

# Newfound School Handbook

## 2010-2011

2206 Heads Lane  
Suite 110  
Carrollton, Texas 75006  
Phone: (214) 390-1749  
Fax: (972) 236-1873

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### **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.

### Newfound School 2010-2011 Calendar

August 26	Open House 10AM-12PM
August 27	Student Orientation 8:30AM to 11:30 AM
August 30	First Day of School
September 6	Labor Day. No school for students
September 23 and 24	Parent Conferences. No school for students
October 11-15	Fall Break. No school for students
November 22-26	Thanksgiving Break. No school for students
December 17	Early Dismissal 11:30 AM- No After Care
December 20-January 4	Holiday Break. No school for students
January 5	Classes Resume
January 17	Dr. Martin Luther King's Birthday- No school for students
February 17-18	Parent Conferences- No school for students
March 14-18	Spring Break. No school for students
April 21-26	School Holiday. No school for students
May 19	Last Day of School- 11:30 AM- 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 \$30.00 fee for this service.

**Arrival:**

Students should arrive between 8:15-8:30 AM. 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 the transition more difficult. There is a \$30.00 per day charge for students arriving prior to 8:15 AM.

**Before and After Care:**

Students participating in Before Care may arrive no earlier than 7:30 AM. The fee for before and/or After Care is \$30.00 per day (\$150.00 per week). Payments are due by Friday of the week services are provided. Prior arrangements must be made for this service. Students staying in the After Care must be picked up no later than 5:00 PM. 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.

**Conferences:**

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 dismissal). 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 23 and 24, 2010 and February 17, and 18, 2011, (in 45 minute increments). There is no school for students on these dates. Conferences may be arranged on other dates due to scheduling.

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**Curriculum and Assessment:**

Newfound School is a school for students with learning differences. 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. Students in grades 1-8 are provided report cards. Students in grades 9-12 will receive test scores or report cards if enrolled in American School or Newfound depending on their individual program.

Learning is a twenty four hour a day proposition. Parents are encouraged to have students involved with 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 grades PreK-8.

**Dismissal:**

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

To pick up students in grades 6-12 pull to the front of the school on Heads Lane. To pick up students in PreK-5 pull into the parking lot. An adult will escort students in grades PreK-5 from the classroom. If a parent is not picking up the student please 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 \$30.00 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 the parents and take appropriate action if criminal activity is uncovered.

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### **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 seeing 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 \$30.00 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 School. 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 might be 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**

At Newfound, a consultative model is used for all therapists and professional service providers. We want to confer with therapists, or other professionals to discuss your child's needs but only as those needs related to your child's educational program. However, to maximize each student's time on task or learning potential, it is essential to limit and distractions or changes in routine for all of our students. Therefore, therapists or other service providers are not to provide therapies or conduct observations at Newfound. Our professional staff is well qualified to share information to anyone who is providing medical treatment, therapy, or other services for your child.

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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), amounts, time, and duration. Medicine must be brought to school by an adult and in the original container.

Patent medications (cough syrups, cough drops, aspirin, etc.) should be given before or after school by parents. When it is necessary to administer these drugs at school, it will be done only if specific instructions are sent by the parent. It will be administered for two days any requirement beyond this time will require a doctor's note.

### **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 ISD closes, Newfound School will close. Use your best judgement about the weather and remember we are flexible. Please call us and let us know if you are unable to attend or will be late. The calendar will not be altered if school is closed due to weather.

### **Parent Contracts**

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

Contracts for the 2010-2011 school year are issued at the conference in February. A contract and payment for all continuing students must be received by March 1, 2011.

### **Parent Resources**

A list of suggested reading resources for parents is provided on pp. 11-13 of the Newfound Handbook.

### **Parent/Student Confidentiality**

To respect confidentiality, Newfound School does not disseminate phone numbers, email addresses or home addresses of Newfound Parents. Therefore, a phone directory is not prepared.

### **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 29, December 10, February 14 and May 14. Other special food days will be announced in the newsletter.

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### **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 into the planner. Feel free to communicate using the planner. These will be checked by school personnel daily. The planner is the property of Newfound School and will be retained by Newfound School at the close of school as a part of the students records.

