

SCHOOL HANDBOOK



A guide for students and their parents
for the **2010-2011** school year

SCHOOL HANDBOOK 2010 - 2011

Dear Upland Students and Parents,

The Upland Country Day School is an academic community dedicated to the intellectual, moral, and physical growth and well being of all its members. We come together each day in a common purpose, united by our commitment to the fullest development of our individual powers as human beings. The life of our School is a shared life, and the richest school experience is possible only when we see ourselves not only as individuals, but as unique members of a unique community.

There can be no sense of community without shared values. One of those values is that we believe that our greatest responsibility is to take the fullest advantage of our time here together. The chance to make our lives better through determined, conscious effort is what Upland offers. It provides perhaps the greatest privilege there is: the freedom and responsibility to do our best.

This Handbook is an effort to help us do just that. For new students, it provides one introduction to the School. Returning students will find it a restatement of what they perhaps already know. It is not a mere list of “Do's and Don'ts.” Yes, there are rules; no community can live without them. However, these rules are, first, a formal reaffirmation of the School's commitment to “Understanding, Trust, Responsibility” as precious values in themselves. Second, these rules have emerged through a long history as a way to create for both students and faculty the best atmosphere in which to pursue the serious and noble goals of the School community.

David M. Suter, Head of School

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MISSION STATEMENT

“Understanding, Trust, Responsibility”

The Upland Country Day School, a non-sectarian, independent day school for boys and girls in Pre-Kindergarten through Grade Nine, exists to educate qualified children with diverse

backgrounds and talents whose parents have high aspirations for their children's success. By providing a campus marked by small classes, bright students, and an expert faculty, we are committed to the development of independent and life long learners. The School combines a strong academic program with a nurturing environment enhanced by current technology.

Upland believes the School can make a marked difference in a child's life as we seek to develop in our students habits of mind and heart that lead to courage, full participation as citizens, service and stewardship, and an appreciation of the uniqueness of self and others. Our Liberal Arts curriculum is supported by appropriate technology and carefully balanced with an enriching combination of team athletics, art, music, and drama. We offer a program with breadth and depth to help our boys and girls maximize their intellectual and physical potential during the most critical time of their development.

PHILOSOPHY

The Upland Country Day School is a Pre-Kindergarten through Grade Nine non-sectarian, independent preparatory school for boys and girls founded in 1948 and governed by a self-perpetuating Board of Trustees. The School seeks to serve qualified children of parents who have high aspirations for their children's success. Students of varied racial, ethnic, religious, and socioeconomic backgrounds come from Northern Delaware and Southeastern Pennsylvania. Providing an attractive campus marked by small classes, bright students, and an expert faculty, the School combines a strong academic program, within a nurturing environment, enhanced by current computer technology. Our Liberal Arts curriculum and computer capability, carefully balanced with the confidence building experiences of team athletics and an enriching combination of art, music, and drama, offer a program with breadth and depth to help girls and boys maximize their potential during a most important time in their lives.

Children are at the center of the Upland Country Day School's social, administrative, and curricular decisions. A dedicated and enthusiastic faculty understands where children are as learners and guides them to meet intellectual, emotional, and physical challenges. Upland sees children as persons of primary value who are capable of becoming fully participating and responsible citizens of the community and the world. By laying a foundation of perseverance, diligence, and self-disciplined work, the School, together with the family, wishes to promote each child's commitment to a life of independent learning.

The School enjoys its existence in a global community. Hence, the composition of the student body, staffing, and curriculum should represent as much as possible the world that children will encounter. To meet this world, the School's academic and extracurricular program will provide challenges and opportunities for a child

- to delight in the use and creativity of language through reading
- to write with passion, voice, and precision
- to see the world through the eyes of a scientist as a place to test hypotheses, predict outcomes, and explore solutions
- to understand the connections and relevance of history and historical inquiry
- to experience the power and understanding that fluency in another language and culture can provide
- to be creative and explore the self in the arts
- to understand the logic and discipline of mathematics and its applications to the world
- to develop a knowledge of teamwork, the body, and character through physical education and sport

- to employ technology as a tool to extend learning, creativity, problem solving, and interactions with others
- to become a steward of the environment and to serve others

Together with parents, Upland Country Day School seeks to create a personal environment which can make a marked difference in children’s lives by developing habits of the mind and heart that lead to courage in their moral, ethical, and intellectual lives, and to the ability to appreciate the uniqueness of self and others.

ACADEMICS, ARTS, ATHLETICS, ATTITUDE

The Four A's are the cornerstone of life at Upland Country Day School. Balance and ongoing emphasis on the significant importance of academics, arts, athletics, and attitude are critical to the development of the whole person at the School. Underpinning all of that is emphasis on “Understanding, Trust, Responsibility,” the UCDS motto. It is the operating creed which permeates all aspects of school life, for it summarizes our belief in the basic goodness inherent in each member of our community.

"Understanding" means that all members of the community in which we work actively care for each other, see differences as strengths, celebrate each other's successes, and support each other's weaknesses. We understand that each and every community member has a unique place in the School and in the world.

"Trust" is perhaps the single most important aspect of relationships. It is a quality, gained only through hard work, consistency and honesty that can be easily lost. Trust means that you will do what is asked whether or not someone is watching, that you have the courage to act in the best interest of yourself and others, and that your word and your character are clear demonstrations of what you value.

"Responsibility" means that in all actions you accept responsibility for consequences whether they be those of success or mistakes. This concept means that you understand consequences before you act and willingly take on the consequences of those actions. In addition, responsibility is a badge of maturity and, like trust, suggests in its presence that you will do and accomplish the tasks ahead to the best of your ability.

ACADEMICS

Students receive letter grades beginning in Fourth Grade. There are four marking periods and grades are given at the end of each quarter. The same grading system is used in Grades Four through Nine (see “Academic Rating”).

Fourth and Fifth Graders are graded in the following subject areas: Literature, Spelling and Grammar, Math Social Studies, Science and Spanish. Motivation and Citizenship grades are also given in these subjects, plus for art, music and drama.

In Upper School Sixth through Ninth Grade students are required to take the following: five academic courses, English, math, science, history and foreign language in addition to music, art, drama and health. If a student is felt to be not ready for foreign language study, a support class is available for individual and personalized help in the other academic areas. Courses are offered at two levels:

Grade level: e.g. Math 7I

Advanced: e.g. Math 7II

Flexibility in scheduling allows students to be sectioned according to ability. For instance, students could be placed in advanced English and history, grade level science, math, and foreign language. Students will also have opportunities to move up or down in level within a discipline.

HOMEWORK

Homework is an integral part of the school program and an important element in the evaluation of a student's progress. Homework assignments for grades one through nine are posted on-line through Power School and passwords are sent home via the summer mailing. Through regularly assigned homework, students can establish a consistent approach to study habits. Practice and reinforcement of concepts and skills taught in class helps students prepare for activities like tests, long term projects, etc. Homework can facilitate further learning by engaging interest and initiative. Upland considers homework an important element in the student's progress; parents should recognize its importance as well by providing the necessary time and workspace and atmosphere conducive to the successful completion of assignments. The following are suggested guidelines; the following are supported guidelines:

- Lower School students can expect to have homework during the week and should allow for the following general guidelines: First Grade, 30 minutes; Second Grade, 30-40 minutes; Third Grade, 30-45 minutes; Fourth Grade, 45-60 minutes; Fifth Grade, 60 minutes.
- Grades Six to Nine have daily homework assignments, including weekends. Some assignments require long range planning and organization. Students are expected to practice increasing independence and self-discipline in meeting academic responsibilities. The following general guidelines should be expected: Sixth Grade, one to one-and-a-half hours; Seventh Grade, two hours; Eighth and Ninth Grades, two to two-and-a-half hours.

Academic Session: If Upper School students do not hand in homework on time without an appropriate excuse, the grade on the assignment can be reduced for each day that it is late.

A reminder to all students, Academic work always comes first. The first homework assignment missed gets a warning (note home). The second homework assignment missed will result in sitting in from lunch and finishing that assignment (note home). The third offense will result in sitting in from practice that day until 4:15. If the assignment is missed on the day of a game, the assignment will be made up the next day during practice time. (The purpose of regular tutorial time is to work on homework given that day, not to do late homework.) By doing so you will be in tutorial during practice time and by missing practice you will be affecting playing time in your upcoming games. *Please understand that teachers will take into consideration the student's class record of incomplete homework(s) when assigning a student to after-school tutorial.*

If you receive a disciplinary detention, you must serve it on the day assigned even if it falls on a game day. If the detention time interferes with any part of the game time, you will not be allowed to play in the game.

ACADEMIC COMMUNICATIONS

In order to be sure that the partnership, represented by students, families and the School, is well informed, the faculty may communicate through many methods.

- **Parent-Teacher Conferences** are held twice a year, in the fall and the spring. Parent-teacher conferences play a very important part in a child's development at Upland. Conferences are held in the fall and spring. It is important that both parents attend the conference if at all

possible. This is an opportunity to discuss a child's progress in school and to address any questions or difficulties in his or her academic program. Every effort is made to coordinate the schedules for those parents who have more than one child attending school. In certain instances, the School will request additional special conferences to discuss your child's academic or social progress. Of course, you may also request a conference at any time.

- **Progress Reports** are written two times a year (November and April) for PreKindergarten to Grade Nine. Reports are mailed home the week before parent-teacher conferences.
- In Upper School, **Interim Reports** are sent to advise of successes and/or challenges students may be experiencing in each course. The Interim Report is a way to communicate so that strategies for improvement can be developed before the end of the marking period. Interim Reports will be sent home if a letter grade is below the "C- (70%)" range (mid-marking period), if a motivation or citizenship grade is lower than "3," or if the grade has fallen a full letter grade.
- In Upper School, **Parent Information Notes (PINs)** are designed to inform parents about the status of current academic work, grades and/or progress. PINS will be sent via email.
- **Weekly Report:** In Upper School, some students occasionally need a more frequent check of academic or behavioral performance. Weekly reports can be initiated at the request of faculty, parents, or students. These reports are shared with students by homeroom teachers or advisors and will be sent home.
- **Daily Report:** In some situations in Upper School, the faculty may place students on daily report for close monitoring of academic progress.

If a student receives a "D+" (or below) or a "4" or "5" in motivation or citizenship at the end of the marking period, a written comment will automatically be sent home with a full explanation of the difficulties. (Each family receives annually a School Calendar, which lists report periods.)

Upper School final exams are given at the end of the academic year. In Sixth and Seventh Grade, this grade counts as 1/9th of the final grade; in Eighth and Ninth Grade it is 1/5th of the final grade.

The following grading system is used in Grades Four to Nine:

ACADEMIC RATING

A+	100-97	B	84-86 Good	C-	70-73
A	96-94 Outstanding	B-	80-83	D+	67-69
A-	93-90	C+	77-79	D	64-66 Unsatisfactory
B+	87-89	C	74-76 Satisfactory	D-	60-63
				F	below 60 Failing

"A" represents excellence in the following: intellectual command of scholarship showing accuracy of knowledge; ability to show independence and self-discipline in completing assigned and unassigned work; cooperation in classroom activities with frequent contributions to the welfare of the class; effective use of materials presented; and originality in spoken and/or written expression.

"**B**" represents an above average standard of the knowledge of course content; reasonable grasp of course methods of study and objectives; active class participation; orderly presentation of assignments; ability to express ideas coherently orally and/or in writing.

