



New Garden
FRIENDS SCHOOL

Horizon

(Grades 3 and 4)

Handbook

2022-23

Horizon Handbook (Grades 3 and 4)

We are looking forward to working with you and your child this year! This handbook is designed to give you an overview of the year ahead with regard to classroom policies, procedures, and expectations. This handbook, and other important documents, can be found in ParentsWeb.

For the most up-to-date health information throughout the year, please consult the NGFS COVID-19 Handbook located on our [website](#). We will continue to use a rigorous, layered approach to COVID-19 mitigation, introducing and revising strategies in response to current data and trends.

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Arrival and Dismissal

Horizon Door Opens	Arrive by	Class Begins	Dismiss	Pickup Location	Time sent to Extended Care
8:00 a.m.	8:25 a.m.	8:30 a.m.	3:10 p.m.	Carpool Line	3:20 p.m.

Drop-Off and Pick-Up Procedures

- You will be given a name card to display on your car window visor. Please be sure to clearly display this card on the visor in the morning and afternoon; we appreciate your assistance in helping drop-off and pick-up run smoothly and efficiently.
- Drop-off begins at 7:30 a.m. for [Extended Care](#) and 8 a.m. for the regular school day and continues until 8:25 a.m. Please plan to arrive during this window of time.
- At arrival, staff will direct you through the carpool line to drop off your child. Students will use the sidewalk to walk to their classroom and will be assisted by staff.
- If your child arrives late, please bring your child to the office and sign them in. Your child will then be escorted by staff to their classroom.
- Dismissal is at 3:10 p.m. Staff will direct parents/guardians through the carpool line, and teachers will bring students to the carpool line. If someone other than the parent/guardian is picking up, please make sure the person you send is on your authorized pick-up list in ParentsWeb. Instruct them to have identification with them; staff will check the ID of anyone unknown to them. Children who are not picked up by 3:20 will go to the Extended Care classroom.

- If you must pick your child up before school is over, please come to the office to sign your child out. If this early pick-up is for a scheduled appointment, please coordinate with your student's teacher in advance so they will have their belongings packed and ready to go at the designated time. If someone other than the parent/guardian is picking up early, please make sure the person you send is on your authorized pick up list in ParentsWeb.
- Please email your student's contact teacher if they will be absent. If an extended absence from school is necessary, prior permission (at least a week in advance) must be obtained from the Division Head so that arrangements can be made for work. After contacting the Division Head concerning a protracted absence, parents/guardians of students in K-6th grades should contact teachers for assignments.

Extended Care

- Morning care is offered from 7:30-8 a.m.
- Afternoon extended care runs until 6 p.m.

Parking Lot Safety

Please help us keep everyone safe by observing the parking lot rules.

- When driving in our driveway or parking lot, please do not use a handheld or hands-free phone. Phone use, even hands-free, can distract drivers and make accidents more likely.
- Please drive slowly and slow down for speed bumps.
- Please drive all the way down and turn around at the loop instead of making a loop part-way down the parking lot. This makes it easier for cars to back out of parking spaces and reduces the risk of accidents.

Social Curriculum

The social curriculum at NGFS flows directly from a book written by Ruth Sidney Charney called "Teaching Children to Care: Management in the Responsive Classroom". For more information, please ask a teacher to help you locate a copy. This curriculum helps students become empathetic, ethical thinkers as they learn to interact successfully in the school environment.

- We value the social curriculum as an integral part of our overall program.
- Positive social interactions and a strong sense of community enhance cognitive growth.
- There is a set of social skills that students need in order to be successful academically and socially: cooperation, self-advocacy, responsibility, empathy, perseverance, self-control, and peaceful conflict resolution skills.
- Knowing the students we teach individually, culturally, and developmentally is essential to students' education and to developing community.
- Knowing the families of the students we teach and inviting their participation is essential to students' education and to developing community.
- Adults model the above skills through positive interactions with each other and with students.

A centering space is located in each classroom. A student may choose to go to centering so they might take a brain break or use it as a calm down spot. A teacher may send a student to centering as a thinking place for a student to reflect on how their behavior is affecting their learning time or the learning time of others.

Centering procedures:

- First Centering - The student remains in centering using a sand timer until it runs out. They will reflect on how they might handle the situation in a more positive way in the future.

