



New Garden

FRIENDS SCHOOL

All School Handbook 2024-25

New Garden Friends School Campus Locations

Guilford Campus
1128 New Garden Road
Greensboro, NC 27410
Preschool-6th grades

Bob Page Campus
2015 Pleasant Ridge Road
Greensboro, NC 27410
7th-12th grades

Phone: 336-299-0964
Fax: 336-346-3169
Website: www.ngfs.org

Front desk office hours for both campuses are 8 a.m.- 4 p.m.

Calls received after 4 p.m. will go to the school's voicemail.

How to Use this Handbook

This Handbook is a guide to help students and their families get to know NGFS. Please read the information carefully as it will answer many questions you may have.

Upon signing the enrollment contract, parents, guardians, and students agree to accept the terms of this Handbook. The procedures serve to guide the school in its everyday decision-making responsibilities. Please be aware that no set of guidelines can cover every possible circumstance that might arise at school. The policies and procedures set forth in this Handbook are intended to apply under normal circumstances.

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Welcome to New Garden Friends School

New Garden Friends School is an educational community built on a foundation of excellence in Quaker education. Our dedicated educators and administrators are committed to the growth of each individual member of our school community. Each day, we endeavor to see and honor the unique light in every person and to share the Quaker principles and values set forth in our mission statement.

NGFS was built on strong relationships and good communication with families and students. This Handbook is designed to provide guidelines for parents/guardians on many areas of school life. Please be familiar with the contents of the handbook and make sure your children are too. You know your children best; if there are parts of the handbook you need to discuss with them in detail, please take the time to do so.

In addition to our educational goals, the safety and well-being of our students is our primary concern, whether on campus, taking part in school activities, or off campus. In this spirit, it is expected that our entire community will work cooperatively with us to ensure the welfare of our students.

From time to time, changes may be necessary to keep our handbook current and relevant. We will do our best to inform you of any changes throughout the year and revise the posted handbook.

Thank you for supporting our teachers and our administration as we partner together in your child's educational journey. Our doors are always open, and we encourage you to reach out at any time to share a concern or discuss any questions you may have. Together, we will work to make each day, in and out of the classroom, an extraordinary one for your student.

In peace,

Kim Freedman
Head of School

General Information

School Mission

Guided by Quaker values, New Garden Friends School is committed to being an inclusive, educational community that honors and develops each person's gifts.

Accreditation

New Garden Friends School is accredited by the Southern Association of Colleges and Schools and the Southern Association of Independent Schools (SAIS). The school holds active membership in the Friends Council on Education (FCE), National Association of Independent Schools (NAIS), North Carolina Association of Independent Schools, and the Triad Association of Non-Public Schools (TANPS).

School History and Quaker Values and Practices

Like so many cities in the 1960s, Greensboro saw its share of racial turmoil. A few years after the sit-ins at Woolworth, a group of individuals affiliated with Guilford College, led by Jim Newlin and Bruce Stewart, was instrumental in founding New Garden Friends School. Through their experiences in Quaker education, Bruce and Jim strongly believed that a Quaker or Friends* school could make a profound difference in young lives and that Greensboro could and would support such a school. In 1971, New Garden Friends School was founded on the belief that educating children from differing backgrounds together in a positive, affirming, and safe environment would be an important step toward creating a city free of racism.

*Quakers are also called Friends or members of the Society of Friends.

Quakers believe that there is that of God in each person. This value is the guidepost for interactions in our community. The Quaker "testimonies" of Simplicity, Peace, Integrity, Community, Equality, and Stewardship (referred to as S.P.I.C.E.S) guide the daily interactions among students, staff, and parents/guardians in the NGFS community. One result of this deeply held value is that all members of our community address one another using first names.

Weekly Quaker Meeting for Worship is a touchstone for our community. This gathering together of students and staff into a caring community provides time for reflection, introspection, and the opportunity to learn the value of silence in our world. Silence may also be used to begin a meeting or a class or to start or end the school day with a period of reflection.

Quaker Meetings may take place with the whole school, by campus or division, or by class. For whole-school Meetings, students gather at New Garden Friends Meeting (801 New Garden Road at Friendly Avenue). Preschool-K and 7-12th grade students are bused there while grades 1-6 walk with faculty.

Diversity Statement

Grounded in the Quaker principle of honoring that of God in everyone and a dedication to social justice, New Garden Friends School seeks to be a part of a greater community that embraces diversity in all of its dimensions. Our belief in the power and promise of diversity encompasses people of different religious beliefs, economic and cultural backgrounds, races, nationalities, sexual orientations, genders, gender identities, gender expressions, physical and mental abilities, and ages.

Stewardship Statement

At New Garden Friends School we seek to be good stewards of the environment by using the resources of the Earth responsibly. We strive to educate ourselves about the local and global impacts of personal and institutional choices in order to encourage environmental best practices.

Flag/Pledge Statement

The New Garden Friends School community understands and values citizenship. Quakers, or Friends, believe that the presence of God exists in each person, and Friends have historically sought to honor God before honoring human institutions. Friends view the use of physical symbols, such as flags and crosses, or verbal symbols, such as oaths and pledges, as placing institutions before God, and for this reason do not place physical symbols in their meeting houses or schools. Friends deemphasize symbols, preferring direct experience and participation in the experiences the symbols represent. New Garden Friends School neither prohibits nor requires public statements or expressions of patriotism.

Governance

The Board of Trustees exists to create plans, set policies, and make decisions that will ensure the vitality of the institutional mission for current and future generations of students. The Board comprises volunteers from both within the school and outside the school community.

Trustee responsibilities include:

- Support of the school's mission and philosophy
- Fiduciary responsibility
- Selecting, supporting, and evaluating the Head of School
- Representing the school and networking for the school

Board members serve on the following committees: Finance, Advancement, Strategic Planning, Governance, and Quaker Life and Diversity.

The Board of Trustees acknowledges that its duties involve governance, not management. The Board entrusts all of the daily operations of the school to the Head of School, who supervises and evaluates all programs and personnel. The Head of School is the final arbiter of any disputes that may arise in the day-to-day operations of the school. The Board of Trustees does not sit in review of administrative decisions. For more information, see [How Our School Community is Governed](#) in the Appendix.

Administrative Leadership Team

The guiding administrative body of the school is the Administrative Leadership Team (ALT). ALT consists of staff in the following positions:

- Head of School, Kim Freedman
- Head of Lower School, Genny Smith
- Head of Middle and Upper School, Tanisha Jones
- Director of Admissions, Christene Skidmore
- Director of Athletics, Dwon Clifton
- Director of Auxiliary Programs, Jeff Bills
- Director of Communications and Marketing, Deana Allman
- Director of Enrollment Management, Pattie Midgett
- Director of Finance, Jason Roghelia
- Director of Information Technology, Lisa Bates-Glass
- Director of Philanthropy and Community Engagement, Allison Seymour
- Director of School Administration, Hanna Hobson
- Upper School Academic Dean and College Counselor, Allie Blosser

As a Quaker school, we are committed to giving all areas of our school a seat at the table when it comes to making decisions about our community. While we do have a formal organizational chart, our daily operations are better represented by a circle of leadership.

We believe that the power to change and adapt to the ever-evolving needs of our students, families, and staff should be shared, not concentrated in the hands of just a few people. The decision to widen our circle of leadership is rooted in the Quaker practice of communal discernment. In Quaker communities of faith, decisions are made with the input of the community. Some decisions at Quaker Meetings require true consensus, but others are made by seeking the “Sense of the Meeting.” Quakers do not vote. At NGFS Board meetings, we often hear the Board Clerk say that he is listening for a “Sense of Approval” when conducting the business of the Board of Trustees.

When the Administrative Leadership Team gathers to consider the business of our school, we engage in a process where ideas are offered and explained rather than argued.¹ We endeavor to gain a sense of the meeting, which requires listening rather than contending and weighing rather than reacting.² Decisions are only made when we have devoted the time necessary for all voices and perspectives to be heard. Sometimes, decisions are made without total agreement or consensus. We are able to move forward because we have trust in our process and in our colleagues, and we feel confident that our discernment has included consideration of all aspects of school life. We trust the community to move forward even if our individual needs are not met by the decision.

By design, the size of our administrative Team is indeed larger than that of some independent schools. We care for and steward the community of New Garden Friends School, and in order to do that with integrity and compassion, we are committed to including those who lead all aspects of school life.

¹ Barry Morley, Beyond Consensus: Salvaging Sense of the Meeting, Pendle Hill Pamphlet 307, 1993 p.14

² Morley, Beyond Consensus p.14

Campus and Classroom Composition

NGFS is housed on two campuses located less than 10 minutes apart.

The Guilford Campus (GC) is home to our Lower School, preschool-6th grade students, and is located at 1128 New Garden Road. The Bob Page Campus (BPC) is home to our 7th-12th grade students and is located at 2015 Pleasant Ridge Road. The BPC Annex is located adjacent to the BPC and houses our Upper School English classrooms and the Technology, Finance, and Philanthropy & Community Engagement departments.

Cross-grade groupings in Preschool through Middle School help build a strong sense of community and learning from one another. Opportunities for leadership naturally occur as students are in the same classroom for a second year. Upper School students experience classes with students at various grade levels, 9-12.

Guilford Campus (GC), 1128 New Garden Road Division Head: Genny Smith	
A Child's Garden (ACG)	Crocus - Preschool (3s) Iris - Pre-K (4-5s)
Sunrise	Kindergarten
Rainbow	1 st -2 nd
Horizon	3 rd -4 th
Galaxy	5 th -6 th
Bob Page Campus (BPC), 2015 Pleasant Ridge Road Division Head: Tanisha Jones	
Middle School (MS)	7 th -8 th
Upper School (US)	9 th -12 th

Parent and Community Association

The New Garden Friends School Parent and Community Association (PCA) serves the mission of New Garden Friends School through partnership with the school. All parents, guardians, and other caregivers of students enrolled at NGFS, as well as all staff, are members of the PCA.

