



# New Garden

## FRIENDS SCHOOL

# Upper School

(Grades 9-12)

# 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.

## **Table of Contents (click a topic to navigate to its place in the document)**

Philosophy of Our Community	2
Upper School Community Norms and Behavioral Expectations	2
Upper School Daily Schedule	3
Arrival and Dismissal	4
Traffic Procedures for Arrival and Dismissal	4
Student Drivers	4
Authorization to Pick Up	5
Late Arrival / Leaving Early	5
Tardy Policy	5
Attendance Policy	5
Make Up Work	6
Extended Absences/Planned Travel	6
Medical Leave	7
Syllabus	8
Academic Discomfort	8
Grading Scale	9
Grade of Incomplete	9
Transcripts	9
Honors Matriculation Policy	9
Field Trips	10
Service Days	10
Independent Service Hours	10
Homework Philosophy	11
Advisory Program	11
Leadership Opportunities	11
Extracurricular Eligibility Policy	12
Lunch	12
Lockers	13
Lost and Found	13
Clothing/Dress Guidelines	13
Guests on Campus	13
Student Behavior: Choices Matter	13
Harassment, Bullying, and Discrimination-Free Environment	14
Academic Probation	15
Discipline and College Admissions Policy	15
Technology	15
Phones/Devices with Cellular Service	15
Technology Devices	16
Personal Device Policy	16
Communication Through Technology	17
Privacy	17

Welcome to Upper School (US) at NGFS! We look forward to getting to know you and your child as we begin our learning adventures this school year.

For the most up-to-date health information throughout the year, please consult the NGFS Student Health Handbook located on the [School Health page](#) of our website.

### **Philosophy of Our Community**

Living and learning in the community of a Quaker school presents students with unique opportunities. At NGFS, students have the honor and responsibility of being known and respected. They are challenged to appreciate the interdependence of community life and consider how their attitudes, words, and actions affect others.

Upper School students have the capacity to engage in the authentic, messy dialogue that is part of genuine relationships. Through interaction, study, service, travel, and dialogue, students understand how their backgrounds, experiences, and perspectives influence thought and behavior in and far beyond our school community.

### **Upper School Community Norms and Behavioral Expectations**

The Upper School students, faculty, and administration come together at the beginning of each year to write our Upper School Queries. We use the Quaker practice of query-based discussion and consensus so that all students have a voice in creating the Upper School guidelines that will define and guide our community for the year.

#### **RESPECT FOR SELF, OTHERS, AND SPACE**

We are a dynamic community that does not simply exist but requires work and caring stewardship. As such, we expect each member to show respect, tolerance, and care for oneself and others, in words and deeds, and for the space we share, as well as for the persons whose challenging job it is to help maintain a clean environment, our maintenance staff. We expect each member to respect all property and to never damage physical property or take it without permission of the owner. The cleanliness of the classrooms, hallways, and communal spaces is everyone's responsibility.

As Paul Lacey notes in *Growing into Goodness*, a collection of essays on Quaker education, we always aspire to attain a respectful ethos of care, "careful learning" in our daily engagement (full of care, but not always comfortable to embrace the tension of healthy divergent opinion, experience, and perspective) and "careful speech" (full of care, including plain-speaking and civility between and among students, families, and colleagues).

#### **TRUST AND HONESTY**

Trust and honesty are the bedrock for healthy, positive communal relationships and the foundation upon which good scholarship rests. Part of the Quaker tradition is to let the truth be the way and to recognize that everything we do matters. We expect each community member to be truthful in all interactions with others, and this expectation includes academic integrity and the expectation that sources of information be acknowledged explicitly.

## REFLECTION

Sitting and reflecting before one speaks or acts is essential to creating a safe space to learn, grow, and become more self-reliant with inner resilience. Quaker Meeting helps us to cultivate this discipline. Members of the NGFS community are encouraged to take the time needed to reflect in silence before reacting to a situation. We expect each community member to use conflict resolution skills and communication to solve interpersonal problems.

## BEING PRESENT

Attendance is vital to success in school, but partnered with being physically present is the expectation that each student is fully present with his/her/their whole self when in school. Being present in this spiritual sense is a disposition cultivated in Quaker Meeting; it helps us to be open to listening to and learning from others. We expect students to arrive on time to each class, be prepared for each class, and stay engaged; furthermore, respectful etiquette includes the courtesy of respectful listening when part of an audience in communal meetings, performances, and events.

