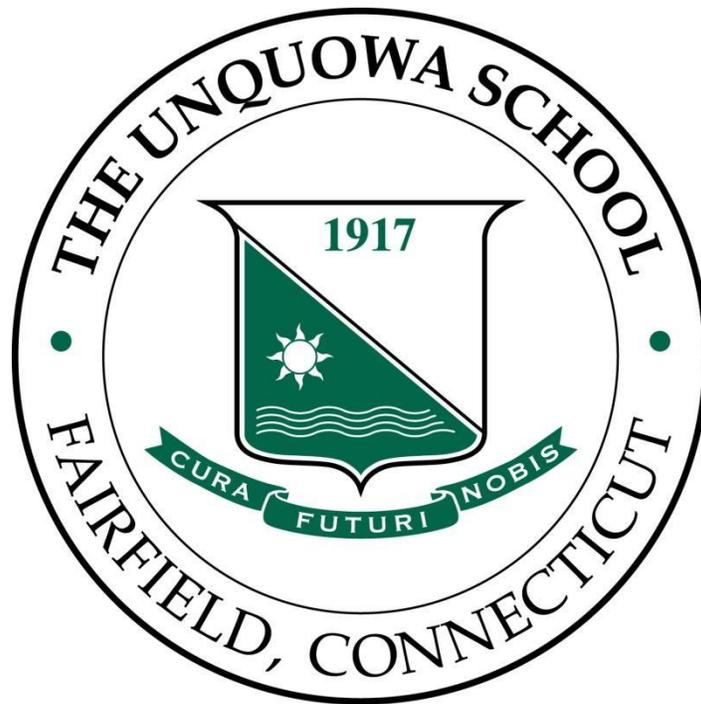


The Unquowa School Family Handbook



Cura Futuri Nobis ~ The Future is in Our Care

THE UNQUOWA SCHOOL
981 Stratfield Road, Fairfield, CT 06825

*Phone - 203-336-3801
Admissions - 203-367-3151 or 367-3159*

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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 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 Art Museum.
- 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.** Amended and Approved Wording October 2017 by the Unquowa Board: 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

Arrival at School

Students are expected to arrive at school by 8:20 a.m., and may arrive as early as 8:00 a.m. All students who arrive between 8:00 a.m. and homeroom are asked to go to the dining room where faculty members will be responsible for them until class begins. Parents who arrive before 8:20 a.m. and would like to join their child in the dining room are always welcome. Students are encouraged to use this time to prepare for the day, read, schedule a meeting with a teacher or chat with friends.

Students may be dropped off at the front of the school, where they can safely enter the school at the front entrance. If you wish to walk your child into the school, please park and walk your child in through the front entrance. **Parking in front of the school is only permitted in designated spaces so it does not hinder bus and car drop off.**

How a child's day starts sets the tone for the day. Please make every effort to help your child to arrive at school on time. **Students arriving at school after 8:30am(Upper School) or 8:40am(Lower School) are considered tardy and must report first to the Main Office to sign in. Excessive tardiness will be discussed with the family.**

Absences

On any morning that your child will not be in school, please contact the school to report his or her absence. If we do not hear from you, the office manager will call you to verify the absence. It is important to report communicable illnesses so that we can alert the nurse. Long-term absence may require tutoring to make up missed work and will be handled individually. If you know in advance that your child will be absent, please notify the teacher. **A written request should be submitted to the Head for planned extended absences due to travel. Students are responsible to ensure assignments given out while on extended travel are completed.**

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. 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.

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 Sport Hill Farm are seen as an extension of our campus which allows our students and teachers to experience hands on learning with rich authentic resources.

General permission for field experiences is in the enrollment contract, but you will also 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.

Dress Code

*Dress code applies to PreK-4 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, unconventional hairstyles, 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.***

Students typically go outside daily; please make sure students have appropriate clothing.

Lower School: PreK-4 – 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 skirt/jumper for warmth are not to appear below the hemline.

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

Shoes: PreK - Grade 4 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.

Upper School: Grades 5 - 8

Shirts: White long or short sleeve button down shirt with collar for "blazer days." 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.

Blazers: Navy blue blazers on days specified on the online calendar. Wednesdays, when we hold assembly, will always be Blazer Days; others will be noted on the calendar or will be announced as needed in relation to field experiences such as museums, theatre, etc.

Ties: Required for boys on "blazer days," optional for girls.

Slacks: Khaki, or charcoal gray "classic style" slacks (no navy slacks, denim, buckles, rivets, knit pants, etc.) Slacks are to be worn with 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 skirt/jumper are not to appear below the hemline.

Socks/Tights: Navy blue or white.