A representative from the Office of Philanthropy and Community Engagement serves as a liaison and staff coordinator for the PCA and their activities. The PCA is facilitated by a Clerk or Co-Clerks, chosen through a nomination process led by the nominating committee of the PCA with open input from staff and parents/guardians each year.

The PCA exists to:

- Support the students of NGFS by facilitating the volunteers who assist teachers in and out of the classroom
- Support the requests of the school administration, the institution, and its operational goals both financially and in other ways
- Work to provide parent/guardian education programs
- Provide fellowship/social outlets for the community

Volunteering

Parent/guardian volunteers are a key part of the success of our school community and we welcome your participation in the classroom as well as numerous events throughout the year.

- Parents/guardians on the Guilford Campus are encouraged to be involved in their student's education through volunteering in the classroom, chaperoning on a field trip, or assisting in planning school events. Parents/guardians are welcome; however, it is imperative that you always check in as a visitor at the front office and obtain a visitor badge before entering the classroom so that we are aware of who is on campus.
- On the Bob Page Campus, parents/guardians are welcomed and encouraged to volunteer by organizing and assisting with events through the PCA.

Parents/guardians who plan to join us on field trips or volunteer in the classroom must have a background check on file. Please contact the Division Head to complete a background check.

Curriculum

NGFS offers an engaging, experiential, and challenging curriculum that encompasses core academic subjects, the arts, and athletics in the context of the Quaker values of the school. Our students learn through the following principles:

- *Student-centered education:* Because of our low student-teacher ratio and interactive pedagogy, our students are known individually as learners. Teachers get to know each student and guide them in their learning through regular feedback and detailed narrative evaluations. Throughout this process, students are encouraged to reflect on their own learning style and develop effective study skills and strategies.
- *Collaborative learning:* Focus on the individual is balanced by a strong emphasis on the learning community. Opportunities to work in partners or small groups are woven into all subject areas and introduced even with our youngest students. These collaborative skills are taught and modeled explicitly as necessary abilities of 21st century learners.
- *Inquiry:* Students at all levels are encouraged to be active participants in their own learning. Through projects, hands-on activities, experiments, and simulations, students are led to pursue areas of inquiry in and beyond the classroom. They are encouraged to ask questions, take intellectual risks, explore, and discover.
- *Critical thinking:* Our students are expected to not only acquire information, but also develop the skills of thinking critically about what they have learned. Throughout the learning process, they are challenged to synthesize, consider from other perspectives, apply to real-life situations, and form their own opinions.
- *Developmental appropriateness:* The classroom environment allows students the opportunity to discover and develop critical understanding through a process of

exploration, experimentation, creation, and reflection that is appropriate to their intellectual, emotional, and social development. Learning is experiential and hands-on at all levels at New Garden Friends School. In the elementary grades, progress is assessed through narrative evaluations and commonly accepted developmental milestones. Traditional percentages and letter grades are used in Middle School and continue through Upper School.

- *Intellectual Challenge:* Students are educated in an atmosphere that encourages learning through a variety of methods. At the Guilford Campus (PS-6th grades), integrated curricular themes are designed to foster intellectual growth. At the Bob Page Campus (7th-12th grades), students work side-by-side with teachers who strike a balance between presenting information and supporting inquiry that develops from the curiosity, research, and findings of the students.
- *Character development:* Opportunities are provided within the curriculum for students to make moral choices within their communities. The educational program emphasizes the importance of the relationship between simple living and the quality of our environment, stresses the worth and interdependence of peoples and nations of our world, and teaches conflict resolution using non-violent strategies.

Questions about Curriculum

If parents/guardians have questions or concerns about the curriculum or curricular materials, these should be directed to the Division Head, rather than teachers. If needed, the Division Head will consult with the Academic Team and/or Head of School. The Division Head will communicate with the parent/guardian who expressed concerns.

Academic Discomfort Policy

New Garden Friends School is committed to fostering a culture of intellectual curiosity, open mindedness, and critical inquiry. In fostering that culture, students will sometimes find themselves confronted with ideas and opinions that are new or different from their own and may make them uncomfortable. Discomfort is part of intellectual growth. When students feel uncomfortable with an idea, we will encourage them to ask themselves why they feel that way. Learning to listen and respectfully consider ideas that make one uncomfortable is an important skill that will prepare students for their lives after NGFS.

Students and teachers have the right to share viewpoints and perspectives without fear of being harassed, intimidated, or mocked. Respectfully criticizing an idea with reason and support, however, is not the same as harassment, intimidation, or mockery. Students also have the right to avoid experiencing or re-experiencing personal trauma in the classroom because of the nature of the topic or discussion. If trauma is anticipated or experienced, we encourage students and families to notify the teacher/school so that reasonable accommodations can be made.

Students and teachers have the responsibility to engage in discussion respectfully, which means listening to learn, not to respond, and avoiding the harassment, intimidation, or mockery of others based on their differing views or ideas. Please remember that presenting or exploring alternative perspectives is not the same as advocating for those perspectives.

Everyone Learns Differently

There is substantial research and evidence that heterogeneity in classrooms improves outcomes for all students. Each one of our students brings gifts to our community, and we do our best to meet students where they are and support and encourage students as they take their next steps.

Teachers are keen observers of their students and occasionally a teacher may notice that a student needs extra support in certain areas of the curriculum in order to be successful. There may also be times when NGFS staff recognize the need to gather more information about a student's learning processes. This may occur when teachers observe a student struggling even with additional support, or when there are behavioral/emotional concerns that are consistently interfering with the student's individual learning, or when class time is routinely interrupted.

At this point, the Division Head and teachers will be in contact with the parents/guardians to develop a plan to learn more about how the student learns best. The purpose of this plan will be to gather more information from a professional, such as a developmental pediatrician, a psychologist, and/or counselor so that the needs of the student can be better understood and a plan to meet the student's needs can be devised and put into place. It is possible that the School will recommend the family access outside services, such as testing and/or counseling in order to better ensure student success. The School may also request permission to communicate with professionals in order to better meet the needs of the student on an ongoing basis. Parents/guardians will need to sign a release of information for this to occur.

Polaris Learning Labs

Students who need additional academic support may be eligible for enrollment in Polaris Learning Lab classes. Support is also offered for building skills in executive functioning and social skills. Our Division Heads and learning specialists can provide further information. Information can also be found on the [Support page](#) on our website.

Responsible Use of Technology

NGFS is committed to providing technology that supports students in the pursuit of academic and instructional objectives. A variety of tools for learning are employed for educational purposes in accordance with the mission of NGFS. These tools include web resources as the internet offers vast, diverse, and unique educational resources. While the school makes every effort to limit access to inappropriate material through the use of content filtering and by providing direct supervision and guidance, it is possible that students may encounter inappropriate material while at school. We use a variety of software and services including Google Workspace for Education. Students use Google Workspace for Education and other school accounts to complete assignments, communicate with their teachers, and engage in the academic life of the school.

Students in grades 7 through 12 participate in a technology orientation including review of the Acceptable Use Policy, which details acceptable use policies and procedures (see Appendix).

Trips

Off-campus learning opportunities are an integral part of the NGFS curriculum. All grade levels take partial or full day field trips. Starting in Horizon (grades 3-4), students take overnight trips (see details in the class handbooks).

Students will travel in NGFS buses. Parents/guardians will be notified when students are going off campus. Travel between campuses and to New Garden Friends Meeting is not considered off-campus. Background checks are required for any parent/guardian volunteers, including field trip chaperones. If you are interested in volunteering, please contact the division head for information about completing a background check.

Attendance Policies

Regular attendance is critical to success at school. Students should attend school every day, including field trips and overnight trips, unless they are unable to attend due to a health reason. If your student is absent due to illness, the teacher(s) will work with your student upon return to catch up on missed schoolwork. We understand that students who are home ill may not be up to doing school work. As always, the health of our students is the priority.

- For Lower School students, if a student feels well enough to complete some work while at home, please reach out to their teachers.
- For students in grades 7-12, if a student feels well enough to complete some work while at home (assignments can be found on the Middle School class site or Google Classroom for Upper School). Middle and Upper School students should always follow up with their teachers when they return to school.

While we understand that students must occasionally miss school for an appointment, please make every effort to schedule appointments during after-school hours. Please contact us (in advance if possible) when your child is (or will be) absent so we can coordinate make-up schoolwork.

We ask that NGFS families adhere to our school calendar when scheduling vacations. If participation in a particular activity requires a protracted absence from school, prior permission should be obtained from the Division Head at least one week in advance. This allows arrangements to be made for students to do work in advance, take work with them, and plan for make-up work. Although the teacher(s) will coordinate with families to make plans for make-up work, this will not be considered remote learning and a student will not be able to join the class remotely.

Occasionally, a student may have a concern that necessitates a prolonged absence. In cases where a student is able to continue some schoolwork, NGFS may employ online resources to enable the student to continue to make curricular progress.

Attendance Policy

Students are allowed 5 excused absences before their attendance will be reviewed. After three unexcused absences, the Division Head will review the student's attendance record and communicate with the parents/guardians, in compliance with the North Carolina Compulsory

Attendance Law. Excused absences include illness, medical appointments, religious holiday observance, death in the family, college days, or absences due to school-related or other approved activities. Any required quarantine absences will count as excused absences. Excessive absences may result in failure to matriculate to the next grade, at the discretion of the Division Head.

