



Newfound School Handbook

2007 - 2008

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Fax: (972) 236-1873

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NEWFOUND SCHOOL

MISSION STATEMENT

The mission and purpose of Newfound School is:

1. To provide students with a comprehensive and quality education so they will become competent learners and contributing members of their family and society.
2. To provide solutions and alternatives to parents of students with behavioral and/or learning needs to develop coping skills, management strategies, and an awareness of resources to meet the needs of their child.
3. To identify and develop potential in students with behavioral and/or learning needs.
4. To provide assistance to students in order that they develop a repertoire of skills to control impulsiveness, aggression, and nonproductive behaviors.
5. To provide students with life long learning strategies for academics, behavior, and social skills.

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Newfound School 2007-2008 Calendar

August 28	Open House – 10am – 12pm
August 29	Student Orientation 8:30am 11:30am
September 4	First Day of School
September 20 and 21	Parent Conference Days/No school for students
October 8 and 9	Texas State Fair Days - No school for students
November 19 - 23	Thanksgiving Break
December 14	Early Dismissal 11:30 A.M. No After Care
December 17 - January 7	Holiday Break
January 8	Classes resume
January 21	Dr. Martin Luther King's Birthday - No school for students
February 21 and 22	Parent Conference Days/No school for students
March 17 - 24	Spring Break – No school for students
April 17 - 24	Teacher In-Service - No school for students.
May 22	Last Day of School - 11:30 A.M. dismissal. No After Care for students

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ATTENDANCE POLICY

Please call the school at (214) 390-1749 when your child will be absent from school. Attendance is strongly encouraged so that your child will derive the maximum benefit from the school. Students with excessive absences or tardies may be required to make up missed work during After Care. There is a \$25.00 fee for this service.

ARRIVAL

Students should arrive between 8:15-8:30 a.m. Grades 6-12 pull to the front of the school and PreK-5 will pull into the parking lot. An adult will escort students in grades PreK-5 to the classroom. Prolonged goodbyes are discouraged as this makes this transition more difficult. There is a \$25.00 per day charge for a student arriving prior to 8:15 a.m.

BEFORE and AFTER CARE

Students participating in Before Care may arrive no earlier than 7:30 a.m. The fee for before and/or After Care is \$25.00 per day (\$125.00 per week). Payments are due by Friday of the week that service is provided. Prior arrangements must be made for this service. Students staying in the After Care must be picked up no later than 5:00 p.m. An additional charge will be assessed for students staying beyond this time.

BIRTHDAYS and SPECIAL OCCASIONS

The school encourages donations to the classroom library to recognize birthdays. However, if you would like to send a food treat for everyone in your child's class, this is welcome. Birthday party invitations will be distributed to the students in the class if requested. Participation in outside parties is optional.

CONFERENCE

Communication between the school and the parent is important for the success of the student. If you need a conference, please schedule one by calling at least twenty-four hours in advance. Full attention should be devoted to conferences and this is best accomplished during a scheduled time (and not during arrivals, the school day, or during dismissals!). Daily communication is provided in the student's planner. Parents are requested to initial this daily and to look for other parent information. Formal parent conference days are scheduled for September 20 and 21, 2007, and February 21, and 22, 2008, (in 45 minute increments). There is no school for students on these dates. Conferences may be arranged on other dates due to scheduling.

CURRICULUM and ASSESSMENT

Newfound School is an alternative school. It does not follow the procedures of a traditional school, which teaches to the entire group and often do not offer individualized instruction. Newfound provides instruction with an individualized curriculum. Newfound School uses an eclectic approach, including a variety of materials, resources, and teaching techniques.

Newfound School does not send home daily papers or weekly lesson plans. Instead, a comprehensive learning plan is developed for the student. At conferences, a complete review of the "scope and sequence" of Newfound School's curriculum will be discussed. In addition, an assessment of the student's academic and behavioral school performance will be reviewed. Only students in grades 1-8 are provided report cards. Students in grades 9-12 receive test scores and grade reports from the American School or Newfound depending on their program.

