

Sant Bani School

PARENT-STUDENT HANDBOOK

ELEMENTARY, JUNIOR HIGH AND HIGH SCHOOL

2001 EDITION *w Revisions*

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INTRODUCTION: This handbook presents information about procedures, rules and policies that pertain to the parents and students of Sant Bani School from Kindergarten through Grade 12. Our policies and operations are modified to deal with changes and new situations, so some of the information in this booklet may become out-dated. Revisions are made periodically and posted on the website.

REVISIONS:

8/2006 Revised order of contents; updated Clean Up, Attendance, and staff information

8/2003 Staff and Personnel Changes

8/2003 2002 Mission Statement

8/2003 Updated JrH-HS Technology Agreement and Form

10/2002 Attendance Policy; add Request for College Visit Form

9/2002 Link to Athletic Dept. Policies and Procedures

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FOUNDATIONS

The Sant Bani School was founded in 1973 as a service of Sant Bani Ashram. “Ashram” is a Sanskrit term which means a place of retreat, and Sant Bani Ashram has been that since its founding in 1963. On a tour of the United States in 1963, Master Kirpal Singh of New Delhi, India, gave a talk at the Unitarian Church in Franklin and spent the night here at what was then called “Sant Bani Farm,” owned by Russell and Judith Perkins. During that visit the Sant Bani Ashram was founded by Master Kirpal Singh as a spiritual center and meditation retreat. Over the next decade the work grew, and the need was felt to establish a school to serve the children of the *sangat* (community). Sant Bani Ashram School was founded in 1973 under the direction of Master Kirpal Singh (1894-1974), and continued with the guidance and support of his successor, Sant Ajaib Singh (1926-1997). Sant Ajaib Singh, also known as Sant Ji, was directly involved with many aspects of the school for twenty-one years. Governance of the school rests with its Board of Directors. For a brief summary of the teachings of the Ashram and further definitions, see the Appendix.

The land of Sant Bani Ashram was established as a sanctuary for living creatures, and, beyond the obvious restrictions against hunting and fishing, the spiritual path promoted a reverence for all life through a vegetarian diet. As the school took shape, it was agreed by all that this non-violent approach to life should be reflected in the school as well. Thus, while not requiring families to change their diets outside of school, the school has always required that food taken on the premises or as part of school functions be vegetarian.

The school grew rapidly during its first years, and by the early 1980’s it became apparent that it should operate independently of the Ashram. Under the direct supervision of Sant Ji, the school became a separate legal entity from the Ashram, dropped the word “Ashram” from its name, created a new Board of Directors, and came to own the land on which its buildings stood. Legal separation notwithstanding, its relation to the Ashram remains strong.

The guiding principles of the school are set forth in Kirpal Singh’s talk “Toward the New Education,” given June 21, 1972: “The real aim of education is to develop the character and individuality of the pupil, his mind, will, and soul power. 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.... We envisage such an atmosphere where persons will be able to grow and develop integrally without losing contact with their souls.”

Sant Bani School does not apply pressure on anyone to accept a certain set of beliefs. There are no distinctions made regarding who is or is not associated with the Path of the Masters. Students and faculty of all backgrounds are welcome, and we believe that truth can thrive only when there is freedom of thought and expression.

“...The school should be a home of teachers and students who reflect in their studies, and on the playground and in their daily lives, the cherished virtue of humility.” The school fosters a caring and nurturing relationship between teacher and student, and students address teachers by first name. The teachers are the active force in determining the program of the school, and respect for each individual, student and teacher, is of the utmost importance.

MISSION STATEMENT

The essential belief of the Sant Bani School is that God resides within each individual. The school strives to realize this belief through the twin principles of reverence for life and service to all.

The Sant Bani School offers a coeducational day program in a rural setting in central New Hampshire. A cohesive, consistent environment meets the changing needs of students from Kindergarten through Twelfth Grade. A strong academic program, enhanced by co-curricular activities ranging from the arts to athletics, integrates intellectual, creative, and spiritual growth with physical, psychological, and social development. Preparing students for college is a focus of the upper grades. The curriculum promotes inquiry and thoughtful choice, appreciation of the elements common to all humankind, and respect for the natural environment. The school forms a caring, family-like community, characterized by a low student-faculty ratio and interactions among a variety of age groups. Such an atmosphere gives students the confidence to seek new challenges and adventures, and fosters a sense of responsibility to others. Service projects take place within and beyond the school community.

Essential to carrying out the School's work is the admission of qualified students from a range of backgrounds who can benefit from and enhance the program. The school embodies its commitment to service through the need-blind admissions policy whereby qualified applicants are admitted without regard to their ability to pay. For a limited number of students with special needs the school provides a supportive program in which they can achieve success.

Sant Bani School was founded in 1973 under the direction of Sant Kirpal Singh of Delhi, India (1894-1974), and is inspired by His words on education. His successor, Sant Ajaib Singh (1926-1997), guided the school's development and growth to its present form. From its inception, the school has provided an atmosphere that supports a spiritual perspective, including a vegetarian diet, yet does not promote any religion over another. The belief in the importance of each individual, as "God resides in every heart" (Master Kirpal Singh), is the precept that binds the school community together. The school endeavors to remain true to the advice and principles it has received from the spiritual masters, and strives to be open to grace and support – the foundations of its existence.

GOVERNANCE

The Sant Bani School is a charitable 501(c)3 organization governed by a volunteer Board of Directors. The school is approved by the State of New Hampshire and accredited by the New England Association of Schools and Colleges. From 1973 to 1997 Sant Bani was fortunate to have operated under the direct guidance of two living spiritual Teachers, Master Kirpal Singh and Sant Ajaib Singh. As of this writing, the Successor to those two great souls has not been revealed. The school thus relies on the wealth of advice already received, as interpreted by the Board of Directors and the faculty, in combination with the collective wisdom of those responsible for the day-to-day operation of the school.

The Board of Directors meets every three months. The composition of the Board includes friends of the school, parents (past and/or current), alumni, and faculty. Committees accomplish the work of the Board, which has responsibility for general oversight of the school. The areas covered include development, finance, financial aid, nominations, etc. The Educational Policy Committee includes non-Board faculty, and, while it does not set policy, it insures that there is a process in place for development of school policy.

Faculties meet frequently to consider many aspects of the school. An Administration made up of the Deans of the three school divisions (Grades K-4; 5-8; and 9-12), the Dean of studies, the Dean of admissions, and the Head of the school meets daily. The Upper and Lower Building staff meet weekly, and regular after-school meetings are scheduled for all staff, Elementary, Middle School, and High School teachers. Department Heads meet monthly. The school counselors meet with staff on a daily basis. In addition to regular grade level meetings there are ad hoc meetings as needed.

BOARD OF DIRECTORS

Whit Smith, President
Russell Perkins, Vice-President
Charlie Boynton, Treasurer
Sheryl Baker
Kent Bicknell
Eileen Curran-Kondrad
Judy Davidson
Jenny Dow, '84
Jon Engle
Shep Erhart
Richmond Mayo-Smith
Jill McCullough
John Pollard, [85]
Stanley Robinson
Paula Rooks
Robert Schongalla

Alumni Group Representatives

Kari Allen, '98
Bethany Aycaner, '85
Chris Bicknell, '87
Daniel Hartman, '94
Tim Kuhner, '94
Alex Livingstone, '87
Joyce Marinace

Non-Voting Members

Susan Dymont, Secretary
Jonathan Powell, Assistant Treasurer
Megan Farkas, '92, Development Office

ADMISSION

Admission to the school is selective and is based on completion of the application process and a favorable decision by the Admissions Committee. At the Elementary level the application process includes a family tour of the school, a classroom visit by the student, an interview, and an application form filed by the parents along with letters of reference and an authorization to make previous school records available.

SCHOOL VISITS

School visitations and interviews for applicants are scheduled through the office of the Director of Admission. Accepted elementary students visit and participate in the ‘move-up day’ in the late spring.

ADMISSION TO FIRST GRADE AND KINDERGARTEN

The goal for the admissions process in First Grade and Kindergarten is to assure that the child is developmentally ready for school. The staff has found that children who are not six before entering First Grade, or five before entering Kindergarten, benefit by waiting a year. In order to be eligible to apply, a candidate for Kindergarten must have reached his or her 5th birthday by September 15; a candidate for First Grade must have reached his or her 6th birthday by September 15.

Each student is given a Gesell assessment in order to help judge readiness. In addition, First Grade candidates visit the Kindergarten class. A recommendation to the parents as to the year of entry and proper placement is made based on developmental readiness assessment, teacher recommendations and the school visit.

A visiting day is set up during May for children who have been accepted for the next year’s First Grade and Kindergarten to allow them to meet their teacher and classmates and make the anticipation of entry less anxious.

APPLICATION TO THE HIGH SCHOOL

All applicants to the High School, including Eighth Graders at Sant Bani, must submit a High School application. Close attention is paid to the quality and depth of the student's own writing in the application (as well as neatness, spelling, grammar, and legibility).

Applicants from other schools are also required to visit the school, to interview with the School Counselor and High School Dean, and to submit school records and letters of reference.

RE-ADMISSION

A student who chooses to leave Sant Bani School may apply to re-enter the school at a later date. The student entertaining the idea of re-applying should spend a semester or more in the new school; he or she should choose a strong academic program and should demonstrate good academic progress and regular attendance. Due to space constraints, there is no guarantee that the Admissions Committee will be able to re-accept the student.

ACADEMIC AND CO-CURRICULAR ACTIVITIES

DAILY SCHEDULE

MORNING SESSION

The school day begins with Morning Session, where the entire school from Grades 3 through 12 gathers for announcements, a reading or other program, and a moment of silence. Attendance is required, from the time that both buses arrive (about 8:05).

Grades 1, 2, and Kindergarten have their own Morning Session at the Lower Building, later in the morning. They occasionally join the rest of the school or the other Elementary Grades for Morning Session at the Middle Building; when this happens, a flag is put out by the Lower Building driveway entrance, and parents and buses drop off the children at the Middle School building.

HOMEROOM TEACHERS

Grades Kindergarten through 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. (See the Appendix for a list of homeroom teachers.)

Instead of a homeroom teacher, the Counseling Office acts as class advisors for the 7th and 8th Grades.

CLASSES

Students take the following academic subjects each day: Language Arts, Mathematics, Science, and Social Studies. In Grades K through 2, the subjects are covered in an integrated manner throughout the day. In Grades 3 through 8, each subject has its own period and teacher (with Language Arts getting additional periods through Grade 6); there are two "Worktime" periods a week for Grades 3 and 4 (see below).

The weekly schedule also includes art, music, drama, physical education, health education, Art Blocks, and clubs.

RECESS

Various supervised recess times are provided, depending on grade level. Students from Kindergarten through Grade 8 are expected to go outside during recesses, and should have suitable clothing. If a student should not go outside for health reasons, a note from parents should be brought in, and the student goes to the Health Care office for recess. (Note: Junior High students may be assigned to a study hall instead of recess by their teachers if they have not completed their work satisfactorily.)

LUNCH AND SNACK

Snack and recess times vary somewhat from building to building. In order to help maintain the cleanliness of the building, specific times and places have been designated for eating. There is a morning snack period and a forty-minute lunch period. Food should not be out at other times or in other places. Students are responsible for cleaning up their own eating space and recycling their containers and uneaten food. Microwave ovens are available to students from Grade 2 and up. Students must bring vegetarian lunches (no meat or eggs); students in Kindergarten through Grade 6 may not bring soda as part of their lunch. The school's cold drink machine may only be used by students in Grade 7 or higher. Students may not bring candy. (Exceptions are made for holiday celebrations.)

Students through Grade 6 eat snack and lunch in their own classrooms, and are dismissed for recess after lunch and clean up.

Junior High students should go to Pi Hall at the beginning of the lunch period, and remain at least until 12:10. Students are responsible for cleaning up their own eating area. Students take turns acting as the 'dismitter', checking that a student's area is clean before they are dismissed.

The areas designated for High School snack are the High School vestibule and hallway, the tiled corridor outside the High School vestibule as far as the tiled area, and the classroom the student will be occupying after snack (except for the Computer Room and the Science Lab). Food and drink may also be consumed in the vestibule between classes. Usual rules apply, such as cleaning up after oneself. Students may not use the Art Room facilities for food preparation or for eating at any time except lunch.

High School students may eat lunch in 1E (where there is access to hot water and a microwave oven), in 1C, or in the vestibule; students may eat outside, or in a meeting with a faculty advisor present. Each student should be responsible for cleaning up his or her own spills and crumbs and disposing of his or her own trash and leftover food. Some meetings (discipline committee, student council, yearbook committee, school newspaper, earth support group) occur during lunchtime, and the students are allowed to eat lunch at the meeting places.

Students may transport food or drink in the corridors before and after snack or lunch, but must not consume it except in the areas designated for eating.

DAILY CLEAN UP

As a service to the school and to reduce operational costs, students participate in assigned clean-up activities. Each student from Grades 7 through 12 is assigned to a cleaning or recycling team; these change by semesters. Teams are under the supervision of assigned faculty members, and under the management of the member of the team who is a senior, or the next highest grade. Clean-up jobs should begin by 12:35 and be completed so that the students are on time for their 12:45 class. Students who do not report for cleaning duties on time receive demerits.

GENERAL CLEAN UP POLICIES

LOCKERS AND CUBBIES: Lockers and cubbies should be cleaned once a month.

CLASSROOM ETIQUETTE: After each class, classrooms should be left clean and the chairs should be pushed in.

SPECIAL MESSES: Students who happen to make an unusual mess (accidental spill or breakage, etc.) are expected to clean it up so that the task will not fall to others.

YEARLY SCHEDULE

SCHOOL CALENDAR

The school calendar is sent out in the summer mailing; it varies somewhat from year to year, and also varies somewhat from other school calendars. School begins at the beginning of September with a staggered opening, the various grades beginning on different days. (The staggered openings allow for staffing of the various class camping trips and activities, and details vary from year to year.) There is a holiday September 11 in honor of Sant Ajaib Singh's birthday. Veteran's Day is November 11. The Thanksgiving holiday is two days, with a 12:00 noon dismissal Wednesday. The Christmas vacation is two weeks, with school resuming in early January. A one or two day semester break coincides with Martin Luther King Day. February 6 is a holiday in honor of Master Kirpal Singh's birthday. One week of off-campus Projects Period in late February is followed by one week of vacation. There is a weeklong spring break in late April, a Memorial Day holiday (celebrated on the national holiday), and school ends in mid-June.

