



THE
CLARIDEN
SCHOOL

Go Cougars

2020-2021

MS/HS Student/Parent
Handbook



THE CLARIDEN SCHOOL

Dear Clariden Student:

Welcome to Clariden. Whether you're a returning student or a new student, we're excited that you are here. Clariden is a unique learning environment where our students are given a great amount of freedom and choice. As a student here, you will learn to use your voice to advocate for yourself and for the rights of others. You will take on projects that will challenge you to step outside of your comfort zone. As a part of the Clariden learning experience, you'll have the opportunity to be involved in a variety of projects and organizations such as the National Junior Honor Society or National Honor Society and Student Council. If you qualify, you'll be able to earn a letter jacket based on your academic and leadership ability.

At Clariden, we value the academic experience but know that students learn best when they are engaged. Fostering a Project Based Learning environment, Clariden students work on a series of projects over the course of the school year. Each project not only emphasizes content areas but also allows for opportunities to be creative, to collaborate, to use critical analysis and to communicate both in written form and orally. Each project ends with a Presentation of Learning where you'll share the knowledge you have gained and the process that you went through to acquire that knowledge. Through this process and practice, you'll improve your presentation skills and hone your ability to assimilate and discuss information. Some of the projects you'll work on over the course of your academic career with Clariden will require you to compete at both a local, national and world level. Competition allows for learning to happen within a context that is real and students find these experiences to be not only challenging but also fun.

Clariden is your school and it is our hope that you'll take advantage of all the great opportunities that are available. We would love it if you came up with new ideas and new opportunities so be sure to use your voice to share thoughts, tell us what works and what doesn't. Advocate for yourself and others and be sure to tell us what you need. We're excited about the school year. It's going to be great!

Go Cougars!

Angela Naples
Head of School

Parents and students at The Clariden School (TCS) are expected to know the rules and policies outlined in this Handbook and to support them. A lack of knowledge or understanding of school rules and/or policies is not considered a viable excuse.

Mission and Guiding Principles

The “Guiding Light” of The Clariden School (TCS) is its mission, guiding principles and educational philosophy statements, which are described below. The day-to-day operations of this School and any transactions that we carry out on behalf of the School need to be aligned with The Clariden School's Guiding Principles and Mission.

Parents are expected to treat all members of Clariden’s staff with decorum and respect, following the Guiding Principles. Likewise, Clariden’s staff and teachers are expected to treat parents and students with decorum and respect, following the Guiding Principles. Clariden reserves the right to terminate the enrollment contract of any student whose parents harass or treat the school’s employees disrespectfully.

Mission Statement

We offer next generation learning to a global community of independent thinkers by igniting curiosity, encouraging innovation, and discovering genius.

Guiding Principles

Learn

- Foster a love of learning – we are forever students.
- Ignite curiosity – we encourage the natural wonder of every student.
- Awaken worthiness and self-confidence – we grow, explore, try on identities, and find joys that last a lifetime.

Teach

- Teaching does not end in the classroom – we know that teaching happens all around us.
- It is about transformation – we understand that every interaction impacts the student.
- Start with respect – we replace judgment with understanding and empathy.
- Communicate – we listen from the other’s perspective but speak from our own.

Lead

- Leading is being – we are all leaders in various forms, leading ourselves and others.
- Create Connectedness – the chain of success starts with the student and ends with us.
- See the possibilities – we look beyond the obvious and prepare for future life paths.

Serve

- Foster our community – we create unity by serving each other, as well as ourselves.
- Participate and contribute – we are actively involved and dedicated to giving back.
- Celebrate – we share the moments, have fun together, and enjoy our success.

School Governance:

The Clariden School is a 501(c)(3) non-profit. The Clariden School is governed by a Board of Directors in accordance with the organization's by-laws as set forth by governing laws for a 501(c)(3) non-profit.

Be Informed:

Clariden parents and students are also expected to read the various communications that are sent from the school. As a parent and student, it is your responsibility to stay informed about what is happening on campus, changes in policies or procedures, to have an awareness of school messages, and to know when a teacher or administrator needs to connect with you.

Not reading e-mails or other various communications sent by the school is not a viable excuse for being uninformed. If you are not receiving communication from the school, please be sure that your contact information and correct email address is on file with the school. Often times, individuals move or change e-mail addresses and neglect to inform the school. It's important that we know how to reach you in the event of an emergency or if your child becomes ill. It's important that you receive and read communications from the school and from your child's teacher. Be in the know!

Opening Plan:

It is the responsibility of each parent and student to follow the guidelines within the Opening Plan and the Student/Parent Handbook. The Opening Plan is posted on Clariden's website and communicated to the Clariden community through a variety of communication vehicles. It is the parent's responsibility to notify administration if they did not receive the Opening Plan.

School-Home Communication:

Research on progressive schools indicates that one of the most important aspects of a school achieving its mission is clear, timely communications. Clariden uses a variety of means to communicate:

1. Newsletter: Clariden's administrative team sends out a weekly electronic newsletter communicating school events, calendar of monthly events, and topics that pertain to Clariden students, our community, and/or the field of education.
2. Classroom Newsletter: At least monthly, teachers send home communication regarding classroom news, updates, and pictures that are specific to your child's classroom.
3. In various grade levels, teachers use SeeSaw as a way to share classroom happenings and photos directly with you.
4. Project 411: At the onset of each project, teachers send home the Project 411. This informative piece of communication allows parents an inside glimpse of the learning outcomes, concepts, vocabulary and technology that will be introduced and taught over the course of the project.
5. Weekly e-mails are used as a means to communicate and remind parents of upcoming events and happenings on campus.
6. Progress Reports/Report Cards/Parent-Teacher Conferences: Clariden's communication around student achievement occurs in a variety of ways. If at any time you'd like to discuss your child's school performance, please contact your child's teacher to set up a conference time.
7. Canvas, Google Classrooms, SeeSaw and a variety of school management systems are used by the school. Be sure to utilize these programs to be in the know as it relates to your child's progress and happenings within the classroom.
8. Clariden uses a variety of social media platforms to share upcoming events and school culture.
9. Clariden uses One Call to send community wide messages.

Contacting My Child's Teacher/Clariden Staff:

Parents who wish to contact faculty, staff or administrative personnel may do so by calling or e-mailing. E-mails are set up by the first initial of the staff's first name, their last name@claridenschool.org (i.e. anaples@claridenschool.org). Teachers do not respond to phone calls, or e-mails when in the classroom working with students. If you call the school office (682-237-0400) during school hours and wish to speak with your child's teacher a message will be taken and your child's teacher will respond typically within 24 hours during the school work week. Faculty members have planning time as well as an hour following the school day available to respond to phone calls, text messages and e-mails.

For certain occasions (such as traveling with students), some faculty and staff share their private contact information such as their personal cell phone number. Please be sure to respect teachers and administrators time away from school and use personal contact information in the case of an emergency. *Clariden faculty and staff are not expected to respond to e-mails, phone calls or text messages on the weekends or after work hours.*

Lines of Communication:

Due to the different levels of authority and responsibility in a school, it is important for everyone to understand with whom they need to address their concerns. For example, if there is a concern about a classroom procedure, a parent should initially meet with the teacher in an attempt to understand or solve the issue. If the parent is not satisfied, contacting the school Head should be the next step. In a final appeal, a parent may address the Board of Directors in writing with a courtesy copy to the Head of School.

Communication:

Clariden's team of professionals is available to assist you with anything that needs attention. Members of our team are quite knowledgeable and will do their best to answer your questions and/or concerns. To help guide conversations, below is a list of who to direct communications to:

For specific class or classroom concerns:	Teacher of the course or classroom
For specific academic concerns:	Child's Teacher/Advisor/Head of School
For concerns about faculty:	Head of School
For college advising:	Head of School/Sallie Wells
For disciplinary concerns:	Head of School
For financial aid concerns:	Business Manager
For billing concerns:	Business Manager
For website help:	Front Office Administrator
For lunch concerns:	Front Office Administrator
For general questions:	Front Office Administrator

Student Voice:

At Clariden, we recognize the significance of hearing what our students have to say. We encourage students to share their concerns, ideas and suggestions with us. Informal and formal meetings are held periodically throughout the school year for the purpose of connecting with our students, sharing information and hearing their input. By making student voice a priority, we are teaching our students how to use their voice in a positive, respectful and productive way. We are teaching them to advocate for themselves and what they need, while empowering them to express their ideas, suggestions and possible

solutions. Being able to communicate well significantly impacts their success later in life, thus our goal to give our students opportunities to voice and empower them to use their voice.

