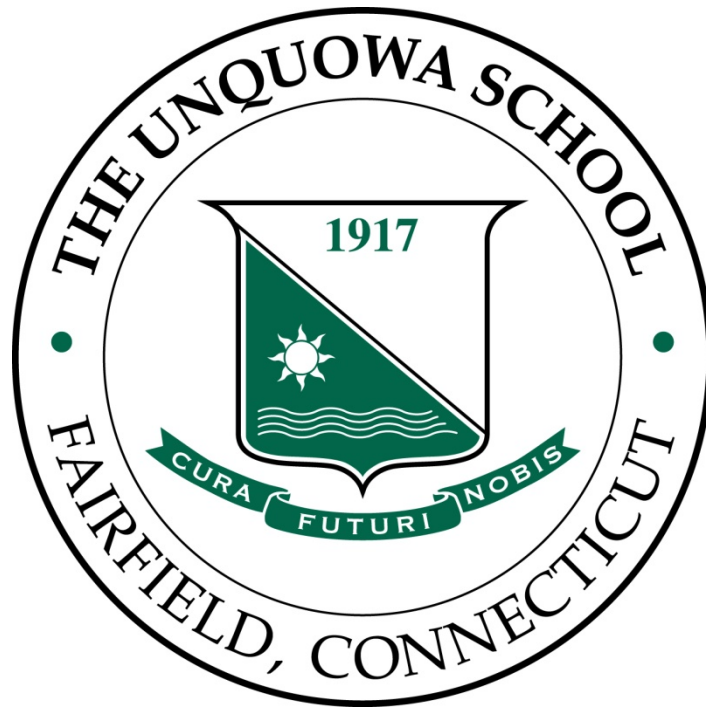


The Unquowa School Family Handbook



Cura Futuri Nobis ~ The Future is in Our Care

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

Mission

The Unquowa School Board of Governors revised the mission statement in 1997:

"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."

At Unquowa, we aim:

- to teach a skills based traditional academic curriculum with individual, personal attention and progressive methodology in a small classroom setting.
- to foster creativity, problem solving, and leadership through participation in our fine and performing arts programs, our computer program, and our physical education and team sports program.
- to engender positive values in a school climate which promotes and models respect, responsibility, civility, compassion, cooperation, support, and integrity. Our teachers function as role models, and the peer student culture embodies these values.

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 also serves on the Board of Governors. The UPA supports the school by hosting social events and several major fund-raisers. The UPA marshals volunteers to organize a variety of academic and enrichment activities as well. A list of the UPA positions and the parents holding the positions each year can be found in our online directory.

Academic Information

Students are expected at all times to behave with integrity in academic matters, never cheating or representing as their own work the work of another person.

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 in Upper School, an approval form must be signed by both teachers, the advisor, the learning specialist, and the Head.

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 yearly grade.

Field Experiences

Field experiences are an integral part of the curriculum and student attendance is required. General permission for field experiences is in the enrollment contract, but you will also receive a permission slip for 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.

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 November or December and March.

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

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, 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 School Secretary as soon as possible. Forms will not be accepted or processed during the week before Winter Vacation. The School Secretary will distribute the forms to the appropriate teacher for completion and will mail the completed forms and transcripts to the high schools.

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)

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)

We consider the following to be homework and should be done on a nightly basis:

- Nightly recreational reading (does not include assigned reading for language arts)
- Reviewing notes for science and social studies in preparation for tests and class discussion
- Re-reading or pre-reading assignments
- Review of math skills
- Review of spelling/vocabulary words (both English and Spanish)
- Any daily or weekly assignments determined by the classroom teacher and long term projects, the pacing of which is identified by the teacher.

Our teachers post homework and other assignments at: www.myunquowa.org

Homework for absentee students will only be collected if parents email the homeroom teacher or call to request it. The homeroom teacher will assign a student to collect the requested homework and place it in the absent student's locker at the end of the day. Parents or siblings can then pick up the homework from the student locker at the end of the day.

Honor Rolls

Honor certificates are distributed with trimester reports and acknowledged in the *About U.S.* Upper School students (grades 5-8) 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

Library

The Library is a place to go for library class, reading, and research. Books may be checked out for 2 weeks or longer with the agreement of the librarian. Our Library curriculum includes internet research as well as book research in conjunction with class projects and curriculum.

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 sent to parents and are reviewed with those who schedule a conference.