In addition, two Professional Days are scheduled for the staff, and students have those days off. School is dismissed at noon on days when Parent Conferences are held.

PROJECTS PERIOD

Projects Period provides an alternative educational experience. The hard work 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 during Projects Period break. School is not in session and the campus is closed, but several days are counted as academic time. The wide variety of project topics have included the following: art or photography; making models of various kinds; science; computer; movie-making; dance; sewing; crafts; music; construction or painting; family vacations and travels; research, report, and display; cabinetry; visiting and working at various types of institutions; and working with animals. Students may choose to work as a team, but remain responsible for their individual contributions. High School projects must take at least 25 hours; Junior High, 20 hours; and Kindergarten through Grade 6, 15 hours. High School students are required to have one of their projects be an approved Service Project. Additionally, a Career Project is required once during Grades 6 through 12.

Students research and develop their idea for a project, then complete a formal proposal form describing the project, the plan for sharing it with the school, and indicating the adult who will serve as an advisor or resource person. The faculty of the Projects Committee examines and accepts the proposals or returns them to the students for modification. During the Projects Period break, if an emergency or other unforeseen circumstance necessitates a change in the student's project, she or he should immediately contact a member of the Projects Committee for approval, or a member of the Administration if a committee member is not available. A student may not change his or her project without approval. (See the list of Projects Committee members in the Appendix.) All cooking projects

must follow the regular school rules with regard to the ingredients: only meatless, eggless vegetarian dishes should be prepared.

At the end of the break, two days of school time are set aside for sharing the projects. Students take turns describing their projects to other students. Students and teachers take turns serving on teams to evaluate the project and quality of presentation. These evaluations are shared with the student. The Projects Committee may require further work from the student if the project is lacking or if procedures have not been followed correctly. All Sant Bani students' projects are then displayed to the general public on the Wednesday evening following our return to school from break.

Approved Projects Period proposal forms, as well as the evaluations, become part of a student's permanent record. A narrative report on the quality of each student's project and presentation is included with the third quarter progress reports. Each student must fulfill the yearly Projects Period requirements to move on to the next grade, or to graduate from Sant Bani School.

All of the specific rules and recommendations for Projects Period are clearly spelled out in a yearly handbook that is published and provided to each student. Students are expected to responsibly incorporate and follow these rules.

MOVE-UP DAYS

A Move-Up Day is scheduled toward the end of the school year for the elementary grades. Each class experiences a preview of the upcoming school year, as they visit the spaces and teachers that they will have. Newly accepted students join the class for the Move-Up Day.

GRADUATIONS

The 8th Grade graduation ceremony is scheduled for Morning Session during one of the final weeks of school. It is followed by a first period reception for graduates and their families, prepared by 8th Grade parents and set up by 7th Grade parents, in conjunction with the Middle School Dean.

The High School graduation is open to all and is a celebration to be enjoyed by the entire school community. It is held on a Friday afternoon under a tent on the playing field. The senior class works with the staff to plan the program, to choose the speakers and the musical selection, and to design the printed programs. Each graduating student makes a speech. The members of the junior class and their families are responsible for organizing the refreshments for the reception.

Parents of younger students are strongly encouraged to attend graduation. This important event gives a long-range view of the Sant Bani experience and helps to convey many important aspects of each child's education.

GENERAL EXPECTATIONS

SUPPLIES

A list of supplies required for each grade level is sent out with the summer mailing. Requirements vary from grade to grade, and may be quite specific; they might generally include supplies or

resources such as paper, notebooks, pens or pencils, calculators or dictionaries. (See sample list in the appendix.)

BACKPACKS OR BOOK BAGS: These are essential for carrying books, notebooks, and lunches back and forth from school.

INSIDE SHOES: All students should have shoes or slippers to be used only inside the buildings.

RECORDERS: Students taking recorder are required to purchase their recorders, available through the school.

GRAPHING CALCULATORS: Graphing calculators (the TI-83 or 84, Plus or any model) are required for students taking Algebra I (8th Graders) or more advanced courses. The price is around \$95 for a new TI-83. The school may make a group purchase of calculators and bill the parent, but in recent years most families have purchased directly from a vendor. Each student should have his or her own calculator – they are used for class activities, homework, and tests. If a student already owns a calculator of a brand other than Texas Instruments, this may be acceptable, but there will not be teacher support in the use of the calculator.

PAPERBACK MATERIALS: In Grades 6 through 12, students may be required to purchase consumable workbooks or pieces of literature in paperback.

FLASH DRIVES: High School students are required to own a portable data storage device (“memory stick”) on which to save their homework.

ASSIGNMENT BOOKS

Daily assignment books are used to help students in Grades Three and up to keep track of homework and to facilitate home/school communication. For students of Grades 3 through 6, parents are asked to monitor homework and sign the book daily, adding comments if desired.

TEXTBOOK CARE

Students are expected to take care of their textbooks and pay for loss or damage. Textbooks must be covered; this reduces wear and tear significantly. Adhesive book covers should not be used.

CURSIVE WRITING

Cursive writing is expected in all subjects through 8th Grade, once students have learned to write it (in 2nd and 3rd Grade). It is expected that students entering school after 3rd Grade have received instruction in cursive writing.

TYPED PAPERS

It is expected that major papers at the High School level will be typed.

HOMEWORK

Homework plays an important role in the Sant Bani program. In addition to extending and reinforcing the material that has been learned during the school day, it gives the student experience working independently and individually, allowing for more sustained work in a larger block of uninterrupted time, using a variety of resources. This type of work becomes more and 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 do their homework. A regular quiet time and place should be provided for homework. Depending on the age and work habits of the student, some degree of parent supervision or monitoring is desirable. If assigned work is finished quickly, we recommend that time be used for outside reading.

Students in High School should maintain an assignment book. High school students are expected to prepare adequately for all classes, as stated on the signed agreement between High School students and the School. Students should expect to do an average of one half to three quarters of an hour of homework outside of class for every class period.

If a teacher feels that the student is not doing the required work satisfactorily, she or he can assign the student to a mandatory study hall (High School or Junior High) or may give a demerit.

ACADEMIC DEMERITS

Demerits may be given for missing homework. In the Seventh Grade and up missing homework is generally reflected in a lowered grade for the term; students may also be assigned to a lunchtime study hall. The Dean of Students is notified if a pattern develops. Academic demerits may be dealt with differently than disciplinary demerits – that is, a study hall may be assigned instead of work detail. (For a complete description of the demerit system, see the section on MAINTAINING DISCIPLINE.)

HONOR CODE

Students are expected to be honest in their schoolwork. Copying another student's work, cheating on a test, or plagiarizing in any form are obvious violations. According to the "Student Code of Rights, Responsibilities, and Conduct" of the University of Indiana, "to avoid plagiarism, you must give credit whenever you use another person's idea, opinion or theory; any facts, statistics, graphs, drawing—any pieces of information—that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words." Sources must be properly cited and quotation marks properly used. Students are expected to adhere to the standard of academic honesty in their reports, projects and research papers, homework assignments and tests. Students are encouraged to question faculty members if they are unsure of how to interpret the standards. Violations may be regarded as major disciplinary offenses.

ANNUAL AGREEMENT BETWEEN THE STUDENT AND THE SCHOOL

Upon entering the High School for the first time and at the beginning of each school year, all High School students must sign an agreement stating that they will not use drugs or alcohol on the campus,

that they understand the homework commitment, and that they will abide by the rules in the handbook.

STUDY HALL RULES

Junior High students have some study hall time in their schedule, and may be sent to recess study hall if their work is not completed. The following rules are set forth to insure that students derive maximum benefit from study time during the school day.

- ❑ Students must be in their seats at the beginning of study hall with all needed materials (books, papers, pens, etc.).
- ❑ A quiet atmosphere conducive to study is maintained, but most study halls allow for collaboration on homework.
- ❑ Study hall teachers are not usually tutors during this time.

All other classroom rules, such as not eating or chewing gum in class, also pertain during study hall.

READING LISTS

Students are expected to read a certain number of books over the summer, and lists of suggestions for summer reading are given to students at the beginning of the summer vacation. Sixth through Twelfth Graders are also assigned specific summer reading which is to be discussed when school resumes in September.

ACADEMIC PROGRAM

LOWER GRADES PROGRAM (KINDERGARTEN THROUGH GRADE 4)

Much research has been done on how children learn best, and the staff of the Lower Grades has been developing a program to put these results into practice, a curriculum "carefully framed on knowledge about children's physical, social, and intellectual growth" (Northeast Foundation for Children). Elements of the program, listed by the Northeast Foundation for Children, include:

- ❑ providing time for children to be active and explore their environment;
- ❑ using an inquiry approach, asking thoughtful intelligent 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.

WORKTIME

Many of the elements of the developmental approach just described are brought into focus in the student Worktime, an academic period that gives children time to develop and follow through with their own interests and learning. Students make choices and learn from their decisions, practice social skills, and develop academic skills. Defined work areas in a variety of subjects are available (e.g. math challenge, science, computer, writing, drama, art, cooking). Students plan ahead for each Worktime and reflect upon their experiences afterwards.

This academic period takes place in the Lower Building three times a week and in the Upper Building, for Grades 3 and 4, twice a week. Students in Worktime activities work alongside students from other grades.

WRITERS FESTIVAL

The Writers Festival is an all-day event for Grades 1 through 6 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.

KEYBOARDING

Students are expected to learn to type. Keyboarding is offered to 3rd and 4th Graders for a short time each week; currently, *Type to Learn* by Sunburst Communications is the program that is used. Middle School students take a technology education course, where they go on to other computer activities after they have achieved proficiency in keyboarding. Students entering the school are expected to reach equivalent levels of proficiency.

JUNIOR HIGH FOREIGN LANGUAGE

Students in 7th Grade take an introduction to both Spanish and French. In 8th Grade, they may continue introductory work in their chosen language; or they may elect to take a High School level 1 language course if they are recommended by their foreign language teacher and if they have been on the high Honor Roll for three of the previous four quarters.

CHOOSING COURSES

In spring, sign-up forms and information about the next year's electives are given to High School students. Some of the proposed courses on the elective sheet might be eliminated from the list of actual course offerings by the time the school year begins; final course offerings depend upon the choices and needs of the students. The student, in consultation with parents and advisor, chooses the courses that she or he would like the next year, including some back-up choices in case some chosen courses are eliminated or if there are scheduling difficulties. The advisor and a parent must sign the form. The actual course schedule is determined during the summer and distributed to the students just before the beginning of the school year.

A six-course load is considered to be a heavy one. In order to be eligible to take six courses, a 9th Grader must have been on the Honor Roll for the preceding semester. A student in Grades 10, 11, or 12 must have had an average of 2.6 or above at the end of the previous semester, with no grades in the D or F range. Once a student has enrolled in a sixth course, she or he may remain in the course until it is completed; that is to say that a student will not be required to drop a sixth course mid-way through because of low grades.

For students transferring from other schools or from home schooling, courses are determined by examining the student's transcript (or similar information such as course descriptions and portfolios) and consulting with the student. Some testing may be needed to determine placement in subjects such as foreign language or math. Under special circumstances, some requirements may be waived.

PROCEDURES FOR WITHDRAWAL FROM A COURSE

A High School student may withdraw from a course if: 1) dropping the course will not put the student in the position of carrying less than four courses, and 2) the student has consulted with the instructor, his or her advisor and parents, and the Administration.

The final decision to withdraw rests with the student provided that the above criteria are met.

Deadlines:

A. Within the first two weeks of a course, the course may be dropped and no record of the withdrawal will appear on the student's transcript.

B. A course that is dropped after the second week of classes will receive the notation of "W" (for "Withdrawn") on the student's transcript; if the course is dropped after a quarter has ended, the grade for the quarter is also indicated. No credit will be given for any work done in the course and the course will play no role in the grade point average of the student. In the case of a two-semester course that is dropped in the second semester, the grade for the first semester will be recorded on the transcript and the student will receive credit at the discretion of the teacher.

C. No course may be dropped in the final week of the final semester of the course.

ELECTIVES

High School students, especially in the upper grades, may choose electives. Electives are courses beyond the minimum requirements. They include advanced offerings in math, science, and foreign language; art courses; social studies offerings for juniors and seniors, such as psychology, contemporary issues, and anthropology; dance or theater; and topics in English. They may last for a full year or for a semester.

FREE PERIODS (HIGH SCHOOL ONLY)

Periods during which a student is not assigned to classes are free periods and all students with free periods should report to the library. During the period, students may "sign out" using the sheets provided. There are a number of places a student may choose to go: the Reading Room (if not being used as a classroom), Art Room (for art students only or with permission from the art teacher), Computer Room, the track. (Options may vary as conditions change.) Students should spend the

whole period in the area to which they have signed out, or sign out to a new area, and not move from place to place; the School needs to be able to locate a student quickly.

Free period is not a time for eating or for "hanging out" in the vestibule/locker area.

JUNIOR (11th GRADE) RESEARCH PAPER

Through the years, the students learn and develop research skills. This process culminates in the Junior Research Paper. Eleventh Graders are required to write an 8- to 10-page Research Paper. The paper is a formal one, containing a title page, a thesis statement, an outline, footnotes, and a bibliography. The student chooses his or her own topic. Several sources must be used and cited properly. The student is given specifications to meet for all aspects of the paper. Students are encouraged to show drafts of their work-in-progress to faculty members for criticism and suggestions.

The paper is initially assigned in English class, and the steps along the way (for example, note cards) are considered to be English assignments that count as a percentage of the overall grade for the paper. Several faculty members of the Research Committee read each paper. The grade received on the paper at this time becomes part of the English grade. If the paper is not of B quality or better, the paper is returned to the student for further work, and a tutor/mentor is assigned to work with the student to bring the paper up to a B or higher. The tutor/mentor and the student decide on work to be done. If the student does not meet the deadlines set by the tutor/mentor, the student receives a failing grade for the research project, which is then recorded on the student's permanent record.

GRADUATION REQUIREMENTS

Graduation requirements for the High School include the successful completion of a variety of courses. A student must have a total of 19 credits (2 semesters = one credit) to graduate. Seventeen credits of High School work must be in the following areas:

Subject	Credits
English	4 credits
Math	3 credits
Foreign Language	3 credits, or completion of level 3
World Religions	1 credit
Social Studies	2 to 3 credits, including U.S. History
Science	2 to 3 credits
(Science and Social Studies credits must total at least 5)	
Health Education	1 (one quarter credit each year)

Credit is granted for work above failing. Requirements for moving on in sequential courses may vary (e.g., a C- or better to advance from French II to French III).