Please note that North Carolina has a [Compulsory School Attendance Law](#) (GS 115C-378) and NGFS is required to file a report with the county district attorney and the director of social services when a student accumulates 10 unexcused absences.

To participate in co-curricular activities, including drama and athletics, a student must be present at least half of the school day on the day of the event. Any exceptions because of appointments must be arranged in advance with the division head and Director of Athletics or Theater Director (as applicable).

Punctuality

Punctuality for important events is crucial, and successful students view school as an important event. Late arrivals disrupt the morning routine and have an impact on students' academic and social success and the academic program of NGFS. Students who are late miss critical announcements and activities and may remain out of sync for the rest of the day. Chronic tardiness can also be contagious. When students see their peers arrive late on a regular basis, respect for punctuality erodes. If we notice that a pattern of lateness is developing, we will communicate to address the problem. Please remember that you are helping your child establish patterns they will carry into adulthood. Punctuality shows respect and helps prepare the student for a productive day.

Authorization to Pick Up

Students will only be released to those adults who are listed in [ParentsWeb](#) (FACTS Family Portal) as authorized to pick up. Parents/guardians may update this information at any time in ParentsWeb; see instructions [here](#).

For after-school care in the [Lower School Extended Care](#) program, students will only be released to those adults who are listed in CampSite as authorized to pick up. Parents/guardians may update this information at any time through the Authorized Pickups tab in [CampSite](#).

To ensure your child's safety, we will request picture identification if the student is being picked up by someone unfamiliar to us. We will not release your child to someone (even if we know them), if they are not listed as authorized to pick up your student. In an emergency, a parent or guardian can give permission to a school administrator via an email or phone call.

Late Arrival and Early Dismissal

Lower School/Guilford Campus:

- If you arrive late, you must walk your child into the office to sign them in. A staff member will then escort them to the classroom.
- If you must pick up your child before school is over, please go to the office to sign them out. A staff member will bring them to the office.

Middle and Upper School/Bob Page Campus:

- Middle and Upper School students who arrive late must sign in at the front office in Building A.
- Middle and Upper School students leaving early must sign out at the front office in Building A.
 - For student drivers who need to leave before the end of their scheduled class time, a parent/guardian must grant permission, via email or phone call to an administrator, for the student to be dismissed early.

Medical Leave Policy

When a student is unable to attend classes for an extended period of time in order to take care of physical, psychological, or emotional concerns, New Garden Friends school understands that a medical leave may be necessary. We support families taking the measures necessary to restore a student's health and encourage the student, family, and our staff to prioritize a student's health before focusing on academic advancement. While extensive medical leave may place the student's course credit in jeopardy and compromise matriculation to the next grade level, our highest priority is always the health and wellness of the student.

We endeavor to address each situation with kindness and compassion and have found that clearly presenting the guidelines for managing a medical leave is helpful in ensuring that students, families, and NGFS staff have a shared understanding of the requirements, expectations, and limits of this process.

Requirements:

1. It is necessary for the family to obtain a written request for medical leave from a licensed health or mental health professional. The request must indicate when the student is expected to be able to return to a full-time schedule. (We understand that this is not a guaranteed return date.) A copy of this request must be sent to the Head of School.
2. When the student is ready to return to school, the family must obtain a written statement to that effect from a licensed health or mental health professional. If the student requires accommodations upon return to school, these must be defined and requested in the return to school document.
3. When the school receives the return to school document, the school has one week to evaluate the request and respond to the family. (The return date may be affected by the academic calendar, see limitations below.)

Expectations:

1. Confidentiality - We will protect information about a student's medical leave and work with the family to agree on the content and amount of information that may be shared. Typically, in addition to the Head of School, the Head of Lower or the Head of Middle and Upper School, the Counselor, and those who work directly with the student (including learning specialists who may advise about specific student needs) will be aware that the student is on leave.
2. Communication - Managing medical leave and a return to learning plan will require sincere collaboration among the student's family, the school, and the professional treatment team. NGFS requests that families grant permission for our staff to speak

with treatment team members so that we can establish and maintain communication about treatment progress. This is essential, particularly as we formulate a plan for supporting the student's return to learning.

3. Extracurricular Activities - Students on medical leave may not participate in extracurricular, athletic, or social school activities without permission.

Limitations:

1. Under North Carolina's compulsory attendance law, an extended absence will not be considered "excused" unless the student has been granted medical leave.
2. We will do our utmost to meet the unique needs of each student while also working within the structure of an accredited academic program.
3. The academic program at New Garden Friends School is designed for in-person collaborative learning; we do not have the facility for students to attend remotely.
4. The timing of the academic calendar may affect when a student is permitted to return from a medical leave.
5. Extensive medical leave may place the student's course credit in jeopardy and compromise matriculation to the next grade.
6. As per the terms of the enrollment contract, the obligation to pay the full tuition due is unconditional and is not affected by medical leave or extended absence.
7. If an Upper School student is participating in our dual enrollment program at the time they are pursuing a medical leave from NGFS classes and the family also wishes to pursue a medical leave from the student's college courses, the family will need to apply for medical leave in accordance with that college/university's policies. NGFS cannot grant medical leaves on behalf of its partner institutions.

Note: If a student is unable to return to school or in the case of an Upper School student, a specific class, withdrawal may be necessary. In such cases, we will work with the family so that there is a clear understanding of the student's academic record. In the case of an Upper School student (or a Middle School student taking an US course for credit), the student's transcript/records will indicate a medical withdrawal and the effective date, but it will not include the circumstances of the withdrawal.

Communication

At NGFS, we understand the importance of timely communication with families, and we also respect our employee's need for defined working hours. The policy for responding to calls or emails is that these will be returned in 24 hours if the email or call is written or made between 8 a.m. and 4 p.m. If communication arrives outside these hours, the 24 hours begins when working hours resume. We do not send email or respond to emails or calls on weekends. Of course, in an emergency, families can always reach an administrator by calling our main number: 336-299-0964.

Community is the foundation of the NGFS experience. We enjoy many community events throughout the school year. Please refrain from discussing classroom and school-related information with your student's teacher(s) at such events. If you have something that you would like to discuss with your child's teacher, please email them to set up an appointment.

School Calendar

The school calendar is housed on the [Calendar](#) page on our website and synced with the NGFS app. The school calendar details when school is in session and when there are teacher workdays, early dismissals, and holidays. Students are expected to be in school when school is in session. The calendar also includes community events and the operation schedule for Lower School Extended Care.

For half-day/early dismissal, dismissal times are as follows:

11:30 a.m. - A Child's Garden (Preschool, Pre-K)

11:45 a.m. - Sunrise (Kindergarten)

12:00 p.m. - Rainbow (grades 1-2); Middle School (grades 7-8), Upper School (grades 9-12)

12:15 p.m. - Horizon (grades 3-4), Galaxy (grades 5-6)

Be aware that our school calendar is not always aligned with that of other independent schools or Guilford County schools. We do attempt to align our calendar with Guilford College when possible as our older students may take Guilford College classes.

FACTS Family Portal (ParentsWeb)

Our Student Information System is called FACTS (RenWeb). This includes the FACTS Family Portal called ParentsWeb, our secure online portal, which is available for parents/guardians to keep up to date with classroom information, attendance, grades (7th-12th only), and family contact information. Parents/guardians should update their personal contact information and communication preferences through the Family Information Form in the FACTS Family Portal (ParentsWeb); see instructions [here](#). Teachers will use other online learning management systems to provide detailed information about assignments. Lower School uses SeeSaw, Middle School uses a Google site, and Upper School uses Google Classroom.

Email and Voicemail

NGFS staff members have email and voicemail. NGFS communicates frequently with families through email. School emails are sent through FACTS (RenWeb) from the address news@ngfs.org. Other emails are sent from staff accounts. Email is the preferred method of contact, but phone calls can be used for situations that require it. You should expect a response from a staff member within 24 business hours. In the event that you need to get a time-sensitive message to a classroom teacher, please call the front office (336-299-0964), and the message will be delivered to the classroom.

School App

The NGFS App houses frequently accessed sites and information on the home screen. Division (MS, US) and class level resources are housed in App Groups. Reminders and updates about classroom, extracurricular, and whole school activities and events are sent through notification from the App.

- To install the free app, search for "New Garden Friends School" through the App Store or Google Play. During setup, select the groups that apply to your student(s). Be sure notifications are enabled through your phone settings.
- Note the Calendar icon at the bottom of the App home screen, where you can access

the school calendar (in weekly format) and click on individual events to see event details.

REMIND for Athletics

The NGFS Athletics department uses REMIND, a secure messaging system that provides an easy way for the athletics staff and athletes and parents/guardians to communicate with each other. **Standard texting is prohibited as a method of communication between staff and students.** Information will be provided to team families via email about how to use and access REMIND messages.

Community Newsletter

The NGFS weekly Community Newsletter is sent via email on Mondays. The newsletter is sent from a program called EMMA; the sender address will be news@ngfs.org via e2ma.net. This is important to note so that messages are not filtered to spam. The Community Newsletter includes essential information, summarizes highlights of the week, provides reminders of upcoming events, and includes classroom news. Families should make a practice of reading the newsletter each week. If you are not receiving the newsletter, please contact Deana Allman, Director of Communications, at dallman@ngfs.org.

Class News Webpages

To conserve digital space in the Community Newsletter, Classroom News is housed on our website as “Class News” webpages. These are not public pages; parents/guardians must use their ParentsWeb login to access their child’s Class News page. In addition to the weekly classroom news posts, Class News pages include these sections:

- Upcoming Events (specific to the class)
- Class Emails (recent messages sent to class families from the teachers or Division Head)
- Classroom Resources (examples: Class Handbook, Class Schedule, Field Trip information, etc.)

