



August 4, 2023

Dear Upper School Students and Families,

We are excited about your return! As hard as it may be to believe, we will return to the swing of school in a few weeks, beginning with our Starter Pack!

Upper School teachers lead Starter Pack activities for the first three days of school; **Wednesday, August 23- Friday, August 25**, will be devoted to welcoming new students and establishing our community life. We will discuss the next steps for summer assignments; engage students in diversity, inclusion, and equity work; begin our query process; and build a profound sense of community. As we move closer to the start of school, teachers will release the detailed Starter Pack schedule. We hope that students find joy in participating in these activities the teachers work hard to plan to build community life at school.

Monday, August 28, will mark the beginning of our first quarter of academic classes. The official start time for school is 8:30 a.m., following the schedule listed below.

Monday/ Tuesday/ Thursday/ Friday	Class Period	Wednesday	Class Period
8:00-8:25	Arrival	8:00-8:25	Arrival
8:30-8:45	Morning Meeting	8:30-9:45	Rotating Block: Periods 1, 2, 3
8:50-9:45	Period 1	9:45-10:15	Advising
9:50-10:45	Period 2	10:15-11:15	Consultation
10:50-11:45	Period 3	11:15-11:45	Lunch
11:50-12:30	Lunch	11:45.-12:15	Quaker Meeting
12:35-1:30	Period 4	12:15-1:45	Elective
1:35-2:30	Period 5	1:45-3:00	Rotating Block: Periods 4, 5, 6
2:35-3:30	Period 6		

Student Schedules: Families will receive student schedules and advisor assignments on Monday, August 14. Please contact [Lisa Bates-Glass](#), Director of Information Technology, if you have any questions.

Arrival and Dismissal Procedures

- **At arrival**, turn into the first school entrance coming from Old Oak Ridge Rd. Always enter and never exit! Student drivers use this entrance as well.
- Make a right turn to pull in front of building B. Form 1 car line upon entering.

- **At dismissal**, all Upper School family drivers and student drivers must exit out the main entrance. Watch for Middle School traffic merging to exit as well.

Upper School Driver and Rider Information

For families of student drivers and those who have permission to ride with student drivers, please [click here](#) to complete the required driver and rider form.

In addition to this form, if your student will drive to school each day, please log in to [ParentsWeb](#) and complete these steps: Click "Web Forms" > then family and student web forms > then student information for the school year, and complete the section labeled "For Upper School Student Drivers Only." You will input the car make, license plate number, and driver's license number.

Please contact Hanna Hobson (hhobson@ngfs.org) if you have questions.

Summer Reading Reminder: Be sure you are working on completing your summer assignment! Please [click here](#) for the detailed assignment that went out earlier this summer.

If you have not returned your classroom reading books or textbooks from last school year, please arrange a time with me ASAP to drop them off by Friday, August 18.

Upper School Supply List

ALL STUDENTS

- Planner, Assignment Book, or similar unless planning to use an online planner
- Backpack
- Pencil Pouch with pencils, erasers, pens

THE FOLLOWING COURSES HAVE SPECIFIC SUPPLY REQUIREMENTS:

History

- US: Pocket folder or section in a binder for multiple classes and lined notebook/notebook paper
- Civics: Pocket folder or section in a binder for multiple classes, notebook, and composition notebook

English 10-11

- Typical spiral notebook and pocket folder or section of a binder for multiple classes

English 9 & 12

- Typical spiral notebook and pocket folder or section of a binder for multiple classes

Academic Coaching Seminar

- 1 pack of notebook dividers (5)
- 1-1 inch binder

Cell Phones and Devices with Cellular Service: Student phones and devices with cellular service will be turned off and stored in their bookbags, locker, or lockbox provided by the school.

Lunch Option: New Garden Friends School partners with My Hot Lunchbox to provide a secure, fast, and easy online system that allows parents to view the lunch menu, order, and pay. This optional lunch program is open to all students from preschool-grade 12. See the [Back to School page](#) for more information and directions for creating an account and placing orders.

Student Key Cards: Key cards are distributed within the first three days of school. If you did not return your key card at the end of last year, you will not receive a keycard. If you have an NGFS keycard in your possession, bring your card and present it to your advisor, who will arrange with Hanna to reactivate your card. For a replacement key card, there is a fee of \$5.

NGFS Athletics: Junior Varsity and Varsity sports are offered for students in grades 7-12. Please visit the [NGFS Athletics webpage](#) to learn more about the sports that are offered and the requirements for participating, including required forms.

If you have any questions, please contact the Athletics Department at athletics@ngfs.org

Athletics Program Interest Meeting: Tuesday, Aug. 22, 7-7:30 p.m.

This meeting is for parents/guardians and students and is part of Welcome Night (Aug. 22, 6-7:30 p.m.). If you are interested in participating in any sport this year, please attend the Interest Meeting.

Important Upcoming Dates

- Tuesday, Aug. 22, 6-7:30 p.m. - Middle and Upper School Welcome Night and Walk the Schedule
 - Tuesday, Aug. 22, 7-7:30 p.m. - Athletics Interest Meeting
- Wednesday, Aug. 23 - First Day of School
- Friday, Aug. 25, 8:30-9:30 a.m. - New Parent Orientation
- Friday, Sept. 1 - Goals and Growth Conferences; No School for students
- Monday, Sept. 4 - Labor Day; School is closed
- Tuesday, Sept. 19, 6-7 p.m. - Upper School Parent Meeting

Please contact your student's advisor if you have additional questions. Advisor assignments will be sent with the student's class schedule on Monday, August 14.

We look forward to an amazing school year!

In peace,

Tanisha Jones,

Head of Middle & Upper School