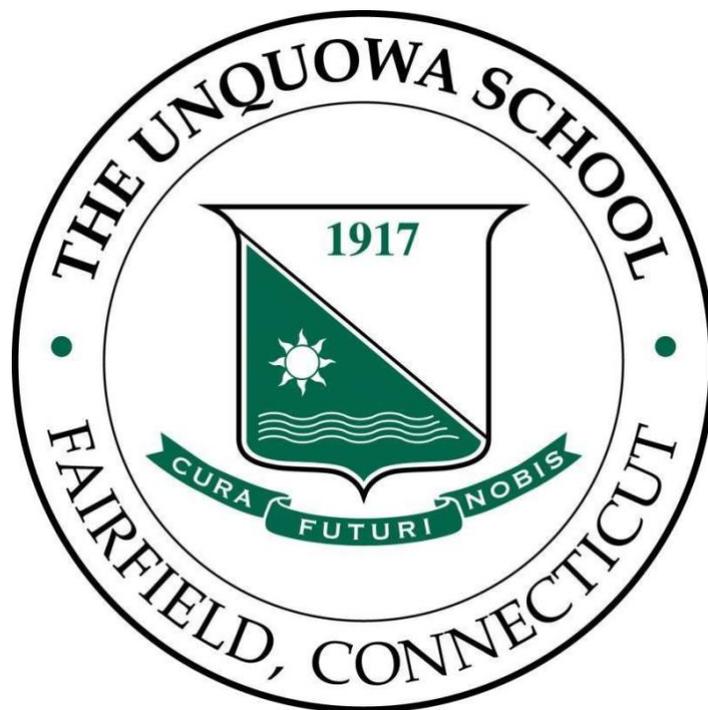


# The Unquowa School Family Handbook



*Cura Futuri Nobis ~ The Future is in Our Care*

**THE UNQUOWA SCHOOL**  
981 Stratfield Road, Fairfield, CT 06825

*Main Office - 203-336-3801*  
*Admissions - 203-367-3151*

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# Mission

*"The mission of The Unquowa School is to develop, educate, and prepare our family of children with an unafraid spirit to achieve their personal best in a changing world."*

## Our School's Philosophy

At Unquowa, we aim to:

- teach a traditional academic curriculum with a focus on the whole child and a progressive approach of learning by doing. A small classroom setting is balanced with many field experiences, both out of doors and through our museum collaboration with The Fairfield History Center, The Fairfield Audubon Center and The Aldrich Contemporary ArtMuseum.
- foster creativity, problem solving, communication and leadership in all aspects of a student's day, be it in mathematics, science, language, social studies, the visual and performing arts, physical education and team sports or technology.
- engender global citizenship values in a school climate which promotes and models respect, responsibility, civility, compassion, cooperation, support, and integrity. Our teachers serve as role models, and the peer student culture embodies these values.
- **The Unquowa School Diversity Statement.**

The Unquowa School seeks to cultivate an intentional environment of equity and inclusion. Unquowa wishes all members of its community: students, parents and families, faculty, staff and administration, and alumni and friends to feel welcomed and valued for their individual perspectives. The school respects the customs, traditions, and perspectives of individuals of different gender, race, religion, socioeconomic status, family configuration, sexual orientation, ethnicity, ability and age. The Unquowa community actively guides students to confidently consider multiple perspectives, examine and express their own beliefs, and respond respectfully to the ideas and beliefs of others. We recognize that the richness of the human experience is essential to our core mission of preparing children with an unafraid spirit to achieve their personal best in an ever-changing world.

## School Organization

The Unquowa School was incorporated not for profit in June 1917 under the laws of the State of Connecticut. The school is owned by The Unquowa School Association, Incorporated, a body consisting primarily of current parents. Under its bylaws, the direction of the school is entrusted to a Board of Governors.

### Board of Governors

A member of the Board of Governors is elected for a three-year term. There may be as many as 23 members, most of whom are current parents when elected. The Board is responsible for hiring the Head of School, the Chief Executive Officer, who sits on the Board and is responsible for carrying out policy, for leadership, and for running the School on a day-to-day basis. The Board meets regularly to set policy with special responsibility for the school's financial welfare. Special meetings are called as needed during the academic year.

### UPA Executive Committee

All parents and faculty are members of the Unquowa Parents' Association (UPA), which is directed by the UPA Executive Committee. The UPA President or Co-Presidents also serves on the Board of Governors. The UPA supports the school by hosting social events and several major fund-raisers. A list of the UPA positions and the parents holding the positions each year can be found in our online directory.

# A Day in the Life of an Unquowa Student

## Prior to Arriving at School

Every family is required to confirm that they have read the Handbook and will be observing the health protocols listed below by submitting an agreement online through their family fact sheet.

## Self-Screening At Home Prior To Arrival At School

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to SARS-CoV-2. Symptoms can include:

- Fever or chills (**Temperature required to be taken daily prior to entering school**)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and young children and adolescents with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

Although CDC does not currently recommend conducting universal symptom screening at school, students should not attend school when they are sick. **Home symptom screenings rely on students and their parents, guardians, or caregivers initially identifying when the student may have signs and symptoms of illness and to take action (such as staying home).** This process can also be followed by school staff by monitoring children for overt symptoms of any infectious illness that may develop during the school day and helping the student and family take needed actions.

It is essential for schools to reinforce to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent the transmission of SARS-CoV-2 (and other illnesses including flu) and help keep schools open.

Symptom screening at home can be helpful to determine if a student:

1. currently has an infectious illness that could impair their ability to learn, or
2. is at risk of transmitting an infectious illness to other students or to school staff.

## Response To Symptomatic Students:

The procedure for for symptomatic students is as follows:

1. Students who are symptomatic while entering school or who become symptomatic during the school day will be separated from others right away by the School Nurse.
2. Parents will provide reliable, accurate and prompt emergency contacts including alternate contacts. **Please note: Parents can not list themselves as Emergency Contacts on the Family Fact Sheet**
3. Students exhibiting symptoms will be required to continue to wear masks and wait in a supervised, designated isolated area through which others do not enter until students can be transported home.
4. If more than one student is in the isolation area, social distancing will be maintained.
5. The School Nurse will have a plan for triaging students in the health office, recognizing that not all symptoms are COVID-19 related.
6. “Rest time” in the Health Office continues to not be permitted.
7. The School Nurse will advise parents of symptomatic students that students are not to return until they have met CDC criteria to discontinue home isolation.  
*<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>*  
The School Nurse will advise parents of symptomatic students to consult with their health care provider. Students may return to school with a note from their provider indicating clearance to return to school or present documentation of a negative COVID-19 test. If the COVID-19 test result is positive, the parent will inform the Head Of School and School Nurse and the student will be allowed to return to school after isolation has completed as per CDC guidelines.
8. There will be no COVID-19 testing of students at school. Local testing site information will be shared with families. The schools’ nursing offices will monitor testing results of students once made available by parents, complying with relevant privacy and health laws.
9. If a student has been present and the school has a confirmed diagnosis of COVID-19, the School Nurse and the Head of School will contact the Nursing Supervisor who will then notify the local health officials (Fairfield Health Department) immediately. Confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA) will be maintained. The Unquowa School is in constant contact with the Fairfield Department of Health and is awaiting additional guidelines.
10. Unquowa has a response team coordinated by the Head of School with designated responsibilities including monitoring of attendance, symptoms, and screening; contact tracing, communications to families; overseeing cleaning procedures; and responding to suspected confirmed cases.

