



SANT BANI SCHOOL

**PARENT-STUDENT HANDBOOK
2022-2023**

www.santbani.org

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This handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Sant Bani School and any parent, guardian or student affiliated with or attending the School. Sant Bani School reserves the right, in its sole discretion, to add, revise and/or delete School policies at any time.

*For the 2022-23 school year, certain programs might be impacted by COVID-19. Any program which could be modified or canceled will be noted as such by an *asterisk and the program description will be italicized.*

HANDBOOK INTRODUCTION

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operations are modified to deal with changes and new situations, so some of the information in this booklet may become outdated.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

All items in this handbook also apply to Little Swans Preschool. Information which pertains only to Little Swans can be found in the Little Swans section beginning on page 32.

ABOUT THE SCHOOL

OUR STORY

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

MISSION AND VALUES

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

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

HISTORY OF THE SCHOOL

Sant Bani School was founded in 1973 as an elementary school with six students and rapidly grew to include a high school. Due to changing demographics, the high school closed at the end of the 2014-15 school year and SBS is refocused on being a best-in-class K-8 program; Little Swans pre-school was added in 2017. Initially an outgrowth of Sant Bani Ashram, a spiritual retreat center, the School became an independent organization in 1983. Sant Bani School provides a high-level, comprehensive educational experience while also recognizing the value of the spirit and the unique gifts each member of the school community brings.

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

PHILOSOPHY

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

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

MEANING OF *SANT BANI*

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

GOVERNANCE

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

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

OUR GOAL

Statement made on March 29, 1983 by Sant Ajaib Singh to a group of SBS teachers who were on retreat at his ashram in Rajasthan, India:

"Ever since I have been to your school it has been my hearty desire—and still it is there—that the day should come when your school should become #1 in your area. And people from far and near should always have this desire: to send their children to your school. And even children studying in the other schools should have the desire of coming and studying in your school. That can only happen if all of you will work hard.

"So all of you should have love for each other. And respecting each other, you should teach the students in such a way that when they leave your school and go to other schools or colleges, they may brighten the name of your school."

ACCREDITATION & MEMBERSHIPS

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

CAMPUS & BUILDINGS

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

LITTLE SWANS EARLY EDUCATION PROGRAM (AGES 3-5)

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

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

- A balance of individual and group activities that focus on the social, emotional, physical and cognitive development of each child
- A consistent, predictable and safe community where children can form trusting relationships with their teachers and classmates
- Spacious, light-filled classrooms surrounded by 200 acres of woods, fields, trails and a natural playscape
- An environment rich in print and language, mathematics, critical thinking and children's relationship to the natural world
- Opportunities for enriching interactions with the K-8 program for learning and play
- Collaboration between teachers, children and their families that fosters respectful communication and understanding
- Teachers and staff who embody an attitude of appreciation and respect towards the children and one another.

ELEMENTARY SCHOOL (K-5)

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

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

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

- providing time for children to be active and explore their environment;
- using an inquiry approach, asking questions that may have more than one answer and that clarify the thought process;
- allowing children to make choices about their daily learning;

- providing opportunities for children to experiment, solve problems, and make fruitful mistakes;
- reinforcing caring and respect for each other in daily interaction; and
- valuing and displaying children's ideas, creations and discoveries.

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

MIDDLE SCHOOL (6-8)

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

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

DAILY LIFE

SCHEDULE

ARRIVAL/DISMISSAL

In preschool, students are expected to be dropped off between 8:15 and 8:30 am. In the afternoon, parents must pick their child up by 4:30 pm Monday–Thursday, and by 3:30 pm on Friday. Daily, all families must sign their children in and out in the Little Swans building, being certain to correctly note the time on the attendance sheet.

