

Proposal Due Dates:

Narrative Review: Grades 7-12 submit proposal narratives to English teachers before Mon. Jan 23rd for grammar review.

Grades K-12 All Completed Proposals due before:
Monday, January 30, 2012 by 3:30 pm

Projects Period Sharing Week:

Sunday, March 4 after 1 pm
bring large projects to school

Monday, March 5
*everyone returns to school
all day sharing for all grades*

Tuesday, March 6
*continue sharing for all grades
afternoon activity for Grades 1 - 8*

Wednesday, March 7
*regular day classes for all grades
Projects Display and Pizza Cafe
4 pm - 8 pm*

Thursday and Friday
regular classes for all grades

Sant Bani School
19 Ashram Road
Sanbornton, NH 03269
603 934-4240 fax 603 934-2970
www.santbani.org

rev. 1/7/2012 rjd

Sant Bani School



Projects Period 2012 Information

February 20 - March 2



This booklet belongs to: _____ Grade: _____

My Notes:

The 2012 Projects Committee Members are:

| | |
|------------------------|--------------------------------|
| Chair: Ann Littlefield | annl@santbani.org |
| Linda Peck | lindap@santbani.org |
| Rosemarie Marinace | rosemarie@santbani.org |
| Roxanne Del Frari | roxanne@santbani.org |
| Ann Saunderson | anns@santbani.org |
| Robert Schongalla | robert.schongalla@santbani.org |
| Carol Dulac | carol@santbani.org |
| Maya Hardcastle | maya@santbani.org |
| Beth Robinson | beth@santbani.org |
| Deb Stanton | deb@santbani.org |
| Kirsten Wilkinson | kirsten@santbani.org |
| Richard Danahy | richard@santbani.org |

• *Todd Schongalla, todd@santbani.org and Hillary Pincoske, hillary@santbani.org are available for Service Project questions.*

• *Debbie Asbeck, debbie@santbani.org is available to answer cooking/food project questions.*

• *Richard Danahy, richard@santbani.org is available for AV or Computer questions about sharing.*

Sant Bani School

Projects Period



Table of Contents

| | |
|--|----|
| Introduction | 2 |
| General Information | 2 |
| Committee Members | 2 |
| School Record | 2 |
| Required Hours | 3 |
| Weather | 3 |
| Traveling | 3 |
| Teams | 4 |
| Cooking Projects | 4 |
| Animal Projects | 4 |
| Career Projects | 4 |
| Service | 5 |
| Resource Person | 6 |
| The Proposal Form | 6 |
| Guidelines for a Good Proposal | 6 |
| Signatures! | 7 |
| Meeting the Deadlines | 7 |
| Proposal Due Dates | 8 |
| Returned Proposals | 8 |
| Approved Projects | 8 |
| Changes in Your Project | 8 |
| Sharing Your Work | 9 |
| Sample Project Evaluation Worksheet | 10 |
| Video and Media Presentations..... | 11 |
| Schedule for Projects Period and Sharing | 12 |
| Former Projects | 13 |
| Travel Guide | 14 |

In summary

Projects Period is a lot of work, but the reward of planning your own education for a period of time is worth every effort you can make. It has become both a tradition and an important piece in the educational life of Sant Bani students. The memories of growth and discovery that families and students hold are priceless and long-lasting.....

Your Projects Period Quest -

**Go forward,
discover and expand your talents, and
share with others what you learned !!**

Introduction

Off-Campus Projects Period is quickly approaching. Everyone in grades one through twelve (optional for kindergarten) will have an opportunity to do a project. This packet contains important information and guidelines to help you through the proposal process. Read these guidelines thoroughly and follow them carefully. Your project should expand your life's interests.

Dedicate yourself to the personal quest for new knowledge, experience, and skill - and use the time that Projects Period allows to get started.

General Information

Committee Members

The Projects Committee members are listed on the booklet cover and the school website. Members are ready to answer your questions or direct you to someone who can.

School Record

Approved Projects Period Proposal Forms as well as the evaluations become part of your permanent student record at Sant Bani School. A narrative and report on the quality of each student's project and presentation will be included with the third quarter progress reports. You must fulfill Projects Period requirements to move on to the next grade at [or graduate from!] Sant Bani School.

Required Hours

Remember when planning that you must meet the minimum required working hours *during* the Projects Period weeks. Of course you may do extra, but these are the minimum hours that you are to spend working on your project and the preparation of your presentation *during* the actual Projects Period weeks:

Sample travel project themes for this grade level:

comparing specific clothing styles, architecture, or language
investigating careers specific to the area
charting a relevant family genealogy (yours or someone else's!)
and connecting it with your trip
reflective theme writing
cataloging sounds or music
finding out about a specific local craft or art style
conducting personal interviews
comparing school styles...