## Facemasks

All students are required to wear a facemask indoors that is clearly labeled with their name on it. Bandanas and gaiter style masks are not acceptable. All children should have a back up mask in their backpack. Students are not permitted to enter the building without a mask on. We are encouraging double layer cotton masks for a combination of density of weave, full day comfort, and the ability to be heard.

## Arrival at School

Classes begin promptly at 8:30 a.m. Students may begin to arrive at 8:00 a.m and enter through the following locations which will be clearly marked with signage

- **Early Childhood (PK/K)**- Parents should park and walk their child(ren) to their exterior classroom doors on the playground.
- **Grades 1-4** - Students should be dropped off at the front of the school and enter through the gym entrance.
- **Grades 5-8** - Students should be dropped off at the front of the school and enter through the right courtyard door to Upper School.

**To keep traffic flow safely moving, parents of students above Early Childhood may not park during drop-off. Staff will be waiting to greet and safely guide your child to their designated entrance.**

All students should exit their car wearing their face mask and then will proceed to their designated grade entrance where they will be greeted by a staff member. Students will go directly to their homerooms. Students are encouraged to use this time to prepare for the day, read, or chat with friends.

## Handwashing and Care throughout the Day

Hand sanitizer will be available throughout the campus as well as every classroom. There will be supervised handwashing throughout the day. Separate entrances for each division will maintain social distance and grouping protocols.

## Setting the Tone for the Day

How a child's day starts sets the tone for the day. It is crucial for your child to arrive at school on time in order to be greeted by faculty. Classes begin at 8:30 a.m. **Students arriving at school after 8:30a.m are considered tardy and must enter through the main entrance and buzz the main office. A staff member will greet them at the interior doors and escort them to their classroom safely. Parents may not enter the building with late students.**

## Absences

**On any morning that your child will not be in school, regardless of the reason, please email the nurse at [nurse@unquowa.org](mailto:nurse@unquowa.org) prior to 8:30 a.m to report his or her absence.** If we do not hear from you, the nurse will call you to verify the absence. It is also important to report communicable illnesses to the nurse. Long-term absence may require tutoring to make up missed work and will be handled individually.

Because parents are only permitted in the building for an emergency, we strongly discourage appointments that require your child to leave school early. When this is absolutely unavoidable, please email Mrs. Butler the office manager and copy the advisor/homeroom teacher as soon as possible. Upon arrival, please call the Main Office and your child will be escorted out to your car. The student is responsible for missed classwork as well as assigned homework.

**Chronic absences** add up and can impact both academic progress and social connection. Four unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year are considered notable by state law and truant officers can be contacted. While our first step in such cases is to communicate with families to alleviate chronic absence, we are as a school mandatory reporters. Excessive, unexplained absences that cannot be resolved must be reported.

### **Travel Restrictions**

**Travel Advisory protocol will follow the CT DPH guidance.** Currently, anyone travelling to a state or country on the CT travel advisory list will not be required to quarantine for the recommended CDC quarantine period. If such travel is unavoidable on school days, families must notify the homeroom teacher or advisor. Students are responsible to ensure assignments given out while on extended travel are completed.

### **Planned Absences**

If a planned period of absence is unavoidable, please contact the Dean of Students at least two weeks in advance. Please note that students are expected to complete all homework assignments and make up any tests, quizzes and/or projects that are assigned or due during the absence. Work that is not completed will result in a lower grade at the discretion of the teacher.

### **Field Experiences**

Field experiences are an integral part of our curriculum and are built to support and connect with classroom learning. Our collaborations with area museums and farms are seen as an extension of our campus which allows our students and teachers to experience hands-on learning with rich authentic resources.

In light of this year's pandemic, we will be monitoring the feasibility of taking children off-campus and we will evaluate the safety of trips on an ongoing basis throughout the year.

General permission for field experiences is in the enrollment contract. In the event of a field experience, you will receive detailed information prior to each experience. The teacher should be notified of any special health, dietary, or medication considerations and this information will be passed on to the school nurse. All school rules apply. Unless instructed otherwise by the teacher in charge, students are expected to adhere to the Unquowa Dress Code.

**Cell phones or electronic devices are permitted on field experiences exceeding 30 miles from school.**

### **Dress Code:**

Dress code applies to PreK through Grade 8 students from their arrival time in the building until their departure. Students are expected to be neatly dressed and groomed (no torn or frayed clothing, inappropriate jewelry, excessive make-up, etc.). Clothing must be clean and pressed and in an appropriate size. The faculty and Head reserve the right to decide if a student's appearance is appropriate and assign specific disciplinary consequences if there are violations.

## Facemasks

All students are required to wear a facemask that is clearly labeled with their name on it. Bandanas and gaiter style masks are not acceptable. All children should have a back up mask in their backpack. Students are not permitted to enter the building without a mask on.

We are encouraging double layer cotton masks for a combination of density of weave, comfort for a full day, and the ability to be heard.

**Students typically go outside daily; please be sure students have appropriate outdoor clothing.**

## Lower School: PreK – Grade 4

**Shirts:** White, evergreen, maize or navy blue long or short sleeve shirt with collar or turtleneck.

**Sweaters:** Navy blue, grey or dark green “classic style” crew, v-neck, cardigan (button or zip, but no hood) vest, or fleece.

**Slacks:** Khaki, navy or charcoal gray “classic style” slacks (no denim, buckles, rivets, knit pants, etc.) Khaki Bermuda shorts are an option when the weather permits.

**Skirts or Jumpers:** Unquowa plaid, khaki, navy or charcoal gray jumpers or skirts (no more than 3” above the knee in length.) Shorts worn under a skirt/jumper for warmth are not to appear below the hemline.

**Socks/Tights:** Navy blue or white socks/ tights should be worn.

**Shoes:** All students may wear sneakers all day with white or navy socks. Other shoes may not have an open back, such as clogs or sandals. Boots may be worn from October 1st to Spring Vacation, but must be changed to sneakers for gym.

**Lower school students are encouraged to keep an extra set of clothing, including socks, at school in case of a spill or wet playground equipment.**

## Upper School: Grades 5 - 8 Returning to the regular Unquowa Dress Code

**Assembly Attire** (to be worn on Wednesdays, referred to as “Blazer Days”)

**Blazers:** School Regulation

**Ties:** Required for boys, optional for girls or non-binary students.

**Shirts:** White long or short sleeve button down dress shirt with collar (no polos).

**Slacks:** Khaki, navy or charcoal gray “classic style” slacks (no denim, buckles, rivets, knit pants, etc.) Slacks are to be worn with a belt at the waist. Khaki Bermuda shorts are an option when the weather permits.

