



Fall 2011

Dear Families,

Thank you for your confidence in us. I appreciate your trust and promise you that we will do everything we can to ensure that your child has a year of academic and social growth, and comes home with a smile each day.

Children learn best when the school and home work together, and we have created a Parent Handbook to facilitate that collaboration. I hope that this information will be helpful to you.

Our school's mission statement appears on this first page because it's appropriate that we begin with our mission. All of our efforts are designed to enable us to achieve it.

New City School Mission, approved November 2006

New City School prepares children age 3 through grade six to become joyful learners, to succeed academically, and to be confident and knowledgeable about themselves and others. As an international leader in elementary education, New City School focuses on outstanding academics, a nurturing ambience and a unique tradition of diversity. New City School students are insightful leaders and creative problem solvers who thrive in an ever-changing world.

As always, please let me know if you have any questions.

Sincerely,

Thomas R. Hoerr, Ph.D.
Head of School
trhoerr@newcityschool.org

New City School Parent Handbook

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NEW CITY SCHOOL

What about...

Academics

This is the first integral component in the trio of *academics, ambience, and diversity* that you will hear so often. At New City School, children will prosper and grow in all of these areas.

Acceptance/Admittance Requirements and Policy

New City School requires an assessment and a personal observation of each child before a child is accepted to be a student at New City.

Accidents/injuries

In the unfortunate case that your child is injured, we will take all necessary measures to treat him/her. Many of our staff members are trained in first aid. The Consent for Medical Treatment section of each student's Emergency Information Card allows the school to seek appropriate emergency help for students. This card must be filled out, signed, and on file in the school office. Vigorous effort will be made to reach a parent/guardian before treatment is obtained. Please make sure that your contact information is current.

Accidents/insurance

New City School has a secondary child accident insurance policy in place for you and your child's protection. If your child is injured while here at NCS and your insurance does not fully cover the injury, the NCS insurance will cover up to \$25,000 for medical expenses and \$250 for dental expenses. To report an injury or get further information, please contact Shawn Runge, our Business Manager.

Administrative Team

While these individuals' responsibilities vary, each person's job is to make New City School the best learning environment possible.

Tom Hoerr, Head of School
Pat Nuernberger, Assistant Head-Academics
Mary Daly, Assistant Head-Family Support
Melanie Harmon, Director of Admissions
Ellen Reed-Fox, Director of Advancement
Tobie Taylor Hudson, Director of Extended Day and Summer Camp
A.J. Johnson, Extended Day Program Coordinator
Laurie Falk, School Counselor
Laura Barr, Advancement Manager
Shawn Runge, Business Manager
Bob Kerr, Assistant Business Manager
Joyce Lanos, Receptionist
Debbie Nausley, Administrative Assistant
Dena Morton, Parent Support Assistant

Admissions Procedures

Tell your friends about New City School! If they want to know more, we'll send them a prospective student packet. We also offer Informational Coffees every Tuesday and Thursday morning at 9:00am. There is also an afternoon 1:00pm coffee on Mondays. If these times do not work or if families would prefer, we are happy to schedule an individual tour. Once a family has attended a coffee, we welcome their application. All applicants are assessed in late winter or early spring and are notified of acceptance in the spring. A \$100 non-refundable deposit must accompany any application. (See *Informational Coffees*.)

Advisory Council

Comprised mostly of former parents, this group meets twice each year to give us feedback and insights.

Alcohol

Students are restricted from possession or consumption of alcohol at all times.

Ambience (the Personal Intelligences)

The second integral component of *academics, ambience, and diversity*, ambience speaks to our students' values and character. Students need to be able to read, write, and calculate, but that is the floor of our expectations, not the ceiling. Students also need to be good people who care about others and who work to make the world a better place.

Annual Giving

It's the annual contribution which New City School asks of all its parents. Because the cost of tuition does not cover the expense of running the school, NCS seeks funds from a variety of sources, including our own families. Of course, generosity is appreciated! But we also appreciate participation at every level. A high percentage of parental participation (goal: 100%) shows that parents care about the NCS community. Expect to hear about this effort each fall. This annual solicitation occurs at every independent school.

Assemblies

Most Friday mornings begin at 8:40am with a school-wide assembly for students in grades 1 through 6. At the start of each assembly, an administrator will cite students who have used an intelligence outside of school. (We rely on parents to provide us with this information, so don't be shy!) We also use these sessions to bring in outside performers and groups that celebrate and support diversity and MI, as well as to showcase our own students' skills and talents. Parents are always welcome to enjoy the assemblies.

Assistant Head for Student and Family Support

The Assistant Head for Student and Family Support works with children, families, the school counselor and teachers. In addition to this, she also provides the link to every aspect of our students' lives outside of the regular school day. There is a vital relationship between the Support Office and the Extended Day/Camp programs, the Parent Organization and the Sports Advisory Committee.

The Assistant Head for Student and Family Support is the initial contact person for families who have questions or concerns about a child's academic, behavioral or social/emotional well being. She will act as the liaison between staff support personnel and outside resources.

Auction

The major fund-raising – and FUN-raising! – event of the year, usually taking place in the spring. The success of the auction depends largely on the donations that are acquired by our students’ parents. You can help! In addition to donations from shops and businesses, personal services and parties are very popular and fetch some hefty sums. You’ll be hearing more about it.

Basic Skills

All students must build a basic foundation in mathematics, reading, writing, and study skills in order to communicate their understanding and pursue more complex topics of study. In math, students learn basic facts, computational algorithms and processes, and how to think and solve problems. Handwriting is explicitly taught in kindergarten through 3rd grade. Reading and writing are taught both for enjoyment and as a way communicate ideas. As students progress through the grades, they are expected to understand and critique progressively more complex texts, and determine important information in content-specific texts, as well as synthesize and share these ideas. Students also receive explicit instruction in computer, research, and study skills.

Birthdays

It’s best to ask your child’s teacher about birthday protocol in her/his class. Sometimes the child’s family will give a “present” to the classroom in honor of the child for the birthday – a book or the like – that the classroom needs or wants.

