



New Garden
FRIENDS SCHOOL

New Family Booklet

An NGFS Reference Guide and
Glossary of Terms

Welcome

Welcome New Families!

On behalf of the Parent and Community Association (PCA), it is my pleasure to welcome you to New Garden Friends School. We are simply delighted to have you as a part of our community.

Every parent and guardian of a student at NGFS is automatically a member of the Parent and Community Association. The NGFS PCA exists primarily to support the school in its mission to provide an exceptional and rich educational environment for our children. The use of the term “community” in our title is intentional due to our focus on community building in alignment with our school’s values and mission. We seek to build community through a spirit of kindness, tolerance, encouragement, and acceptance of all perspectives.

Although we are seeing some gradual movement toward what we used to consider normal, we will certainly be continuing to face significant challenges this year as our community and our world continue to grapple with the ever-changing landscape of a global pandemic. The phenomenal NGFS faculty and staff are returning after a truly epic year in which I was nothing short of astonished at the incredible job they did caring for our children under truly unprecedented circumstances. I can assure you that they continue to work tirelessly to ensure a learning experience that will be safe, enriching, dynamic, and of exceptional quality.

I am excited that you will be joining this amazing and supportive community. I am eager to continue to explore with you what “community” looks like in the era of Covid. Please feel free to contact me anytime if you have questions about the PCA or about being a parent at NGFS. I look forward to meeting you soon.

In peace,

Jim Bassett
Clerk, NGFS PCA and proud parent of Eli Bassett (grade 10)
jbassetthnd@gmail.com
336-337-6993

New Garden Friends School Glossary of Terms

We hope these pages will help define some of the words and terms you will hear that are unique to our school community.

CLASS NAMES

A Child's Garden (ACG) – Preschool, Pre-K, and Transitional-K (TK)

Doors open at 7:45 a.m. and class begins at 8:30 a.m. Half-day dismissal is at 12:45 p.m. and full day is at 2:30 p.m. Preschool group is called **Crocus**; Pre-Kindergarten is **Iris**, and the TK group is **Sunflower**.

Sunrise - Kindergarten

Doors open at 8 a.m. and class begins at 8:30; dismissal is at 2:30 p.m.

Rainbow – Grades 1 and 2

Doors open at 8 a.m. and class begins at 8:30; dismissal is at 3 p.m.

Horizon – Grades 3 and 4

Doors open at 8 a.m. and class begins at 8:30; dismissal is at 3:10 p.m.

Galaxy – Grades 5 and 6

Doors open at 8 a.m. and class begins at 8:30; dismissal is at 3:10 p.m.

Middle School – Grades 7 and 8

School begins at 8:30 a.m. Dismissal is at 3:30 p.m.

Upper School - High School, Grades 9 through 12

School begins at 8:30 a.m. Dismissal is at 3:30 p.m.

UNIQUE TERMS

ALT: 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, Carolyn Howes
Head of Middle and Upper School, Tanisha Jones
Director of Athletics, Dwon Clifton
Director of Auxiliary Programs, Jeff Bills
Director of Communications, Deana Allman
Director of Finance, Jason Roghelia
Director of Information and Enrollment Management, Pattie Midgett

Clerk – Often misunderstood outside of Quaker circles, a clerk is a designation similar to “chairperson”. A major distinction would be that the clerk (of the Board, of committees, of action groups, etc.) serves to facilitate rather than determine an outcome.

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.

Extended Care – Families of preschool - 8th grade students can utilize child care after school until 6 p.m. for a fee. Please consult the [website](#) and [Major Dates Calendar](#) for specific days when child care is and is not offered.

Evaluations – These are the NGFS equivalent of a report card but provide a written narrative on your child’s progress during the year.

FUF: short for Fall Unity Festival – A “fun-raising” event with food, fun, and games for all ages put on by the PCA. The festival is a great way to get involved and meet other parents and kids so please be sure to come out and volunteer. **Due to COVID-19, this event is planned for the Spring of 2022*

GC: Guilford Campus – The Preschool and Lower School (PS-Grade 6), located at 1128 New Garden Road.