The K–8 school day begins at 8:30. Buses arrive by 8:25; parents who are driving their children to school should plan to arrive between 8:20 and 8:25. On Monday–Thursday, the school day ends at 3:15pm; parents may pick up students at 3:30. The optional After School Enrichment program continues until 4:15; afternoon buses leave at 4:30 and parents may pick up at this time as well. On Fridays, the school day ends at 3:30 for all students; buses run and parents pick up at this time. Kindergarten students may be picked up at 12:50 on Fridays without accruing an absence.

STARTING EACH DAY

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

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

HOMEROOM TEACHERS

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

RECESS

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

AFTER SCHOOL ENRICHMENT PROGRAM

After School Enrichment is an optional extension of the K–8 school day Monday–Thursday. It offers scheduling support for working parents and an opportunity for students to experience personal growth and make choices—either to spend time on things they enjoy, or to try something new in a supportive environment.

Two six-week blocks are scheduled per trimester, with Monday/Wednesday and Tuesday/Thursday sessions from 3:30 to 4:20. Most students will have snack and recess time at 3:10 before the start of enrichment programs; athletic teams will go straight to practice.

WEEKLY SHARING ASSEMBLY

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

MUSIC LESSONS *

Individual private music lessons, in voice and a variety of instruments, are offered at the School. Fees are set by the individual teachers and are competitive with standard private lesson fees. Scheduling is overseen by the Music Teacher in consultation with the Director of Educational Program, parents, and classroom teachers. Students must be in good academic standing to be excused from class for a weekly lesson. Sometimes an instrument can be borrowed from the School for a limited time with permission from the Music Teacher, who can also provide information on instrument rentals.

ANNUAL EVENTS

SCHOOL CALENDAR

A summary of the school year is posted on the website in the “Parents” section and in FACTS-SIS Resource Documents; specific, updated schedule information can be found in FACTS-SIS.

MOUNTAIN CLIMB *

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

PROJECTS PERIOD

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

Middle School projects must take at least 20 hours; Elementary School, 15 hours. (Kindergarten student participation is optional; preschool students do not participate, but Little Swans is closed during this time.) Students may choose to work as a team, but remain responsible for their individual contributions.

At the end of the break, two days of K–8 school time are set aside for sharing. Each student describes his or her project, and students and teachers take turns serving on teams to evaluate the project and the quality of presentation. These evaluations are shared with the student. All projects are displayed for families and friends following our return from break.

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

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

WRITERS’ FESTIVAL

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

MOVE-UP DAY

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

MIDDLE SCHOOL EVENTS *

Middle School events are planned regularly throughout the school year and are chaperoned by faculty volunteers. Guests from outside the School are welcome, but must be arranged for and approved in advance by the Director of Educational Program. Normal school rules apply. Some of these events may be held at off-campus locations; the same rules apply, and boundaries of allowed areas will be clearly defined.

PERFORMANCES *

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

GRADUATION

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

ATTENDANCE

IMPORTANCE OF ATTENDANCE

Attendance in school is of great importance at all grade levels and is considered a critical component of a student's educational experience. Time in class provides each student the opportunity to be involved with and understand

instruction, to share class dynamics and contribute to group experiences, and to ask questions. This is also a key time for the teacher to evaluate a student's individual progress and need for intervention, and to evaluate the progress of the group. This experience cannot be 'made up.' A day out of school means that the student falls behind in some aspect of the expected work, which can in turn lead to other problems. Parental support in this is essential, and it is the parents' responsibility to ensure the prompt and regular attendance of their children.

WHEN TO KEEP YOUR CHILD AT HOME

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

- Fever greater than 100.4°F (students with fever greater than 100.4°F must remain at home until they are fever-free for 24 hours without medication, such as acetaminophen or ibuprofen)
- Vomiting two or more times in a 24-hour period
- Undiagnosed rash
- Severe earache or draining ear
- Severe sore throat
- Persistent or severe cough
- Communicable disease

In 2022-23, there are additional protocols for remaining at home, as outlined by the MyMedBot daily tracking app and in consultation with the School Nurse. Please refer to the COVID FAQs posted in FACTS-SIS.