Birthdays/Not at School

As you might imagine, our diverse student population celebrates birthdays in diverse ways. Some children have no party at all. Others have an in-home party or one in a public place. If you are having a party, but not inviting every child in your child’s class, please do not deliver the invitations at school. If you are only inviting a few (or even a majority, but not all), please mail the invitations to the homes of those who are invited out of consideration for the children who aren’t.

Bodily-Kinesthetic (BK) Intelligence

It’s one of the Multiple Intelligences. We called it “physical education” when we were growing up, but now we know BK is so much more! This intelligence is concerned with how your children move and

handle objects, and their awareness of themselves in their own space. This intelligence is found in good soccer and basketball players as well as neurosurgeons.

Board of Trustees

This volunteer group of parents, former parents, two teachers, and community members sets school policy, raises funds, and selects the head of the school. Their job is to look to the future and make decisions which will benefit their grandchildren. Their names are listed in the buzz book.

Book Fairs

In December, New City School runs a book sale at Borders on Brentwood. A percentage of each sale goes toward the purchase of new books for our library. In May, we hold a Spring Book Fair at Left Bank Books, also receiving a percentage of sales. All year long, NCS can earn a percentage of your Amazon.com purchases. Just go to newcityschool.org and click on the Amazon link to get started!

Budget

As in all private schools, New City's largest source of revenue is tuition, which accounts for nearly 80 percent of our annual operating budget. Another 10 percent comes from charitable contributions, which includes revenues from our financial aid endowment, direct scholarships, auction revenues, annual giving, and other gifts. Extended Day and Summer Camp account for the remainder of revenues. Two-thirds of the New City School annual expenses are for salaries and benefits for teachers and staff. The remaining expenses are financial aid, building and grounds maintenance, and instructional materials.

Buzz Book

The buzz book will become your most-used reference book. It contains the addresses and phone numbers of all NCS families, plus a variety of other pertinent items. The information in the buzz book, including email addresses, should not be used in any solicitation. This year, we got with the 21st century: it's now on-line! Fun Fact: our New City School kids come from 55 zip codes!

Building Usage

If scheduling permits, we are more than happy to allow you or your group, and outside groups, use of our facilities. A fee to cover the receptionist and maintenance personnel is required. Please contact the business office for information about this. We also open our playground for neighbors on weekends and in summer evenings.

Cell Phones

Students may bring cell phones to school but they cannot be turned on before school or during the school day or during Extended Day.

Centennial Garden

The Centennial Garden opened in 2001 and was named to honor our building's 100th birthday. It's a place for students to play and learn. If you're interested in tending the garden, please contact Eric Eskelsen, our science teacher. Neighbors enjoy the garden after hours and on the weekends.

Changes

Be sure to let the office and your child's teacher know if there are any changes in home or work addresses, phone numbers, email addresses, or family configuration. What possibilities have we missed?

Conference, Parent-Teacher

Around the time of each progress report, teachers schedule appointments to speak directly with parents about their child's progress. Parents set a time by signing-up on a posted schedule. If there is more than one grade-level classroom teacher, parents usually speak to the child's home room teacher but are encouraged to speak to any and all of the children's teachers if they feel the need. Teachers are happy to hear from you before conference time if concerns arise. If you can't come in the building to sign up, contact your child's teacher or Joyce, our receptionist, to arrange to set a time to meet. (Also see Intake Conference.)

Cooperative Learning

We believe that students learn best when they are given the opportunity to teach or learn from others about a particular topic. It is very common to walk into a classroom and see groups of students investigating material, discerning important information, solving problems, discussing literature, brainstorming, writing, or completing any number of projects together. Cooperative learning helps students practice their Interpersonal skills. They develop negotiation, mediation, and conflict resolution skills, all which will serve them well in later life.

Corporal Punishment

New City School does not allow the use of corporal punishment. PERIOD.

Curriculum

Our curriculum is designed to develop the unique potential of each student. It provides skill growth, development, and understanding in linguistics (reading, vocabulary, writing, spelling, and listening/speaking), mathematics, science, social studies, Spanish, art, PE/BK, music and performing arts, computers and library skills. We use a number of philosophical foundations in the development of each grade's curriculum. See also Basic Skills, Cooperative Learning, Differentiated Instruction, Genuine Understanding, Integrated Thematic Instruction, and Multiple Intelligences.

Differentiated Instruction

Our teachers set high expectations for our students. In order to achieve them, each teacher helps his/her students set personal educational goals, challenging students to strive for their "Personal Best." Reflection is a common tool incorporated into each lesson, project, unit, etc, whereby students assess their own achievements and look for ways to improve in future endeavors.

Distributed Intelligence

Simply put, this means that our intelligence is not limited to what is inside our skin. Instead, part of our intelligence is our ability to identify and use the resources that are around us, including capitalizing on others' strengths. We work to increase our students' distributed intelligence.

Diversity

The third integral component of *academics, ambience, and diversity*, it's about awareness and respect. As a school community, we embrace the similarities and differences that make us who we are. Our diversity umbrella is broad, encompassing (but not limited to) sexual orientation, family structure, religion and spirituality, socio-economic status, ability, gender, race and ethnicity, and age, as defined by families and individuals. Our goal is twofold: to raise awareness and educate within our own day-to-day school community as well as to prepare students to work, play, and live in a diverse world. See also Diversity Dinner and Dialogue and Spring Parents' Night Out.

Dinner & Dialogue (a.k.a. The Diversity Dinner & Dialogue)

Sponsored by the Board Diversity Committee, this annual evening gathering gives NCS adults an opportunity to chat and connect with other parents and teachers. You will dine, talk, debate, share, and learn from one another. Dinner is catered, and the table topics (which attendees choose in advance) are varied; such as sports, local and national current events, current political climate, books and movies.

Disciplinary Action, including suspension and expulsion

Inappropriate behavior may result in suspension or permanent expulsion.

Dress Code

We do not have a formal dress code. However, students and staff should be appropriate in their attire. Undergarments and midriffs should not be exposed. Revealing tank tops and camisoles are not acceptable. Skirts and shorts should be a reasonable length. Flip-flops can be a safety hazard when running and playing, so should not be worn to BK class or at recess.