Students in 9th -12th grade are expected to also -

Do considerable research before you travel. You should know the aspects of the area to which you are traveling that relate to your interest, and have packed the correct tools to study the topic. Information about your initial research should be included in your presentation.

If you are going to make a comparative study, narrow the focus of your study, and do a thorough job of it. For example, if your topic is a famous person or author from the area, be well read on that author before you leave, and have a list of nearby related sites to visit. If your topic is scientific, bring tools, take data, and be prepared to analyze it on your return. If your focus is career oriented, make contacts and secure appointments for interviews *before* you leave.

Plan the time to prepare a creative presentation of what you have found as well! This takes careful thought if you are returning just before the start of school and sharing.

Travel Guide

If you are fortunate enough that your project is centered around a trip or vacation and you wish to share some of your experiences, you should present your information in some educational, artful, and informative manner that demonstrates planning and thought.

Keeping a journal or recording your experiences with a camera and placing the photos in an album is a good start, but it is not enough to constitute a complete project for upper grade levels and talents.

Incorporate these ideas into your project:

For those in 4th & 5th grade -

Do some pre-trip research. Also, have a goal or focus to your trip, such as: comparing plants, animals, insects, architecture, food, geography, literature, language, government, music, art, etc.

Bring back lots of information that you have found about your topic, and make sure you have time to sort and study the information, as well as prepare an interesting presentation of your findings.

In addition for 6th - 7th - 8th grade -

You should have a *very clear* focus to your trip - you shall have written goals and have gathered information *before* you leave. Locate, organize and bring the tools of your research with you: books, guides, cameras, measuring devices, tape recorders, sketchbooks.

Once you return, sort out and study your work, create an imaginative way to present the information. Assemble and *practice* your sharing.

**25 hours for high school students
20 hours for junior high students
15 hours for kindergarten through sixth grade**

Get Ready!

Think about the many possibilities and what project you might like to do. A list of projects done in the past by Sant Bani School students is also included (p.13) to give you an idea of projects that are possible - but don't let your imagination be limited!

Here is a chance to plan and do something new and different. Make the most of this wonderful opportunity! Discuss your ideas with your parents and teachers.

- * Read this booklet
- * Make a list
- * Narrow down your choices
- * Make some inquiries, *and then*
- * Decide on what project you would like to do!

In deciding, please keep all of the following in mind: Quality in sharing your accomplishments

This is a very important aspect of Projects Period. Look over the evaluation worksheet in this booklet (p.10) to see what the staff and your fellow students will be looking for when we view your project and presentation. Consider which parts of your project should be included for the Project Display and Pizza Café. Each student is required to have a quality labeled display of their project for the group sharing and the evening Projects Display and Pizza Café. If sources are used and quoted, the sources of the information, including Internet sources, should be cited.

Weather

If your project depends on the weather, you must include a very specific backup plan or have an additional project approved in case the weather does not accommodate you.

Traveling

If you are fortunate enough to be traveling during Projects Period, and your project is based on your travels, please review the information in this booklet (p. 14) called "*Travel Guide*." There are some extra preparations and considerations.

Teams

When students work together on a project, each member of the group must submit a separate proposal, and, of course, equally share in the work and presentation. The teamwork starts right now with the planning and proposal preparation. It is best to clear your team's idea with the Projects Committee members very early in your process to get some feedback before getting too far along with your specific plans. Also remember that each team member will be evaluated separately in the sharing.

Cooking Projects

All cooking and food projects must follow the regular school rules with regards to the ingredients: only meatless, eggless, vegetarian dishes should be prepared.

Animal Projects

All animal projects or animal related projects must follow the spirit of school rules with regards to vegetarian food and reverence for life. Projects should not promote or result in animals used for food or in food products.

Career Projects

One of your projects between grades 6 through 12 must be career oriented. A career oriented project involves completion of extensive research about a profession and a personal interview. "Shadowing", or going along with a person while at work and reporting on your findings, is encouraged. It is strongly recommended that students who joined Sant Bani in grades 10-12.