Special Testing: Parents whose children have been recommended for educational and psychological testing may elect to have their child evaluated through the public school system. Testing may also be conducted privately by an evaluator of the parents' choice, and we encourage and expect that you share the results with the school for everyone's benefit.

Tutoring and 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 after school from 3:30 to 4:00. Please make prior arrangements with the individual teacher.

We recommend others to tutor our students. Exceptions are made after careful review by the Head and Dean. The school maintains a list of these resources.

Dress Code

Dress code is in effect for 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 hair styles, inappropriate jewelry, etc.) Clothing must be clean and pressed and in an appropriate size. No make-up. 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.

Lower School: PreK4 – Grade 4

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

Sweaters: Navy blue or dark green “classic style” crew neck, v-neck, cardigan, or vest.

Slacks: Khaki, navy or charcoal gray “classic style” slacks (no denim, buckles, rivets, knit pants, etc.) Slacks are to be worn with belt at the waist. Khaki Bermuda shorts or skorts option in September, May and June.

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.

Upper School: Grades 5 - 8

Shirts: White long or short sleeve 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 or dark green "classic style" crew neck, v-neck, cardigan, or vest.

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 or skorts option in September, May and June.

Skirts or Jumpers: Unquowa plaid, khaki, 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. (Grade 8 students may wear "funky socks" beginning the 2nd trimester.)

All School

Shoes: Dark color (black, brown, or navy blue) low-heeled rubber-soled shoes or Merrills. Shoes may not have an open back, like clogs or sandals. Boots of appropriate color may be worn from October 1st to Spring Vacation. PreK - Grade 2 may wear sneakers all day.

Gym Uniform

Grades 3-8: Green gym shorts and white tee-shirt with Unquowa logo purchased through The Unquowa School Store. Sneakers with white sweat socks. Plain solid gray sweatpants, plain solid gray sweatshirt for cool days.

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

Purchasing Information

The Unquowa School Store - green gym shorts, white Unquowa t-shirt for PE

Lands' End SchoolUniform - 800-469-2222

Access through our website: www.unquowa.org/convenient-links/upa-partnerships

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)

“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. Shirts must fully cover midriffs, and short skirts are not permitted. Usually, the last Friday of each month is a “Casual” day for students who have been following the dress code. Other times are designated for special occasions.

Dress Code Consequences

All dress code violations will be documented. The first incidence of a dress code violation will be considered a warning. The second occurrence of a violation of the same nature will result in a phone call to parents. Parents of repeated offenders will be required to meet with the homeroom teacher and the Head.

Lost and Found

Lost and Found items are kept in the Athletic Office. Unclaimed items will be donated to charity.

Health Policies

Health Assessments

All students registering for PreK-3 & K must provide evidence of a recent completed health assessment before entrance into school. Immunizations must be current and on file before the child may attend school. The health assessment required for initial enrollment of an older student must have been done as recently as the last required health assessment for the student's grade level. In addition, all students must provide evidence of a completed health assessment within one year of enrollment in Grade 6. Students not meeting this requirement will not be permitted to re-enter school the following September. Athletes in Grades 6, 7, and 8 will be required to provide an annual health assessment to try out for, 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 student 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. If the child has a fever or is too ill or hurt to remain in school, the child must go home. A parent will be called, and failing contact with the parent, the emergency contact. A completed Parent Fact Sheet, listing two additional people who will care for your child if we cannot locate you, must be on file before the child can attend school.

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.

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, 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 personnel. 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. These forms are available in the nurse's office. 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.

Policies & Procedures

The students and parents of The Unquowa School should 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. Parents and students are expected to sign and return the form included with this Handbook.

Absences

Please call the school each morning to report a student absence. If you do not call, the school secretary will call you to verify the absence. It is important to report communicable illnesses so that we can alert parents and 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.

Arrival / Dismissal

Morning Drop-Off

Students are expected to arrive at school by 8:30 a.m., and may arrive as early as 8:00 a.m. Children who arrive between 8:00 a.m. and 8:30 a.m. go to the dining room where a faculty member will supervise them until 8:30.

Students may be dropped off at the front of the school. If you wish to walk your child into the school, please park in the front or back of the school and walk your child in through the corral door. Parking in front of the school is only permitted in designated spaces, so it does not hinder bus and car drop off.

Students arriving at school after 8:40 a.m. are considered tardy and must report first to the Main Office to sign in. Excessive tardiness will be discussed with the family.