Drop-off and Pickup Procedures

If children arrive at school prior to 8:25am, their personal items should be placed in their cubby or locker, and they should proceed to the playground for early care. Early care for 3/4s through kindergarten takes place on the preprimary (north) playground. School-aged children gather on the big (south) playground. In inclement weather, early care is in the 3/4 classroom for preprimary-aged kids, and in the south gym for school-aged children. Please ensure that all students can be in their classrooms by 8:30am.

If your child is going home at 3:30, and is in grades 3/4 through 2nd, you must come into the building and sign your child out with the classroom teacher. Children in grades three through six will be dismissed to the location indicated on the parent dismissal slip. Grade level teachers will request this information at the beginning of the school year. Administrators and teachers are outside from 3:30-3:45pm daily, and collect any children who have not been collected by this time. Those children are then sent to Extended Day.

If your child attends Extended Day, you must come into the building to sign your child out. If someone other than a parent is going to pick up your child, please provide the office with these individuals' names in writing. (See *Release of Student*.)

Early Care

Early care is available from 7:00am-8:30am. It is a free-of-charge, supervised recess.

Early Dismissal Days

These 1:00pm early-release days allow the faculty to work on issues in far more depth than is possible during a regular school day. Free childcare is provided until 3:30pm, and there is Extended Day on these days as well. (The Early Dismissal is at noon on Grandfriends Day.)

Email

The administration can be easily reached by email and all are listed in the buzz book. Tom is trhoerr@newcityschool.org, using his first and middle initial before his last name (his email usage and this name predates the NCS email system); fristinitallastname@newcityschool.org applies to everyone else. Please ask your child's teacher whether this is a channel through which s/he would like to communicate with you.

Emergency phone calls

We ask parents to give us two phone numbers, one at which they can be reached by an automated call in the evening or early morning in case school will be closed. We also ask for a daytime phone number, however, one that is not answered by a machine, in case we need to make an automated call during the day.

Emotional Intelligence

See *Personal Intelligences*.

Entrances

The Lake Avenue door is open during the school day, 7:00am to 6:30pm. All visitors, including parents we know well, are asked to sign in at the receptionist's desk when the side doors are locked. Other than 8:00-8:45am and 3:15-3:45pm, the Waterman and Westminster doors are locked in order to funnel access through the Lake door. We offer only one open entrance during the day for security reasons.

Extended Day

The Extended Day program is designed to meet the needs of our many working parents. Children can arrive as early as 7:00am and be picked up as late as 6:00pm. The before-school care is an extra "recess," and there is no additional charge.

During the 3:30–6:30pm Extended Day program, the children are picked up from their classrooms by Extended Day counselors (who are typically college students). They are given a snack, and participate in age-appropriate planned activities which includes a study hall for grades 2 through 6.

There are monthly and/or drop-in fees for the afternoon Extended Day program. Greater and more predictable usage results in a lower per hour cost; drop-in fees are the highest. There is an additional fee for children who stay past 6:00pm. Extended Day fees are billed to tuition monthly. See also No School At School.

Family Saturdays

Also known as Story time Saturdays, these Saturday mornings (held once each month during the school year) are times when we open our library and invite neighbors to savor the space. It's a time for storytelling, singing, and making art.

Family Support

The Family Support office is staffed with people who will keep your child safe, engaged, and happily occupied before school, after school, and even when there is no school! Family Support programs

include No School At School as well as Winter, Spring, and Summer Camps. We even offer programs for children the weeks between Summer Camp and the start of school. Family Support programs (except Summer Camp) are only available for New City School children. Need a babysitter? The Family Support office has a list of them, too!

Field Trips

All classrooms will take field trips periodically throughout the school year. A separate, signed permission slip is needed for your child to take part in each trip. We will accept emailed or faxed permission slips, but cannot accept permission over the phone. Because this is a special adventure for your child, we ask that parents who join the field trip not bring other siblings.

Finances: Procedures for Past Due Accounts

New City is a tuition-driven school, and it is imperative that we receive each child's tuition. If a family anticipates financial difficulties, they should contact Shawn immediately in an effort to work out a payment plan. The following guides Shawn in working with delinquent accounts.

1. After accounts are 30 days past due, a message is sent to families asking them to pay off the balance or contact Shawn or Dena to set up a payment plan within one week.
2. If there is no response from the first message within one week, a second message is sent to families indicating that their child is in jeopardy of not being allowed to continue to attend if there is not a payment plan established on the account.
3. If the family does not work out a reasonable payment plan, Shawn contacts Tom to discuss the possibility of not allowing the child to remain at New City School.

Financial Aid Scholarships

Financial aid is an important strategy in pursuing economic diversity. Aid is need-based, not ethnicity-based. If you are interested in applying for aid, packets may be picked up in the office after December 1. If you have any questions about this process, please see Melanie or Shawn.

Another aspect of our financial aid is the Middle Income Grants which we award to families who are just above the financial aid range, but for whom tuition costs remain a major struggle. If you have one child and earn \$85K, or two children and earn \$125K, you are eligible to apply for one of these grants. If you have three or more children, please see Melanie and she will discuss eligibility with you. Questions? Ask Melanie or Shawn.

First names

There aren't any Misses, Ms's, Mrs.'s, Mr.'s or Dr.'s around here. Everyone does have a first and last name, but mostly you'll hear the first. Removing titles removes the need to respect people for WHAT they are rather than WHO they are. The use of first names also reminds everyone of the special bond that exists here between staff and students. Typically, our students don't have any difficulty in reverting to using formal titles in other situations.

Fun

A few years ago, we had all the students in grades 1 through 6 complete a survey to elicit their feelings about NCS. *Fun* was the word used most often by the students. That's appropriate, after all, since we value "joyful learning."

Gap

The gap is the difference between tuition revenues and the total cost associated with educating each child. The gap is determined at the time the budget is set, based on projected enrollment for the following fall. Our annual giving campaign is an opportunity for families to make up this gap with a charitable contribution, and to receive a tax deduction for the amount donated.

Genuine Understanding (GU)

New City's curriculum is based on the concept of genuine understanding. Not only do we want students to learn content, we want to also guide them through the learning process to think critically, not just cover a topic. We want students to gain a deeper knowledge of a subject rather than just memorize a series of isolated facts. Enduring big ideas have lasting values far beyond the classroom; knowing how to apply and use this knowledge in real world situations is what forms genuine understanding.