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); however, on Wednesday Upper Schoolers must wear shoes (ie: boat shoes or flats) rather than the “street sneakers” (specified above) as part of their uniform for assembly. Boots may be worn from October 1st to Spring Vacation.

Gym Uniform

PreK-3 through **Grade 2:** The children must wear sneakers daily, but do not need a gym uniform. A set of spare clothing in case of illness or accident is required.

Grades 3-8: Dark green gym shorts and white or grey Unquowa t-shirt from Soccer & Rugby Imports (*see purchasing information below*). Sneakers with white sweat socks. Plain solid gray sweatpants, plain solid gray sweatshirt for cool days.

Purchasing Information for the Unquowa Dress Code

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

<https://myuniform.soccerandrugby.com/store/club/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.

Note: Plain solid gray sweatpants, plain solid gray sweatshirt may be purchased at any retail store.

With the exception of the gym uniform and the Unquowa plaid, items may be purchased in any store including these:

Lands' End School Uniform - 800-469-2222

www.landsend.com/schooluniform

Preferred School Account #900028366, School Logo Monogram #9833209

Unquowa plaid = Hunter Classic Navy Plaid

Blakes School Uniform Company - 375-5901 (Stratford)

www.blakesschooluniform.com

Unquowa plaid = Plaid #55

Dennis Uniform (Orange, Norwalk)

www.dennisuniform.com

School code = nw00uf (00 are numeric zeroes)

"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

Lost and Found items are kept in the rear stairwell by the playground entrance and are brought to assembly every few weeks to be claimed. Any student or parent who would like to look through lost and found between these assemblies may come to the office. Unclaimed items will be donated to

charity at winter break and end of year. To ensure your students' lost belongings can be returned, please label your child's clothes.

Pick-up from School

Early Dismissal

If your child must leave early, the Main Office and the homeroom teacher should be notified in the morning via email or note including the dismissal time and name and identity of the person picking up your child. Your child must be picked up in the Main Office and signed out. **Please note students will not be paged for dismissal between 3:15 and 3:30 as it is disruptive to the end of day routine for all students.**

3:30pm - PreK through grade 4 and older siblings of those students: Parents should park in the back of the school and walk to the corral to pick up their child(ren).

K-8 children taking the bus: Students gather in the front entrance and are 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.

3:40pm - Grades 5-8 with no younger sibs: School staff will guide parents to the front curb where the teacher in charge will release the students to the cars. **Please wait in the line that forms on Stratfield Road and pull up once directed and the buses have left.**

Parking

Parking for parents is available in the rear of the school. Please make sure you use designated parking spots. Those with names are reserved and purchased by families at our annual auction. **Please note that parking in handicapped spaces without a handicap permit is illegal and enforced by the school.**

Upper Schoolers are not permitted to cross from the Upper School waiting area without being escorted by a parent. Please note all spaces along the front curb are designated either for buses or visitor parking.

Owls

The Owls after-school program provides supervision for students in all grades until 6:00 p.m. 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 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 by 4:00 p.m. must go to the Owls program and a fee will be charged. Under no circumstances do we allow a child to leave school unless in the company of an appropriate adult. If a child is picked up by a person unknown to our staff or faculty, we ask that

parents provide the main office and teacher with the person's name. Teachers on corral and car duty will ask for identification.

After-School Sports and Activities

We offer a variety of after-school sports. Games are scheduled with other teams in the Fairchester Athletic League as well as other local teams. Information on both athletics and other after-school activities will be detailed on our online calendar and MyUnquowa dashboard. Information on these after school programs can be found in the Parent Module under Unquowa Programs. All students staying after school are supervised by an adult.

Students who are absent due to illness may not attend any after school activities that day.

Homework Expectations

Early Childhood (PreK-3 - 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 identified by the teacher.

Upper School (Grades 5 - 8)

Again, 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 is also recorded by students in their planners. Both students and parents may 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 student's locker or electronically. by 3:30 to be picked up by the family.

Extra Help

Teachers provide extra help to our students, as needed, during free periods, before school, or after school. All teachers are available for extra help before school, 8:00-8:30, and after school from 3:30 to 4:00. 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 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.

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.

Harassment Policy and Protocol

If a student believes he or she is a victim of harassment or other inappropriate behavior of an abusive nature, he or she should immediately speak with the homeroom teacher or advisor. That teacher will speak with the student to determine the details of the allegation and will record as much specific information as possible including names, dates, actions, witnesses, etc. The teacher shall promptly interview the accused student and any witnesses and, if deemed of a serious nature, alert the Dean of Students and/or Head of School. If more information is required, this team shall make all reasonable efforts to obtain such information.

