



New Garden
FRIENDS SCHOOL

Community Guide

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



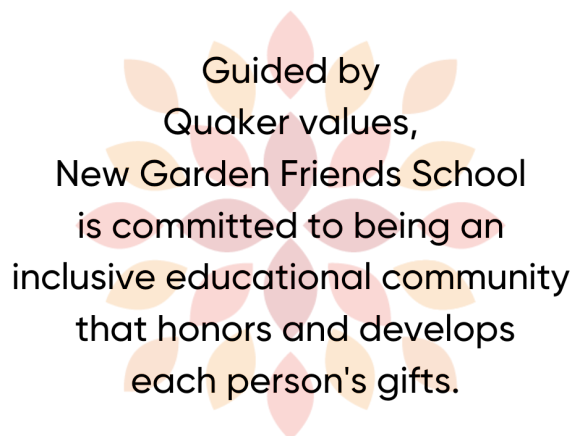
Welcome

Welcome to the 2024-25 school year! If this is your first year at NGFS, the Parent and Community Association (PCA) Board extends a very warm welcome to you and your family. For all of our families, we hope that the new school year provides opportunities to engage with you through meaningful volunteer experiences and school events.

As parents, we all strive to support our children throughout their educational journey. The 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. Every parent/guardian of a student at NGFS is automatically a member of the Parent and Community Association. The PCA sponsors many exciting events throughout the year, and we are always looking for volunteers to assist in making these events a success and a positive experience for the community.

As we welcome all our families back to the community and back to campus, we want to provide this resource to help navigate unique terminology and logistics of New Garden Friends School. **The Community Guide** serves as reference for all things NGFS. If you’re looking to get involved and become more connected to our community, we can help you find ways that will fit your availability, interests, and talents. We look forward to meeting you soon!

In peace,
Tia McBryde & Melissa Crouch
Co-Clerks, NGFS PCA



CLASS NAMES, CAMPUSES, and BUILDINGS

A Child's Garden (ACG)

Crocus – 3s, Preschool

Iris – 4/5s, Pre-K

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 our **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, and Student Support team, 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 the Rainbow and Sunrise classrooms

BPC: Bob Page Campus – Located at 2015 Pleasant Ridge Road, the PFC houses our **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 ("The Garden") and stage
- **Annex** - Located adjacent to PFC at 7101 Pleasant Oaks Road. A sidewalk leads from the right side of the PF campus to the Annex, which houses Upper School English classrooms and staff offices.

Class Start and Dismissal Times

Guilford Campus (GC), 1128 New Garden Road Doors open at 7:45 a.m. (Extended Care opens at 7:30 a.m.)			
	Class Begins	Regular Dismissal	Half-Day Dismissal
A Child's Garden (Preschool, Pre-K)	8:00 a.m.	2:30 p.m.	11:30 a.m.
Sunrise (K)	8:00 a.m.	2:45 p.m.	11:45 a.m.
Rainbow (grades 1-2)	8:00 a.m.	3:00 p.m.	12:00 p.m.
Horizon (grades 3-4)	8:00 a.m.	3:10 p.m.	12:15 p.m.
Galaxy (grades 5-6)	8:00 a.m.	3:10 p.m.	12:15 p.m.
Bob Page Campus (BPC), 2015 Pleasant Ridge Road Doors open at 8:00 a.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, Genny Smith
 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 is used to house important resources, such as frequently accessed school sites/webpages and documents, and send notifications of announcements and reminders; includes the school calendar.

Back to School Page – a 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 a chairperson. A major distinction is that the clerk (of the Board of Trustees, of committees, of action groups, etc.) serves to facilitate rather than determine an outcome.

Class News pages – each grade level has a class webpage that contains weekly classroom news, upcoming events, and classroom resources. The "Class News" webpages are not public pages; they require a login to access (your ParentsWeb login credentials). They are shared each week in the Community Newsletter.

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, etc.). 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 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. In the elementary grades, the evaluation includes assessment of commonly accepted developmental and academic milestones. Traditional percentages and letter grades are used in Middle School and Upper School.

FACTS – the school SIS (student information system); the parent portal is called [FACTS Family Portal \(ParentsWeb\)](#). FACTS also has a financial area where your account and payment plan information are located; it can be accessed through the [FACTS \(Payments\)](#) link at the top of the NGFS website homepage. Links to both are also available on the NGFS App home screen.

Front Desk – located in the Front Office on each campus; staffed by Khaira Bolden on the Guilford Campus and Hanna Hobson on the Bob Page Campus

HANDBOOKS

All School Handbook - contains policies, procedures, and information pertaining to aspects of NGFS at all grade levels. The handbook 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 News page.

Student Health Handbook - contains policies, procedures, and information pertaining to 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 participation 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 and is available in the NGFS App (in the sports Groups).

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.

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 access whole-school resources, such as the All School Handbook, newsletter archive, and school directory. ParentsWeb is where enrollment/re-enrollment is completed and where you can update student and 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: **S**implicity, **P**ease, **I**ntegrity, **C**ommunity, **E**quality, and **S**tewardship. The SPICES are expressed in our core values.

We commit to:

*prioritize what matters
engage with empathy and purpose
live with integrity
include with intention
stand up for justice
take care of the world*

You can read more about the school's mission, vision, and values on the [Strategic Plan](#) page of the NGFS website.

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 completing their time as Middle Schoolers; 8th graders speak about their experience at NGFS followed by a message from a Middle School 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: 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 their children. Please come and enjoy a time of community. There are also many volunteer opportunities for this event.

GrandFriends Day – Grandparents or special grandparent figures are invited to Lower 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 3rd grade, NGFS students take overnight class trips, one in the fall (2-4 nights, depending on grade level) and one in the spring (4-6 nights, depending on grade level). These experiences integrate with classroom learning and are an integral part of our social and academic curriculum

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 publish 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 late arrival or out for early dismissal. A staff member will escort the student to or from class.
- On the Bob Page Campus, students must sign in for late arrival or out for early dismissal on the Chromebook 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

Olivia Nguyen, Director of Extended Care, ext. 2335, extendedcare@ngfs.org

Tuition Assistance

For more information including a FAQ, please see the [Tuition and Affordability page](#) of the NGFS website. The NGFS Tuition Assistance Committee may be contacted at tac@ngfs.org.

Fundraising or Donating to NGFS

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

Health, including required Health forms

Consult the [School Health](#) page of the NGFS website, which contains links to the Student Health Handbook, the NGFS Medication Administration Authorization form, and Medical Action Plan forms. For further questions, contact Kathryn Gale, School Nurse, health@ngfs.org, ext. 2337

Learning Accommodations

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

7th-8th Grade, Beth DeFilippis, bdefilippis@ngfs.org

9th-12th Grade, Lauren Dean, ldean@ngfs.org

9th-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