Learning is a 24 hour a day proposition. Parents are encouraged to have students involved in family and community activities, (reading as a family activity is encouraged). Each day students are actively engaged in the learning process. Newfound, therefore, has a NO homework policy for students in grades PreK-8.

DISMISSAL

The time of dismissal is determined by the grade level. Students in PreK-5 are dismissed at 2:00 p.m. Students in grades 6-12 are dismissed at 2:30 p.m.

To pick up students in grade PreK-5, pull into the parking lot. An adult will escort the child to the car. For grades 6-12 pull to the front of the school on Heads Lane. If a parent is not picking up a student, send a note including the name of the person who will be picking up your child. When this occurs, this person is to come to the door and identify himself or herself before the student will be released. If a student remains longer than 15 minutes after dismissal, there will be a \$25.00 fee.

DRESS CODE

Students must wear clean, properly fitting uniforms that are in good repair. Appropriate hygiene is required of all students. Students are to wear khaki shorts or pants. Shirts are to be red or navy blue cotton polo shirts (with the Newfound logo or plain). Sweatshirts (with the Newfound logo or plain) may be worn during colder weather. Tennis shoes must be worn with white socks. Students may not wear sandals or boots. Hair must be a natural color and have a "traditional cut".

DRUG and ALCOHOL POLICY

Newfound School has a zero tolerance policy with respect to the possession and/or use of drugs or alcohol. Dismissal from Newfound School for possession of drugs and/or alcohol is a very likely sanction. Newfound School will contact parents and take appropriate action if criminal activity is uncovered.

EXPECTATIONS for PARENTS

Newfound School maintains high expectations for students, teachers, and parents. Based on the knowledge of child growth and development and Newfound School's philosophy, parents are expected:

- To support your child's teacher and the school in an open and positive manner.
- To communicate concerns with the Executive Director(s) and assist in seeking solutions for these concerns.
- To maintain confidentiality regarding the students enrolled in Newfound School and to respect the feelings and privacy of parents and students enrolled at Newfound School.
- To support all school policies and regulations.
- To sign and return planners, notes, permission slips, and other communications.
- To love and support your child.

EXTENDED DAY

In the event it is necessary for a student who elects not to complete his/her work or to follow school rules, that student may be required to remain after school or attend school on Saturday. The parents will be notified in order to make transportation arrangements. The cost for Extended Day services is \$25.00 per hour.

ILLNESS

Do not send your child to school if your child is ill. While at school, if your child has a fever or any health concerns, you will be called to take your child home. This decision is at the discretion of the school for the welfare of the child and other children and staff at Newfound. Students must be fever free and/or symptom free for at least 24 hours before returning to school.

LUNCH

Students are to bring a "brown bag" lunch to school. Provide all accessories needed for lunch, including bowls, plates, utensils, and anything else that is needed. We advise packing lunches with a "cold pack". Please limit the need to microwave lunches to no more than twice a week. Please keep lunches simple and provide brief written instructions if needed.

MEDICAL PROFESSIONALS and THERAPISTS

Newfound School believes in collaborating with professionals as it relates to the educational success of the student. Meetings or phone conferences are to be scheduled initially with an Executive Director of Newfound School.

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MEDICATION

No prescription medication can be given in the school without a doctor's note giving the name of the medication(s), amount, time, and duration. Medicine must be brought to school by an adult and in the original container.

Patent medicines (cough syrups, cough drops, aspirin, etc.) should be given before or after school by the parents. When necessary to administer these medicines in school, it will be done only if specific instructions are sent by a parent. It will be given for two days. If medication is needed for a longer period, a doctor's note must be furnished.

NEWSLETTER

A monthly newsletter is published listing activities for the coming month. Because of the diverse, individual curriculum, specific class or grade level curriculum activities are not contained in the newsletter.

NO SCHOOL/EARLY CLOSING of SCHOOL

Occasionally school must close early or be cancelled due to inclement weather. If Dallas I.S.D. closes, Newfound will close. Use your best judgment about the weather and remember we are flexible. Please call us and let us know if you are unable to come or will be late. The calendar will not be altered if school is closed due to inclement weather.

