



SANT BANI SCHOOL

PARENT-STUDENT HANDBOOK

2018-19 Edition

www.santbani.org

HANDBOOK INTRODUCTION

This handbook presents information about policies, procedures and rules that pertain to the parents and students of Sant Bani School. Our policies and operations are modified to deal with changes and new situations, so some of the information in this booklet may become outdated. Revisions are made periodically and the most current version is available at santbani.org.

MISSION AND VALUES

Sant Bani School is built on the belief that we have something to learn from everyone. Surrounded by nature, we create a diverse community where respect for all living things is central. Our mission is to provide a high-level, comprehensive educational experience while also recognizing the value of the spirit. With small classes, committed faculty, and an emphasis on collaboration and service to others, Sant Bani School teaches students to Be Good, Do Good, Be One.

We value:

- an open, judgment-free environment that builds confidence and encourages curiosity and creativity
- academic, social and emotional learning
- collaboration and critical thinking
- mutual respect, fairness and inclusiveness
- service to others, connecting empathy and generosity of spirit with action
- nature and the experience of being outdoors
- quiet time, simplicity and reflection
- expanding students' horizons and connecting with the world around us
- having fun together

HISTORY OF THE SCHOOL

Sant Bani School was founded in 1973 as an elementary school with six students, and rapidly grew to include a high school. Due to changing demographics, the high school closed at the end of the 2014-15 school year, and SBS is refocused on becoming a best-in-class K-8 program. Initially an outgrowth of Sant Bani Ashram, a spiritual retreat center, the School became an independent organization in 1983. Sant Bani School provides a high-level, comprehensive educational experience while also recognizing the value of the spirit and the unique gifts each member of the school community brings.

While the School and the Ashram are separate organizations, they continue to coexist harmoniously as neighbors. Sant Bani School does not apply pressure on anyone to accept a certain set of beliefs. Students and faculty of all backgrounds are welcome. In fact, one of the School's founding principles is that truth can thrive only when there is freedom of thought and expression.

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ABOUT THE SCHOOL

OUR STORY

Sant Bani School, founded in 1973, is an independent preK-8 day school in central NH. Our students gain self-confidence and a passion for learning through an integrated program of academics, creative arts, athletics, and service to others. Believing there is something to learn from everyone, we create a diverse community, interacting in mixed-age groups, and practicing respect for self and others. These elements, combined with small classes and a connection to nature, produce a learning environment unique to Sant Bani School.

ACCREDITATION & MEMBERSHIPS

The school is a member of ISANNE (the Independent Schools Association of Northern New England) and is approved by the State of New Hampshire. Sant Bani School has been accredited with NEASC (the New England Association of Schools and Colleges) since 1992.

GOVERNANCE

Sant Bani School is a charitable 501(c)3 organization governed by a volunteer Board of Trustees. From 1973 to 1997, Sant Bani received direct guidance from two spiritual Teachers, Master Kirpal Singh and Sant Ajaib Singh. Their advice continues to be a resource for those responsible for the day-to-day operation of the School.

The Leadership Team consists of the Head of School and the Directors of Curriculum & Program, Finance & Operations, and Advancement. This group meets frequently to deal with issues that come up in the day-to-day operation of the School.

CAMPUS & BUILDINGS

Our campus is set off of a dirt road among 200 acres of fields and woods, a five minute drive from Exit 22 on I-93. We have two main academic buildings for K-8 (the Upper Building, for grades 3-5, the Middle Building, for grades K-2 and 6-8) and the Little Swans preschool building. The Middle Building is home to our Studio Theater and Library, which are used by students in all grades, as well as the Front Office and the Admission Office.

LITTLE SWANS EARLY EDUCATION PROGRAM (AGES 3-5)

The mission of Little Swans is to provide a high-quality early education experience for children and their families by connecting children to the natural environment, nurturing the positive qualities within each child and planting the seeds of life-long learning. We believe that play is the most important tool for young children to explore and think about the complex world in which they live. Play in the the context of a developmentally appropriate curriculum inspires their innate curiosity, helps them develop social skills, gain confidence, expand thinking skills and develop an appreciation for beauty and the creative process. We value diversity and promote individuality and development of character.

Little Swans is a nature-inspired preschool and early learning program featuring:

- A balance of individual and group activities that focus on the social, emotional, physical and cognitive development of each child
- A consistent, predictable and safe community where children can form trusting relationships with their teachers and classmates
- Spacious, light-filled classrooms surrounded by 200 acres of woods, fields, trails and a natural playscape
- An environment rich in print and language, mathematics, critical thinking and children's relationship to the natural world
- Opportunities for enriching interactions with the K-8 program for learning and play

- Collaboration between teachers, children and their families that fosters respectful communication and understanding
- Teachers and staff who embody an attitude of appreciation and respect towards the children and one another.

The Little Swans program has a separate handbook.

ELEMENTARY SCHOOL (K-5)

The Elementary School provides a foundation for lifelong learning. Value is placed on problem solving, social awareness and communication, and an emphasis is placed on creative thinking. Imagination, divergent thinking, and collaboration are fostered and encouraged.

Academic, social, emotional, physical and creative learning skills are integrated throughout the day. Skills are taught according to developmental readiness, and spiral from simple to complex. We recognize that social skills and emotional balance/wellness affect learning; therefore, we integrate them at all ages. We value students' ability to adapt to a changing environment. Reading, writing and math skills are taught in these grades as a basic readiness for the higher level academic work taught in the upper grades.

Much research has been done on how children learn best, and the teachers have developed a program to put the results of this research into practice, a curriculum "carefully framed on knowledge about children's physical, social, and intellectual growth" (Northeast Foundation for Children; www.responsiveclassroom.org). Elements of the program, listed by the NEFC, include:

- providing time for children to be active and explore their environment;
- using an inquiry approach, asking questions that may have more than one answer and that clarify the thought process;
- allowing children to make choices about their daily learning;
- providing opportunities for children to experiment, solve problems, and make fruitful mistakes;
- reinforcing caring and respect for each other in daily interaction; and
- valuing and displaying children's ideas, creations and discoveries.

Teachers spend a part of each day observing the children at work, and measure and evaluate their work against developmental milestones.

MIDDLE SCHOOL (6-8)

The Middle School nurtures individuality in its students and fosters responsibility, service to the community, and collaboration. Students are encouraged to stretch themselves intellectually, emotionally, socially and physically. The emphasis is on development of critical thinking, creativity and intellectual curiosity. We want students to develop self-confidence and to express kindness and empathy towards others. Socially, we want them to collaborate, to understand their place in the world, and to understand that "the end of knowledge is service to others." We hope to instill the value of a healthy body and knowledge about how to maintain a healthy lifestyle throughout life.

To facilitate these goals, core curriculum, co-curricular activities and community building, in and out of the classroom, are structured to increase independence and responsibility for learning. Teachers consistently facilitate fun, active-learning opportunities. Understanding that our students are going through an intense, energetic developmental period, we embrace and nurture their growth. As the students move through the grades, their core curriculum remains the same, but they are expected to take on more responsibility and independence. They also have more choice as the years progress. Because of our small size and the opportunity to work with our students in

a variety of environments outside of the classroom, we know the individuals we teach; therefore, we can more easily craft lessons that meet their diverse needs.

DAILY LIFE

SCHEDULE

ARRIVAL/DISMISSAL

The school day begins at 8:30. Buses arrive at 8:20; parents who are driving their children to school should plan to arrive at this time as well. On Monday–Thursday, the school day ends at 3:10pm; parents may pick up at this time. The optional After School Enrichment program continues until 4:20; afternoon buses leave at 4:30 and parents may pick up at this time as well. On Fridays, the school day ends at 3:30 for all students; buses run and parents pick up at this time. Kindergarten students may be picked up at 12:45 on Fridays without accruing an absence.

STARTING EACH DAY

Students in grades K-5 begin their day with a Morning Meeting to greet and share with one another, build community and set goals for the day.

All grades take a reflective moment of quiet before beginning the busy day; this has been a Sant Bani tradition since we opened in 1973. As Founding Head of School Kent Bicknell describes it, “This is a time to appreciate stillness within while students and teachers are sitting together.”

HOMEROOM TEACHERS

Grades K-6 have a homeroom teacher who has general oversight over many aspects of the school experience. The homeroom teacher coordinates class events and is available to answer questions about class activities.

