

2022 - 2023

**CLARIDEN**  
**BACK TO SCHOOL**



July 15, 2022



Dear Clariden Families,

It is a pleasure to welcome you to the 2022-2023 academic year! I hope you have been having an enjoyable summer and that your children are well rested, ready and excited for the upcoming school year; we simply cannot wait to see students back on campus again to see what all we have in store for you this year. I would like to give a special welcome to those families who are new to Clariden - you are joining a school that does its very best to make you feel part of a welcoming, close-knit community.

In addition to welcoming new and returning families, we are joined by several new faculty and staff members this year. A faculty/staff contact list with names and email addresses of all employees is attached.

Last year we were fortunate to make great strides in returning to more normal campus operations after adjustments were made due to COVID-19. This coming year, we are grateful to be able to make a further return to pre-COVID school operations. We are thrilled to offer a variety of after-school programs for all grade levels (separate communication forthcoming), partnership with parents in the form of the Cougar Parent Organization (CPO), and a new Buddy Program to welcome our new Cougar families to the Clariden community. Additionally, the highly-anticipated completion of the Upper School STEAM building is nearly here. This state-of-the-art building will offer programmatic opportunities for all of our students for many years to come and it serves as one of many visible signs of Clariden's continued growth as a community. I want to thank the entire Clariden team, the Board of Directors, and the many generous donors who have made this new STEAM building a reality.

An update regarding safety and security enhancements was sent on July 1, and in the communication we included the following summary of information: the implementation of ALiCE safety protocol, working with Southlake Police Department, and additional enhancements to the physical campus. For more information about safety and security, [please visit the Safety & Security section on our website](#). We will send out another update with further details prior to the start of school.

Please make note of the following important initial dates and events:

On **Monday, August 15, 2022**, we invite students and parents/guardians to **Meet the Teacher Night**. *Meet the Teacher Night* will be an informal meet-and-greet where families can stop by school **between 4:00PM and 5:00PM** to meet with students' teachers in a casual setting.



**Tuesday, August 16, 2022** is our first day of school, and we are thrilled to invite families to join us at the **Opening Ceremony** in the Swienton Family Gymnasium at **9:00AM**. We are looking forward to gathering as a community to celebrate all that we accomplished this past year and to look forward to the year ahead. At the close of the ceremony, students will transition to their classes for the remainder of the day.

You will find the following important back-to-school information in this packet. Please read through all of the documents thoroughly. We know this is a significant amount of information, so please reach out at any time with any questions, comments, or concerns. We look forward to seeing you on campus soon!

- Faculty & Staff Contact List
- Back-to-School Checklist
- 2022-2023 Key Dates
- Drop-off / Pick-up Information
  - o Schedules
  - o Rules
  - o Student Driver Permission Form
  - o Student Passenger Permission Form
- Supply Lists
- Social Media Communication

I cannot wait to see you all in August!

Best wishes,

Dr. Jamie Segraves  
Head of School  
[jsegraves@claridenschool.org](mailto:jsegraves@claridenschool.org)



# Faculty & Staff Contact List

## 2022-2023

All e-mail addresses are @claridenschool.org

### Cougar Prep:

3-4 year olds	Anne Todd	atodd@
4-5 year olds	Francine Myers	fmyers@

### Lower School:

Kindergarten	Carrie Waldron	cwaldron@
Grade 1	Kate Lindsey*	klindsey@
Grade 1	Amy Bowman	abowman@
Grade 2	Sallie Wollert	swollert@
Grade 3	Katie Klein*	kklein@
Grade 4, Lead Educator	Elaine Gibson	egibson@
Grade 5	Christine Lowe	clowe@

### Upper School:

Lead Educator	David Mathews	dmathews@
Educator	Brittany Barnes*	bbarnes@
Educator	Eileen Fairbanks	efairbanks@
Educator	Tim Garrett	tgarrett@
Educator	Alex Griffin*	agriffin@
Educator	Marcus Simmons	msimmons@
Educator	Rissa Westerfield	rwesterfield@