### Upper School Daily Schedule (Note that dismissal is at 3:00 p.m. on Wednesdays)

	<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday</b>
8:00-8:25	<b>Arrival</b>	8:00-8:25	<b>Arrival</b>
8:30-8:40	<b>Morning Meeting</b>	8:30-8:40	<b>Morning Meeting</b>
8:45-9:35	<b>Period 1</b>	8:45-9:30	<b>Period 1</b>
9:40-10:30	<b>Period 2</b>	9:35-10:20	<b>Period 2</b>
10:35-11:25	<b>Period 3</b>	10:25-11:10	<b>Period 3</b>
11:30-12:10	<b>Advising/Consultation</b>	11:15-11:45	<b>Quaker Meeting</b>
12:10-12:45	<b>Lunch</b>	11:50-12:30	<b>Lunch</b>
12:50-1:40	<b>Period 4</b>	12:35-1:20	<b>Period 4</b>
1:45-2:35	<b>Period 5</b>	1:25-2:10	<b>Period 5</b>
2:40-3:30	<b>Period 6</b>	2:15-3:00	<b>Period 6</b>
3:30	<b>Dismissal</b>	3:00	<b>Dismissal</b>

<b>WEDNESDAY - Service Learning/Clubs Day (once/month)</b>	
8:30-8:40	<b>Morning Meeting (announcements/attendance/organize for sites)</b>
8:45	<b>Leave for Service Learning</b>

9:15-12:15	<b>Service at site</b>
12:15-1:15	<b>Return from Service/Lunch</b>
1:15-2:30	<b>Service Debrief &amp; Reflection Time, Clubs/Programming</b> (e.g., guest speakers, assembly, consultation, student presentations, grade level meetings)
2:30-3:00	<b>Quaker Meeting &amp; Closing Circle</b>

## Arrival and Dismissal

### Arrival

Students may begin arriving on campus at 8 a.m. and are to report to the Upper School Commons (do not go to locker or other locations on campus). At 8 a.m., with prior arrangements, students may meet with a teacher for extra help. Morning Meeting begins promptly at 8:30 a.m.

### Dismissal

The school day ends at 3:30 p.m, except on Wednesdays, when school dismisses at 3 p.m. Students should be picked up in the carpool line no later than 3:45 p.m. (on Mon/Tue/Thu/Fri) or 3:15 p.m. (Wed) unless they are participating in after-school sports, activities, or study hall. Extended Care is not offered after school for US students. Students participating in after-school activities should be picked up immediately when activities are over.

Students are not allowed to leave campus without an adult unless staff is given written permission from a parent or guardian. If a student has permission and leaves without an adult, they are no longer under our supervision and may not return to campus. Students who leave school for any reason during the academic day must complete the sign out form at the front office in building A before leaving campus.

### Traffic Procedures for Arrival and Dismissal

- **Upon arrival**, turn into the first entrance coming from Old Oak Ridge Road. Always enter here and **never exit here!**
- Make a right turn to pull in front of Building B. Form one car line upon entering.
- Student drivers use the parking lot to the left when turning into the first entrance from Old Oak Ridge Road.
- **At dismissal**, all Upper School families and student drivers must exit the main entrance. Watch for traffic from Middle School merging to exit.

### Student Drivers

Campus parking is a privilege, not a right. Students are required to use the designated lot and park within the lined spaces. When students drive their vehicles on school property they agree to abide by school rules. Vehicles are subject to search. Students who drive to school are required to complete the Vehicle Registration in [ParentsWeb](#) (FACTS Family Portal).

Parents must give students permission to drive other students or to allow their student to ride with a student driver. [\*\*ALL PARENTS MUST CLICK THIS LINK TO COMPLETE THE UPPER SCHOOL DRIVER AND RIDER FORM.\*\*](#)

Students cannot go to their vehicles during the school day without permission from the Head of Middle and Upper School or another administrator. Failure to comply may result in the loss of the privilege to drive to school. Playing loud music, speeding, or erratic driving will result in losing driving privileges on campus.