PARENT CONTRACTS

Please make payments on or before the date on your contract. For parents choosing the monthly option we prefer that Newfound be given predated checks for the entire contract. Checks will not be cashed until the date noted. If the first day of the month falls on a weekend please deliver the check to Newfound on Friday.

PARENT RESOURCES

A list of suggested reading resources for parents is provided on pp. 10-11 of the Newfound School Handbook.

PARENT/STUDENT CONFIDENTIALITY

To respect confidentiality, Newfound School does not disseminate phone numbers or addresses of Newfound parents. Therefore, we do not prepare a phone directory.

PIZZA DAYS

Newfound has a tradition of having Pizza Days and other fun events. The cost for pizza and a beverage is \$5.00. Pizza dates are: October 31, December 7, February 14, and May 22. Other special food days will be announced in the newsletter.

PLANNERS

Every student is provided with a planner at the beginning of the school year. The purpose of the planner is to provide a "brief" overview of your child's performance. The planner is not a daily lesson plan, or method of assessment. Please be certain to check the planner daily and initial that you have read it. The school newsletter and other announcements are inserted in the planner. Feel free to communicate messages in the planner. These will be checked by school personnel daily. The planner is the property of Newfound School and will be retained by Newfound at the close of school as part of the student record.

RECORDS, LETTERS, and REPORTS

There is a minimum charge of \$120.00 for these. Additional fees maybe charged depending on the nature of the information that is being requested. Please provide a minimum of forty eight hours of advanced notice before requesting information for physicians or other professionals as we can not do this during the school day.

REPORT CARDS

Issued for students in grades PreK-8. Report card dates are: October 19, December 14, March 14, and May 22. High school students either receive report card from the American School or Newfound depending on their program.

SCHOOL SAFETY

For the safety and protection of our students, school doors remain locked during school hours.

STAFF REQUESTS OUTSIDE of SCHOOL

Our staff has been directed to not provide child care or other services to parents outside of school. Please do not ask staff members to provide child care services beyond the school day, on weekends, holidays, or during the summer months.

STUDENT POSSESSIONS

Student's coats, jackets, hats, back packs, lunch boxes, and any other personal possessions are to be clearly marked with a student's first and last name. Students are not to bring items of value to school Student's are not to bring money to school except for school purposes. Newfound is not responsible for any lost or misplaced items. Items are not to be traded or sold at school. If you are unsure about whether or not your child should bring an item to school, please check with an Executive Director.

STUDENT READING LIST

A list of quality grade appropriate reading materials are provided on pp. 12-15 of the Newfound Handbook.

TRANSCRIPTS and RECORDS

Requests for transcripts and records from another school must be made in writing. Transcripts and records are sent directly to the school and are not released to parents. Accounts must be settled before transcripts and records are released.

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VANDALISM

In the event of damage to anything at Newfound School, a full replacement payment is required for damages and/or repairs.

VISITATION

Our visitation policy reflects our school goals of consistency of routine and time on task. Visitors change the dynamics of the classroom. It is our policy that visitation by parents must be scheduled in advance with an Executive Director and that visits be for no more than 30 minutes.

VISITATION by PROFESSIONALS

Parents are not to arrange any appointments or commitments regarding classroom visits or observations by professionals without first consulting with an Executive Director.

WITHDRAWAL FROM NEWFOUND SCHOOL

Students not returning for the 2008-2009 school year will be assessed a \$120.00 fee to compensate school personnel for the completion of the numerous forms and requirements from other schools. Additionally, please discuss your intentions to leave Newfound with an Executive Director as soon as you know that your child will not be returning. Newfound strongly advises parents not to discuss with the child that he will not be returning to Newfound until the school year is concluded. We have come to this conclusion based on our many years of experience working with children. Often, when a child is told that he will not be returning to Newfound, he feels that he no longer needs to do his best work. Frequently, negative behaviors increase. If parents insist on informing a students about leaving Newfound School before the conclusion of the school year, dismissal from Newfound is a likely option