**Specials:**

Art CP-3	Amber Knight	aknight@
Art 4-12	TBD	
Music/Dance/Theater	Kirsten Simmons	ksimmons@
Physical Education	Brittany Chavez	bchavez@
STEAM	Christi Chaka*	cchaka@
Extended Day	Ann Garvin	agarvin@

**Administration:**

Admissions/Philanthropy	Tracey Locke*	tlocke@
Business Office	December Champion	dchampion@
Curriculum	Thy Carber	tcarber@
Facilities	David Perez	dperez@
Front Desk	Julie Richardson	jrichardson@
Front Office/Admissions	Sabina Stone	sstone@
Head of School	Jamie Segraves	jsegraves@
Marketing/Communications	Priscilla Díaz Fisher	pfisher@
Technology/Project Manager	Alan Garrison	agarrison@

*\* Joining Clariden in 2022-2023*



# Back-to-School Checklist

## 2022-2023

Here is a quick checklist of things to do to get ready for the 2022-2023 school year.

### STEP #1 – Family Profile & Authorized Contacts Form Is Due by 8/1/22

The “Family Profile & Authorized Contacts Online Form” helps us make sure we have your latest phone, email, and address information for the family. It is also where you tell us who you want on the Emergency Contacts List, Carline Pickup List, and Classroom/School Communication List. If you have already filled it out – Thank you! Please be sure you submit this form no later than August 1, 2022. **Students cannot attend school until this form is submitted.**

*You can find the form at this link: [www.claridenschool.org/family-profile](http://www.claridenschool.org/family-profile)*

### STEP #2 - Medical Forms Are Due by 8/1/22

Please make sure you submit the Medical Forms from that packet by August 1, 2022. These forms are due at the same time you submit your Family Profile (above). **Students cannot attend school until these forms are returned. A new set of forms is due each year.**

- Health Information Form
- Authorization for Medication Administration Form (Prescriptions)
- Permission for Over-the-Counter Medication
- Physical Form (G1, G6, G9 and New Students Only)
- Athletic Physical Form (Middle/Upper School Athletic Participation Only)
- Severe Allergy Action Plan (if applicable)

*If you have already submitted your Family Profile and only need to submit your medical forms, you can find these forms at the following links:*

Forms: <https://www.claridenschool.org/wp-content/uploads/2022/07/Clariden-Medical-Forms-2022-2023.pdf>

Upload Forms: [www.claridenschool.org/upload-medical-form](http://www.claridenschool.org/upload-medical-form)

### STEP #3 - Clariden Student Handbook Signing Is Due by 8/15/22

Later this month, you will receive an email with the Clariden Student Handbook for 2022-2023. A parent/legal guardian is required to sign this document acknowledging receipt of the Handbook. The email enables you to sign the document electronically (like you did with your enrollment contract). Please review the handbook with your child(ren). **Students cannot attend school until this document is signed by a parent or legal guardian.**

### STEP #4 – Tuition Payments Due by 8/1/22

If you are on a tuition installment plan, installment payments are due August 1, 2022. If you are unsure about your payment status, please contact Ms. December Champion, in our business



office for more information at [dchampion@claridenschool.org](mailto:dchampion@claridenschool.org).

### STEP #5 – Place Your Child’s Clariden T-Shirt Order by 8/1/22

Please place your order for your child’s Clariden T-shirt for the year, by August 1, 2022. These shirts will be worn on field study trips, as well as a great “go to” option for Cougar Spirit Days, held the first Friday of each month. Click on the following links to view the shirt designed by one of our students, sixth-grader, Star K. Each t-shirt costs \$15-\$18 (dependent upon size).

<https://www.claridenschool.org/2022-23-school-shirt/>

### STEP #6 – (OPTIONAL) Sign Up for the Extended Day Is Due by 8/1/22

If you did not purchase the Extended Day Program with your Enrollment Contract, it is not too late. There are still a few spaces available on a first-come-first-serve basis. Please note that Extended Day is different than our after-school program offerings (separate communication forthcoming).

