



New Garden
FRIENDS SCHOOL

Community Guide

A Reference Guide
brought to you by the
NGFS Parent and Community Association



Welcome

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

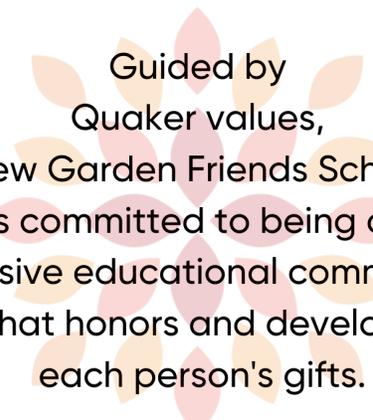
Every parent/guardian of a student at NGFS is automatically a member of the Parent and Community Association. The NGFS PCA exists primarily to support the school in its mission to provide an exceptional and rich educational environment for our children. The use of the term “community” in our title is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

As we enter the post acute pandemic era, we continue to face challenges as we find our new normal. The phenomenal NGFS faculty and staff are returning after an epic three year stretch where I have been nothing short of astonished at the incredible job they have done caring for our children under truly unprecedented circumstances. I can assure you that they continue to work tirelessly to provide a learning experience that will be safe, enriching, dynamic, and of exceptional quality. We look forward to connecting and growing as a community in hands-on ways that we did prior to 2020.

As we welcome our families to the community, we want to provide resources to help navigate the unique terminology and logistics of NGFS. This Community Guide serves as reference for all things NGFS.

I am excited that you will be joining or returning to this amazing and supportive community. Please feel free to contact me anytime if you have questions about the PCA or about being a parent/guardian at NGFS in general. If you’re looking for ways to get involved and become more connected to your new community, I can help you find ways that will fit for you and your situation. I look forward to meeting you soon.

In peace,
Melissa Crouch
Clerk, NGFS PCA
770-584-4459



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

CLASS NAMES, CAMPUSES, and BUILDINGS

A Child's Garden (ACG)

Crocus – 3s, Preschool

Iris – 4s, Pre-Kindergarten

Sunflower – 4/5s, combination Pre-K and Transitional Kindergarten (TK)

Sunrise – Kindergarten

Rainbow – Grades 1 and 2

Horizon – Grades 3 and 4

Galaxy – Grades 5 and 6

Middle School – Grades 7 and 8

Upper School – Grades 9 through 12

GC: Guilford Campus – Located at 1128 New Garden Road, the GC houses the Lower School (Preschool-Grade 6) and includes the following buildings:

- **Student Activity Center (SAC)/Gym** - the first building as you enter the parking lot; accessed from the breezeway
- **Newlin Stewart** - located behind the SAC; two-story building that houses the Front Office, Extended Care, the Learning Specialist team, and Counselor on the first floor and the Horizon and Galaxy classrooms on the second floor
- **Guilford Hall** - located to the right of the front playground area; houses ACG Crocus, ACG Iris, Music, and Art classrooms
- **Parker Young** - located between Guilford Hall and the back field/play area; houses Rainbow, Sunrise, and ACG Sunflower classrooms

PFC: Page-Frederiksen Campus – Located at 2015 Pleasant Ridge Road, the PFC houses the Middle School (Grades 7-8) and Upper School (Grades 9-12) and includes the following buildings:

- **Building A** - located on the right side of the breezeway; houses the Front Office, Counselor, and Middle School classrooms and Learning Specialist
- **Building B** - located on the left side of the breezeway; houses the Upper School classrooms and Learning Specialists
- **Building C, Arts and Athletics Center/Gym** - located behind Buildings A and B; houses the Music and Art classrooms, in addition to the gym and stage
- **Annex** - Located adjacent to PFC at 7101 Pleasant Oaks Road. A sidewalk leads from the left side of the PF campus to the Annex.

Class Start and Dismissal Times

Doors on each campus open for students at 8 a.m.

(exception: Lower School Extended Care opens at 7:30 a.m.)