Exceptions to the above may occur only with the written approval of the Department Head and the Administration.

In order to move from one grade level to the next, the student must pass English for the year. If there is a different English teacher each semester, the student must pass each semester. If a student receives an F, she or he may make arrangements with the school for making up the work in a summer school program.

CO-CURRICULAR PROGRAM

HEALTH EDUCATION

Health education is a requirement at all grade levels. The course develops skills of communication, self-awareness, conflict resolution, decision-making, and other social skills, as well as provides specific age-appropriate information regarding issues such as sexuality, abuse, and drugs. The importance of each human being is emphasized. Elementary classes meet once a week; Junior High is scheduled for health ed. periodically throughout the year. Questions about health education should be directed to the Counseling Office or the Administration.

At the High School level, the goals of the course are to prepare students to protect themselves from dangers associated with sexuality and substance abuse and to improve communication on these matters. Students learn factual information and how to find it; they examine a number of issues and topics; they learn to discuss these topics openly, to understand their personal values, to make decisions about personal and social behavior, and to anticipate reasonable consequences of their behavior. The class is worth one fourth of a credit each year, and is required of all students as a part of graduation requirements.

PHYSICAL EDUCATION

In addition to informal play times at recess, Grades 1 and 2 have a movement period and a phys. ed. period weekly. Grades 3 through 6 have phys. ed. once or twice weekly. Seventh and Eighth Graders who are not involved in a fall or spring sport have a weekly phys. ed. period during sports season.

ART

Grades K through 2 have an integrated art program. In addition to Art Blocks, Grades 3 through 5 have a weekly art class; Grade 6 has two periods a week for one semester; and Grades 7 and 8 have art daily for a quarter of the year. High School students may choose an art class as an elective.

Artwork from High School and Junior High students is displayed at an annual art show.

MUSIC AND DRAMA

Grades K through 6 have singing classes twice a week, and perform publicly.

Recorder instruction begins in Grade Four and is required through Grade Six. Each student buys his or her own recorder. Parents are asked to encourage practice and help students come to class prepared.

Seventh and Eighth Graders must fulfill a yearly music requirement. They may choose from the following: High School chorus (Mondays 7th period, for one 'rehearsal period' of several months); Jazz-Rock band (for one 'rehearsal period'; practice times listed below); private music lessons (for an entire year, with performance at the Spring recital); a music Art Block (choices might include band, singing, music history or appreciation, sound reinforcement, dance, High School musical, percussion ensemble); or other choice approved by the Department Head. A student who misses a significant

number of rehearsal sessions will be required to take another offering to fulfill the requirement. The 8th Grade choice must be different from the 7th Grade choice.

PERFORMANCES

Students have several opportunities to perform publicly throughout the year. There are drama and music performances for all grade levels. (For High School drama productions, advance reservations are usually necessary, as seating is limited.) Students who have been taking music lessons perform at a Spring Recital on a Sunday afternoon, and there are occasional informal Recess Concerts throughout the year during lunch recess periods.

Students in Elementary Grades should expect that they will be in a public performance at least once a year. When a student is part of a group that is performing outside of normal school hours, attendance is expected.

DANCE

Dance may be offered as an Art Block or as a High School elective.

SERVICE

There are a number of opportunities for service, and these vary from year to year. Special times are set aside as service days or afternoons for the school to be involved in projects such as grounds clean-up, grounds work for elderly or disabled people, nursing home visits, and roadside cleanup. Each Elementary school class develops its own service project yearly. Service Coordinators and the Health Ed. staff are available to help with service projects. As mentioned above, High School students have a service requirement for Projects Period, and younger students are also encouraged to do service projects.

High School students are required to complete a minimum of 15 hours of individual service per semester. "Individual service" is defined as participation in a service project outside of normal class hours or assignments. This service does not have to be given alone. Students are encouraged to join with their peers in service and the school will arrange for group service opportunities outside of school hours. At the end of each semester, each student must submit a Service Report detailing their activities, assessing the results, and reflecting on what was learned.

ART BLOCKS AND CLUBS

ART BLOCKS

On Tuesdays and Thursdays, the last period of the day is reserved for Art Blocks for Grades Three through Twelve. Besides arts and crafts (ceramics, block-printing, stained glass, weaving, sewing, drama, dance), other activities not as closely related to the visual arts have been offered (athletics, keyboarding, computer, science). 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 choice. 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 an Art Block.

Art Blocks 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

At the completion of each quarterly set of Art Blocks, students are encouraged to share their work. The Art Block teacher generally writes a narrative evaluation to be sent home with quarterly reports.

Students in Grades 7 and 8 are required to participate in at least one performing arts Art Block each year.

High School students who are taking six courses may elect to have a free period rather than sign up for an Art Block.

CLUBS

Sant Bani developed the club system to provide a variety of alternate experiences in mixed grade groups, generally beyond the confines of the campus. Clubs happen on Friday afternoon for students from Grades 1 through 6. Students choose from a seasonal variety of athletic and craft offerings, including skiing and ice skating in the winter months; the choice procedure is similar to the one described above under ART BLOCKS. An altered "Friday schedule" is observed allowing clubs to begin at 12:45 p.m. (earlier in the winter). Students are expected to participate in their assigned club throughout the duration of that set; parents must arrange any exceptions by Thursday morning.

During winter (3rd block), clubs are available for Grades 1 through 12; this provides all students with an opportunity for skiing, snowboarding, or skating.

SKIING AND SNOWBOARDING

Skiing and snowboarding are popular Friday club activities in the winter. Gunstock Recreational Area offers the school a reasonable group lesson and lift ticket plan. Participating students are required to take lessons, with the exceptions of ski team members and seniors. Parents are encouraged to ski or snowboard with their children. Skiing or snowboarding parents need to register along with their students at the group rate. Sign-up for skiing and snowboarding occurs early in the fall. Kindergarten and First Grade students may participate only if their skiing or snowboarding parent accompanies them.

EXTRA-CURRICULAR ACTIVITIES

TIME MANAGEMENT

There are many demands placed upon the time of a student. School, homework, sports, and other extra-curricular or community activities all take time and compete with the normal demands of family life. A student may find that, enthusiastic to participate in a variety of attractive activities, he or she has over-committed to the point where the various demands are causing stress. Parents are alerted to

be aware of this, and are encouraged to help their children to manage their time and to choose activities that they will be able to handle reasonably.

DROPPING AN ACTIVITY

If a High School student wishes to drop an activity, he or she should consult with his or her advisor and speak personally to the faculty member in charge of the activity.

ACADEMIC EXTRA-CURRICULAR ACTIVITIES

The High School Math Team competes five times yearly in the Lakes Region, and once at the State level. There is also a Junior High Math Team. Every few years our High School is invited to participate in Channel Eleven's quiz bowl program, *Granite State Challenge*. Upper elementary grades often participate in a Geography Bee.

HIGH SCHOOL COMMITTEES

High School students have several opportunities to serve on committees. Committees that have been active from time to time include a Dance Committee, a High School Trip Committee, an Activities Committee, a Yearbook Committee, a Discipline Committee, a Student Council, and an Earth Support Group. Most committees are on a voluntary basis, and they meet when time is available at lunch or at some other appropriate time.

MUSIC LESSONS

When there is sufficient interest and available teachers, lessons are available in piano, guitar, fiddle, saxophone, flute, bass, trumpet, and drums; we also have a school band. Other instruments may be offered, depending upon interest and availability. Private lessons are arranged through the school, but paid for as an extra expense by the student. Certain instruments may be borrowed from the school, with permission of the Department Head, for a limited time. The music department can provide information on rental of instruments.

JAZZ BAND

The school jazz/rock band meets weekly during the Monday activities period and after school on Wednesdays, and performs several times a year. It is open to students in Grades 7 through 12.

HIGH SCHOOL CHORUS

The High School Chorus, also open to Junior High students, meets weekly during the Monday activities period, and performs several times a year. Chorus may be required of participants in certain drama productions. Once a student has joined chorus, attendance is required.

HIGH SCHOOL DRAMA

Major drama productions occur twice a year. Rehearsals take place during Art Block and club times and after school or on weekends. Students should understand the amount of time involved before they

commit to participating in a drama production, and once they have committed, it is essential that they fulfill their commitments in a responsible manner.

SPORTS

The Sant Bani School Athletic Department provides a diverse program that encourages students of a wide variety of ages and all ability levels to participate, working within the limited resources and student population. The focus of the program is to help all students to have success and to promote interaction among a variety of age groups as well as with a larger community consisting of other schools and athletes. Personal growth, teamwork, and good sportsmanship are strongly emphasized. A key focus of the program is to help build confidence, fitness, healthy responsibility and life-long interests among the students participating. The Department works with students to help find a balance among many school activities, academics, and a wide variety of student interests.

In the fall, there is a Junior High soccer team (Gr. 6-8), a Junior High cross-country team (Gr. 5-8) and a Junior High field hockey team (Gr. 5-8). In the winter, girls' basketball is offered; in addition, 7th and 8th Graders may be eligible for the High School alpine and Nordic ski teams. In the spring, there is a Junior High track team. Sports practices are after school and on Fridays during 7th period; sometimes Art Block time is scheduled for sports practices.

High School sports include cross-country, soccer, field hockey, and riding in the fall; girls' basketball and alpine and Nordic skiing in the winter; and track and field in the spring.

Student athletes and their parents sign a contract for each sport, specifying the commitment required, the absence policy, policies regarding uniforms and equipment, etc. Because Sant Bani is a small school and would like to maintain its diverse program offering, students may choose to be involved with more than one sport. It is up to individual coaches to make the choice to allow their team members to participate in another sport. It is understood that each coach has a different coaching philosophy and it is therefore important that students communicate with the appropriate coaches and understand their coaching philosophy for that sport before joining the team. Students must realize that participating in more than one sport is a very serious commitment and requires a great deal of responsibility and communication with coaches, teachers and parents.

In addition to the regular sports offerings, there are informal opportunities for sports during recess and clubs. Many students are also involved in teams outside of school, such as baseball, ice hockey and swimming. Sant Bani students are eligible to participate in Sanbornton Recreation Department offerings regardless of their town of residence.

Students from Grades 6 and up may stay after school to watch High School athletic events if it has been arranged with their parents in advance. Students below 6th Grade may only stay after school if they are with a parent. (Rules for after-school use of the building apply.)

ASSESSMENT AND REPORTING

PARENT CONFERENCES

Parent conferences are scheduled shortly after the close of the first three grading periods. Parents are encouraged to come and discuss their child's work with the individual teachers. The conferences are scheduled for a three or four hour period.

Conference time with homeroom teachers of Kindergarten through Grade 4 are arranged ahead of time through the Dean, and are 20 minutes in length.

For all other teachers, parents sign up for conference appointments when they arrive on conference night. Each teacher has a sign-up list on his or her door, so that parents may make appointments. As a courtesy to other waiting parents, conferences are limited to ten minutes per student. Parents who are unable to attend the parent conferences or who need longer conferences can schedule appointments with the individual teachers. Parents are discouraged from bringing their children to the parent conference nights, although in some cases this is unavoidable. For such cases, babysitting and a study area are available at the Lower Building.

PROGRESS REPORTS

Progress reports are sent home with all students soon after the end of each quarter. Statements of total numbers of absences, tardies, and demerits are included with the quarterly reports. Classes that do not meet every day might not have a written report at the first and third quarters.

Elementary students do not receive letter grades. Narrative reports for each subject are written and sent home at the end of the first, second, and fourth quarters. Reports for the third quarter are in checklist format.

GRADES

Beginning with 7th Grade, students receive letter grades along with their narrative reports.

Quarter Grades are used to advise students and parents of progress approximately half way through each semester. Both narrative descriptions and letter grades are used. In the case of seniors, college applications may require mid-term grades for the fall semester.

Semester Grades are part of a student's permanent record. Semester grades reflect the student's work for the entire semester. As above, High School students receive both a letter grade and narrative description of progress. (Some high school teachers choose to give a grade for the most recent quarter as well as a grade for the semester.) For junior high, all the grades are quarter grades, reflecting only the work for the quarter and not for the entire semester.

Yearly grades are given in June and reflect the entire year's work. The yearly grade for courses completed in High School is reported to colleges on the student's transcript.

INCOMPLETES

A student might, at the teacher's discretion, be given a temporary grade of "incomplete" if course requirements are not met to the satisfaction of the instructor. The teacher determines the student's grade at the end of one month.

HONOR ROLL

For Grades 7 and up, an Honor Roll is published at mid-semester and at the end of the semester. 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). If a High School student is carrying only four courses (unless he or she is coded as having special needs), his or her average is multiplied by 0.9 before the Honor Roll is determined. 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. Students will be placed on probation if their grade point average is lower than 2.0 for two consecutive quarters.

PORTFOLIOS

Portfolios are developed from Kindergarten to Grade 5 as a way to assess student progress over time and to provide opportunities for reflection and self-evaluation. The portfolios travel with the students through Grade Five. 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.

ACHIEVEMENT TESTING

Achievement tests are administered individually at the end of Grades 2 and 6. The purpose of this is to monitor the general academic progress of the individual student and the class as a whole. Although the scores are not routinely made public, parents may arrange individual meetings with the Director of Special Services to discuss the results of the testing.

At the end of Third and Fourth Grades, achievement tests are given to some students on an as-needed basis.

SPELLING TESTING

The Language Arts teacher administers The Morrison-McCall Spelling Test (available in the Front Office files) to Grades 2 through 8 each fall and spring. Results of the test become part of each student's permanent record.

NATIONAL STANDARDIZED TESTS (HIGH SCHOOL LEVEL)

Preliminary Scholastic Achievement Tests (PSATs) are given at the school in mid-October. Students in Grades 10 and 11 take this nationally administered test as preparation for the College Boards and, as Eleventh Graders, to compete for the National Merit Scholarships.

In order for Sant Bani students to apply to the widest range of colleges and universities, we require that students take the general Scholastic Aptitude Tests (SAT I). In addition, three SAT Subject Area exams are usually recommended. (Exceptions may be made with permission of the College Counselor.) High School students receive information about dates and locations for these tests. It is each individual student's responsibility to sign up for these on his or her own.