View Extended Day Program packages & pricing here:

<https://www.claridenschool.org/admissions/tuition/>

Request the Extended Day Program for your child here:

<https://www.claridenschool.org/student-services/forms/extended-day-request/>

### STEP #7 – (OPTIONAL) Lunch Program Sign Up Is Due by 8/15/22

We are pleased to offer our lunch program this Fall. The Fall semester will begin Monday, August 22 and end Friday, December 16. All program offerings are available on Stripe, and our partnerships with vendors are as follows:

<u>Monday:</u>	Chick-fil-A
<u>Tuesday:</u>	Kincaid’s
<u>Wednesday:</u>	Corner Bakery
<u>Thursday:</u>	Jersey Mike’s
<u>Friday:</u>	Domino’s Pizza

To review lunch offerings, please visit the Parent Portal: <https://www.claridenschool.org/parent-portal/#1652215690906-8d456750-e787>. You will note that the prices are per semester, which indicates that you are ordering that meal for each day of the week you sign-up for, for the entirety of the semester.

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*And remember – if any of your information changes within the school year, you can access ALL Clariden’s forms 24x7 in the Parent Portal section of the website at:*  
<https://www.claridenschool.org/parent-portal/#1652216223996-0d377054-e7f5>

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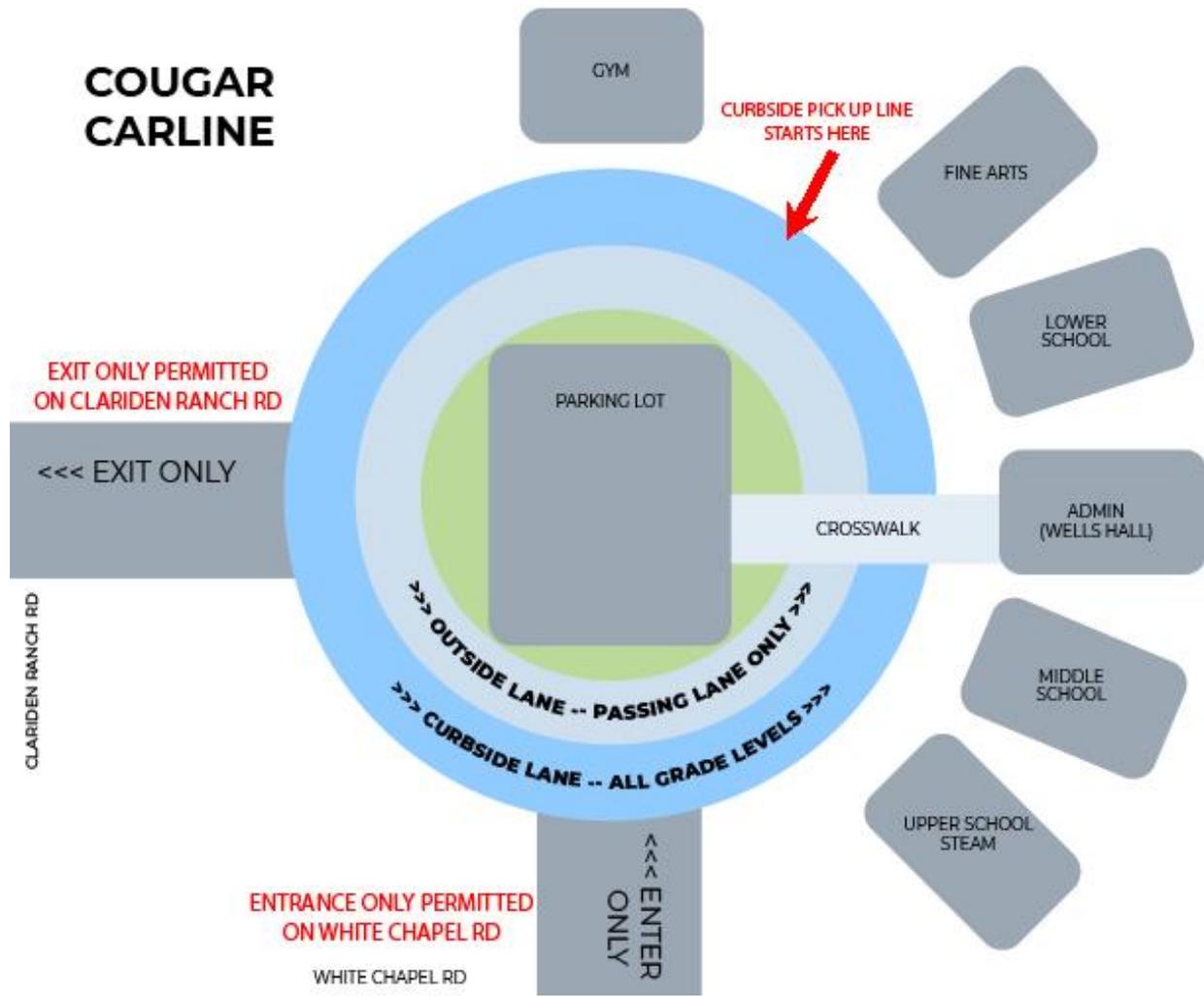
# 2022-2023 Key Dates