**Skirts or Jumpers:** Unquowa plaid, khaki, navy or charcoal gray jumpers or skirts (no more than 3” above the knee in length.) Shorts worn under a skirt/jumper are not to appear below the hemline.

**Socks/Tights:** Navy blue or white.

## Daily Attire

**Shirts:** Polos or turtlenecks in navy, evergreen, maize, or white on non-blazer days. (polo shirts do not have to be tucked in)

**Sweaters:** Navy blue, grey or dark green “classic style” crew, v-neck, cardigan (button or zip, but no hood) vest, or fleece.

**Slacks:** Khaki, navy or charcoal gray “classic style” slacks (no denim, buckles, rivets, knit pants, etc.) Khaki Bermuda shorts are an option when the weather permits.

**Skirts or Jumpers:** Unquowa plaid, khaki, navy or charcoal gray jumpers or skirts (no more than 3" above the knee in length.) Shorts worn under a skirt/jumper are not to appear below the hemline.

**Shoes:** Students in Grade 5-8 may wear black, navy blue, gray or brown shoes or “street sneakers” or slip on sneakers (such as Vans or Sperrys). Boots may be worn from October 1st to Spring Vacation

### **P.E Gym Uniform:**

**PreK through Grade 3:** The children must wear sneakers daily, but do not need a P.E uniform. A set of spare clothing in case of illness or accident is required.

**Grades 4-8:** P.E Gym Uniform is required: In addition to the items available from Soccer & Rugby, as well as all Gator Goods (Unquowa branded hoodies, fleece, etc.) wear any of the following:

- plain white or gray t-shirt
- navy, white or dark green polo shirt
- plain gray, navy or dark green shorts
- plain gray, navy or dark green sweatpants
- plain gray, navy or dark green sweatshirts
- sneakers with white athletic socks

**NOTE: Unquowa Dress Code & PE Uniform purchasing Information is located on last page of Handbook**

### **Casual Days**

On occasion, students are allowed to attend school in clothing of their choice rather than the school dress code. Their appearance must still be neat and tidy - no torn or frayed clothing, mottos, slogans, or unsuitable lettering on t-shirts. Typical dress code lengths apply to casual days. Furthermore, students should not wear pajamas or onesies to school on any casual day that is not specifically pajama day. Usually, the last Friday of each month is a “Casual Day” for students. Other times are designated for special occasions.

### **Lost and Found**

It is essential that you label your children's clothing as well as accessories in order for lost items to be returned to your child. Lost items without labels will be donated to charity. **To ensure your students' lost belongings can be returned, please label your child's belongings.**

### **Pick-up from School:**

#### **Early Dismissal**

Because parents are only permitted in the building for an emergency, we strongly discourage appointments that require your child to leave school early. When this is absolutely unavoidable, please email our office manager, Mrs. Butler, and copy the advisor/homeroom teacher as soon as possible. Upon arrival, please call the Main Office and your child will be escorted out to your car. The student is responsible for missed classwork as well as assigned homework.

## **Dismissal**

**3:15pm - Early Childhood (PK and K):** Parents should park in the back of the school and walk to the exterior classroom door to pick up their child. Parents must wear a mask.

**3:15pm - Grades 1 through grade 4:** Please wait in the car line that forms on Stratfield Road and pull up once directed. School staff will guide parents to the front curb where the teacher in charge will release students to the cars.

**3:30pm - Grades 5-8:** Please wait in the car line that forms on Stratfield Road and pull up once directed and the buses have left. School staff will guide parents to the front curb where the teacher in charge will release students to the cars.

As was the case last year, Lower School students with Upper School siblings may be picked up with their Upper School siblings

Please note: In order to ensure that parents of the wrong division are not mixed in the lower grade pickup line, we are asking that Upper School parents not arrive and join the pickup line until 3:20pm.

**K-8 children taking the bus:** Students will be escorted to their busses by a faculty member. In the event that a bus leaves the school late, parents will be notified by School Messenger to alert them of late arrival.

## **Parking**

In case of an emergency pickup during the school day, please park in the guest spots opposite the courtyard in front of the school. **Please note that parking in handicapped spaces without a handicap permit is illegal and enforced by the school.**

## **Owls**

The Owls after-school program provides supervision for students in all grades until 6:00 p.m.

**Students will be required to wear masks indoors.** A fee of \$25 per day is charged. Arrangements for the program must be made in advance by contacting the Main Office before noon.

As children have had a full day of school when they arrive at our Owls after-school program, faculty begin this part of the day by offering a snack to children, after which they have time for free play, which is outdoors if weather allows. The second hour of Owls is used for doing homework and other quiet games or reading.

## **Late Pickup**

All students who are not picked up during their dismissal window will be taken to the Owls program and a fee will be charged. Under no circumstances do we allow a child to leave school unless accompanied by an authorized adult.

## **Homework Expectations:**

### **Early Childhood (PreK - TK - Kindergarten)**

Our Early Childhood philosophy of homework is that of “play with a purpose” which instills the love for both learning and school. In kindergarten, optional activities and games that reinforce math and reading skills, in addition to general curiosity and creativity, will be added by the teacher to the list of nightly activities students may choose from.

### **Lower School (Grades 1 - 4)**

Homework increases gradually from Grades 1-4. We consider the following to be homework and should be done on a nightly basis:

- Nightly recreational reading (includes being read to as well as independent reading)
- Review of spelling words
- Review of math facts - addition, subtraction, multiplication and division where applicable
- Any daily or weekly assignments determined by the classroom teacher and long term projects, the pacing of which is determined by the teacher.

### **Upper School (Grades 5 - 8)**

Homework from grades 5-8 increases in amount and complexity. We consider the following to be homework and should be done on a nightly basis:

- Nightly recreational reading (does not include assigned reading for classwork)
- Reviewing notes for all subjects in preparation for tests and class discussion
- Re-reading or pre-reading assignments
- Review of math skills
- Review of spelling/vocabulary words
- Any daily or weekly assignments determined by the classroom teacher and long term projects, the pacing of which is determined by the teacher.

Our teachers post homework and other assignments on the dashboard. Homework may also be recorded by students in their planners. **Both students and parents should check your MyUnquowa dashboard each day!**

**When a student is absent due to illness, getting well is the top priority. Teachers will help students make up work missed in a timely fashion when the child returns to school. If a student is out for an extended absence, homeroom teachers/advisors in Grades 3 and up will leave work in the front vestibule for pickup by 3:30 p.m or it will be sent electronically.**

### **Extra Help**

Teachers provide extra help to our students, as needed, during free periods, before school, or after school. Teachers are available with notice, for extra help before school from 8:15-8:30 a.m, during snack, and after school from 3:40 to 4:00 p.m when not working dismissal. Please make prior arrangements with the individual teacher. If additional help is required, the teacher will recommend a tutor.