Getting Involved

There are MANY ways to get involved at New City School. The Parents' Organization (PO) sponsors events throughout the year and is always in need of volunteers for planning and implementation. There are committees that support student recruitment, fund raising, buildings and grounds, diversity, and a host of other efforts. Parents can bring food for teacher appreciation events, help with celebrations in the classrooms, volunteer in the library, assist with the PO, or serve on our Recruitment Committee. If you'd like to get involved, see Laura Dix in the Advancement Office and she can get you plugged into a

committee and/or give you the appropriate person to contact about your interests. (See also *Parents Organization*.)

Grandfriends' Day

This is similar to a Grandparents' Day – visitors are invited to spend time at school – but as our title implies, we open it to a wider pool of individuals. Talk to Laura or Ellen if your child needs an honorary Grandfriend on this day or if there is someone to whom you'd like us to send an invitation.

Grade Promotion

New City School will promote students who meet or exceed expectations for the grade level they have completed. If a student is in jeopardy of not being promoted to the next grade level, a parent conference will be requested by the teachers to discuss the situation in detail.

Harassment and Abuse Policy

Our commitment to diversity means that we work to create a setting in which all people – regardless of race, gender, marital status, sexual orientation, political orientation, ideology, physical ability, ethnicity, socio-economic level, age or religion – can thrive. We believe it is the collective responsibility of all the adults in the New City School community (faculty, students, staff, administration, parents and any other adults) to make this environment conducive to learning and to foster mutual respect for one another. It should be understood that any behavior intended to intimidate or degrade another will lead to serious disciplinary action.

Health Policy

When a student has a fever (100F or higher), s/he should not return to school until 24 hours after the fever has broken. Communicable diseases such as chicken pox, influenza, gastrointestinal viruses, streptococcal infections (strep throat, Scarlet Fever), conjunctivitis (pink eye), impetigo, head lice, as well as any other condition which could affect other students, must be reported to the office. (See *immunizations* and *medications*.)

Homework

Homework is given to reinforce concepts that were introduced during the day, to teach students responsibility, and to communicate to parents what their child is learning. A suggested guideline is 10 minutes of homework per grade level in school; i.e., 1st grade: 10 minutes; 2nd grade: 20 minutes; 3rd grade: 30 minutes. Fourth graders are expected to average 40 minutes of homework per night plus 15 minutes of reading, fifth graders should average 45-60 minutes, and 6th graders should spend 60-90 minutes on homework. These are guidelines, but if your child takes significantly more time completing an assignment on a regular basis, you should notify your child's teacher. We don't feel that giving kids more homework makes them smarter and/or better students. Additionally, nightly independent reading should be part of every grade level's expectation for work done at home.

To be successful, homework should be able to be done without parent intervention. Classes below fourth grade may be assigned homework as needed; indeed, beginning to form an expectation that kids have responsibilities which carry from school to home to school is a good idea.

Children have to understand that their work, just like their parents' work, is important. They get this message when families make homework a priority. Parents should be facilitators to their children, not completers. If a child asks for help on a particular assignment, help by asking questions or getting clarification; don't help by giving an answer. If you correct your child's homework, especially in math or language arts basics, be sure to note those areas where a child changed his/her answer. It's important that the teacher understand exactly what a child understands. This is much more important to learning than turning in a 100% paper.

Hot Lunch

We offer hot lunch options which will allow families to choose individual days that they would like their child to eat lunch. Hot Lunch is available for purchase for all students that are in *Kindergarten and above*.

Features:

- Families can order by day, by week, by month, or by semester.
- Any meal can be ordered with 7 day advance purchase.
- Lunch orders must be placed on the online lunch web-site.
- Orders are placed through secure credit card transactions using Visa and MasterCard.
- Funds go to New City School's account.
- You can review past orders and history for your account if desired.
- If your child has a field trip during lunch time on a day you select lunch, then he/she will be given a sack lunch.
- An account must be established for each individual child, though all children in a family can be tied to one email address.
- Available to all students that are in *Kindergarten and above*.

Once you have established your user name and password, you will go through the following steps:

STEP 1 - Log-In Screen

STEP 2 - Menu Screen – view options

STEP 3 - Selection Screen – make selections

STEP 4 - Shopping Cart – review purchases

STEP 5 - Pre-Order Confirmation Screen

STEP 6 - Order Confirmation Screen

STEP 7 - E-Mail Confirmation Screen

To get started, click this link: <http://onlinelunch.pfoodman.com/?school=ncs>. You will then need to click on the “New Users Click Here” icon toward the top of the page to create a user account.

Immunizations

The State of Missouri requires that all students be adequately immunized before attending school. In addition, New City School requires that a physical examination form and emergency form be on file for each student. These forms should be returned to the main office. (See Health Policy.)

Informational Coffees

Coffees for prospective parents are held every Tuesday and Thursday morning at 9:00am. In addition, from November through February there is also a Monday coffee at 1:00pm. Word-of-mouth is the most powerful tool for spreading the word, and we hope that you will encourage your friends, neighbors, and co-workers who are considering schools to join us for a coffee. Melanie is also available to meet at other times if the scheduled coffees are not convenient for a prospective parent family. (See *admissions*.)

Intake Conference

In late September we offer an Intake Conference, a parent-teacher conference in which parents talk and teachers listen. The philosophy behind this is that school and home should work together and no one knows a child better than his/her parents.

Integrated Thematic Instruction

Teachers are committed to immersing their students in the exploration of interesting topics, ideas, and problems specific to each grade level. Rather than teach social studies as a separate, isolated topic, much of this information is integrated throughout the day in reading, writing and even math work. The specialists also incorporate grade-level themes in their activities throughout the year.

ISACS

This acronym stands for the Independent Schools Association of the Central States. This is a voluntary organization to which NCS belongs that provides independent school self-accreditation for us. Every seven-ten years we are visited by a team of other educators as part of the accreditation process. Our last accreditation visit took place in the 2007-2008 school year. The ISACS organization contains over 200 schools and the region covers 16 states.

ISSL

The acronym is for the Independent Schools of St. Louis, a consortium of 35+ local independent elementary and secondary schools to which NCS belongs.