### **Authorization to Pick Up**

Students will only be released to adults listed in [ParentsWeb](#) (FACTS Family Portal) as authorized to pick up. Parents/guardians may update this information at any time on ParentsWeb. 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 authorized in ParentsWeb by the parent/guardian for that specific purpose. In an emergency, approval for pick up by someone not listed in ParentsWeb can be done by the Head of Middle and Upper School or administrator via a phone call with a parent/guardian.

### **Late Arrival (signing in) / Leaving Early (signing out)**

Students who arrive at school after 8:30 a.m. or leave school before 3:30 p.m. (3 p.m. on Wednesday) must have parental permission to do so and must sign in or out at the front office in Building A. Students who are enrolled in college classes must sign in and out each time they leave and return to campus.

### **Tardy Policy**

We understand that unexpected things can cause a student to be late for school, and we do not take a punitive approach if a student is occasionally tardy. When a student is chronically late, they do not respect the community's values. They are communicating that their personal timetable is more important than adhering to the schedule their teachers and peers adhere to. Classes start on time; when students come in late, they may miss vital information and disrupt their fellow students and teachers.

Morning Meeting begins promptly at 8:30 a.m. Students should arrive by 8:25 a.m. and be in the Upper School Commons no later than 8:28 a.m. Please let us know in advance if you know your student will be arriving late to school.

If we notice a trend of arriving late to school, at our discretion, we will hold a facilitated restorative circle to problem-solve around lateness to school. When there is no improvement after meeting in a restorative space, we will request a parent/guardian conference.

*Note:* Absences and tardies are recorded and tracked by course. Students and parents/guardians may review attendance records in ParentsWeb.

## Attendance Policy

Regular attendance is critical to success at school. Thus, students should attend school every day unless they are sick. While we understand that students must occasionally miss school for an appointment, please make every effort to schedule appointments for after-school hours. Please contact us (in advance, if possible) when your child is (or will be) absent so we can coordinate make-up work.

When absences in a given class exceed 5% of the class or hinder a student's learning, we will hold a facilitated restorative circle to problem-solve around absences. If there is no improvement, the Head of Middle and Upper School and the advisor will request a parent/guardian conference. 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.

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.

**Regardless of whether an absence is excused or unexcused, NGFS requires students to attend 80% of any given course in order to receive course credit.** Because absences are cumulative over the course of an academic year, if a student has to be withdrawn from a course due to absences in excess of 20%, the student will not earn credit for any trimester of that course. The transcript grade will be listed as a W (withdrawal). Families may work with the Upper School Academic Dean to explore credit recovery options. In the event of anticipated extended absences, families should work with the Upper School Academic Dean and Head of Middle and Upper School to explore their options.

### **Please adhere to the following procedures and policies:**

- To report an absence, email the student's advisor as well as the Director of Administrative Services, Hanna Hobson ([hhobson@gmail.com](mailto:hhobson@gmail.com)) by 8:45 a.m. If unable to email, please call Hanna at 336-299-0964.
- Much of what happens in the classroom daily cannot be duplicated outside of school. After the family has notified the Head of Middle and Upper School about an absence, teachers should also be notified, along with the advisor, to make a plan for assignments. Students must meet with teachers upon their return to be sure they are up-to-date on all work and to schedule any missed quizzes or tests. It is the student's responsibility to reschedule missing quizzes and tests.
- Attendance is expected at all school events during the school day, including Quaker Meeting every Wednesday and Service Learning once per month.
- To participate in co-curricular activities, including drama and athletics, a student must be present for 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 Head of Middle and Upper School, Director of Athletics, and/or Director of Drama productions, as applicable.

## Make Up Work

When students have an excused absence, they have the number of days they were absent to make up work that was due or completed in class on the days they were absent. For example, if a student was absent on Wednesday and was supposed to give a presentation that day, the student should be prepared to give the presentation on Thursday.

## Extended Absences/Planned Travel

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 Head of Middle and Upper School at least one week in advance. This allows for arrangements for students to do work in advance, take work with them, and plan for make-up work.

- When a family plans for a student to be absent, the family must notify the school at least one week in advance.
- It is the student's responsibility to ask for their assignments **before** the planned absence.
- Families should make every effort not to plan extended trips or vacations at the end of an academic trimester. The last days of each trimester are as follows:

Trimester 1: November 8, 2024

Trimester 2: February 26, 2025

Trimester 3: May 30, 2025

## Medical Leave

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, the student's transcript/records will indicate a medical withdrawal and the effective date, but it will not include the circumstances of the withdrawal.