Former Projects

Here's a short list of projects from past years and other suggestions for ideas..... there have been hundreds of great projects!!

writing and illustrating poetry
weaving
jewelry making
refinishing a floor
learning to knit
painting with watercolors
learning oil painting
make a solar car
puppetry
solar cell experiments
work at a day care center
quilting
make a diorama
write and produce a video
build a radio from a kit
ski patrol assistant
basket weaving
make a calendar
observing the medical field
learn a computer language
baking breads
learn Yoga
learn SCUBA diving
volunteer at NH Veteran's Home
volunteer to make a web page for an organization
study/learn a photography process

silkscreening
design/make a poncho
furniture making
studying colonial houses
3-D sculpture
Batik
build a model
learn and perform magic
remodel a room
learn sign language
cook/create a cookbook
build a patio
create textile patterns
learn to horseback ride
write/perform music
Habitat for Humanity
marbleizing cloth
make mobiles
career in radio
make a baby quilt
learn cartooning
learn a musical instrument
learn Braille

Schedule for Projects Period and Sharing

1. The official dates for Projects Period are during the two week winter break. Your project should be done during this two-week period, and completed. School for everyone, without exception, resumes on the following Monday. Vacation and travel plans should not extend into Monday. The sharing is an important part of the fabric of your Sant Bani School experience, and should not be missed. All staff and students are expected to be here.
2. Small projects may be brought to school on the bus Monday morning. Large projects may be brought to the school on the Sunday before, *after 1:00 PM*, and set up. Signs will indicate where your project will be placed.
3. Monday and Tuesday when we return are regular length school days devoted to sharing projects. The students of the school are divided into groups and the sharing is done Monday and completed on Tuesday. You will know your sharing group and location before the break. An afternoon activity for students in grades 1 - 8 is usually scheduled for extra time on Tuesday afternoon.
4. The ***Projects Display and Pizza Café*** is scheduled for Wednesday evening. The projects are on display throughout the middle building, and an ongoing family pizza dinner Café is offered in the Art Room. The sixth grade hosts the Café as a fundraiser. Some years, students may be asked to share their projects in person at scheduled times during the evening. Family and friends of the school are encouraged to come and enjoy the hard work and collective energy of this all-school exhibit and celebration.
5. Wednesday, Thursday, and Friday of the week we return are normal school days for all.
6. The booklet cover has a summary of these dates.

Service

Because some of the most exciting projects have been service projects, and because part of Sant Bani School's mission is to encourage students to become involved in service, the school requires that **during high school (grades 9 - 12), at least one of your projects shall be a service project. All service proposals must be pre-approved by a committee member.** These projects often take more careful early planning, but you will find your parents and faculty very willing to help you. Almost any project can become a service project by extending your process or your product to be of service to others. Please remember that a service must be wanted by those you are serving for it to be helpful! Students enrolled in high school for two or more years will do a service project.

Examples:

"Sewing a Stuffed Animal" is a service if the sewn animals are hand delivered to an orphanage.

"Building a Patio" could be service to a hospice family who has no money to hire someone to do it.

"Producing a Puppet Show" can serve to brighten the day in a retirement home if you can find a way to transport your show.

Chances are you can find a way to serve others with what interests you.

Frequently check the Service Bulletin Board in the Middle Building for more ideas!! The Service Dept. staff remain available to assist you with ideas for your proposal as well.

Resource Person

Be considerate and polite when asking for assistance with your project from a family member, friend, or a professional. ***Work with your parents' absolute, complete and informed approval before contacting and arranging any resource help.*** The Projects Committee is available and willing to make some suggestions and assist when you know your topic of interest. Contacting your Resource Person should be done *as soon as possible*. A Resource Person can help you in many ways:

- * giving direct supervision and help with your project
- * providing materials, instructional books, and resources
- * being ready for your phone call questions
- * reviewing your idea, project work, and goals
- * making realistic suggestions
- * encouraging support as you learn and try
- * helping you work on and realize your creative ideas for the presentation and display
- * providing you lessons in a new art or skill

It is courteous, appropriate, and thoughtful to thank your Resource Person with a note when your work together is complete.

The Proposal Form

Complete the Proposal Form provided for your final draft. Follow “**Guidelines for a Good Proposal**” below. You may get directional assistance from parents or teachers.

Guidelines for a Good Proposal

If you are in grades one through three, you may print your own project description. Parents may help with the writing for Kindergartners. If you are in grades four through six, your project description needs to be written in cursive or word processed. If you are in grades seven through twelve, the project description portion must be word processed.

Additionally, these guiding questions are answered in writing during the assessment process:

How well was this project presented?

(Was it clearly explained; what did the product look like; did the presentation hold your attention?)

What was the most interesting part of the project?

What changes would improve this product or presentation?

Why do you think this was a valuable project?

(Did you learn anything; did the presenter learn anything?)

Video and Media Presentations

If your project is creating a video, then you must have taken a Video Editing Art Block or Club at school first to give you some background and editing skills. If you feel you have other expertise editing video/media, please contact the committee early and be prepared to submit an example of your work.