RECESS

We value our natural setting and take advantage of it in a number of ways. With a strong belief in fresh air and movement, various supervised recess times are required, depending on grade level. If a student cannot not go outside for health reasons, a note from home should be brought in, and the student should go to the Health Services office for recess.

AFTER SCHOOL ENRICHMENT PROGRAM

After School Enrichment is an optional extension of the school day Monday - Thursday. It offers scheduling support for working parents and an opportunity for students to experience personal growth and make choices—either to spend time on things they enjoy, or to try something new in a supportive environment.

Two six-week blocks are scheduled per trimester, with Monday/Wednesday and Tuesday/Thursday sessions from 3:10 to 4:20. Most students will have snack and recess time at 3:10 before the start of enrichment programs; athletic teams will go straight to practice.

WEEKLY SHARING ASSEMBLY

Each Wednesday afternoon, all students and teachers assemble and share work that they have been doing in their classes, STEAMS blocks and/or After School Enrichment blocks. It also provides an opportunity for guest presenters and special performances.

MUSIC LESSONS

Individual private music lessons, in voice and a variety of instruments, are offered at the School. Fees are set by the individual teachers and are competitive with standard private lesson fees. Scheduling is overseen by the Music

Teacher in consultation with the Director of Curriculum & Program, parents and classroom teachers. Students must be in good academic standing to be excused from class for a weekly lesson. Sometimes an instrument can be borrowed from the School for a limited time with permission from the Music Teacher, who can also provide information on instrument rentals.

ANNUAL EVENTS

SCHOOL CALENDAR

A summary of the school year is posted on the website in the “Parents” section; specific, updated information can be found on the online calendar, also accessible via the website.

MOUNTAIN CLIMB

There is an all-school, all-day mountain climb in the fall. Attendance is taken as for other school days and families are welcome to participate.

PROJECTS PERIOD

Projects Period provides an alternative educational experience. The challenging task of proposing, creating and presenting projects has become an important piece in the educational life of Sant Bani students. Projects occur off campus, and students are under the supervision and guidance of their parents (or a designated approved mentor) during Projects Period break. School is not in session and the campus is closed.

Middle School projects must take at least 20 hours; Elementary School, 15 hours. (Kindergarten student participation is optional.) Students may choose to work as a team, but remain responsible for their individual contributions.

At the end of the break, two days of school time are set aside for sharing. Each student describes his or her project, and students and teachers take turns serving on teams to evaluate the project and the quality of presentation. These evaluations are shared with the student. All projects are displayed for families and friends on Wednesday evening following our return from break at a Projects Display and Pizza Café.

Approved Projects Period proposal forms, as well as the evaluations, become part of a student’s permanent record and are posted in our Student Information System along with their trimester reports. The Projects Committee may require further work from a student if the project is lacking or if procedures have not been followed correctly. Each student must fulfill the yearly Projects Period requirements to move on to the next grade or to graduate from Sant Bani School.

The specific rules and recommendations for Projects Period are spelled out in a handbook published yearly that is provided to each student.

WRITERS FESTIVAL

Writers Festival is an all-day event for grades 1-8 that takes place in late April. In the weeks preceding the event, much Language Arts time is devoted to writing, editing and producing books. During the Festival, students attend workshops about writing and share their own work. Each year a professional in the field is invited to participate in the Festival, sharing his or her work and inspiring the students in their own writing and illustrating.

MOVE-UP DAY

Move-Up Day is scheduled toward the end of the school year for students who will be in grades K-8 the following year. Newly accepted students join each class for a preview of the upcoming school year, visiting the spaces and teachers that they will have.

MIDDLE SCHOOL DANCES

Middle School Dances are planned two or three times a year and are chaperoned by faculty volunteers. Guests from outside the School are welcome, but must be arranged for and approved in advance by the Director of Curriculum & Program. Normal school rules apply. Dances may be held at off-campus locations; the same rules apply, and boundaries of allowed areas will be clearly defined.

PERFORMANCES

Students have several opportunities to perform publicly throughout the year. There are drama and music performances for all grade levels. Students who have been taking music lessons perform at a Spring Recital, and there are occasional informal Recess Concerts throughout the year during lunch recess periods. When a student is part of a group that is performing outside of normal school hours, attendance is required.

GRADUATION

The eighth grade graduation ceremony is typically held on the second Friday in June. It is open to all and is a celebration to be enjoyed by the entire school community.

ATTENDANCE

IMPORTANCE OF ATTENDANCE

Attendance in school is of great importance at all grade levels and is considered a critical component of a student's educational experience. Time in class provides each student the opportunity to be involved with and understand instruction, to share class dynamics and contribute to group experiences, and to ask questions. This is also a key time for the teacher to evaluate a student's individual progress and need for intervention, and to evaluate the progress of the group. This experience cannot be 'made up.' A day out of school means that the student falls behind in some aspect of the expected work, which can in turn lead to other problems. Parental support in this is essential, and it is the parents' responsibility to ensure the prompt and regular attendance of their children.

WHEN TO KEEP YOUR CHILD AT HOME

While we encourage students to attend school every day, mild to severe illness does occur. When illness occurs that prevents your child from participating comfortably in activities, we ask that you keep them at home to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated when necessary. We also ask that you keep your child at home if they have any of the following signs or symptoms:

- Fever greater than 100°F (students with fever greater than 100°F must remain at home until they are fever-free for 24 hours without medication, such as acetaminophen or ibuprofen)
- Vomiting two or more times in a 24-hour period
- Undiagnosed rash
- Severe earache or draining ear
- Severe sore throat
- Persistent or severe cough
- Communicable disease

REPORTING ABSENCES

When a student will be absent, the School should be notified by telephone between 8:00 and 8:30am. If you call before 8:00, please leave a voicemail explaining the reason for the absence. If the School has not been notified, office personnel will call the parent at work or at home to confirm that the student is absent.

All absences (quarter-, half- and whole-day) are counted towards total absences. Student arrival at School between 8:30 and 10:15 will be recorded as a quarter-day absence; arrival between 10:15 and noon will be recorded as a half-day absence. Early dismissals between noon and 2:20 will be recorded as a half-day absence, and between 1:30 and 3:10 will be recorded as a quarter-day absence.

LEAVING CAMPUS DURING SCHOOL HOURS

Students may not leave the campus during School hours, on foot or by vehicle, without permission. Parents of students who need to leave early should inform the Front Office by a note or email prior to the departure. All students must be signed out at the Front Office when they leave campus during school hours.

ARRIVAL/RELEASE PROCEDURES DURING SCHOOL HOURS

LATE ARRIVAL: Parents should come to the Front Office and inform the Office Manager that they are dropping off their student. The parent should sign-in the child in. The student will be directed to class and the teacher notified of the student's arrival.

EARLY RELEASE: Parents should come to the Front Office and inform the Office Manager that they are here to pick up their child. Parents should sign their children out of school. Parents of Upper Building students should wait in the office for their student to arrive.

OFF-CAMPUS LOCATIONS: Parents should sign out their child with the supervising teacher.

PLANNED ABSENCES

If your child will be absent for a planned family trip or other event, we ask that you notify the School and your child's teacher(s) at least one week in advance so that we may support their academic progress, if appropriate.

EXCESSIVE ABSENCES

A total of 6 absences in one trimester or 12 absences over the course of the year is considered excessive and may require a meeting between Director of Curriculum & Program and the family to set up an attendance contract.

Failure to meet the terms of an attendance contract may result in loss of credit for a class or the semester, suspension, or requested withdrawal from school.

PLANNED "LEAVES OF ABSENCE"

We try to support families and students in pursuing their passions. If you are interested in planning an extended leave (more than two weeks), please reach out to the Director of Curriculum & Program as a starting point to determine the feasibility of the leave of absence at least six months in advance of the proposed leave. Approval for leaves of absence will be decided on a case-by-case basis. Tuition will not be prorated for any extended leaves of absence.

TRIPS & OUTINGS

GENERAL GUIDELINES

Written parental permission is required for anyone to leave campus during the school day.

Students will wear seat belts, if available, on all school trips. Normal school rules, including vegetarian food, apply. Any special procedures, such as buddy system and meeting times, should be carefully followed. Any student who does not plan to return with the group must arrange this ahead of time so that faculty members directing the trip know that parents have approved this.