School Day

The Clariden school day begins promptly at 8:15 a.m. and ends at 3:30 p.m. Students must be in their first class by no later than 8:15 a.m. in order to not be marked tardy.

Inclement Weather:

In case of inclement weather, the Clariden School will notify Channel 5 (KXAS) and Channel 8 (WFAA) of any delay or cancellation of school. Also, check Clariden's Facebook and your e-mail for communication relating to school delays or cancellations due to weather. Being that Clariden families commute from many different areas, we caution that you use your own judgment prior to setting out in inclement weather.

Attendance Procedures & Policies:

Attending class is a critical component to a student's learning experience and to their learning outcomes. Missing class means that a student misses the instructions and interpretations from the educator as well as critical discussions that take place within the classroom.

Missing School:

If a student is absent, a phone call to administration is required from the parent or guardian to TCS to provide the reason for such absence. Upon the student's return to school, a written excuse from home or an excuse from a medical doctor is required. The written excuse needs to include: the date(s) of absence, reason for absence, and must be signed by parent or guardian or by the medical doctor that treated your child. If your child is absent with COVID-19 symptoms (see below), a doctor's note is required prior to returning to school.

Illness:

If your child is ill or not feeling well, please keep them home. If your child is experiencing any COVID-19 symptoms (listed below) they **must** remain at home. If during the day, your child experiences COVID-19 symptoms, they will be brought to administration for evaluation and parents will be called to pick up their child.

COVID-19 Policies/Procedures: Parents and students are required to follow the safety requirements outlined below:

Health Pre-Screening for Employees & Students

- Students and staff will be temperature checked daily upon arriving to school. Students will be screened by Clariden staff and Clariden staff will be screened by Head of School and/or an administrator. Students or staff with a fever of **100.4 or higher** must **not** come to school. Please stay home to mitigate the spread of the coronavirus.
- Students and staff will be prescreened for any of the following symptoms upon arrival to school. Students will be screened by Clariden staff and Clariden staff will be screened by Head of School and/or an administrator:
 - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit

- Loss of taste or smell
- Cough (for chronic allergic/asthmatic cough, a change in their cough from baseline)
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea, vomiting or abdominal pain
- Students and staff on campus are subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever.
- Teachers will have access to a touch-free forehead thermometer in their classroom or department to check/verify temperatures throughout the day as needed and will immediately send anyone with a **100.4 or higher** temperature to administration/health station for further evaluation.
- Any student running a temperature of **100.4 or higher or with symptoms** listed above, will be required to be picked up by a parent immediately.
- Students and staff are required to report to The Clariden School if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; b) they themselves have COVID-19 symptoms or c) are lab-confirmed as having COVID-19.
- It is the **parents' responsibility** to keep their child home when running a temperature of 100.4 or higher or when displaying any of the symptoms listed above.

Confirmed, Suspected Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19

Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19:

Any individual - including teachers, staff, students or other campus visitors/volunteers - who themselves either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 **must** stay at home throughout the infection period, and **cannot** return to campus until they have a doctor's note stating that they are healthy to return to campus.

In the case of **an individual who was diagnosed with COVID-19**, the individual may return to school when **all three** of the following criteria are met:

- 1) at least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications.
- 2) the individual has improvement in symptoms (e.g. cough, shortness of breath); **and**
- 3) **at least 14 days** have passed since symptoms first appeared.

In addition, individual must have a doctor's note stating that they are healthy to return to campus.

In the case of **an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19**, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above, and has a doctor note stating they are good to return to campus.

If the **individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period**, the individual must either a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or b) receive at least two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Individuals - including students, teachers, staff or other campus visitors/volunteers - **who have had close contact with someone who is lab-confirmed to have COVID-19, must** stay at home through the 14-day incubation period, and will not be allowed on campus.

Parents must ensure they do not send a child to campus if the child has COVID-19 symptoms (as listed in this document), is lab-confirmed with COVID-19 or has had close contact with someone lab-confirmed to have COVID-19. Students will receive remote synchronous instruction until the re-entry criteria are met and the student can return to campus.

Close contact

This document refers to close contact with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency and defined within this document as:

- being directly exposed to infectious secretions (e.g. being coughed on); and/or
- being within 6 feet for a cumulative duration of 15 minutes

Individuals are presumed infectious, i.e. contagious, at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Clariden will communicate to the community (as it does for all communicable diseases) should there be a positive COVID-19 case identified among students, teachers, or staff who participate in any on campus activities.

Should there be a lab-confirmed positive COVID-19 case within the Clariden learning environment, Clariden is required to report this to Tarrant and Denton County Health Departments, in accordance with applicable federal, state and local laws and regulations, while also, to the greatest extent possible, in compliance with the confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Absence Classifications:

Excused Absence – the office has been notified in advance of the reason for the upcoming absence. An excused absence means that a student will be allowed to make up work or take work with them to complete while off campus. Extended absences (outside of a student medical reason) need to be approved by the Head of School. Should a student be out for a medical reason, a doctor's note is required upon the student's return to school, stating that the student is in good health and able to return to school.

Unexcused Absence – the office has **not** been notified prior to the absence and there is no doctor's note or explanation justifying the student's absence from school. Make up for work missed during the time of absence is at the teacher's discretion. Being able to make up missed work is dependent upon the nature of the curriculum that was missed and the feasibility of the work being able to be made up. For example:

some labs, aspects of project work, and class discussion participation are not feasible to make up. If the nature of the work is such that it cannot be made up, the student will receive a zero for the assignment/lab/participation missed.

Attendance Policy:

Students are marked absent for the day at 10:30 a.m. Students arriving after the start of school must report to administration and sign in. Students are still considered absent for the day if they arrive after 10:30 a.m.

The Clariden School provides the student and parents with a school calendar at the beginning of TCS year. The calendar allows ample vacation time throughout TCS year. TCS encourages planning family vacations to coincide with scheduled school holidays. Vacations taken at other times are very disruptive to the learning process. Because of this, TCS expects both parents and students to respect the attendance regulations, which follow:

- The parents of students who miss an abnormal amount of school time will be notified by the TCS administration to explain prolonged or repetitious absences of their student.
- For students who receive letter grades, the project work and assessments missed create an incomplete grade. Responsibility for any missed assignments lies with the student. Arrangement to complete these assignments must be made with the teacher(s) on the day the student returns to school. If a test or quiz was announced before the absence, the student should be prepared to take the test or quiz on the day of returning to TCS. If an assignment due date falls on a day the student is absent, it is the responsibility of the student to send the assignment to the teacher on the due date to avoid a late penalty. Staff will be expected to provide all possible help to students making up work missed due to excused absences. A student with an unexcused absence(s) is responsible for work missed.
- Lack of proper compliance with completing make-up work during any portion of a quarter or semester could result in failure for the affected course(s).
- Special circumstances involving expected or unexpected travel and prolonged illness require parent and administration formal contact to formulate supplementary make-up work. Make-up work must meet the organizational principles established by TCS administration. Parents who desire to withdraw (for travel purposes) their student prior to the conclusion of the first or second semester must present their request in writing to the Head of the School at least two months prior to the proposed absence. Permission can only be granted for reasons that are considered highly significant.
- At the discretion of the Head of School, students who accumulate an excessive amount of absences can be brought to the attention of the Board of Directors for further potential action.

COVID-19 Related Absences:

In the event that your child is home with COVID-19 or has been exposed to COVID-19 and unable to be on campus, administration and your child's teacher will work with you to accommodate your child's needs. Academic work will be made available during the child's absence and/or be provided as make-up work to be completed once your child is feeling better. If your child is feeling well enough while at home they can join class via synchronous remote learning.

Not COVID related illness: If your child is running a fever or has symptoms similar to COVID-19, and you have a doctor's note stating that your child's illness is not COVID-19, your child may return to school. The doctor's note must clearly state that the child is healthy to return to school. For work missed

during child's illness, please refer to the section on Attendance for requirements of necessary documentation and making up missed course work.

