked to sign an acknowledgement form to indicate that he/she has read them. The bus driver or the transportation director will inform families if behavior problems occur.

Bus passes will be distributed by transportation personnel. After the first two weeks of school, students will need to **show their pass upon boarding the bus**. All parents should discuss the importance of proper obedience to rules and regulations at bus stops and on the bus with your child. If problems do occur, you will be notified and district transportation personnel will take appropriate action. All students that live more than 1 mile from Shelton are eligible to be bused.

We are concerned with the children's safety both on the bus and at the bus stop. For that reason, we make a special plea that you discuss with your children appropriate and safe behavior. **Students should not arrive at stops in the morning until five minutes before the bus is due to arrive.** Riding the bus is a privilege. According to School Board Policy, students who violate bus rules, at the bus stop or on the bus, may be temporarily or even permanently removed from the bus. **Written permission to ride a different route or to disembark the bus at a stop other than the student's**

scheduled stop must be approved by the school office. These are accepted only if there is space available on the bus and no special stop or change in the bus route is required.

SPECIAL SERVICES

Autism Spectrum Disorder Center Program (ASD)

Our autism program is for qualifying students in grades kindergarten through fifth grade who are placed in the program by the district.

English as a Second Language/Multilingual Learners (MLL):

Shelton has a K-5 ESL teacher who works with our international students and families or those who have English as a second language. We have a licensed ESL teacher to assist with instruction for students who are learning the English language and have enrolled in the ESL program.

Instrumental Music:

Students in grades five may participate in an instrumental music program. Some instruments are owned by the school and may be rented on a yearly basis for a fee of \$125.00. There is no cost for participating in the program.

Social Emotional Learning Specialist:

SELS create and maintain a positive climate and culture that is inclusive and safe for students, families, and staff. We have a half-time SEL Specialist this year.

Social Worker :

A trained social worker is available for consultation, and/or supports.

Speech/Language Pathologist:

A speech/language pathologist provides training for identified pupils who need this service.

Family Engagement Liaison:

Our family engagement liaison uses a research-based framework to increase student achievement by using the six National Standards for Family-School Partnerships.



STUDENT ARRIVAL AND DISMISSAL

The Shelton Elementary staff will provide inside supervision for students entering the building beginning at 7:30 AM each morning. Outside supervision begins at 7:30 AM. Students may not arrive at school prior to that time.

Students are expected to leave the school grounds promptly at dismissal time and go directly home by the safest possible route. If a child is to be held beyond dismissal for a period of time, guardians will be notified. There is no supervision after 2:45 PM. Please arrive on time to pick up your child.

STUDENT PLACEMENT

The Shelton Elementary School faculty is extremely diligent each spring in following published criteria for placing students into classes. This careful effort almost always results in the successful placement of students into classes for the following year.

In some cases, after an initial period of six weeks, a student may not be experiencing the success predicted by our staff placement. At that time, the student, parent(s), teacher, and principal will dialogue on the best course of action. Time will then be given to the student, teacher, and families to implement any strategies or ideas generated in the initial conference(s) to help the student be successful. If after a reasonable amount of time has been given to improve the situation, other alternatives may be explored. Students will not be displaced or moved from a classroom to accommodate the request of another family to move their child.

SUBSTITUTE TEACHERS

Shelton Elementary is fortunate to have a dedicated teaching staff. Teachers are valued for their time, energy and dedication to instructing our children. They are recognized as the most critical component to the learning process. For the sake of learning continuity and close personal bonding with each student, it is ideal that the regular teacher instructs his/her class each and every day. However, there are also school-related and sometimes personal reasons for your child's teacher to miss a day of school, requiring substitute teacher coverage through the district's substitute office. In the event your child's regular teacher is absent, a qualified substitute will provide coverage. In cases of a long-term teacher absence, families will be notified in writing of the arrangement.

TEACHER WORKDAY - No students

All Jeffco elementary schools will have the following Teacher Work Day days scheduled this year:

- Aug.9, 10, 11, 14
- Sept. 22
- Oct. 19
- Nov. 13
- Jan. 3, 4, 5
- Feb. 16*
- March 25
- April 26*
- May 28

*potential snow make up days

These days are used for professional development time for the Shelton staff. While we recognize this can be a hardship on families, we appreciate the time to work on improving our teaching and learning at Shelton.