FINAL EXAMINATIONS

Final exams are given to High School students during the last week of school. There is usually a special exam schedule for two or three days, only requiring students in good standing to be at school during exam time, and for certain special activities or Morning Sessions; this is decided on a yearly basis. Students who do not meet the criteria for good standing attend school for the normal school hours and do not leave the campus during the day. There is a maximum of two final exams each day.

STUDENT RECORDS

Student records are kept in a general student file in the Records Office. These records include such materials as records received from other schools, quarterly reports, transcripts (for High School level), Projects Period evaluations, and letters from the school relating to academic, assessment, or disciplinary issues. When a student transfers to another school, these files are released to the student's new school upon receipt of a release form signed by a parent.

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

COLLEGE APPLICATION

All Seniors are expected to apply to colleges. Beginning with the Junior year, students should be talking with the Office of College Guidance about appropriate schools. Parents should provide opportunities for students to visit various colleges. The Office of College Guidance, working with the parents and the staff, provides support at all stages of the application process. The student's transcript is a record of the courses and grades the student has received during high school, as well as a narrative description of participation in extra-curricular activities and committees, Art Blocks, and projects period accomplishments.

SUPPORT SERVICES

Students learn in diverse ways. Comprehension, skills, and competency – all are gained through varied learning styles and at different developmental paces. Many students may need, at one time or another, support beyond the normal classroom processes. This can be true for personal and social growth, as well as academic. Within its limited resources, the school assists the student who is having consistent difficulty with one or more courses or with school situations in general. The school has in place a number of systems designed to provide additional help to the individual child who may need it. 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. At the High School and Junior High level, 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 quite useful within a definite time limit; when the student has achieved a successful level of performance, they are discarded. Less frequent outcomes are that the student realizes that the school is not, in fact, the place that she or he wants to attend, or that, not having met the expectations, the student is asked to leave.

STAFFINGS

Grade-level teachers discuss the progress of individual students at regularly scheduled meetings. If there is concern, parents are asked to attend a staffing with their child's primary teachers, the director of student services, the Dean, and the school counselor. Reasons to call a staffing may include a poor effort record, a level of achievement that falls below ability level, or a change in the student's overall behavior that affects the student or the community in a detrimental way (erratic behavior, fatigue, or withdrawal). Grade-level teachers may also identify less obvious behaviors that call for a staffing.

At a staffing, progress is assessed and strategies are discussed that may include changes in focus for parents and teachers as well as an assessment to see what support services, beyond what already may be in place, are needed. Time is then given to see if effective change occurs.

Ongoing staff meetings assess the student's progress, and parents are kept informed as to how things are going at school. If there is still not sufficient progress, then the school may decide to design a very specific plan that indicates clearly to all parties what is expected of the student. Typically these are highly individualized contracts developed with the staff after continued communication with the student and parent. The school's goal is to design a plan that is achievable on several levels – including whether we think the student can comply and will be helped, and whether we have the human resources to implement and monitor the plan. The school then shares the plan with the parents and student. The privilege of attending the school is often linked to the acceptance of the plan and successful fulfillment of the same. The school always reserves the right to have the final say in what will be in the plan. The central focus for decisions is the welfare of individual students, their classmates, families, staff, and the overall school environment.

SPECIAL NEEDS

The school makes an effort to identify students who may have special needs and to provide an appropriate program for them. This aspect of the program is the responsibility of the Director of Special Services.

A teacher, a parent, or the student can initiate an assessment process, by approaching the Director of Special Services, who will examine the need and proceed further.

The High School is not equipped to serve all the special needs of students with learning disabilities. While the school tries to provide an appropriate program within its limited resources, all students are expected to satisfy the demands of coursework. Individual teachers might be able to make modifications, but our academic program is demanding. 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 Special Services, 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.

PROBATION

If the student is not meeting the expectations of the school, the school may place the student on probation. A student is considered a candidate for probation if his or her grade point average is below 2.0 for two consecutive quarters, if he or she has received ten demerit slips in a semester, or if twelve days of absence have accumulated. 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 framework.

In a typical probation plan at the High School or Junior High level, the Dean collects weekly reports from all teachers and tutors and discusses them with the student in a weekly conference. The student then takes the reports home to the parents. This process is designed to keep both the student and parents informed of the quality of the student's day-to-day performance as clearly and accurately as possible. The student may be assigned to a certain study area during free periods; required tutoring may be a part of the probation plan.

Students who are on probation for any reason must take home demerits for parental signature. At ten demerits (or fewer, if this has been defined individually), the student may be expelled or required to take a leave of absence. While on probation, the student must achieve a grade point average of at least 2.0, with no more than one grade below C-. Attendance must be regular, unless excused by a doctor's note or the School Health Care Office.

Parents of students on probation must attend Parent Conferences.

Failure to meet these terms results in the student's withdrawal from the school. Students are allowed only one period of probation. A student who falls into the probation range a second time will be asked to withdraw from the school.

HIGH SCHOOL ADVISORS

Each fall, High School students are assigned a faculty advisor by the School Counselor and Dean of Students. Seniors may choose their advisor (although the first choice is not guaranteed), and Juniors are asked to choose several possibilities for advisor; younger classes have less choice. Advisors should meet with their advisees at least quarterly, and a lunch meeting period is scheduled for this purpose shortly after grades come out. The advisor's role is to be aware of how the student is doing in his or her courses, and in school generally, by talking with the student and with his or her teachers.

While they may be sympathetic listeners, advisors are not trained to be psychological counselors. Advisors should encourage the student to begin thinking of future plans.

SCHOOL COUNSELOR

School Counselors are available by appointment, and as needed for emergency, to talk with students and their families (on a limited basis) and to refer them to outside agencies when necessary.

CONFIDENTIALITY

Communications with the school counselor are considered confidential with the following exceptions: 1) information of an illegal activity is communicated, or 2) physical danger to the student or to others is a concern. In addition, after consulting with the student, the counselor may share confidential information with administration or staff if he or she judges that it is in the best interest of the student or the school.

The student should be aware that the school has an obligation to report to the proper authorities suspected sexual abuse, physical abuse, or neglect.

Parents of students under 18 have a right to know the nature of any communications involving the student. Parents are encouraged to support the student/counselor relationship.

Communications with staff (including the student's advisor) other than the school counselor are not confidential, and may be shared with appropriate people (for example, counselor, administration, parents).

Communications in hallways, locker room, library, bus, vans, playground, etc., are considered public and not confidential.

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 the student with the opportunity to be involved with and understand instruction, to share class dynamics and 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. 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.

Schools are required by law to keep accurate attendance records. At all levels, daily attendance records are maintained, and they are reported to and monitored by the State of New Hampshire. When a student is not in school – for whatever reason – s/he is absent. This record becomes part of a student's permanent record. At times colleges request this information.

Internally we consider two categories of absences: general absences and excused absences. Excused absences include:

1. Approved college visits.
2. Observance of a religious holiday.
3. A family emergency, such as a funeral.
4. Absences due to chronic or acute illness of two or more days. (A doctor's note is required upon return to school. The School Health Care Office may classify an absence as excused after the parent consults her regarding severe symptoms such as fever or vomiting).
5. Non-routine medical and dental appointments approved by the school Health Care Office .

Students requesting college visits will have the College Visit form signed by teachers and the Administration. Parents requesting excused absences (religious holiday, family emergency, non-routine medical visits) for students must do so by calling the main office or sending a note to the main office. This should occur prior to the absence, whenever possible, or as soon as possible after in the case of an emergency or unforeseen event.

High School students are allowed 8 general absences for the year without penalty. Excused absences, as listed above, do not count toward the 8. After 8 absences, the student must attend a 3-hour Saturday detention for each excess day of absence, to be arranged at the earliest feasible time by the High School Dean.

More than 12 absences of any kind during the school year are considered excessive. If this number is reached, the school Administration will require a conference with the family to discuss the reasons for the excessive absences. A student absent for 12 days might not be afforded the opportunity to make up missed work.

A list of students who have been recorded as absent or tardy is posted daily on the bulletin board by the Reading Room and in the Front Office. It is advisable for students to check this list, and immediately report any errors or discrepancies to the Front Office so that the records will be correct. Numbers of absences are reported with the quarterly reports.

Less than half of the 365 days in a year are designated as school days. The school reiterates the importance of attendance during those days. However, if a family must take their children out of school for an extended period such as a vacation (considered a general absence), the school must be notified in writing well in advance of such a trip. Parents should not expect that schoolwork would be made available to the student prior to such an absence. In most cases class curriculum is subject to change based on the needs of the group, schedule changes, etc. Teachers will determine if activities, such as labs that require a significant amount of teacher prep for set-up, can be made up.

NOTIFICATION OF ABSENCES

The school should be notified by telephone by 8:45 a.m. when a student is absent. If the school has not been notified, office personnel call the parent at work or at home to confirm that the student is absent. If a doctor has been consulted, he or she should provide a note. If the child has been absent for three days in a row and a doctor has not been consulted, the parent should contact the School Health Care Office.

TARDINESS

Students are recorded as tardy if they arrive in Morning Session after 8:05. Students who arrive during Morning Session are expected to attend it. Students who arrive after Morning Session must check in at the front desk before going to class. If a parent drops off a tardy younger student directly to his or her classroom building, the parent should be sure to inform the Front Office; otherwise, the child may be recorded as absent for the day.

Any High School student who has been tardy five times during a semester is required to attend an after-school detention; after that, every two tardies results in one detention. The detention will be served during the first detention that is scheduled after the number of tardies has been reached, regardless of sports events, etc.

OPEN CAMPUS PRIVILEGE

During the final quarter of their senior year, students in good standing are allowed to leave campus during free periods. The seniors may petition the faculty to receive this privilege earlier in the year. They are required to sign out and in at the front desk, and a parental permission slip must be on file.

Several criteria are used to determine good standing. The student must have completed and mailed one college application. He or she must be up-to-date on schoolwork, as determined by the teachers, and must not have any grades of C- or lower. The student must be demonstrating responsibility and good citizenship in school activities: monthly service must be up-to-date, clean-up tasks done as required, attendance and tardies within the allowed limits of the policies stated elsewhere, no more than two demerits for the current semester (not more than one demerit related to senior privilege), projects period completed satisfactorily. Loss of privilege for tardies or demerits is for one month; other times will be determined on a case-by-case basis.

Sign-out is allowed during scheduled free periods, lunch times (not including clean-up), and seventh period activities time when the student does not have some obligation. Morning Session and Art Block times are not available for sign-out. Students who have been assigned to study hall are not allowed to sign out for those periods.

TRIPS AND OUTINGS

GENERAL INFORMATION AND GUIDELINES

There are a number of trips and outings for which specific guidelines have been developed. Students must wear seat belts, if available, on all school trips. Normal school rules, such as 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 should arrange this ahead of time, so that the faculty members directing the trip know that the parents have approved of the plan. The annual Activity Fee, \$200 per child, assessed by the Transportation Committee helps to defray the transportation costs of these trips.

CAMPING TRIPS

Grades 5, 6, 7, and 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.

FIELD TRIPS

Field trips may involve specific classes or larger groups. For reasons of legal liability, field trips must be planned in advance and students must have parental permission. Students on field trips must wear seat belts, except on the buses.

ALL-SCHOOL OUTINGS

Usually there is an all-school, all-day mountain climb in the fall, and a trip to a local beach during the last week of school. Attendance is required unless otherwise specified.

OVERNIGHT POLICY

Overnight trips involving students and faculty should have at least two chaperones. These trips must be approved in advance by the Administration and by the parents of the students involved. This involves any trips using the school name or school facilities, or school-related trips during vacations.

HIGH SCHOOL TRIP

After the school year ends, there is a High School trip for those who wish to participate. Students go to Martha's Vineyard, with about six adult chaperones, and stay two nights at a youth hostel. The trip generally costs \$60 to \$70, plus spending money for extra meals, entertainment, and purchases.

SCHOOL POLICIES

A HEALTHY SCHOOL ENVIRONMENT

The school's business is the healthy growth and development of the students in its care, and to accomplish that we all need to provide an environment that supports and nurtures, that allows for trial and error, that does not stifle, and yet is safe. In the early years the school operated with a minimum of rules. What guidance we needed was encompassed in the statements, "Do good; be good; be one," and "Is it kind? Is it true? Is it necessary? Does it hurt the person or feelings of anyone?" In those days we operated more as a family and breaches in behavior were dealt with through individual discussion and in our Morning Sessions. By the late 1970's, however, we had grown large enough to need more written direction. We found that an absence of written guidelines led to more confusion than clarity, and it is hard to be equitable when people (including students, staff, and parents) are not clear about what is expected.

For more than two decades Sant Ajaib Singh Ji (1926-1997) was gracious enough to provide much direction to the school. Early on (in 1979) He suggested that we would be well served by having a systematic approach to discipline. He emphasized how important it was for students to "remain in the discipline" for the success of their lives as scholars in the school, as well as beyond Sant Bani. Respect – for learning and the teachers – was a consistent theme in Sant Ji's annual message to the graduates of the High School.

We count on everyone to help in the creation of this healthy school environment. While we foster and benefit from the warm setting and close relations therein, we caution students that they should not feel so familiar and relaxed that they assume that any behavior is acceptable. There are clear "bottom lines" and students are held accountable for their actions. It should be noted that we become particularly concerned if an individual's behavior begins to have a negative effect on other students. 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 of the rules.

PHONE

Students in the Middle Building should use the pay phone in the office vestibule, unless they have special permission to use the school phones. Personal cell phones may not be used without specific permission. If students in other buildings have need to telephone parents, it should be done with the permission and assistance of a teacher. Charges must be reversed on long-distance calls. Students must arrange after-school activities, overnights, appointments, etc., prior to coming to school.

PERMISSION SLIPS

For reasons of liability, parental permission is required for anyone to leave school during the school day, whether on field trips, open campus, or final exam week.

VESTIBULES

Students enter the Middle Building through designated entrances. Students do not use the front entrance. The Junior High and High School vestibules contain individual lockers for student use, assigned at the beginning of the school year, as well as benches, hooks and shelves. Books, coats, backpack, inside and outside shoes, and other personal items should be stored neatly in this area.

LOST AND FOUND

Parents are asked to label children's clothing and encourage children to bring their clothing home with them. Clothing often gets left behind, especially when the mornings are cool and the afternoons hot. Each year, hundreds of items worth thousands of dollars find their way into the lost-and-found box at school. These items are displayed periodically at Morning Session, and many are claimed by the students who lost or misplaced them. However, the number of items that are never claimed is surprising. Unclaimed lost and found items are stored, and are often displayed at the parent conference nights. Unclaimed items end up at the yard sale. Items lost on off-campus trips, such as field trips or athletic events, have little chance of returning.