All written excuses and doctor's notes must to be turned into administration the day your child returns to school. If campus is requiring only essential workers and visitors to campus, please send the note with your child and notify the teacher. For appropriate grade levels, it is the responsibility of the student to arrange with the teacher(s) the make-up of missed assignments upon return to class.

Excessive Absences not COVID-19 related:

All students, regardless of level, are expected to attend school each day it is in session. In order to receive the full benefit of the program, students may not miss more than eight days per semester. It is required that students attend 90% of a class in order to receive credit for the class, however, if a student has excessive illness or needs to be away from school for a preapproved (by Head of School) reason, accommodations may be considered.

During COVID-19, online attendance or completion of online work will be considered as participation in the class and attendance requirements met.

Parents of students with excessive absences are required to meet with Administration to discuss these absences. Students exceeding this number may be placed on academic probation, and in extreme circumstances may face retention at their current grade level or be asked to leave the program. We understand there are occasionally extenuating circumstances that result in excessive absences, such as an extended illness (like COVID-19) or a family emergency. In such cases, it is the family's responsibility to contact TCS to work out a plan for completing missed work. TCS is required by law to report students who miss an excessive amount of school.

Illness and Exclusion from School:

In the event that your child becomes seriously ill or has had an illness that the child has not recovered from, please contact the Head of School so that decisions and plans can be put into action to support the child. Please also provide appropriate medical documentation stating the medical condition and what requirements/suggestions are needed to support the child. The School will take all measures possible and within its ability to provide support, however, in some situations the medical condition exceeds the resources and/or capabilities of the School. The determination on what the School can provide will be determined and communicated to the parent by the Head of School.

Early Dismissal:

If a student needs to leave class early during the school day for any reason, a written note from a parent/guardian is required. The administration will verify the request and authorize an excused absence from any missed class(es). Excused absences carry no penalties, but will still be noted on the student's report card. As stated previously, it is the student's responsibility to initiate contact with the teacher to make-up any missed assignments upon return to class.

COVID-19 Policy/Procedure for picking your child up early: If you need to pick your child up early from school, please call the school upon arriving. Middle and high school students are permitted to sign themselves out upon arrival of their parent or in the event that they themselves drove to school.

Tardies/Early Departures:

TCS faculty plans instruction for the entire class period to effectively and efficiently benefit the entire class. Students who do not arrive to the classroom by the designated start time for that class period will be marked as tardy (exceptions will be made for late arrivals for legitimate reasons such as doctor visits or approved school activities). Students that leave during the day, other than during the lunch/recess period, or leave early, are considered early departures. Early departures and tardiness without written documentation will be considered unexcused and addressed according to the following policy:

1. Five tardies or early departures within a semester will count as an absence.
2. Nine tardies or early departures within a semester will count as two absences.
3. Parents of students with excessive tardies or early departures (more than nine within a semester) will be required to meet with Administration to discuss these tardies or early departures.

For start of school day – Students are tardy at 8:16 a.m. If your student arrives following the 8:15 a.m. start time, parents of non-driving students must sign their student in at the administrative office. Students are considered tardy to class one minute following the beginning of class time.

COVID-19 Policy/Procedure for arriving late: If you are late to school, please call the school upon arriving to campus. Pull up parallel to the building. A Clariden team member will come out and escort your child to class. Students who drove to school must sign in at administration prior to going to class.

IMPORTANT NOTE: Teachers apply the tardy policy to his/her classroom at the beginning of the school day as well as throughout the day.

Truancy:

According to Texas state law, "...if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period: 1) Student's parent/guardian is subject to prosecution under Texas Education Code Section 25.093, 2) Student is subject to prosecution under Texas Education Code Section 25.094. **To date this has not been modified by the State of Texas to reflect COVID-19 guidelines. Clariden will take into consideration the need to report as well as the circumstance and reasoning for the absence (such as COVID-19).**

A student is also considered truant when he/she is on campus and chooses not to attend class. Truancy is considered a very serious action, which will result in disciplinary action. The student's parents will be notified when this occurs.

Technology Procedures & Policies:

Internet Access:

TCS is pleased to offer our community access to a networked computer system to enhance each student's learning experience. Computers are available in most classrooms, the library and in the Fabrication Lab.

Access to the internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging information with other internet users around the world. Families should be warned that some material accessible via the network may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials. While TCS continues to enhance our filtering capabilities, there is no way to eliminate 100% of inappropriate sites. However, we

believe that the benefit to students from this electronic information resource exceeds the potential disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. Students that are allowed access should be advised to make wise choices in their Internet usage, and to adhere to moral guidelines that are taught by their parents and stressed by TCS.

The following websites (as examples, not an inclusive list) should not be accessed using campus computers or the wireless network: Instagram, Twitter, Tumblr, Snapchat, Myspace, Facebook, and all other social networking sites, game websites that are not educational, and Youtube/Google video for non-educational related videos. We understand that some social media sites are used to promote various projects that our students work on as we see this as “real life” application of a tool available so allow students to use such sites when working on specific aspects of projects. We stress that social media sites should not be used for personal use during the school day.

Printing:

Clariden has provided printing facilities for users to obtain printouts of their work. All users are expected to minimize paper and ink waste and only print academic related documents. Users should further proofread all documents and utilize Print Preview before sending a job to the printer. Users should print in black and white unless color printouts are essential for a project – color printouts are significantly more expensive.

Computer Security:

TCS regulations require security of all passwords and mailboxes. Please refrain from sharing passwords, email accounts, or network access. Should the system detect password sharing, the account will be disabled until a new, secure password is chosen.

All users are expected to logoff the computer when they have finished using it.

Students who have been issued email accounts for academic purposes are required to login to email web access a minimum of once every 60 days to check for unauthorized use or potential account compromise. Network accounts attached to an email mailbox not checked within 60 days will be automatically locked out for security reasons.

Technology Policy:

All students are required to sign Clariden’s Technology Policy. The Technology Policy is provided to families the summer prior to the start of each school year and given to all new students/families who begin over the course of the school year. If students misuse the privilege of technology, they may face suspension and/or expulsion from school as stated in the Technology Policy.

Mobile Device Policy:

The use of mobile devices, including wearables, should be limited to times when students are not engaged in the classroom or in a school activity. Mobile devices are permitted to be used in the classroom if they are a part of the instruction, being used as an organizational tool, or if a student has permission from the teacher. There should be no need for texting, speaking or accessing social media platforms during class instruction. Faculty will set their classroom expectations regarding cell phone use and consequences for misuse at the beginning of the school year. Misuse of one’s phone can result in the phone being confiscated. Use of a cell phone on field study trips and school travel should be limited to the needs as dictated by the trip.

Netiquette, Courtesy & Respect for Others:

Students are expected to observe the School's rules and policies as outlined in the Student Handbook. Students are expected to follow the Cougar PRIDE citizenship model when conducting themselves on the internet. Everyone is expected to treat one another with courtesy and respect.

- Be polite. Refrain from using messages that are harmful to others.
- Use language that is appropriate and respectful when posting public messages, private messages and when posting materials on web pages or within any file. This means not using or distributing obscene, profane, vulgar, rude, inflammatory, threatening, hateful or disrespectful language.
- The use of internet in a way that disrupts other users is prohibited.
- Attempts to log-in or use an individual's account without permission is considered a serious violation.

Technology Use:

TCS's Acceptable Use policy applies to all technology resources including, but not limited to, personal laptop computers, school computers, cell phones, video and audio equipment, copy machines and information storage devices. Clariden School students are expected to use school resources in a considerate, ethical, moral and legal manner.

All Clariden technology systems, and information stored on them, are governed by school policies and are subject to school supervision and inspection whether they reside on school-owned computer or computers and external drives brought to campus by students. TCS reserves the right to monitor, access, retrieve, read and disclose all messages, information and files created, sent, posted from and stored on laptops brought onto campus, or stored in its systems to law enforcement officials or others without prior notice – there is no rational expectation of privacy while using school technology systems or networks. Any student who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

Electronic Devices:

The privacy of all students is protected during the school day. Personal items that can take and/or transmit electronic images including digital cameras, cell phones and video cameras cannot be used to take or transmit images at any time during the school day unless at designated times and for the purpose of learning. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

Upper School students will have access to their cell phones and social networking ability only during designated times unless otherwise permitted by the teacher. Students are not permitted to engage in online social networking, make cell phone calls, text, play computer games or any other recreational use of electronics during class and learning time. Violation will result in disciplinary action.