### **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 up forty-eight hours 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: November 5, January 21, March 25, and May 19. High school students either receive report cards from 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 Request Outside of School**

Our staff has been directed to not provide educational or any child related 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 the students first and last name. Students are not to bring any items of value to school. Students are not to bring money to school for any reason other than school purposes. Newfound is not responsible for any lost or misplaced items. Items are not to be sold or traded at school. If you are unsure about whether or not your child should bring an item please check with an Executive Director.

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### **Student Reading List**

A list of quality grade appropriate reading materials are provided on pp. 14-15 of the Newfound Handbook.

### **Transcripts and Records**

Request for transcripts and records from other schools 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.

### **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 and 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.

### **Withdrawals from Newfound School**

Students not returning to Newfound for the 2010-2011 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 student about leaving Newfound School before the conclusion on 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*  
(7<sup>th</sup> Edition) Peterson's

*Driven to Distraction*  
by Edward Hallaway

*Kids in the Syndrome Mix of ADHD, LD, Asperger's, Touretts, Bipolar, and More*  
by Martin Kitscher

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

*Teenagers with ADD A Parents' Guide*  
by Chris Zeigler Dendy

### **Autism**

*Autism Life Skills*  
by Chantel Sicile-Kira

*A Practical Life Skills*  
by Lisa Wiesner

*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

*Dr. Thompson's Straight Talk on Autism*  
by Travis Thompson

*Getting the Best for Your Child with Autism*  
by Bryna Siegel

*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

### **Bipolar**

*Kids in the Syndrome Mix of ADHD, LD, Asperger's, Touretts, Bipolar, and More*  
by Martin Kitscher

*The Bipolar Child*  
by Demetri Papolios and Janice Papolas

### **Learning Disabilities/Dyslexia**

*All Kinds of Minds*  
by Mel Levine

*Driven to Distraction*  
by Edward Hallowell and John Ratey

*It is So Much Work to Be Your Friend Helping the Child with Learning Disabilities Find Social Success*  
by Richard Lavoie

*No Easy Answers*  
by Sally Smith

*Our Labeled Children*  
by Robert Sernberg and Elena Grigorenko

*The Misunderstood Child*  
by Larry Silver

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

## **Transitions after High School**

*College Careers and Success for Students with Learning Disabilities*

by Roslyn Dolber

*College for Students with Learning Disabilities and ADD (7<sup>th</sup> Edition) Peterson's*

*Developing Talents Careers for Individuals with Asperger's Syndrome and High Functioning Autism*

by Temple Grandin and Kate Duffy

*Employment for Individuals with Asperger's Syndrome and Nonverbal Learning Disabilities Stories and Strategies*

by Yvona Fast and others

*Job Hunting for the So Called Handicapped*

by Richard Bolles and Dale Brown

*Life Beyond the Classroom Transition Strategies for Young People with Disabilities*

by Paul Wehman

*Real Work for Real Pay Inclusive Employment for People with Disabilities*

by Paul Wehman, Kathering Inge, W. Grant Revell, Jr. and Valerie Brooke

*What Color is Your Parachute for Teens*

by Richard Bolles and Carol Christen

*The 6 Most Important Decisions You'll Ever Make A Guide for Teens*

by Sean Covey

## **Other Great Books**

*Fair Isn't Always Equal*

by Rick Wormeli

*The Educated Child*

by William Bennett

*From Boys to Men*

by Michael Gurian

*The Good Son*

by Michael Gurian

*A Fine Young Man*

by Michael Gurian

*The Seven Habits of Highly Effective Teens*

by Stephen Covey

*Cultural Literacy*

by E.D. Hirsch

*Who Moved My Cheese*

by Spencer Johnson

## Student Reading List

### Preschool/Kindergarten:

Aesop's Fables  
The Snowy Day  
Where the Wild Things Are  
The Tale of Johnny Mouse

### Grade 1:

Pinocchio  
The Boy at the Dyke  
Jack and the Beanstalk  
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  
Peccos 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

### Grade 4:

Indian in the Cupboard  
Black Beauty  
The Chronicle of Narnia  
Island of the Blue Dolphin  
Pollyanna

Robin Hood  
Treasure Island  
Legends of King Arthur and the Round Table  
Robinson Crusoe  
Rublestilskin

### 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 Change 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

**High School:**

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