"**C**" represents a satisfactory level of achievement, initiative, and familiarity with the course content; completion of at least a majority of the necessary requirements set by the teacher with a reasonable understanding and grasp; basic skill achievement is apparent; oral and/or written assignments are completed in reasonable fashion.

"**D**" represents unsatisfactory work in most of the necessary requirements, but sufficient success is apparent to warrant a passing grade.

"**F**" represents failure to achieve success in a majority of even the minimum standards in the course for graduation.

*[N.B. A year's average of "D" will **require** summer work for next level of continuing subjects: English, mathematics, foreign language, etc. A year's average of "F" in any subject will require summer work in an approved course or program of study for promotion to next grade.]*

MOTIVATION RATING

"**1**" represents superior self-initiative; the student is attentive, constructive, and active participation in class; homework up to date and well done; completion of extra assignments or optional activities.

"**2**" represents good self-initiative; participation in required class activities and discussion; completion of homework in a timely and accurate way; willing participation in extra activities or optional assignments if asked.

"**3**" represents a need for regular guidance in area of self-initiative; occasional participation in class discussion; generally meets required demands; an occasional late homework but daily assignments meet stated requirements; general reluctance to take on extra assignments or optional activities.

"**4**" represents sporadic daily work, often late and not adequately done; an unwillingness to take part in class discussion in constructive manner; a lack of self-discipline; a negative attitude toward most class activities.

"**5**" the student's work is usually late or not handed in; the student shows little initiative to meet class requirements; the student's participation in class discussion is negative; and the student's behavior that is "out of bounds."

CITIZENSHIP RATING

"**1**" represents superior behavior that indicates good manners and respect for others; respect for school property and the property of others; a cheerful willingness to do assigned tasks; an outstanding example for others; an adherence to the guidelines set forth in this handbook.

"**2**" represents good behavior, manners and respect for others; respect for property and a willingness to accomplish assigned tasks; a good example for others; and adherence to the guidelines in this handbook.

"3" represents a fair level of behavior, manners and respect for others; generally satisfactory level of adherence to guidelines.

"4" represents unsatisfactory choices of behavior in manners, respect and adherence to the guidelines outlined here; unsatisfactory example to others.

"5" represents unacceptable behavior, attitude, and adherence to school guidelines; unacceptable model for others and may appear in front of COSA.

GENERAL CITIZENSHIP RATING

With consideration given to the citizenship grades earned in all other areas, the homeroom teacher(s) will determine the General Citizenship rating. This rating will reflect citizenship in homeroom, at lunch, on the bus, on the playground, on trips and in other unstructured areas.

HONOR ROLLS

Academic Honor Roll: In order to achieve Academic Honor Roll students must earn all Bs or better. Distinguished Academic Honor Roll is all As.

Motivation-Citizenship Honor Roll: In order to achieve Motivation-Citizenship Honor Roll students must receive all 2s or better. Distinguished Motivation-Citizenship Honor Roll is all 1s.

Privilege List: Upper School students who attain Motivation/Citizenship Honor Roll will be considered on the Privileged List and will be eligible to receive special privileges during the following marking period. Privileges might include such things as: going to the library during tutorial; a free tag day; 1/2 price for dances during the marking period.

Restricted Privileges: Upper School students who receive 4s or 5s in two or more areas in a marking period or an F-5 will lose break and lunch/recess privileges for two weeks or more, and will be reviewed weekly for the remainder of the marking period.

Students will receive art, music, service, and athletics evaluation through Motivation-Citizenship ratings and written comments as scheduled (See the Calendar for Report Periods). In Upper School, athletic comments are written at the end of each season.

Honor Code and the Code of Conduct: The Honor Code and the Code of Conduct are the bases for life at Upland. An understanding of and commitment to them is implicit in each student's presence at the School.

- The Code of Conduct and its Pledge are as follows:

"I will strive at all times and to the best of my ability and maturity to conduct myself in a manner which will bring credit to my school and myself; to act responsibly and decently; to try to understand all sides of any situation; to be helpful to others; to trust my schoolmates and teachers to be fair and honest; and to keep my school clean and attractive.

I will respect the property of the School and other students at all times; I will not damage or deface others' property; and I will not borrow or take others' property, no matter how small, without permission.

I will abide by all school rules as stated in the Student Handbook and work in a positive manner to support my classmates, the faculty and the School."

Students need not only to come forward when they have committed a wrong doing, but they must also make every effort to help another come forward when a wrong doing has been witnessed.

- The Honor Code pertains specifically to any written exercise that requires a student's work alone. At the bottom of all papers turned in, Upper School students are expected to write and sign the following pledge: *"I have neither given nor received aid on this work."*

Cheating and Plagiarism: "Plagiarism" comes from the Latin word for "kidnapping." A plagiarist was originally a kidnapper, which suggests how a writer feels about his work; it's his brain child. Plagiarism now means copying or imitating someone else's language or ideas and presenting them as one's own. The only way to avoid plagiarism is to make specific acknowledgment every time we write something which is not completely original.

If, in something we write, we include someone else's language (from a book, theme, lecture notes, discussion, etc.), we must put all such language within quotation marks and indicate the source in a note. ("Language" includes even parts of sentences, distinctive phrasing, statistical tables, etc.) To omit the quotation marks is to attempt to pass off another's work as one's own.

If we imitate or adapt someone else's language or thought, we are paraphrasing; we are restating another's thought in our own words. In such cases, we may omit the quotation marks. However, unless we specify in the text or note the source of the thought, we are plagiarizing. The problem can often be handled within our text by including such phrases as, "I agree with Einstein's idea that..." or, "As I learned from Mr. Brown..." otherwise, paraphrased passages need to be documented just as direct quotes are. In general, it is better to say too much about our sources than too little. —*Adapted from Honor System Regulations, Wesleyan University.*

GRADUATION REQUIREMENTS

In order to receive a diploma (graduate) from Upland Country Day School, a ninth grade student must: 1.) achieve a passing grade (at least a D-) in all courses for the school year and, 2.) meet all behavioral responsibilities.

In the situation in which a student has failed a course, the student may participate in the graduation ceremony, but will not receive a diploma. Upon the satisfactory completion of the course, i.e. summer work and passing of the final exam or its approved equivalent, the student will then receive a diploma.

If a ninth grader has met the minimum academic requirements but has not met behavioral responsibilities, he/she may not be permitted to attend graduation depending on the circumstances, yet he/she will receive a diploma.

ADVISORY SYSTEM

At the center of the School's mission is the relationship between students and the faculty. Upland prides itself on the strength of those relationships. Certainly being in a school that is so close means that both academic, extracurricular and social challenges abound, and in fact, if the School is doing its job in preparing students for high school and beyond, such challenges are inevitable. The capacity to meet such challenges and difficulties depends on the support students receive from their families, the faculty, and, more specifically, from their advisors.

In the Lower School, the homeroom teacher is the student's advisor. In Grades Six and Seven, students are assigned an advisor. In Grades Eight and Nine, students will choose their advisor from a list of available faculty. The advisor will work with students regarding decision making, academic plans, and social difficulties. The advisor closely watches the student's personal, academic, and athletic progress throughout the year. The advisor will contact parents as patterns develop in a number of courses and will be available for conferences and other communications. In addition to the advisory system, trained guidance personnel are engaged by the School to meet with students in groups to discuss developmental, social, and behavioral issues.

STUDENT ARRIVAL/DISMISSAL PROCEDURES

Transportation: Upland does not provide transportation to school. Children generally ride either in car pools or on the public school buses. A current parent list is sent home via e-mail early in September and is a good resource for families desiring to make up a car pool. The Transportation Office in your public school district is the source of information concerning the public school bus schedules. Students should not ride home with another student or parent unless their own parents have given prior permission.

Bus transportation is provided by the following public school districts: Avon Grove, Coatesville, Downingtown, Kennett Consolidated, Octorara, Oxford, Unionville-Chadds Ford, and West Chester. Contact the Transportation Office in your school district to obtain information concerning bus schedules and to register for bus service. Drop-off and pickup for bus transportation is done in the Byrd Road parking lot. Students are not allowed to ride buses run by the public school district unless they are registered in that district, even if they are going home with a friend. Guidelines for appropriate bus behavior are included in the section on Public School Transportation in this Handbook.

Arrival:

- In order to separate bus traffic from car traffic, please drop students off *only* in the **car** lot (off Rt. 926)
- Students must be dropped off in the morning on the sidewalk only.
- Families who wish to walk their children into school must do so by way of the two crosswalks to make for predictable and safer patterns.

Children must be escorted by parents when crossing the parking lots and cross walks.

Dismissal:

- PreKindergarten (every day) and Kindergarten (Mondays and Fridays): 12:00 dismissal will be from the sidewalk.
- Children in Grades One to Nine on Monday and Fridays and in Kindergarten to Grade Five on Tuesday - Thursday will walk to the Barn porch at 2:50. Car dismissal starts at 2:50. At 4:30 dismissal for Grades Six to Nine, students will be picked up at the curb near the Barn porch after sports.
- All students will remain on the Porch or in the Gallery, depending upon weather conditions.
- There will be faculty members at the curb and on the porch with others as needed in attendance for supervision and safety, especially on Mondays and Fridays. For safety reasons, children can *only* be picked up by car at the curb, three or four cars at a time. No students can

be walked to cars during dismissals. Each car will have a sign indicating family to be picked up (many out-of-division faculty do not recognize the family cars.)

- No children may be picked up by another parent without written or verbal authorization of their parent.
- Children who need to be picked up for doctor's appointments, after school lessons, etc. should be picked up before 2:45. **Parents need to communicate by note or phone before 1:00 in such cases.**
- Students who are not picked up on time (3:00 or 4:30 dismissal) will be sent to After School Care in the Tech Center by 3:15 or 4:45 to wait for parent pick up. There may be an After School Care charge.

Emergencies: The School must be able to contact parents in case of emergency. At the beginning of each school year, the School will send parents a form on which to list emergency contact information. Please be sure to return this information to the School, and to inform the main office of changes that occur during the school year.

To ensure the safety of all, cell phone use while driving on campus is not permitted.

The use of cell phones by students is **NOT** permitted while on campus. All cell phones must remain off. A student may ask a faculty member to use a cell phone. If permission is granted by a faculty member, a student may use a cell phone under the direct supervision of a faculty member. Students who violate this procedure will have their cell phone taken and given to the Head of Upper School. Parents will then have to retrieve the cell phone.

Please note: When the entire school is dismissed at noon, all children will go to the Barn porch and be dismissed from there to the car line.

ATTENDANCE

Daily Hours: Homeroom begins promptly for every student at 8:10 a.m. Lower School dismisses at 2:50 pm Monday through Friday. Kindergarten and Prekindergarten are different for dismissal (See previous page). Upper School dismisses at 2:50 pm on Monday and Friday and at 4:30 pm on Tuesday, Wednesday and Thursday. *Note: On several days (as announced on the school calendar) there will be special 12:00 dismissals. Also, Upper School athletic and other trips will require deviations from normal dismissal times (these exceptions will be outlined in notices sent home and posted on the website).*

A student's successful completion of a year's work makes his/her regular attendance at school essential. The School expects, except in the case of illness or an emergency, that students will start school on the opening day and remain until the closing day. As well, attendance at special school events such as concerts, graduation, and class day, is required. Each school day students are expected to arrive at homeroom no later than 8:10 am. Latenesses will be added to the permanent record, and repeated latenesses will mean detention.