GrandFriends Day – Grandparents or special adult friends are invited to school for a visit that begins with a reception followed by visits to the classroom. **Due to COVID-19, this will be a virtual event in 2021.*

UNIQUE TERMS

All School Handbook – Policies, procedures, and information pertaining to all aspects of NGFS. The handbook can be found in the ParentsWeb “Resource Documents” area. There are also level handbooks with specific information for those grades as well as the COVID-19 Handbook.

Hopes and Dreams/Goals and Growth Conferences – A brief opportunity to share goals, challenges, and other information about your student with his/her/their teachers.

Meeting for Worship – We gather during the week* in the Quaker tradition to reflect, to spend time in silence, and to practice thoughtfulness.

**Due to COVID-19, we are not currently gathering in person at the meetinghouse of New Garden Friends Meeting.*

Mission Statement – New Garden Friends School seeks to be an inclusive, innovative educational community guided by Quaker beliefs and committed to honoring and developing each person’s gifts.

Newsletter – As a conscious effort toward stewardship, we communicate electronically as much as possible. You will receive weekly emails containing important all school news and class news.

PPC: Page-Frederiksen Campus – The Middle and Upper School (Grades 7-12), located at 2015 Pleasant Ridge Road.

PCA: Parent Community Association – Much like other school PTAs, the PCA coordinates and provides support, information, and guidance to the NGFS community. All families and staff are members. A key role of the PCA is to provide volunteer support throughout the year.

ParentsWeb – Also known as **FACTS Family Portal**, **ParentsWeb** is an online password-protected portal where parents and students can access schedules, grades, homework, forms, and other important information. Parents also use ParentsWeb to update their contact information, including emergency contacts and pick-up permissions as well as student medical information.

Quaker – Also known as the Religious Society of Friends, Quakers believe in living a spiritual life seeking that of God and goodness in everyone, living a simple life bound by integrity and honesty, and resolving conflicts peacefully.

Spices – The Quaker testimonies are the guiding values for our school. These testimonies are often referred to as the SPICES: Simplicity, Peace, Integrity, Community, Equality, and Stewardship.

I have a question about...

Absences or Tardies

Report absences by calling the main school phone - 336-299-0964. On the Guilford Campus, parents should email their child's contact teacher.

Athletic Schedules

Visit the NGFS calendar, www.ngfs.org, or contact Dwon Clifton, Director of Athletics, ext. 2519, dclifton@ngfs.org.

Contact Information for Parents/Guardians or Staff

ParentsWeb (link can be found on ngfs.org in the upper right hand corner). Click on "Directory" on the left hand side; you can sort by Parent, Student, and School (for Staff listings).

Early Departure/Late Arrival

Please call the main school phone, 336-299-0964, to arrange for a student's early departure or late arrival.

Extended Care

Paul Nguyen, Director of Extended Care, ext. 2335, pnguyen@ngfs.org

Fundraising or Donating to NGFS

Liz Fleming, Advancement, ext. 2304, lfleming@ngfs.org

Health Protocols

The 2021-22 COVID handbook is an important resource. For any health questions email the NGFS health team at health@ngfs.org

Learning Accommodations

Preschool-6th Grade, Marci Richardson, ext. 2331, mrichardson@ngfs.org

7-8th Grade, Patty Goodman, ext. 2330, pgoodman@ngfs.org

9-12th Grade, Tori Dow, ext. 2515, tdow@ngfs.org

My Hot Lunchbox

We use My Hot Lunchbox (MHL), a contactless delivery program partnered with local restaurants, to deliver food to students who choose to use this service. For questions about MHL, contact info@myhotlunchbox.com or 888-894-8295.

Newsletter or Updating an Email

Deana Allman, Director of Communications, ext. 2378, dallman@ngfs.org

Tuition Payments or FACTS

Michael Hill, Finance Assistant, ext. 2344, mhill@ngfs.org