## Syllabus

For each course, students will receive a syllabus that outlines and explains the work expectations in specific academic content areas. Syllabi can also be found in Google Classroom.

## Academic Discomfort

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.

## Grading Scale

A - 4.0	90-100
B - 3.0	80-89
C - 2.0	70-79
D - 1.0	60-69
F - 0	Below 60

(Honors classes do not receive additional weight. GPA is calculated with final grade only.)

## Grade of Incomplete

An *incomplete* is a temporary grade indicating that a student has yet to complete the assignments required for a given class. They are only awarded in exceptional circumstances such as illness, extreme emergency, or by pre-arrangement with the school. The course teacher, in consultation with the Academic Dean, will determine the date by which all outstanding work for the quarter should be submitted. The *incomplete* will be changed to the appropriate grade according to the above scale when the terms of the prearranged agreement have been met.

## **Transcripts**

The official transcript is a formal academic record of credit-bearing courses completed at New Garden Friends School and at area colleges, including but not limited to Guilford College, Guilford Technical Community College, and UNC at Greensboro. In addition, courses completed for credit at other accredited high schools and colleges will be reflected as part of the official record after a signed, original transcript has been received by the school.

Student academic records are released only for use by faculty and professional staff for authorized school-related purposes. A student's academic record is open for inspection by the student's parents or guardians if the student is under 18 years of age. The rights of the parents are transferred to the student by law when the student becomes 18.

## **Honors Matriculation Policy**

Upper School teachers strive to appropriately challenge students and encourage them to stretch themselves academically. While all standard NGFS courses are taught at the college preparatory level, NGFS offers some courses at a more advanced level. These courses typically move at a faster pace, include more complex concepts, and require deeper analysis. In the spring of each academic year, teachers, in consultation with the student, recommend the next course each student should take in the respective discipline based on the student's demonstration of content mastery, readiness for academic challenge, and aptitude for the subject matter.

In order for a student to move from a standard college preparatory class into an honors level course the following year, a student must meet all of the following criteria:

1. Demonstrate independent mastery of the previous course's concepts (usually indicated by the grade of an A on summative assessments)
2. Have the recommendation of the previous year's teacher in that discipline
3. Pass a placement test if required by a teacher/academic dean

In order for a student to matriculate from an honors course to the next honors course in a given subject area, a student must meet all of the following criteria:

1. Demonstrate independent or dependent mastery of the previous course's concepts (usually indicated by the grades of an A or a B on summative assessments)
2. Have the recommendation of the previous year's teacher in that discipline
3. Pass a placement test if required by a teacher/academic dean

## **Field Trips**

At New Garden Friends School, field trips are a vital part of the school curriculum. Learning is enhanced when students not only study a subject in class but also visit a location that reinforces and enhances the subject matter. Parents/guardians will be notified in advance when students are going off campus for field trips. Please note that we do not regard travel between campuses, to New Garden Friends Meeting, or to Guilford College as a field trip.

## Service Days

Service is an integral part of our curriculum, and Service Learning appears on student transcripts. Therefore, all grades 9-12 students are expected to participate in US service days. Upon returning from service sites, students will reflect on their experiences, bringing the elements together in their digital Service Learning Portfolio.

Upper School Service Days for the 2024-25 school year are as follows: Sept. 25, Oct. 23, Nov. 13, Dec. 11, Jan. 15, Feb. 19, March 19, and April 16. If there is a need to change a Service Day date, students and families will be notified via email and NGFS App notification, and the [online calendar](#) will be updated.

A senior may be excused from participating in US Service Days if they provide documentation prior to the service day that they will be working on their senior capstone.

## Independent Service Hours

Students must complete the minimum requirements for volunteer work listed below. Hours must be logged in Renweb and will be tracked by the advisor.

**9th grade** - 10 hours

**10th grade** - 15 hours

**11th grade** - 20 hours

**12th grade** - Senior Capstone

## Homework Philosophy

Homework is meant to be an extension of classroom curriculum and lessons, an opportunity for students to learn time management and independence and a time for self-check of what they learned in class. It is also an opportunity to complete pending work and should be used as a time to prepare for assessments or to preview concepts before a lesson the next day.