Attendance Detention: For Upper School students, four or more unexcused latenesses will warrant an attendance notice. A second attendance notice may be given, and after eight unexcused latenesses a detention will be given. Attendance detentions will be served at 7:00 am on Tuesdays. **ALL LATENESSES MUST BE ACCOMPANIED BY A NOTE.**

The administration and the faculty carefully plan the school year, and it represents a continuity of experience that is important and central to development. Similarly, the School's ample vacation

time is planned to take into account the need to arrive and depart safely for the holidays and reduced fares available. Early dismissals are meant to make early departures easier. The class day, whether half or full, is important. If students are absent for early or extended vacations, they, the class and the teacher can suffer. Class work must be made up through individual efforts by the faculty and time spent away from other students. The completion of assignments ahead of time is not a satisfactory arrangement. Therefore, except in unusual circumstances students need to be in school.

Absence and lateness records are part of an Upper School/Lower School student's transcript and as such will be passed on to schools who request such transcripts (particularly at the secondary school level after ninth grade). Students, therefore, should make every effort to get to school on time (by 8:10 am at the latest) and minimize absences, especially due to family vacations.

If a student is absent for more than 18 days of the school year, he or she is subject to not receiving credit for the school year. In an attempt to determine the impact of absences, his/her progress will be reviewed. Summer work or a repeat of the current grade may be required.

- **Doctor's Appointments:** Parents will need to make as many doctor's appointments at other than school time as possible. Doctor's appointments can also be made for after the 3:00 pm dismissal on Mondays.
- **Illness:** When students are absent because of illness, they will need to bring in a note from home *upon* their return. They will have the number of days of their absence to make up homework and other obligations. PARENTS NEED TO NOTIFY THE SCHOOL BY CALLING THE OFFICE BEFORE 9:00 AM EACH DAY OF THE ABSENCE. UPON RETURNING TO SCHOOL, A NOTE EXPLAINING THE ABSENCE IS REQUIRED. For instance, if a student is sick or misses school for an excused reason, he/she must be prepared to make up work on the next day (for a one day absence). Any emerging pattern of absences when tests or papers are due will result in a conference with students, parents and the division head.
- **Excused Absences:** Absences from school require a note. Absences will only be excused for doctor/dentist appointments when accompanied by a written note from the doctor/dentist, illness (when accompanied by a doctor's note after three days), visits to schools, bereavement, and mandatory court appearances. All other absences will be considered unexcused. For unexcused absences, it will be the responsibility of the student to gather all the homework and to see that it is completed upon return to school. **Students who are absent from school may not participate in games, evening performances or events.**
- **Lower School Absences:** If an absence is unavoidable, a written request for permission for the absence should be sent to the Head of Lower School one week in advance. Also, at this time, parents and students are responsible for making arrangements with the teacher for tutoring and for making up classroom work.
- **Upper School Absence/Homework Sheet:** Prior to leaving school for an excused absence, Upper School students will need to complete the absence assignment sheet available in Mrs. DiStefano's office. The completed form should be signed by the advisor, the parents and the Head of the Upper School before leaving on the excused absence. All work is to be handed in on the day of return. Three days will be given to make up any missed tests.

[Note: Situations in which no permission has been given are considered unexcused absences.]

- **Late Arrival:** Students arriving after 8:10 am must sign in at the Farmhouse.

- **Late Arrival Game Days:** If Upper School students arrive late to school (after 8:30 am), missing all or a portion of a class, they may not participate in athletic games after school. In order to play in the game, the lateness must be excused by the Head of the Upper School.
- **Early Dismissals:** Parents must write notes for early dismissal and excuses from athletics. These notes should be given to the homeroom teachers in homeroom period to be delivered with the attendance slips in the morning. Students must sign out in the Farmhouse when leaving at other than the regularly scheduled dismissal times.
- Students may not leave school to visit a friend without written permission. Please notify the Office of any change in regular transportation plans. Students may not ride buses run by the public school district if they are not registered in that district, even if they are going home with a friend. Students are not to ride home with another person without prior parental permission.
- **Dismissal:** Students who are not picked up on time (3:00 or 4:30) will be taken to After-School Care by the faculty on duty by 3:15 or 4:45. Parents can pick students up there, and there may be an After School Care charge.

BEFORE- AND AFTER-SCHOOL CARE

Upland's Before- and After-School Care program is designed to serve parents who need before- and after-school care. The program is available to all Upland students from PreKindergarten through Grade Nine. All school rules apply at After-School Care.

Before-School Care ("Early Birds") operates on school days beginning at 7:30 am, and there is no charge. Care for PreKindergarten through Grade One students is located in the Primary Center and for Grade Two through Nine students in the downstairs of the Academic Center.

After-School Care, which is located in the Technology Center, runs from the time school ends until 6:00 pm. Parents must register their children for After-School Care prior to using the service. Registration forms, with rate information, are mailed prior to the fall, winter and spring seasons. To ensure proper staffing, After-School Care is contracted and prepaid seasonally according to a schedule that closely follows the athletic schedule. Parents are expected to pick up their children on time, and a late fee of \$1.00 per minute is charged for children remaining past their registered pick up time.

There may be a time when parents are late picking up their children at the regular dismissal at the end of the school day. These students will be sent to After-School Care (as stated in the "Dismissal" section above). The After-School Care provider, Mrs. Andrews, can be contacted for more information, registration forms and schedules.

LIBRARY

The Library is a significant resource to the students. As with other important areas of the School, they need to treat the space with respect, for others also use it.

The Reading Room is for casual reading; students may chat there. In the Center and Reference Areas, students can talk quietly for study purposes. They may feel free to browse, but should not talk to others who are studying, or disrupt in any way the quiet atmosphere of the Library. When students go to the Library for a special reason (research, to take a test, etc.), they must report to the person in charge.

When checking out books, students first scan the bar code on their I.D. card, then they scan the bar code in the back of the book. They should stamp the due date on the card in the back of the book. It is important that students observe the due date so the Library's resources can be shared with everyone.

Students in grades K-1 may check out one book at a time for a period of week. In grade 2 students may check out three books for two weeks. In grades 3-9, students can check out up to seven items for two weeks. With permission, they may take out more for research purposes. Reference books are to be used only in the Library and may not be checked out. Current magazines do not circulate either, but back issues may be checked out for research.

The computers in the Reference Area are for student use for school purposes such as looking up books, or magazine articles, word processing, and for research. No game playing is allowed. As the computers are shared, students must be considerate of the machines and other people. Students should not save information on the hard drive, or alter the desktop. They should use the printer with discretion. For other guidelines concerning the use of computers, please see the *Technology and Computer Guide*.

COMPUTERS AND TECHNOLOGY

Upland is fortunate to have technology labs on campus. In addition there are computers in some classrooms. The integration of technology is meant to improve and enhance the education of all students in the School and to provide the best educational opportunities for the children at all levels. There are skills, attitudes, values, and behaviors that are associated with all learning and that are especially challenged by the rapid growth of technology. Upland wishes to deal with the inevitable challenges and incorporate them into our lives as students and educators. Skills for the 21st century require in our students the ability to organize resources; to work collaboratively; to acquire, evaluate, and use information; to understand complex systems; to work in a variety of technologies; to utilize experimentation as a problem-solving skill; to interact appropriately and responsibly with others; to communicate effectively; to develop expertise in interest areas; and to develop a positive orientation to the future.

As we all know, there are challenges associated with the appropriate use of technology on campus. We should be aware of the many pitfalls in cyberspace at home and at School. Upland's technology and services may not be used for personal purposes. In addition, children's use of e-mail, instant messaging and the Internet off campus may have significant impact on their on-campus life, especially in terms of relationships. Please monitor your child's use of home computers with respect to the balance of activities and appropriateness we all want to achieve for them.

Because of the extraordinary resources in technology that the School offers to students and the faculty, reprinted here are some of the guidelines that pertain to the students.

General:

- Students may only use computers and labs under supervision.
- Faculty computers or teaching stations are to be used only with the permission and direct supervision of the faculty member responsible for them. In general, they are for faculty use only.
- Because computers and related equipment are delicate, students **may not** have any food or drink around them.
- Because computers and related equipment are delicate, if a computer freezes, students must ask a teacher for assistance; they should not reboot without permission.

School Software Only:

- Computers should not be used for personal use of e-mail/instant messaging.
- Students may not play unauthorized games on computers at school, even on personal computers brought to school.
- Students can use only those CDs and other programs, which are provided by the School. They should not bring in **any** software, especially of an inappropriate nature.
- Students **may not** bring personal games or programs from home to be copied by others.
- Students **may not** copy a program from or onto a school computer.
- The School is always interested in learning about and receiving new software. Donations of software and hardware must meet the needs and specifications of the School. All software must meet site license and copyright regulations where applicable. See Dr. Brigman for details.

Considerate Use:

- Students may not hide or rearrange games, programs, or other software (including, but not limited to, the desktop background, sounds, keyboard speed, etc.) on the computer.
- When students are done with a document or picture, they should put it in the trash and empty the trash, and clean up after themselves.
- Students should not access, open, move, or trash any files or folders except their own. Doing so could lead to the loss of someone else's work, and will result in disciplinary action.
- Students should be sure a computer is not in use before they begin working at it.
- Students must not copy someone else's disk or computer material without permission. Doing so is plagiarism, and any such incident will be treated as a major offense.
- All research, including images, and especially any direct quotation of sources from CDs or the Internet, must be acknowledged in the appropriate fashion.

Saving:

- Students should periodically "save" all work in progress, in order to avoid lost material through power failure, accidental shut down of a machine, etc.
- Work may be saved to the appropriate server, as per directions given by a teacher.
- Students may use a USB drive to transfer their personal files.
- With a teacher's permission, students may email work to themselves for access at home, or access their email account from school to retrieve work from home.

Internet Use:

Students should be familiar with the acceptable uses of Upland's technology with reference to the Internet. Here are some main points:

- Students may only use the Internet for school purposes. Therefore, students may not use it for personal emails, to play games, or to download shareware, freeware, images or music for their personal use.
- Students are representatives of Upland any time they send an email or post information to the Internet *from school*. Therefore, they may not send inappropriate messages or use inappropriate language, and they need to be as correct as possible in terms of grammar and spelling.
- Because the Internet is so public, students must **never** reveal personal information (such as addresses, phone numbers, or credit card information) while they are online.
- Because Upland's network is a shared resource, students may not use the network in any way that might disrupt others' ability to use it.
- School reserves the right to review sites such as Facebook, Myspace, and others to ensure that Upland's positive image is maintained.

SERVICE PROGRAM

Upland Country Day School considers service to be an integral part of the School's program to develop a sense of responsibility for our surroundings and others. As a result, the School considers a commitment to the service program no less important than that made to other school activities.

Service activities include cleaning up around the School, fund raising for local charities, recycling, assisting in the library, office, and with other students. The faculty hopes that students will learn that one person *can* make a difference, and that they will leave Upland with a strong and permanent sense of their responsibility to others, an understanding of their role in that process and a keen and active stewardship in the world.