Parent Alert Texts

Text messaging is used to communicate time-sensitive news and updates, such as a class trip return time. Text messaging is also used to send school operation reminders or announcements, such as staff workdays or opening/closing due to inclement weather. These messages are sent to the cell phone numbers of parents/guardians who have permission to receive Correspondence, as indicated in ParentsWeb. If you have questions about Correspondence permissions, please email Lisa Bates-Glass, Director of Information Technology, at lbatesglass@ngfs.org.

Text alerts from the school will begin with Parent_Alert: NEW-NC and phone calls will show from 336-299-0964. Please add the short code (317065) to your phone contact list. If you don’t add the short code to your contact list, the message may display as “unknown sender”.

Per the Telephone Consumer Protection Act, we provide all recipients with the option to opt out of receiving school alerts. Anytime we send a text alert, you'll see “Stop to End.” If you reply “Stop,” you will no longer receive our text alerts.

For questions about receiving school emails and text messages, please contact Lisa Bates-Glass, Director of Information Technology, at lbatesglass@ngfs.org.

Inclement Weather

When severe weather affects our area, the school will make a decision on opening/closing as soon as possible. Using our school's Parent Alert system, we will send out a phone and/or text message with weather related delay or closing information. In addition, we will send an All School notification from the NGFS App and post information on the NGFS website.

- When a two-hour delay is called, follow this schedule:
 - Guilford Campus (preschool-6th): students may arrive in their classrooms at 9:45 a.m., and class will begin at 10 a.m. Information about the opening time of Lower School Extended Care will be stated in the Parent Alert message.
 - Bob Page Campus (7th-12th): students may arrive in the Commons at 10 a.m., and instruction will begin at 10:30 a.m.
- We do not always do what public schools do concerning opening and closing. Because we do not rely on buses to transport students, we may choose to operate when public schools cannot. If we are having school and you believe that the roads you travel are not safe, please feel free to keep your child at home. Weather-related absences and tardies are excused. If we are having school and your child will not be coming or will be late, please notify the School by phoning the front desk, 336-299-0964.
- We do not offer Extended Care on days that school is closed due to inclement weather.
- No co-curricular activities are held on days school is closed due to inclement weather or on days school closes early because of inclement weather.
- The Parent Alert System is also used for other emergency communications.

Conferences, Parent Meetings, and Evaluations

NGFS offers the following schedule of family/teacher communication, including conferences, parent meetings, and student evaluations. Additional conferences may be requested through the student's contact teacher or advisor.

Date	Event
Late August	Hopes and Dreams Conferences (Preschool-Middle School) Goals and Growth Conferences (Upper School)
Beginning of first Trimester (mid September)	"Parent Night" - required parent/guardian meeting for each class level
End of first Trimester (November/December)	Narrative evaluations (for K-grade 12) Conferences for all levels
End of second Trimester (February/March)	Conferences for all levels

During second or third Trimester	Transition meetings for parents/guardians whose child is moving from one level to another
End of third Trimester (June)	Narrative evaluations (Preschool-grade 11)

Privacy

The Communication and Privacy Policy (located in the Appendix) was developed to explain how NGFS treats the personal information of community members. While we are committed to protecting your privacy, we also recognize the need for comprehensive and efficient communication that provides every community member the information they need to fully support the mission of the school. The intent of this policy is to balance the need for convenient and comprehensive communication with the need to maintain privacy of sensitive information.

The policy includes restrictions on posting and recording of unauthorized information, photos, videos, or audio recordings of community members. **The taking, posting, or sharing of photos, videos, or audio recordings of any NGFS community member without express permission from the student's parent/guardian or the community member is prohibited.** The full text of the Communication and Privacy Policy is located in the Appendix.

New Garden Friends School utilizes video camera surveillance around our two campuses in order to provide an added layer of security in indoor spaces, like hallways, that are not always supervised by staff, and outside our campuses to monitor the access to our campuses and buildings. These surveillance cameras are not positioned in bathrooms or locker rooms. Only Safety and Security administrators have access to the footage, and copies of video surveillance are not available to students, community members, families, or employees who do not have a direct role in protecting the safety of the campus. This footage will be maintained with strict security and confidentiality. We may also allow law enforcement access to the surveillance footage in appropriate circumstances.

Community Standards and Expectations

New Garden Friends School acknowledges the dignity and worth of all students, families, and employees and strives to create a safe, positive, and caring environment to facilitate learning and achievement.

Student Responsibilities

Our rules and standards for behavior are a commitment to building a learning community where safety, cooperation, and trust are paramount. We expect student behavior to be consistent with the Quaker testimonies, the values and the mission of the school, and public and personal safety. Certain behaviors, whether they occur on campus, at a school sponsored event, or on the internet, are destructive to the community and may have serious consequences. Unlawful and/or inappropriate behavior on or off campus may result in disciplinary action, even if it is not a violation of a specifically stated rule. The School, in its sole discretion, reserves the right to suspend or expel any student. Decisions about suspensions and expulsions are made at the discretion of the Head of School or designee and in

conjunction with Division Heads. The Head of School reserves the right to determine the significance of the behavioral violation and the consequences for such action. Consequences may include loss of privileges, suspension, in-school suspension, and other measures up to and including separation from the school.

Behaviors that may result in disciplinary action include, but are not limited to:

- Any act of dishonesty, including academic dishonesty (cheating, plagiarism, etc.)
- Recording, photographing, or sharing images or recordings of another community member without express consent
- Refusing to adhere to classroom guidelines, disrespect, and direct disobedience
- Damage or abuse to any school property or personal property of others
- Unauthorized possession or use of school keys or other security-related technology
- Possession of weapons or their facsimiles
- Possession, use, or distribution of illegal drugs, controlled substances, drug paraphernalia, tobacco, vaping, juuling, other tobacco or drug delivery systems, or alcohol at school or any sanctioned school event, including travel to or from school or school events
- Being under the influence of illegal substances, alcohol, and/or controlled legal substances while on school grounds or at any school sponsored event
- Creating an open flame in, or near, a school building: this includes, but is not limited to, the use of a lighter or matches, burning or lighting candles, incense, and cigarettes
- Sexual misconduct
- Stealing
- Violations of Harassment, Bullying, and Discrimination Free Environment Policy (See Appendix)
- Violations of Acceptable Use Policy (See Appendix)
- Violent behavior directed towards another person
- Citing or arrest by law enforcement

Eligibility for Co-Curricular Activities

Co-curricular activities include student athletics, clubs, drama, and social events (ex: school dance, prom). To participate in co-curricular activities a student must be present for at least half of the school day on the day of the event. Any exceptions must be arranged in advance with the appropriate Division Head, Director of Athletics, and/or Director of Drama productions.

For Middle and Upper School, there are additional academic requirements for eligibility. Please see those handbooks for more information.

Student Threat Assessment Procedure

NGFS is committed to providing a safe, healthy, and inclusive educational environment to all students. When a student has made a threat of self-harm or harm against others or has committed a serious act of violence, the school may initiate a procedure called the Student Threat Assessment Procedure (see Appendix). The purpose of this Student Threat Assessment Procedure is to protect the safety of all students. This procedure details the policy and process for the gathering and review of information about the threat or act, the potential removal of the student from school, requirements that must be met before the student may return to school, and the plan for communication with the student and family about next steps.

Parent/Guardian Responsibilities

When a family enrolls a student at New Garden Friends School, they agree to abide by the rules and regulations of the school as set forth in the School Handbook and in other documents describing student and parent/guardian expectations. Parent/guardian interactions with other members of the NGFS community are expected to be bound by mutual respect.

- We expect the use of respectful and courteous language at all times. Please do not use profanity, especially within earshot of students. Adults at school are central role models for our students, and as such, we need to be mindful of the behaviors and habits we are teaching our children.
- If a conflict arises, we expect adults to follow the same rules of conflict resolution that we teach our students: remain calm, speak respectfully, refrain from name-calling, actively listen, and be honest and clear in your communications. These standards and practices allow for successful conflict resolution.
- We expect that each family will be a partner in their child's education by keeping informed about school events and their child's progress. This partnership is vital to the educational success of NGFS students.
- When parents/guardians have a concern that affects a student, the expectation is for the parent/guardian to contact the teacher directly to discuss the concern. If, after voicing the concern directly to the person(s) involved, they feel that their concern has not been responded to appropriately, they should contact the Division Head. If after meeting with the Division Head, a concern remains, they should contact the Head of School.
- After students are dismissed in the afternoon, the supervision and safety of each child is the responsibility of the parent/guardian. The usual school guidelines for use of the playground equipment are in effect at these times. When parents/guardians are on campus, they should be in visual proximity of their children so they can intervene appropriately. NGFS expects support from parents/guardians in not tolerating any kind of physical or verbal aggression. We encourage ongoing social experiences for our students, but close supervision and safety must be maintained.
- As a Friends school, we root for our team, not against our opponents. Parents/guardians and others are expected to display good sportsmanship and courteous behavior at all school events, whether home or away, and behaviors that are

counter to these expectations will not be tolerated. Parents/guardians or guests who demonstrate unsportsmanlike behavior will be given a warning; if the behavior persists, they will be asked to leave the premises. Unsportsmanlike behavior includes, but is not limited to, taunting; verbal abuse of players, coaches, or referees; and the use of profanity. The Athletic Code of Conduct is located in the NGFS Athletic Handbook.

- Cell phone use while driving on campus is **strictly** prohibited. Please give your full attention to driving for the safety of all of our students and community members.
- In the event that a parent, guardian, or other individual associated with the student refuses to cooperate, fails to follow the rules and procedures of the All School Handbook, and/or creates an environment that is incompatible with a productive and positive relationship with the school, the school reserves the right, in its sole discretion, to suspend enrollment or deny re-enrollment to the student.