8/15/22	Meet the Teacher
<b>8/16/22</b>	<b>First Day of School/New School Year Opening Ceremony/Semester 1 Begins</b>
<b>9/5/22</b>	<b>Labor Day Holiday – School Closed</b>
9/22/22	Cougar Pride Annual Fund/North Texas Giving Day
<b>10/10/22</b>	<b>Columbus Day/Indigenous People Day – School Closed</b>
10/24/22 – 10/28/22	Scholastic Book Fair
10/31/22	Halloween Parade and Celebration (Regular School Day)
<b>11/4/22</b>	<b>Parent-Teacher Conferences CP-G5 - No School for students CP-G5</b>
11/5/22	Fall Festival
<b>11/11/22</b>	<b>Veterans Day – School Closed</b>
11/17/22	Thanksgiving Celebration (Student lunch); <b>Thanksgiving Break begins at dismissal</b>
<b>11/18/22</b>	<b>Faculty/Staff Professional Development – No Classes</b>
<b>11/18/22 – 11/25/22</b>	<b>Thanksgiving/Fall Break – No School</b>
11/28/22	School Resumes
12/12/22 – 12/15/22	Semester 1 Final Exams (G6–G12)
12/15/22	Winter Class Parties; Semester 1 Ends; <b>Winter Break begins at dismissal</b>
<b>12/16/22</b>	<b>Faculty/Staff Professional Development – No Classes</b>
<b>12/16/22 – 1/2/23</b>	<b>Winter Break – No School</b>
<b>1/3/23</b>	<b>School Resumes; Semester 2 Begins</b>
<b>1/16/23</b>	<b>Dr. Martin Luther King Jr. Holiday – School Closed</b>
2/14/23	“Share the Love” Celebration
<b>2/20/23</b>	<b>Presidents’ Day – School Closed</b>
<b>3/13/23 – 3/17/23</b>	<b>Spring Break – No School</b>
3/20/23	School Resumes
<b>4/7/23 – 4/10/23</b>	<b>School Holiday – No School</b>
4/11/23	School Resumes
5/12/23	<b>Parent-Teacher Conferences CP–G5 – No School for students CP–G5</b>
5/17/23	Seniors’ Last Day of Classes
5/18/23	Graduation
5/19/23	Lower School Field Day; Class Parties
5/22/23 – 5/25/23	Semester 2 Final Exams (G6–G11)/ Semester 2 Ends
<b>5/26/23</b>	<b>Last Day of School (CP–G11); End-of-Year Ceremony; Early Dismissal</b>
<b>5/29/23</b>	<b>Memorial Day – School Closed</b>
5/30/23 - 5/31/23	Inclement Weather Make-up Days (as necessary)
5/30/23 - 6/2/23	Faculty and Staff Closing Meetings; Professional Development