If you are just showing a video clip or other media clip as a part of your presentation, it should be short - shorter than three minutes - and you do not have to have taken the Art Block or Club.

Sample Project Evaluation Worksheet

A similar worksheet and rubric is used DURING the presentation by students and staff to take notes and make observations, and again later to help write up a formal assessment and report.

A. Content

| | |
|---|--|
| Proposal | |
| Proposal is clear and specific with limited revisions | |
| Goals outlined in proposal clearly met | |
| Project | |
| Spent appropriate amount of time | |
| Project chosen to expand the student's interests | |
| Quality | |
| Substance | |
| Amount learned | |

B. Delivery / Presentation

| | |
|---|--|
| Presentation | |
| Logically developed | |
| Spoke clearly | |
| Eye contact | |
| Time used efficiently and effectively | |
| Interest to audience | |
| Display | |
| Neat and Interesting | |
| Clearly explains and represents project | |

Students are encouraged to save their proposal onto their hard drive or flash drive for easy access in making any necessary additions and/or corrections. Additionally, students in Grades 7-12 will have the text of their proposals reviewed by their English teacher during the week before the due date.

Think of a good title that will describe your project. In the written description, state what you wish to do. Explain how you will go about it. Give very specific details. Please complete your proposal form with care. Write neatly and legibly, using correct grammar, spelling, and punctuation. Edit and make corrections, so that the committee members can focus on you and your ideas, not just on your writing mechanics. You should make rough drafts working towards a final quality description of your project and sharing method.

Your proposal will also say how you will share your project with your classmates, as well as describe your presentation for the Projects Display and Pizza Café.

The forms are on several of the school computers, and you may copy the file to use on your computer at home if you wish. Forms and this booklet are also available on the school's website at santbani.org to download. Be careful not to lose any of the components of the forms if you choose to use this resource. Extra paper copies are available at the front desk from Roxanne.

Signatures!

Notice that you will need to have your signature, a parent signature, and the contact information and signature from your Resource Person. Leave plenty of time to get these signatures. Your proposal is not complete without **all of them**. A phone call from your Resource Person is not acceptable we need to have a written confirmation of their commitment to help you. We have accepted a timely fax, written note, or e-mail if your resource lives at a distance.

Proposal Due Dates and Meeting the Deadlines

Turn your completed and signed proposal form in at the Front Desk to be reviewed by the projects committee. **Your complete proposal form must be turned in at Roxanne's desk by the day and time your proposal is due.** The due dates for this year are found on this booklet's back cover, the school website, online calendar, and the monthly parent newsletter. You will receive a demerit if your proposal is late, incomplete, or frivolous. If your completed proposal is then not turned in the following day, another demerit will be written and Friday clubs will be missed.

Returned Proposals

Your proposal will be returned to you with two committee member signatures of approval or with specific suggestions for changes and a deadline for those changes. If changes are necessary, please make them without delay, and then resubmit your proposal. It may be returned for substantial reasons, or just for you to repair oversights in grammar and spelling. When a returned proposal is not resubmitted on time, a demerit will be issued.

In keeping with the philosophy of Projects Period, you are asked to come up with a new project each year. Challenge yourself with something different and out of your usual character. Also, your project may not be a job where you are paid for the hours you spend.

Approved Projects

Once your project is approved you are off and running !! Before the actual Projects Period weeks, expect to spend some extra time getting organized, gathering materials, planning, and thinking more about your quality display and presentation.

Changes in your project

If for any reason you must change your project at the last minute, *you must discuss your problem and get approval for your solution and new project idea right away* from a member of the Projects Period Committee. You must pursue and contact someone to help you with this change.

Sharing Your Work

Be sure to review the included evaluation worksheet (p.10) so that you will know what is expected regarding the content and manner of presentation of your work. If photos are part of your presentation, leave enough time to have them printed so they can be properly displayed and shown at the time of your sharing. Practicing your presentation at home is helpful for everyone, particularly for younger grades. Each student will have *about* ten minutes to share project work and experiences, but the length is not as critical as the quality of your job. Be creative with your format. You should convey how it was done, show your new talent, and be ready to solicit and answer questions from classmates and staff about it.

The most memorable project sharings have been interactive in some way. If you have learned a new skill, teach us a part of what you have learned by having us try it on a small scale! You will also find the Sant Bani community to be a wonderful audience for your new dance, music skill, or art presentation. (Include *us* in your dance! - teach *us* how to knit a bit!)

Both students and staff participate in the evaluations of the presentations and projects. The presenter and evaluators meet together immediately after the presentation to discuss how the sharing went.