Child Abuse and Neglect

The safety and well being of children is the highest priority at New Garden Friends School. We have many school policies and protocols in place to ensure the safety of our students. These includes our commitment to appropriately report any suspected child abuse or neglect. Community members should be aware of the following.

Definition of Child Abuse or Neglect

The state of North Carolina has defined child abuse or neglect as follows. A child is considered abused if his or her parent, guardian, custodian, or caretaker does any of the following:

- *Causes serious physical injury to the child that does not happen by accident, or allows another to do so.*
- *Creates a substantial risk of serious physical injury to the child, other than by accident, or allows another to do so.*
- *Uses cruel or grossly inappropriate discipline on the child, or allows another to do so.*
- *Commits certain sex crimes against the child, or permits or encourages the child to commit sex crimes or participate in sex crimes.*
- *Causes serious emotional damage to the child, or allows another to do so.*
- *Commits a crime of human trafficking, involuntary servitude, or sexual servitude against the child, or allows another to do so.*
- *Encourages or approves of delinquent behavior that involves immoral acts by the child.*

Reporting Suspected Child Abuse or Neglect

By law, any suspected or actual child abuse or neglect must be reported to the appropriate public officials immediately. All faculty and staff are responsible for reporting any suspected or actual child abuse or neglect. All School employees must follow the regulations regarding reporting as specified in the North Carolina General Statutes:

§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment. "Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found."

The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's investigation of the alleged abuse, neglect, dependency, or death because of maltreatment.

Upon receipt of any report of sexual abuse of the juvenile in a child care facility, the director shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a childcare facility is not alleged in the initial report, but during the investigation there is reason to suspect that sexual abuse has occurred, the director shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a childcare facility, the State Bureau of Investigation may form a task force to investigate the report. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60.)

Alcohol, Tobacco, and Weapons Policy

New Garden Friends School prohibits the presence of weapons or their facsimiles of any kind on campus; this includes those carried by individuals with a concealed carry permit. NGFS prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus and/or at any school event. The definition of "firearm" includes but is not limited to a pistol, handgun, rifle, or shotgun and any ammunition. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors. The only exception to this policy is for active law enforcement officers.

Weapon is defined to include:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO₂
- Any explosive device, including fireworks
- Any instruments/devices that are designed to or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches

NGFS is a tobacco-free campus. Possession, use, or distribution of illegal drugs, controlled substances, drug paraphernalia, tobacco, vaping, juuling, or other tobacco or drug delivery systems on campus is prohibited.

NGFS is an alcohol-free campus. On occasion, the Board may make an exception to this policy to allow alcohol at a special event, such as a fundraiser, when no students are present.

Re-enrollment and Withdrawal

When a student is accepted into NGFS, we do so believing that the student will succeed and progress from one grade level to the next until graduation at the conclusion of grade 12. Any family that intends to not have a child continue to matriculate should inform the school at the earliest possible date. In late winter, re-enrollment information is provided to families. As part of this process, teachers review student academic progress and behavior and make a recommendation as to whether a student should be offered a place for the upcoming school year. After reviewing student academic progress and behavior, the school may make the decision that a place cannot be offered to the student for the upcoming year or that the student should be retained in the current grade. In this case, we will meet with families to discuss the particular needs and recommendations for the student. There are also times when the re-enrollment process is delayed and meetings are held with families, teachers, the Division Head, and/or the Head of School to discuss a plan to determine if the School remains the best place for a student's academic growth. When re-enrollment is offered for a student, the Enrollment office will send an enrollment contract to the family along with details for completing the annual re-enrollment process.

Health

Student Health Handbook

Please refer to the Student Health Handbook, located on the [School Health page](#) of our website, for additional health information for the 2024-25 school year.

Student Health Information

Please be sure we have accurate health and medical information as well as contact information for your student's emergency contacts and those authorized to pick up your student from school. In addition to up-to-date parent/guardian contact information, please submit up-to-date information for other emergency contacts for your student. We suggest you review this information every few months.

To update student information during the school year, please use the "Web Forms" link in [ParentsWeb](#) (FACTS Family Portal); see directions [here](#). Remember to update when there are changes in address, phone numbers, health conditions, allergies, or the contacts who are authorized to transport your student.

Medication Administration Policy

This policy covers prescription and non-prescription medications. New Garden Friends School has adopted this medication policy in compliance with North Carolina State Law and the North Carolina Board of Nursing regulations to ensure the health and safety of students who need medication during the school day. Medications to be administered at school, both prescription and non-prescription, must be authorized, and signed by a physician or provider on the **Medication Administration Authorization Form**. If your student will receive prescription or over the counter medications while at school, the Medication Administration Authorization Form must be completed and signed by the parent/guardian and the student's health care provider each year (the form is good for 12 months). Please download the Medication Administration

Authorization form from the [School Health page](#).

This form should be given to the School Nurse along with the prescription medication. You may also give forms and medications to Renee at the front desk of the Lower School Campus or to Hanna at the front desk of the Middle and Upper School Campus. Please be aware that controlled substances, including pain medication and many ADHD medications, must be given directly to Kathryn Gale, the School Nurse. If only submitting this form for non-prescription medications, email to the School Nurse at health@ngfs.org or fax to 336-346-3169.

Please see [Appendix](#) for the Medication Administration Policy in its entirety.

Medical Action Plans

Students with severe allergies or other conditions that may require the use of Emergency rescue medications, such as an EpiPen or inhaler, are required to have a Medical Action Plan on file in addition to the NGFS Medication Administration Authorization Form.

Medical Action Plan forms are located on the [School Health page](#). It is school policy that the rescue medication and Medical Action Plan travel with the student throughout the school day.

- On the Lower School campus, staff are responsible for carrying rescue medications.
- Middle and Upper School students may carry their own emergency medications.

All of the student's teachers will be notified of the specific allergies or condition and action plan. If a student experiences an allergic reaction, the student should be monitored by the parent/guardian away from school for the day (following a daytime reaction) or for the following day (following a nighttime reaction.) More food allergy information can be found in the Handbooks for each level. Contact the School Nurse with questions.

Physicals

Students are not required to have an annual physical unless they are participating in grades 5-12 sports. See more information on the [Athletics page](#) of our website.

Immunizations

- The North Carolina General Statutes, G.S. 130-A-152(a), require immunizations for every child present in this state. Every parent, guardian, or person in loco parentis is responsible for ensuring that their child receives required immunizations. NGFS requires documentation of immunization within 30 days of the first day of school.
- Religious Exemption: Parents/guardians who claim a religious objection to immunizations must provide to the school a signed, dated statement indicating that receiving immunizations is against their bona fide religious beliefs. This statement must include the student's full name, date of birth, and a list of each immunization for which the student is exempt. This statement must be updated and provided at the beginning of each school year.
- Personal Belief: There is no exception to these requirements for the case of a personal belief or philosophy of a parent/guardian not founded upon a bona fide religious belief.

- **Medical Exemption:** If a physician licensed to practice medicine in this State certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. The State Health Director may, upon request by a physician licensed to practice medicine in this State, grant a medical exemption to a required immunization for a contraindication not on the list adopted by the Commission. Medical exemptions can only be requested by a physician licensed to practice medicine in North Carolina.
- Please refer to the Student Health Handbook, located on the [School Health page](#) of our website for additional information about immunizations.

If you have specific questions, please contact your child's health care provider or your local Health Department. For details please visit the [North Carolina Department of Health and Human Services website](#).

Illness and Injury

When a student is ill, please keep them at home and notify the School Nurse by sending an email to health@ngfs.org. Please refer to the Student Health Handbook, located on the [School Health page](#) of our website for additional information about illness and injury.

If a student has been out of school for more than one week for any medical condition, or if a student has suffered any condition requiring immediate treatment, including but not limited to any medical emergency or a determination that the student is a risk to self or others, the school may request written documentation from a treating professional that the student is fit to return to school. The school reserves the right to ask for a medical opinion in particular circumstances.

Lice

If your child is determined to have lice, report this to the School Nurse or to Genny Smith on the Lower School campus or Hanna Hobson on the Middle and Upper School campus. You must treat your child for lice, and upon return to school, we will check to confirm your child's head has substantially fewer nits. The student will be rechecked on a regular basis until clear of nits. Parents/guardians are expected to follow through with head checks at home.

The school will conduct lice checks as needed. If a live louse is found, the student will be sent home, and we will follow the procedures described above.

Air Quality Policy

Occasionally, the quality of the air in our area becomes a topic of concern. Breathing polluted air is unhealthy for all, and its impacts can be especially difficult for children.

On most days, we take advantage of our beautiful outdoor spaces on both of our campuses. We all benefit from time spent out of doors, and providing ample outside time for both learning and play is a priority and an important part of the NGFS experience.

Throughout the year, we routinely monitor the air quality. Air pollution in the Piedmont Triad is typically worse during the hottest part of the year. On days with poorer air quality, our school

administrators use AirNow.gov to monitor the Air Quality Index (AQI) throughout the day. If necessary, students will be brought indoors.

Here are our key guidelines for determining what actions are needed in response to poor air quality:

1. We use [AirNow.gov](https://airnow.gov) as our primary source of information; it provides the most accurate data. Because AirNow.gov updates less frequently and conditions change quickly, we also use the adjusted [PurpleAir](https://purpleair.com) AQI (which relies on crowdsourced, less accurate information) and [IQAir](https://iaqair.com) for supplementary information.
2. When the AQI exceeds 100 (orange, unhealthy for sensitive groups), A Child's Garden (preschool, pre-K, TK) and Sunrise (kindergarten) students will be brought indoors.
3. When the AQI exceeds 150 (red, unhealthy), all students will be brought indoors, and the administrative team will evaluate the forecast and determine whether further action is needed.
4. If the AQI were to exceed 200 (purple, very unhealthy), the administrative team would likely cancel classes for that day.
5. If, on the morning of a school day, the AQI is predicted to be significantly elevated, we will make the decision regarding campus closures as early as possible and inform the community of our decision via parent alert text messages.