TELEPHONE USE/CLASSROOM INTERRUPTIONS

The staff at Shelton recognizes that classroom interruptions diminish the time on task for instruction; therefore we have agreed that policies designed to minimize disruption by the use of intercoms and summoning students out of classrooms during instructional periods shall be implemented. With a student population around 400, student telephone use will be allowed with certain limitations:

- Non-emergency telephone messages will be relayed to students and staff during non-instructional times.
- Students may be called from class to the office to telephone in case of an emergency.

Students will be allowed to make telephone calls from the classroom with prior consent from the classroom teacher. This does not include calling for a student to be picked up from school because they are ill. **Children who are ill or injured must be checked out through the Health Aide.**

Student Cell Phone Use: Students may not possess an **active** cell phone during school hours. If your child has a cell phone, it must remain off and kept in the child's backpack or checked in at the front office each day. This includes when students enter the building for supervision each morning. Students found with active cell phones in their possession may have their phone picked up by a staff member and possibly sent to the front office for family pick-up.

TESTING

Assessments are an integral part of monitoring a student's progress. Periodically through the year all students will be tested using state and district mandated assessments - **CMAS** (Colorado Measures of Academic Success). The testing windows for these assessments occur in March and April. On the days that Shelton students are testing, for a portion of those testing days, campus visitors may have limited access to the campus to provide a secure and focused testing environment for your child. This restriction may extend out to volunteers who serve in grades K-2nd as testing occurs in space that is available throughout the building. You will receive more information regarding specific dates for all our state and district mandated testing. Your cooperation and support in this area is important to your child's success on these tests.

Other district assessments may include: TS Gold - PK; KEA - Kindergarten; DIBELS – Grades K-3; CogAT – Grade 2; MAP (Measures of Academic Progress) – Grades K-5. More information will be posted on the school website and future newsletters once specific dates are solidified.

TOYS and/ or SPORTS EQUIPMENT AT SCHOOL

Students **may not** bring toys or sports equipment from home. Through the support of the PTSA, each classroom has sports equipment provided to them for recess. Students may not bring electronic games, stuffed animals, or any other toy to school.

VANDALISM/SUSPICIOUS ACTIVITIES AT SCHOOL

Please call **303-232-8688** to report illegal or suspicious activity on the grounds of Jefferson County Public Schools. This number is monitored seven days a week by the District security personnel.

Calls will either be handled by the security office, or will be routed to the proper authorities. As always, call 911 if it is an emergency or you feel the situation warrants an emergency call.

VISITORS/PARENTS

All visitors and guardians must sign in at the office upon arrival to campus and put on a visitor's badge. This safety measure is needed to ensure that the office and principal are aware of who is in the building. We appreciate your cooperation with this procedure. Children, who are not enrolled in Shelton, may not come to spend the day with their friends. Instead, they are encouraged to come for lunch as a way to spend time together.

Visiting Your Child at Lunch

Parents/visitors may bring lunch to school at the scheduled lunch time and enjoy sitting outside with their student. **Following Student Check In and Check Out Policies: The student must be checked out at the office and checked back in in a timely manner to return to the classroom.**

VOLUNTEER OPPORTUNITIES:

There are many different ways for families to get involved at Shelton:

You can **coordinate or participate in a school event** or fundraiser, such as the Science Fair, Talent Show, Field Day, Gatherings in the Garden, or Heritage Fair.

- You can **serve on a committee** that interests you, such as Health and Wellness or the School Accountability Committee.
- You can **help your child's classroom**, by coordinating Friday Folders, planning a classroom party, or writing a classroom newsletter in the privacy of your own home on your own schedule.
- You can **help in the library**.
- You can be a Watch D.O.G.S. (we are open to all people, not just males)
- Or, you can **become a ROOM PARENT!** This important role is popular in many schools because every teacher has a dedicated partner to **support community and communication in their classroom.**

If any of these volunteer opportunities sound appealing to you, please contact sheltonpts@gmail.com or your child's teacher. Look for more information in the teacher and school newsletter!