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Parent Resources

ADD/ADHD

ADD/ADHD Behavior Change Resource Kit
by Grad Flick

Colleges for Students with Learning Disabilities or ADD
(7th Edition) Peterson's

Driven to Distraction
by Edward Hallaway

Taking Charge of ADHD The Complete Guide for Parents (Revised Edition)
by Russell Barkley

Teenagers with ADD A Parents' Guide
Chris Zeigler Dendy

Autism

Asperger's Syndrome
by Tony Attwood

Behavior Intervention for Young Children with Autism A Manual for Parents and Professionals
by Catherine Maurice, Gina Green, and Stephen Luce

Employment for Individuals with Asperger's Syndrome or Non-Verbal Learning Disabilities
by Yvona Fast

Navigating the Social World
by Jeanie McAfee

Quirky Kids
by Perri Klass and Eileen Costello

Solving the Relationship Puzzle
by Steven Gutstein

The Everything Parent's Guide to Children with Autism
by Adelle Tilton

The Everything Parent's Guide to Children with Asperger's
by William Stillman

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Bipolar

The Bipolar Child
by Demitri Papolos and Janice Papolos

Learning Disabilities/Dyslexia All Kinds of Minds
By Mel Levine

Colleges for Students with Learning Disabilities or ADD
(7th Edition) Peterson's

Driven to Distraction
by Edward Hallowell and John Ratey

Employment for Individuals with Asperger Syndrome or Non-Verbal Learning Disabilities
by Yvona Fast

No Easy Answers
by Sally Smith

Our Labeled Children
by Robert Sternberg and Elena Grigorenko

The Misunderstood Child
by Larry Silver

When Adolescent's Can't Read
by Mary Curtis and Marie Longo

Other Great Books

A Fine Young Man
by Michael Gurian

Cultural Literacy
by E.D. Hirsch

The Educated Child
by William Bennett

The Good Son
by Michael Gurian

The Seven Habits of Highly Effective People
by Stephen Covey

Who Moved My Cheese
by Spencer Johnson

Student Reading List

Preschool/Kindergarten:

Aesop's Fables
The Snowy Day
Where the Wild Things Are
The Frog Prince
The Tale of Johnny Mouse
Rublestilskin
The Tale of Two Bad Mice
The Velveteen Rabbit

Grade 1:

Pinocchio
The Boy at the Dyke Jack and the Beanstock
The Tale of Peter Rabbit
The Little Prince
Sleeping Beauty The Pied Piper

Grade 2:

The Emperor's New Clothes
The Fisherman and His Wife
Beauty and the Beast
Charlotte's Web
How the Camel Got His Hump
Firestorm at Kookaburra
Casey Jones
Paul Bunyan
John Henry
Pecos Bill

Grade 3:

Alice in Wonderland
William Tell
The Little Match Girl
The Wind and the Willows
Stuart Little
Like Jake and Me
The Crocodile
Monday's Child
Concord Hymn
The Rhinoceros

Grade 4:

Indian in the Cupboard
Black Beauty
The Chronicle of Narnia
Island of the Blue Dolphin
Pollyanna
Robinson Crusoe
Robin Hood
Treasure Island
Legends of King Arthur and the Round Table

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Grade 5:

The Secret Garden
The Adventures of Tom Sawyer
Little Women
IF
A Bird Came Down the Walk
Jabberwocky
Don Quixote
Narrative of the Life of Frederick Douglas
Tales of Sherlock Holmes

Grade 6:

The Prince and the Pauper
The Iliad
Annabel Lee
The Raven
The Chimney Sweeper
Fire and Ice; Nothing Gold Can Stay

Grade 7:

Hatchett
The Hobbit
The Charge of the Light Brigade
The Secret Life of Walter Mitty
The Call of the Wild
Dr. Jekyll and Mr. Hyde
The Shiloh Trilogy
Johnny Tremain

Grade 8:

Lord of the Flies
Animal Farm
The Good Earth
The Bet
An Honest Thief
The Open Boat
The Red Pony
Sounder
Twelfth Night
Chicago

High School:

The Red Badge of Courage
To Kill a Mockingbird
The Chosen
The Yearling
Billy Budd
David Copperfield
The Scarlet Letter