# 2022-2023 Drop Off / Pick Up Schedule

	<b>EARLY DROP OFF</b>	<b>DROP OFF</b>	<b>CLASS BEGINS</b>	<b>PICK UP</b>
<b>Cougar Prep</b>	7:45 - 8:10 AM	8:40 – 9:00 AM Lower Bldg.	9:00 AM	3:30 PM Curbside Lane
<b>K – 4</b>		7:45 – 8:10 AM Lower Bldg.	8:15 AM	3:30 PM Curbside Lane
<b>G5 – G12</b>		7:45 – 8:10 AM Middle/STEAM Bldg.	8:15 AM	3:30 PM Curbside Lane

If you need to drop off after 8:10 AM you must park your car and walk your child(ren) into Administration. There is no carline after 8:10 AM.



# 2022-2023 Drop Off / Pick Up Rules

Cell Phones:	<b>CELL PHONE USE IN A SCHOOL ZONE IS PROHIBITED BY LAW. YOU WILL BE ASKED TO DISCONNECT IMMEDIATELY BY CARLINE ATTENDANT IF USING WIRELESS OR TEXTING FOR THE SAFETY OF ALL STUDENTS/STAFF.</b>
Carline:	<ul style="list-style-type: none"> <li>• Pull all the way up to the sign in front of Fine Arts.</li> <li>• Child must exit/enter vehicle curbside.</li> <li>• <b>DO NOT</b> exit your vehicle. Your child(ren) will be loaded into/unloaded from the car by staff.</li> <li>• Only student drivers will be allowed to walk unattended to the parking lot.</li> <li>• Family pets must be left in the car at pickup/drop off if you are picking up/dropping child at door.</li> <li>• Please use the crosswalk if you are picking up/dropping child(ren) at door.</li> </ul>
Unattended Vehicles:	<b>Do not leave your vehicle unattended in the carline lane.</b>
Name Card:	You will receive a name card for pick-up at Meet the Teacher on August 15.
Speed Limit:	The speed limit is 15 mph in our parking lots.
Seatbelts:	Click it or Ticket! It is the parent's responsibility to ensure each child is safely buckled. **Teachers & staff are NOT allowed to buckle students into seats**
Fire Lanes:	Do not park in any area marked as a fire lane at any time.
Late Arrivals/Tardy:	<p><b>If school door is closed, student is TARDY. Student MUST be checked in at Administration with a parent.</b></p> <p><b>K-12 is tardy starting at 8:16 AM</b></p> <ul style="list-style-type: none"> <li>• All MS/US students who arrive late must check themselves in at Administration with a parent/doctor note.</li> </ul> <p><b>Cougar Prep is tardy starting at 9:01 AM</b></p>
Upper School Drivers:	Upper School student drivers must register their vehicle and insurance information with Administration. (Forms Attached)
Student Passengers	No student will be allowed to leave campus with an upper school student driver unless a parent permission form has been filed with Administration prior to day of request. Text/email will not be accepted as permission. (Forms Attached)



# Student Driver Permission Form

## 2022-2023

The Clariden School recognizes that earning a driver's license is a milestone in the lives of many teenagers. With this often comes the responsibility to drive to and from school. Student drivers need to follow all driving rules and regulations while on campus. Additionally, student drivers need to be especially alert while in our parking lot as there are younger students being dropped off and picked up. **Failure to follow the listed guidelines will result in the loss of driving privileges.**

1) Students are not to leave campus except during specified dismissal times without written permission from their parent and oral permission from an administrator.

**THERE ARE NO EXCEPTIONS.**

2) Licensed student drivers may not take passengers in their vehicles without written notice and permission from student driver's parents and the parents of the passenger.