## **Policies**

*We assume that students and parents of The Unquowa School will follow all school rules and procedures. As parents who have chosen Unquowa, we expect your full support of the School's philosophy, mission, policies and procedures. We encourage open, direct communication among members of the school community and discourage gossip and negativity. If there is a concern or issue, the first point of contact is the homeroom teacher/advisor. After that, it is appropriate to speak with the Head of School.*

## Code of Conduct

While at school, students are expected to behave in a polite, responsible, respectful, civil, honest, and considerate manner. Students whose behavior violates these standards will be counseled as well as held accountable for their actions.

## Discipline Procedures

For minor disciplinary incidents students will be disciplined by the teacher in charge, who may reprimand and/or assign a consequence.

**Minor disciplinary infractions** include, but are not limited to, the following: excessive lateness to class or appointments; talking in class or assemblies without permission; chewing gum; dress code violations; using electronic devices at school without permission.

For major disciplinary incidents the student will first be brought to the Dean of Students office by the teacher. Both the teacher and the student will explain what has occurred. The homeroom teacher/advisor will be informed of the incident. The Dean of Students will then meet with the appropriate teacher(s) to make a determination of the proper disciplinary consequences including detention, suspension, and dismissal. In cases of dismissal, the Head of School will be involved. Once the consequences have been decided, the Dean of Students will meet with the student and the homeroom teacher/advisor. The student will have the opportunity to tell his or her parents at home about the event before the Dean of Students calls, except in cases of suspension or dismissal, where the Head or Dean will call home immediately.

**Major disciplinary infractions** include, but are not limited to, the following: physical abuse, fighting, biting; the use, possession, or sale at school or on school trips of tobacco, alcohol, or illegal drugs; inhaling volatile substances (huffing); dishonesty or cheating; stealing; being disrespectful to a member of the faculty or staff; defacing school property; using profanity or abusive language; harassment of another student; bringing a weapon to school; unauthorized departure from campus; repeated infractions of school rules.

## Academic Honesty

The Unquowa School expects that all students will act honestly in every part of their academic lives. Therefore, cheating is a serious breach of the school's academic standards. There may be times when students are uncertain about specific assignments and/or actions. However, if a child is uncertain, it is his/her responsibility to consult a teacher for clarification. As students grow older, they will be expected to demonstrate a greater understanding of academic honesty, and, if violations occur, any consequences will take a student's age into account. Academic consequences may include the loss of credit and/or the obligation to redo the work. Each student is expected to:

- Present and submit work that is their own
- Properly cite references and sources
- Be honest about all aspects of their school work

## Off-Campus Behavior

Any student who engages in off-campus behavior which, in the sole judgment of the Head of School, is a breach of community standards and/or reflects badly on the school may be subject to disciplinary action, including suspension or dismissal. Students' online presence represents the school and students are expected to uphold our code of behavior when interacting on social media.

## Drug and Alcohol Policy

The Unquowa School prohibits student possession, use, and/or distribution of tobacco, drugs, alcohol or drug paraphernalia on school property, at school-sponsored events and field trips, on school buses and en route to and from school-sponsored events. Violations of this policy will be dealt with by the school's disciplinary system and may ultimately result in expulsion from school.

## Bullying and Harassment Policy

The Unquowa School is committed to providing a safe and positive learning environment for **all** community members and will not tolerate any form of bullying or harassment by students or school personnel, including but not limited to acts based on gender, ethnicity, national origin, race, sexual orientation, physical characteristics, or mental capacity.

Students are expected to accept these three guidelines for their behavior:

- I will not ridicule, humiliate or intimidate others.
- I will try to support those who feel ridiculed, humiliated, or intimidated.
- I will make it a point to make all community members welcome.

## Suicide Protocol

If a student is heard speaking or writing about suicide at school, the Head will be notified immediately. The student will be brought to the school's Dean of Students or Consulting Psychologist, who will meet with the student and gather information to better assess the situation. The parents will be contacted as soon as possible to meet with the Dean of Students or Consulting Psychologist and Head of School. It is not up to the school to decide if a child is serious or not when such claims are made; therefore, parents will be asked to have their child evaluated by a healthcare professional outside of school and provide a note clearing the child to re-enter school. Information is shared on a need-to-know basis. Strict confidentiality is observed by all those who have such information.

# The Parent's Role

## Communications

*At Unquowa, we work to partner with parents in the education of their children. Vital to the success of that partnership is communication. Communication is a two way street, and we cannot act at school to resolve issues if we don't know about them. If you have an issue or concern, please don't hesitate to contact the appropriate person at school as soon as possible. Problems usually get worse with time, so the earlier the intervention, the better.*

## MyUnquowa Dashboard

Parents are encouraged to check myunquowa.org regularly. The landing page is our "dashboard" which provides calendar events, homework, "What's Happening" information, links to classroom blogs, and more. The dashboard also provides access to the Unquowa **Directory**, the **Calendar**, the **Parent** Module where student progress reports are available for review, program registrations are completed and Family Fact sheets can be updated, and the **Resources** section for forms and information. See image below.



This year on the Myunquowa dashboard is the “**Hub**”. Checking the **Hub** will provide parents with a comprehensive overview of the necessary daily information for Remote Learning. The **Hub** will include schedules, messages, assignments, links to online classes and more.

Please note that the **Directory** of Unquowa families which provides addresses, phone numbers and maps is intended for use only by them, and such information, in whole or in part, should not be given to others for business or promotional purposes. It is available on our website by password only to Unquowa parents.

### MyUnquowa of Mobile Devices

MyUnquowa is a responsive website which means that when viewing it on a phone, the website will adjust in size to accommodate the smaller screen. To set up a bookmark on your phone homescreen, follow the steps outlined online in the **Resources** module.

### The Role of The Homeroom Teacher/Advisor

The homeroom teacher/advisor is your liaison to all things academic, emotional and social that happen in and outside the classroom. Should you feel the need to contact a teacher directly, please also CC the advisor or homeroom teacher. For more global concerns about your child, contact the homeroom teacher/advisor.

### Contacting a Teacher

To reach a teacher, you may email the teacher directly through the online directory. The teacher will return your email as soon as possible. If a response is not made after one school day, you may contact the division Dean of Faculty.

## Parent/Teacher Conferences

School-wide Parent/Teacher Conferences are in the fall and again in the spring. If you wish to schedule a conference, Sign Ups will be available on the Dashboard. A brief spontaneous conversation with a teacher is certainly fine, but an extensive discussion or a conference should always be planned, and virtual team conferences can be called when there is a need.

## Special Concerns

There are times when you may have information, concerns or suggestions to share. If your question or concern relates to an academic matter (homework, curriculum, grades, etc.) or any general concerns about your child, contact the teacher/advisor. If you need to talk about a more serious matter, please call the Head.

## Divorce Proceedings / Domestic Disputes

In the case of divorced families, we assume that all information will be sent to both parents. It is up to the parent or parents to notify the school and provide documentation if this is not the case. Family Fact sheets should be updated as necessary. Faculty and staff are not permitted to testify in divorce proceedings and/or become involved in domestic disputes.