Counseling

NGFS has two counselors who work directly with students. An appointment with a counselor can be made by self-referral, by referral from a staff member, or by request from a parent/guardian. The counselor's primary obligation for confidentiality is to the student. However, when a student is a danger to self or to others (conditions such as but not limited to eating disorders, suicidal thoughts, depression), parents/guardians will be informed. Our counseling services are not intended to provide ongoing long-term care. If ongoing counseling is needed, families will need to obtain such care from a private provider. When there is reasonable suspicion of abuse or neglect, the school is mandated by law to report to the Department of Social Services.

Finance Office

The finance office can be reached at the school's main number 336-299-0964 or via email to finance@ngfs.org.

Billing

All billings (except Extended Care and Lower School clubs, see below) are done through our online tuition management software, FACTS. All families are required to register and set up a FACTS online account for making payments; see setup directions [here](#).

Once a FACTS account has been made, the Finance Office will post billing amounts. Once posted, families will receive an email letting them know a change has been made to their account at which time they can log in to view the charges. Families can track charges and payments as well as their payment plan schedule.

Fees

Fees for technology, athletics, and co-curricular activities (clubs, drama) will be assessed. You can see a breakdown on our [Fees page](#). Extended Care is billed separately through CampSite and rates may be found on the [Extended Care page](#). Billing for Lower School Clubs and NGFS Summer Camp is also done through CampSite.

Outstanding Balances

Students with outstanding tuition, fees, Extended Care, or Summer Camp balances will not be issued transcripts. Students will not receive a diploma and may not be allowed to participate in graduation ceremonies if there is an outstanding balance. All accounts must be current for students to attend school on the first day of each term. The school also reserves the right to suspend a student's enrollment at other times of the year for outstanding tuition balances.

Enrollment and Tuition Obligation

Enrollment and re-enrollment contracts are sent through the Enrollment Office in collaboration with the Finance Office. Families who have an outstanding balance will not be offered a re-enrollment contract unless a payment plan is agreed upon by both parties. Re-enrollment contracts are prepared for all students in good standing. The contract holds the student's place for the upcoming school year and is a financial commitment for the year's tuition. The enrollment contract may be canceled without penalty through May 31; the contract becomes binding on June 1. Enrollment must be complete to hold a student's place at the school for the upcoming academic year. A student may not be registered for any classes at NGFS, Guilford College, GTCC, UNC-G, or other programs until NGFS enrollment is complete.

Philanthropy and Community Engagement

New Garden Friends School, like all independent schools, depends upon the generosity of our community to sustain and advance the mission of the School. Alumni, parents/guardians, grandparents, parents of alumni, and friends of the school can take an active role in fostering the school's mission and ensuring the best possible educational environment for now and the future through their direct philanthropic gifts and planned gifts, as well as their gifts of service and volunteering. Gifts are tax deductible to the extent allowed by law and New Garden Friends School is recognized as a 501(C)(3) non-profit organization. Fundraising and support take place throughout the year including:

The Fund for Friends

The Fund for Friends, our top annual giving priority, benefits every child at our school, allowing us to offer an exceptional educational experience. The Fund for Friends provides essential unrestricted dollars for the operating budget of NGFS. These gifts make up the difference between what tuition covers and the actual cost of running the school. We ask families, staff, board, alumni, and members of the community to support this campaign each year through a gift or a pledge payable through June 30. Full community support for The Fund for Friends enables NGFS to enhance our offerings to students. Regardless of the size of the gift, your contribution to The Fund for Friends is important.

Community Events

Various events will be held throughout the year, including opportunities to gather together, to give back, and to support specific areas of school life. Some events are sponsored by the Parent and Community Association, like the Fall Unity Festival. Other events are hosted by the Philanthropy office as a means of building community and providing support to the school such as Lower School Fun Run, GrandFriends Day, Running of the Bears 5K, and the Golf Tournament.

Planned Giving

A planned gift is a wonderful way of providing support to New Garden Friends School. Planned gifts are beneficial for donors as well as our school. These gifts help to ensure the financial future of New Garden Friends School and fulfill your philanthropic interests. A well designed estate-plan can help create a legacy for you and your family.

Appendix

Student Acceptable Use Policy

This policy is reviewed with students grades 5-12 at the beginning of each school year.

The primary purpose of New Garden Friends School's technology program is to support teaching and learning. We recognize that access to technology in schools allows students to access online resources, enhance communication, and develop essential skills.

This Acceptable Use Policy (AUP) is designed to help students become responsible technology users. The AUP outlines the guidelines, behaviors, and responsibilities that students are expected to follow when using school technologies or when using personally-owned devices on the school campus. In general terms, acceptable use means respecting both other students and the physical equipment. If a student is found to be in violation of any aspect of the Acceptable Use Policy, the school will take disciplinary action, up to and including separating the student from the school.

Section 1: Student Accounts

Students should have no expectation of privacy in regard to their school technology accounts, which are monitored by NGFS as necessary. Messages sent to or from a student's email account are filtered both on and off-campus for profanity and other keywords. In such cases, the email does not go to the intended recipient, but is forwarded directly to the technology staff.

Each level uses technology in developmentally appropriate ways.

- **Workspace for Education:** This is your Google account that provides a suite of web-based programs that includes Gmail, Google Drive, Docs, Google Classroom, shared calendars, collaboration tools, and more.
- **Other online educational technology tools:** Teachers may create accounts for other websites for educational purposes. Teachers have flexibility to use educational tools that best meet curricular goals, so specific tools are not listed here.
- **Web-filtering software:** The technology department uses a variety of tools to block access to inappropriate material online. Use of technology devices during the school day may be monitored for websites visited.
 - Both hardware and software solutions are deployed. Software solutions include products designed by Securly and Hapara. These solutions are employed both on and off campus. Hardware solutions include SonicWall on campus.

Section 2: Equipment

- Students in grades K-6 use school-owned iPads in the classroom.
 - Students are expected to follow all classroom guidelines and procedures as detailed by teachers and technology staff, including treating all equipment with care and respect, and using school-owned devices for classroom work as communicated by their teachers. Equipment is easily damaged and families may be billed for damage caused by negligence.
- Students in grades 7-12 are issued a school-owned Chromebook that students are allowed to take home.
 - Students are expected to follow all guidelines and procedures as detailed in the Chromebook Orientation, including treating all equipment with care and respect. Equipment is easily damaged and families may be billed for damage caused by negligence.
 - Always sign out or close the Chromebook when not actively using the device.
 - Primary storage for student work is in Google Drive. At times, Chromebooks or other devices may have to be wiped of all content during the course of repair work so students should be mindful of not saving files only to the device itself.
- Use only the NGFS wifi while at school. Use of a phone hotspot is prohibited.

The section above is not intended to be an exhaustive list. Students should use their own good judgment when online as they do offline.

Section 3: Responsibilities and Ethical Use

- Do not attempt to bypass or disable any other installed apps, extensions, plug-ins, or software (such as Securly or Hapara) which is used by NGFS to monitor student activity.
- Do not give someone else your username and password or use another person's login credentials.
- All work must be your own. Do not copy someone else's work. Plagiarism will not be tolerated and will result in disciplinary action.
- Be polite, respectful, and straightforward in your communications with others online, whether through email, a blog, social media, or other online communications. The same rules of courtesy apply when online as in person.
- Recording or photographing another community member without their express consent is a violation of privacy and is forbidden.
- Alert staff or a parent to any inappropriate communications.
- Remember that information posted on the internet is permanent.
- Be aware that comments made online or via text message can be easily misinterpreted.
- Do not give out personal information about yourself, classmates, or other community members.
- Users may not engage in illegal activities or activities considered to be harmful.
- Users may not download software programs, apps, or install extensions to school devices without permission of the technology department.
- Use of a proxy website or other unauthorized technology for any purpose is not permitted.
- Do not attempt to bypass the firewall to access sites that are purposefully blocked.
- There is no expectation of privacy when using the school network, school computers, or school technology accounts.

- Technology may not be used to intimidate, harass, threaten, or bully another student. In addition, bullying, harassment, discrimination, hazing, sexual assault, and sexual harassment are prohibited at any location, activity, function, or program (including those not school-related and through the use of technology or an electronic device that is not owned, leased, or used by the school) if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at the school, or (c) substantially disrupts the educational process or the school's orderly operations.

The section above is not intended to be an exhaustive list. Students should use their own good judgment when online as they do offline.

Section 4: Personal Devices

- School staff are not able to provide support for personal devices.
- Personal devices are not allowed to connect to NGFS local network resources such as locally shared files.
- It is expected that each student in Grades 7-12 will use a school-issued Chromebook to aid in the completion of their work. In certain cases, Upper School students' use of a personal device may be approved according to the Personal Device Policy. To read more about this policy, please see the Upper School Handbook.

Section 5: Use of a recording device

- Use of a recording device (cell phone, Livescribe pen, or other similar devices) is not permitted without prior approval from the school administration.
- Such recordings and materials may be used only by the individual student approved for the note-taking accommodation and may not be reproduced, transferred, distributed, or displayed in any public or commercial manner.
- The use of all recordings are intended solely for individual academic use and may not be shared with other students at any time.

The Acceptable Use Policy is a working document that may change as needed.