	Class Begins	Regular Dismissal	Half-Day Dismissal
A Child's Garden (Preschool, Pre-K, TK)	8:30 a.m.	12:45 p.m. (½ day program) 2:30 p.m. (full day program)	11:30 a.m.
Sunrise (K)	8:30 a.m.	2:45 p.m.	11:45 a.m.
Rainbow (grades 1-2)	8:30 a.m.	3:00 p.m.	12:00 p.m.
Horizon (grades 3-4)	8:30 a.m.	3:10 p.m.	12:15 p.m.
Galaxy (grades 5-6)	8:30 a.m.	3:10 p.m.	12:15 p.m.
Middle School (grades 7-8)	8:30 a.m.	3:30 p.m. (Mon/Tue/Thu/Fri) 3:00 p.m. (Wed)	12:00 p.m.
Upper School (grades 9-12)	8:30 a.m.	3:30 p.m. (Mon/Tue/Thu/Fri) 3:00 p.m. (Wed)	12:00 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 Admissions, Christene Skidmore

Director of Athletics, Dwon Clifton

Director of Auxiliary Programs, Jeff Bills

Director of Enrollment Management, Pattie Midgett

Director of Communications and Marketing, Deana Allman

Director of Finance, Jason Roghelia

Director of Information Technology, Lisa Bates-Glass

Director of Philanthropy and Community Engagement, Allison Seymour

Director of School Administration, Hanna Hobson

Upper School Academic Dean and College Counselor, Allie Blosser

App – the NGFS school App used to house important resources, such as frequently access school sites/webpage and documents and send notifications of announcements and reminders; includes the school calendar

Back to School Page – webpage on the NGFS website (www.ngfs.org) that contains links to communications and information shared in preparation for the beginning of each school year

CampSite – an online management system used for signing up for Lower School Extended Care, Lower School Clubs, and NGFS Summer Camp.

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

Class Pages – each grade level has a news webpage that contains weekly classroom news, upcoming events, and classroom resources. The "Class News" webpages are not public pages; they are shared each week in the Community Newsletter, and you can bookmark the page for frequent visits.

Community Newsletter – As a conscious effort toward stewardship, we communicate electronically as much as possible. The Community Newsletter, sent weekly on Mondays, contains important whole school news, classroom news, and departmental features (Admissions, Athletics, Philanthropy, Student and Staff Spotlights). On Fridays, you will receive a “Coming Up This Week” email with a list of events for the following week.

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-6th grade students can utilize child care after before and after school for a fee. Please consult the [School Calendar](#) on our website for the [Extended Care](#) operation schedule.

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

FACTS – the school SIS (student information system); the parent portal is called FACTS Family Portal (ParentsWeb), and FACTS also has a financial area where your account and payment plan information are located

Front Desk – located in the Front Office on each campus; staffed by Renee Gaunt on the Guilford Campus and Hanna Hobson on the Page-Frederiksen Campus

Handbooks

All School Handbook - contains policies, procedures, and information pertaining to all aspects of NGFS and can be found in the NGFS App.

Class Handbooks - each class level has a handbook containing policies, procedures, and information specific to that class. These handbooks are located in the class area (group) of the NGFS App and on the applicable Class Page.

Student Health Handbook - contains policies, procedures, and information pertaining to aspects of student health. It is located on the [School Health page](#) and in the NGFS App.

The All School, Class, and Student Health handbooks are published at the beginning of the school year (sent via email to the community and posted in the above mentioned locations).

Athletics Handbook - contains policies, procedures, and information pertaining to aspects of participating in the NGFS Athletics program. Students in grades 5-12 are eligible to participate. It is published at the beginning of the year at the Athletics Interest Meeting and via email.

In the event of changes made to any handbook during the school year, the community will be notified via email, and the affected handbook will be updated with a new publication date.

Health Team – Led by our school nurse, the Health Team develops health policies and procedures and works with families to get students back in school after illness. All health information and health questions should be sent to the Health Team at health@ngfs.org.

Hopes & Dreams and Goals & Growth Parent/Teacher Conferences – An opportunity at the beginning of the year for parents/guardians to share their goals, challenges, and other information about their child with their teachers. Hopes & Dreams conferences are held for Lower School and Middle School, and Goals & Growth Conferences are held for Upper School.

Meeting for Worship or Quaker Meeting – We gather together during the week in the Quaker tradition to reflect, spend time in silence, and practice thoughtfulness. Meetings may take place with the whole school or in smaller groups, such as by campus or within their grade level. Silence may also be used to begin a meeting or a class or to start or end the school day.

New Garden Friends Meeting – located at 801 New Garden Road, NGFM graciously offers their home for our whole school Quaker Meetings and special gatherings, such as GrandFriends Day, 8th Grade Celebration, and Baccalaureate.