FIELD TRIPS

Field trips may involve specific classes or larger groups. Field trips are planned in advance and students must have written parental permission. Most field trips have additional fees associated with them.

OVERNIGHT TRIPS

Overnight trips involving students and faculty have at least two chaperones and are approved in advance by the Leadership Team. This applies to any trips using the School name or School facilities, or school-related trips during vacations.

Grades 7-8 begin the year with an overnight camping trip at an off-campus location. Students on these trips participate in a number of group-building activities with their classmates and teachers, and new students get an opportunity to become familiar with the group and the teachers.

FRIDAY AFTERNOON CLUBS

PROCESS & SCHEDULE

Clubs happen on Friday afternoons for students in grades 1-5, and are designed to provide a variety of alternate experiences in mixed grade groups, generally beyond the confines of the campus. Students choose from a seasonal variety of athletic and craft offerings. A list of choices is sent home so that parents can assist their children in selecting from the courses offered. The student returns his or her form, signed by a parent, indicating 1st, 2nd and 3rd choices. Due to the need to keep group sizes reasonable, students may not always get their top choice. Students who do not turn in a form are assigned to a club. Students are expected to participate in their assigned club throughout the duration of that set. Some clubs may have extra costs associated with participation.

Clubs are scheduled on a “block” system.

- 1st block September and October
- 2nd block November and December
- 3rd block January and February
- 4th block March and April
- 5th block May and June

Clubs run until 3:20 on Fridays and buses run at 3:30.

WINTER CLUBS

During winter (3rd block), clubs are available for grades K-8; this provides all students with an opportunity for skiing, snowboarding, skating, or other clubs on campus. An altered Friday schedule is observed allowing the skiing/snowboarding bus to leave at noon.

SKIING & SNOWBOARDING

Skiing and snowboarding are popular Friday club activities in the winter. Local ski areas offer the School a reasonable group lesson and lift ticket plan; sign-up occurs early in the fall. Families are responsible for the cost of this program. Participating students are required to take lessons. Parents are encouraged to ski or snowboard with their children; kindergarten and first grade students may participate only if their skiing or snowboarding parent accompanies them. Skiing or snowboarding parents need to register along with their students at the group rate.

ATHLETICS

PROGRAM GOALS

The Sant Bani School athletic program encourages students of a wide variety of ages and ability levels to participate. The focus of the program is to help all students find success and to promote interaction among a variety of age groups as well as with other schools and athletes. Personal growth, teamwork and good sportsmanship are strongly emphasized. We want to help build confidence, fitness, healthy responsibility and lifelong interests among the students participating. Please speak to the Athletic Director for more details.

ATTENDING GAMES

Students in grade 6-8 may stay after school to watch sports events if it has been arranged with their parents in advance. Students in grades K-5 may only stay after school if they are with a parent. (Rules for after-school use of the building apply.)

SCHOOL TEAMS

Team sports are open to all students in grades 5-8. In the fall, there is soccer, cross-country, and field hockey. In the winter, alpine skiing is offered. In the spring, there is track & field and girls' lacrosse. Teams practice during after-school enrichment time Monday through Thursday; meets and games are also scheduled during this time but may go later. Students in grades 6-8 must participate in at least one school sport per year. Students who participate in organized athletics outside of school may request an exemption through the Athletic Director.

In addition to formal teams, there are informal opportunities for sports during recess and clubs. Sant Bani students are eligible to participate in Sanbornton Recreation Department offerings regardless of their town of residence.

ATHLETIC EXPECTATIONS

Coaches will share expectations with student athletes and their parents for each sport, specifying the commitment required, and absence policy. Families are responsible for returning equipment and uniforms in a timely manner and in good condition. Academic performance may affect a student's ability to participate in school sports.

ACADEMIC PROGRAM

SCHEDULE

SUBJECT AREAS

Grades K-5 classes include: Literacy, Math, Science, Social Studies, Physical Education, Spanish, Art, Music, Drama, Health Education, STEAMS blocks and Clubs.

Grades 6-8 classes include: English, Mathematics, Science, Social Studies, STEAMS blocks, Art, Drama, Spanish and Health Education. Additionally, seventh graders take Technology and Study Skills classes and eighth graders take a Transition to High School class. All 6-8 students participate in an Advisor program.

Service is integrated into the curriculum, and each class develops its own projects throughout the year. In addition, the eighth grade collaborates on choosing a capstone service project. They give their time and a \$1,000 grant (from an endowed fund) to support a community organization of their choice; often local charitable groups are invited to apply for consideration.

LUNCH & SNACK

There is a morning snack period and forty-five-minute lunch and recess period. Kindergarteners eat in their classroom; older students eat together in groups (grades 1-2, 3-5, 6-8). Students are responsible for cleaning up

their own eating space. Students in grades K-2 practice “carry in, carry out” with all of their food and packaging. Microwave ovens are available to students in grades 3-8. Soda, energy drinks and candy are not allowed as part of a student’s vegetarian snack or lunch.

EXPECTATIONS

SUMMER READING

Sant Bani School believes that reading, whether from books and magazines, whether online or in print, is the cornerstone of learning. Reading promotes academic excellence, mastery of language, logical thinking skills, enhanced concentration, creativity, and an understanding of different peoples and cultures.

Students are expected to read a certain number of books over the summer, and lists of suggestions for summer reading are available online. Students in grades 6-8 are assigned specific summer reading books which are discussed when school resumes in September.

SUPPLIES & EXPENSES

A list of supplies required for each grade level is available on the School’s website and is sent to families as part of the summer mailing. Requirements vary from grade to grade and are specific. Please see the supply list located at http://www.santbani.org/parents/school_forms/.

During the year, there are additional expenses that the School strives to keep reasonable and affordable. These include field trip costs, paperback books (for some classes in grades 7-8), recorders (for grades 4-6) and some clubs. These expenses are billed through each family’s FACTS account.

TEXTBOOK CARE

Textbooks are supplied by the School, and students are expected to take care of them. Textbooks must be covered; this reduces wear and tear significantly. Adhesive book covers should not be used. Parents will be billed for loss and damage.

CURSIVE WRITING

Research continues to show the value of learning and using cursive writing. Cursive is taught in grades 2-3 and is expected for some hand-written work through grade 8.

KEYBOARDING

Students are expected to learn to type. Keyboarding, using software approved by the School, is offered to third and fourth graders with additional support and practice time in later grades. New students entering the School are expected to reach equivalent levels of proficiency.

HOMEWORK

Homework plays an important role in our program. In addition to extending and reinforcing the material that has been learned during the school day, it gives the student experience working independently, allowing for more sustained work in a larger block of uninterrupted time, using a variety of resources. This type of work becomes more important as the student matures. Our program gradually increases the amount of homework a student is expected to do as he or she progresses through the grades, and allows him or her to adjust to the increasing responsibilities.

Students are expected to keep track of all assignments and prepare adequately for all classes. There are disciplinary as well as academic consequences for failing to complete assignments.

ACADEMIC HONESTY POLICY

The School teaches the importance of academic integrity and creating original material while acknowledging the work of others. Students are required to be honest in their schoolwork. Copying another student's work, cheating on a test or plagiarizing in any form are obvious violations and will be handled by the teacher and Director of Curriculum & Program.

ASSESSMENT & REPORTING

CURRICULUM INFORMATION

Teachers in grades K-5 provide a Year-At-A-Glance document that is distributed at a Back To School event in September. These include information about what is being taught, what methods are being used, and how students are being assessed. In grades 6-8, teachers provide a Course Overview for each subject, which includes the course title, teacher contact info, course description (a description of the subject matter), course objectives, required texts (textbook and materials to be used), grading policy (criteria for evaluation), class expectations and course outline.

TESTING

Formal and informal assessments occur throughout the school year in all grades. Results are shared with parents during parent/teacher conferences, or by appointment, if desired.

Students in grades 6, 7 and 8 take NWEA testing in Math twice a year. These tests are administered on the computer and give teachers a tool for directed instruction.

Students in grade 8 also take the PSAT, which helps them in preparing for the SAT.