Students and parents should check ParentsWeb on a regular basis for student-specific information, such as attendance, grades, calendars, and other whole school information. Students may also check Google Classroom and their Google Drive for class resources and homework. Upper School faculty will be available to assist students in a particular academic area during Consultation.

Students will not be required to have two major assignments/assessments scheduled on the same day. Should this happen, teachers will work with the student to determine which assignment should be postponed. Effective planning of long-term projects will help students maintain a reasonable level of daily and weekly work that is required outside of school hours.

## Advisory Program

The advisor's primary responsibilities include offering academic advice and support and overseeing a student's academic progress and achievement. Furthermore, the advisor is the liaison between the student, the student's family, and the school. The advisor is the first person a faculty member will consult when a student has challenges. Likewise, families should communicate with the advisor and the Upper School Academic Dean when they have questions

about their child's academic progress. If there are questions about other aspects of the student's life at school, parents should contact the school Counselor and/or the Head of Middle and Upper School. If a family cannot reach the advisor, they should communicate with the Head of Middle and Upper School.

Advisors seek to maintain close contact with their advisees to fully support them. Weekly advising sessions focus on these main goals:

1. To develop and maintain relationships between the advisee and advisor
2. To teach advisees to reflect upon and monitor academic progress
3. To help advisees identify and develop the attitudes, behaviors, and skills to succeed in school, college, and beyond

### **Leadership Opportunities**

Our school provides leadership training and opportunities to students who volunteer to serve. Students can form committees, clubs, or councils with staff approval and mentorship.

### **Clubs and Committees**

Based on student interests, clubs and committees are formed. Students write proposals and gather signatures from interested students. A faculty member sponsors clubs with enough student interest. Some examples of previous clubs and committees include student council, basketball club, disc golf club, game and logic club, and healthy cooking club.

### **Extracurricular Eligibility Policy**

New Garden Friends School seeks to provide its students with a range of opportunities to excel both inside and outside of the classroom. Though we wish for every student to be able to fully participate in extracurricular athletics, it is important that we maintain standards of achievement within our classes and within our community. As a Quaker school, we seek to honor the individual gifts of each member of our community, and we are cognizant that a single eligibility policy does not allow us to address the needs of all students.

Students will remain eligible for participation in extracurricular athletics unless it is determined to be in their best interest to take a break from these activities. This determination will be made as necessary and on a case-by-case basis by the Head of Middle and Upper School in conversation with the student, the student's family, and appropriate members of staff, such as the student's advisor, and the athletic director (AD) or coach, or the theater director.

### **Procedures to Support All Students at NGFS**

1. A report of students with a cumulative GPA below 2.0 is generated and shared with the staff biweekly.
2. Staff communicates with advisors and the Head of Middle and Upper School regarding any behavioral or academic concerns that they have.
3. Staff discuss any students about whom they have academic, behavioral, or social concerns during their weekly division meetings.
4. Staff and the Head of Middle and Upper School meet with students who are deemed to be in need of further support and discussion to develop a plan of action. These meetings include parents/guardians when appropriate.

5. Suspension of athletic eligibility is a measure available to the Athletic Director in collaboration with the Head of the Middle and Upper School. Typically this is reserved for serious academic situations or severe behavioral infractions.

## **Lunch**

Each student is to provide their own lunch or order through the school's hot lunch provider, My Hot Lunchbox. We will not save a lunch ordered from My Hot Lunchbox if a student is absent unless the parent/guardian emails/calls the school.

- My Hot Lunchbox 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).
- Students may use microwaves located on campus. Due to the high demand for microwave use, we ask that students do not bring meals that require more than 2-3 minutes of heating time.
- Students will be notified in advance if any other eating arrangements are planned. For example, a class is scheduled to eat off campus, a special dining project related to class work is planned, or an opportunity is provided to purchase lunch from a delivery service (other than My Hot Lunchbox).
- Students are prohibited from ordering food from delivery vendors (for example, Dominos, GrubHub, and Uber Eats). A student who forgets their lunch should see Hanna Hobson, Director of Administrative Services.
- Seniors will be allowed to eat off-campus during certain times of the year at the discretion of the Head of Middle and Upper School. Approval for senior off-campus lunch privileges will be obtained from families before this privilege is granted.

## **Lockers**

Each Upper School student is assigned a locker. Locks are optional and provided by the family. In the event a student chooses to use a lock, the combination or duplicate key must be given to administration. Lockers and their contents may be searched by school personnel at any time.