ATHLETICS

The athletic program at Upland is an extension of the classroom and is an important element in a student's growth as a person. The program aspires to provide students with skills and attitudes that will last a lifetime. Their capacity to work with their teammates, to find and fulfill their role on a team, and to work together provides a valuable example of the cooperation required in life. The faculty expects that students will test their limits in appropriate ways both physically and mentally, and that they will test their character as well. Physical courage can be a template for a kind of mental courage. Sportsmanship, that is good manners, self-control, thinking of others, positive leadership, and grace under any conditions, is a critical aspect of this School's life, and its presence or absence can be seen most clearly in the daily activities in athletics. The faculty and parents of the School expect that Upland student/athletes will display all that is best in students and the School. See the *Physical Education/Athletic Handbook* for more detailed information.

In the Primary and Lower School grades, emphasis is on the development of basic physical and athletic skills accompanied by some intramural sports competition. Interscholastic athletic competition begins in the Upper School. Upland fields interscholastic teams for girls in field hockey, ice hockey, volleyball and lacrosse. Boys' teams are formed for soccer, ice hockey, athletic club, and lacrosse. All students are expected to participate on the teams. In the winter, girls are given the option to play ice hockey or volleyball. Boys can choose ice hockey or cross-country. Team play and good sportsmanship are emphasized at all levels of physical education and athletic competition. Please refer to the Physical Education and Athletic Handbook for detail on sports seasons and equipment requirements.

Skating - Grades 1-9: Because of the availability of the skating rink on campus, ice skating and hockey are emphasized during the winter months. Grades 1 to 5 receive basic skating instruction two times per week from December through mid-March. In Grades 6 through 9 ice hockey is offered. A girls' non-checking team is offered separate from the boys' teams. Girls' and boys' teams are divided by skill and skating level, with age and grade kept in mind.

Skate Exchange/Sports Consignment Sale: A skate exchange is held each fall to give parents an opportunity to buy and sell used skating/hockey equipment. Equipment for all Upland sports is also available. Information on the exchange is distributed before the start of the skating season.

Skate Closet: A group of parent volunteers maintains a skate closet containing an ever-growing supply of used girls' figure skates which may be rented for the skating season. Information on the skate closet and how to schedule a fitting is distributed prior to the start of the skating season.

Black and Gold Teams: Every student in the School belongs to either the "Black" or "Gold" intramural team. These teams compete in appropriate athletic events during the school year.

There are academic and fun events as well. On Field Day, the Black and Gold teams compete for points, with the winner announced on Class Day.

Field Day: Field Day is held at the end of May. For Grades One to Nine, Field Day takes place on the athletic field, where the Black and Gold teams compete in a number of athletic and fun events. PreKindergarten and Kindergarten participate in their own Field Day activities, which include a Primary Bike Ride. Parents are welcome to come and join in the fun.

ATTITUDE

One of the most important aspects of any school is the way it sets expectations and deals with problems. Upland traditionally has been a school where faculty and students work together in an atmosphere of caring and cooperation. Our motto, "Understanding, Trust, Responsibility," stands for an approach towards adults and young people that the School and everyone involved with it values above everything else.

Upland does not intend to be a school governed by endless rules and regulations. But every community must make clear what its expectations are so that its values are clear, and people can make decisions based on them.

Upland's faculty, administration, and Committee on Student Affairs administer a discipline procedure that takes into account the need to provide a safe environment for children to make mistakes, the need to support a community of learners with shared values, and the need to provide clear, fair, and consistent accountability for students. While the following tend to be developmentally appropriate descriptions for an Upper Schooler, the content is meant to guide all children to a clear understanding of the School's values.

The guidelines in this Handbook have been developed carefully by the Head of School, the administration and the faculty. Most of what follows is based on common sense and the uniqueness that is Upland Country Day School. These understandings reside in the basic principles of respect for oneself, others and their property. Such understanding actively agreed to and consistently acted upon will result in a profoundly supportive and loving community in a climate of joyful learning, care and concern for others, and strong personal growth.

When choices violate the principle articulated above, the School will attempt to deal with them fairly and compassionately. We believe that the responsibility we espouse in the School's motto means that consequences are a natural part of decisions. These consequences, while occasionally painful, remind students and the community of the boundaries within which we agree to act. We see opportunities for learning and growth arising out of those consequences in a firm, but supportive fashion. When necessary, however, the School will take strong action to protect its students and the atmosphere in which they live from individuals and influences which are detrimental.

Implicit in being enrolled at Upland is a commitment to the Honor Code, the Code of Conduct and the way of life outlined in our motto. In that context, the School does not discriminate in its policies or implementation of those policies based on age, national origin, race or religion. Moreover, harassment based on sex or any other basis will not be tolerated in the administration of the School's policies with faculty or students.

Treatment of Others: The School takes quite seriously its custodial responsibilities for students. First and foremost, the School needs to be a safe place for all in every respect. Students who emotionally or physically abuse another, who sexually harass, who steal or

vandalize, who cheat, or who possess, use, or distribute drugs or alcohol on campus face the likelihood of a suspension or dismissal from this community.

- Inappropriate behavior that occurs online, on busses, in or out of school on field trips, the rink and elsewhere will be addressed immediately by the faculty.

What To Do?

If you are a victim or a witness to any such offensive activity, you need to go *immediately* to your teacher, advisor, your Division Head, or directly to the Head of School who will then follow the School's procedures. When harm is being done to a student physically or emotionally, we have a duty to report that harm. This is reporting, not "tattling."

Consequences - Negative

These consequences or procedures include on-the-spot interventions, follow up discussions with you or children, faculty information sharing and parental involvement (through phone calls, meetings and yellow slips in the Upper School).

Consequences will be immediate and may include loss of privileges like lunch with peers, recess, etc., a "Think Paper," a call to parents, or other consequences appropriate to the age and level of infraction.

If the offense is considered major, the Committee on Student Affairs in the Upper School will consider the case and make a recommendation to the Head of School. Immediate suspension or dismissal from Upland Country Day School may be the result.

Consequences - Positive

Because the prevention of inappropriate behavior is a school-wide community effort, faculty will look for ways to applaud both individual students' good decisions, and group efforts at supporting victims when students

- intervene when one or more students mistreat another
- condemn malicious teasing in the classroom and elsewhere
- take the side of, and defend, a student who is mistreated
- reject the use of hurtful nicknames
- tell a teacher or parent that bad behavior is taking place
- initiate and participate in activities that include all in the class without excluding anyone
- take the initiative of including lonely students into joint activities and provide openings that allow a student to become part of a group
- show helpfulness and friendliness particularly towards those who may have a tendency to be isolated or mistreated.

Simply, the members of the UCDS community support, encourage and model appropriate treatment of others and their property on and off campus. Doing so allows Upland to be the kind of nurturing, and challenging community in which all members can thrive through risk taking, integrity, and appreciation of all.

Inappropriate treatment of others also includes:

- **General Harassment** - a pattern of actions or statements directed at an individual or a group which are intended to ridicule or demean.

- **Sexual Harassment** - unwelcome sexual advances, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature that has the purpose, intent or effect of interfering with a student's education or in his/her educational environment. Examples of this include sexually suggestive letters, drawings, etc.; verbal contact that is sexually suggestive, including comments about a student's body or sexual characteristics in a negative or embarrassing ways; physical contact which includes intentional touching of a sexual nature; suggestive looks, leering or staring at another's body; and the display of sexually suggestive objects, pictures, magazines, or computer material.
- **Defamation** - false statements about an individual or group that harm the reputation of an individual or a group and demean him, her or them in the community.
- **Profanity** - vile or contemptuous language.
- **Threats/Intimidation** - actions or statements which are intended to put an individual in fear of emotional or physical harm.
- **Hazing** - for the purpose of initiating a person into a group, team or organization is prohibited. Hazing is an act that humiliates, degrades and/or risks emotional or physical harm to a victim regardless of that person's willingness to participate.
- **Signal Incident** - use of race, cultural identity, national origin, religion, socioeconomic status, gender, sexual orientation or physical or learning disability as a basis of treating another in a negative manner including remarks, name calling etc.
- **Direct Bullying** includes the physical (hitting, kicking, shoving, spitting, etc.), the verbal (taunting, teasing, degrading sexual or racial comments), and the nonverbal (threatening, obscene gestures, etc.)
- **Indirect bullying** includes getting another to do physical bullying, the spreading of rumors deliberately, and nonverbal actions through exclusion from a group or activity. It also includes the use of technology at school or outside of school to do the same. This form of bullying includes the use of race, cultural identity, national origin, religion, socioeconomic status, gender, sexual orientation, or physical or learning disability as a basis for treating another in a negative manner.

—Adapted from "Sexual Harassment," Sunburst Communications 1994, Middle School Association

If a student is a victim or a witness to any such offensive activity that is listed above, he/she needs to go immediately to their teacher, the Division Head, or directly to the Head of School who will then follow the School's procedures. The offense is considered major and may result in immediate suspension or dismissal from Upland Country Day School. The faculty of the School will report any incidents to the appropriate Division Head or Head of School.

Simply, the members of the UCDS community support, encourage and model appropriate treatment of others and their property on and off campus. Disrespect and verbal or physical intimidation have no place at Upland. Actions that reflect poorly on the School on or off campus will be directly addressed.

Drugs and Alcohol: Upland Country Day School is deeply committed to providing an environment which encourages intellectual, physical, emotional and spiritual development. Upland Country Day School recognizes that chemical abuse seriously impairs one's ability to develop and to function at his or her fullest potential. Through counseling, teaching,

extracurricular activities, and the use of community resources, the School hopes to prevent and/or intervene in the abuse of drugs and alcohol by any student or faculty member. Strong, consistent efforts by students, faculty, administrators, and parents will serve to educate and rehabilitate as well as deter chemical abuse and dependency.

The use or possession of illegal drugs, alcohol, or tobacco by students has no place in our community and is forbidden. This policy applies to, but is not limited to:

- students who are on school grounds (including the rink) at any time
- students who are off campus during the school day
- students who are attending any school activity, such as field trips or athletic, social, or cultural events
- students who show evidence of the use of drugs or intoxicants before coming onto the campus or before school-related functions off campus.

Evidence of such use or possession in these situations will result in disciplinary action recommended to the Head of School by COSA and with the strong possibility of suspension or dismissal.

Committee on Student Affairs (COSA): The Committee is made up of five members of the Upper School faculty. The Headmaster and Head of the Upper School serve in an advisory role. A student will appear in front of the Committee with his/her advisor. The Committee makes a disciplinary recommendation to the Head of School, who makes the final decision. If there is an appeal, such an appeal will need to be made in writing to the Head of School who will then consider the issue with COSA.

Infractions - Upper School Procedure: There are several types of infractions as defined below.

- **Minor:** These infractions are those that are important to address and they include but are not limited to latenesses, dress code violations, eating in class, etc.
- **Serious:** Serious infractions include an accumulation of minor infractions, gum chewing, inappropriate language, class disruption, some levels of disrespect, misuse or unauthorized use of computers, inappropriate bus behavior, etc.
- **Major:** Major infractions include an accumulation of serious infractions, a deliberate class cut, cheating, plagiarism, lying, possession, use or distribution of drugs or alcohol, stealing, vandalism, physical or emotional intimidation, abuse, general or sexual harassment, possession of weapons, lighters, matches, pornographic materials, certain violations of computer and technology policies, or leaving campus without permission.

Lower School Procedure: Each classroom agrees upon a class code of conduct based on developmental appropriateness and the School's philosophy. Consequences are usually handled by the classroom teacher. In more serious matters or after repeated offenses, the teacher, with the Lower School Head, will determine more appropriate discipline matters.