REPORTING ABSENCES

When a student will be absent, there are three options for notifying the school: Calling the front desk, indicating the absence in MyMedBot, or emailing frontdesk@santbani.org. Regardless of the notification method, the School should be notified between 8:00 and 8:30am. If you call before 8:00, please leave a voicemail explaining the reason for the absence. If the School has not been notified, office personnel will call the parent at work or at home to confirm that the student is absent.

All absences (quarter-, half- and whole-day) are counted towards total absences. Student arrival in classrooms after 8:35 is considered tardy; arrival between 8:45 and 10:15 will be recorded as a quarter-day absence; arrival between 10:15 and noon will be recorded as a half-day absence. Early dismissals between 12:00 and 1:30 will be recorded as a half-day absence, and between 1:30 and 3:20 will be recorded as a quarter-day absence.

REMOTE LEARNING

Should it become necessary for the School to move to a remote learning environment, students are expected to attend all live sessions and submit work according to teachers' directions. Lack of participation will be considered under the Excessive Absences policy, described below.

If an individual student needs to take an absence of longer than three days for health-related reasons, they may access the School's Remote Learning Program. Details of this program are posted on FACTS-SIS.

LEAVING CAMPUS DURING SCHOOL HOURS

Students may not leave the campus during School hours, on foot or by vehicle, without permission. Parents of students who need to leave early should inform the Front Office by calling or emailing prior to the departure.

ARRIVAL/RELEASE PROCEDURES DURING SCHOOL HOURS

LATE ARRIVAL: Parents should call the Front Office when they arrive on campus, and remain in their vehicle. The student will be directed to class and the teacher notified of the student's arrival.

EARLY RELEASE: Parents should call the Front Office to say that they are here to pick up their child, and remain in their vehicle. The student will be directed to the parent.

OFF-CAMPUS LOCATIONS: Parents must sign out their child with the supervising teacher/coach.

PLANNED ABSENCES

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

EXCESSIVE ABSENCES

Typically, a total of six absences in one trimester or 12 absences over the course of the year is considered excessive and may require a meeting between the Director of Educational Program and the family to set up an attendance contract. Failure to meet the terms of an attendance contract may result in loss of credit for a class or the semester, suspension, or requested withdrawal from school.

Greater flexibility will be offered for students who accrue absences due to COVID-19 symptoms or exposure.

PLANNED "LEAVES OF ABSENCE"

We try to support families and students in pursuing their passions. If you are interested in planning an extended leave (five or more days), please contact the Director of Educational Program to make arrangements. Please note that we offer limited accommodations under such voluntary absences. Tuition will not be prorated for any extended leaves of absence.

TRIPS & OUTINGS

GENERAL GUIDELINES

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

Normal school rules, including vegetarian food, apply. Any special procedures, such as buddy system and meeting times, should be carefully followed. Any student who does not plan to return with the group must arrange this ahead of time so that faculty members directing the trip know that parents have approved this and it must be communicated to the Front Office.

In certain circumstances when there is a request for students to ride in a non-Sant Bani School designated vehicle, permission must first be granted by the Head of School or Director of Educational Program. Expressed, written permission from a parent or guardian must also be obtained.

FIELD TRIPS *

Field trips are planned in advance and students will not be permitted to attend an off-campus activity if they do not have parental permission. Many field trips have additional fees associated with them.

OVERNIGHT TRIPS *

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

Grades 7-8 begin the year with an overnight trip at an off-campus location. This is an important part of the program; students on these trips participate in a number of group-building activities with their classmates and teachers, and new students have an opportunity to become familiar with the group and the teachers.

FRIDAY AFTERNOON CLUBS *

PROCESS & SCHEDULE

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

Clubs are scheduled on a "block" system.