Acceptable Use on Clariden Internet and General Computer Use:

Clariden provides computer network access to students who use the access in accordance with the mission and philosophy of The Clariden School. Students agree to the following terms as a condition of having network access:

1. **Appropriate Use:** Student use of the computer network must be consistent with the philosophy of The Clariden School and its educational goals. Misuse includes any internet conduct on or off campus that negatively affects the reputation of Clariden or its students including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. **Vandalism/Hacking:** Students will not use their internet access to interfere with or disrupt network users, services, school owned data or data of another student or equipment, either locally or off campus.
3. **Unauthorized Entry or Disruption:** Students will not access or try to make unauthorized entry to any machine or device accessible via the network or on remote networks, or to secure physical space that house network processing equipment/servers. If a student notices a security problem or potential vulnerability, the student must notify school personnel immediately. Students may not utilize hotspot features on phones and tablets as this will interfere with reliability of communications on the school operated wireless network.
4. **Inappropriate Messages:** Students will not use the Clariden School internet access to transmit illegal, threatening, obscene or harassing materials, including chain letters, solicitations, inappropriate photos, or broadcast messages via our network or e-mail system.
5. **Inappropriate Material:** The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their internet access to knowingly visit a site that contains this material nor import, transmit and/or transfer any of this material to other computers.
6. **School Personnel:** Students should not e-mail, post to website or blog images, photos or video of Clariden employees. This includes the creation of fan pages or groups on social networking sites.
7. **Private Use:** Students will not provide their Clariden access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the network as anyone else.
8. **Personal Privacy:** Students will not communicate other's address, phone number or other personal information to any person or company on the internet or through e-mail.
9. **Unauthorized Programs or Computers:** Students may not use, copy, delete or install any program on a school computer or save any executable program unless otherwise authorized by school personnel.
10. **Copyright:** Students and parents are not to post to websites or blogs any photos or logos that are the intellectual property of Clariden. Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering, is not permitted. This includes the use of VPNs, SSH, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

Any costs, charges, liabilities or damage by misuse of technology such as but not limited to computers, smart boards, printers, 3D printers, cameras, iPads are the individual student's responsibility. Any personally owned devices brought to campus such as laptops, tablets, phones are brought at the user's own risk – students assume all risk of loss or damage by bringing devices to the campus. Any consequences of service interruption or privacy violation will lead to disciplinary action. Such action can include suspension and/or expulsion from Clariden.

Health & Well-Being:

Hygiene Guidelines:

The safety and security of students and employees are of paramount importance at TCS. When it comes to issues of hygiene, common sense is the most important guideline. Please be sure to thoroughly wash hands after using the restroom and prior to handling food.

Handwashing:

- Students and staff will be trained in proper handwashing protocols to prevent COVID-19 and the spread of germs.
- Students, teachers, staff and essential campus visitors/volunteers will be encouraged to sanitize and/or wash hands frequently.
- Teachers will model appropriate frequent hand washing (20 seconds) for students and supervise handwashing when possible.
- Handwashing posters will be posted in classrooms and restrooms.
- Hand sanitizer stations will be located throughout each building and hand sanitizer will be available in each classroom.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer used.

Child Abuse & Neglect:

In accordance with state law and school policy, the School (Clariden) employees are obligated under penalty of law to report the reasonable suspicion of physical abuse, sexual abuse, emotional abuse, or child neglect. In Texas, School employees are required to report suspicion of abuse or neglect within 48 hours. By law, School employees may not delegate their duty to report to another person. The School employees do not take this obligation lightly, and do not make such reports without reasonable suspicion. School employees will make such reports in the best interest of the affected child. An employee with reasonable suspicion does not have any legal alternative except to make a report to the proper authorities for their review and investigation. It is the responsibility of the employees to **report** and the responsibility of the Texas Department of Family and Protective Services to **investigate** allegations or suspicions of abuse or neglect.

Health & Student Forms:

Health forms must be updated regularly. It is the parent's responsibility to notify the school in writing of any change in a student's general health (i.e. allergies or other restricting health concerns). The State of Texas requires all students to have current immunization records or an immunization exemption certification on file.

Any changes in a student's personal information must be reported immediately to the school office in writing. It is essential, and a state requirement, that the school have current and accurate information, such as addresses and telephone numbers.

Immunizations:

Vaccines are very important for a healthy school setting and to give all students the best chance to learn and grow. They protect children from getting and spreading diseases that can make them very sick. For this reason, we require all students who are entering or attending the school to be vaccinated against certain vaccine-preventable diseases as required by the Texas Department of State Health Services. Talk with your health care provider or visit the Texas Department of State Health Services for more information on the required doses that may vary by age, grade and medical history.

Prior to attendance each student must show documentation of vaccines administered. The following documentation is acceptable: a) documentation of vaccines that include the signature stamp of a physician, nurse practitioner, physician assistant, or public health personnel. b) an official immunization record from a state or local health authority; and c) an official record received from school officials, including a record from out of state. Additionally, demonstrated serologic evidence of either measles, mumps, rubella, hepatitis B, or varicella antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant, or nurse practitioner that a student has had measles, mumps or varicella diseases is acceptable proof of immunity to those diseases in lieu of a vaccine record.

Some vaccines may need to be taken in specific intervals. A student may attend school only if the first scheduled vaccine has been given. Acceptable written documentation must be provided showing the scheduling of follow up doses.

As of January 1, 2020 the school will **not** accept students excluded from compliance for any reason other than medical exemption. Medical exemptions must be signed by a United States licensed physician or Doctor of Osteopathic Medicine and clearly state a medical reason the student cannot receive specific vaccines. Unless the exemption states a lifelong condition, the exemption is only valid for one year.

The school strongly recommends that all students, faculty, and staff receive an annual influenza vaccine.

Spine, Vision and Hearing Screening:

Spine, vision and hearing screenings are required by the State at regular intervals during a child's school years. Parents may have their private physician complete the screenings or may have the screenings completed at school for a charge.

Medication Administered at School:

All medication to be administered during the school day must be given to the front desk accompanied by a completed Authorization for Medicine Administration form (copy enclosed). The only medication which may be kept in the classroom is an asthma inhaler and/or epi-pen which also must be in the original package/container and have an Authorization for Medicine Administration form with it.

Food Allergies:

Peanuts, Nuts, and Products Containing Peanuts and/or Nuts: Some members of our community have serious allergies to certain foods. For some people, even topical exposure to peanuts, nuts, or products containing peanuts or nuts can be severe and possibly fatal. It is extremely important that we practice

measures of respect and safety if individuals with known allergies are in your class. If you are consuming food products that contain peanuts and/or nuts, please do not sit in close proximity to a student with a known allergy to such products. All faculty and staff are aware of Clariden students with severe allergies and will assure the safety of those students to the best of their ability by practicing appropriate safety measures.

Please be sure that all food allergies/allergies are reported on your student's health form and returned to administration.

Lunch:

For Fall Semester: No outside food vendors or programs will be offered or allowed. It is our goal, at least for the fall semester, to limit the amount of visitors to campus, thus potential exposure of the coronavirus.

Students (or their parents for them) are not permitted to order lunch for delivery through such services such as Door Dash. In the event that a student forgets their lunch, parents are permitted to bring their child's lunch to administration by no later than 11:45 a.m. For at least the fall semester and **only in the case that a lunch has been forgotten**, please call the school (682-237-0400) to notify us that you have arrived with your child's lunch and a Clariden team member will come out to meet you. Do not make this a habit – this is only in the event that a child or parent forgets. This should **never** be a daily or weekly occurrence.

Harm to Self or Others:

If a student threatens to harm themselves or others, the student will be escorted to school administration and parents will be notified. Administration will assess the student for suicidal/homicidal ideation and act on the student's statement in a way prescribed by the counselor's license and/or by best practices. Administrator responses could include notification of the parent, requiring the parent to pick the student up immediately, notification of the school administration and staff, contacting the student's private therapist, requiring the student to be evaluated by a mental health professional before returning to school, or requiring written confirmation by a doctor/mental health professional that the student is not a threat to self or to the school community before being allowed to return to school. If the student has the means to cause harm to self or others on campus, the student could be recommended for expulsion.