## **Lost and Found**

There is a lost and found area located in building A. Items in the lost and found not claimed by the end of each semester are taken to local sources for reuse in the underserved community.

## **Clothing/Dress Guidelines**

In the spirit of the Quaker testimony of simplicity, we offer these guidelines for students when making choices about daily attire. Although the NGFS dress guidelines allow for great latitude in student dress, clothing better suited for the beach and bedtime should not be worn to school.

- Students should make clothing decisions that reflect individualism and personal choice and are consistent with our Quaker values and the mission of NGFS.
- Students should dress appropriately for the situation they find themselves in, understanding that what is appropriate in one context may not be appropriate in another.
- We ask that students, parents, and guardians respect our academic community and dress for school in appropriate clothing.

- Clothing with references to drug/alcohol use, illegal activity, violence, or that conveys offensive language will not be allowed. In addition, clothing should respect all the various constituencies of our community and not be disrespectful or discriminatory toward any groups or individuals.
- Participation in Physical Education class requires a change of clothing or preparing for the class by having an athletic t-shirt, athletic pants or shorts, and tennis shoes.

As a matter of policy, any concerns about student attire will be addressed with the student individually and with respect to confidentiality. Students will never be publicly admonished by any staff member for their clothing choices.

### **Guests on Campus**

Students are not permitted to have friends who are not currently enrolled NGFS students on campus during the academic day (8 a.m.-3:30 p.m., 3 p.m. on Wednesday) without prior permission from the Head of Middle and Upper School.

### **Student Behavior: Choices Matter**

As a Friends school, we are committed to utilizing the practice of restorative justice. When a student makes an inappropriate or harmful choice, we believe that the consequences for that action or choice should be aimed toward teaching the student and, when necessary, healing any damage that has been done to community trust. There is ample research to support the assertion that restorative justice creates greater accountability than other forms of discipline.

It is through our actions and choices that we let our lives speak. During the formative years in Upper School, students go through an important phase of growth and self-discovery. Part of this learning process includes making mistakes and learning from them. Our goal is to provide students the structure and support to guide them back to positive and productive pathways when they steer off course. We address situations in a supportive structured manner that redirects students and helps guide them to wiser choices. Choices matter. Learning from our choices matters.

Choices harmful to a student's personal pathway and our community include acting dishonestly, lying, cheating, plagiarism, disrespect, destruction of property, and stealing. Repeated choices of this nature are considered patterns of behavior and are violations of our Upper School Guidelines.

The actions described below constitute examples of a poor choice and will be addressed by the Head of Middle and Upper School in collaboration with the advisor, Upper School Academic Dean, and/or Head of School, as appropriate. Incidents involving academic work will at minimum result in receiving a zero for the work and the student having to redo the assignment. Students will also need to repair the breach of trust that their actions have caused.

1. **Plagiarism:** To plagiarize, as defined by the Oxford English Dictionary, is "to take and use as one's own (the thoughts, writings, inventions, etc. of another person); copy



(literary work, ideas etc.) improperly or without acknowledgement; pass off the thoughts, work, etc., (of another person) as one's own."

2. **Cheating:** Cheating includes but is not limited to using unauthorized resources while taking a quiz or an exam, taking answers directly from another student's quiz or exam, knowingly allowing another student to take your answers, and helping another student obtain or use unauthorized resources on an exam or homework assignment.
3. **Lying:** Lying to a teacher or the community as a whole regarding academic or other activities.
4. **Dishonesty and/or Disrespect toward peers, faculty, staff, or other community members:** To regard or treat a member of our community dishonestly or with contempt, malice, or rudeness. This includes behaving dishonestly, recording, photographing, or sharing images or recordings of community members without that person's express consent, using derogatory language, hate speech, offensive gestures, or other inappropriate behavior.

### **Harassment, Bullying, and Discrimination-Free Environment**

New Garden Friends School acknowledges the dignity and worth of all students and employees and is dedicated to providing a safe, positive, and caring environment to facilitate learning and achievement. It is the policy of NGFS to maintain a learning environment free from harassment, bullying, and discrimination. People who violate this policy, outlined in our All School Handbook, shall be disciplined accordingly and may be asked to leave the school.