General Consequences: The following disciplinary measures are applied if, when, and as necessary. This list represents the usual progression of discipline in the Upper School at Upland. In serious situations, disciplinary measures such as suspension and expulsion may be enacted immediately by the Head of School, working with COSA.

- **“Yellow Slips”:** Faculty may write up a “yellow slip” when they are concerned about a student's behavior. There are two kinds of yellow slips. One is a “tracking” notice which is

sent to the Chair of COSA to notify him/her of concerns about a student's behavior. These will generally refer to minor infractions. Serious infractions will always get a yellow slip—detention recommended. Advisors will discuss Yellow Slips with their advisees.

- Three tracking notices will result in a detention. Three detention slips will result in automatic appearance in front of COSA. There will be written notification to parents warning of more serious consequences if the poor behavior continues.
- **Detention:** Detention may be given for an accumulation of Yellow Slips or for serious or major infractions. Disciplinary detention (work duty) occurs outside of normal school hours, after school on Thursday. Disciplinary detentions may be given for minor and serious infractions. Faculty may write out "yellow slips" to notify the Chair of COSA who will assign detentions. When a student receives a detention, an email will notify parents of the situation. After three detentions, students will also meet with the COSA Committee who may then recommend further disciplinary actions. Parents will receive notification that a detention has been completed.
- **Probation:** Probation may be given for serious or major infractions or for an accumulation of detentions. When the faculty sees that a student is unwilling or unable to meet school responsibilities and function as constructive members of the school community, he or she may be placed on probation for a period of time up to one year. Students will have additional restrictions placed upon them. Restrictions might include ineligibility for games and other extracurricular activities. While on probation, students are responsible to prove that they are able and willing to make a commitment to the School's values. Should they become involved in further disciplinary matters while on probation, they may be suspended or dismissed from the School.
- **Suspension:** Violations of probation or the committing of serious or major infractions may lead to in-school or out-of-school suspension. In general suspension will be determined by the Head of Upper School, COSA, and the Head of School.

If a student is suspended out-of-school, he/she is not allowed on the school grounds at any time during the period of suspension. He/She is responsible for all academic work assigned during the period of suspension. Missed tests will be made up on the day of return. Out of school Suspension is a clear signal that further infractions may lead to dismissal from Upland.

When a student receives an in-school suspension, he/she will be separated from classmates all day. The suspension will be served under the charge of a faculty member, and all scheduled and assigned academic work must be completed during the day. Probation for a period of time may follow any suspension.

- **Dismissal:** If a student has committed a major infraction because he/she has been unable to meet the basic principles of trust and the treatment of others as outlined by the School, he/she may be dismissed from the School at any time.

Honor Code Violations: Cheating and plagiarism are major infractions of the Honor Code. Students who cheat on a paper or a test and have signed the Honor Code pledge, have 24 hours to turn themselves in to their teacher. The penalty for this is a grade of 0% on the work in question, a citizenship rating no higher than a 3 in the course for that marking period, and a detention. If a student does not turn him/herself in, and is later determined to have cheated, he/she will receive a 0% on the work in question and a citizenship rating of 5 in the course for the marking period. He/She will need to appear in front of COSA, and, in general, will receive a one day in-school suspension.

PUBLIC SCHOOL TRANSPORTATION

In order to ensure the safety and comfort of the driver and all passengers, Upland cooperates fully with the public school transportation officials to ensure appropriate student behavior while traveling between home and school. Rules may vary by school district. Disciplinary rules are clarified and enforced by the bus drivers and the school district. Bus drivers report all offenders to the School and COSA handles the disciplinary action. The second infraction of bus behavior will result in temporary suspension from the bus at which time transportation will become the family's responsibility. A third infraction will require removal from the bus for the rest of the year.

Bus and Van Guidelines:

Students should

- Always wear seatbelts
- Keep head and arms inside the bus or van
- Think of the safety of self and others. Do not hit, kick, or throw things, or in any way mistreat other riders, or distract the driver
- The bus drivers or chaperones are in charge of the vehicle and safety. Students should always be respectful and do exactly as they say
- Talk quietly with friends; refrain from shouting or using vulgar or offensive language
- Clean up the vehicle by taking out trash and helping others maintain the cleanliness of the bus or van

General Behavioral Expectations: It is expected that students will:

- Follow the tenets of the Honor Code and the Code of Conduct, and Acceptable Computer Use Policy.
- Show respect for self, others, and school property
- Show respect for the learning process.
- Follow all school rules on and off campus while on school-supervised trips and at the rink including not using cell phones.
- Treat all teachers, adults and each other within the community with respect and courtesy.
- Arrive at school on time, and report to all assigned classes and obligations on time.
- Not chew gum at school or School functions, nor eat food other than at break or lunch time.
- Dress according to the School's expectations and guidelines.
- Respect the rules of the lunch room.
- Behave appropriately on public school buses and in Upland vans.
- Respect and promptly return Library books and materials.
- Respect and use computers appropriately.
- Walk on School paths and in buildings
- Not throw snowballs, walnuts or other items that might hurt someone.

In addition:

- Students may ride a bicycle to and from school with parental permission and assumed responsibility. They may not ride them, or let others ride them, on campus. Bikes should be left outside the Student Center.
- Students may not drive to campus or to any special School events without permission from the School.

Attendance at plays, concerts and other evening events is part of a student's education in learning how to dress and participate positively as a member of an audience. The audience,

the faculty and the performers will expect and appreciate courteous attention and consideration during these events. Attendance may be required and written excuses for absences are due to the appropriate division head in advance.

HEALTH

MEDICAL ABSENCES

If your child is ill and must miss school, **telephone the School office before 9:00 am** to tell Mrs. Andrews the nature of the illness and again if there is a change in diagnosis. **You need to call Mrs. Andrews in the Farmhouse before 10:00 am** in order to receive homework for your child by the end of the academic day. For Upper School students, we suggest calling a classmate for homework if you believe your child will be out for only one day or check on-line. The School will gather assignments for absences of two or more days. On returning to school after an illness, students must present parental or medical written excuses to the School.

In accordance with state law, the following students shall be excluded from School: any student suspected of having a contagious condition such as chicken pox, pink eye, lice, impetigo, ringworm, or streptococcal infection. These students may be readmitted to School only with a certificate of recovery from a physician. Strep throat or any other contagious disease must be reported directly to Mrs. Andrews.

If a student sustains a serious injury, e.g., fracture, dislocation, stitches, etc., or undergoes surgery of any kind, you need to communicate appropriate information to the School so that your child may be cared for adequately by faculty, administrators, and others.

If a student becomes ill at School, they must report to the Mrs. Andrews before calling home. If the child is to be sent home, Mrs. Andrews will call the parents to determine how the situation will be handled.

WHEN TO KEEP YOUR CHILD HOME

If your child presents any of the following symptoms during the night or in the morning, you should keep him/her home:

- a rash or skin eruption on the body
- nausea, vomiting, diarrhea
- persistent cough
- fever

Any of the above symptoms are forerunners of many diseases. If you feel the ailment is a minor one, a day or two of rest will usually eliminate the symptoms. If the ailment is more serious, resting at home at the onset will help prevent complications. Remember, **KEEP THE SICK CHILD HOME** for his/her sake. Children learn very little if they don't feel well. The number of ill students who are sent to school is surprisingly high. More than likely, a student who does not feel well at breakfast is not going to feel any better after spending an hour or so at school. In the meantime, while at school he/she has already exposed his/her friends and classmates to the illness and increased the likelihood of their coming down with the same symptoms. **Keeping sick children at home provides for a healthy school environment and fewer lost days.**

HEALTH EXAMINATIONS AND RELEASE FORMS

Health and release forms must be on file in order for students to enter school in the fall and to participate in athletics or trips. An annual physical examination by a licensed physician is required prior to admission and again before entering Grades Pre-K, K, 1, 5, 6, 7, 8, and 9. Dental exams are required in Grades 1, 3, and 7. A "Certificate of Immunization" card completed by a physician must be on file for each child in all grades before he or she will be permitted to attend classes. This card is kept on file in the office and updated each year. These forms must be submitted before school begins in September or before preseason athletics.

SPECIAL MEDICAL REQUIREMENTS

- **Food Requirements** - If your child requires a special diet due to religious beliefs or medical problems, you should inform the School in writing before school opens in the fall.
- **Medications** - Any medication required for your child must be provided to Mrs. Andrews in the Farmhouse. You need to make special note of allergic reactions and required treatment, especially any life threatening allergies; e.g., bee stings. Please note that students are not allowed to carry any medications, prescriptions, or over-the-counter medicines on them during the school day.
- **AIDS** - The School operates within the guidelines adopted by National Association of Independent Schools and state and local officials. Each case, whether student or adult, will be considered individually by a group that will include the Board President, School Counsel, and the Headmaster in consultation with the attending physician. While recognizing that some diseases like AIDS are not casually transmitted, the School will make every effort to ensure that appropriate precautions are taken on a case by case basis.

Physical Examinations: All new students and each student in Grades Pre-Kindergarten, and First must have a physical examination by his/her family physician before he/she can be admitted to any class. Fifth through Ninth Graders must have physicals each year before they are permitted to participate in preseason or regular season sports, and before admission to an athletic squad. As an athlete, students must have the forms filled out in their entirety, notifying the School that neurological and orthopedic checks have been done. These examinations must be completed after May 1 and prior to September 1. See the Physical Education/Athletics Handbook for more detailed information. Vision and hearing screening is performed annually at Upland by the U-CF school district nurse.

Nurse: Upland does not have a nurse on campus. Mrs. Andrews is certified in First Aid and CPR. A nurse from Unionville School District does make occasional visits.

Medical Insurance: Parents' medical insurance provides the primary coverage for students enrolled at Upland. The School provides, at no additional cost, total excess coverage which pays the portion of the bill that is not covered by your medical insurance for injuries sustained during school hours. The limit on the policy is \$10,000.

SCHOOL ORGANIZATION

Teacher: Within the school's guidelines for curriculum and policies, the teacher is responsible for directing the daily educational program. If a student or parents have any difficulty or problems with course work, classmates or other matters, they should go first to the teacher.

Advisor: In the Upper School, homeroom teachers serve as a student's advisor. The advisor will closely watch the student's personal, academic, and athletic progress throughout the year. The

advisor will contact parents as patterns develop in a number of courses and will be available for conferences and other communications.

Head of the Upper School, Mr. Edgar: The Upper School Head supervises faculty, curriculum, and the daily administration of the school in Grades Six to Nine. Questions which cannot be answered by the teacher or advisor may be directed to the Upper School Head.

Head of the Lower School, Miss Ledger: The Lower School Head supervises faculty, curriculum, and the daily administration of the School in grades Pre-Kindergarten to Five. Questions about Lower School issues which cannot be answered by the teacher may be directed to the Lower School Head.

Administrative Assistants, Mrs. Andrews, Mrs. DiStefano, Mrs. Haines support faculty and students in various areas such as academics, development, and business.

Directors of Athletics, Mr. Schluter and Mrs. Stancato: The Director and Assistant Director of Athletics are responsible for equipment, inventory, the quality of program, scheduling, and the daily functioning of the department, and the implementation of the philosophy of the School in the athletic and physical education program for both boys and girls.