PORTFOLIOS

Portfolios are developed from grades K-5 as a way to assess student progress over time and to provide opportunities for reflection and self-evaluation. Students and teachers periodically look through work and choose items to put in the portfolios. Sometimes students write about the work they have chosen. Parents may ask to see their children's portfolios. Portfolios are given to the parents at the student-led conference in grade 6.

PROGRESS REPORTS

Narrative progress reports are posted on the online Student Information System soon after the end of each trimester. Students in grades K-6 do not receive letter grades.

GRADES

Beginning in grade 7, students receive letter grades along with their narrative reports. Trimester grades reflect the student's work for that trimester.

A student might, at the School's discretion, be given a temporary grade of "incomplete" if course requirements are not met. All incomplete grades must be resolved within 30 days.

HONOR ROLL

For grades 7-8, an Honor Roll is published at the end of each trimester. The criterion for Honors is a 3.0 average and for High Honors, a 3.5 average; averages are rounded to the nearest hundredth. (A = 4.0; A- = 3.66; B+ = 3.33; B = 3.0; B- = 2.66; C+ = 2.33; C = 2.0; C- = 1.66; D+ = 1.33; D = 1.0; D- = 0.66; F = 0). Each Honor Roll is released to local newspapers.

Students with an Incomplete or with a grade of C- or lower are not eligible for the Honor Roll.

PARENT CONFERENCES

Parent conferences are scheduled after the end of the first and second trimesters. Parents are encouraged to come and discuss their child's work with the individual teachers.

STUDENT RECORDS

Official Student Files are kept by the Registrar and Health Services Office. An Official Student File typically includes a student's progress reports, attendance records, transcript, education/enrollment records, assessment results, medical records created and maintained by the School, and similar records received from other schools. The types of documents that Sant Bani maintains in an Official Student File are within the sole discretion of the School, and may be subject to change at any time.

Parents are entitled to see a student's file upon request. If a parent does not agree with information contained in the file, they may express their point of view in a letter to be included in the file.

Parents or students may receive a transcript, or a copy of their Official Student File, if tuition payments are up to date. As required by law, the School will release an Official Student File at the request of a private school or school district, when authorized by the parent of a transferring student. In accordance with New Hampshire's Safe School Zones law, that record will include any and all documents relating to incidents involving suspension or expulsion, delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction or violence in a Safe School Zone.

Any student or parent with a question about a student's record should contact the Front Office.

SUPPORT SERVICES

OVERVIEW

Students learn in diverse ways, gaining comprehension, skills and competency through varied learning styles and at different developmental paces. Students may need, at one time or another, support beyond the normal classroom processes to further their academic, personal or social growth. The School has a number of systems designed to provide additional help. These include assistance in the arrangement of outside assessment, tutoring, occupational therapy and/or counseling.

Individual plans may be developed, including academic and/or behavioral contracts designed with the student, parents, School and outside professionals. Tutoring during the school day may be an outcome of this process and is provided by the School on a limited basis. In grades 7-8, there is a system of probation, described below. The support systems that are put into place are to ensure that a student will be successful within our system. It has been our experience that these procedures and steps are useful within a definite time limit. When the student has achieved a successful level of performance, the contract is retired. Less frequently the student realizes that the School is not, in fact, the place that she or he wants to attend, or, not having met the expectations, the student is asked to leave.

SPECIAL NEEDS

The School makes an effort to identify students who may have special needs and to provide an appropriate program for them. A teacher, parent or student can initiate an assessment process by contacting the Director of Curriculum & Program, who will review the need and proceed further.

The School is not equipped to serve all the special needs of students with learning disabilities. All students are expected to satisfy the demands of coursework. Strong support from the home, often in the form of regular

outside tutoring, may be essential for the success of students with learning disabilities. Such tutoring should be arranged in coordination with the Director of Curriculum & Program and the Special Services Coordinator, and the expense is borne by the parent or by the School District.

The School has discretionary power to decide which needs should be addressed.

STUDENT INTERVENTION TEAM

The Student Intervention Team (SIT) is a committee that evaluates and recommends appropriate interventions for students who are experiencing continued difficulty in school. The SIT consists of the Director of Curriculum & Program, School Counselor, Health Services Coordinator, Special Services Coordinator, Program Coordinator and classroom teacher(s).

PROBATION

If a student in grades 7-8 is not meeting the expectations of the School, the student may be placed on probation. A student is considered a candidate for probation if his or her grade point average is below 2.0 for one trimester, if he or she has received ten reflection slips in a trimester, if twelve days of absence have accumulated, or if a serious behavioral infraction has occurred. The terms of probation are developed on an individual basis to help the student assess accurately what needs to change, and to monitor his or her behavior within a given time frame. Expectations are written in the form of a contract to be signed by both the student and his/her parents.

Parents of students on probation are required to attend Parent Conferences.

SCHOOL POLICIES

INTRODUCTION

The School is committed to the healthy growth and development of the students in its care, and provides an environment that supports and nurtures, that allows for trial and error, that does not stifle, and yet is safe. Everyone's help is needed to create this healthy school environment. What follows is guidance on the expected behavior of those in the Sant Bani community.

GENERAL

CLASS ATTENDANCE

Students should be on time and prepared for classes and other required activities. Skipping class or other required activities is a serious infraction.

DRESS CODE

Students should wear clothing that is comfortable and appropriate for active learning and play indoors and out. Undergarments must not be visible, shirts must be long enough to cover the torso, and clothing may not have offensive language or references to alcohol, drugs, tobacco, or their manufacturers.

SHOES

To help keep the buildings clean, outside footwear must be removed upon entering school buildings. Students are required to keep a pair of indoor shoes to wear inside the buildings. For reasons of safety, legal liability and cleanliness of buildings, bare feet are only allowed outside on the playing field if the student has worn his or her shoes to the field.

VISITORS & GUESTS

Students may bring a guest for the day by pre-arrangement with the Office Manager, who will check with the teachers involved for approval. All visitors and guests must abide by school rules.

Visitors and guests who visit during school hours must check in at the Front Office and sign in and out. During non-school hours visitors must also sign in and out on the Visitor Log in the Front Office, with the exception of public events such as plays and receptions.

PHONES

Students in grades 6-8 must get permission if they wish to use the school phones. If younger students need to telephone parents, it should be done with the permission and assistance of a teacher.

Students must arrange after-school activities, overnights, appointments, etc., prior to coming to school.

Students may only use cell phones during the academic day with the permission and supervision of a teacher. If a student has a phone out, it is considered in use and appropriate action will be taken.

LOST & FOUND

Parents are asked to label children's clothing and encourage children to bring their clothing home with them. Clothing often gets left behind; there are lost-and-found boxes in the Middle and Upper Buildings that parents should check for missing items. Items that remain unclaimed at the end of the year will be donated. If an item of value is found, it should be brought to the Front Office where it can be safely kept until claimed.

MISSING ITEMS

Any incidence of items missing or lost, or suspected theft, whether of lunches, money or other personal property, should be reported to a teacher or staff member.

RE-ADMISSION

A student who chooses to leave Sant Bani may reapply for admission at a later date, keeping in mind that space constraints and financial matters mean readmission is not guaranteed.

CONDUCT

EXPECTED BEHAVIOR

Sant Bani School's expectations for behavior can be summed up as follows: be safe, respectful, and kind.

Since the School includes students of all ages, students should be especially aware of the effects of their behavior on others. Younger students naturally look up to older students. Conversations and actions that are natural for older students may not be appropriate for younger ones, and older students are expected to be sensitive to this and to adjust their speech appropriately, both at school and on the buses.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection is not appropriate in a school environment. The line between acceptable gestures of friendship and behaviors that are not acceptable is not always well defined, and students should respect the judgment of individual teachers.

REFLECTIONS AND ACADEMIC ALERTS

The behavior system is designed to help students progress toward independence and responsibility for their behaviors.

- In grades 3-8, students complete a 'Behavior Reflection Sheet' when they need to consider the impact their behavior has had on themselves or others. These are signed by the student, teacher and parent. A consequence for the behavior is agreed upon by the teacher and student.
- In grades K-2, students complete a more visual 'Think Sheet' and are guided through a reflection process. Think Sheets are signed by the student, teacher and parent. A consequence for the behavior is agreed upon by the teacher and student.
- In grades 6-8, students may receive an 'Academic Alert' when they have missing or late work.

When a staff member assigns a Behavior Reflection or Think Sheet, a copy is kept on file and the original is given to the student. The student must get his or her parent's signature and return the slip to the office the next day.