Campus Security:

The security of our campus is of the utmost importance. During this time of COVID-19, only essential visitors (delivery personnel, repair personnel, etc.) will be permitted on campus. All essential visitors will need to check in at administration. All essential visitors to campus will be temperature and symptom checked for COVID-19.

Dress Code – Student:

The purpose of TCS’s dress code is to present a positive image and provide an environment conducive to learning. All students and employees are expected to maintain good grooming habits and appropriate dress. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected. Although a student with offensive clothing may have inadvertently been allowed to attend one or more classes, this does not mean that a student cannot be referred to the administration for a dress code violation later in the day. If a student does not follow the dress code, a meeting with the parents, teacher and administrator will be required.

- Hair length must be appropriate and not hinder the student’s vision and/or ability to work. Hair must be a natural color.
- Shirts/tops and all dresses may not expose the midriff or any cleavage. Tank tops and spaghetti straps are not permitted unless they are worn underneath another garment such as a sweater or shirt.
- Pants and shirts must be worn in such a way as not to reveal undergarments, or expose skin normally covered by undergarments. Torn/ripped pants or shorts (above the knee) are not allowed.
- The length of shorts, and/or the “slit” on skirts, dresses, etc. must be of appropriate length and not shorter than mid-thigh.
- Shirts, other clothing accessories which display messages, illustrations of a profane nature, sexual connotations, advertisements or suggestive statements or violent themes relating to tobacco, drugs, alcohol, or any illegal substances are unacceptable and may not be worn at school.
- Pajamas (with the exception of special events), fishnet shirts or tops, and transparent clothing are not permitted.
- Appropriate street footwear must be worn at all times in TCS. No bedroom footwear can be worn in TCS. PE, Science Labs and the MakerSpace require closed toe footwear. It is suggested that students leave appropriate back up footwear in their locker.
- Headgear (i.e. hats) or sunglasses are not to be worn in the buildings.
- Items such as studded or pointed rings, bracelets, or neckwear are considered dangerous and are not permitted. No visible tattoos or body piercings are permitted with the exception of two earring piercings per ear.

Spirit Friday is an opportunity for students to wear their favorite Clariden spirit wear or Clariden colors (royal blue, black and white). Be sure to show your Clariden spirit! Clariden apparel can be purchased through: www.rokkitwear.com

Carpool Line/Dismissal:

School starts promptly at 8:15 a.m. for Elementary/Middle/High School students. Cougar Prep students begin their day at 9:00 a.m. All students are expected to be in class and ready to begin their day. Dismissal for Elementary/Middle/High School is at 3:30 p.m. Cougar Prep dismissal is at 2:00 p.m. When picking up and dropping off your student, please pull up parallel to the curb in front of the Upper School Building. If your child is going home with a friend or a person other than yourself, please notify in writing administration. Be sure to authorize all potential drivers and indicate such drivers on the Authorized Pick Up form (included in the back to school information packet). Refer to the instruction sheet for specific details) regarding procedures for the carpool line. **Please remember that it is against Texas law to be on your cell phone in a school zone. Please be sure that your cell phone is put away for the safety of our students and staff.**

Covid-19 Policy/Procedure: Due to the increase in cases in our area, all parents **must** stay in their vehicle

for pick up. No parents are allowed to gather outside of buildings to wait for their child to be dismissed. We know the tradition of picking your child up at the door is important to some and we are hopeful that Texas will get the number of coronavirus cases low enough so that we can allow students to be picked up at the door. **For at least the fall semester, all parents must pick up in their vehicle, in the carpool line.**

Driving:

At TCS we recognize that earning a driver's license is a huge milestone. With this new privilege comes a large amount of responsibility. If you're going to drive yourself to school, please fill out the Upper School Driver Authorization Form and return it to Administration. Clariden does not charge a fee for parking. If you desire to have a classmate ride with you, permission from **both** parents is required. Please refer to the Student Passenger Permission Form included in the back to school information packet.

Volunteer Opportunities: Do-It Groups (DIGS)

During, at least the fall semester, there will be only essential volunteers permitted on campus. All essential volunteers will be temperature and symptom checked for COVID-19 upon arrival to campus.

Clariden's Do-It Groups (DIGS) are a great way to support and assist Clariden's efforts in building and maintaining a great learning environment. Look for opportunities throughout the school year to connect and contribute. What are DIGS opportunities? Opportunities may include: assisting with the Art Show & Auction, being on the grill at Field Day, helping out the annual Thanksgiving Feast, decorating for an event, participating in a Clariden team charity running event, baking cookies, etc., etc. Contributing your time, talents and efforts to DIGS is a great way to support Clariden and connect with parents. With approval, National Junior Honor Society and National Honor Society members can clock service hours for attendance at DIGS events.

Student Code of Conduct & Academic Expectations:

Middle/High School Student Conduct:

Each student and parent will sign a statement that s/he has received and read the Student-Handbook and Code of Conduct and acknowledges the responsibilities outlined. This is included in the back to school information packet.

TCS Code of Conduct:

TCS allows a degree of personal freedom to its students that can result in beneficial learning experiences and a pleasant learning environment. Basic to this concept is a reliance on the self-discipline of the students ensuring an adherence to the rules of common decency and a respect of and concern for the feelings and rights of others.

When a teacher has exhausted ALL means of dealing with a specific discipline problem within the classroom, the student should be referred to administration. In extreme situations, the student(s) should be sent immediately to the Head of School's office.

Although the use of different teaching strategies needs to be afforded to all teachers, a more unified approach dealing with student discipline must be constantly fine-tuned. Each teacher must develop a "Classroom Discipline Plan" which includes three basic elements: 1) Basic Classroom Rules that are posted in the classroom; 2) a list of positive re-enforcers to be shared with the students; and 3) a clear stepwise discipline hierarchy plan that clarifies to the students the procedures that the teacher will use in his/her classroom discipline plan. Teachers should feel free to seek assistance whenever they feel it is necessary.

When a student is sent to the office, a note of explanation on the “Disciplinary Form” must accompany him or her so that proper and fair measures can be assessed and taken. An individual record is kept on all students who are sent to the office. **School Board Policy prohibits corporal punishment.**

Student Behavior Expectations:

- Students will treat each other and themselves respectfully displaying kindness. Student behavior should affirm and build up others. Uncaring criticism, unkind words, and vulgar language or gestures will not be tolerated.
- Students will not willfully hurt others physically.
- Honesty in academics and dealings with others is expected. Students will not engage in any behavior that involves lying, cheating, stealing or plagiarizing.
- Students are expected to be mindful of the rights of others.
- Students will walk in an orderly and quiet manner, inside and outside TCS buildings.
- Students are expected to value personal belongings, respect the possessions of others and show concern for the proper use of school property. Students are expected to clean up after themselves, replace equipment, and not litter.
- No objects that may be construed as weapons will be brought to school. The use of written or oral threats or intimidating actions will not be tolerated. The consequence may include immediate expulsion.

Clariden students are expected to follow the Cougar PRIDE model of citizenship as detailed within the handbook.

Off-campus Behavior:

In keeping with the School’s goal of instilling in each student a sense of integrity, good citizenship and an understanding of his or her responsibilities as a citizen of the School and community, including, but not limited to, the responsibility to comply with all civil and criminal laws, the School expects each student to be cognizant of his or her conduct away from campus as well as on campus. A student’s conduct should follow the Cougar PRIDE model and promote the general welfare and reputation of the School in a manner that is positive and does not reflect poorly upon the School, its name or the community in general. Clariden reserves the right to take disciplinary action if, in the opinion of administration, a student’s conduct off campus affects the general welfare and reputation of the School as set forth above and in accordance with the School’s citizenship model, rules and policies.

Bullying:

At Clariden we expect our students to treat each other at all times with respect as outlined in Clariden’s Cougar PRIDE citizenship model and within the Student/Parent handbook. According to the National Center Against Bullying, “the definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause harm to another person or group of people who feel helpless to respond.” Clariden does not tolerate bullying. Should a bullying incident occur Clariden has established an anonymous reporting procedure through Canvas that students and/or parents can access. Information on how to report bullying will be discussed at the back to school parent meeting, at student orientation and with parents during our parent mandatory meeting in the Fall.