3) Texas state laws prohibit drivers from using a cell phone or any wireless communication device while driving.

If you will be driving to school and parking your vehicle on campus during the school day, please do the following:

- \*Complete this form
- \*Submit copy of auto insurance
- \*Submit copy of driver's license
- \*Always drive safely

Student Driver Name: \_\_\_\_\_

Driver's License Number and Issuing State: \_\_\_\_\_

Make of Vehicle (i.e. Ford): \_\_\_\_\_ Model of Vehicle (i.e. F-150): \_\_\_\_\_

Color: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

I give my child permission to drive to and from school each day in a vehicle that I provide. I understand The Clariden School is not responsible for my child after they have left The Clariden School parking lot.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that it is my responsibility to use safe driving practices while operating a vehicle on The Clariden School property. I hereby pledge that I will keep my safety and the safety of others in mind each day when I drive.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Student Passenger Permission Form

## 2022-2023

### Rules and Procedures

1) Students are not to leave campus except during specified dismissal times without written permission from their parent and oral permission from an administrator.

**THERE ARE NO EXCEPTIONS.**

2) Licensed student drivers may not take passengers in their vehicles without written notice and permission from student driver's parents and parents of the passenger.

3) Texas state laws prohibit drivers from using a cell phone or any wireless communication device while driving.

**Failure to follow these guidelines will result in loss of driving privileges.**

Name of Student Passenger: \_\_\_\_\_

Name of Student Driver: \_\_\_\_\_

### Parent of Student Passenger

I give my child permission to be taken to and from the school with the student driver listed above. I understand that The Clariden School is no longer responsible for my child after they have left The Clariden School parking lot.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent of Student Driver

I understand that The Clariden School is no longer responsible for my child after they have left The Clariden School parking lot. I give my child permission to have the student passenger listed above ride to and from the school with them in a vehicle that I have provided. I have read and understand the safety provisions of having a provisional driver and am aware that only one student is permitted to ride with my child for the first six months after obtaining a Texas driver's license.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Middle School & Upper School Supply List

## 2022-2023

Every student should bring the following supplies to school daily and replenish from home, as needed, throughout the school year.

### **Required supplies:**

- Charged laptop and charger (suggested to have one charger for home and one for backpack)
- Backpack with room for laptop
- Academic planner with week and month pages
- Trapper keeper or sturdy 3 ring binder (2 inch)
- Cardinal Expanding Pocket Poly Divider 8-Tab
- College-ruled notebook paper
- Spiral notebook with graph paper for math or graph paper
- Ruler
- Pencil pouch
- Pens and pencils
- Highlighters
- Scissors and glue sticks
- At least 16GB USB drive labeled with student name
- TI-84 Calculators (8<sup>th</sup> grade and up) labeled with student name
- Headphones with microphone for students taking World Language class
- Please note: Individual classes may require additional supplies.
- Clariden T-Shirt (See Step #5 in Back-to-School Packet above to order)

### **Art students (ALL MS and option for US):**

- Sketchbook
- 12 pack prisma color pencils

### **Minimum Laptop Requirements:**

- Intel i5 processor (equivalent or higher)
- 8 GB RAM (or higher)
- 256 GB hard drive (or higher)
- Two or more USB ports and an HDMI video port
- Required Accessory: wireless mouse

### **Optional Laptop Purchase Programs:**

- Dell Laptop Purchases: [www.dell.com/ClaridenSchool](http://www.dell.com/ClaridenSchool)
- Apple Laptop Purchases: <https://www.apple.com/us-edu/store>



# Lower School Supply List

## 2022-2023

- Classroom supply lists will be sent separately from your teacher.
- Clariden T-Shirt (See Step #5 in Back-to-School Packet above to order).



# Social Media Communication

## 2022-2023

### Connect With Us

Like, love, comment, share, and follow us on social media. Scan the QR code below to keep up with the latest Clariden news and updates.



School Hashtag: [#claridenschool](https://www.instagram.com/claridenschool)