If a student develops a negative pattern of behavior, accumulates multiple Behavior Reflection Sheets, Think Sheets, or academic alerts, or demonstrates a persistent unwillingness to correct negative behavior, a meeting is arranged with the student, the parents and members of the Leadership Team. At this meeting, appropriate consequences, which may include some probationary conditions, a behavior contract, in-school or out of school suspension or expulsion from the school, are set forth.

PROHIBITED BEHAVIOR

The following list includes examples of some of the behaviors that are considered inappropriate.

- Rough-housing
- Name-calling and teasing
- Foul language
- Rudeness
- Insubordination (e.g., failure to honor a reasonable request)
- Disruptive behavior
- Inappropriate display of affection
- Standing up or changing seats on the bus while it is in motion
- Dangerous use of playground or other equipment
- Use of toy guns or other violent toys
- Playing ball in the buildings without permission
- Throwing things in the buildings
- Unsupervised snowball throwing
- Unauthorized climbing of trees
- Chewing gum on school grounds or vehicles
- Eating or drinking on the bus (unless expressly permitted)
- Being late to class or activities
- Being in unauthorized areas
- Using phones or copy machine without permission
- Using cell phones during the school day without permission
- Using a personal music player outside of permitted situations
- Unauthorized use of electronic devices

This list is not comprehensive, and the School reserves the right to interpret any situation as it feels appropriate.

SERIOUS DISCIPLINARY OFFENSES

The following is a list of some of the behaviors that are considered more serious. These offenses may be handled independently by the Leadership Team, and may require a meeting with the Leadership Team, student and parents. Repeated offenses may result in suspension or expulsion.

- Skipping classes or assigned study halls or activities
- Leaving campus without permission
- Being in unauthorized areas
- Misuse of the internet
- Harassment (see section below for more information)
- Dishonesty, including any act of plagiarism, cheating, lying or stealing
- Vandalism, including any act of intentional destruction of personal or community property
- Intentional or irresponsible behavior that endangers the wellbeing of another, including fighting and physical aggression.

MAJOR DISCIPLINARY OFFENSES

All major disciplinary offenses become part of a student's Official File. We are required by law to report illegal activities to proper authorities. Major disciplinary offenses include:

- Possession, use, procurement, distribution or sale of tobacco, alcohol, other drugs, or drug paraphernalia
- Creating a fire hazard
- Possession or use of explosives, firearms, knives, darts, fireworks, bows and arrows (outside of organized archery activities), or other dangerous materials

The above major disciplinary offenses result in an immediate suspension during which the Leadership Team reviews the situation and recommends further action, such as loss of privilege, restitution, monitored support, or expulsion. A second offense automatically results in expulsion.

In any instance of particularly antisocial or dangerous behavior, the School reserves the right to require a student to leave.

COOPERATION REGARDING OFFENSES IN AND OUTSIDE OF SCHOOL

Members of the Leadership Team, teachers and/or other Sant Bani School staff reviewing disciplinary offenses may question a student or parent regarding a student's conduct or the conduct of others, and expect full truthful cooperation, including volunteering information he/she may have relating to an offense.

ILLEGAL ACTIVITIES OUTSIDE OF SCHOOL

The School takes action, which may include suspension or expulsion, when illegal activities outside of school affect the atmosphere of the School, current student(s), or reflect poorly on the School (for example, when police action occurs).

HARASSMENT

Sant Bani School is a community in which every member has the right to feel safe and respected. We seek to treat every individual with sensitivity and compassion and will not tolerate any form of harassment.

Harassment is any abuse of an individual or group based on ethnic origin, race, religious beliefs, sexual orientation, gender, age, size, appearance or grade in school. It includes both easily identifiable acts of verbal, written or physical abuse, and subtler but equally damaging forms of harassment such as graffiti, epithets, intimidation, stereotypical remarks or "humor," or any behavior that contributes to the creation of a hostile environment in which to live and learn.

Electronic Harassment is the use of a computer, cell phone and/or any other electronic device to cause a person harm. Direct forms include: threats, cyberbullying or intimidating messages sent directly to the victim via email, text or other Internet communications media, and/or the use of technological means to interfere with a victim's use of the Internet such as hacking or denial of services attacks. Indirect forms include spreading rumors about the

victim in Internet forums, posting or distributing derogatory information or photographs, subscribing the victim to unwanted online services, or sending messages to others in the victim's name. (Adapted from <http://itlaw.wikia.com/wiki/Cyberharassment>)

Sexual Harassment is sometimes more difficult to identify and understand than other forms of harassment. The overriding factor in sexual harassment is that the offending behavior is uninvited and/or unwanted. It can be subtle and ambiguous or direct and overt. It is not social or courting behavior. Examples of sexual harassment include the following:

- Inappropriate personal questions
- Sexually stereotyped or sexually charged insults, "humor" or verbal abuse
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior
- Looking inappropriately at a person's body
- Unwelcome touching
- Any demeaning sexual propositions
- Pressure exerted for sexual activity or for a relationship
- Physical assault, or any coerced sexual relations
- Electronic harassment (such as social media, text messages, emails, screensavers, printed matter)

A person who feels that he or she is being harassed is encouraged to speak up at the time, telling the offending individual that the behavior is unwelcome and should cease immediately. A letter can be an alternative vehicle for expressing this. If the situation persists, students should speak to a teacher, coach or other staff member. It may be helpful to describe the incident as specifically as possible in writing. The written record should mention direct quotations, actions and witnesses.

All reported or witnessed cases of harassment will be investigated. Upon investigation, the School will take action in substantiated cases of harassment. Depending on the circumstances, the response may range from a reprimand to dismissal for a student, and legal authorities will be notified as required by law.

The School also takes action in cases of retaliation toward someone making a complaint about harassment. Depending on the circumstances, the response may range from a reprimand to dismissal for a student.

HEALTH & SAFETY

WHEN TO KEEP YOUR CHILD AT HOME

While we encourage students to attend school every day, mild to severe illness does occur. When illness occurs that prevents your child from participating comfortably in activities, we ask that you keep them at home to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated when necessary. We also ask that you keep your child at home if they have any of the following signs or symptoms:

- Fever greater than 100°F (students with fever greater than 100°F must remain at home until they are fever-free for 24 hours without medication, such as acetaminophen or ibuprofen)
- Vomiting two or more times in a 24-hour period
- Undiagnosed rash
- Severe earache or draining ear
- Severe sore throat
- Persistent or severe cough
- Communicable disease

HEALTH SERVICES

To strengthen and protect the health of students while in our care, the School employs a Health Services Coordinator (HSC). The major function of this position is to provide care for students who are injured or ill during school. Should it be determined a child needs to be sent home because of accident or illness, the HSC will call a parent to pick up their child.

The HSC provides basic first-aid to the children in her care. She can also supply some over-the-counter medication to students who have parental permission on file. Any prescription medication to be taken during school requires a doctor's note on file and parental completion of the SBS Medication Dispensing Form. The medicine must be stored in the Health Services Office in its original container.

Should a child have any special medical conditions, allergies, medications, etc., these should be noted on the medical forms and a conversation with the HSC should occur. As medical conditions, allergies, medications, etc., occur during the school year please notify the HSC of the issue and the resolution (e.g., trauma, concussions, reportable diseases). If special medication or services are needed these will be at the expense of the parent.

HEAD LICE

Any student that presents to the Health Services Office with head lice or nits (egg cases) will be sent home for treatment. A child can return to school after the recommended treatment has been completed and there are no nits in the hair. Parents should consult with the Health Services Coordinator about treatment and returning to school. The determination of when a child may return is under the discretion of the Health Services Coordinator.

PINWORMS

Pinworms are a tiny parasitic worm that affects millions of people each year, particularly school-age children. Pinworms don't cause any harm (just itching); however, a pinworm infection is very contagious and the School asks that parents notify the HSC of an infection. Students are not allowed to come to school until treatment has been initiated.

HELMETS

Helmets are required for all students participating in Mountain Biking Club and After School Enrichment, Ice Skating Club, Ski Team, Skiing and Snowboarding Club, and Horseback Riding Club.