## Student Phone and Smartwatch Use

With respect to student use of technology during school, we are working hard to help students to focus on academics and to resist the constant urge to text, Instagram, etc. **Consequently, student cell phones must be turned off and kept in lockers during the school hours of 8am to 4pm.** Smart Watches are only allowed in Airplane Mode as texting home and asking the watch to find answers are similar activities to the use of a cell phone and thus, prohibited.

Students who have cell phones out during the school day or are seen using their Smartwatch inappropriately will have their cell phones taken and given to the Dean of Students who will discuss the violation with the student and notify the parents. The phone will be returned at the end of the day. A second incident will result in the parents and student meeting with the Head of School the following morning to discuss the matter and retrieve the phone.

Students may use the phone in their classroom at the teacher's discretion. Any emergency messages that parents need to get to students may be given to the Main Office for delivery to the student. Parents should make every effort to keep such messages to a minimum and understand that encouraging their children to "check in" throughout the day is encouraging them to break school cell phone rules. Please do not text your student during the day. They will not have their cell phones out to see your message. Similarly, please do not email your student because this can be very distracting.

## Snow Days, School Cancellations, and Early Dismissals

Parents will be notified by phone through the School Messenger notification system to home phone numbers and cell phone numbers for school cancellations, delays, or early dismissals. We also use the School Messenger automated notification system to notify parents of arrival times from athletic or other events when they vary from the originally scheduled time due to traffic, etc.

This information will also be posted on the dashboard. When sudden weather makes cancellation look probable during the day, we ask that you check the school dashboard, listen to your voicemails

or radio stations rather than calling the school. We will make such calls as soon as possible. Please note that there is sometimes a short delay from your “hello” to the start of the School Messenger message.

### **Transportation**

Prior to the start of school parents will indicate on their Family Fact Sheet their child(ren)’s drop-off and pick-up information. In addition, teachers will ask students about their transportation arrangements. PreK, K and Grade 1 parents in particular should be certain that the children and their teachers know how they come to school and how they go home.

Bus transportation for students who live in Fairfield or Southport is provided by the Town of Fairfield. The bus routes, formerly posted in the local newspaper, are communicated by the school. Please call the Main Office about any changes, and they will be passed along to the bus company.

### **Changes in Transportation**

Please send an email to your child’s homeroom teacher with details of any changes in afternoon pickup, such as your child being picked up by someone else or your child going home with another child in their car or on the bus. The homeroom teacher will forward any notes to the Main Office. You may also email the teacher and copy the Main Office ([diane.butler@unquowa.org](mailto:diane.butler@unquowa.org)) of any changes. **Changes to your child’s dismissal should be made no later than 1pm unless it is an emergency.**

If you are making a more permanent change in transportation, please note that change in the Transportation section of your Family Fact Sheet.

Whenever a child is picked up by a person unknown to our staff or faculty, we will ask them to provide identification. When you have to make a sudden change in an emergency, call the Main Office and someone will notify your child and the dismissal staff.

### **Student Contracts / Delinquent Payments**

Re-enrollment contracts are mailed in early January with an early February return date. After that date, we will reach out to remind families of the urgency to return their child’s contract. Families who fail to communicate at this point risk losing their child’s seat, and enrollment contracts will be offered to new students to fill such vacancies.

Any student whose tuition account is more than 60 days delinquent will not be offered a contract until the current year tuition has been settled and may not be permitted to continue at The Unquowa School.

# Academic Information

## Books

Textbooks are to be returned in good condition to the teacher at the end of the school year. Parents will be charged for lost or damaged books.

## Course Changes

On the rare occasion that a course change is necessary, parents are involved in the conversation to make such a change and an approval form is signed by both teachers, the advisor or homeroom teacher, the Lower or Upper learning specialist, and the Head of School.

## Upper School Math Classes

Students are placed into math sections with great care and consideration. Returning Unquowa students are placed by both past and future math teachers, and placements are based on academic achievement, emotional readiness, and standardized test results. New Unquowa students are placed by the Upper School Math department, and are based on recommendations from former teachers, academic achievement, and standardized test results.

Course changes in Upper School Math may occur at any point in the year and are given the utmost consideration with regard to academic and emotional impact. Changes towards an accelerated pathway or towards a slower pathway would occur either in the case of an obvious misplacement or repeated demonstration of success or failure in the current school year.

If a course change is necessary, the student and their parents or guardians will discuss the change with the former teacher, the new teacher, the school learning specialist, and the school Director of Social/Emotional Wellness if necessary. This team will work to transition the student to their new class at an appropriate time and with the least social-emotional impact on the student.

The final decision to have a student change courses in mathematics is at the discretion of the math department.

## World Language Classes

In regards to foreign language classes, the following guidelines are adhered to with regards to switching language classes.

- Returning Unquowa students will have an add/drop period of 2 weeks from the start of school to switch language classes.
- New students to Unquowa will have until October 1st to switch language classes.

For a student who meets the guidelines for transferring or whose desire to transfer falls within the appropriate add/drop window:

- The student should sit in on their desired language class for two class periods, to get a sense of how the class is run, what the expectations are, etc.
- The student should talk to both language teachers in question about how the switch will affect them.
- The student, their parents/guardians, the two language teachers, the student's advisor, the appropriate Dean, and the Learning Specialist should be in communication and on the same page about the student's language class transition.

### **Exams**

Final exams may be given to students in Grades 6-8 at the discretion of their teachers at the end of the year. They provide an opportunity for students to show their mastery and understanding of many of the individual topics covered throughout the year. Most finals are 90 minutes in length and are averaged into the trimester grade.

### **Grades and Progress Reports**

Grades and comments are distributed three times a year, at the end of each trimester in November, March, and June. All new students and those whose progress has made a remarkable change, either positively or negatively, also receive an interim report mid-trimester. Trimester I and II progress reports are discussed at Parent/Teacher Conferences in the fall and spring.

Lower School reports focus on the child's academic life, school adjustment, social growth, work habits, and acquisition of skills. Beginning in fourth grade and continuing in Upper School reports focus on all aspects of the educational and social development of a student as well and include letter and effort grades.

### **Honor Rolls**

Upper School students have two honor rolls:

Unquowa Honors = no grade below A and no effort grade below 3

Honor Roll = an average of B+ with no grade below B and no effort grade below 3

For the purposes of the honor rolls, we average letter grades:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

### **High School Placement & Recommendation Forms**

The high school placement process starts in April of Grade 7 with a seminar on the admissions process. An integral component of the process is the one-on-one early fall meeting with the parents of eighth graders, the High School Placement Director, and the Head of School to discuss a list of schools to which applications will be made.

Recommendation forms for high schools should be brought to the Office Manager as soon as possible. Forms will not be processed during the week before Winter Vacation. The Office Manager

will distribute the forms to the appropriate teacher for completion and will oversee mailing the completed forms and transcripts to the high schools to assure their receipt by each school.

### **Sectioning and Homerooms**

Sectioning decisions are made by the teachers based on what is best for the student academically and developmentally. While parent input is taken seriously, the final decision in these areas is made by the faculty and Head.