Clariden administration will investigate each reported incident and communicate findings to the appropriate parents and students. Based upon findings, Clariden’s Head of School will determine what disciplinary action is appropriate and determine whether or not an external investigation is necessary. Disciplinary action will be communicated to the parents and to the student(s) involved. Disciplinary action could include expulsion.

The Head of School retains the right to call law enforcement.

Tobacco, Alcohol and Drug & Weapon Policy:

The Clariden School is committed to the good health, safety and welfare of each student and the wider scholastic community. The use of tobacco, alcohol, and illicit drugs undermines the good health, good community, and good results in a school. Moreover, the use or possession of these substances is illegal in the State of Texas for persons younger than eighteen years. Clariden does not tolerate the use of these substances and appropriate consequences will be taken for all violators.

Clariden students are not permitted to be in possession of, use, sell, purchase or transfer, or be under the influence of alcohol, illegal drugs or drug paraphernalia, or substances identified in the Texas Controlled Substances Act, as well as legal drugs, which have been illegally obtained (i.e. without a valid prescription), tobacco, or nicotine products (including nicotine or caffeine “juice”, e-cigarettes, vaping pipes, or similar devices and substances) and/or mind-altering substances on campus or at any time while under the authority of the School off-campus.

Clariden students are not permitted to be in possession of or use a weapon on campus.

Violators are subject to disciplinary action up to and including expulsion. Depending on the facts of the individual case, off-campus arrests may also result in immediate disciplinary action on the part of the School up to and including expulsion.

The Head of School retains the right to call law enforcement.

Basic Middle/High School Classroom Rules:

The following basic classroom rules are to be used in all the secondary program classes:

- Treat teachers, classmates and the environment with respect.
- Be on time.
- Be an engaged learner.
- Bring required materials to class every day.
- Use courtesy in speaking.
- Follow school expectations as indicated in the Student Handbook.

Basic Positive Recognition of Students:

The following is a basic list of positive recognition to be used by the faculty and staff when students choose appropriate behavior:

- In class praise for work ethic, contribution, participation, etc.
- After class praise for work ethic, contribution, participation, etc.
- Positive memo/e-mail
- Positive phone call home

Basic Sequential Procedures:

The following sequential procedures are to be used by all middle/high school faculty and staff members for students not choosing to follow classroom rules. It is important to recognize that the following consequences are meant to help students recognize their poor choices and to help them learn to modify inappropriate behavior and learn to make better choices. It is also important to recognize that in some situations a step(s) may be omitted based on the severity of the violation.

- Step 1: Verbal Warning and/or Discussion
- Step 2: Conference with student after class. This can take place during break, lunch, or after school. It will include discussion of infraction.
- Step 3: A disciplinary referral will be filled out. Teacher will contact the home.
- Step 4: Parent-student conference with faculty member.
- Step 5: Conference with Head of School. Depending on the circumstance, student can receive one or more of the following consequences:
 - Verbal Discussion/Expectation Set
 - Detention (lunch, after school, or Saturday)
 - Internal suspension
 - External suspension
 - Behavioral contract
 - Name and case taken to Head of School

Infractions Associated with Immediate Conferencing:

The following list of infractions requires **immediate conference with the Head of School** and therefore **does not** follow the five steps listed above:

- Bullying
- Verbal harassment
- Sexual harassment
- Fighting/Any physical act
- Endangering others
- Abusive/obscene language
- Use of or possession of an illegal substance and/or weapon
- Truancy
- Theft

The Head of School has the authority and right to take disciplinary action.

Infraction of the Discipline Code:

The following pertains to the basic procedures for infractions of the discipline code:

1. **General Regulations:** Whenever a student shows a consistent or serious behavior problem, the parents shall be notified at once and consulted at all stages in an effort to work together towards a solution to the problem. Student due process rights shall be protected at all stages.

2. **Teacher/Student Conference:** Research shows that conferencing with the student, in modifying student behavior, works best when the teacher takes time to talk with the student(s) about their classroom expectations. Conferencing may be served either during lunch or after school. A conference assigned for disciplinary infractions takes precedence over club and athletic activities and practices. It is the student's responsibility to notify the appropriate sponsor or coach that their absence was caused by a Teacher/Student Conference. This does not excuse the absence—it only explains it. Students who miss conference sessions, upon the discretion of the teacher, will be sent to the Head of School for further disciplinary action and/or a parent conference. When the administration feels it is appropriate, it can assign students to work after school in tasks to help keep our school and its facilities clean. Parents will be informed ahead of time.
3. **Internal Suspension Program:** Internal suspension can be assigned to a student by TCS administration when the student repeatedly breaks a school rule or commits a more serious error. Students assigned internal suspension will be placed in an administrative office where they will work on assignments throughout the day with no peer contact. Parents will be notified by TCS administration when their student has been assigned internal suspension. Students who have been assigned internal suspension must leave TCS at the end of the day and cannot participate in extracurricular activities.
4. **External Suspension:** External suspension can be assigned by TCS administration to a student as a penalty for a serious infraction of the code of conduct or repeated misconduct. Parents will be notified of the external suspension. Zeros will be given for tests, assignments, and/or homework missed due to the external suspension. In the event a singular suspension causes a grade to drop more than one unit (e.g. "C" to a "D"), the student may petition the involved teacher through the Head of School for appropriate extra assignments. Petition does not guarantee approval. Each case will be dealt with individually depending on the offense that initially resulted in the external suspension. Permission to make up work may be denied depending on the circumstance of the case. If the assignments are completed in a satisfactory manner, the additional drop in the grade(s) could be prevented.
5. **Disciplinary Probation:** Disciplinary probation results from a serious accumulation of disciplinary infractions or a major breach of discipline. Parents are notified and specifics of the student's probation are communicated.

Citizenship at TCS:

The code of honorable behavior is based on the acronym P.R.I.D.E.

- **Politeness** – Thinking of others and consider their viewpoints before acting or speaking with politeness. Use your manners always. Ask permission to borrow supplies. Think before you speak.
- **Respect** – Treat others with kindness and consideration. Remember we are a community. Speak to each other kindly. Refrain from using profanity. Take care of school and supplies. Voice your opinions politely.
- **Integrity** – Act with integrity and honesty while always doing your best work. Complete your own work with academic integrity. Own your mistakes.
- **Self-Discipline** – Accept responsibility for your actions, your belongings and your behavior. Turn in your work on time. Bring supplies to class. Keep track of your own belongings.
- **Embracing Opportunity** – Demonstrate your love and support for others and the

endeavors of our community. Try new things! Set a good example for others. Build each other up by being positive and supportive. Find ways to help others. Remember to always be your best self!

Students are evaluated by the teachers based on the PRIDE acronym, with marks being reflected on progress reports, project reports and on report cards. The following Citizenship Grade standards are used:

O – Outstanding: The student meets the highest standards of Clariden citizenship in every respect, going above and beyond the required levels of behavior, embracing every opportunity to show leadership, serving the community whenever possible, and consistently upholding the PRIDE acronym.

G – Great: The student meets all standards of Clariden citizenship, consistently upholding the code of honorable behavior. While the student generally shows good manners, respect, integrity, self-discipline and service, the great student may show an occasional lapse in meeting the code's standard.

S - Satisfactory: The student meets the basic standards of Clariden citizenship and is an important contributing member of the community, however, there is room for improvement in adherence to the code of honorable behavior.

N - Needs Improvement: The student has consistent lapses in meeting the code of honorable behavior. Such lapses interfere with the student's ability to function at his/her best. The student receiving an 'N' on a report card may be prevented from participation in field trips and/or other activities.

U – Unsatisfactory: The student's lack of compliance with the code of honorable behavior is disruptive to the community and significantly impairs the student's educational process. If not corrected, this behavior will lead to the student's dismissal from TCS, either by expulsion or non-renewal of the contract. In addition, the student receiving a 'U' on a report card may not attend school-sponsored field trips until the citizenship grade is raised to an 'S.'

Academic Integrity:

TCS is committed to academic integrity. Academic integrity is defined as ethical behavior expressing respect for the value and ownership of work completed by others. Plagiarism is submitting material that in part or in whole is not entirely one's own work without attributing those same portions to their correct source.