Business Manager, Mr. Sailer: The Business Manager oversees the financial operations of the School, including the plant and its maintenance, tuition billing, paying bills, and collecting income due to the School. He also makes sure that the School complies with all federal, state and local guidelines and regulations having to do with the non-academic operations of the School.

Director of Admissions, Mr. Sailer: The Director of Admissions recruits qualified students to the School, develops admissions policies and procedures, administers financial aid in committee, and coordinates the Schools' marketing program with the Director of Communications.

Director of Development, Mrs. Singleton: The Development Director directs efforts of the various constituencies of the School with respect to raising money for the School's annual, capital and endowment initiatives. The Director of Development also serves as administrative liaison with the Parents' Association and Alumni Association as they pursue their activities and programs.

Director of Maintenance, Mr. Beck: The Director of Maintenance oversees and participates in the maintenance of the School, the grounds, and the services the School hires to support its physical plant operations.

Maintenance Assistance, Mr. Smith: Assists the Director of Maintenance.

Health Aide, Mrs. Andrews: As the School does not have a full time nurse, the Health Aide administers First Aid, contacts parents in the case of a child's illness, engages emergency procedures as necessary and keeps current records pertaining to the health and welfare of each child and faculty member in the School.

Coordinator After-School Care, Mrs. Andrews: The Coordinator of After-School Care is the contact for registration and drop in calls.

Head of School, Mr. Suter: The Head of School works with all constituencies of the School to supervise the academic and extra curricular life of the School, supports the quality of student life, works with parents, trustees and others to support the School financially, and evaluates program and personnel in the School.

The Chester County Intermediate Unit provides the following Services: **Guidance Counselor, Amy Musumecchi:** The guidance counselor is at Upland 2 1/2 days per week and is

responsible for working with individuals and groups on personal and social issues. **Speech and Language Specialist, Nancy Hashman:** The Speech and Language Specialist works with students one day per week.

Secondary School Placement, Mr. Manahan: The School wishes to make every effort to support students and families when deciding upon a school after Upland. The decision making, the procedures and process, and information about day, public, and boarding schools will be made available early on. Placement in a school is an individual process. To that end, starting at the end of the eighth grade year students and families will meet in groups and individually with the Head of School to begin the process of secondary school placement. At those times more specific information will be given.

Student Council, Mrs. Beck, Mrs. Gerbron: The purpose of the Student Council is to provide opportunities for student leadership and for students to work with faculty and administration on student related issues. The student Council also exists to set examples of good citizenship, to engender school spirit, and to contribute services which will benefit the students and School as a whole.

The Student Council officers consist of the President, who acts as chairman of the Executive Committee; the First Vice President, who acts as chairman of the Entertainment Committee; the Second Vice President, who acts as chairman of the Program Committee; the Secretary, who acts as chairman of the Assistance Committee; and the Treasurer, who acts as chairman of the Finance Committee.

Elections are held in the spring; Ninth Graders are eligible to hold office as long as they meet the standards set down by the Council. In addition to the officers, two representatives (three in Grade Eight) are elected by each Upper School class. Elections for representatives are held each fall. Representatives must also meet the academic standards set down by the Council.

Parents' Association: The Upland Parents' Association works on the School's behalf to support programs and activities and serves as an important communications link with the School. As a parent or guardian, you are automatically a member. The governing body of the Parents' Association consists of four co-chairs, a treasurer, and the homeroom parents. Monthly meetings are held on the second Tuesday of each month during the school year and all parents are encouraged to attend. A list of the officers and homeroom parents is included in the annual School Calendar, the School Directory, and Parents' Association newsletters.

Homeroom Parents: Through the Parents' Association, two or three parents per class or grade typically volunteer to be Homeroom Parents. These individuals serve as coordinators between the Parents' Association, faculty, and parents for special class and school events. Their major responsibilities include attending Parents' Association meetings once a month confirming attendance at school functions where advance notice is required and assisting in setting up for these events, and consulting with teachers to coordinate class parties. A list of the homeroom parents is located on the web site.

MISCELLANEOUS

STUDENT DRESS CODE

Upland expects students to dress in ways which are appropriate to the occasion, be it academic, athletic, social, or recreational. Students are expected to be properly dressed and groomed each day. The faculty monitors attire and handles cases of inappropriate dress through the School's discipline system. Clothing should be clean, in good condition, and fit properly.

General:

- It is the responsibility of the parents to see that their children come to school dressed according to the Dress Code

Upland expects students to dress in ways which are appropriate to the occasion, be it academic, athletic, social, or recreational. Students are expected to be properly dressed and groomed each day. The faculty monitors attire and handles cases of inappropriate dress through the School's discipline system. Clothing should be clean, in good condition, and fit properly. Please adhere to the spirit as well as the letter of the guidelines. Specific guidelines are as follows:

Girls:

- Non-revealing shirts with collars and sleeves
- Sweaters, & fleeces
- Slacks, shorts, skirts, or dresses with sleeves
- Shorts, skirts and dresses must be no shorter than two inches above the knee
- Shoes require backs; heels can be no higher than two inches, no sandals
- Belts must be worn with pants that have belt loops (optional for PreK and K)

Boys:

- Shirts must have collars and be tucked in
- Sweaters & fleeces
- Slacks or shorts
- Sneakers or street shoes (no high top or "skate" sneakers)
- Belts must be worn with pants that have belt loops (optional for PreK and K)

General:

- Skin must be covered from neckline to hemline
- Blue jeans, tee shirts, or other athletic clothing may only be worn on Tag Days
- Outdoor attire may only be worn outdoors
- Bermuda-type shorts or capris may be worn from Spring Break till October 31
- Hair needs to be neatly groomed, conservative, and of a natural color (boys' hair off the collar)
- Hats may only be worn outside
- Boys may not wear earrings in school

Special Dress (for concerts, away games, etc.): Boys will wear coats and ties, dress shirts and pants, and street shoes. Lower School boys do not need to wear coats. Girls will wear blouses, sweaters, skirts, or dresses, and dress shoes. Sneakers may not be worn. Girls may wear sandals with straps. The School will advise parents which occasions require Special Dress through the Weekly Calendar and/or written notification. Other requirements may be defined by teachers or administrators as needed.

TELEPHONES

Students should organize and talk over plans with parents before coming to school, so there should be little reason to use the phone during the school day. However, if students must use the phone, they may use only the phone outside the Head of School's office and with permission from Miss Ledger, Mr. Edgar, Mr. Suter or Mrs. DiStefano.

CELL PHONES

The use of cell phones by students is **NOT** permitted while on campus. All cell phones must remain off and in backpacks. A student may ask a faculty member to use a cell phone. If permission is granted by a faculty member, a student may use a cell phone under the direct supervision of a faculty member. Students who violate this procedure will have their cell phone taken and given to the Head of Upper School. Parents will then have to retrieve the cell phone.

ELECTRONIC GAMES AND DEVICES

No Gameboys or electronic devices (games), ipods, iphones, etc are to be used during the school day, including at dismissal. ipods and personal listening devices may not be used during school hours unless permission has been granted by a faculty member.

SNOW DAYS, SNOW CLOSING PROCEDURES, AND EARLY DISMISSALS

One of the complications in our decision about weather closings has to do with the number of school districts that transport you to Upland. Another is the fact that weather conditions can vary enormously in the area. There will be occasions when Upland will close because of weather conditions despite what other districts may be doing. Most of the time, however, we will close according to the decision of Unionville school district.

Closings and Delayed Openings: School will be open, closed, or delayed two hours according to the Unionville. The School fully expects that children arriving by other delayed opening buses will be late to school, and we will adjust as best we can. The School will reach a decision about closing for weather by 5:50 a.m. after consultation with appropriate school districts. The television stations will be called to announce UCDS closing. Our new automated telephone system will also go into effect. **Tune in to television stations 3, 6 or 10. Information will also be posted on the web site www.uplandcde.org.**

KYW 3 TV School No. 1354

WPVI 6 TV School No 72619

NBC 10 TV (www.nbc10.com)

KYW-1060 AM (www.kyw1060.com) School No. 1354

Early Dismissal: There are occasions beyond the School's control during which districts announce an early dismissal due to bad weather. If students normally ride the bus, they will go home by that method unless we are instructed to the contrary. (Parents need to keep tuned into the television stations or website to receive updated information during the day in order to make arrangements for students to be met at bus stops or at home.) Our automated phone system will call parents' home number, cell number, and daytime number, to inform you if there is an early dismissal. Transportation plans should be discussed between students and parents *before* coming to school on days on which an early dismissal may occur. (Students should *not* call home to get permission to leave under other circumstances, however, as that ties up the phones during an important time.)

Children will never be left unattended at school during bad weather although formal after school care will be canceled; parents will need to pick up their children as soon as possible so that faculty can get home safely. Early dismissals will also be posted on the website.

PICKUP AFTER ACTIVITIES

Pickup after athletic contests and after-school activities such as parties, dramatic productions and field trips is the responsibility of the parents. **It is very important that parents be prompt in**

arriving for pick up because the faculty members who chaperone trips and games must remain at the School until the last student has left. If you are in doubt about the correct pickup time, please call the Athletic Hotline, Mrs. DiStefano during regular school hours, or check the website.

Mondays: Generally there will be no after-school obligations for Upper Schoolers on Mondays so that students can go home at 3:00 to take lessons, go to doctor's appointments, etc.

FIRE DRILLS

Periodically the School will hold fire drills. The first several will be announced drills; thereafter, the drills will be unannounced. Students must follow the posted guidelines for the drills, maintain a quiet and orderly approach, and gather at the assigned area. Since these drills are important to help avoid the tragedies that can occur in fires, the students' role in a successful fire drill is important to all of us. All adults, including visitors, are expected to participate in fire drills as well.

ASSEMBLIES

There is either an all-school assembly in the Barn each Monday for Grades One to Nine and Friday mornings for Grades PreK to Nine, or there is a special opportunity for upper and lower school grades to collaborate (usually on a monthly basis) on a special project. This collaboration is an opportunity for younger and older students to get to know one another, perhaps work on a topic of special interest to each grade, or to provide students to do something fun together at times through out the school year. Assemblies are a forum for many things, including awards, performances, ninth grade speeches, pep rallies, book readings, story telling, or project presentations. We are also fortunate to have special assemblies thought out the year, whether because of an outside performer who has come to campus or because of a special Upland community event, but these other assemblies are schedule as needed. Dates and times of assemblies are included in the weekly calendar. Parents are always welcome to attend.

TEXTBOOKS AND SUPPLIES

Students can charge books and other supplies at the Bookstore in the Business Office. Faculty will provide students with the various text or supply requirements for the course. Students should put their name on all possessions if possible. All books and materials, including clothes and sports equipment, should be clearly marked so that, if they are misplaced, they may be easily returned. *Note: Some books and materials are purchased with state funds or are owned by the School. Students will need to return those books in good condition or they will be charged for their replacement.* A school supply list is provided on the school web site.

Generally, the cost of books and basic supplies is included in tuition and fees. Books are distributed the first day of class. Students are expected to take care of their books and to return them in good condition. Teachers will make specific recommendations about any additional supplies students are expected to have in the summer through the school web site.

The Student Bookstore is located in Mrs. Haines's office upstairs in the Farmhouse. Books and basic school supplies, as well as Upland merchandise sold by the Parents' Association, can be purchased there. Suggested shopping times are before school starts in the morning or at lunch time for student purchases.