PCA: Parent and 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. The PCA meets once a month. A key role of the PCA is to provide volunteer support throughout the year. Visit the [PCA page](#) on our website to learn more.

ParentsWeb (also known as FACTS Family Portal) – [ParentsWeb](#) is an online password-protected portal where you can update contact family information, including emergency contacts and pick-up permissions, as well as student medical information. ParentsWeb is accessed on the upper right side of our website homepage (www.ngfs.org) and through the homescreen of the NGFS app.

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; they are often referred to as the SPICES: Simplicity, Peace, Integrity, Community, Equality, and Stewardship.

ANNUAL TRADITIONS

Carnation Ceremony – In the fall Carnation Ceremony, Seniors present flowers to their Sunrise (kindergarten) buddies to welcome them to the NGFS community. In the spring, Sunrisers present flowers to their senior buddies to wish them well as they graduate and become NGFS alumni.

End of Year Celebrations

6th Grade Celebration – to celebrate our sixth graders completing their time on the Guilford Campus; includes a picnic, and a short program with reflections from the 6th graders and a period of silence

8th Grade Celebration – to celebrate our eighth graders as they complete their time as Middle Schoolers; 8th graders speak about their experience at NGFS followed by a message from a MS teacher about the student and presentation of a specially selected book signed with congratulatory messages from NGFS staff

Baccalaureate – a special ceremony held at New Garden Friends Meeting where seniors are presented with a specially selected book, signed with congratulatory messages from NGFS staff, and share a message about their time at NGFS

Graduation – commencement ceremony including presentations about each senior from the Upper School staff

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/guardians and kids. Please come and enjoy a time of community. There are also volunteer opportunities for this event.

GrandFriends Day – Grandparents or special grandparent figures are invited to school for a program involving Quaker Meeting, a reception for our GrandFriends, and classroom visits with their grandchild(ren).

Trips (Fall Trip, Spring Trip) – Beginning in grades 3, NGFS students take overnight class trips, one in the fall (2-3 nights, depending on grade level) and one in the spring (4-6 nights, depending on grade level)

Rainbow Campout – a special celebration for grades 1-2 students and their families held on the Guilford Campus; includes dinner, staff-led activities, fire circle, and the option to camp overnight with breakfast in the morning

I have a question about...

Athletics

Dwon Clifton, Director of Athletics, ext. 2527, dclifton@ngfs.org

Athletic Schedules are posted on the school calendar and the [NGFS Athletics calendar](#).

Contact Information for Parents/Guardians or Staff

Located in [ParentsWeb](#): Click on “Directory” on the left hand side; you can sort by Parent, Student, and School (for Staff listings). Families have the option to share or not publish their contact information. During the school year, if you wish to email the families of all students in a class, you may use the class email groups, for example sunriseclassparents@ngfs.org. Please note you must be a member of the group in order to send an email to the group. Class email groups are not active until the school year begins.

Early Departure/Late Arrival

- On the Guilford Campus, you must go to the front office to sign your student in for a late arrival or out for early dismissal. A staff member will escort the student to or from class.
- On the Page-Frederiksen Campus, students must sign in for late arrival or out for early dismissal at the front office in Building A.

Enrollment/Re-enrollment

Pattie Midgett, Director of Enrollment Management, ext 2310, pmidgett@ngfs.org

Extended Care for Lower School

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

Financial Aid

The NGFS Financial Aid Committee may be contacted at fac@ngfs.org

Fundraising or Donating to NGFS

Allison Seymour, Director of Philanthropy and Community Engagement, ext. 2528, aseymour@ngfs.org

Learning Accommodations

Preschool-6th Grade, Marci Richardson, mrichardson@ngfs.org
7-8th Grade, Beth DeFilippis, bdefilippis@ngfs.org
9-12th Grade, Lauren Dean, ldean@ngfs.org
9-12th Grade, Lindsey Greear, lgreear@ngfs.org

My Hot Lunchbox (optional lunch ordering service)

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, see the [Back to School Page](#), email info@myhotlunchbox.com, or call 888-894-8295.

Newsletter, the NGFS App, Emails

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

Technology, including ParentsWeb/FACTS Family portal and the Website

Lisa Bates-Glass, Director of Information Technology, ext. 2500 , lbatesglass@ngfs.org

Tuition Payments or FACTS

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