If someone finds something of value, she or he should bring it to the front desk where it is kept until its owner claims it.

REPORTING MISSING ITEMS

Any incidents of items missing or lost, or suspected theft, whether of lunches, money, or other personal property, should be reported to a teacher, the front desk, or someone on the Administration.

LOCKERS

Lockers are the property of the school and can be inspected by the school. Students should not attach stickers, etc., that are permanent or cause damage to the surface. Items of an offensive nature, involving references to drugs, alcohol, tobacco, obscene language, or sexually explicit materials, should not be posted on the inside or outside of lockers.

GRIEVANCES AND COMPLAINTS

Any concerns may be brought to a teacher, an Administration member, or the Counseling Office.

BULLETIN BOARDS

Bulletin boards contain announcements, messages for individual students, clean-up assignments, Art Block and club lists, information about events outside of school, creative presentations, etc. Students should get in the habit of reading them. Items posted should be appropriate for display in a K-12

setting. Parents should be aware that from time to time the Counseling Office or the peer helper group may display grade-appropriate materials in the High School Locker Room bulletin board.

HEALTH AND SAFETY

PROHIBITION OF HARMFUL SUBSTANCES

A fundamental mission of the Sant Bani School is the identification, nourishment, and growth of the unique genius of each individual and his or her role in the human community, both within the School and the world at large. Behavior destructive to self and community is not in concert with these aspirations. The School recognizes that tobacco, alcohol, and other drugs pervade our society at all levels and many role models present themselves to students. The school, however, believes that such substances are destructive to the individual and detract from his or her potential and capacity to perform optimally. Therefore, use of all such substances is not allowed on school premises or on any school-related activity, and is considered a major disciplinary offense. Furthermore, the school will take action if the use of drugs or alcohol appears to be affecting a student's participation in the school, or affecting the atmosphere or reputation of the school.

The possession of drug paraphernalia, such as pipes, papers, or publications, at school or on school activities is prohibited. Misuse of over-the-counter or prescription drugs is also prohibited.

GUIDANCE FROM SANT JI ON DRUG POLICY

This is the response from Sant Ji to Kent regarding the school's drug policy, March 3, 1986:

“Since you are a Principal, and it is your responsibility to run the school and to maintain the reputation of the school, you will have to be very strict in dealing with all those things. You should not pay any attention to what the status of a student is – whether it your son or anybody's son or daughter. If you know that someone is guilty – if you know that someone is being a bad example to the others, and it is not good for the school to have such a child – then you can at once remove that child. You will have to be very strict. Otherwise Sant Bani School will become like other schools, which I would not like to happen, and Master Kirpal may not like to see Sant Bani School becoming like that. This is the message. It will be difficult for you but you will have to work hard, and you have to deal very strictly with them.”

HARASSMENT

The 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.

A person who feels that he or she is being harassed should 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, a School Counselor or a member of the Administration should be consulted, or students may choose to speak to teachers, coaches, advisors, or peer counselors. It may be helpful to describe the incident as specifically as possible in writing. The written record should mention direct quotations, actions, and witnesses.

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
- ❑ Leering at a person's body
- ❑ Unwelcome touching
- ❑ Any demeaning sexual propositions
- ❑ Pressure exerted for sexual activity or for a relationship that takes on a sexual or romantic coloring, which exceeds the limits of a healthy adult-student or student-student friendship
- ❑ Physical assault, or any coerced sexual relations
- ❑ Computer-generated harassment (such as e-mails, screen-savers, printed matter)

Upon investigation, the school takes action in substantiated cases of harassment. Depending on the circumstances and the severity or repetition of the offense, the response may range from a reprimand up to and including dismissal for a student, or termination of employment for an adult, and notification of appropriate legal authorities.

The school seeks to assure any individual who raises a substantiated complaint that he or she will not be subject to any further forms of harassment. Therefore 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 up to and including dismissal for a student, or termination of employment for an adult.

FAVORITISM

There is an expectation that there will be no favoritism, positive or negative, shown to students in classroom or extra-curricular situations. Many students need or benefit from some kinds of extra attention from time to time. However, teachers are expected to avoid focusing on a single student, or a small circle of students, and to take care that students aren't neglected or picked on.

FIRE DRILLS

The school complies with state requirements by conducting a number of fire drills at various times throughout the year. During fire drills, all students should proceed with their class along the specified route, as posted in the classroom, to the designated area. In the Middle Building, this area is between Schongallas' and the driveway. There, they should gather by grade and remain quiet so that the teachers can take attendance. No one may reenter the building until those who are conducting the drill

give permission. When exiting, students should walk calmly, and not try to get their outside shoes or other belongings.

If a fire drill occurs during a club time, clubs and sports teams should stay together as a group.

Upper and Lower Building staff and students review fire drill procedures each year.

Note: Pulling the fire alarm or dialing '9-1-1' as a false alarm is a serious offense. By state law, if charges are brought there is a mandatory one-year jail sentence, as well as a fine, or a three-year prison sentence if someone is injured as a result.

MEDICAL PROBLEMS

Accidents or illnesses should be reported to the Front Office so that the School Health Care Office may be contacted. The Health Care Office makes the decision as to whether the student should go home or miss classes.

Prescription medicines are not dispensed without a doctor's order, conveyed by written request from the parents. The School Health Care Office or someone designated has Tylenol and aspirin available for occasional use by High School and Junior High students.

The School should be informed of any special medical conditions, allergies, medications, etc., and should be provided with any first aid emergency remedies that may be needed.

HEAD LICE

From time to time there are outbreaks of head lice in the area. The school has developed policies aimed at controlling the problem through early detection and treatment. Families are urged to check their children's heads several days before school begins to allow time for treatment at home. Regular checks are conducted at school by staff members on the first day of school after summer vacation, after Christmas break, and after Projects Period. Anyone identified as having head lice or nits (egg cases) is 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 School Health Care Office about the treatment and returning to school. The determination of when a child may return is under the discretion of the School Health Care Office.

BARE FEET

For reasons of safety, legal liability, and cleanliness of buildings, students are not allowed to go barefoot outside the buildings. Bare feet are allowed on the playing field if the student has worn his or her shoes to the field. Students may not play soccer in bare feet.

ANIMALS

Animals and pets should not be brought in except with advance permission from the classroom teacher. Students should stay away from wild animals such as mice, squirrels, and chipmunks.

MACHINERY AND VEHICLES

Students should not drive school trucks, tractors, lawn mowers, etc., unless given permission by an Administrator. Students should not play games with moving vehicles (trying to hang on, jumping on or off slow-moving trucks, etc.). Students should not ride in the bed of pick-up trucks.

BUILDINGS AND GROUNDS

BUILDINGS

Grades K through 2 are in the Lower Building. Grades 3 through 5 are in the Upper Building. Grades 6 through 12 are in the Middle Building.

BEHAVIOR IN THE BUILDINGS

Good behavior is necessary in order to maintain the conditions of the buildings and the safety of people and property. Inappropriate behavior includes running in the building, throwing things (including towards waste baskets), throwing water, playing ball, and fighting. Students should not put their feet on or sit on desks, tables, or windowsills, hang out of windows or use windows as exit/entryways, or eat in unauthorized areas.

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. (Kindergarten through Grade 6 classrooms also have their own libraries, including 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. Circulation cards are provided for this purpose inside the cover of the book. Books may be borrowed from the Library outside of normal hours, provided that 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 for lost books is assessed.

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

Food and drink are not allowed in the Library or Reading Room. (Exceptions are made for special events.) The usual rules of conduct apply, and furniture, supplies, and equipment should be treated respectfully. Questions about Library use should be directed to the librarian.

BEHAVIOR OUTSIDE THE BUILDINGS

The safety of people, property, and buildings must also be respected outside. Snowball throwing is allowed only with explicit supervision by a teacher, and not near school buildings. Students are not allowed on the roofs.

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. At the beginning of the year, students in the Lower Building spend time learning to play safely. Class meetings help to determine and reinforce playground rules. Typical rules address the following issues: that equipment be used by one person at a time; that equipment be put away properly; that students take turns; that they don't jump from high places; that they do not climb on trees or equipment not specifically designed for climbing; that they don't run on structures; that they don't drop or throw things from structures; that they don't push or shove; that they don't play games of chicken or similar activities. Supervising teachers may use their discretion.

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 Science Lab; in the barn; and outside, beyond normal playground boundaries.

STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS

Students are not permitted to leave the campus during school hours, on foot or by vehicle, without permission. High school students should not leave the building before 3:20. Parents of students who need to leave early should inform the front desk and any classroom teachers, preferably by a note brought in advance.

RUNNING DURING SCHOOL HOURS

Members of the High School track or cross-country teams may run on the public roads in pairs, with the permission and knowledge of their coach. They must have a parental permission slip on file. They must sign in and out, describing their route, at the Science Lab and at the Front Office. Students may not run alone.

USE OF SCHOOL WEIGHTS

It is important that the school weight bench be used responsibly in order to avoid injury. The weight bench may be used only if the student has a written weight lifting program on file with the Athletic Director that is approved by a Coach. When a student is using the weight bench, he or she must have a qualified spotter and must have permission from his or her Coach. The weight lifting bar is kept in the Coaches' Room.

AFTER-SCHOOL USE OF BUILDING

ON SCHOOL DAYS: Elementary and Junior High students should not stay after school unless there is a definite reason (sports, rehearsals, practices, music lessons, tutoring, staff meetings), and they should leave when the activity is over. They do not need to sign in for these activities, but if for some reason they are unable to leave when the activity is over, they should wait outside, or, if the weather is bad, in the front vestibule. If a parent of a Lower Building child is late for after-school pick-up, the child is brought to the Middle Building.

Only High School students have permission to be at school after regular school hours without being involved in an organized activity. Teacher volunteers are scheduled on a regular rotation to inspect the Middle Building and ask any remaining students to leave the building at 5:30. The Upper and Lower Buildings are closed when school ends.

Any exceptions must be made by pre-arrangement with someone on the faculty who assumes personal responsibility. Students of any age who are at school for reasons not specified above (for example, using the Computer Room or Library) must sign in and out in the sign-out book at the front desk. Junior High students may stay after school to work in the Library or Computer Room only if they have permission and supervision by a teacher.

WHEN SCHOOL IS NOT IN SESSION: On weekends and holidays, vacations, snow days, etc., the building is closed to students, with the following exceptions. Regular school activities may occur under direct staff supervision (sports, dances, yearbook work, rehearsals, study halls), but students should leave when the activity is over; if their rides have not arrived, they should wait outside if they are not supervised. Any other exceptions to this must be made by pre-arrangement with the supervising faculty member. Weekend study hall/computer time may be arranged with a supervising faculty member.

Students who are at school for any weekend activity (other than community events such as performances, dances, and games) must sign in and out. Students below High School level must be under direct supervision of an adult.

Any students who intend to use the school for other reasons must make pre-arrangement with someone on the faculty who agrees to assume responsibility for them. Students who plan to clean the school without their parents should make pre-arrangement with a member of the Administration before the weekend, and should sign in and out.

Students who need to come get a forgotten item from a locker should call ahead to a teacher who lives on school or ashram grounds, and sign in and out when they arrive.

Permission given to one student does not extend to others.

IN GENERAL: During out-of-school hours, students may not bring friends to the school who do not attend the school.

Students using the buildings outside of school hours are expected to follow school rules and respect the spaces and property in the buildings.

Any exceptions to the above rules must be arranged in writing with an administrator.

GROUNDS: Students and their guests may get permission from an Administrator to use the track and field on non-school days. They do not need to sign in as long as they do not enter the building.

TRASH DISPOSAL AND RECYCLING

Each building has bins for trash disposal. **Everything that is put into the bins must be removed by hand; therefore small loose items should not be put in bins, and bags must be upright and closed.** Lids should be closed to prevent animals from getting at the trash.

There are several categories for recycling:

- ❑ **Glass bottles.** Bottles should be rinsed and caps removed, and placed in containers carefully so that they do not break.
- ❑ **Plastic bottles and containers.** Number 1 and number 2 plastic narrow-mouth bottles can be recycled. Items should be well rinsed.
- ❑ **Aluminum cans.** Cans must be empty, and may be crushed.
- ❑ **Steel cans.** Cans should be rinsed.
- ❑ **Paper.** Clean flat 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.** Corrugated cardboard boxes should be dismantled and flattened.
- ❑ **Food waste.** The school collects food waste for a composting project.
- ❑ **Metals, wood, construction waste, large items, etc.** These all have special procedures for recycling.
- ❑ **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.

Each building has its own system for managing the recycling. The Lower Building has a “carry-in, carry-out” policy for lunches and snacks. Trash from buildings may be left in sealed upright bags in the Lower Building and Upper Building bins. Other recycling may go to the Middle Building recycling center for further sorting and processing.

Parents doing weekend cleaning should be careful to keep recyclable items, including clean paper, separated from the miscellaneous trash that goes in the dumpster.

REPORTING DAMAGE

If you notice any damage to buildings or furniture, such as breakage, vandalism, leaks, clogged toilets, etc., please report it to the front desk, a teacher, or someone on the Administration.

FOOD

VEGETARIAN LUNCHES

In keeping with the spirit of reverence for life on which the school is founded, all meals and snacks on the school campus and during school-sponsored trips and events must be vegetarian. Meat, fish, eggs or egg whites, animal shortening, and gelatin (kosher or not) are not allowed. Milk products,

including cheese, yogurt, and ice cream, are allowed if they are free of eggs and gelatin. Labels of prepared foods and snacks should be read carefully. Items which are likely to contain eggs include baked goods such as cookies, doughnuts, and cakes; some ice creams, such as Haagen-Dazs and Ben and Jerry's; and some kinds of candy, especially nougat type; some veggie-burgers and other meat substitutes; some pasta products; some pizza crusts. The appendix contains suggestions for preparing vegetarian lunches.

Lunches should not be left lying around outside – dogs sometimes take them, even out of backpacks.

FOOD FOR SALE

As a fund-raising project, various departments organize food sales, such as pizza or grinder lunches and bake sales. These opportunities may be restricted to certain buildings. The lunches must be ordered and paid for in advance, after Morning Session.