In order to be sure that all classroom volunteers are well-prepared, volunteers will be asked to review the Volunteer Handbook and sign a confidentiality form. **For the safety of our students, all families, whether volunteering or for a meeting, must check in at the office and put on a visitor's badge before going to another part of the building.**

WATCH D.O.G.S.

WATCH D.O.G.S. (Dads Of Great Students) is an innovative father involvement, educational initiative of the National Center for Fathering whose main goals are:

1. To provide positive male role models for the students, demonstrating by their presence that education is important.
2. To provide extra sets of eyes and ears to enhance school security and reduce bullying. To engage and volunteer their time in their child's classroom and around the school.

This is a great opportunity for dads, uncles, grandpas, and father-figures to sign up for at least one day this year to be a **Watch D.O.G.S.** We are reorganizing how to support our volunteers. More to follow. *"As we work to drive down drop-out rates and increase graduation and college completion rates, fathers have an important role to play. Children are always watching. Engaged fathers can strengthen our schools, mentor, and tutor students and demonstrate through their actions how much they value their children's education."* Arne Duncan, U.S. Secretary of Education, White House Press Release, September 23, 2009

Coordinator: TBD



WEAPONS ([Board Policy JICI](#))

Using, possessing, or threatening to use a dangerous weapon in any school building, on school grounds, in any school vehicle, and off school property when the conduct has a reasonable connection to school, or at any school sponsored activity without the authorization of the school or the school district is prohibited.

As used in this policy, "dangerous weapon" means:

1. A firearm.
2. Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that exceeds three inches in length.
4. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
5. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unless expulsion is otherwise required by federal law, a student may, but need not be expelled for violating this policy if, as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

Please make a conscious effort to prohibit your child from inadvertently carrying a small pocket knife, etc. to school, and remember that this policy also pertains to weapon look-a-like toys, drama props, and squirt guns.

Shelton Staff for 2023-2024

Preschool	Kindergarten	1st Grade	2nd Grade
Caroline Houchen	Kelsi Imo	Ashley Aguilar	Pam Bierzychudek
Emily Simon	Pariss Hazelman	Sarah McAnarney	Cheryl O'Haire
Sara Oberg	Matthew Miller	Angie McWilliams	Darilyn Skanderbeg
3rd Grade	4th grade	5th Grade	Building Management
Nina Jarnot	Nicole Perry	Jaime Erickson	David Frank
Jennifer Kerchner	Kimberly Sandberg	Jessica Schwindt	Bakir Ibrahimovic
Jane Bock			Amy Nazarene
Health Aide	AMP Team	Family Engagement Liaison	Principal
Colleen Wicks	Colt Galloway (Music)	Megan Goodpaster	Tracy Krug
ESL Teacher	Amber Bondurant (Art)	DTL	Instructional Coach
Jane Hampleman	Alicia Knickerbocker (PE)	Kim Walter	Holly Hernandez
Front Office Staff		Band and Orchestra	Kitchen
Rosie Merelli (Financial Secretary)		Cid Breeser (Band)	Janna Tripp
Frances Jaehne (Enrollment Secretary)		Lauren Phillips (Orchestra)	Julie Bartosh
Special Education		Paraprofessionals	Autism Center Program
Rachel Garvey (Learning Specialist)		Kat Allen	Rebecca Christie (Learning Specialist)
Sarah Wilkie (Learning Specialist)		Becca Deegan-Young	Christy Macias (Paraeducator)
Julie Baum (Social Worker)		Denise Decker	Kristen Schrader (Paraeducator)
Emily Smith (SLP)		Bryna Morvay	Eddie Gabrielsen (Paraeducator)
Allison Poley (OT)		Marla Davis	Paradise Stone (Paraeducator)
Erika Miller (PT)		Melissa Fear	Cindy Trujillo (Paraeducator)

Bethany Murphy (SELS)	Cheyenne Webb	
Jason Taylor (SPED Support)		
Lauren Hvorcik (ECSE)		

Jeffco School District

Non-discrimination Statement

For participation in any and all non-academic extracurricular activities and programs

The District is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. If your child requires an accommodation to participate in the programs described above, please contact the principal at 303-982-5686.