CURRICULUM

Detailed information on the curriculum for each grade is available at the Academic Office.

AWARDS ASSEMBLY

Several particular awards are presented to students at an Awards Assembly, which is usually held the Monday before graduation.

CLASS DAY

Class Day is usually held on the day before Graduation. It is a special ceremony where awards are given, honor society inductions occur, and other special presentations are made. Children come to Class Day in special dress. All students in grades 4-9 are expected to attend.

GRADUATION

Graduation at Upland is one of the most special ceremonies of the school year--a time of closure for all and a tradition through which the younger students build anticipation for their future years at Upland and the honors which are bestowed on this day. The sense of Upland Family seems to be no greater than on this special day. All students in grades 4-9 are required to attend the Graduation ceremony, and parents and younger children are encouraged to attend. Additional activities are held in the days preceding the ceremony, including a traditional dinner hosted by the Eighth Grade and a dance. Detailed information on these events is mailed to parents in the spring.

LUNCH

Using the school's website, student lunches can be ordered from an outside vendor or students can bring their own lunch; the School will provide one milk or juice. Additional snacks are sold to Upper School by Student Council members. Pizza lunches, organized by the Parents' Association, may also be sold to help support School programs. Orders are placed through the website (www.uplandcds.org) and instructions are sent home to parents at the beginning of each school year.

STANDARDIZED TESTING

Standardized achievement tests are given in the fall to students in Grades Three to Nine. The School wishes to look at its academic program in comparison to other similar schools, analyze curriculum objectives, and look for specific areas that need support. Standardized testing is but one small part of an overall assessment of a child's progress and growth. Actual classroom performance, teacher observations, and portfolios are powerful tools in the evaluation process that standardized testing can complement. Test results are kept in each student's file. The test results are not mailed automatically to parents but parents may ask for a consultation with either the Head of Lower or Upper School and receive a copy of the results. These test results are part of the student's permanent file, which is used to help place students at other schools when they apply for admission.

FINNISH PROGRAM

Since 1978 the boys' ice hockey and volleyball teams have traveled to Finland every other year to play hockey, stay with Finnish families, and learn about another culture in a unique way. Every year since 1978, Finnish boys and girls at the Ninth Grade level have come to Upland. Families

of Ninth Graders host these children who add so much to our community. The Finnish Alumni Association is a strong and proud group that has strengthened ties to Upland through friendships forged on ice.

LOST AND FOUND

Both the Academic Center and the Barn have lost-and-found. Please check the Division Head's office area and the Athletic Director's office for lost items. The School accepts no responsibility for lost items. We encourage students not to bring expensive items, large sums of money or jewelry to School. If special arrangements need to be made for items connected to study (such as laptop computers), students should consult their advisor and/or Division Head. Lost items should be reported to the teacher so that a search can be made. Finding lost materials will be made easier if students label their belongings.

BUDDY SYSTEM

Upland provides assistance to parents of new students through our Buddy System coordinated by the Parents' Association. New parents will receive a call from a Buddy who is a special contact person for any questions.

FIELD TRIPS

The School sponsors field trips when appropriate to supplement the curriculum. A permission slip describing the purpose, destination, times, method of transportation, supervision, etc. will be sent home prior to each trip. This slip must be signed by a parent or guardian and returned to the School before a student will be allowed to attend the field trip. Unless otherwise noted, the dress code applies to all field trips, and students are always expected to follow school policies and the code of conduct. With the exception of foreign travel (Eighth and Ninth Grades), most trip costs are covered by tuition.

FINANCIAL AID

Limited financial aid is available to qualified applicants. All financial aid grants are awarded based on financial need. The School's financial aid policy is available in the Admissions Office. Parents interested in financial aid need to speak with Joseph Sailer, Director of Admissions.

GIFTS TO FACULTY

Gift giving to faculty is entirely your option. Gifts can be given by a child (or family) or by an entire classroom if arranged that way by homeroom parents or other interested parents. For example, on occasion, books are donated to the School's library in the name of faculty or cookies or breads are baked for faculty.

VOLUNTEERING

There are many ways parents can help at the School, and you are always welcome. If you are interested in volunteering your time or contributing in other ways, you can do so through the Parents' Association or the school administration. Please don't hesitate to step forward and offer your talents or resources.

PARKING

Parking at the School is limited, and we ask that you please obey the parking signs and use caution when driving on school property. Whenever possible during school events, please use the ice rink parking lot for overflow parking. Please do not drive up the delivery access road that links the Student Center to the rink, nor use the access road through campus. See Arrival/Dismissal section.

SKATING RINK/CHESTER COUNTY SKATING CLUB

Upland owns an indoor ice skating rink located on the south side of the campus off of Byrd Road. The rink is dedicated to Dr. John M. Cleveland, who was Upland's Headmaster from 1962 to 1981. The School uses the rink during school hours and certain other times for ice skating and hockey activities. The facility is leased by the Chester County Skating Club (CCSC), which uses the rink during non-school hours. While not directly affiliated with the School, the skating club works closely with Upland in the maintenance and operation of the rink.

Enrollment at Upland does not guarantee membership in the skating club or a spot on a club hockey team. **If you are interested in joining the skating club and having your child participate on a club hockey team, you will need to get your application in early, as the teams begin to form in the spring and many levels have waiting lists.** In order to use the rink during non-school times, you must join the CCSC. Information on club membership is available from the rink office at 444-5119.

PARTIES

- **In School:** Teachers coordinate parties with homeroom parents after clearing with the Head of the Lower or Upper School. Some holidays will be celebrated in the classroom according to the curriculum and the individual teachers and class wishes; others are celebrated with School-wide or multi-class celebrations. You will receive information on these celebrations from the School, your homeroom parent, or the Parents' Association.
- **School Dances:** Student Council sponsored Dances are held for Upper School students periodically during the year. Faculty and administration share in chaperoning these class social functions.
- **Out of School:** Upland recognizes that parties and social gatherings outside the School are an integral part of the School's social experience. The School does not accept responsibility for such events, but **because Upland is a small community we urge particular sensitivity to those times when most of the boys/girls in a class are being invited to a party, but not all.** Please help your children learn to be compassionate by suggesting that all children in the class be included. Invitations should be mailed and not delivered at School. Students need written permission slips to leave School for after-school parties if there is a change in their normal transportation arrangements. Please note that school districts do not allow children who are not registered for bus service in that district to ride the buses.

PERSONAL PROPERTY

Students should not bring personal items to school unless required for the academic or physical education programs. Please **label** all belongings, including jackets and clothing, with the student's name. Upland does not have lockers; students have open "cubby" areas in which to store jackets, backpacks, and other belongings. Lost and found areas are located in the Academic

Center near the bathrooms and in the Barn locker rooms. The School is not responsible for loss or damage to personal property. Weapons of any type are strictly forbidden.

Religion: Upland is a non-sectarian school. However, the School recognizes the diversity of traditions and beliefs that make up the community. Faculty, children, and parents recognize the common ethical and moral values that tie all major traditions together, and the School celebrates them through assemblies, presentations, research projects, songs, prayers, and stories in all facets of a child's school life.

GENERAL COMMUNICATIONS

Open communication between parents and the School is necessary for the success of each student. Questions or problems with your child's program should be addressed as soon as possible to enable quick resolution. In general, whenever a question or concern arises, you should contact the faculty member closest to the situation that causes the concern. The Who's Who section in this Handbook may help you determine the appropriate individual to contact. For example, if the problem concerns homework, you would first contact the teacher. If the teacher cannot resolve the problem, you would contact the child's advisor or the Upper or Lower School Head for help. It is important that parents and faculty continue to communicate until an issue is resolved. The School often communicates in writing to parents, either through the mail, e-mail, or by sending information home with students. And while many of us are inundated with things to read these days, these communications contain important information--please take time to read them. Upland provides the following sources of information to notify families of upcoming activities:

- **School Calendar:** The calendar is posted on the website (www.uplandcds.org). This calendar lists all the various activities and events through out the school year in which all the students are expected to participate or attend and these include drama and music performances. Contact Mrs. DiStefano if you have any questions about the calendar and school events.
- **Messages:** To get a message to your child during school hours, please call the school at 610-444-3035. Mrs. Andrews will make every effort to see that the message gets to your child. Please **call before 1:00 pm**; otherwise, we cannot guarantee a message will be delivered before school ends. If you would like to leave a message for a teacher, you may do so as well with Mrs. Andrews or email the teacher directly if it is a non-urgent message.
- **The Upland Website (www.uplandcds.org):** yearly calendar that is updated on a weekly basis, and athletic schedules.
- **"The Cobbler's Knoll"** is Upland's yearbook and is published and distributed to all students at the end of the school year.
- **Parents' Night:** There is an annual All School Parents' Night early in the school year that encourages faculty-parent contact and conversation.
- **Other Mailings and Publications:** You will receive mailings during the course of the year that include invitations, announcement of special meetings, grades and comments, and regular publications from the School's Development Office.
- **Academic Communications:** Communications regarding academic progress are made through parent-teacher conferences and written progress reports. See those sections in this Handbook for more information.

FUND-RAISING

Like all independent schools, Upland engages in various levels of fund-raising to supplement the day-to-day operations of the School, undertake large-scale building projects and program development, and to strengthen our endowment for current and future needs. Upland's fund-raising programs are coordinated by the Development Office and overseen by the Development Committee of the Board of Trustees.

- **The Annual Fund** includes all moneys raised during a fiscal year to augment the operating budget and capital needs. Annual Giving and the fund-raising initiatives of the Upland Parents' Association are the primary components of the Annual Fund
- **Annual Giving** is an ongoing fund-raising program coordinated by the Development Office. Each year, volunteers contact current Upland families and alumni, grandparents, former parents, and friends to ask for their support. Leading the way is the Board of Trustees and the faculty whose tradition of 100% participation has set a wonderful example for the Upland community for many years. The School understands that each family will be able to participate at their current level of ability to give and encourages 100% participation by our parents. Annual giving is very important to the School's operating budget, as tuitions only cover 86% of the cost to educate each child at the School.
- **Parents' Association Fund-Raising Initiatives** are an important part of the Parents' Association mission. All fund-raising efforts are coordinated through the Parents' Association with the advisement of the Development Office. Major fund-raising projects support various capital and classroom needs and include:
 - **Bi-Annual Auction:** This event is sponsored every other year by the Parents' Association. It's an evening of food, fun, and fund-raising and includes a rousing live auction of exceptional goods, services and imaginative items, as well as a silent auction. Parents are asked to help out by working, donating items, and attending this gala event. You won't want to miss it.
 - **Holiday Gift Shop and Book Fair:** This annual event showcases local craftspeople, including some of Upland's own artisans. A Santa's Workshop provides an opportunity for kids to shop for parents, siblings, and friends, and baked goods, greens, and an expansive book fair round out the event. Volunteers are needed to help organize and work at the bazaar. Come and do all your holiday shopping.
 - **Paper Chase:** The Paper Chase and Stroll is held each year in the fall. You will receive further information about the location and date.
 - **Wine Tasting:** This event is sponsored by the Parents' Association.
- **Capital campaigns** are conducted periodically to fund special needs which cannot be met by the yearly operating budget. The needs are generally divided into two categories: "**bricks and mortar**," which includes buildings, site renovation and major equipment or materials; and "**endowment**", the income from which supports salaries, professional development, program development, campus and building maintenance, and financial aid.