CONCUSSIONS

Any student who has received a significant blow to the head (either observed or suspected), has fallen from any height, or has collided hard with another person or object may have sustained a concussion. The student will be removed from the activity and evaluated for the signs and symptoms of a concussion by the HSC. The HSC will inform the student's parents or guardians about the injury and if any further care is needed.

If the incident occurred during an sports practice or game, the student will be removed from play and will only return to play with permission from a healthcare professional who is experienced in evaluating for concussion.

Post-Concussion Management: Students who have been diagnosed with a concussion should have their medical provider's orders sent to the Health Services Office for review and implementation. Sant Bani School teachers, coaches and staff will follow the instructions dictated by the healthcare professional regarding classwork, recess and sports. Students will only be allowed to resume normal activities and sports when cleared by their medical provider.

COUNSELING

The School Counselor is available as a resource for students, parents and teachers. He/She helps teach health education, meets with individual students, small groups and full classes as needed, helps manage the Middle School advisor program and is a member of the Student Intervention Team.

ANIMALS

Animals and pets should not be brought to school except with advance permission from the classroom teacher. While we value interactions with nature, students should stay away from wild animals. In addition, students should inform a teacher if they see larger animals on the grounds (including neighborhood dogs).

FAVORITISM

The School ensures that there will be no favoritism, positive or negative, shown to students in classroom or extra-curricular situations.

EMERGENCY PROCEDURES

Sant Bani School is prepared to effectively and efficiently respond to a multitude of emergency/crisis situations that may impact students, staff, parents and visitors on our grounds. The School has an emergency preparedness plan that is continually reviewed, updated and practiced.

Should an emergency event occur, it is crucial to keep transportation routes and communication lines open. Parents should not attempt to drive to the School, phone the School, or contact their children on cell phones. As information can be shared, parents will be notified through our Emergency Alert System, One Call Now.

Below is a listing of the safety drills the School practices throughout the year.

EVACUATION: To provide instruction and practice of the appropriate evacuation of school buildings in case of fire or when the building poses an unsafe environment.

REVERSE EVACUATION: To provide instruction and practice on how to enter school quickly in order to avoid a dangerous or potentially dangerous situation outside the school building.

LOCKDOWN DRILL: To provide instruction and practice to confine all students, staff and visitors to their present location to limit their exposure to the risk of outside contaminants, people or animals inside or outside the building. Staff, students, parents and visitors will not be allowed to enter or exit school buildings until the event has been resolved.

SECURE CAMPUS: To provide instruction and practice for an event or incident that requires a limited movement of students and staff in school buildings or on the school grounds. All entry and dismissals of staff, students, parents and visitors will only be allowed through one point of entry which is monitored.

SHELTER IN PLACE: To provide instruction and practice for staff and students to be prepared to move to a safe location within a building in case of severe weather or hazardous airborne material.

OFF-SITE EVACUATION: To provide instruction and practice for the safe and orderly evacuation of students, staff and visitors from the school grounds to a specified remote area.

BUILDINGS & GROUNDS

VESTIBULES & LOCKERS

There are designated entrances in the Middle and Upper Buildings for students depending on their class year. Each entrance vestibule has benches, hooks and shelves, and students are expected to store books, coats, backpacks and shoes neatly in these areas.

Seventh and eighth graders are assigned individual lockers at the beginning of the school year. Lockers are the property of the School and can be inspected by the School at any time. Students may not attach stickers, etc., that are permanent or cause damage to the surface. Items involving references to drugs, alcohol, tobacco, obscene language or sexually explicit materials may not be posted on the inside or outside of lockers.

BEHAVIOR IN THE BUILDINGS

Good behavior is necessary in order to maintain the condition of the buildings and the safety of people and property. Inappropriate behavior includes: running in the building, throwing things, throwing water, playing ball and fighting. Students should not put their feet on or sit on desks, tables or window sills; hang out of windows or use windows as exit/entryways.

CLASSROOM ETIQUETTE

After each class, classrooms should be left clean and the chairs should be pushed in. Anyone using a space should be conscientious about tidying before they leave.

LIBRARY

The Library is available for the use of all staff and students. The Library contains both fiction and non-fiction materials, a reference collection, periodicals, maps and various other materials. (Grades K-6 classrooms also have their own library areas with books and some reference materials.)

Reference books (clearly marked with a reference stamp) and current issues of magazines (in plastic covers) may not leave the Library.

All other books and materials must be signed out before leaving the Library. Books may be borrowed from the Library outside of normal hours, provided the student checks them out properly. All grades and students are encouraged to visit the Library frequently. Students are responsible for borrowed materials and receive overdue notices when materials are not returned. Overdue notices are forwarded to parents after students have had sufficient time to return overdue materials. A fee is assessed for lost books.

Computer use in the Library is prioritized: reference and research first, followed by homework. If many students need to use the same equipment and materials, the teacher on duty may set a time limit. No games are ever permitted on the Library computers, unless associated with educational software purchased or approved by the Library.

Food and drink are generally not allowed in the Library; exceptions are made for special events. The usual rules of conduct apply, and furniture, supplies and equipment should be treated respectfully. Conversations should be kept at a low volume.

BEHAVIOR OUTSIDE THE BUILDINGS

The safety of people, property and buildings must also be respected outside.

PLAYGROUND RULES

To ensure that the children are considerate of each other and keep themselves and others safe, playground rules have been developed for the various activities and pieces of playground equipment. Supervising teachers will enforce playground rules. General rules are as follows:

- Equipment must be put away properly
- Students should take turns
- No jumping from high places
- No climbing on trees or equipment not specifically designed for climbing
- No climbing up slides
- No running on structures
- No throwing things from structures
- No pushing/shoving
- Games of chicken or similar activities are not allowed
- Snowball throwing is allowed only with explicit supervision by a teacher, and not near school buildings.

OUT-OF-BOUNDS AREAS

Students are not permitted in the following areas, unless with specific permission of the appropriate staff member, both during and after school: behind the Front Desk or in the Business Office, in the kitchen, in the shop, in vehicles, in the barn, and outside, beyond normal playground boundaries. Students are not allowed on the roof of any building.

AFTER-SCHOOL USE OF BUILDINGS

ON SCHOOL DAYS: School buildings are closed when the school day is finished at 4:30pm (3:30pm on Fridays). Students in grades K-5 may not remain at School unless they are being supervised by their parent or other responsible adult. Middle School students may, with their parents' permission, remain at school to watch an athletic event.

WHEN SCHOOL IS NOT IN SESSION: On weekends, holidays, vacations, snow days, etc., the buildings are closed with the exception of school activities under direct staff supervision (sports, dances, etc.).

GROUNDS: Students and their guests wishing to use the track and field on non-school days should seek permission from a member of the Leadership Team prior to use.

TRASH DISPOSAL & RECYCLING

Each building has a dumpster and recycling center, and its own system for managing trash and recycling. Sanbornton practices single-stream recycling, so all items can be placed in the same container. Please make sure all dumpster lids are closed to prevent animals from getting into the trash.

There are several categories for waste disposal and recycling:

RECYCLING:

- **Glass bottles:** should be rinsed and caps removed, and placed in containers carefully so that they do not break.
- **Plastic bottles and containers:** numbers 1 through 7; should be rinsed.
- **Aluminum and steel cans:** should be rinsed.
- **Paper:** clean paper can be recycled. Pressed cardboard, as in cereal boxes, can be recycled (clean and flattened). *Soiled materials or items such as paper towels and tissues should not be recycled.*
- **Corrugated cardboard:** boxes should be dismantled and flattened.

COMPOSTING:

- **Food waste:** In the Middle Building, food waste is collected for composting.

TRASH:

- **Miscellaneous trash:** unsorted trash or trash that does not belong in any of the recyclable categories goes to the dumpster located beyond the stone wall near the shop.

UNUSUAL ITEMS:

- Metals, wood, construction waste, large items, etc.: these all have special procedures for recycling.

REPORTING DAMAGE

Damage to buildings or furniture, such as breakage, vandalism, leaks or clogged toilets, should be reported to the Front Office. If a student accidentally causes a mess or breakage, they should inform a teacher and, if appropriate, participate in cleaning it up.