### **Standardized Testing & Special Testing**

Grades 4-8 take the Educational Records Bureau Comprehensive Testing Program Tests each April. The results are reviewed with parents at conferences in the fall, with the exception of those for students entering Grade 8, whose results are sent in early summer to allow for their use in the high school preparation process..

The Unquowa team assigned to a student may recommend assessment. Parents whose children have been recommended for educational and psychological testing may elect to have their child evaluated through the public school system. The learning specialist will attend the PPT set up by the student's town school system. Testing may also be conducted privately by an evaluator of the parents' choice, and we encourage and expect that parents will share the results with the school for their child's benefit.

## **Health Information**

### **Health Assessments**

Families of all enrolled students must provide evidence of a currently completed health assessment, and immunizations must be current and on file before the child may attend school. The school nurse sends forms to all families whose children are at the ages where updated assessments and immunization are required.

### **Accidents and Illnesses**

The school is responsible for first aid only, i.e., the immediate and temporary care given to a student whose illness/injury occurs at school during school hours or in school sponsored activities. Students are not to attend school when ill. It is recommended that a child remain home for 24 hours after his/her temperature has returned to normal without the use of medication.

If a child complains of being ill or is injured, the teacher will send the child to the Health Office, with an escort when appropriate. If the child has a fever or is too ill or hurt to remain in school, a parent will be called, and failing contact with the parent, the emergency contact. Prior to the start of school, parents must provide emergency contact information including two additional people who will care for your child if we cannot locate you. Please note: Parents can not be listed as Emergency Contacts on the Family Fact Sheet

In the event of a medical emergency at school, the school reserves the right to call Emergency Medical Services (911) and transport the child by ambulance to the hospital. Parents will be contacted as soon as possible.

## **Peanut and Tree Nut Policy**

As some Unquowa students have different levels of nut allergies, some very severe, we follow the Fairfield Health Department guidelines, which strongly recommend that schools not serve any foods containing peanut or tree nut products. To protect all of our students, foods containing peanut or tree-nut products will not be served in the dining room, or anywhere else in the school. **Teachers, parents, and students may not bring to school for parties, or any event, foods containing peanut or tree-nut products or foods that have been processed on shared equipment with peanuts, or foods that are made in a facility that processes peanuts or tree-nut products (please check food labels.)** The same code is to be adhered to on all field trips and in all classrooms.

Of course, this diligence on our part cannot serve as a guarantee that a student may not come in contact with a nut product within the walls of the school. We can only guarantee that our staff will not purchase or serve such products and will do our best to patrol all other situations. For our complete food service allergy policy, please see addendum.

## **Communicable Diseases**

All communicable diseases should be reported to the nurse. These include but are not limited to: Covid-19, Conjunctivitis, Chickenpox, Fifth Disease, Measles, Flu, Meningitis, Mumps, Mononucleosis, Ringworm, Strep, Coxsackie Virus, Lice. For a complete list, please consult the school nurse.

## **Medication Administration**

Medications shall only be administered in school when it is not possible to achieve the desired effects by home administration. Medication will be administered in school by the school nurse or, in her absence, by other qualified school staff. Self-administration of medications by students may be permitted when certain requirements are met. Written medical and parental authorizations are required for medications given in school. **Forms are available in the nurse's office and can also be downloaded from our dashboard.** (Parent Dashboard - Downloadable Forms). Medications must be brought to school by the parent and provided in the original pharmacy container. These regulations apply to both prescription and over-the-counter medications.

## **Self-Screening At Home Prior To Arrival At School:**

**People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to SARS-CoV-2. Symptoms can include:**

- Fever or chills (Temperature required to be taken daily prior to entering school)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

Although CDC does not currently recommend conducting universal symptom screening at school, students should not attend school when they are sick. **Home symptom screenings rely on students and their parents, guardians, or caregivers initially identifying when the student may have signs and symptoms of illness and to take action (such as staying home).** This process can also be followed by school staff who will monitor children for overt symptoms of any infectious illness that may develop during the school day and help the student and family take needed actions.

It is essential for schools to reinforce to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent the transmission of SARS-CoV-2 (and other illnesses including flu) and help keep schools open.

Symptom screening at home can be helpful to determine if a student:

1. currently has an infectious illness that could impair their ability to learn, or
2. is at risk of transmitting an infectious illness to other students or to school staff.

### **Response To Symptomatic Students:**

The procedure for all schools for symptomatic students is as follows:

1. Students who are symptomatic while entering school or who become symptomatic during the school day will be separated from others right away by the School Nurse.
2. Parents will provide reliable, accurate and prompt emergency contacts including alternate contacts. Please note: Parents can not list themselves as an emergency contact.
3. Students exhibiting symptoms will be required to continue to wear masks and wait in a supervised, designated isolated area through which others do not enter until students can be transported home.
4. If more than one student is in the isolation area, social distancing will be maintained.
5. The School Nurse will have a plan for triaging students in the health office, recognizing that not all symptoms are COVID-19 related.
6. “Rest time” in the HS Health Offices will no longer be permitted.
7. The School Nurse will advise parents of symptomatic students that students are not to return until they have met CDC criteria to discontinue home isolation.  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. The School Nurse will advise parents of symptomatic students to consult with their health care provider. Students may return to school with a note from their provider indicating clearance to return to school or present documentation of a negative COVID-19 test. If the COVID-19 test

- result is positive, the parent will inform the Head Of School and School Nurse and the student will be allowed to return to school after isolation has completed as per CDC guidelines.
8. There will be no COVID-19 testing of students at school. Local testing site information will be shared with families. The schools' nursing offices will monitor testing results of students once made available by parents, complying with relevant privacy and health laws.
  9. If a student has been present and the school has a confirmed diagnosis of COVID-19, the School Nurse and the Head of School will contact the Nursing Supervisor who will then notify the local health officials (Fairfield Health Department) immediately. Confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA) will be maintained. Additional quarantine protocols and procedures are currently being produced. The Unquowa School is in constant contact with the Fairfield Department of Health and is awaiting additional guidelines.
  10. Unquowa has a response team coordinated by the Head of School with designated responsibilities including monitoring of attendance, symptoms, and screening; contact tracing, communications to families; overseeing cleaning procedures; and responding to suspected confirmed cases.

### Facemasks

All students are required to wear a facemask indoors that is clearly labeled with their name on it. Bandanas and gaiter style masks are not acceptable. All children should have a back up mask in their backpack. Students are not permitted to enter the building without a mask on. We are encouraging double layer cotton masks for a combination of density of weave, comfort for a full day, and the ability to be heard.

## Technology - Acceptable Use Policy

The Unquowa School maintains and makes available to its students, faculty, and staff a wide array of technology to promote educational excellence and enhance learning at our school. Use of technology is a necessity in today's world; however, that use demands responsibility on the part of the users.

Technology resources are the property of The Unquowa School. Unquowa reserves the right to investigate, monitor, and access any information stored or transmitted over the network. **Students and faculty are warned that any transmission of information including text, video and picture files may be reproduced indefinitely without the owner's knowledge or consent. Once information is sent, it is nearly impossible to retrieve.**

Violations of the AUP will be subject to disciplinary action. For students, consequences for violation of the policy may include, but are not limited to, revocation of network access, suspension of computer use, suspensions or expulsion from school. The school's jurisdiction also includes any and all activities by students' off-campus electronic communication that has or may have an adverse impact on the school or faculty. For faculty, staff, and administration, violation of the policy may result in loss of employment.

