



# New Garden

## FRIENDS SCHOOL

# Horizon

(Grades 3 and 4)

# Handbook

# 2024-25

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

## 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.

### Contact Info

Ana Huckins (she, her): [ahuckins@ngfs.org](mailto:ahuckins@ngfs.org)

Kaysha Alderman (she, her): [kalderman@ngfs.org](mailto:kalderman@ngfs.org)

Lanae Medley (they, them): [lmedley@ngfs.org](mailto:lmedley@ngfs.org)

Lower School Division Head: Genny Smith (she, her): [gsmith@ngfs.org](mailto:gsmith@ngfs.org)

### Arrival and Dismissal

| Door Opens | Class Begins | Dismiss   | Pickup         | Pickup Location | <a href="#">Extended Care</a> |
|------------|--------------|-----------|----------------|-----------------|-------------------------------|
| 7:45 a.m.  | 8:00 a.m.    | 3:10 p.m. | 3:10-3:20 p.m. | Carpool Line    | begins at 3:20 p.m            |

The classroom opens at 7:45 a.m. each day. Timely arrival and attendance are imperative.

The Horizon day begins with Math/Literacy followed by Morning Meeting.

- Promptness helps your child make a smooth transition into the school day because it allows them to focus attention on the classroom, peers, teachers and schedule ahead.
- Arriving on time allows your child to take care of morning routines, such as putting away their cubby materials, in a non-disruptive manner.
- We have a school-wide social curriculum that is grounded in Morning Meeting. This curriculum is designed to ensure a warm, safe, and rich learning environment here.
- Morning Meeting is the time for introducing to the children new subject matter and new materials, activities, and physical changes in the classroom. Understanding and recognizing new possibilities are essential for your child to make the most of their day.

### Drop-Off and Pick-Up Procedures

- You will be given a name card to hang to display on your car visor. Please be sure to display the name card 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 7:45 a.m. for the regular school day. The school day begins at 8 a.m.
- 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. We ask our students to use the Galaxy (5th-6th) stairwell, next to the main office, to go to their classroom. A staff member will be there during arrival to let them into the building.
- If your child arrives late, please bring your child to the office and sign them in. An adult needs to accompany your child to the office. Your child will 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 is on your authorized pick-up list in ParentsWeb (FACTS Family Portal). Instruct them to have identification with them; staff will check the ID of anyone unknown to them. (Please note that changes in ParentsWeb may take up to 48 hours to update.)
- If you must pick your child up before school is over, please go to the office to sign your child out. If 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 your child will be absent. Please also include Renee Gaunt, Lower School receptionist, at [rgaunt@ngfs.org](mailto:rgaunt@ngfs.org).
- 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** (see [Extended Care page](#) for information)

- Morning care will be provided from 7:30-7:45 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 and following the directions of staff who assist with arrival and dismissal.

- When driving in our driveway or parking lot, **do not use a handheld or hands-free phone**. Phone use, even hands-free, can distract drivers and make accidents more likely.
- Drive slowly and slow down for speed bumps.
- Use caution when backing out of parking spaces.
- Be mindful of adults and our students going to and from their classrooms in the morning and afternoon. Please do not let your students run ahead of you when leaving or going to their vehicle.
- Follow directions from staff during dismissal times. When a car is coming out, or when the car line is full, we will hold cars at the stop sign.

## Social Curriculum

The social curriculum at NGFS is guided by a book written by Ruth Sidney Charney called "Teaching Children to Care: Management in the Responsive Classroom." 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.

Each class at NGFS makes its own set of guidelines. Students have a voice in developing the guidelines for their classroom which deepens their investment in carrying through with them.

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 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

- Each day your child will need a lunch box containing a snack, lunch, and drinks (including a refillable water bottle with a spill-proof cap).
- **Sodas and candy are not allowed. If a student brings a lunchable that consists of candy, they will need to keep it in their lunchbox until they return home.**
- We cannot refrigerate or heat items. Please use ice packs for cold items and a thermos for warm items.
- There is an option to order hot lunch through My Hot Lunchbox; see [Back to School page](#) for more information and directions for ordering.
- Please remember to send a snack and water daily, even when ordering hot lunch.

**Horizon is a nut-free level.** Please do not send your child in with peanut or nut butter, nuts, or foods, such as granola bars, containing nuts. Sun Butter is a great alternative to peanut butter.

Families have the option to order hot lunches through My Hot Lunchbox, which partners with local restaurants to deliver nutritious meals to schools. Visit the [Back to School page](#) for more information and directions for creating an account and placing orders. If you have questions, please contact My Hot Lunchbox at 888-894-8295 or [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com).

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 nut-free level.** Please do not send your child in with peanut or nut butter, nuts, or foods, such as granola bars, containing nuts. SunButter is a great alternative to peanut butter.

### Items that are not allowed in student lunches:

- candy
- soda
- caffeinated beverages
- powdered drink mixes
- nuts

## 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 want to create a distraction-free learning environment for everyone and understand that there are various tools that support students in their learning. Fidgets and stuffies will be allowed as needed and must be used appropriately.

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.

### **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.

### **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.

### **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 Wednesday 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.

### **Birthdays**

- Parents/guardians may send in birthday treats for the class.
- Due to a food allergy, we ask that all birthday treats be nut-free.
- Balloons, party favors, etc. should be kept at home for the child's at-home celebration.

- 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 nut-free.