If it appears that the complaint has merit, the offending student/students shall be disciplined in a manner appropriate to the conduct involved - a warning may be sufficient or suspension or dismissal may be warranted. If a warning is given, it shall be made clear that any future incident of a similar nature shall be dealt with harshly. In any event, parents of all students involved will be contacted. If the results of the investigation are inconclusive or unsubstantiated both the accuser and accused shall be informed.

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:

Grade Level	Participation Percentage
*PreK-3	63%
*PreK-4	50%
Kindergarten	56%
Grade 1	76%
Grade 2	80%
Grade 3	100%
Grade 4	94%
Grade 5	100%

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.

Unquowa Mobile Website: m.MyUnquowa.org

We also provide a mobile website for your smartphone which provides access to calendar events, directory groups, homework and more. If you need help setting this up, please contact our Director of Technology.

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

If you wish to schedule a conference, please contact the teacher to arrange a time. A brief spontaneous conversation with a teacher is certainly fine, but an extensive discussion or a conference should always be planned. School-wide Parent/Teacher Conferences are in the fall and again in the spring, but team conferences can be called at any time 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 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. Faculty and staff are not permitted to testify in divorce proceedings and/or become involved in domestic disputes.

Student Phone 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 8:30 till 3:30.** Students who have cell phones out during the school day will have their cell phones taken and given to the Dean of Students who will discuss the violation with the child 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 who violate this policy a third time will be sent home for the remainder of the day and will lose the privilege of bringing a phone to school.

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.

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 our website. When sudden weather makes cancellation look probable during the day, we ask that you check the school website, 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. During the first few weeks, in addition to the regular teacher supervision at dismissal, all teachers of the younger children will be present at dismissal to help the children find their way.

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 a note 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) 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 sudden change in an emergency, call the Main Office and someone will get word to your child and the dismissal staff. *Please note:* if your child is going to be taking the bus home with a friend, the bus driver will require written permission from the parent.

Visiting the School

Parents are part of our school community and are encouraged to take an active interest in school life and UPA activities. Ways in which parents can visit and share their expertise or volunteer in their child’s class are usually discussed at Back to School Night. We simply ask that all such visits be pre-arranged with the teacher at least a week in advance. For safety and security reasons, we ask that parents and other visitors sign in and sign out of the school log in the Main Office when visiting.

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

In regards to 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 regards 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 guidance counselor 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 are given to students in Grades 6-8 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 fall or 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

Students who achieve Honor Roll or Unquowa Honors for Trimesters I and II, and Trimester III will be acknowledged in the *About U.S.*

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 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. Homerooms take into account social and gender factors, among others. 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.

Athletes in Grades 6, 7, and 8 will be required to provide an annual health assessment to practice and participate in interscholastic team sports. Parents should notify the school nurse if a child has any medical problems, e.g., allergies, chronic illnesses, vision or hearing difficulties.

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 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.

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: Conjunctivitis, Chickenpox, Fifth Disease, Measles, Flu, Meningitis, Mumps, Mononucleosis, Ringworm, Strep, Cocksackie 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 website.** (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.

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 email that is 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

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 8:30 till 3:30.** Students who have cell phones out during the school day will have their cell phones taken and given to the Dean of Students who will discuss the violation with the child 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 who violate this policy a third time will be sent home for the remainder of the day and will lose the privilege of bringing a phone to school.

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.

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 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 kitchen staff signature area to confirm review.
Procedure: List will be reviewed with 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 processed peanuts will be accepted in the school's food service.
 - Tree Nuts: No products containing, or processed in a facility that processed 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 reaction. Also, a poster with instructions on what to do in 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 as purchased or recipe ingredients, cross-contact or any other potential allergy concern. The product will be returned to 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

Parents are welcome to attend our weekly assemblies on Wednesdays at 8:45 a.m. Assemblies include birthday celebration, 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

Photos of all the students and classes are taken in the fall by a professional photographer. Individual pictures and class pictures are 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.

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.

Family Math Night

Family Math Night occurs every other year for grades four through six and involves parents and children working together to solve problems, experiment, and discover mathematics. Families explore a variety of activities in estimation, arithmetic, measurement, reasoning, number patterns, and geometry. Students from seventh and eighth grade help to prepare for and run the event.

Halloween Parades

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

The School celebrates Thanksgiving by hosting a Thanksgiving banquet on the Tuesday before Thanksgiving with some students in the Lower School dressed as either Native Americans or as Pilgrims. 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.

Science Fair

The Unquowa Science 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.

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://soccerandrugby.tuosystems.com/stores/unquowa>

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 Unquowa t- shirt.

Lands' End School Uniform - 800-469-2222

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

Unquowa plaid = Plaid #55

Dennis Uniform (Orange, Norwalk)

www.dennisuniform.com

School code = nw00uf (00 are numeric zeroes)