COLD DRINK MACHINE

There is a cold drink machine, with sodas, juices, and sports drinks, in the downstairs hallway, available to High School and Junior High students. Students are responsible for obtaining and stocking the machine, and monitoring recycling and cleanliness.

Students below Seventh Grade are not allowed to use the machines, even before getting on the buses, and older students should not buy drinks for them. If a student is here after school because his or her parent is at a meeting, the parent may get a drink from the machine for the student.

The contents of the soda machine may not meet everyone's standard of good health, and individual discretion should be used.

EATING RESTRICTIONS

Food and drink are only allowed in the eating areas and times specified above under "LUNCHES AND SNACKS."

CHEWING GUM

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

SOCIAL

BEHAVIOR AROUND YOUNGER STUDENTS

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

DRESS CODE

Sant Bani is a school community that serves a broad population of students. We recognize that tastes and styles not only vary widely, but also change over time, sometimes dramatically. The school asks that students wear clothing appropriate to an academic setting. Modest dress may not be fashionable at the moment, but we require it at Sant Bani.

Appropriate clothing choices are shirts, blouses, or dresses that cover the torso well. Tank-top straps should be at least 1” wide; “spaghetti straps” are not appropriate. Shirts need to be long enough so that, under normal activity, midriffs do not show. Shorts and skirts must be at least mid-thigh in length (at a minimum, they must be longer than the tips of the fingers when hands are held at the sides). T-shirts, hats, or other clothing should not have offensive language or references to alcohol, drugs, tobacco, or their manufacturers. Bare feet are not allowed outside because of health and cleanliness considerations. During athletic practices, at the coach’s discretion, other standards of dress may apply.

SHOES

To help keep the buildings clean, we require that outside footwear be removed upon entering school buildings. Students are encouraged to keep a pair of slippers or inside shoes to wear inside the buildings. Fire drills occur throughout the year, and, in bad weather, it is unpleasant to go outside in bare or stocking feet.

VISITORS AND GUESTS

Students may bring a guest for the day by pre-arrangement with the Administration.

Visitors and guests who visit during school hours must check in at the front desk and sign in and out.

Visitors and guests may enter the buildings outside of school hours only with pre-approved permission of the Administration, and they must sign in and out at the office. Exceptions are for public events such as plays and receptions, and for Sunday children's Satsang. Guests for school dances must be pre-approved by the Dance Committee advisor.

Non-students who arrive at the close of school to pick up a Sant Bani student do not have to sign in if they remain in their cars.

All visitors and guests should abide by the school rules.

PHYSICAL INTIMACY

Although the School recognizes that many adolescents are in the process of exploring their sexual identity and desire for emotional intimacy, 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 the individual teachers.

DANCES

A Dance Committee comprised of High School students and faculty advisors plans dances, usually two or three times a year. Dances may be open to both Junior High and High School students, or they may be more restricted. The Committee plans carefully in advance, and the date and time is cleared with the Administration and the Ashram (via Susan Shannon). There must be at least two adult (preferably faculty) chaperones at a dance. Guests from outside the school must be arranged for and approved in advance by name.

Students should be in the Studio or vestibule, in the Front Office area, or outside near the Studio entrance; the rest of the building and grounds are off-limits. Students may not go to the parking lot or leave and then return to the dance. The doors and windows of the Studio should be kept closed on the sides facing the Ashram, in order to reduce disturbance to the residents and guests. Music with clearly inappropriate lyrics should not be played.

Normal school rules regarding alcohol, tobacco, and drugs apply, and normal dress code standards apply. While physical displays of affection may take place, intense levels (“making out”) are inappropriate. “Moshing,” “slam dancing,” or similar dancing with uncontrolled collisions is not allowed.

Dances may be held at off-campus locations. The same rules apply as at school dances; boundaries of allowed areas will be clearly defined.

TRANSPORTATION AND PARKING

SCHOOL BUSES

The school operates a system of school bus routes. While it is not feasible to pick up every child at his or her home, the bus routes are designed to save families some of the time and expense of commuting and to reduce traffic near the school. The Bus Committee (a parent volunteer group) and the Transportation Coordinator design the routes, with advice from the bus company (First Student Transportation) and approval of the Administration. Students in outlying areas are able to meet the bus at various stops along the way. Families are encouraged to make use of this service.

The costs of the transportation system are not included in tuition. The Bus Committee has developed the pricing structure over the years. Students who ride the bus are assessed a Daily Transportation Fee based upon their town of residence; for families, there is a reduction in rates for more than one child. Participation in the bus system may be purchased for particular months as well as for the entire year; individual rides may also be purchased. Before the school year begins, parents receive a bus letter explaining the routes and fees, and they return their yearly contract to the school. Transportation fees are assessed to all students regardless of the amount of tuition they pay, and families do not receive financial aid for them.

Sometimes, when the road is in particularly poor condition (for example, in mud season), the school may ask people to use the buses more than usual in order to reduce traffic.

Each student is charged an annual Activity Fee of \$200, whether or not he or she rides the bus to school.

BUS RULES

Parents are asked to read the yearly bus letter issued in August and to familiarize their children with the bus rules. The school buses are operated by contract with First Student Services of Laconia.

- ❑ No one should get on the bus until the bus driver has arrived and given permission (state law).
- ❑ Students must remain seated when riding the bus (state law).
- ❑ 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, drinking, and chewing gum are not allowed on the buses unless the driver permits it. (For example, a driver might allow eating on a long field trip.)
- ❑ Students on the vans must wear seat belts.
- ❑ Walkmans are allowed on the buses; electronic games are not.

It is sometimes deemed necessary to have assigned seating on the buses, for all students, individuals, or groups of students.

Students who misbehave while riding the bus or waiting at a bus stop away from the school grounds may receive demerits. Bus affairs are handled by a committee of parent volunteers and a transportation coordinator.

DRIVING AND PARKING

Osgood Road is a narrow country road, with poor visibility in spots, and it is likely that there are pedestrians, animals, and on-coming traffic at any given time. Drivers should carefully observe the speed limit of 25 mph. The hill below the Lower Building drive is not suitable for two-way traffic, and is designated Exit Only. Cars dropping off students at the main parking lot should not park near the entrance or drive down to the building, but should drive through to the end of the parking lot near Schongallas'. Cars should not park on the right-hand side of the drive or in front of the office. Drivers should be especially cautious and alert in the parking lot and on the Ashram Road.

LOWER BUILDING DROP-OFF AND PICK-UP

MORNING DROP-OFF: Drivers should not stop behind the bus on Osgood Road. Drivers should continue to the end of Osgood Road and turn down the access road to get to the Lower Building. Parents dropping off children may drive down to the building, let the children out, and continue on out the exit driveway by the building. Parents who wish to walk their children to the building should park in the parking lot, and not in the driveway.

KINDERGARTEN NOON PICK-UP: Kindergarten children are dismissed by the teacher at the big rocks near the parking lot. Parents should wait for their children at the rocks. Drivers should exit the parking lot at the upper entrance, as it is not safe for cars to drive around the building while children are out at recess.

AFTERNOON PICK-UP: Parent drivers should arrive between 3:20 and 3:25 and drive into the parking lot, pick up the children, and continue out the exit driveway by the building to return to Osgood Road.

BICYCLES

Students may ride bicycles to school. They should be stored during the day and not used during school time (with the exception of Bicycle Club at Friday club time). The parking lots, driveways, and track are not to be used as bicycle courses.

STUDENT CARS

School permission for student cars is granted on an individual basis. Written permission from parents must be on file for students to bring cars to school. Permission should state insurance coverage. No passengers will be allowed unless the driver's parents and the passenger's parents provide written permission. Parental permission forms must be signed at the beginning of each school year, or during the school year when a student begins to drive.

No student cars will be used on field trips, as a rule. To minimize traffic on the road, students are encouraged to use the bus. Unsafe driving will automatically cancel the student's permission to drive to school for the rest of the year. Students must not leave the campus except in prescribed manners such as in school vehicles or in pre-arranged carpools.

DRIVER EDUCATION

The School does not offer driver education. If a student arranges lessons with an approved, certified teacher, part of the fee may be reimbursed by the state through the school. This should be discussed in advance with the Business Office.

TECHNOLOGY

COMPUTER RULES

Sant Bani School offers its students access to computers and the Internet for research and educational purposes. This access is a privilege that entails a responsibility of use in a moral, ethical, and legal manner, consistent with the school's values and mission. Students are encouraged to learn information skills and to use the Internet to help them locate and evaluate research materials, libraries, databases, and other responsible sources of information, to participate in education-oriented class projects, to pursue personal information needs, and to communicate with others, as time, grade level policies, and access permit.

Computers are located in the Computer Room, the Library, and various other locations throughout the school. Students are not allowed access to designated office and staff computers. The equipment must be treated with respect. Food and drink are absolutely not allowed in the Computer Room or in other computer workspaces. No one should load any software of any kind or make changes in the opening sequence, sounds, configuration, or hardware without the express permission of designated staff. Only licensed software that has been legitimately purchased by the school or a donor will be allowed. Specific software discs or CD-ROM discs should be handled carefully and returned to proper storage

places. Discs brought in from outside the school should be scanned with virus software before use in the machines.

Computer games are not allowed. Students may use headphones if they want to hear sounds, or when sound is allowed, the level must be set so that is not distracting to those nearby. Students should honor requests to lower sound levels without complaint or delay. Classes have top priority for using the room; these should be scheduled in advance to avoid conflicts. Second priority is for students doing schoolwork. Students should honor requests to yield without complaint or delay.

High School students have access to the Computer Room whenever they are free, provided they have signed out properly. Junior High students have access only during scheduled class time or study hall time, and younger students only as part of a class, or after school with special staff permission. Computers are available to High School students after school Monday through Thursday until the building closes at 5:30. Junior High students may not use the computers after school unless they have written permission from the teacher sponsoring them. High School students may appropriately use the Internet without direct supervision, and may use e-mail only on the machines designated for e-mail use. Students in Kindergarten through Grade 8 may use the Internet only with direct teacher supervision, and do not have personal e-mail privileges.

All students in Grades 7 through 12, with their parents in support, are asked each year to read and sign the Computer and Internet Acceptable Use Policy, which gives examples of acceptable and non-acceptable uses. These uses are spelled out to guard the interests of privacy, copyright, personal honesty, and respect for learning. Inappropriate use of computers, the network, or the Internet is considered a serious offense.

Additional rules for computer use in the Upper, Lower, and Middle Building classrooms are set by the classroom teachers involved. Any student found violating these rules will lose Computer Room privileges for a week or bear other consequences appropriate to the offense.

COPY MACHINE

Students should be aware that the copy machines are expensive to purchase and maintain; they may not use them without permission. The students should use the copy machine downstairs, near the business office. If it is necessary to use the teachers' machine, students should ask permission of the teachers in the room to enter the room and use the copy machine, even if their classroom teacher has given them permission. Any problems with the machines should be brought to the attention of the front desk.

VIDEO EQUIPMENT

Students may only use the school's video and television equipment to watch materials that a teacher has directed them to watch. They should not use the equipment without permission, or as entertainment during lunch recess.

ELECTRONIC DEVICES

Students may not bring pagers, beepers, electronic games, or laser pointers to school. (As new items are continually made available, this list is not meant to be complete.) Students may bring cellular

phones, but they should be turned off during the school day, and may only be used for necessary communications with a parent, and only with a teacher's permission and supervision.

LISTENING TO MUSIC

Personal listening devices such as iPods, Walkmans, or Discmans are allowed on the buses. For High School students only, they are also allowed during a student's free periods when played at a level that does not disturb. They are not allowed in or between classes, at required study halls, or at Morning Session, and should not be worn while walking around.

High School students may play music aloud in the Art Room, provided that the volume is low enough so that people in other areas are not aware of it. Music is not allowed in the Computer Room. Students should only use equipment that has been designated for student use.

MAINTAINING DISCIPLINE

DEMERIT SYSTEM

The demerit system is designed to help students progress toward independence and responsibility for their behaviors. Demerits may be given when staff members notice undesirable or inappropriate behavior; the demerit contains an explanation of the behavior that needs to change, along with the date and the name of the staff member issuing the demerit. The demerit is intended to be a communication tool. The school keeps a copy and the student takes home a copy that the parent must sign. Parents may write comments or questions on the demerit, or they may call the teacher for a follow-up discussion.

Demerits may be given for academic or disciplinary reasons. Academic demerits result from a failure to meet the standards for homework that have been set within the classroom.

When a staff member assigns a demerit, the white copy goes to the office and the pink copy is given to the student. The student must get his or her parent's signature and return the demerit to the office the next day. Failure to return signed demerits within two days results in further accumulation of demerits. Two or more demerits in one week result in assignment to a work squad during club time, or, for Junior High, after school.

Beginning with the Junior High level, the student may ask to have demerits reviewed by a student-faculty discipline committee.

In High School, consequences for demerits are determined the discipline committee. High School students do not have to get their demerits signed unless they have accumulated five demerits in a semester. If a student has received five demerits in a semester, parents will be notified. If eight demerits are accumulated in a semester, a meeting will be arranged with the student, the parents, and members of the Administration. At this meeting, appropriate consequences, which may include some probationary conditions, are set forth.

Beginning with Middle School, ten demerits results in a mandatory one-day suspension during which the student composes a letter to the school reflecting upon his or her behavior and commitment to the school, and the student is placed on probation. At fifteen demerits, the student may be expelled or required to take a leave of absence.

Number of demerits is reported quarterly along with the attendance records. Demerits are recorded cumulatively during the current semester and erased at the end of each semester.

PROHIBITED BEHAVIOR

While most Sant Bani students are well behaved in school and in school-related activities, lapses sometimes occur. The following is a list of some of the behaviors that are considered inappropriate and that may result in a disciplinary demerit.

- Fighting or rough-housing
- Name-calling and teasing
- Foul language

- ❑ Rudeness or insubordination (e.g. failure to honor a reasonable request)
- ❑ Disruptive or otherwise inappropriate behavior
- ❑ Inappropriate display of affection (holding hands is acceptable)
- ❑ 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
- ❑ Causing damage to buildings or furniture
- ❑ Making a mess and leaving it
- ❑ Wearing outside shoes inside
- ❑ Running in the buildings
- ❑ Playing ball in the buildings
- ❑ Throwing things in the buildings
- ❑ Unsupervised snowball throwing
- ❑ Playing ball or throwing things near the buildings
- ❑ Having bare feet outside (except on playing field)
- ❑ Climbing trees
- ❑ Chewing gum on school grounds or vehicles
- ❑ Eating or drinking on the bus (unless expressly permitted)
- ❑ Eating at times or places not designated
- ❑ Skipping classes or assigned study halls or activities
- ❑ Leaving the campus without permission
- ❑ Being late to class or activities
- ❑ Being in unauthorized areas
- ❑ Using phones or copy machine without permission
- ❑ Using or carrying a Walkman or other personal music device (Students may use them on buses; High Schoolers may use them during free periods, but not between classes or at Morning Session.)
- ❑ Unauthorized use of radios, tape players, etc. (High Schoolers can use them in the Art Room or High School lounge, as long as the volume is not too high.)