FOOD

VEGETARIAN POLICY

The School's neighbor, Sant Bani Ashram, was established as a sanctuary for living creatures, and, beyond the obvious restrictions against hunting and fishing, there is also the practice of respecting all life through a vegetarian diet. This diet, a means to cause as little harm as possible, is practiced in the School as well. While students and families are not asked to change their diets outside of school, it is required that all food brought to and consumed on campus, or as part of any school function, be vegetarian and egg-free.

FOOD FOR SALE

As fund-raising projects, various classes, teams and departments organize food sales, such as pizza lunches and bake sales. Bake sale items are paid for on-the-spot, but most other food sales are ordered and paid for in advance.

CHEWING GUM

Chewing gum is not allowed at school, on field trips, or on the buses.

TRANSPORTATION & PARKING

SCHOOL BUSES

The School contracts with First Student and operates its own mini buses to operate a system of bus routes. The bus routes are designed to save families some of the time and expense of commuting and to reduce traffic near the School. Bus routes and times are listed on the website: <http://www.santbani.org/parents/transportation/>.

CONTRACTS

Prior to the school year the Business Office sends a transportation contract to all enrolled families. Parents must return the contract to indicate if they will be using school buses or will be driving their child to/from school.

School transportation can be purchased for the year or by the trimester. The costs for participating are not included in tuition and families do not receive financial aid to offset this cost. Fees are posted on the website: <http://www.santbani.org/parents/transportation/>.

BUS/MINIBUS RULES

Parents are asked to review the following bus rules with their children, regardless of how they use the bus (daily, field trips, athletics, etc.):

- Students should maintain good behavior and use language respectful of others, suitable to a variety of ages.
- No one may get on the bus until the bus driver has arrived and given permission.
- Students must remain seated when riding the bus.
- Students must not throw things or play with dangerous objects, or put parts of their body out the window.
- Students must keep their hands to themselves and keep their voices down.
- Students must keep feet and backpacks out of the aisles.
- Students must respect any requests of the bus driver or other adults present.
- In order to maintain cleanliness, eating and drinking are not allowed on the buses unless the driver permits it.
- Students on the school minibuses must wear seat belts.

Personal music players and electronic devices are allowed on the buses to and from school. Students in grades 3-8 participating in field trips that have a bus ride of over one hour may listen to music and use electronic devices with teacher permission; content should be acceptable for a school environment.

For the safety and wellbeing of all, it is sometimes necessary to have assigned seating on the buses.

Students who misbehave while riding the bus or waiting at a bus stop away from the school grounds may receive a Behavior Reflection or Think Sheet. Repeated offenses may result in a period of time where the student may not ride the bus. Bus issues are handled by the Transportation Coordinator.

Students must not be left unattended at their bus stop in the morning. Students will not be dropped off in the afternoon unless an authorized adult is at the stop for pick up, or there is a plan in place for the student to go into a library or after school program.

DRIVING ON THE ROAD

Osgood Road is a narrow country road, with poor visibility in spots, and it is likely that there are pedestrians, animals and oncoming traffic at any given time. Drivers should carefully observe the speed limit of 25 mph. Drivers should be especially cautious and alert in the parking lot and on Ashram Road.

TECHNOLOGY

APPROPRIATE USE POLICY

This policy applies to all personal laptop computers and electronic media devices owned by the school or brought by a student to campus, to school-related functions or on school trips. Any laptop, cell phone or device will be surrendered immediately on request of any staff. Laptops must have virus and spyware prevention software installed and working.

Sant Bani School offers students access to computers, digital storage, a local network, software, Internet access and printers. Google Apps for Education accounts, including email for older students, and the Internet are for school research and educational purposes. Students are encouraged to use these resources in their academic endeavors, and to collaborate appropriately with others.

Access to these resources is a privilege that demands responsible and ethical use consistent with Sant Bani School values and mission. Students in grades K-5 may only use technology with teacher permission. Students in grades 6-8 have access to technology for school-related work. A student's inappropriate use or encouraging others to inappropriately use devices or the Internet is considered a disciplinary offense.

Some Examples of Appropriate Uses for Any Computer or Electronic Media Device:

- Academic research and approved academic communication
- Using licensed and installed word processing, graphics, or other academic software for school work
- Using approved education software and digital tools for learning and sharing student learning
- Composing, saving and sharing school and academic work
- Helping others learn, collaborative projects, and other information sharing approved by the faculty
- Appropriate digital communications as access allows – different rules apply for grade levels

Some Examples of Inappropriate Uses for Any Computer or Electronic Media Device:

- Plagiarizing or violating copyright law: downloading, unauthorized transfer or use of copyrighted information, software, video, music, etc.; copying, storing, interfering with, or changing another student's or any staff member's work
- Tampering with digital tools: loading any software, piracy, hacking, harming equipment, lack of care, etc.
- Viewing, reading, storing or transferring any real or virtual violent, obscene, racist, sexually explicit material
- For-profit activities, auction bidding, buying or selling things, money transactions of any kind
- Inappropriate posting or e-mail communication (hate mail, anonymous messaging, chain letters, harassment, racist, sexist, obscene language, bullying, etc.) with either school or private accounts, while enrolled at the School
- Invading the privacy of others by storing, posting or sending photos or personal information about any other member of the Sant Bani community or any person without explicit specific permission of a staff member
- Using online chat, online phone and/or online live video, instant messaging, or playing any games while at school
- Encouraging others to misuse electronic devices and digital tools or the Internet

Violation of these guidelines may result in suspension or revocation of your computer or Internet privileges, banning your equipment, suspension from school, or even legal action fitting the seriousness of the offense. Parents also agree to bear any legal or other costs that result from their student's infraction of these guidelines.

STUDENT CHROMEBOOK POLICY

Middle school students participate in the the School's "Chrome to Own" program. This program provides a Chromebook to each student for a fee, and the student owns the Chromebook upon Graduation. See the Chromebook agreement for more information.

COPY MACHINE AND PRINTERS

If needed for school work, students should use the student copy machine in the Middle Building with permission from a teacher. Printers for student school work generated during the day are available for use in the Library and many classrooms. Homework should be printed at home, and families should have a working printer available for student homework. Responsible care should be taken to conserve paper and copy and printing resources. Problems with the copy machine or printers should be brought to the attention of the Front Office.

GAME DEVICES AND LISTENING TO MUSIC

Game devices and personal music players that are allowed on buses may not be used during the school day.

PARENT INVOLVEMENT

The participation of parents in a variety of areas is essential both to the philosophy and to the smooth and economical operation of the School. We count on all parents to ensure their children are at school on time and attend regularly, communicate with the School as needed, and participate in Family Service Work Days. Parents receiving financial aid are encouraged to participate in mid-week service opportunities to help ensure that financial aid remains available for future Sant Bani families.

Further opportunities for parent involvement include: Parent Committee participation, offering a workshop or presentation for students or parents, volunteering as a class parent, chaperoning field trips, assisting with Clubs and After School Enrichment, and serving as a mentor family to a family new to the School.

CONTRACTS & DEADLINES

Parents must adhere to school deadlines regarding registration, financial aid applications, re-enrollment, etc., as found on the website or indicated in communications.

Parents must meet all financial obligations. If family financial obligations are in arrears the student will not be able to participate in extra-cost school programs (such as skiing, music lessons, overnight trips), requests for records or recommendations will not be honored, and the student will not be able to re-enroll for the following school year.

FAMILY SERVICE WORK DAYS

Parents are expected to participate in three Family Service Work Days scheduled in late summer, winter, and spring.

CLASS PARENTS

Class parents are volunteers who support teachers with class parties, special events and communications. The School assigns volunteers each year to ensure that different parents have the opportunity to fill the role.

PARENT COMMITTEE

The Parent Committee plans activities that support and enrich the School community and acts as a sounding board for parent ideas. All parents are invited to participate in Parent Committee meetings and activities. For further information about the Parent Committee, please contact the Director of Advancement.

OPEN DOOR POLICY

Parents are always welcome to visit.

SUPERVISION OF CHILDREN AT SCHOOL EVENTS

When parents are at the School, either for drop off or pick up, or at a community function, they must assume the responsibility for their children, being mindful of the School's usual expectations for behavior: be safe and respectful.

COMMUNICATIONS

FROM THE SCHOOL

KEEPING PARENTS INFORMED

The School strives to communicate with parents and keep them informed on many issues. This is a list of some of these forms of communication; most are described in more detail elsewhere.