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

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

WINTER CLUBS

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

SKIING & SNOWBOARDING

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

ATHLETICS *

PROGRAM GOALS

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

PARTICIPATION

Team sports are open to all students in grades 5-8. Teams practice during after-school enrichment time Monday through Thursday; meets and games are also scheduled during this time but may go later. There are also informal

opportunities for sports during recess and clubs. Sant Bani students are eligible to participate in Sanbornton Recreation Department offerings regardless of their town of residence.

In accordance with Sant Bani School policy, all Middle School students must participate in at least one school-offered sport per-grade year to fulfill required Physical Education requirements. Students may sign a waiver (found in the FACTS Family Portal) requesting to play an outside club sport in-lieu of playing a sport at school. If the petition is declined, an appeal process to the waiver will be reviewed by the Head of School on a case-by-case basis.

Students must be present for at least half a day to participate in a practice or game that takes place on that day.

Prolonged absences from school could impact a student's ability to participate fully in interscholastic sports upon their return to school. These cases will be handled on an individual basis, in consultation with the Coach and Athletic Director.

ATHLETIC EVENT PARTICIPATION

Prior to the first competition of the season, all team members must complete at least one (1) practice before they may take part in a competition.

On the day of an athletic event, students must attend school to be able to participate in the game/meet. On the rare occasion that an off-campus school trip conflicts with a Sant Bani School athletic event, the coach, Athletic Director, and Head of School will discuss participation in the sporting event with impacted families. Students may not miss a school trip for a club team event.

ATTENDING GAMES

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

ATHLETIC EXPECTATIONS

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

ACADEMIC PROGRAM

SCHEDULE

SUBJECT AREAS

Preschool includes: Literacy, Math, Science, Social Studies, Physical Education, Spanish, Art, Music, Drama and Health Education.

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

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

Service is integrated into the curriculum, and each class develops its own projects throughout the year. In addition, the eighth grade collaborates on choosing a capstone service project.

LUNCH & SNACK

There is a morning snack period and 45-minute lunch and recess period. Students are responsible for cleaning up their own eating space. All students practice “carry in, carry out” with all of their food and packaging. Soda, energy drinks and candy are not permitted as part of a student’s vegetarian snack or lunch. Other foods to be aware of include:

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

There are many websites that can provide recipes for vegetarian lunch options as well as many ready-made vegetarian items available in the grocery store to create nutritious and delicious school lunches. There are also many online resources for baking without eggs. A variety of ideas for lunches and snacks are provided in the Resource Documents area of FACTS-SIS.

EXPECTATIONS

SUMMER READING

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

Students are expected to read a designated number of books based on their grade level. Teachers provide recommendations for students based on interest and reading levels. Students in grades 6-8 are assigned specific summer reading books, which are discussed when school resumes in September.

SUPPLIES & EXPENSES

A list of supplies required for each grade level is available in the Resource Documents area of FACTS-SIS. Requirements vary from grade to grade and are specific.

During the year, there are additional expenses that the School strives to keep reasonable and affordable. These include field trip costs, paperback books (for some middle school classes), and some clubs. These expenses are billed through each family’s FACTS account.

TEXTBOOK CARE

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

CURSIVE WRITING

Research continues to show the value of learning and using cursive writing. Cursive is taught primarily in grade 3 and is reinforced and practiced in subsequent grades.

KEYBOARDING

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

HOMEWORK

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

ACADEMIC HONESTY POLICY

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

ASSESSMENT & REPORTING

CURRICULUM INFORMATION

Teachers in preschool and grades K-5 provide information regarding learning outcomes, teaching methods, and assessment on their classroom websites and present this information at a Back to School event in the fall. In grades 6-8, teachers provide a Course Overview for each subject, which includes the course title, teacher contact info, course description (a description of the subject matter), course objectives, required texts (textbook and materials to be used), grading policy (criteria for evaluation), class expectations and course outline.