Harassment, Bullying, and Discrimination-Free Environment Policy

New Garden Friends School is committed to promoting and supporting a workplace and educational environment where healthy and respectful conduct is the cultural norm. In support of this commitment, New Garden Friends School prohibits discrimination on the basis of race, color, religion, ethnicity, national origin, national ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, gender, gender identity, gender expression, sexual orientation, military service, veteran status, mental or physical disability, or genetic information in its programs, activities, employment, and admission. Retaliation for raising concerns related to discrimination on one of these bases is also prohibited. NGFS does not discriminate on the basis of age in employment.

If you have questions or concerns regarding our non-discrimination policy, please contact Pattie Midgett, who is our Title IX Coordinator and oversees our non-discrimination policy.

Pattie Midgett, Title IX Coordinator

Office Address:

1128 New Garden Road Greensboro, NC 27410

Phone: 336-299-0964

New Garden Friends School acknowledges the dignity and worth of all students, families, and employees and is dedicated to providing a safe, inclusive, and respectful environment for all community members. It is the policy of NGFS to maintain a community and a learning environment that is free from harassment, bullying, and discrimination. This conduct includes, but is not limited to, language and behavior that intimidates, attacks, or threatens someone and/or their work; language and behavior that is vulgar, obscene, or abusive; name-calling, taunting, and/or any conduct referencing or directed at an individual or group that demeans that person or group on the basis of an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, allergies, medical conditions, socio-economic status, height, weight, physical characteristics, marital status, parental status, family make-up, emotional or mental disability, or any other characteristic or feature that becomes the focus of unwanted and unwelcome language and/or behavior as described below.

- Harassment, bullying, and discrimination are defined as, but not limited to, language or acts of disrespect, intimidation, name-calling, verbal or physical threats; any pattern or gesture intended to intimidate, discredit, injure, or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent, and pervasive so that it creates a learning environment that is intimidating, threatening, or abusive.
- Harassment, bullying, discrimination, hazing, sexual assault, and sexual harassment are prohibited on the school's campus and the property immediately adjacent to school grounds, in school vehicles, and at school-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, bullying, harassment, discrimination, hazing, sexual assault, and sexual harassment are prohibited at any location, activity, function, or program (including those not school-related and through the use of technology or an electronic device that is not owned, leased, or used by the

school), if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at the school, or (c) substantially disrupts the educational process or the school's orderly operations.

- Harassment, bullying, and discrimination can occur on or off campus, face to face, in writing, or through the use of electronic means such as the internet, email, text messaging, or social media. Cyber-bullying can include a variety of platforms to support deliberate, repeated, and hostile behavior intended to cause harm to persons or groups.
- The Head of School, and/or the Head of Lower School, or the Head of Middle and Upper School, or their designee has sole discretion in determining whether a code of conduct violation has occurred.

Such behavior either places a person in actual and reasonable fear of harm to their person or damage to their property or creates a hostile environment that interferes with or impairs a student's educational performance or a person's ability to function successfully in the school community.

Persons who believe they have been harassed, bullied, or discriminated against shall inform a staff member or administrator. All staff persons observing said behavior have a duty to report such conduct to an administrator. If the alleged abuser is an administrator but not the Head of School, the conduct should be reported to the Head of School. If the alleged abuser is the Head of School, the conduct should be reported to the Clerk (Chair) of the Board of Trustees. Students may anonymously report inappropriate activity; however, anonymous reports cannot be the sole basis of student discipline.

The staff member receiving the complaint shall promptly bring the allegation to the Division Head. The administrators will promptly and thoroughly investigate all complaints and respond to the complainant within five workdays of completing an investigation. At the conclusion of the investigation, the administrators shall meet with the complainant and discuss the findings.

At no time should a complainant or witness to an allegation be retaliated against in any way. In the event that the administration finds that the complainant has been a victim of harassment, bullying, or discrimination, the administration shall take all reasonable steps to correct any discriminatory effects of the harassment and assure that there is no recurrence of the conduct. The complainant shall advise the Head of School of any continuing conduct that has the effect of discrimination within a reasonable time so the administrator can take appropriate steps to prevent its recurrence.

People who violate this policy shall be disciplined according to the NGFS All School Handbook and may be asked to leave the school.

False Complaints

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the school expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of harassment, bullying, discrimination, hazing, sexual assault, sexual harassment, or retaliation may be subject to disciplinary action.

Communication and Privacy Policy

The purpose of this policy is to explain how New Garden Friends School treats the personal information of community members. While NGFS is committed to protecting your privacy, we also recognize the need for comprehensive and convenient communication that provides every community member the information they need to fully support the mission of the school. The intent of this policy is to balance the need for convenient and comprehensive communication with the need to maintain privacy.

NGFS uses your personal information to:

- Maintain student and family records in our School Information System, FACTS.
- Contact you in case of an emergency or other important event.
- Alert you to school events, volunteer opportunities, and other news and information.
- Connect you to the FACTS Family Portal (ParentsWeb).

How Your Information is Protected

NGFS will not share your application or other personal information with third parties without your permission.

NGFS strictly protects the security of your personal information and honors your choices for its intended use. We carefully protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction. Your personal information is not shared without your permission. Data is stored in a secure, password-protected environment that strictly limits access. You also have a significant role in protecting your information. Please do not share your FACTS Family Portal (ParentsWeb) user ID and password or any other school-related credentials with others.

Setting Your Privacy Preferences

Users select their privacy settings during the enrollment or re-enrollment process. Users choose their preferences regarding the use of student images for NGFS marketing purposes and may specify restrictions or “opt out” completely. Users may elect how they would like to receive communications from the school. These preferences may be updated through the FACTS Family Portal (ParentsWeb) at any time. In addition, users may view and edit their personal information, such as phone numbers and email addresses. Users may only update information for students and parents/guardians who reside within the same household.

The NGFS Website

The school website, www.ngfs.org, is intended to be used for both community members and for others who are interested in learning about New Garden Friends School. We strictly limit personal information of any community member in the public area of our website in order to avoid unwanted solicitations of advertisers and others who would seek to use this information for inappropriate reasons. There are occasions when a student name is listed on the website, such as a special article or feature.

Family contact information is available to current staff, parents/guardians, and students (depending on the preferences set by the user) in the online school directory in the FACTS Family Portal (ParentsWeb). This information is accessible only to community members that

have current portal accounts.

Social Media

The school maintains a presence on social media sites. Posts respect the privacy settings mentioned above that users have selected. Photos or videos taken as a part of a class or for school promotional purposes will respect the family's privacy preferences that they have specified.

Student Threat Assessment Procedures (STAP)

Section One

- 1.1 NGFS is committed to providing a safe, healthy, and inclusive educational environment to all students. The purpose of this Student Threat Assessment Procedure is to protect the safety of all students.
- 1.2 NGFS may require documentation from students or families in order to make assessments about a student's continued enrollment at school or to determine appropriate accommodations to serve any student.

Section Two

- 2.1 STAP procedures are to be undertaken in the following situations or in other situations as deemed necessary by school administrators:
 - A. *A student has made a verbal or non-verbal threat of self-harm while on or off campus*
 - B. *A student has made a verbal or non-verbal threat of harming others while on or off campus*
 - C. *A student has made a verbal or non-verbal threat against the school community while on or off campus*
 - D. *A student has made a verbal or non-verbal threat against a particular member of the school community while on or off campus*
 - E. *A student has committed a serious act of violence on school property*
 - F. *A student has committed a serious act of violence while on or off campus*

Section Three

- 3.1 After a student makes any such threat, NGFS may take immediate action depending on the severity of the threat. If a severe threat, the self-harm protocol may be initiated or law enforcement or first responders may be called. The goal is to diffuse the situation safely and quickly to minimize harm or disruption. NGFS will undertake a student threat assessment review to determine appropriate next steps. A student may not return to school during the student threat assessment review unless authorized by the student threat assessment review team.
- 3.2 The Head of School will appoint the members of the student threat assessment review team, taking into account the age of the student and the circumstances of the threat. When appropriate, the team may include medical professionals and law enforcement personnel in addition to NGFS staff. In all cases, the team must include at least one NGFS staff person who works regularly with the student and who knows the student well.
- 3.3 The Student Threat Assessment Review Team may implement interim measures to address the threat during the course of the investigation and prior to the formal Student Threat Assessment Review. Such interim measures may range from providing additional supervision to reducing the student's participation in school activities to requiring that the student not return to campus, depending on the nature and circumstances of the threat.

- 3.4** An investigation by school personnel must take place. It must include interviews with the student and could include interviews with the student's family, peers, teachers, and others.

As part of the threat assessment investigation process, NGFS may also:

- Request a call or meeting with the student's treating professional
- Request a call or meeting with the student's tutor or teacher
- Request to meet with the student at home or outside of school
- Consult with law enforcement
- Conduct searches of school premises or property
- Collect any relevant reports from law enforcement officials
- Gather information about the student's academic and disciplinary background, including prior schools
- Gather any additional information deemed necessary to assess the level of threat posed by the student

Section Four

- 4.1** Once the school has received and gathered all necessary documentation and permissions, the school will conduct a student threat assessment review. The review will determine the level of threat posed by the student and whether the student continues to pose a threat to the health or safety of self, students, or staff. The student threat assessment review team will develop a plan to address the threat, including but not limited to, removing the student from the school environment temporarily or permanently, or imposing requirements that must be met before the student may return to school. Nothing in this part should be read to prevent NGFS from working with families to provide reasonable accommodations that do not fundamentally alter the services offered to students, once a student is determined not to be a threat to the health or safety of the student or the School.
- 4.2** The student threat assessment team will review the information gathered in the investigation phase. The Team reserves the right to request any additional information it deems necessary, including but not limited to:
- A written statement from the student's treating professional that in their professional opinion, the student no longer poses a threat of any kind to self or others. The statement must also include evidence or professional opinion that the student is judged to be fit to withstand the everyday stresses of school life and to participate in all aspects of school life. NGFS reserves the right to require certain credentials of a treating professional, depending on the circumstances.
 - Written permission for the school counselor or Head of School to be in contact with the treating professional
 - If law enforcement has been notified, a clear statement from the investigating detective stating that there is no credible threat must be obtained
- 4.3** The school will communicate the result of this determination to the family no later than 10 days after the final meeting and/or communication with the student, teacher, treating professional, tutor, or law enforcement.