### **Academic Probation**

Students must remain in good academic standing to continue their studies at New Garden Friends School. The Upper School defines good academic standing as making clear progress toward graduation in four years. At the discretion of the Head of Middle and Upper School, in consultation with the Upper School Academic Dean and the Head of School, students who are not making adequate progress may be placed on Academic Probation. The parents or guardians of the student will be notified, and a student support team will collaborate to create a detailed growth plan to assist the student. The plan will set specific expectations, academic benchmarks, and define a probationary period during which the student will have opportunities to demonstrate progress. If the student does not meet the expectations, and student progress indicates there is no clear path to graduation, the student may be dismissed during the school year or not offered enrollment at NGFS for the following year.

### **Discipline and College Admissions Policy**

Disciplinary actions may be reported on application documents submitted by the NGFS college counselor. The college counselor works closely with students to ensure that information shared with colleges is done so with honesty and integrity, reflecting the student's personal growth.

### **Technology**

Technology is an integral part of the school experience at NGFS. Students have a technology orientation at the beginning of each year with the Technology Team.



Students will have several school related accounts. These include:

- Google Workspace for Education - Students access email and Google Drive to connect and collaborate with teachers and other NGFS students.
- [ParentsWeb](#) (FACTS Family Portal) - Students and parents/guardians can see attendance records, daily schedules, and school events by accessing this secure family portal.
- Google Classroom - Students use Google Classroom to view assignment details and class resources.
- Students may be issued other web accounts, such as Khan Academy or CK-12.

Students are required to use their school Google email for communications with teachers and staff, not personal email addresses. Teachers will not respond to communications from personal student accounts. Students are expected to check school email and Google Classroom each school day.

**Texting is prohibited as a method of communication between staff and students.**

### **Phones/Devices with Cellular Service**

Phones and devices with cellular service will be turned off and stored in student bookbags, lockers, or lock boxes provided by the school for the entirety of the academic school day. Students may be required to turn in their devices to a staff member upon policy violation.

### **Technology Devices**

Students will be issued a Chromebook to be used as a tool to enhance learning. Students are expected to bring their charged Chromebooks to school every day and should leave personal laptops and other devices at home. Students may use personal devices only with prior approval of the school administration and staff.

### **Personal Device Policy**

Students may request to use a personal device for the following reasons: dual enrollment classes and learning plan accommodations. A committee evaluates each request to use a personal device. Students may not bring a personal device unless their request is approved. Families must submit a request each school year by completing [this form](#).

Students may use their privately owned internet-enabled device on the school's wireless network only after obtaining permission from school administration and staff.

By giving permission, parents/guardians acknowledge that students must adhere to all the schools' policies in the School Handbook.

The use of personal devices on the network is a privilege, not a right. The following must be adhered to at all times:

- Students must remain signed in to the Chrome browser with their school Google account during school hours.
- Personally owned devices should never be connected directly to the school's wired network without Tech Department knowledge and permission.

- All devices used on the network must have an up-to-date anti-virus/anti-malware program installed and enabled at all times.
- Each teacher has the discretion to allow and to regulate the use of personal devices in the classroom and on specific projects. Teachers may choose to use them on some days and not others, use them every day, or not use them at all. Students must comply with the teacher's decisions on the use of devices.
- While in class, personal devices may not be used for non-instructional purposes (making personal phone calls, text messaging, etc.)
- Students, parents/guardians, and other users acknowledge that internet access and information gathered while using the device will go through the school's content filters, which may not be bypassed.
- The network is accessible only through the use of the student's unique username and password.
- Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet.
- Students must not connect to a hotspot.
- Students are not allowed to lend their devices to others.
- Devices are brought to school at the student's and parent's/guardian's own risk. The individual owner is responsible for the security and safety of the device.

If students do not adhere to these guidelines, this privilege may be immediately revoked.

New Garden Friends School staff are not responsible for management, troubleshooting, technical support, or repair of personally owned devices.

### **Communication Through Technology**

Social media, online communication, and other communication through technology can be powerful 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. Please see the Harassment, Bullying, and Discrimination-Free Environment Policy in the appendix of the All School Handbook.

### **Privacy**

**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.** This includes not posting names on social media sites or anywhere else, without express consent from the student or community member. Photos or videos taken as a part of a class or for specific school promotional purposes will respect the family's privacy preferences that they have specified.