- Direct contact with teachers/staff (phone, email, in person)
- Email
- Facebook/Instagram/Twitter
- Parent Conferences
- Back to School event
- Course Descriptions
- Grade Reports (three times a year)
- Class websites/blogs
- *Trumpet of the Swan* magazine
- Website (santbani.org)
- Fliers about town and community opportunities and events
- Local newspaper articles
- Bulletin boards
- Permission slips
- Reflections or Academic Alerts as warranted
- Student Information System (Sycamore Education)
- One Call Now, radio and TV announcements
- Assignment books
- Handouts and announcements sent home with students

BACK TO SCHOOL EVENT

A Back To School event for parents takes place in the fall. Parents spend time in their children's classrooms and meet the teachers, both in the main academic and the specialty areas. Teachers present information about their program and plans for the year, including homework expectations. Parents have an opportunity to ask questions. Back To School provides important information and parents are expected to attend.

YEAR-AT-A-GLANCE & COURSE DESCRIPTIONS

At the beginning of each year, teachers submit information about what they plan to teach, what methods they will use, and an explanation of how students will be evaluated. These are available at the Back To School event or directly from the teacher.

Course descriptions are included as part of trimester reports, and provide a review of the material taught.

SCHOOL CANCELLATION OR DELAY

School is cancelled or delayed when the roads are considered hazardous or impassable, or on the rare occasions when the buildings cannot be used due to power failure or problems with heat or water supply. Cancellations and delays are announced on WMUR's website (wmur.com). In addition, parents are notified through our emergency alert system, One Call Now, and the School's phone message is changed.

When a two-hour delayed opening is announced, parents should stay tuned; sometimes a delay turns into a cancellation. Parents will be notified of the delay or if the delay is turned into a cancellation through the media listed above. When there is a delayed opening, the buses run the usual routes but two hours later.

If a meeting or special event outside of regular school hours must be cancelled, the decision is made as soon as is feasible. Participants are notified and the school phone message is changed.

EARLY DISMISSAL

On occasion, deteriorating weather conditions make it clear that the School should send students home early. All parents are notified through the One Call Now system, using the information provided on the student's emergency information sheet and confirmed with parents in a late-August mailing.

WEBSITE

The website contains a number of resources for current families, including a detailed calendar, athletic schedules, staff photos and contact information, forms and an online handbook.

STUDENT INFORMATION SYSTEM

Sant Bani School uses the Sycamore Education online portal to share family contact information amongst parents, and to provide access for parents to their child's attendance and trimester reports. Login information is provided to new parents at the start of the school year.

MAGAZINE

The Trumpet of the Swan is the School's magazine and is published once a year. It is created for and sent to alumni, parents, grandparents (for whom we have an address), donors and friends of the School both in the US and abroad.

NOTICES

Students are often entrusted with written information to bring home for parents. All notices and letters coming from the School should be read, and any responses or signatures requested must be returned by the due date specified. The following items are typical:

- Field trip forms, which must be signed and returned
- Announcements for upcoming special events such as meetings, presentations, recitals
- Calendar/schedule changes
- STEAMS, After School Enrichment and Club information

FROM PARENTS

FORMS

A number of forms must be filled out and returned before a child can start the school year. These are mailed to all families and are also available either online or by request through the Front Office.

EMERGENCY INFORMATION: Due August 1. It is important for the School to be able to contact parents quickly, for such reasons as emergencies or early dismissals. It is the parents' responsibility to inform the School of any changes to their contact information.

HEALTH INFORMATION: Due August 1. Yearly update of medical information is required for all students. Physical exams by a doctor are required prior to the start of the school year for all new students, all students entering

grades K, 4, 7, and all students participating in interscholastic sports. All immunizations must be up-to-date or appropriate waivers on file with the Health Services Coordinator.

KEEPING THE SCHOOL INFORMED

Please make every effort to keep the School informed about contact information, including home address, mailing address, email and phone numbers. Changes should be reported to the Front Office.

The Director of Curriculum & Program, School Counselor or Health Services Coordinator should be notified if there has been a notable change in your child's life. Sometimes these changes can affect performance at school. Examples of notable changes that the School should know about would be: a death in the family; alteration in medication such as dosage, type or time administered; major changes in the household such as a separation or divorce; or a move to a new location. All changes in medications must be reported to the Health Services Coordinator.

In cases of separation, divorce or other parenting situations, unless there is a court order stating otherwise, both parents have equal rights to inspect and receive their child(ren)'s school records, consult with school staff concerning their child(ren)'s welfare and education, and attend their child(ren)'s school events. In situations where a court order/parenting plan restricts certain parental rights the School must be supplied a copy of the document.

QUESTIONS & CONCERNS

Parents should feel welcome to ask questions whenever they arise. We encourage parents to begin with the teacher if there are questions or concerns about a specific class. If they don't have the answers, they will direct you elsewhere. A staff list is available online: http://www.santbani.org/contact_us/staff_directory/.

APPENDIX

FOUNDATIONS

Sant Bani School was founded in 1973 as an elementary school with six students, and rapidly grew to include a high school. Due to changing demographics, the high school closed in June 2015, and SBS is refocused on becoming a best-in-class K-8 program. Initially an outgrowth of Sant Bani Ashram, a spiritual retreat center, the School became an independent organization in 1983. The School provides a high-level, comprehensive educational experience while also recognizing the value of the spirit and the unique gifts each member of the school community brings.

While the School and the Ashram are separate organizations, they continue to coexist harmoniously as neighbors. Sant Bani School does not apply pressure on anyone to accept a certain set of beliefs; students and faculty of all backgrounds are welcome. In fact, one of the School's founding principles is that truth can thrive only when there is freedom of thought and expression.

Both the Ashram and the School were founded under the direction of a spiritual teacher from India, Sant Kirpal Singh (1894-1974). The School also received the guidance and wisdom of Sant Kirpal Singh's successor, Sant Ajaib Singh (1926-1997), for twenty-one years. Core educational beliefs laid out by Sant Kirpal Singh and supported by Sant Ajaib Singh include:

- Each one of us is unique. There is a divine purpose behind the life of everyone who comes into the world. We have something to learn from everyone.
- The best education is that which teaches us that the end of knowledge is service.
- This 'service' is another name for love and fellowship, which constitute the very essence of personal and social life.
- It is a constant association with gentle forces which breeds virtuous persons.
- A child is the center of creative life, and needs to be opened as a flower is opened, gently, by sympathy, not by force.
- The real aim of education is to develop the character and individuality of the pupil's mind, will and soul power.

MEANING OF *SANT BANI*

The phrase "Sant Bani" combines two words from the ancient Sanskrit language, both of which have several meanings. *Sant* implies holy or saintly, and *Bani* means a hymn, celestial song, or the Eternal Word. A translation of the name that works for the School is "Song of the Spirit."

LUNCHES

All food that comes to Sant Bani for lunches and snacks, or for field trips, sports, or other events, must be vegetarian. Please read labels, and do not send in to school products that contain meat, fowl, fish, eggs, egg albumin or gelatin, even in minute quantities. Please also do not send soda, energy drinks or candy as part of your child's lunch or snack.

- Gelatin (even Kosher gelatin) is almost always made from animals. Foods containing gelatin include Jell-O products, some yogurts, and most marshmallows.
- Eggs are usually found in mayonnaise, creamy salad dressings, some brands of ice cream, and some cookies, doughnuts, cakes, rolls or candies.
- Cookies (or other products) with "shortening" or "lard" are not acceptable unless "vegetable shortening" or "butter" is clearly stated.
- Items that do not list ingredients, such as bakery items, are probably not OK to bring to School, unless they have been investigated.

There are many websites that can provide recipes for vegetarian lunch options as well as many ready-made vegetarian items available in the grocery store to create nutritious and delicious school lunches. There are also many online resources for baking without eggs.

Some ideas for lunches are:

- cheese/veggie pizza (either frozen or home-made)
- bean or veggie burritos (either frozen or home-made)
- veggie burgers and veggie dogs (read labels carefully, as many contain egg whites)
- sandwiches made with imitation meat slices
- salad
- carrot sticks or celery sticks with peanut butter or cream cheese
- fruit
- nuts/trail mix
- yogurt
- thermos of vegetarian chili, soups, macaroni-and-cheese or other pasta

Grades 3-8 have access to microwaves for student use during lunchtime.