TESTING

The School may, from time to time, administer standardized tests to students in order to gauge the effectiveness of the educational program. The scores are reviewed as an aggregate report rather than by individual student performance and are most often focused on specific curriculum areas. The School finds this information helpful in developing the scope and sequence for curriculum, ordering appropriate materials to support instruction and in the identification of professional development areas for teachers. Students in grade 8 take the PSAT, which helps them prepare for the SSAT.

PORTFOLIOS

Portfolios are developed in grades K-5 as a way to assess student progress over time and to provide opportunities for reflection and self-evaluation. Students and teachers periodically look through work and choose items to include in the portfolios. Portfolios are stored at school, but may be viewed by parents. Middle School students begin to keep digital portfolios.

PROGRESS REPORTS

Narrative progress reports are posted on FACTS-SIS soon after the end of each trimester for students in grades K-8. Students in grades K-6 do not receive letter grades. Preschool student progress in multiple developmental areas is tracked and reported to parents using TS-GOLD.

GRADES

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

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

HONOR ROLL

For grades 7-8, an Honor Roll is published at the end of each trimester. The criterion for Honors is 80% or above in all classes and for High Honors, 90% or above. Letter grades are assigned as follows: A+ = 97-100; A = 93-96; A- = 90-92; B+ = 87-89; B = 83-86; B- = 80-82; C+ = 77-79; C = 73-76; C- = 70-72; D+ = 67-69; D = 63-66; D- = 60-62; F = 0-59.

Students with an Incomplete are not eligible for the Honor Roll.

PARENT CONFERENCES

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

STUDENT RECORDS

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

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

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

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

SUPPORT SERVICES

OVERVIEW

Students learn in diverse ways, gaining comprehension, skills and competency through varied learning styles and at different developmental paces. Students may need, at one time or another, support beyond the normal classroom processes to further their academic, personal, or social growth.

Individual plans may be developed, including academic and/or behavioral contracts designed with the student, parents, School and outside professionals. Some academic support may be provided during the school day by the Educational Specialist, but this support is limited in scope and duration. Students and their families may be able to access needed support through outside resources, or it may be determined that a different educational environment will better meet the student's needs.

SPECIAL NEEDS

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

The School is not equipped to serve all the special needs of students with learning disabilities. All students are expected to be able to meet the demands of coursework, work independently, be ready to learn, and function in a team environment with peers. Strong support from the home, often in the form of regular outside tutoring, may be essential for the success of students with learning differences. Such tutoring should be arranged in coordination with the Educational Specialist, and the expense is borne by the parent or by the School District.

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

STUDENT INTERVENTION TEAM

The Student Intervention Team (SIT) is a committee that evaluates and recommends appropriate interventions for students who are experiencing ongoing difficulty in school. The SIT is comprised of the Educational Specialist, Director of Educational Program, School Counselor, Health Services Coordinator, and the classroom teacher(s). From time to time, the Head of School will join in these meetings.

TUTORING

Learning differences can be encountered in the classroom that cause student, teacher, and parent concern. The teacher is generally the first line of remediation and diagnosis, and it is the teacher who offers suggestions to parents about home assistance. The teacher knows the student's history from the student's file and has the kind of daily learning encounters that can best identify problems and suggest skill-building extra help. If extra content or skill work is advisable after these steps, the School, in conversation with parents and teacher, might recommend tutoring with our Educational Specialist.

Tutoring is typically suggested only for short periods of time, until a student can return to working comfortably without assistance, so that the full extent of the program can be part of each student's daily routine.

OUTSIDE TESTING

In some instances, a student's academic difficulties may indicate that additional outside testing or evaluation of the student is appropriate. In such instances, the School can help parents explore potential resources and may assist in making the necessary arrangements for such testing or evaluation. When parents arrange for such outside testing or evaluation, the School strongly recommends that this information be shared with the School, in order to enhance the School's ability to assist the student.