## **Network**

No one may attempt to bypass any security system of the network. Passwords must be kept confidential and not shared. Users are responsible for maintaining the confidentiality of their usernames and passwords and are responsible for activities that occur under the account. Users will immediately notify the technology coordinator of any unauthorized use of their account or any other breach of security. Users will always log off or exit from their account at the end of use. Music files and any other large copyrighted files may not be downloaded or emailed through the school network.

## **Software and Hardware**

Academic use of computers and the network takes precedence over all other activities. Sound must be turned off except when required in a class or by a teacher.

## **Internet**

The Internet is to be primarily used for academic research. Areas of the Internet that would be objectionable to parents or teachers are off limits to all students. Even though Unquowa has an Internet filtering system, it does not provide 100% blocking of objectionable sites. If an objectionable site is encountered accidentally, students are expected to leave that area immediately.

Students should never give out personal information over the Internet. Game playing is not allowed during the academic day unless required and supervised by the teacher.

## **Social Networking**

Faculty and staff should not make their online profiles and information available to students or prospective students or accept friend invitations from current students. Faculty and staff who have contact with alumni through social networking sites are expected to maintain the same level of appropriateness they would display in the school setting. Postings that offend and cause embarrassment to others on websites, blogs or any other public or private internet forum or community are prohibited.

## **Email**

Email messages that are anonymous or signed with a pseudonym may not be sent from the school network or from outside the school. Chain letters, spamming, and solicitations are prohibited. Students may not use address lists or reply all to email to an entire class, grade, school, or faculty unless approved by a faculty member.

Because email is written, its tone is difficult to determine. Take care to write emails that are not hurtful to the recipient or disrespectful of someone mentioned in it. Be aware that email can be forwarded to others.

Google Chat can only be used in class with a teacher's permission and should only be used with students within our domain.

## **Plagiarism**

Information distributed electronically should be treated the same way as print sources. Rules against plagiarism as cited apply. All information must be properly documented. Students should seek advice from their teachers about citing sources.

## Cell Phones and Smartwatches

With respect to student use of technology during school, we are working hard to help students to focus on academics and to resist the constant urge to text, Instagram, etc. **Consequently, student cell phones must be turned off and kept in lockers during the school hours of 8:15am to 4pm.** Smart Watches are only allowed in Airplane Mode as texting home and asking the watch to find answers are similar activities to the use of a cell phone and thus, prohibited.

Students who have cell phones out during the school day or are seen using their Smartwatch inappropriately will have the device taken and given to the Dean of Students who will discuss the violation with the child and notify the parents. The phone or watch will be returned at the end of the day. A second incident will result in the parents and student meeting with the Head of School the following morning to discuss the matter and retrieve the phone.

Students may use the phone in their classroom at the teacher's discretion. Any emergency messages that parents need to get to students may be given to the Main Office for delivery to the student. Parents should make every effort to keep such messages to a minimum and understand that encouraging their children to "check in" throughout the day is encouraging them to break school cell phone rules. Please do not text your student during the day. They will not have their cell phones out to see your message. Similarly, please do not email your student because this can be very distracting.

# Addendum

## Farm to Fork Dining Program

**Vision:** *To provide a nutritionally balanced, delicious, environmentally and ethically responsible menu that utilizes high quality, local, and sustainably produced ingredients.*

With this vision in mind our dining program promotes:

- Environmental awareness by reducing waste, sourcing responsibly, and utilizing our recycling and composting programs.
- Nutritionally diverse choices of meals by preparing fresh, whole, unprocessed foods. Ideally local and organic whenever possible and always keeping in mind allergies and dietary restrictions.
- Supportive community actions by sourcing from local producers whenever possible.
- A school teaching garden and the use of its produce.
- Inclusive dining experience that engages students and faculty providing ample time for eating and encouraging good eating habits and manners.
- Open dialogue with parents, teachers, and students to encourage learning and growth opportunities as well as creating cross-curriculum learning experiences through utilizing the kitchen.

Some of our local sources include: Fleischer’s Craft Butcher, Fairfield Bread Company, Sport Hill Farm, Fairfield Cheese Shop.

Some examples of cross-curriculum learning experiences: Humanities lunches inspired by books from Afghanistan and Chile, Chinese New Year lunch, Food Portion Size Activity for Health Class.

## Food Service Allergy Policy

The Food Service Staff shall:

1. **Policy:** Provide in-service training to all Food Service employees regarding food allergies and safe food handling practices to avoid cross-contact with potential food allergens.  
**Procedure:** At least once per academic year, the entire food service team will undergo Food Allergy Training such as the Food Allergy and Anaphylaxis Network (FAAN) Food Allergy Training Guide for College and University Food Service (or similar as approved by the Head of School). This will include a facilitated class, reading material, quizzes and video. New employees whose employment starts after the training must undergo the training before they start work.
2. **Policy:** Food service employees will take precautions to avoid cross-contact of foods/ingredients that may contain a food allergen.

Procedure: This includes, but is not limited to wearing non-latex gloves. Gloved hands will be washed or changed during extended use to avoid cross contact with potential food allergens. Fresh and clean utensils, cutting boards, and work surfaces will be used after the use of a food containing an approved allergen (i.e. wheat, milk, soy)

3. Policy: Maintain a list of students with food allergies within the food service area with a photo of the student wherever possible, (Not for public viewing). This list will include the kitchen staff signature area to confirm review.

Procedure: List will be reviewed with the food service team weekly and with school Nurse and Head of School at least at the beginning of each semester. Any updates throughout the year will be reviewed immediately as posted.

4. Policy: Maintain knowledge of which food products contain allergens.

Procedure 1: With the exception of whole, fresh fruits, vegetables or meat products, all food used in the school's food service must have an ingredient list. If it does not, do not use it.

Procedure 2: A daily kitchen pre-service meeting will take place with all staff to discuss food allergens in the day's menu.

Procedure 3: Posters for "*How to Read a Label for a..... Free Diet*" (Milk, Egg, Peanut, Wheat, Soy Free) will be posted at all times in the kitchen and reviewed with food service staff four times per year.

5. Policy: The following food allergens policies will be enforced:

- Peanuts: No products containing, or processed in a facility that processes peanuts will be accepted in the school's food service.
- Tree Nuts: No products containing, or processed in a facility that processes tree nuts (see "*How to Read a Label for a Tree Nut Diet*" for the list of tree nuts) will be accepted in the school's food service.
- Eggs: Eggs and egg products will be served in the school. However, the following will be enforced:
  - 1) The salad bar will contain eggs and egg products at times. When this occurs, these containers will be organized together, labeled with item identifiers (see Policy # 6 below). Mayonnaise will only be served on individual packets.
  - 2) All other menu items containing eggs will be identified by the chef talks and the menu board (see Policy #6 below).
  - 3) Kitchen staff and teachers at the dining room tables will be aware of this allergy and guide both student consumption and self advocacy.
  - 4) Dairy: Kitchen staff and teachers at the dining room tables will be aware of this allergy and guide both student consumption and self advocacy.
  - 5) Soy: Same as Dairy above.
  - 6) Wheat/Gluten: Same as Dairy above.
  - 7) Particular Fruits & Vegetables: Same as Dairy above.
  - 8) Kitchen staff and teachers at the dining room tables will be aware of these allergies and guide both student consumption and self advocacy.