- Second Centering - The student remains in centering while recording a self-reflection. The student will then hand the completed self-reflection page to a teacher.
- Third Centering - The student takes a centering in another classroom. The teacher will speak with the student and bring them back to the class activity.
- Fourth Centering - The student will meet with an administrator. If a student has repeated centerings, it may be necessary to have a centering at home so that they might start fresh the next day.

Exceptions to the Process:

- A student who is having difficulty following the classroom guidelines may talk with the Division Head about the exhibited behavior and make a plan for improvement upon transition back to the classroom. Using the restorative practices model, we focus on finding solutions, applying logical consequences, and providing opportunities for reflection. The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and restoring relationships.
- In the case of threatening, violent, or extremely disruptive behavior or language, students will bypass the centering procedure. Administrative staff will be consulted; parents/guardians will be called and notified of necessary consequences.
- In some instances, other appropriate natural consequences may be used at the teacher's and/or administrator's discretion. For example, a student may be required to write an apology note if others were affected by the student's actions. Natural consequences may include missing a school activity or field trip.
- If a student's actions or words are extremely disruptive, they must be picked up from school immediately. A student demonstrating disruptive behavior may be asked by the Division Head or Head of School to remain at home until a plan can be put in place to help the student safely transition back to the classroom. If necessary, Student Threat Assessment Procedures (STAP) will be initiated (see Appendix, All School Handbook).

Snack and Lunch

Your child needs a lunch box with a snack, lunch, and one full labeled reusable water bottle with a spill-proof cap each day. We ask that you send food that requires no preparation assistance from teachers. This includes heating, cooling, peeling, and preparing. We do not have refrigerator space for lunches, so pack lunches accordingly.

My Hot Lunch Box is available for purchase and will drop off food orders through contactless delivery, or students can bring their lunch. Please remember to send a snack and water on days your child orders hot lunch.

We make every effort to be environmentally responsible at NGFS; however, please do not pack glass containers since this presents a safety hazard.

Horizon is a peanut-free level. Please do not send your child in with peanut butter, peanuts, or foods, such as granola bars, containing peanuts. Cashews, almonds, etc. are fine. Almond Butter and SunButter are great alternatives to peanut butter.

Items that are not allowed in student lunches:

- more than one small piece of candy
- soda

- caffeinated beverages
- powdered drink mixes
- peanuts

Clothing/Dress Code

We ask that your child dress in comfortable clothes and athletic shoes. If your child wears dressy shoes or sandals, please send tennis shoes for outside time and PE. (Please discourage flip flops.) We believe fresh air and physical exercise are essential components of healthy living. Weather permitting, students will go outside every day for snack, lunch, and recess. Therefore, we ask that your child be dressed appropriately for the season and temperature. Send sweaters, jackets, a hat, raincoats, etc. when appropriate for the weather.

Please help your child wear appropriate clothing. It is important for children to realize that what they wear can be offensive to other people (sexually explicit language, profanity, drug symbols, violent messages, etc.). If students follow the idea of clean, neat, and appropriate to the occasion, dress should be acceptable. Though current styles may disagree, we do not want to see bellies or boxers at school. Please help us keep the dress appropriate by ensuring your child's shirt overlaps with their shorts, pants, or skirt through all normal ranges of motion.

Cubbies

Students will keep backpacks, lunch boxes, jackets, school books, and other personal items in their cubbies. Backpacks with wheels do not fit in the cubbies, present a storage issue in the classroom, and are challenging for students to manage in the stairwell. Please provide a backpack that is large enough to hold needed belongings but can easily fit in their cubby.

Personal Possessions at School

We ask that students leave all toys at home as toys at school can cause a distraction for students. Special fidget items can be used with teacher permission only. If a student transports any electronic devices to school (e.g., when traveling from one household to another) the device must remain silent and in the student's backpack throughout the entire school day. If a student has a smart watch on at school, it should function as a time-telling device only. Students should not use smart watches for communication such as texting or phone calls.

Homework

Homework outside of the school day will be kept to a minimum. Students will be asked to read daily for 20 minutes. Fourth graders will have weekly math practice. Occasionally, students may have other assignments. All other work will be considered classwork during regular school hours. When work is not completed during the school day, a student may be asked to complete the assignment at home. Students may be assigned a long-term project later in the year.