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

MAJOR DISCIPLINARY OFFENSES

These may be handled independently by the Administration, or by the Administration in concert with the Discipline Committee. All major offenses become part of a student's permanent record and are not reduced or erased. We are required by law to report illegal activities to proper authorities.

Major disciplinary offenses include:

1. Possession, use, or procurement of tobacco
2. Possession, use, or procurement of alcohol
3. Possession, use, or procurement of other drugs
4. Creating a fire hazard
5. Possession or use of explosives or firearms

The above offenses will result in an immediate suspension, during which the Administration will review the situation and recommend further action, such as loss of privilege or expulsion. A second offense will result in expulsion.

6. Possession of knives, darts, fireworks, bows and arrows, or other dangerous materials
7. Dishonesty, including any act of plagiarism, cheating, lying, or stealing
8. Vandalism, including any act of intentional destruction of personal or community property
9. Intentional or irresponsible behavior that endangers the well-being of another

Major offenses require a meeting with the Administration, the students, and the parents, which may result in 1) suspension, 2) expulsion, or 3) loss of privilege.

It should be noted that in any instance of particularly antisocial behavior the school reserves the right to require a student to leave.

OFFENSES OUTSIDE OF SCHOOL

The school will take action, which may include suspension or expulsion, when illegal activities outside of school affect the reputation or atmosphere of the school (for example, when police action occurs).

On July 18th, 1995, Kent received a response from Sant Ji regarding behavior problems and the disciplinary action taken by the Administration. Kent had shared what was happening in great detail. Sant Ji said:

“Tell Kent that whatever he is doing is approved by Me, and he should continue doing that. It is very important to maintain the name and reputation of the school because that is equal to the name and reputation of Master Kirpal. Those people who are saying that they should not be asked to keep their children away from the school because it is the Master's school should also think of maintaining the name and reputation of the school. And if their children cannot glorify the name of the school and the Master at least they should not continue doing those things which deglorify it. So tell Kent that he should continue doing as he is doing as it is very important to maintain the name and reputation of the school.”

PARENT INVOLVEMENT

Parents have a variety of means to present their views, suggestions, and concerns. In addition to ready access to faculty, there are scheduled parent-teacher conferences and general parent meetings. An active parent committee meets monthly and provides a format for fund-raising efforts and discussion of parental issues. Monthly all-school newsletters and calendars contain much useful information, and notices for parents are frequently sent home with the students. Some grades publish a separate newsletter. Parents have many opportunities to be involved by assisting with Art Blocks or clubs or by accompanying a class on field trips.

PARENT PARTICIPATION

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.

1) CLEANING. Parents clean the school on weekends on a rotating basis. A master cleaning schedule is mailed to parents in September. Each family is responsible for approximately four cleaning times throughout the year. Depending on the speed and difficulty of the section assigned, about 4 person-hours are required to complete the task. If a family cannot clean its required section, it is responsible to change with another family or make arrangements for the section to be cleaned. The office staff at the school cannot make arrangements for individual families. If a section is not cleaned the family is assessed a \$50 fine.

2) FUND-RAISING. Parental participation is necessary for Parent Committee fund raising events such as the Citrus Sale, the Catalog, the Cabaret, and the Yard Sale.

3) PARENT WORK DAY. Parents are called on for Work Days scheduled on one or two Saturdays in the late summer to prepare for reopening. Alternate Work Days can be arranged individually. Full participation is expected. The Maintenance Department often supervises the coordination of Parent Work Day.

Enrolling a child in the school is a commitment to 1, 2, and 3 above. Parents are also expected to attend the general parent meetings (thrice yearly) as well as individual parent-teacher conferences (following the semester and mid-semester reports).

PARENT COMMITTEE

A Parent Committee exists to plan fund-raising and social activities and to act as a sounding board for concerns of parents. Activities planned and conducted by the Parent Committee include a fall Pot Luck Dance, a Citrus Sale, a Holiday Catalog, Dinner Get-Togethers, Adult Education Days, a Cabaret, and a Yard Sale.

ADULT EDUCATION DAY

The Parent Committee organizes as a fund-raising activity one or two Adult Education Days during the year, on Saturdays, open to the community. Teachers and parents are invited to offer courses in a variety of areas, from auto mechanics to esoteric Christianity. There are morning and afternoon offerings, with a meal available in between.

OPEN DOOR POLICY

Parents are always welcome to visit. They should call ahead to notify us before they come.

CLASS PARENTS

The Parent Committee assigns class parents for Kindergarten through Grade 12 from a list of volunteers. Homeroom teachers call on these parents to assist in arranging outings and special events.

PARENTAL OBLIGATIONS

Parents must adhere to school deadlines regarding registration, financial aid applications, etc. Late fees will be assessed as necessary.

Dates to remember are:

March 1--Registration deadline for the following year (including requests for Financial Aid Application). A \$20 non-refundable registration fee must accompany registration.

March 15--Financial Aid Application completed and sent to Princeton (**Our school code number is 7125.**) A copy of each family's worksheet and I.R.S. return must be sent to the school by this date also.

June 30--Tuition payments completed for present school year.

July 1--Completed Tuition/Enrollment contracts due at Front Office.

Please note:

- 1) Parents must fulfill all contract obligations for children to be admitted for the following year.
- 2) Requests for transcripts and recommendations will be honored only if tuition payments are up to date.
- 3) Extra cost programs (such as skiing) will be available only to students whose contracted tuition payments are up to date.
- 4) A late fee of \$5 per month will be charged to overdue payments. The fee is cumulative, and will be added to each period that the payment is due.
- 5) Exceptions to the above may be made only through the Scholarship Committee.

COMMUNICATIONS

FROM THE SCHOOL

KEEPING PARENTS INFORMED

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

- E-Mail and Voice Mail with Staff
- Parent Conferences
- Curriculum Nights
- New Parent Meeting
- Parent Committee Meeting (monthly)
- General Parent Meeting (three times a year)
- College Information Nights
- Course Syllabi
- Course Descriptions
- Grade Reports (four times a year)
- Honor Roll
- Summer Mailing
- Various class newsletters
- Monthly Newsletter
- Trumpet of the Swan
- School Website (www.santbani.k12.nh.us)
- Fliers about appropriate town and community opportunities and events
- Local newspaper articles
- Special Events (e.g. math nights, Projects Period display, Lower Building museums)
- Performances
- Sports Banquets
- High School graduation
- Published list of 'who to ask for what'
- Bulletin boards
- Permission Slips
- Demerit Slips
- Phone List
- Phone tree, radio and TV announcements
- Assignment Books
- Handouts and announcements sent home with students

CURRICULUM NIGHTS

Three curriculum nights are scheduled in the fall, one for Kindergarten through Grade Two; one for Grades Three, Four, and Five; and one for Grades Six, Seven, and Eight. Parents come and spend time in their children's classrooms and meet the teachers, both in the main academic and the specialty areas. Course syllabi are handed out and the teachers present information about their program and plans for the year, including specific details about homework expectations. Parents have an

opportunity to ask questions. Curriculum nights provide important information and parents are expected to attend.

SYLLABI

At the beginning of each year, the teachers write syllabi, containing information about what they plan to teach, what books they use, and what sorts of projects and tests they plan to use. These are assembled by grade level and are available at the Front Office and at Curriculum Nights.

COURSE DESCRIPTIONS

Course descriptions are written by teachers at the end of each semester, and provide a way to look back and review the material that was taught over the semester. They are assembled and are available at the Front Office; they are generally included with reports and are made available for Parent Conferences.

SCHOOL CANCELLATION OR DELAY

School is cancelled or delayed when the roads are considered hazardous or impassable, or when the buildings cannot be used due to power failure or problems with heat or water supply. Cancellations and delays are announced shortly after 6 a.m. over radio stations WLNH (1350 AM in Laconia), WNNH (Oldies 99 in Concord), WFTN (94.1/1240 AM in Franklin), and on Channel 9 television (WMUR); they are also posted on WMUR's website (wmur.com). In addition, parents are notified by phone tree and a phone machine at the school carries the message.

When a two-hour delayed opening is announced, parents should keep in touch through radio or phone machine to know of any changes; sometimes a delay turns into a cancellation. When there is a delayed opening, the buses run the usual route but two hours late. A delayed opening does not cancel the Kindergarten program.

Sometimes, due to variation in local conditions, it may not be obvious that school might be cancelled. It is essential that people in the phone tree fulfill their responsibility to call the people who have been assigned to them.

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 by phone and a message is posted on the school phone machine.

EARLY SCHOOL DISMISSALS

On occasion, deteriorating weather conditions make it clear that the school should send the students home early. Since so many of the students do not live close to their bus stops, we notify all the parents personally by telephone tree rather than relying only on radio announcements.

If on a particular day when the forecast suggests the possibility of an early dismissal, and a parent knows that he or she will not be at home, the school should be notified with a note or a phone call. Otherwise it becomes difficult for both the school and the student to know what to do, and causes delays in the whole dismissal process. If a parent cannot be reached, we rely on the information provided on the student's emergency information sheet to help us make safe arrangements.

PHONE TREE

Given our geographical situation, it is necessary for us to have a phone tree to notify families of school cancellations or delayed openings. The office staff sets up the phone tree, and, before being assigned, people are consulted about their willingness to be responsible for calling others. It is essential that each person fulfill his or her role in the phone tree in a responsible manner.

A head caller on the phone tree is notified about a cancellation before 6:30 a.m. The news should be relayed without delay. The names of people to call are listed in the order in which they should be called, as some of them may have other people to call; if there is no answer, the caller should move on and then try the person again. Conversations should be kept brief. In cases of shared custody, the hub caller will only call one parent, and that parent is responsible for passing on the information if needed. In case of delay, people should be advised to keep their phone lines clear so that they may be notified if the delay becomes a cancellation. A hub caller who plans to be away should arrange for a substitute, and should notify the appropriate people.

LISTSERV

The listserv is used to communicate late-breaking news from the school such as meeting changes and cancellations, weather cancellations or delays, reminders of special events, and more. The list will not replace any of the communication methods already in place, such as the monthly newsletter or phone tree. It is intended to supplement these and bring you news that we currently have no good way to share. All messages will be approved by a Sant Bani administrator. To join the ‘SantBaniSchool’ group, go to www.yahogroups.com and follow the instructions to create a user name and password.

MONTHLY NEWSLETTERS

Newsletters and calendars are issued monthly to keep parents up-to-date with school events.

TRUMPET OF THE SWAN

The *Trumpet of the Swan* is a publication sent out once or twice a year to a wider national audience. It contains features and photos about various aspects of the school and information about alumni.

NOTICES

Postal service is expensive, so students are often entrusted with written information 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:

- 1) Field trip forms, which must be signed and returned to the school
- 2) Announcements for upcoming special events such as meetings, presentations, recitals (often including a request for baked goods, etc.)
- 3) Calendar/schedule changes
- 4) Art Block and club information

SUMMER MAILING

A large packet of information is mailed out in mid-summer. This mailing contains many essential communications that help to orient parents for the upcoming year. The mailing also includes requests for health records and the emergency information sheet that must be returned before the opening of school. (The school must be notified of any changes on the emergency information sheet so that it remains current for early school cancellations on snowy days, etc.)

FROM PARENTS

EMERGENCY INFORMATION SHEETS

It is important for the school to be able to contact parents quickly, for such reasons as emergencies or early school dismissals. Emergency information sheets are mailed to parents in summer and must be on file in the office before school begins. It is the responsibility of the parents to inform the school of any changes, so that these sheets are kept up-to-date and useful.

KEEPING THE SCHOOL INFORMED

It is important to tell the School Health Care Office, the Counseling Office, or your child's teacher if there has been a notable change in your child's life. Sometimes these changes can affect performance at school. For instance, if a death occurs in the family, a child may be understandably distracted in classes. If the school has not been notified of the event, that change in behavior may be missed or hard to explain. Other examples of notable changes that the School should know about would be alteration in medication such as dosage, type, or time administered; dramatic changes in the household such as a separation or divorce; or a move to a new location.

QUESTIONS AND CONCERNS

We understand that in the complexities of parenting and of fitting together all the pieces of school and family life, questions arise. We want parents to feel that it is natural and appropriate to ask questions when they are uncertain, and to offer their viewpoints. Communication is key, so don't hesitate to discuss or call with questions at any time.

We encourage parents to begin with the teacher if there are concerns about a specific class. Here is a list of subject areas and people who may help. If they do not have the answers, they can probably direct you toward the appropriate person.

Principal	Kent Bicknell
Admissions	Susan Dymont
Elementary School Dean (K-4)	Karen Gregg
Middle School Dean (5-8)	Lynne Allen
High School Dean (9-12)	MaryAnn Sanborn

Curriculum, Dean of Studies	Jonathan Powell
School Health Care Office	Linda Surowiec
Tuition Payments	JoAnn Malinowski
Phone List	JoAnn Malinowski
Grants, Donations, Gifts-In-Kind	Megan Farkas
Endowment	Kent Bicknell
Parent Committee	Maya Hardcastle
Attendance, Front Desk	Roxanne Del Frari
Transportation	Linda Surowiec
Weekly Cleaning	Pam Hunt
Science	Robert Schongalla
English	Karen Bicknell
Mathematics	Ellen Carlson
Technology	Richard Danahy
Social Studies	Beth Robinson, Brenda Diederich
Foreign Language	Debbie Asbeck
Performing Arts	Craig Jaster
Service	Hillary Pincoske, Todd Schongalla
Athletic Director	Maya Hardcastle
College Guidance	Susan Dymment
Counseling; Health Education	Deb Stanton, Priscilla Fay
Special Education	Lynne Allen
Art Block, Clubs	Hillary Pincoske
Library	Mary Ann Sanborn
Maintenance	Sam Conkling
Alumni	Joyce Marinace

APPENDIX

SPIRITUAL TEACHINGS AND THE MEANING OF “SANT BANI”

Visitors to the Sant Bani School who are not familiar with the teachings presented at Sant Bani Ashram often have many questions regarding the Ashram's spiritual path. The Masters teach that God does exist. At some point in the past that Supreme Power (beyond all labels of female or male) chose to become many from One. Utilizing the vibrational forces of Sound and Light, God created the many levels of creation and sustains them through these same forces. This Current of Light and Sound is the loving Force that gives life to the universe and thus exists within every human being. Although it provides each soul with a direct link back to God, most often it lies dormant within us, covered up by our day-to-day lives and personalities. It is, however, every human's birthright to be put in touch with these twin inner forces of Light and Sound and to follow them back to God in this lifetime. A “Master” or “Satguru” is a Spiritual Teacher who, because She or He has done this, can put others in contact with the Light and Sound already existing within; this experience is called “initiation”. This connection is nurtured and developed with the Grace of God through daily meditation practices and self-introspection. It is, above all, a path of Love.