Interpersonal Intelligence

It's one of the multiple intelligences. This intelligence describes a person's ability to understand people and relationships, to "read" others. When your child successfully negotiates for an extra helping of dessert, s/he is showing a masterful understanding of the interpersonal intelligence! See also Personal Intelligences.

Intrapersonal Intelligence

It's another one of the multiple intelligences, the reciprocal of the Interpersonal Intelligence. The intrapersonal intelligence describes one's own emotional understanding of oneself. It is the ability to capitalize on one's strengths as well as to identify and work to improve weaknesses. Together, the interpersonal and intrapersonal intelligences comprise what Daniel Goleman calls "emotional intelligence," originally noted in the book of the same name. (See also *Personal Intelligences*.)

Late Start

Occasionally a snowfall will be deep and/or late enough to mire traffic but not so deep as to warrant the cancellation of school. On a Snow Schedule day, no supervision is available until 8:30am, and we'll be staffed with a skeleton crew. Teachers who live a distance away are encouraged to stay home and not come in. If you have the option of keeping your child home on a Snow Schedule day, we encourage it. (See *Snow Schedule*.)

Learning Specialist

The learning specialist sees children from kindergarten through 6th grade. She works with students needing extra help or extra challenge in reading and/or math. In addition to working directly with students, she is also a resource to teachers and parents in identifying potential areas of concern through individual screening and/or diagnostic assessments.

Linguistic Intelligence

This is one of the Multiple Intelligences. You know it as verbal skills; the linguistic intelligence addresses sensitivity to the meaning and order of words. Think writer, poet, storyteller.

Logical-Mathematical Intelligence

One of the Multiple Intelligences. Defined as the ability to handle chains of reasoning and to recognize patterns and order, it is mathematical expertise and logical thinking.

Lost and Found

Where is it??? The Lost and Found is located at the bottom of the south stairwell. You are always welcome to check in the Lost and Found for that elusive mitten, forgotten jacket, or long-gone baseball cap. Periodically, all Lost and Found items will be brought up and displayed for easy looking. This usually takes place before winter break, spring break, and the end of the year. Any items not claimed at that time will be donated to charity.

Medication

If a child is to receive any medication during the school day, we need a signed New City release form completed and returned to Debbie in the office. The prescription drug needs to be in the original bottle

with the dosage clearly labeled, or in a zip lock bag with the doctor's authorization and a clear label designating the dosage. The only non-prescription drugs we will administer are Tylenol and Benadryl, and we can only administer it if a parent has signed the authorization on the emergency card. We cannot administer any other non-prescription drugs without a doctor's authorization.

Multiple Intelligences (MI)

A critical component of our curriculum, MI is so important to us that it warrants its own definition. The theory of multiple intelligences, conceived by Harvard psychologist Howard Gardner, says that humans can be intelligent in more than the traditional scholastic ways (reading and math). In fact, there are eight different intelligences: linguistic, logical-mathematical, spatial, musical, bodily-kinesthetic, naturalist, interpersonal, and intrapersonal. Gardner says that the job of the school is to identify and nurture the specific talents a child has and to help children stretch in areas where they feel more challenged. New City School adopted this view in 1988 and incorporates the theory using grade level themes, MI instruction, and authentic assessment procedures. Using MI results in us trying to use students' strengths to help them learn.

For a more complete view of MI, read Gardner's seminal book, *Frames of Mind*, or see the books created by our faculty, *Celebrating Multiple Intelligences: Teaching for Success* (1994) and *Succeeding With Multiple Intelligences: Teaching Through the Personal Intelligences* (1996). Nearly 50,000 copies of our faculty's two books have been purchased by other educators around the world. The books make great presents for friends who are educators. If you're interested in learning more about our work with MI, we would be pleased to give you a copy. In addition, Tom has written a book, *Becoming a Multiple Intelligences School* (ASCD Press, 2000), that has been translated into French, Danish, Norwegian, Indonesian, and Chinese (twice).

Musical Intelligence

This is one of the multiple intelligences. More than the ability to recall song lyrics and guitar riffs, it describes one's sensitivity to pitch, melody, rhythm, and tone.

Naturalist Intelligence

One of the multiple intelligences, defined as the ability to recognize and classify the numerous species, the flora and fauna, of an environment. If your child is always getting grubby in the yard, perhaps he or she is a super-naturalist!

NAIS

The National Association of Independent Schools, the nationwide organization of 1,200+ independent schools to which New City belongs.

No School At School (NSAS)

NSAS is designed primarily for those families whose employment precludes them from providing care for their children on weekdays when school is not in session. There are 3 NSAS packages to choose from. NSAS registrations are sent with each child's Back-to-School packet. NSAS fees are billed at the beginning of the school year.

No Smoking

Smoking is not permitted anywhere within our building or on our grounds.

Open House(s)

These sessions are held during the beginning of the school year. The purpose is to provide parents with an overview of the grade's curriculum and the expectations of the teachers. Free child care for school-aged children is typically provided.

Open House for Prospective Parents

Held in the fall, this Saturday morning event is designed to give prospective parents a sense of the magic inside New City School's red doors. Prospective parents hear from current students and their parents as well as alums and staff members.

Parent Letter (PL)

This is Tom's weekly letter to all parents. It contains information that you *need* to know (dates of events, for example), information that you *want* to know (information about New City and/or on educational issues, in general), stuff you *like* to know (how our graduates are doing at other schools), and things you wish you *didn't know* (Tom's bad puns). It is sent out electronically, complete with photos of our students in action. We can send it to others too, so let us know if friends or relatives are interested in learning more about NCS. Let Debbie know if you would prefer a hard copy of the PL.

Parents Organization (PO)

Commonly called the “PO,” it’s the parent group that sponsors a variety of activities throughout the school year, including new parent welcome, picnics, family fun evening, staff appreciation luncheon, fun raising and fund raising. If you are a parent, you are in the PO, so consider yourself included when any of these activities come around. To be actively involved in planning and helping, call the PO co-chairs; they are listed in the buzz book.

Parent Parties

These child-free evenings take place early in the year. They’re a great way for parents to meet, mingle, and connect with both returning and new-to-NCS parents in their grade level.