Using someone else's work without giving the owner the credit due is plagiarism and will not be allowed. This specifically refers to academic dishonesty. It is considered a serious infraction to TCS's code of conduct. A student that commits academic dishonesty can cause the following:

- Break the trust and/or undermine the trust relationship between the teacher and the student.
- May also jeopardize chances of obtaining admission to a university.

Academic dishonesty can take place in many different ways. It is not the purpose of this handbook to describe ways in which academic dishonesty can occur. However, the administration and faculty want students to understand that academic dishonesty is in contrary to the School's goals and objectives. Therefore, academic dishonesty will not be tolerated and sanctions will be applied to those students who act dishonest in presenting their schoolwork. Please refer to TCS's Academic Integrity contract.

Procedures and Consequences for Academic Dishonesty:

All instances of academic dishonesty must be reported to the administration and documented. Respective faculty will be informed of the incident. First time offenses will result in a conference with the student, parents, teacher(s) and administration. A form will be signed and placed in the student's file for documentation. The student will receive a zero on the assignment or test with no opportunity to make it up. Following offenses will be dealt with by administration and the teacher(s) involved. Please refer to the plagiarism contract for details of repercussions.

Late/Missing Assignments Unrelated to Being Absent- Class Work/Home Work/Daily Work:

Middle & High School:

Assignments are due on the **Due Date**. Assignments turned in following the due date will receive a zero. Students are encouraged to voice to their teachers any conflicts they may have with submitting assignments. Teachers can choose to drop a certain number of grades for each grading period.

Tests/Project Work/Papers:

Middle School: Each graded assignment will have a **Due Date** and a **Deadline Date**. The due date is the date the assignment is due and the deadline date is the last day the assignment will be accepted for the potential of earning full credit. Students that miss the deadline date will only be able to earn the highest grade of a 70.

High School: Each graded assignment will have a **Due Date** and a **Deadline Date**. The due date is the date the assignment is due and the deadline date is the last day the assignment will be accepted to receive a grade. Work submitted following the deadline date **will not** be graded and the student will receive a zero.

Descriptions for Quality Work:

The following descriptions for the quality of student work are meant to serve as a guideline for the Middle/High School Faculty:

“A” This grade is distinctly a mark of superiority. It represents much more than mere competence in meeting assignment. There is a “plus factor” involved. The “A” student does not only know what is expected of him/her, but goes beyond it; s/he uses initiative; s/he does not require prodding. His/her work is superior on all types of tests, in class participation, and in out-of-class work. His/her work represents a true inquisitiveness and creativeness.

“B” This grade indicates a high level of accomplishment with the “plus factor” diminished. It represents less originality, less depth of analysis than the “A”; yet all three qualities are sometimes present. The “B” student does better than average work on all types of tests, is always prepared for class, generally does well in class participation, and his/her out of class work is well prepared.

“C” This grade represents the usual accomplishment expected of the average student. The student has done what has been asked, but very little more, perhaps a little less. She/he has functioned only with gentle prodding. His/her grades on all types of tests are average; s/he is slow to grasp concepts, but eventually gets them. His/her assignments are prepared, but his/her out-of-class work frequently needs to be corrected. There is a lack of inquisitiveness, and when it does exist, it is seldom pursued by the student in the form of self-developed initiative.

“D” This grade is a minimum passing grade. In effect, it says (1) a student has done his/her best but

his/her lack of ability prevents him/her from succeeding, or (2) a student, though able, has not applied himself/herself. His/her work is indifferent, his/her attitude poor, his/her study habits incapacitating. S/he has not responded to frequent counseling sessions. A “D” also indicates that, in the opinion of the teacher, the student is undertaking a great risk in taking more advanced courses in this area.

The “D” student is below school and U.S. national averages on all types of tests. S/he has difficulty in completing assignments and doing oral and written work.

“F” This grade indicates that the student has such lack of achievement in the subject that s/he probably should repeat the course before going on to the next level. However, we should do everything possible to help students (especially those students who are trying, but failing) avoid losing a credit or having to repeat a TCS year.

Grading System:

Grading in grades 4th through High School is done by letter grades as indicated below:

A+ = 98-100 – 4.0 / A = 93-97 – 4.0 / A- = 90-92 - 3.7
B+ = 88-89 – 3.3 / B = 83-87 – 3.0 / B- = 80-82 – 2.7
C+ = 78-79 – 2.3 / C = 73-77 – 2.0 / C- = 70-72 -1.7
D+ = 68-69 – 1.3 / D = 63-67 – 1.0 / D- = 60-62 -.07
F = 59 and below – 0

Standardized Testing:

- The PSAT 8/9 is administered on campus for 8th & 9th graders.
- The PSAT/NMSQT and Pre-ACT is administered on campus for 10th & 11th graders.
- The NWEA is administered three times a year for 6th-11th graders.

Weighted Grades:

Clariden weights honors and dual credit/concurrent courses in calculating GPA.

- Regular classes are on a 4.0 scale
- Honors classes are on a 5.0 scale
- Dual credit/concurrent classes are on a 6.0 scale

P- Pass. Given that the student has had the Pass/Fail grading option approved at the start of the semester.

W- Withdrew. Given that the student had parental permission and that the action was taken before the end of the third week of the course’s inception. Students withdrawing after that period will receive an “F”.

INC -Incomplete. Work may be made up within stipulated guidelines established by the teacher, but not after the end of the academic semester. Should the Incomplete not be finished, no grade or credit will be awarded.

NOTE: P.R.I.D.E. (Citizenship) grading is done apart from the student’s academic performance.

Honor Rolls:

Distinguished Honor Roll: Letter grade of an A or above in all classes (no A-)

Honor Roll: Letter Grade of a B or above in all classes (no B-).

Changing Class Schedules:

All requests for schedule changes will be considered by the Upper School Coordinator and discussed with the Head of School.

Academic Acceleration:

At Clariden, we value mastery, as it is crucial that students participating in subject/course acceleration be prepared to meet the expectations of the next level. To accelerate students must be recommended by The Clariden School in addition to meeting the requirements for credit.

All Grades - 5th -12th :

- Credit by Exam (CBE) assessments consist of one assessment for each year-long course. A student may only register for one year of credit per CBE administration.
- A student may not attempt to earn credit by examination for a specific subject more than two times.
- A student may only receive one year of credit per subject per school year.
- The Clariden school will only provide CBE testing prior to June 1st. **There are no exceptions.** If you have missed a deadline or the dates do not work with your schedule, you have the option of requesting to make arrangements on your own through University of Texas High School in conjunction with an approved testing site no later than July 1st. **There are no exceptions.** If you are interested in arranging an outside CBE please complete the required request form.
- Parents are responsible for the cost of the examination for their student.

Newly Enrolling Students:

Transfer students must have appropriate documentation to indicate that a student has demonstrated mastery and received credit for a subject/course. This documentation must include the following:

- Record of a completed CBE from an accredited institution in which the student scored 80% or above.
- Subject is indicated as having been completed over the course of a school year.
- Subject is indicated as having been completed over the course of a semester (high school only).
- Compacted middle school math courses will be accepted for credit from accredited institutions.

Elementary – 5th Grade Mathematics only:

- A student who scores 80% or above on a criterion-referenced test in mathematics without prior instruction, may be partially placed for 6th grade mathematics and 5th grade for all other subjects.
- Placement in a 6th grade math will only occur before the beginning of a school year, regardless of when a CBE for acceleration is taken.

Middle & High School – 6th through 12th Grade:

- A student who scores 80% or above on a criterion-referenced test without prior instruction will receive credit for the course.
- A student may only register for one year of credit per CBE administration.
- A student may not attempt to earn credit by examination for a specific subject more than two times.
- Placement in a new course will only occur before the beginning of a school year, regardless of when a CBE for acceleration is taken.
- Some courses will require two exams (semester 1 and semester 2). A student may register for one course with two semesters (ex. French 1A and French 1B) during the same administration.
- If a student does not meet the 80% criteria on a CBE assessment, credit for the course will not be awarded. Course credit and the CBE assessment score will not be placed on a student's high school transcript.
- Students are not permitted to partially place between middle school and high school except for those taking classes through an advanced math track.