Afternoon Pick-up:

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

Grades 5-8 with no younger sibs: Dismissal time is 3:40 p.m. Parents should pull up to the front right side door (near grade 5 classroom) and the teacher in charge will release the students to the cars. Please do not pull up before 3:40, as buses will be in the front from 3:30-3:40.

Students who are not picked up by 3:45 p.m. must go to the Owls program and a fee will be charged. Under no circumstances should a child leave school unless in the company of an appropriate adult. Whenever a child is picked up by a person unknown to our staff or faculty, identification must be provided.

Early Dismissal of a Child

If your child must leave early a note must be sent to the Main Office in the morning with dismissal time and name and identity of the person picking up the child. The child must be picked up in the Main Office and the "Sign-out Book" filled out.

After School

Sports and Activities: We offer a variety of after-school sports including soccer, field hockey, basketball, tennis, and lacrosse. Games are scheduled against other teams in the Fairchester Athletic League. Information on other after-school activities will be detailed on our online calendar and bulletin board.

All students staying after school must be supervised by an adult. Students who are on a team are expected to participate in all scheduled practices and games. A student who is absent during the day may not participate in an after-school sport, activity, or social event.

Owls: The Owls after-school program provides supervision for students until 6:00 p.m. A fee of \$25 per day is charged, and arrangements for the program are made in advance by contacting the Main Office.

Birthdays

Birthdays are announced at our Wednesday morning assemblies. A child may also present a Birthday Book to our library. The book will be shelved with a special book plate commemorating the student's birthday. The child's family may provide a special classroom treat for the student's class and teachers. No peanut or tree nut food products may be served. (See Peanut Policy.)

Communications

At Unquowa, we believe that parents are partners 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. Please, if you have an issue or concern, contact the appropriate person at school sooner rather than later. A problem usually gets worse with time, so the earlier the intervention, the better.

Parents are encouraged to check our website regularly. Our online calendar provides information on school events, sports, field experiences, lunch menus, and more. Teachers post homework and articles and photos of classroom activities in the classroom sections. The on-line school bulletin board provides articles on school-wide activities and events, a download page for forms, an art gallery of student art, sports articles, the weekly "What's Happening", and more.

Contacting a Teacher

To reach a teacher you may call and leave a voice message or email the teacher directly through the online directory. The teacher will return your call or email during their free time or at the end of the day. If a response is not made within 24 hours, contact the Head of School.

Parent/Teacher Conferences

If you wish to schedule a teacher conference, please contact the teacher to arrange a time. A brief comment to a teacher at school is fine, but do not just drop in and expect an extensive discussion or a conference. School-wide Parent/Teacher Conferences are in November or December and March.

Special Concerns

There are times you may have information, concerns or suggestions to share. If your question or concern relates to an academic matter (homework, curriculum, grades, etc.) contact the teacher. If you have more general concerns, contact the room representative. If you need to talk about another area, please call the Head.

Messages to Students

If there is an emergency or sudden change in plans, we are happy to take messages at school. Please do not call in with reminders about doctor's appointments, play dates, etc. or that something was left at home and will be brought in. We are trying to encourage a level of independence and responsibility in our students.

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.

Parking

Parking is available in the front and rear of the school. Please make sure you use designated parking spots. Those with names are purchased by families at our annual auction.

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.

Student Contracts / Delinquent Payments

Re-enrollment contracts are mailed in early January with a February 1 return date. After that date, there is a \$100 late fee, and enrollment contracts are offered to new students to fill vacancies. Any student whose tuition account is more than 60 days delinquent may not be permitted to continue at The Unquowa School.

Student Phone Use

Students may use the phone in the Main Office for emergencies. Cell phones must be turned off and kept in lockers during the school day. Students who ignore this policy will be relieved of their phones.

Sexual Harassment Protocol

If a student believes he or she is a victim of sexual harassment or other inappropriate behavior of a sexual (or abusive) nature, he or she should immediately contact an advisor. The advisor will speak with the student to determine the details of the allegation. The advisor will record as much specific information as possible including names, dates, actions, witnesses, etc. The advisor shall promptly interview the accused student and any witnesses. If more information is required, the advisor shall make all reasonable efforts to obtain such information.

A written report containing all the above allegations and facts shall be given to the Head, who, in consultation with the advisor, shall make a decision. If it appears that the complaint has merit, the offending student 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. If the results of the investigation are inconclusive or unsubstantiated both the accuser and accused shall be informed.