Parent Support Groups

Organized and led by our counselor, these are cohort groups of parents with comparable experiences which meet to share and offer support for one another. Parents of adopted children meet monthly, and GLBT parents (gay, lesbian, bisexual, transgendered) meet several times throughout the year, for example.

Parents’ Night Out – Diversity Thrust

This is sponsored by the Board Diversity Committee. Each year, this event raises awareness and sparks conversation about various diversity-related topics such as social identifiers, stereotypes, and much more. Past events have included reader’s theater skits and movie viewings with guest speakers.

Parking

New City School is nestled in a neighborhood where parking is at a premium, especially around 8:30am and 3:30pm. Parents can park on Waterman or Lake Avenues; Westminster Place is a private street, however, and the only parking that is permissible there is in spaces which are directly north of our property. Please avoid double parking or allowing students to exit cars on the street (versus curb side). There is a crossing guard at Lake and Waterman before and after school. The parking lot south of the school is primarily for our staff. Do not leave valuables in plain sight in your vehicle, even for just a few minutes while you run in. Don’t leave anything that even *looks* like it might have value.

Personal Intelligences

We believe that who you are is more important than what you know. That is, what really determines success and happiness in life – however they are measured – is an ability to work with others, to know oneself, and to manage relationships. We help our students develop these intelligences. In fact, reflective of their value, the first page of our Progress Report is focused on the Inter- and Intrapersonal Intelligences. For an interesting read on this subject, see Daniel Goleman’s books, *Emotional Intelligence* and *Social Intelligence*.

Playground

The New City School playground is open to neighbors after hours and on the weekends. We want our school to be a community resource.

Portfolio Night

Held in May, this is an evening when parents are invited to peruse their children’s portfolios. Teachers set aside time after school for this event, but teachers act only as facilitators. The children are the ones who actually go through their portfolios with their parents. This evening is important for helping parents (and children) see the growth that has taken place. It is also a very visual and physical reminder that growth occurs in many different intelligences. Student reflection, a key aspect of portfolios, also is enhanced. Portfolios contain samples of student work, not all of it “good” or even finished work, because we believe there is merit in seeing the process (indeed, Gardner coined the term *processfolio*), as well as the finished product.

Photos are used to capture 3-dimensional items. Each item in the portfolio was chosen for a specific reason to document student growth. In many instances, a reflection form is also included on which the child offers comments on what he learned, what he found difficult, what he would do differently, etc. For the younger students, teachers include written comments of what the student dictated.

Progress Report

This is the New City School version of a report card. Three times during the school year teachers complete a detailed report on your child’s social and academic progress at school. In lieu of traditional A, B, C, grades, teachers use terms (EE = Exceeding Expectations, ME = Meeting Expectations, PE =

Progress towards Expectations, and AC = Area of Concern), rubrics, and narratives to indicate your child's achievement levels in specific skills. Teachers and specialists also include observations of your child's classroom behavior and achievement. The reports come home with the children and conferences are held the same week. Specialists also send home reports that describe their curriculum and indicate student progress.

Promptness

Promptness is not only a virtue (as has been written somewhere!), it's important for your child's learning. Traffic is congested in the morning, and it can often take 10 minutes to find a parking space around the school. All teachers, though, expect your child to be here, ready to learn, by 8:30am. Kids who come in late start the day off on the wrong foot, not to mention that they disrupt the class! Seriously, being consistently tardy sends the wrong message to your child.

Publications for Educators

In addition to his book, *Becoming A Multiple Intelligences School*, Tom has written another book, *The Art of School Leadership*. His third book, *School Leadership For the Future*, was published in winter 2008 by NAIS Press. He also writes a bi-monthly column, "The Principal Connection," for *Educational Leadership*. Copies of many of his articles are in the red folders across from the foyer in the main hall. Or, if you prefer, email Tom; he'd be pleased to share his writings with you.

Recruitment

Do you know someone with young children who seems like they would be a great fit for New City? Direct them to our website (www.newcityschool.org) to get all of the admissions information or invite them to our Saturday morning Open House in November. The vast majority of prospective parents who visit us say that they learned of New City from a friend, colleague or neighbor. If you'd like to get involved with our recruitment efforts, contact Melanie and join our Recruitment Committee.

Release of Student

If a student needs to leave school early, the parent must come to the office and sign the Student In-Out Sheet. The office staff will then help locate your child. If a child is arriving late or is returning to school after being taken out early, the parent also needs to come to the office and sign the child in on the Student In-Out Sheet. Parents should not go to the classroom to collect their child; students will be sent to the office. (See *Drop Off/Pick Up*.)

School Counselor

Because we know the importance of the personal intelligences, we employ a school counselor. The focus of counseling service to the school is to offer children help in dealing with the typical emotions and relationships that are part of growing up, as well as teaching students skills in the personal intelligences. This is accomplished through classroom, small group, and one-on-one activities. Counseling services include both assessment and support, but not individual therapy. The counselor also serves as a resource to parents and teachers to help with any concerns about a student's social or emotional well-being.

School Hours

The official school day for the all-day programs is 8:30am to 3:30pm. The 3/4 program and the partial day 4/5 programs run from 8:30am until 1:00pm.

Spatial Intelligence

This is one of the multiple intelligences. It is the ability to perceive the world accurately and to recreate or transform aspects of the world. Think painter, architect, designer, and cartographer.

School Supplies

Virtually all school supplies are provided by the school. Paper, pens, notebooks, binders, etc. will be furnished to the students.

Secondary School Application Process

After graduating from sixth grade, our students matriculate to a variety of secondary schools, mostly independent schools. Pat and Tom work with families to help them anticipate which schools might be the best fit for their children, and to help them work through the application process.

Security

Your child's security is always on our mind. There is only one open entrance during the day. All visitors (including parents, volunteers, and people we know well) are required to sign in at the

receptionist's desk. Drills for fire, tornado, earthquake, and intruders (lock-in) are held on a regular basis. These drills help children know what to do in an emergency situation. We have emergency stocks of water and food in the building. Criminal background checks are required for all employees.