4.4 In cases where a student is removed from school on a temporary basis, the student threat assessment review team may conduct additional reviews to determine whether the student has made sufficient progress to return to school.

Governance

How Our School Community is Governed

New Garden Friends School is an independent 501(c)(3) nonprofit corporation. The successful education and development of our students depend on everyone's active participation in the school, including a commitment to our mission, core values, rules, and policies, and support of the school's staff and programs.

The head of school and board of trustees are responsible for the overall stewardship of the school. They work individually and collectively to ensure NGFS operates smoothly and in accordance with its mission.

The Head of School

The head of school is the chief educational and administrative officer of the school, whose responsibilities include:

- Shaping and upholding the school's mission, goals, and standards, and articulating them to the school's constituencies and the wider community
- Making and overseeing the implementation of administrative decisions
- Ensuring that decision-making is guided foremost by the well-being of the school's students
- Attracting and retaining well-qualified faculty and staff
- Working with staff to examine the needs of students and putting in place policies and programs to meet those needs
- Managing the budget and defining, communicating, and addressing difficult financial issues

Board of Trustees

The NGFS board is made up of volunteer trustees from within and outside of our school community. The NGFS board governs in accordance with the *Principles of Good Practice - Board of Trustees* and *Principles of Good Practice - Independent School Trustees* outlined by the National Association of Independent Schools, and the *Principles of Good Practice for Friends School Boards* provided by the Friends Council on Education.

The board is the guardian of the school's mission. The board is charged with taking the long view and creating a school for future generations. As such, the primary work and focus of the board are long-range and strategic. The NGFS Board mission statement is as follows:

The New Garden Friends School Board of Trustees exists to create plans, to set policies, and to make decisions that will best ensure the vitality of the institutional mission for the current and future generations of students.

The board is committed to the Quaker identity and character of the school. As a Friends school, decisions by the NGFS board are not made by majority vote, but by reaching a "sense

of the meeting” through discussion and intentional listening. Reaching unity does not necessarily mean unanimity, but it does mean that each voice is heard and that all present accept responsibility for the final decision.

A list of current board members is on the [Governance page](#) of the NGFS website.

Responsibilities of the Board of Trustees

- The board adopts the school’s mission and strategic goals and establishes policies and plans that reinforce them.
- The board ensures that the school and the board operate in compliance with applicable laws and regulations.
- The board reviews and maintains appropriate bylaws that conform to legal requirements, including fiduciary duties of loyalty, obedience, and care.
- The board accepts accountability for both the financial stability and financial future of the school, overseeing operating budgets, engaging in strategic financial planning, preserving capital assets and endowments, and participating actively in fundraising.
- The board concerns itself with its own development and well-functioning.
- The board selects, hires, and evaluates the head of school. The board works in tandem with the head of school and the administrative leadership team, being careful to focus its primary work on long-range and strategic issues, not the daily operations of the school. The board does not sit in review of administrative decisions made by the head of school.

Understanding Roles and Respecting Boundaries

The board of trustees acknowledges that its duties involve governance, not management. The board entrusts all of the daily operations of the school to the head of school, who supervises and evaluates all programs and personnel. The head of school is the final arbiter of any disputes that may arise in the day-to-day operations of the school. The board has no authority to manage personnel and does not handle disciplinary or operational matters. These responsibilities rest exclusively with the realm of the head of school, whose authority in such matters the board respects and supports. The board does not sit as a court of appeal for parents/guardians, students, or staff members concerning the head’s decisions. The head of school is the last court of appeal for any and all admissions, re-enrollment, disciplinary, and personnel issues.

Authority is vested in the board as a whole and not in individual trustees. The board speaks with one voice. Communications to the school community regarding board decisions or actions are delivered through the clerk of the board. Individual trustees do not speak or act on behalf of the board, do not represent particular constituencies or individuals, and refrain from responding to specific situations individually.

Medication Administration Policy

Introduction

Some students require administration of prescription and/or non-prescription medication during school hours on a regular or temporary basis. New Garden Friends School has adopted this medication policy in compliance with North Carolina State Law and the North Carolina Board of Nursing regulations to ensure the health and safety of students who need medication during the school day.

Policy

The School Nurse must oversee all medications (over-the-counter, prescription, and emergent) for all students. New Garden Friends School does not permit students to keep medications in their possession without the knowledge and consent of the School Nurse. By supervising the storage and administration of medication, the Nurse provides families with the assurance that student health needs are addressed in a safe manner. The parent/guardian shall be responsible for providing all medications to be administered, except for certain non-prescription (over-the-counter medications) that are available in the School Nurse's office (see below). Medications to be administered at school, both prescription and non-prescription, must be prescribed, authorized, and signed by a physician or provider on the **Medication Administration Authorization Form**. The form must also be signed by the student's parent/guardian. This form must be completed and turned in to the School Nurse before any medication can be administered. All medications and forms will be reviewed by the School Nurse prior to administering medication to a student. As an alternative, parents may choose to come and administer medications to their child. Please download the Medication Administration Authorization Form [here](#).

Prescription Medications

Medications must be brought to the School Nurse's office by a parent/guardian, not the student. Each medication must be listed on the form signed by the prescribing health care provider and the parent/guardian. If the dosage is changed, a newly labeled container and an updated **Medication Administration Authorization Form** must be provided. No medication will be given beyond the expiration date. Controlled substance medications (such as ADHD or pain medications) will be counted by the nurse or their designee with the parent/guardian on receiving or returning of medications. When treatment has been completed or at the end of the school year, unused medication should be picked up by the parent/guardian. At the end of the school year, all expired and unclaimed medication will be safely discarded.

No student may carry medications or self-medicate except for students with diabetes or students who require rescue medications such as epinephrine auto-injectors (epi-pens) and inhalers for asthma. A completed **Medication Administration Authorization Form** must be on file. Students with diabetes may self-administer insulin and carry glucagon if deemed appropriate by their healthcare provider and the School Nurse. Self-medication privileges may be revoked if the student exhibits a lack of responsible behavior. Prescription medications must be provided in a current pharmacy-labeled container. The label should state the student's name, name of medication, dosage, frequency and method of administration, and the name of the prescribing physician. (Parents may want to have the pharmacist label two containers, one for home use and one for school use, if the child is to receive the medication at both).

Non-prescription Medication

All medications will be administered according to manufacturer's recommendations on the label unless otherwise indicated by the healthcare provider on the **Medication Administration Authorization Form**. The following over-the-counter medications are available in the Nurse's Office: Tylenol (acetaminophen), Advil (ibuprofen), Tums, Dramamine (meclizine), Pepcid (famotidine), Loperamide (anti-diarrheal), Pepto-Bismol, Benadryl (diphenhydramine), After Bite Itch Eraser, anti-itch cream, and saline eye drops. For students in 6th grade and younger, a parent or guardian will be notified prior to administering non-prescription medication in order to obtain verbal consent. For students in middle school and high school, verbal consent is not needed for non-prescription medication and parents/guardians will be notified of the medication, dosage, and time of administration in an email.

Administration of Medication

Only New Garden Friends School employees to whom such responsibility has been delegated by the School Nurse will administer medications. The training of staff will include the following:

- The 6 "Rights" of medication administration: Right Child, Right Medication, Right Dosage, Right Time, Right Route, Right Documentation
- Safe storage and handling of medication
- Appropriate action for medication error

Documentation

Administered student medications will be documented on a medication log that includes the date, time, full name of student, name and dosage of medication given, and signature of the person administering the medication. Logs will be kept in the Health Room until the end of the school year. Administered medications may also be logged in a student's electronic medical record.

Medication storage

Daily non-emergent medication will be kept in the Nurse's Office or in a locked medication box/file cabinet in the front office as deemed appropriate by the School Nurse. The School Nurse and delegated staff will be responsible for its supervision. Emergency rescue medications for individual students in the Lower School, such as epinephrine auto-injectors and inhalers, will be placed in an emergency medication bag labeled with the student's name. Teachers will be responsible for ensuring that the medication follows the lower school student throughout the day. Responsible students in middle and high school who have healthcare provider authorization and who demonstrate proficiency may self-carry emergency medications. A **Medication Administration Authorization Form** must be on file with the School Nurse.

Off-Campus Trips

The **Medication Administration Authorization Form** is the authorized form used for all on-campus and off-campus activities, including overnight trips and day field trips. Specific teachers/chaperones on the trip will be identified to administer medications while students are off campus. The School Nurse will provide the appropriate completed **Medication Administration Authorization Forms** to these individuals. No students on an off-campus trip will be allowed to self-carry any medications except in the case of rescue medications (epinephrine auto-injectors, inhalers, and diabetic supplies). For medications normally taken at

home outside of school hours, this may require advance planning to ensure necessary medication forms are completed.

When medications must be taken on overnight trips, the following safety measures should be taken:

- Send only essential medications on the trip.
- Send only the required amount of medication in a pharmacy-labeled or over-the-counter labeled bottle.
- Identified teachers/administrators accompanying the student will hold

Please email health@ngfs.org with questions regarding the NGFS Medication Administration Policy.