Newcomers often wonder about the name “Sant Bani.” While these words are defined individually below, it might be helpful to point out that there are several possible interpretations in English from the Sanskrit original. *Sant* can mean holy, pure, or saintly, and *Bani* can mean the sound current, hymn, teaching, or word. *Ashram* is a generic term generally used for a holy place of retreat and prayer and service. Thus “Sant Bani Ashram” could be defined as a retreat place (Ashram) dedicated to the holy (Sant) sound (Bani) or Word of God. Master Kirpal Singh Ji once defined it to Russell Perkins as “a place where the teachings (Bani) of the Master (Sant) are put to work.” The work of the Ashram is spiritual – and in the hands of Sant Ajaib Singh Ji. The School is dedicated to giving a sound all around education in the context of and in support of a spiritual way of life. The School and the Ashram are viewed as having distinct purposes, which nevertheless are not exclusive of one another.

GLOSSARY

The following guide is presented to acquaint new parents of Sant Bani School students with terminology they may encounter through their association with the school. If more information is desired, parents may contact Sant Bani Ashram, which has a lending Library of relevant books as well as a large selection of books for sale.

AHIMSA	Non-violence; a way of life that respects the sanctity of all life, including animals. This is the philosophy behind the vegetarian diet.
ASHRAM	Shelter, place of retreat.
ATMAN	Soul; the essence of the individual, and of the same nature as God.
BANI	Teaching, writing, word or song; can mean the Sound Current (the Word) creating and sustaining the universe.
BHAJAN	The practice of listening to the Sound Current within; often used for holy songs and hymns
DARSHAN	Glimpse or view of the Master's Form, either inner or outer.
GURU	Literally, "dispeller of darkness"; a competent spiritual teacher.
JI	Signifies love and respect; added to personal names or titles
KAL	The Negative Power, who keeps the lower creation under the control of maya.
KARMA	The law of action and reaction, based on desire and I-hood, which causes reincarnation and to governs the fate or destiny of each life. Actions done in one life form the basis of the karma of the next life.
MAHATMA	Great Soul
MAYA	Illusion; seeing things in such a way that individual forms appear real in themselves and the Power of God which gives them reality is not seen.
NAAM	Name; refers to the Creative Power of God, analogous to the term Logos or Word in the first chapter of John.
PARSHAD	A gift from the Master; food blessed by the Master.
SACH KHAND	The Region of Truth; the fifth inner plane and first purely spiritual one. The seat of the true God.
SANGAT	The community of disciples of a living Master.
SANT	Saint or Master; holy.
SANT MAT	The Path of the Masters. It is the inner core of all revealed religions, and thus compatible with them all.
SAT	True; that which exists.
SATGURU	Master of Truth or true Master
SATSANG	Literally, "association with truth"; refers to meetings of disciples presided over or authorized by a Satguru.
SATSANGI	A disciple of a Satguru.
SEVA	Service; selfless work for the benefit of others.
SEVADAR	A person who performs seva.
SHABD	Another term for Naam or Word, the Sound Current that both creates and sustains the universe and takes the souls back to God.
SIKH	Literally, "disciple"; usually used to refer to the followers of an Indian religion which has its origins in Sant Mat.
SIMRAN	Constant remembrance of God, through a mantra or repetition of certain words; interior prayer.
SURAT SHABD YOGA	The spiritual practice taught in Sant Mat. It means the <u>union</u> (yoga) of the <u>attention</u> (surat) with the <u>Sound Current or Word</u> (shabd).

LUNCHESES

All food that comes to Sant Bani for lunches and snacks, or for field trips, sports, or other events, should be completely vegetarian. When shopping, 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.

- ❑ Gelatin or Jell-O products contain animal products; even Kosher gelatin is almost always made from animals.
- ❑ Eggs are usually found in mayonnaise, marshmallows, French dressings, some brands of ice cream, any French Vanilla ice cream, and some cookies, cakes, rolls, or candies.
- ❑ Cookies (or other products) with “shortening” or “lard” are not acceptable. Products labeled “shortening” or “pure shortening” may be made with pure or mixed lard. Unless “vegetable shortening” or “butter” is clearly stated, do not use.
- ❑ Items that do not list ingredients, such as bakery items, are probably not OK to bring to school, unless they have been investigated.

Fortunately there are many ready-made wholesome vegetarian items available to today’s shopper to supplement, or even be the basis of, school lunches. Besides fresh fruit and vegetables (for salads and to use with dips), there are quite a few appropriate frozen items in the local supermarkets (Shaw’s, Hannaford, and Shop’n’Save):

- ❑ Cheese pizza
- ❑ bean or veggie burritos
- ❑ frozen entrees
- ❑ veggie burgers (read labels carefully here, as many contain egg whites and therefore should not come to school)
- ❑ pocket sandwiches

Other ready-made items include the “in-a-cup” meals, be it soups and stews (check for chicken or beef stock), macaroni and cheese, or potatoes; the deli style soy-base imitation “meats” (“ham”, “bologna”, “turkey”, “bacon”) that can go in sandwiches; and the almost countless variety of vegetarian “hot dogs” (again, check labels for eggs).

Of course, sandwiches are still popular: peanut butter and jelly; cheese or tofu with lettuce and condiments; hummus with sprouts or lettuce; imitation bacon bit, lettuce and tomato (with eggless mayonnaise); cream cheese; salad and grated cheese in a pita pocket, etc.

Most of the eating areas have at least one microwave available for student use during lunchtime – some rooms also have a toaster for bread or bagels.

Other popular items:

- ❑ salad (with dressing packed separately)
- ❑ left-overs from the night before
- ❑ microwave popcorn
- ❑ carrot sticks or celery sticks with peanut butter or cream cheese
- ❑ fruit (fresh or canned)
- ❑ nuts or sunflower seeds
- ❑ Yogurt, with granola, or with fruit and maple syrup (beware: “custard” style with kosher gelatin is not vegetarian).

The cookie aisle in the grocery store seems like a mile long if you are trying to read the ingredients on all the packages. Many of the “Lite” varieties have egg whites in them to make-up for the missing fat. Here is a short list of some of the eggless ones (but do read labels, because ingredients change!):

- ❑ Shaw’s Shortbread
- ❑ Nabisco Chocolate Chip
- ❑ Keebler Droxies
- ❑ Sunshine Vienna Fingers

Of the imports:

- ❑ LU “Le Petit Ecolier” (biscuit with chocolate on top)
- ❑ Windmill ginger cookies
- ❑ Walker Shortbread

For the “sweet-tooth”, recipes abound for home made cookies, cakes, pies, and other desserts. Try some from the school cookbook, *Cooking with Light*, or any of your regular, favorite recipes, substituting for the egg. The easiest egg replacer to use is the powder sold by Energy Egg Replacer (available at local natural food stores). Mix the powder with water, milk, or soy milk (using an electric mixer assures no lumps) before adding to the recipe. Other egg substitutes are flax seed ground to a powder and cooked with water (1:3 proportion) for about 5 minutes; lecithin, in liquid form or granulated; even arrowroot powder, in a pinch, can work.

SAMPLE LIST OF REQUIRED SUPPLIES

KINDERGARTEN: A solid blue 2 ½” Heavy Duty three-ring binder; a backpack, labeled, large enough for papers and extra clothing; one roll Advantix film; a pair inside shoes suitable for active play; one box unscented tissues.

GRADE 1: A backpack, labeled, large enough for papers and extra clothing; one roll 35 mm film; a pack of pencils; a pair inside shoes suitable for active play; one box unscented tissues.

GRADE 2: A sturdy homework folder; two packs of pencils; a backpack, labeled; extra clothing, labeled; a roll of 35 mm film (400 speed); a box of tissues; a box of wetwipes; a pair inside shoes suitable for active play.

GRADE 3: Two or more spiral notebooks (50-100 pages wide-ruled); 30 pencils; one or two erasers; a flat folder for papers; a basic calculator; a 12 “ metric and English ruler; a backpack, labeled; a roll of 35 mm film (100, 200 or 400 speed), 24 exposures; a box of tissues; a pair inside shoes.

GRADE 4: One 3-ring loose-leaf notebook with dividers; 2 or 3 packages (400-600 sheets) wide-ruled 3-ring notebook paper (**not** narrow-ruled or college-ruled); a blue half-year assignment book, available from the School; 30 #2 pencils; a basic calculator; a 12 “ metric and English ruler; a good (for drawing circles); a change of clothes; a roll of 35 mm film (100, 200 or 400 speed), 24 exposures; a backpack or bookbag.

GRADE 5: 3 ring loose-leaf notebook or “Trapper Keeper” with dividers; 2 packages (400-600 sheets) wide-ruled 3-ring notebook paper (**not** narrow-ruled or college-ruled); a one-year assignment book, available from the School; 30 #2 pencils; a set of 12 colored pencils; a TI Explorer calculator, available through the School; a dictionary (*American Heritage* or *Random House College Dictionary*); a backpack or bookbag.

GRADES 6 THROUGH 8: A “Master Notebook” available through the School, consisting of a 3-ring D-Locking binder, 3 inches wide, a zipper pouch with 3 holes to fit in the binder, a plastic 3-hole punch and 32 tabbed dividers; 1 box of colored pencils; 10 book covers, non-adhesive; 1 package of blue pens, 1 of black; a year’s supply of wide-lined paper; a 12” metric/English ruler; 24 #2 pencils and/or a mechanical pencil; *American Heritage College Dictionary*, available through the School; 2 spiral notebooks, with 3 holes, for journals and class notes; a sketch book, preferably spiral bound with 3 holes; a backpack large enough for the Master Notebook; a blue half-year assignment book, available through the School; calculators – for 6th and 7th Grades, the TI Explorer, and for 8th Grade, the TI-83/84 Plus; and 8th Graders need a response journal (a spiral notebook) for English class.

HIGH SCHOOL: High School students are expected to have the supplies they need to take notes, to do homework, and to organize and manage their work. This would include notebooks, paper, assignment books, pens and pencils, index cards, flash drive, computer diskettes, book covers, and a backpack. 11th Graders need a response journal (a spiral notebook) for English class. The English Department requires *Rules for Writers* by Diana Hacker; the *American Heritage College Dictionary*; Spellcheck – American Heritage/Houghton Mifflin publications; *Webster’s New World Thesaurus*; these items are all available through the School. Math students need a TI-83/84 Plus Graphing Calculator.

ADMINISTRATION

Principal	Kent Bicknell
Administrative Dean	Susan Dymont
Dean of Upper School	MaryAnn Sanborn
Dean of Middle School	Lynne Allen
Dean of Lower School	Karen Gregg
Dean of Studies	Jonathan Powell

DEPARTMENT HEADS

Admissions	Susan Dymont
Art	Ann Saunderson
Athletics	Todd Schongalla
Business	Jonathan Powell
College Counseling	Susan Dymont
Development	Kent Bicknell with Megan Farkas
English	Karen Bicknell
Foreign Languages	Debbie Asbeck
Health Education	Deb Stanton
Library	Mary Ann Sanborn
Maintenance	Sam Conkling
Mathematics	Ellen Carlson
Performing Arts	Craig Jaster
Health Care	Linda Surowiec
Counseling	Deb Stanton
Science	Robert Schongalla
Service	Todd Schongalla
Social Studies	Beth Robinson and Brenda Diederich
Special Services	Lynne Allen
Technology	Richard Danahy
Transportation	Linda Surowiec

LIST OF STAFF

Kari Allen	2nd Grade Homeroom
Lynne Allen	Dean of Middle School; Administration; 8th Grade World History; Director of Special Services
Debbie Asbeck	Spanish; Cooking and Nutrition; Foreign Language Department Head
Becky Beane	Admissions
Karen Bicknell	JH & HS English; Women Studies; English Department Head
Kent Bicknell	Principal; Administration; Senior English; World Religions
Tina Busch	Elementary Art

HOMEROOM TEACHERS

Kindergarten	Karen Gregg
1st Grade	Hillary Martin
2nd Grade	Carol Dulac
3rd Grade	Sam Conkling
4th Grade	Jon Engle
5th Grade	Ann Littlefield
6th Grade	Jyoti Demian

PROJECTS PERIOD COMMITTEE

- Richard Danahy
- Maya Hardcastle
- Roxanne Del Frari
- Kathy Field and Linda Peck
- Rosemarie Marinace
- Ann Saunderson
- Beth Robinson
- Robert Schongalla
- Deb Stanton
- Service Dept. Assistance: Todd Schongalla and Hillary Pincoske
- Technology Assistance: Richard Danahy

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AGREEMENT BETWEEN HIGH SCHOOL STUDENTS AND THE SANT BANI SCHOOL



[Printable version of the HS Student Agreement](#)

All students entering or re-entering the high school are asked to read the talk entitled "Toward the New Education" by Sant Kirpal Singh. Then look through the short list of school requirements that follow and consider them very thoroughly before signing below.

We feel the following requirements are essential for creating the right type of atmosphere in the school. Strict compliance is a necessity. Your willingness to follow them is critical. Please do not sign unless you are willing to comply.

1. Only strict vegetarian meals may be brought to school or eaten during school-sponsored events.
2. No intoxicants: no cigarettes, alcohol, drugs, etc., are allowed on campus or during any school-sponsored event.
3. Students must understand both the spirit and the letter of the school rules and be willing to live within them.
4. A minimum of 2-3 hours of homework is assigned daily and each student is responsible for completing such.

I certify that I have read "Toward the New Education" and that I am willing to follow the above requirements.

Name

Date