Snack and Lunch

Children in the 3/4s and 4/5s eat lunch in their classrooms and *brown bag it*; we provide milk. Students from kindergarten through grade 6 eat in the Dining Room and have an optional hot lunch available. Again, milk is provided free of charge. See also Hot Lunch.

All grade levels have a snack time sometime during the day. From 4/5s through sixth grade we ask that you pack a healthy snack for your child every day. This is true even for those students eating hot lunch. Please remember that this should be something nutritionally beneficial: fruit, veggies, crackers and cheese, etc. The 3/4 teachers ask each family to donate a group snack once a month.

Snow Days

On the rare day that school is cancelled or opens late, you'll receive an automated phone call by 6:00am. This information is also posted on KSDK television and KMOX radio (and hopefully on our website).

Snow Schedule

Occasionally, weather conditions warrant school opening late, rather than being closed. When a "Snow schedule - late start" is called, no supervision is available until 8:30am, and classes begin at 9:30am. The school will be staffed by a skeleton crew, and we encourage you NOT to send your child to school if that is possible. Again, you'll be notified by an automated call. (See *Late Start*.)

Spanish

The purpose of our Spanish program is to help children experience another language and learn about foreign cultures. We do not expect our students to become fluent in Spanish by the time that they graduate. Our intent is to expose them to a foreign language and help them become comfortable using it to communicate. We also see Spanish instruction as a way to increase students' understanding and appreciation of diversity.

Sports Advisory Council

This group of parents and coaches meets periodically to talk about coaching and sportsmanship. PE/BK teacher Lauren McKenna works with the group.

Sports Teams

Thanks to our many volunteer parents, we field teams in indoor soccer, outdoor soccer, basketball, t-ball, and baseball. Our teams generally perform well, and the focus is on participation, fun, improvement, and sportsmanship.

Standardized Tests

We administer the Stanford Achievement Test each spring to students in grades 1-6. While recognizing the limitations of both the format and the content of these kinds of tests, we also understand that they have some merit and are an important part of preparing students for secondary school. The test data can be helpful to us as we analyze our curriculum and look at individual growth. And, our misgivings aside, the reality is that standardized tests remain the educational gatekeepers. Our students need to learn how to perform well on them. (Indeed, our students do very well on our tests, as we'd expect.) Test results are sent home to parents at or near the end of the school year.

Student-Involved Conferences

Student-involved conferences are an opportunity for students to reflect on and evaluate their own learning. This is an opportunity for students to become full participants in the learning process by taking responsibility for communicating their strengths and setting goals for growth. Students become more confident with learning through discussing their progress with both their teacher and their parents.

At the beginning of the year, with the help of their teacher, students in grades 2 through 6 set both academic and personal goals for themselves. During the November parent-teacher conferences, students spend the first fifteen minutes of the conference meeting with their parents and teacher to explain their goals, discuss what progress has been made thus far, and to share evidence of this progress. At this time, they ask for input from their parents and support in helping reach their goals.

These conferences are invaluable experiences for the students in that they allow the student to take ownership and responsibility of his learning, to be a full participant, and to commit to the learning process. Conferences are structured as a three-way interaction among student, parents and teacher.

Each student discusses the things s/he does well, the things s/he needs to improve, and goals for improvement. These conferences are also wonderful experiences for the parents as they come to realize strengths in their child's inter- and intrapersonal intelligences.

Student Discipline

We expect that students will act responsibly and honorably. We recognize, however, that none of us are perfect and students will misbehave occasionally. When a misbehavior occurs, we treat it developmentally; that is, we take into consideration the age and history of the child as well as the severity of the incident. When punishment is tendered, we try to make it appropriate for the transgression. If a child's misbehavior is significant, parents will be contacted. If it is determined that a student is a danger to him/herself or others, a suspension or expulsion is possible. In this case, a meeting with the student's parents would take place.

Student Placement Requests

The following paragraph appears in a PL each May:

*"Wondering about teacher requests for next year's classes? First, as is always the case, all of our classrooms are heterogeneously balanced. In other words, our attempt is to make each of the rooms in a given grade comparable in terms of students' skills, their "teacher time" needs, gender, and race. That's a bit like trying to draw a perfect circle freehanded; we never quite get there but it doesn't mean that we don't try. In terms of requesting teachers, as in the past, we will accept your requests but do not encourage them. (If you do wish to share your thoughts, they should be less about personnel, and more in terms of your child's strengths, needs, and interests as a learner and a friend.) That said, you will need to trust us that our judgment about student placement is good, even if it doesn't agree with your preference! Yes, you may have heard that Al Einstein is the best teacher in the world and you just *know* that your child, Bruno, will shine in his class. We may, however, see Bruno differently. Despite the fact that you want him to have Al's hugs, we may think Bruno will prosper under a bit tighter regime. Or maybe you want that crack-the-whip teacher and we think Bruno needs a bit more of a nurturer. The "we," of course, isn't just Pat, Mary, Melanie, and me; the "we" represents all of our faculty and all of our years of experience in placing kids. So yes, we're happy to hear your 3 cents, but know that it will only be one factor in our deciding where students are placed."*

Student/Faculty Interactions

As described under the “Harassment and Abuse” section: We believe it is the collective responsibility of all the adults in the New City School community (faculty, students, staff, administration, parents and any other adults) to make this environment conducive to learning and to foster mutual respect for one another. It should be understood that any behavior intended to intimidate or degrade another will lead to serious disciplinary action.

Success

Our focus is on preparing students to succeed in the world, not just in school. Success in school is important; no question about it. But success in life, regardless of how it is measured, is far more important and elusive and requires more than simply skill in the 3 R’s.

Summer Camp

Summer Camp is offered for 8 weeks for New City and Non-New City kids entering 4/5s through 6th grade. Special MAX CAMPS are offered throughout the summer for campers in 1st through 6th grade. This camp differs from the Driffin Camps in that MAX CAMPS offer children the opportunity to dive in deep for an all-day, week-long themed experience at NCS.