- 6) Policy: Provide a transparent identification process for foods that contain food allergens.

Procedure 1: Salad Bar: A laminated item identifier card will be posted at the vessel containing the product. Example will be “This Item Contains Eggs” where a potato salad with mayonnaise is used as an ingredient.

Procedure 2: Served menu/desserts: During the daily Chef Talk, the chef will announce to the students in the dining room which item contains a severe food allergen. Also, The daily menu board will list items that contain severe food allergens. This will be executed with the severe food allergen word next to the menu item.

- 7) Policy: Participate in in-service training for students with life-threatening allergies including demonstration of Epinephrine use.  
Procedure: Food Service staff, as well as faculty, will undergo training from School Nurse on how to react and treat food allergy reactions. Also, a poster with instructions on what to do in the event of a reaction will be posted in the kitchen.
- 8) Policy: If there is uncertainty about ingredients or cross-contact, do not serve the food in question.  
Procedure: When there is doubt or uncertainty as to purchased or recipe ingredients, cross-contact or any other potential allergy concern. The product will be returned to the vendor or discarded.
- 9) Policy: Respond appropriately to all questions and/or concerns from any student with a food allergy.  
Procedure: When a student with a food allergy has a question in the dining room, the Chef Manager or the Resident Chef shall be the person to address and answer the student. In absence of the teacher at the table will address the question.
- 10) Policy: Any student events where catered food is served at the school must adhere to the above guidelines.  
Procedure: All student events catered by outside food services as well as food related fundraisers must submit menus to the Chef Manager for approval.

## Calendar Events

### Assembly

Our School holds weekly assemblies on Wednesdays at 8:45 a.m. Assemblies include birthday celebrations, performances by individuals and classes, special presentations, and speeches by our Eighth Graders.

### Birthday and Classroom Celebrations

Birthdays are announced each week at our Wednesday morning assemblies.

Our commitment to providing healthy and nutritious food to our children, as well as ensuring the safety of those with severe allergies means that we do not allow children to bring in birthday treats. Food for classroom celebrations will be coordinated by homeroom reps and teachers. Students are invited, however, to dress in casual clothes on their birthdays (or half birthdays for summer birthdays).

### **Portrait Day**

Individual student and staff portraits will be taken early in October by a professional photographer. Photos of all students and staff will be taken outside on school grounds at a safe distance. Students will not wear a mask at the time of their photo being taken. Class pictures will not be taken at this time and are postponed until later in the spring. Individual pictures will be available for purchase.

### **Founders' Day**

Founders' Day was established to recognize and celebrate our school's original founders and those individuals who have maintained the philosophy and integrity of the institution through the decades. The event, which is for all current and former families and alumni, is held in October and includes a Farm-to-Fork barbecue, live music and games and activities for kids sponsored by the eighth grade.

The Unquowa School opened on October 3, 1917 with forty-eight children under the direction of Mrs. Virginia Birdsall. Founded on the philosophy of Miss Marietta Johnson's school in Fairhope, Alabama, this new kind of school emphasized an "organic education" of the whole child. The school was organized by the parents who operated the school on the basis of a "triangle," with the parents, teachers and students sharing equally for the good of the School.

### **Halloween Parades - Details to be determined**

As Lower School students parade through the school, this opportunity showcases their costumes. Parents are welcome to visit and share the excitement.

### **Annual Meeting**

The Annual Meeting, an important fall event for our school's adult community (parents, faculty, staff, and the Board of Governors), is a time for reporting the state of the school, fiscal and academic, for the previous year and highlighting plans for the upcoming year.

### **Thanksgiving Banquet - Details to be determined**

The School celebrates Thanksgiving by hosting a Thanksgiving banquet on the Tuesday before Thanksgiving. This is one event which parents are respectfully requested not to attend; we simply do not have the physical accommodations.

### **Winter Festival**

Scheduled in mid-December, the Unquowa Winter Festival recalls the Winter Solstice celebrations of medieval times with music, drama, costumes and elaborate sets. There is an afternoon performance on Wednesday and an evening performance on Thursday. A sumptuous dessert buffet befitting the occasion follows the evening performance.

**Please note: all Spring events listed below will be re-evaluated in January.**

### **Science Fair**

The Unquowa STEM Fair by students in grades 4-6 is held in the spring. The entire student body and parents have the opportunity to view the projects and learn from our student scientists.

### **Author Days**

Author Days focus on authors and illustrators of children's literature. In small workshop settings, students have the opportunity to meet and learn from leading creative artists.

### **May Day Celebration with Grandparents and Special Friends Day**

Unquowa celebrates the coming of spring with dancing around the Maypole by fourth and fifth graders and other dance and choral performances by the rest of the school. Grandparents or other adult friends are invited and have the opportunity to visit our classrooms and attend a special assembly. Parents are invited to join us for the May Day assembly. Dismissal is at noon so that students and their guests can spend the afternoon together. This is a dress up day for all students.

### **Student Art Show**

A retrospective of the year's student artistic endeavors in painting, drawing, printmaking, sculpture and graphic design are featured in our annual Art Show in the late spring.

### **Field Day**

The School has a half-day field day in the spring, in which students participate in outdoor games. Parents are welcome to attend.

### **Closing Ceremonies and Commencement**

All Unquowa parents are encouraged to attend the morning Closing Ceremonies in June. This is not only our final assembly, where summer birthdays are celebrated, but it is also a ceremony of celebration and formal goodbyes for our eighth graders with their younger classmates, in addition to the announcement of several seventh and eighth grade awards.

## **Uniform Purchasing Information**

**Gym Uniform - Soccer & Rugby Imports** - 203-254-1979

<https://myuniform.soccerandrugby.com/store/clubdisclaimer/the-unquowa-school>

Items may be picked up at their Southport location (3683 Post Road, Southport) at no charge or can be mailed to you. Green gym shorts, white or gray Unquowa t- shirt.

**Lands' End School Uniform** - 800-469-2222

[www.landsend.com/schooluniforms](http://www.landsend.com/schooluniforms)

Preferred School Account #9000 2836 6, School Logo Monogram #9833209

Unquowa plaid = Hunter Classic Navy Plaid

**Blakes School Uniform Company** - 375-5901 (Stratford)

[www.blakesschooluniform.com](http://www.blakesschooluniform.com)

Unquowa plaid = Plaid #55

**Dennis Uniform** (Orange, Norwalk)

[www.dennisuniform.com](http://www.dennisuniform.com)

School code = nw00uf (00 are numeric zeroes)