### **Visitors and Volunteers**

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

Volunteers must sign in at the office and receive their visitor badge. At the end of their volunteer time, they must return to the office to sign out and return the visitor badge.

### **Guilford Campus Outdoor Play Guidelines**

We welcome our families to use the **Upper Playground** (playground that has the structure, located behind the parking lot fence) after school dismisses. In order to be truly welcoming to everyone, we need to remember that our community includes people with different abilities and interests. To keep everyone safe and to be consistent with the expectations that students have during the school day, please follow these guidelines and help your child(ren) with reminders when needed.

Our Lower School classes have staggered dismissal times. ACG dismisses at 2:30, followed by Sunrise at 2:45, Rainbow at 3:00 and Horizon and Galaxy at 3:10. Consequently, older classes are still going on while younger students have been dismissed. Additionally, dismissal for Horizon and Galaxy takes place in the playground area (Horizon on the sidewalk to the left and Galaxy by the fence gate); therefore, we ask that children who have been dismissed stay on the lower side of the Upper Playground structure area (away from the parking lot). Please be aware that later in the afternoon, Extended Care may bring a group of students onto the upper playground.

When parents/guardians remain after school to visit with other families and let their children enjoy the playground, it is imperative that they carefully supervise their children and ensure they are following our outdoor play guidelines as follows:

### **Boundaries and Manners**

- All activities should be inclusive and played in the spirit of caring.
- All children should be actively supervised and within sight of the adult responsible for them at all times.
- Shoes should be worn while outside and on the play structure.
- Children playing on the sidewalks should stop playing and move to allow people to pass.
- Please keep play activities out of the covered walkways and off the railing by the walkway ramp.
- Please ask children to stay out of the landscaped areas and off the brick wall by the covered walkway. Leave items in place; do not move the big rocks or stepping stones by the landscaped areas.
- Picnic tables are for sitting, not standing or jumping.
- Students are not permitted to climb or hang from trees on campus.



## **Play Structure**

- Climbing should only be done on the inside of the play structure.
- There should be no climbing on the outside areas of the structure, including on top of the tunnel.
- Do not jump off the top level of the play structure.
- Slide down slides only, feet first. Do not walk up the slides.

## **Materials/Toys**

- If building or playing with sticks, make sure they are not larger than your pinky finger.
- Keep flying objects (balls, frisbees) under control. Do not randomly toss or kick objects.
- When you leave, please return the balls to the storage box located on the sidewalk above the back playground.
- Please keep the sand and sand toys inside the sandbox. If your family is the last group on the playground, please cover the sandbox at the end of use.

**A Child's Garden Fenced Play Area:** This area is only for A Child's Garden (preschool, pre-K) students during the school day and after school for ACG Extended Care.

**Lower Playground:** Reserved for Extended Care only 2:30 p.m. to 6 p.m.

## **Questions and Communication**

Please read email communications from NGFS as they contain important information. Families should read the Community Newsletter which is emailed weekly. The newsletter includes a link to the [Horizon Class News page](#), which includes weekly class news, upcoming events, class resources, and class emails and announcements. Parents/guardians access this page using the same login information as is used for [ParentsWeb](#) (FACTS Family Portal). The newsletter also provides whole school news. The school calendar is posted on the [NGFS Calendar page](#) and on the NGFS mobile App. Please use the App and subscribe to the Horizon group. Be sure you have notifications enabled; we will 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 Tuesday, Sept. 10, from 6-7:30 p.m.,** we will have Lower School Parent Night. The evening will begin in the gym where administrators will share whole school information, followed by classroom information presented by teachers in the classrooms.

## **Opportunities to Conference with Teachers**

Hopes and Dreams Conference: Friday, Aug. 30

End of 1st Trimester Conference: Friday, Dec. 13

End of 2nd Trimester Conference: Thursday, Feb. 27 and Friday, Feb. 28



## Field Trips

At New Garden Friends School field trips are a vital part of the school curriculum. Students are able to learn in much greater detail when they not only study a subject in class, but also visit a location that reinforces and enhances the subject matter.

Parents/guardians will be notified when students are going off campus. Travel between campuses and to New Garden Friends Meeting and Guilford College are not considered off-campus.

Background checks are required for any parent/guardian volunteers, including field trip chaperones.

Horizon students go on local and regional day trips. These required field trips lead to capstone Spring Trip experiences that enrich our social and academic curriculum. Horizon has a one-night fall trip and a spring trip for three or four nights. As these trips are curriculum-based, students who do not participate in the trips will have work assigned by the teachers. Arrangements for students not participating in overnight trips need to be made in advance.

### Horizon Overnight Trip Dates:

- Fall Trip: Thursday and Friday, Sept. 26-27
  - Spring Trip: Monday-Friday\*, May 12-16
- \*3rd graders return on Thursday, May 15; 4th graders remain for the 4th night.*

Details about the Spring Trip are provided several weeks in advance at the Spring Trip Information Meeting for parents/guardians.

## 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.

Students are not allowed to have cell phones or other handheld “entertainment” devices on campus. Students may bring their own technology devices, such as a laptop, Nook, or Kindle to support school work, with prior teacher approval. If a student needs to have a cell phone, parents/guardians need to check in with the contact teacher, and the phone must be checked in to the designated cell phone collection box in the morning. All devices are brought to school at your own risk; we are not responsible for the loss or damage of these devices while in use at school.

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.