Exam Preparation:

It is important to understand the academic content and academic rigor required of our students. Please review Texas Essential Knowledge and Skills (TEKS) using the following link. You will want to look at your student's current grade level and the next grade level and compare the two.

Texas Education Agency Link: <http://tea.texas.gov/index2.aspx?id=6148>

Our credit-by-exam/acceleration exams come from the University of Texas. Please review the materials for the acceleration examinations using the link below. It is important that you and your student study these materials, as the examinations are very thorough. University of Texas review guides: https://highschool.utexas.edu/cbe_study_guides

Learning Differences:

Clariden will work with students to accommodate learning needs based upon a diagnosis from a learning specialist. Accommodations made may include but are not limited to providing extension testing time, providing additional resources within the classroom, providing a different environment for testing, providing a seat closer to the teacher, etc. An action plan for the student will be created in collaboration with the classroom teacher and the Head of School that outlines support being provided within the classroom. The action plan will be communicated to the parent and a copy provided. Action plans will be re-evaluated periodically based on the need(s) of the student. **Clariden does not modify curriculum to accommodate learning differences.**

The Head of School and/or Upper School Coordinator is also the accommodations coordinator for the College Board and ACT standardized testing. All students seeking accommodations for College Board exams (SAT, 8th/9th, 10th/11th PSAT and AP tests) or ACT must meet with the Head of School or Upper School Coordinator and submit all accommodation paperwork to the instructional specialist at least 8 weeks prior to the examination. Approval for these accommodations is at the discretion of the College Board and

ACT, not The Clariden School.

Academic Probation:

Students with a report card grade average below 70 or with less than a 59 in any subject are considered to be on Academic Probation. They may be barred from participation in extracurricular activities, including field study, school travel, and school-sponsored social activities until re-evaluation of grades result in correction of the problem. This can occur on a progress report or by special request no less than 3 weeks after the issuance of the report/card on which the unsatisfactory grades were reported. Please note that Progress Reports do not constitute a report card and may be used to re-evaluate the student's status only when it is to the student's benefit.

Academic and Citizenship Requirements for Competition:

The standard for participation in interscholastic athletic competition is designed to comply with the governing body's rules for competition. A student who earns a grade less than 70 in any subject or a 'N' in citizenship on a report card will not be allowed to compete. Re-evaluation may take place after the next progress report or by special request no less than 3 weeks after issuance of the unsatisfactory report card.

Standards for Testing Environment:

The following standards have been developed in order to maintain the integrity of student assessments in the testing environment. The following standards are to be administered by all faculty and staff members when an assessment/test is being given:

1. Students are expected to go to the restroom before or after the assessment.
2. The Educator goes over the basic format of the assessment before the students begin.
3. The Educator must move through the classroom/testing environment during the assessment. The Educator must avoid doing work at his/her desk while administering the assessment/test.
4. During the assessment/test, students are not allowed to have anything on the work surface with the exception of clean scratch paper, pen, pencil, eraser, sharpener, and calculator if necessary.
5. Mobile phones and any electronic devices (other than calculators if approved by the educator) must be turned off and checked in or left in cubbies or in lockers.

Letter Jackets:

At TCS letter jackets are awarded to high school students (9th-12th grade) based on academics and/or extra-curricular/clubs/sports.

High school students who meet the following requirements are eligible for letter jackets based on academics:

- Must complete one full year at Clariden as an 8th grade or HS student.
- Report card shows an overall 3.2 GPA or above for the previous school year (8th grade GPA's

are considered for incoming freshmen). Honors courses are required in high school. Required GPA does not have to include dual credit courses.

- Consistently active in serving the Clariden community.
- Has not exceeded the number of allotted absences or tardiness for the year.
- P.R.I.D.E. grade of “G” or above in all classes for the year.

High school students who meet the following requirements are eligible for letter jackets based on extra-curricular/clubs/sports:

- Must participate for two consecutive school years in extra-curricular/club or sport.
- Report card shows an overall 3.0 GPA or above for the previous school year (8th grade GPA’s are considered for incoming freshmen). Honors courses are required in high school. Required GPA does not have to include dual credit courses
- Be in good standing with your team and coaches.
- Attend all required events for your extra-curricular activity, club or sport.
- P.R.I.D.E. grade of “G” or above in all classes for the year.

Field Study and Travel:

Clariden middle and high school students are given the opportunity to participate in field study experiences and travel. In the event that a student is unable to travel or attend a field study experience, the student is still required to attend school. Students unable to participate will be given an educational assignment(s) in place of the educational experience.

School-wide Events:

Typically, Clariden holds numerous school-wide events throughout the school year. Given the coronavirus and the current coronavirus case numbers within our state and local counties, school-wide events will not occur for fall semester. Please look for a calendar of events and further communication regarding school-wide virtual events for the fall. We’re hopeful, on campus events will be possible during the spring/second semester. We encourage you to connect with Clariden and choose to be a part of our virtual events and hopefully, second semester, our on-campus events.

After School Clubs:

For fall semester – after school clubs will not be available. Again, the idea being to keep the amount of exposure our students have to outside vendors and students outside of their class to a minimal. We are hopeful that after school clubs will be able to occur during second semester.

Clariden offers a variety of after school clubs from 3:30 p.m. to 4:30 p.m. Clubs vary based on the interests of our students. Families receive information regarding clubs prior to each semester.

National Junior & Honor Society:

TCS students who are eligible may become members of the National Junior Honor Society (middle school aged students) or the National Honor Society (high school aged students). Eligible students will be notified by school administration.

Student Council:

Students 4th grade and above may run for Student Council. Students interested in running for Student Council must acquire a sponsor, which can be a teacher or administrator. Students must be student nominated and teacher nominated in order to run for Student Council. Students must meet the Student Council Criteria to be eligible to run. High school students hold the offices of President, Vice President, Secretary & Treasurer. Class representative(s) are elected for each class. Campaigns and elections need to follow TCS guidelines and expectations. All ideas and speeches must be approved by the Head of School prior to implementation.

Community Service:

Clariden students are required to do 10 hours each school year for membership of National Junior Honor Society and National Honor Society. Hours are done off campus and are outside of school hours. Students may, however, with administrative/sponsor approval clock hours during DIGS events. Logs of hours completed need to be turned into Administration at the end of each semester and/or school year.

Admissions:

Pre-registration:

The Clariden School offers current families priority in registration for the next school year. Current students and their siblings are given priority during the pre-registration period. Pre-registration is held in January. Following the pre-registration period for current students and siblings, registration is opened to the public. Registration is on a first come, first served basis and is not completed until the initial payment is received and the contract is signed and returned.

Waiting List:

The Clariden School offers parents the opportunity to place their children on a waiting list pending an appropriate opening. Siblings wishing to be placed on a waiting list must have a completed application on file including the paid application fees.

Gift Giving Policy: Faculty/Staff Gifts and Special Occasions

Faculty and staff members are not permitted to accept money or purchased gifts from students, parents, grandparents or other school community members. This includes outside of school parties, or any other

type of celebration. However, faculty and staff members may accept a gift of words. An example of this type of gift would be a handwritten card, note or a homemade gift. The Head of School should be consulted, should questions arise around a permissible gift of words or homemade gift.

Each year parents are given the option to contribute a maximum of \$100.00 to the Teacher Appreciation Fund, per child, for the school year. This fund is used to provide two gifts during the school year, one at the End of First Semester and one during Teacher Appreciation Week for each faculty and staff member.



2020-2021 Student Handbook Acknowledgement Form

The Student Handbook describes important information about The Clariden School (TCS). I understand that it is my responsibility to consult a school administrator or teacher regarding any questions that I may have that are not answered in the Handbook.

Since the information and policies described in the Handbook are subject to change as needed, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the Head of School, in coordination with the Board of Directors, has the ability to adopt revisions to this Handbook.

As a student at TCS, I understand that it is my responsibility to read and comply with the regulations contained in this Handbook and any revisions made to it. I acknowledge by signing this document that I have read and understand the expectations and policies described in the Handbook.

As a parent of a TCS student, I have read and gone over the Handbook with my child. I understand the information provided, and have communicated with my child the expectations set forth by TCS.

Please fill in the information below and return this acknowledgement page to Administration.

Student Printed Name _____

Student Signature _____ **Date:** _____

Parent Printed Name _____

Parent Signature _____ **Date:** _____