Talents Classes

After-school classes, a.k.a. “Talents Classes,” address many of the Multiple Intelligences. For an additional fee, courses are offered in 6, 8 or 10-week sessions for 30 minutes to an hour for children in 4/5s – grade 6. These classes offer kids a chance to extend skills and explore new interests. Everything is offered from Piano to Watercolors, from Beginning Art to String and Cello. These classes are taught by professional instructors, either parents or outside contractors. Children enrolled in these classes stay in Extended Day and are directed to various classes by Extended Day counselors. Class listings are sent home with children by the second Friday of each semester. Talents classes are billed to your account. We are always looking for new and exciting Talents Classes, so let us know if you have a recommendation or would like to teach something.

Threats of Violence

As described under the “Harassment and Abuse” section (p. 17): It should be understood that any behavior intended to intimidate or degrade another will lead to serious disciplinary action.

Transfers to or from New City School

Transfers to New City School will undergo the same acceptance requirements as all other students. New City School will provide transcripts for families choosing to transfer from New City School as long as their New City School account is in good standing.

Trivia Night

What's the capital of North Dakota? What was "Best Picture" in 1959? In what year was the building occupied by New City School built? Trivia Night, held in late January or early February, always sells out. Proceeds from Trivia Night support the library. If you'd like to help, talk to Laura in the Advancement Office.

Tuition and Fees Account

Each parent/child has a tuition and fees account in which all charges and payments are recorded. This is separate from any fundraising events or contributions that you may generously provide. Per the enrollment contract, tuition is due on the first of the month based on the payment schedule you have chosen. A statement showing these charges along with any miscellaneous charges will be sent to you on or around the 10th of each month. If payment of the entire balance due is not received in the business office by the last business day of the month, a finance charge will be assessed. Please make sure you mail your payment early enough so that it is delivered before the last day of the month. If there is a delinquent balance on your account, your child may be prevented from attending school. Please see Shawn or Dena and make all efforts to rectify any delinquent balance, or contact the business office as soon as a situation arises.

Tutoring

If you feel that your child would benefit from extra help in either math or language arts, see Pat to discuss your concerns. She can offer the names of excellent tutors who have worked successfully with New City students.

Visitors

Hundreds – averaging 300 to 500 each year for the past decade – of educators visit NCS and learn how the theory of Multiple Intelligences helps our kids grow. This is far less of a disruption than one might think, as our kids are used to Melanie leading scores of prospective parents (people like you used to be!) through the building. Being observed by visitors and peers helps our faculty reflect on what they are doing and grow professionally. You are always welcome to visit your child's classroom too. As a

courtesy, please check with the teacher first. All visitors need a name tag which can be obtained from Joyce, our receptionist, or anyone in the main office.

Weapons

Except for licensed police officers, no personnel shall possess or carry any firearm, visible or concealed, on school property (including school buildings and grounds, athletic fields, and parking lots), or on school buses, or at school-sponsored events or activities. Firearms, visible or concealed, are likewise prohibited in vehicles which are on school property or on the property of a school activity. Any person who violates the foregoing provision may be banned from the premises and not be permitted to enter the premises without the express written permission of the School Head. Any employee who violates the foregoing provision may be subject to disciplinary action, up to and including termination.

Website

Check us out at www.newcityschool.org . Tom's weekly letters are posted here and the site contains other relevant information as well.

Weekly Notes

Every week the teachers in your child's grade will send you an e-letter. It will be chock full of information about what the children experienced that week, important dates and deadlines, and other things you'll enjoy knowing. Tom sends out his Parent Letter every Friday. He gives the school-wide highlights for the week, asks for answers to philosophical questions and discusses what's on the horizon. (Note: The humor in Tom's letters – like the patterns in his ties - may lead to sighs and eye rolls.) If you'd like to receive the PL by email, please send him a message (trhoerr@newcityschool.org). Grandparents or friends are welcome to receive it as well, but do warn them about the humor.

WHO, WHAT, AND WHERE?

If you have questions or information to share, these folks can help. Specifically:

Academic questions: Your child's teacher, Pat Nuernberger, Tom Hoerr

Auction or Annual Giving: Laura Barr or Ellen Reed-Fox

Authorize Additions to your “Pick-Up Person” List: Your child’s teacher, Dena, Debbie, Tobie, A.J.
Break Camps: Tobie, A.J.
Board of Trustees: chair of the board of trustees, Cheryl Milton Roberts, or Tom Hoerr
Building Safety, Building & Grounds: Shawn Runge
Change in Family Information (address, phone, or new work numbers): Dena, Debbie
Change or Potential Change in Family Situation (moving, new baby, job change, death in extended family, separation, etc.): Your child’s teacher, Mary Daly, Laurie Falk
Computer issues: Scott Boyles
Curriculum: Pat or Tom
Diversity Issues or Questions: Sheryl Reardon
Enrollment Information: office staff, Melanie Harmon
Extended Day Enrollment or Billing: Tobie, A.J.
Financial Aid: Melanie Harmon or Shawn Runge
NCS Centennial Garden Club: Eric Eskelsen (our science teacher)
Grandfriends’ Day: Laura Barr
Implementation of Multiple Intelligences: Your child’s teacher, Tom, Pat
Interpersonal or Intrapersonal questions about your child: Your child’s teacher, Laurie Falk, Pat
Institutional Advancement (development, publicity): Ellen Reed-Fox
Lost Items: office staff or check the “Lost and Found” on the ground floor just outside the stairway from the main office
Medication: Dena, Debbie, your child’s teacher
Parents Organization (P.O.): Petra Jackson or Lucinda Santiago, PO co-chairpersons
Running Late and/or you need child to go to extended day: Call Main Office, 361-6411; after 3:30, call the Family Support Office, 361-2267
Running late for extended day pick-up: Call A.J. or Tobie in the Family Support Office, 361-2267
Safety Issues: Shawn Runge
Secondary Schools: Tom or Pat
Snow Day: Automated calls to homes will go out by 6:00am. These days, rare as they are, are also announced on KMOX radio (1120 am) or KSDK, television Channel 5.
Social issues: Mary Daly
Sports Questions: Lauren McKenna, Physical Education/B-K teacher and Athletic Coordinator
Standardized Testing: Pat or Tom
Summer Camp: Tobie, A.J.
Talents Classes: Tobie, A.J.
Tuition Bills and Payments: Shawn or Dena
Tutor Information: Mary
Volunteering: Laura Barr
Website issues: Scott Boyles