Learning Support

At NGFS we value diversity in all of its dimensions and we understand that no child will develop academic skills at exactly the same pace or in the same way as their classmates. Our learning, reading, and math specialists frequently co-teach lessons and may work with a small group to preview or review concepts. The specialists provide small group instruction to students who may need to work at a different pace or have material presented in an alternative manner. Occasionally, the support we offer is not sufficient to meet a student's need, and outside assistance may be necessary. In these cases, one of our learning specialists or your child's contact teacher will request a conference with parents/guardians and teachers to discuss next steps.

Study Session

On Wednesday afternoons, we will offer study session from 3:20-4 p.m. for students to receive extra support. When a student has been absent, they will be required to attend study session the next Tuesday to make up missed class instruction, classwork, and any homework not completed at home. Arrangements to stay for study session should be made in advance and can be requested either by the teacher, the student, or parent/guardian. School arrival time, from 8-8:25 a.m., is also a time for students to independently catch up on unfinished work, but it is not intended to be time for students to complete homework due that day.

Birthdays

- Parents/guardians may send in birthday treats for the class.
- In order to protect classmates' feelings, party invitations may NOT be handed out at school unless all Horizon students receive one. Please also ask your child to refrain from discussing these events in front of their peers.
- If a student's birthday falls during a summer month, they have the option of celebrating their half birthday or celebrating during the last week of school.
- Birthday treats should be peanut-free.

Visitors and Volunteers

We welcome parent/guardian volunteers in our classrooms. All volunteers are required to complete a background check done through NGFS. Please check in with teachers to learn more about volunteer opportunities. Classroom volunteers are expected to maintain confidentiality.

Questions and Communication

Please read email communications from NGFS as they contain important information. Families should check the Community Newsletter which is emailed weekly. In the newsletter, Horizon teachers will share information about classroom learning, special events, field trips, and other announcements. The newsletter will also provide you with information on whole school events and calendar reminders. The NGFS website posts a whole school calendar and other whole school information. We will regularly share photos through Vidigami. Please subscribe to the NGFS mobile app and enable notifications. Horizon teachers will periodically send reminders through the app about class events. Important paper communications, math tests, and returned student work will be sent home in Take Home Folders.

Please talk with us about questions or concerns that you have. We can chat by phone, or if an extended time is needed, we can set up a conference before or after school. At the Hopes and Dreams conference in September, we will meet for you to share information that will help us learn more about your child and your family. In December and June, you will receive written evaluations of your child's progress.

If you wish to talk with us, you may call the office and leave a message on our voicemail so that we can call you at a convenient time. We check our messages at the end of the school day. We will also communicate via email. Emails will be responded to within 24 business hours.

On Thursday, Sept. 8, from 6-7 p.m., we will have a required parent meeting to familiarize parents/guardians with Horizon.

Opportunities to Conference with Contact Teachers:

Hopes and Dreams Conference: Friday, Sept. 2

End of 1st Trimester Conference: Friday, Dec. 9

End of 2nd Trimester Conference: Thursday, March 2, and Friday, March 3

Field Trips

We will travel in 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. We look forward to enriching our curriculum by resuming the overnight trips that NGFS is known for. Families will be notified about trips with plenty of notice, and detailed information will be provided at that time.

Technology

Computers, iPads, and Internet access are available to be used as tools to enhance student learning. Teachers will use technology when appropriate to supplement the curriculum.

Each year, parents/guardians must review and sign the Acceptable Use Agreement (AUP), which is part of the ParentsWeb Student Information form. Please take time to review these guidelines with your student.

Students have individual Google accounts with access to Google Drive for the purpose of working on documents created by teachers. Please note that these accounts do not include email or other social media. Only school-appropriate content should be accessed while at school. Students are not allowed to have cell phones and other technology on campus.

Social media and other online formats can be powerful communication tools for connecting people. Sometimes students may use these tools to exclude or bully or to spread gossip and ill will. Students are expected to maintain a high standard of behavior at all times and to respect and honor their teachers, classmates, and school. Students should consider all possible outcomes of their online expression and should guard against causing any potential harm to others.

Families are asked to respect the privacy of students and other community members by not posting names or photos on social media sites without specific permission. Some families do not allow their child's picture to be posted anywhere on the Internet. Please respect this.