Suicide Talk Protocol

If a student is heard speaking about suicide at school, the Head will be notified immediately. The student will be sent to the Nurse's Office, and the Nurse will meet with the student and gather information to better assess the situation. The parents will be contacted as soon as possible to pick up the student. The student may need to see a health care professional outside of school and receive a note clearing him/her to re-enter school. Information is shared on a need-to-know basis. Strict confidentiality is observed by all those who have such information.

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 must click out of that area immediately.

Students should not ever 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 in Write Source do apply. All information must be properly documented. Students should seek advice from their teachers or the librarian about citing sources.

Transportation

At the beginning of school in September, the teacher 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, the 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 are posted in the local newspaper. 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 is going home with someone else or your child is going home with another child 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.

Whenever a child is picked up by a person unknown to our staff or faculty, identification must be provided. In the event of an emergency, when you have to make sudden changes, call the Main Office and we will get word to the 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.

Unquowa Phone Directory

The School Directory of Unquowa families is intended for use only by them and such information, in whole or in part, should not be given to others. It is available on our website by password only to Unquowa parents.

Visiting the School

Parents are encouraged to visit the school and to take an active interest in our activities. However, you should not show up for unscheduled school visits. All such visits must be pre-arranged with the teacher at least a week in advance. Class visits will not be scheduled before Back to School Night. Please sign in and sign out in the school log in the Main Office when visiting.

Wheel Backpacks

Wheel backpacks should be small enough to be stored in student lockers.

Discipline

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, who may reprimand and/or assign a work detail — desk top cleanup, for example.

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; having cell phones, CD players, iPods, or other electronic devices at school without permission.

For major disciplinary incidents the student will be brought to the Head of School's office by the teacher. Both the teacher and the student will explain what they have seen and heard. The homeroom teacher/advisor will be informed of the incident. The Head of School will then meet with the appropriate teacher(s) to make a determination of the proper disciplinary consequences including detention, suspension, and dismissal. Once the consequences have been decided, the Head 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 Head calls, except in cases of 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; sexual harassment; 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.

Unquowa Events

Assembly

Parents are welcome to attend our weekly assemblies on Wednesdays at 8:45 a.m. Assemblies include performances by individuals and classes, special presentations, and speeches by our Eighth Graders.

Portrait Day

Portrait Day occurs twice during the school year — in the fall in dress code and in the spring in casual attire. 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 families and alumni, is held in October and includes a Farm-to-Fork barbecue, games and activities for kids sponsored by the eighth grade, a soccer game and more!

The Unquowa School opened on October 3, 1917 with forty-eight children under the direction of Mrs. 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 Days

The School has two half-day field days, one in the fall and one 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 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.

Halloween Parades

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

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.

May Day Celebration with Grandparents and Special Friends Day

Unquowa celebrates the coming of spring with dancing around the Maypole and other dance and choral performances. 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 students and their guests can spend the afternoon together. This is a dress up day for all students.

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. A sumptuous buffet befitting the occasion follows the evening performance. There is also a morning performance.

Science/Academic Fairs

The Unquowa Science/Academic Fairs are fascinating events which require weeks of planning, preparation and work by students in Grades 4-8.

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.

Student Art Show

Student artistic endeavors in painting, drawing, and sculpture and are featured in our annual Art Show in the late spring.

Annual Meeting & Dinner

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.

Closing Ceremonies and Commencement

All Unquowa parents are encouraged to attend the morning Closing Ceremonies in June where students receive awards and recognition. The graduating class receives their diplomas during Commencement in the evening. Guests are required to wear business attire.

Event details are available in the calendar portion of your Unquowa dashboard at:

www.myunquowa.org

Snow Days, School Cancellations, and Early Dismissals

Parents will be notified by phone through the **SchoolReach call system** to report school cancellations, delays, or early dismissals. We will call parent home phone numbers for school closing and delays. We will call cell phone numbers and work numbers for early dismissals. The information will also be posted on our website. We ask that you check the website or listen to your voice mails or radio stations rather than calling us during the school day as we have a limited number of phone lines.

The following radio/TV stations will be alerted.

Radio

WEZN 99.9 FM, WEBE 108 FM,
WICC 60 AM, WNLK 1350 AM,
WEFX 95.9 FM

Television

WVIT 30, WFSB 3, News 12