Planned Giving: A planned gift is any charitable gift, current or deferred, which is carefully designed--usually with professional advice--to optimize a donor's financial, tax, and estate plans while helping to secure the long-term financial security of one or more recipient institutions.

SCHOOL GOVERNANCE

Upland Country Day School is chartered in the Commonwealth of Pennsylvania as a nonprofit corporation and is exempt from taxation under section 501(c)(3) of the Internal Revenue code. The School is a member of and accredited by PAPAS (Pennsylvania Association of Private Academic Schools), and is also a member of NAIS (National Association of Independent Schools), PAIS (Pennsylvania Association of Independent Schools), and many other organizations.

The School is governed by a 15 member, self-perpetuating Board of Trustees, who are the only voting members of the corporation. The Board of Trustees has ultimate responsibility for the School. The Board plans, develops and establishes the mission and philosophy of the institution, develops operating policies, assesses the performance of the School in all areas, and is responsible for the School's financial condition and its physical plant. The School's finances are audited annually by a CPA. Board members take leadership roles in fund raising efforts and participate in the major functions of the School through its committee structure: Finance, Personnel, Development, Trustees, and Building and Grounds Committees. The Board also selects the Head of School, delegates broad authority to the Head for all School operations, and for implementing Board policies, and works cooperatively with that person.

Individual trustees do not represent particular groups or constituencies. Rather, Trustees are responsible to the institution as a whole. The Trustees Committee of the Board has the responsibility for identifying candidates for Board membership based on the School's needs.

New trustees are elected by a majority of the voting Board members and serve three-year terms. One of the Co-Chairs of the Parents' Association serves as a non-voting representative to the Board.

As with many independent schools, Upland fosters an ongoing development program, engaging in fund raising initiatives to augment the operating budget as well as to fund periodic building and renovation projects, and to build the School's endowment. In accordance with Act 202, the "Solicitation of Funds for Charitable Purposes Act," Upland employs a fund raising professional who serves as a member of the administration and is certified by the National Society of Fund Raising Executives. The Upland Development Office subscribes to the NSFRE Code of Ethical Principles and Standards of Professional Practice.

POLICY ON LEARNING DIFFERENCES

Upland Country Day School is an elementary day school for grades prekindergarten to nine, designed to serve students ranging from solid average academic achievers to the academically gifted. We do not specialize in serving students with specific learning disabilities or concentration disorders. However, we realize that all schools have students with these conditions in varying degrees. In order to provide assistance to children with such conditions, we have learning resource specialists on our faculty who support our teachers in helping them to serve all students, particularly those who might have difficulty in class for a variety of reasons.

An important part of this support is helping teachers understand the nature of learning disabilities and concentration disorders.

The learning resource specialists also work with students who have learning differences generally, documented by a formal evaluation. These services are not meant to constitute a separate or individual program for learning disabled children, but rather are designed to help children who are able to succeed in the regular education program with specialist support, through consultation

or occasional supplemental instruction in a small group setting. If the level of support a child needs to find success with our curriculum is greater than our resources, we will encourage that child's family to seek private tutoring for their child. Our faculty will always work with these tutors and families to make the tutoring meaningful to our curriculum.

Within each division, a multi-disciplinary team comprised of such professionals as classroom teachers, learning resource specialists, school counselors, division heads, and others, will convene when a concern arises that a student may be in need of resource services in order to achieve his or her academic potential. This team will first identify the issues and will recommend and assist parents in obtaining suitable assessment as appropriate. Once a student has been identified by an appropriate professional as needing special resource assistance, the team, along with the child's parents, will discuss the level of services needed to reach appropriate goals.

It should be noted that while our emphasis always is on helping all children to learn effectively, the adjustments which the school can provide are limited. Modifications can only be made when the remedies fall within the existing resources, policies and facilities, and when they do not cause an undue hardship on the school, its faculty and its students.

The multi-disciplinary team will conduct an annual review of the student's growth to determine if the school can continue to meet the student's needs. This review will be conducted at mid-year prior to sending letters of invitation to enroll for the subsequent school year. For those students who continue to require special services, formal evaluation will be required every three years.

It is always our hope that every child admitted to Upland Country Day School will graduate from the school, but even with all of the care and support we give to every child, this is not always possible. The multi-disciplinary team sometimes finds that even after receiving specifically designed educational support services and intervention strategies as described above, a child may continue to exhibit either a lack of academic progress or a pattern of situationally inappropriate behavior of such frequency, duration and intensity that it disrupts that student's own learning or the learning of others. In these cases, the team may have to meet with the child's parents to discuss educational options other than Upland Country Day School. If the team determines that Upland Country Day School is not an appropriate placement for the child, the team will work with the child's family to explore alternate appropriate placements whenever reasonably possible. Again, our goal is to serve our children and families within the context of our available resources.

ADMISSIONS

Families who wish to enroll their children at Upland go through an admission process, which includes an evaluation, submission to Upland of records and recommendations from the previous school, and in Grades 2 through 9, a visit to the School.

As a small school, Upland has limited space in all classrooms. The School gives priority for the available space to siblings of children enrolled at Upland. **It is important that applications for siblings be submitted, at the latest, by the fall of the year prior to the September that the child is to begin school.**

The most productive form of outreach that we have at Upland is the positive comments that you make to your friends and neighbors about your child's experience here. Please help us spread the good word about Upland.

CLASS DAY AWARDS

HIGHEST ACADEMIC AWARD (Grade Four to Nine) is given to that student in the class who has achieved the highest average in all subjects for the year.

HIGHEST MOTIVATION-CITIZENSHIP AWARD is given to that student in the class who has achieved the highest average in motivation and citizenship in all subjects for the year.

THE UPLAND LETTER (Grade Six to Nine) is awarded to students for outstanding contributions to School life and is earned for various achievements including leadership, scholarship, citizenship and participation.

JOAN M. STROUD CHAPTER of the NATIONAL JUNIOR HONOR SOCIETY- is awarded to students who have demonstrated exemplary character, scholarship, leadership and service, shows courtesy by assisting visitors, teachers, and students, according to the National Junior Honor Society guidelines. Membership in the Joan M. Stroud Chapter of the National Junior Honor Society is an honor bestowed upon a student. Selection for membership is by a five-member faculty council and is based on outstanding scholarship, character, leadership, service and citizenship. The selection producer is in two parts. The first part focuses on the minimum academic standards to be eligible for consideration. To be academically eligible:

- A student must be in the eighth or ninth grade
- A student must be taking five academic courses and must have a cumulative average of B+ (87.0) in those five courses during the school year prior to induction

The second part of the selection process entails an evaluation by the faculty council of academically eligible candidates on the basis of four categories: character, leadership, citizenship, and service according to the NJHS guidelines. Input on the candidates in those four categories may be gathered from other faculty members as well as the candidates themselves. A point system is used for the evaluation of eligible candidates.

THE ENGLISH, HISTORY, MATH, SCIENCE, LATIN, AND SPANISH AWARDS are intended to honor outstanding ability and interest, as well as achievement. Therefore, they are not necessarily awarded to the student with the highest average in discipline. To be considered, a student must have at least an A- (90%) year end average in the subject, and all motivation and citizenship grades must be a 2 or above in the subject.

THE EMMY LOU KRICK TWO-DIMENSIONAL ART AWARD is given to a member of the graduating class who has consistently demonstrated a high level of artistic ability, while maintaining motivation and citizenship grades of 2 or better in Two-Dimensional Art. This award is named for Emmy Krick who taught art at Upland from 1964 to 2002. Emmy is known for her unique angle of artistic vision, her modeling of lifelong learning, and her creativity.

THE THREE-DIMENSIONAL ART AWARD is given to a member of the graduating class who has consistently demonstrated a high level of artistic ability, while maintaining motivation and citizenship grades of 2 or better in Three-Dimensional Art.

THE MUSIC AWARD is given to a member of the graduating class whose talent and performance in music have inspired the School, while maintaining motivation and citizenship grades of 2 or better in Music.

THE CHORISTER'S AWARD is given to a member of the graduating class whose outstanding effort, perseverance, attitude and skills have made him/her an invaluable member of the Chorus

and a credit to the School, while maintaining motivation and citizenship grades of 2 or better in Chorus.

THE THOMAS K. BEST DRAMA AWARD is given to a member of the graduating class whose talent and performance in dramatics have inspired the School, while maintaining motivation and citizenship grades of 2 or better in Drama. Tom Best taught Fifth Grade at Upland from 1975 to 1993. He contributed many creative and energetic programs to the School, including the production of an annual original musical comedy presented by his class.

THE PERFORMING ARTS TECHNICAL AWARD is given to a member of the graduating class whose technical and organization skills have supported his/her classmates, contributed to productions, and inspired the School.

THE FINNISH CUP OF FRIENDSHIP is given to a member of the School whose warm, open, friendly personality has enhanced the life of the School in a special way. The Finnish Cup was presented to the School in 1978 by Dr. and Mrs. Stig Holmberg, parents of Upland's first Finnish exchange student Mika Holmberg, to commemorate the relationship between the Finns and the Upland community.

THE GIRL'S ATHLETIC AWARD is given to a member of the graduating class who consistently demonstrates superior ability, attitude and sportsmanship while being a good citizen. To be considered, a student must have motivation and citizenship grades of 1s and 2s in athletics, and citizenship grades of 3 or better in all other areas.

THE BOY'S ATHLETIC AWARD is given to a member of the graduating class who consistently demonstrates superior ability, attitude and sportsmanship while being a good citizen. To be considered, a student must have motivation and citizenship grades of 1s and 2s in athletics, and citizenship grades of 3 or better in all other areas.

GRADUATION DAY AWARDS

THE RUSSELL J. MACMULLAN, JR. PRIZE FOR ACADEMIC EXCELLENCE is awarded to a member of the graduating class whose academic achievement, interest and enthusiasm has been consistently excellent during the Ninth Grade year, while being a good citizen. To be considered, a student must have a minimum year end average of A- in each of the five academic subjects (math, English, science, foreign language and history). Motivation and citizenship grades in academic classes must be all 1s and 2s, and in nonacademic areas, citizenship grades must be 3 or better. Mr. MacMullan, Jr. served as Upland's Headmaster from 1994-2007.

THE JOHN M. AND ELLEN B. CLEVELAND CITIZENSHIP AWARD is given to a member of the graduating class whose attitude, respect and contributions to the life of the School best exemplify the spirit and principles of Upland. Dr. Cleveland served as Upland's Headmaster from 1963-1981 and guided the School during its formative years of growth. Mrs. Cleveland served as Director of Girls' Athletics during that same period. Together Dr. and Mrs. Cleveland made invaluable and lasting contributions to forging the spirit of the Upland Community.

THE PATRICIA RALSTON AWARD FOR MOTIVATION is given to a member of the graduating class whose motivation, attitude and effort to fulfill the purposes of Upland have been exemplary. The award is named for Patricia Weeks Ralston, one of Upland's first teachers. Mrs. Ralston taught science and crafts, coached girls' athletics and served as business manager. Following her retirement, Mrs. Ralston was elected to the Board of Trustees and served until her death in 1990.

THE ELIZABETH SWAYNE IMPROVEMENT PRIZE is given to a member of the graduating class whose effort, attitude and interest have resulted in noteworthy academic and/or general improvement. The prize is named for Upland's first Headmistress who served the School from its founding in 1948 until 1961.