ACCOMMODATION

The School does not discriminate against applicants on the basis of learning differences that may be reasonably accommodated within the School's regular educational program. The School will discuss with families of applicants with known learning differences whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School. No waivers of academic graduation requirements will be granted to students. Forms of accommodation may be requested or required by the School for the student's continued or re-enrollment. For example, families may be required to engage the services of a child or family therapist. Additionally, the School may require that a student be evaluated by a specialist, who might focus on educational testing, speech, occupational or physical therapy.

Even after supportive services and accommodations have been put in place, a student still may not be able to fulfill his or her academic requirements satisfactorily. In such instances, the Head of School, in coordination with the

Educational Specialist or School Counselor, may notify the student’s parents that the accommodations put into place are insufficient to ensure the student’s success at the School. At that time, the administration, the student (if age appropriate), and his or her parents will discuss other educational options. If there is a disagreement, the School will decide, in its sole discretion, whether to permit continued enrollment.

COUNSELING

The School Counselor meets with students, either individually or as part of larger groups or classes. Students may be referred to the School Counselor by teachers, parents, administrators; students may also request an appointment/meeting. The School’s policy is for the School Counselor to notify parents when the issue at hand is serious and/or ongoing, or when there is a need for further intervention outside the bounds of the School’s purview.

CONFIDENTIALITY

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm) or when there is concern about an individual’s ability to function academically, emotionally, physically, and/or mentally within the School environment.

PROBATION

If a student is not meeting the expectations of the School, the student may be placed on academic or social probation. At this point, the situation is referred to the Head of School, who will work with the family and the Educational Specialist to determine the most appropriate path forward.

SCHOOL POLICIES

INTRODUCTION

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

GENERAL

CLASS ATTENDANCE

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

DRESS CODE

Students should wear clothing that is comfortable and appropriate for active learning and play indoors and out. Clothing may not have offensive language or references to alcohol, drugs, tobacco, or their manufacturers.

SHOES

To help keep the buildings clean, outside footwear must be removed upon entering school buildings. Students are required to keep a pair of indoor shoes to wear inside the buildings. For reasons of health, safety, legal liability and cleanliness of buildings, bare feet are not permitted in the school buildings.

VISITORS & GUESTS *

All visitors and guests must sign in and out of campus at the Front Desk and must follow campus COVID-19 protocols at all times.

PHONES

During the academic day, phones should be silenced or turned-off and stored in the students' locker or backpack. For special projects and events, teachers may allow students to use their cell phones. If students need to make a phone call to a parent or guardian, they must obtain permission to use the school phones or their cell phones. Younger students should be supervised by an adult during any call.

LOST & FOUND

Parents are asked to label children's clothing and encourage children to keep track of their belongings. There are lost-and-found boxes in the Middle and Upper Buildings that parents should check for missing items. Items that remain unclaimed at the end of the year will be donated. If an item of value is found, it should be brought to the Front Office where it can be safely kept until claimed.

MISSING ITEMS

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

TOILET TRAINING

All children must be toilet trained by the time they begin school. This means they must be able to determine when they need to go to the bathroom and be able to express that need to a teacher. They should also be able to deal with their clothing and their own toileting needs.

STUDENT CONDUCT

EXPECTED BEHAVIOR

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

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

PUBLIC DISPLAYS OF AFFECTION

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

REFLECTIONS AND ACADEMIC ALERTS

Occasionally, students need to be reminded about expectations and consequences of behavior. As a School, we work with families in changing student behaviors that interfere with the learning climate of a classroom or

compromise student safety. Both expectations and consequences are age- and developmentally appropriate. The behavior system is designed to help students progress toward independence and responsibility for their behaviors.

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

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

DISCIPLINARY PROCESS

The faculty and administrators seek to help students learn how to manage their behavior more effectively and deal with difficult situations constructively. The goal is to help each student understand what type of behavior is expected at school and learn to assume responsibility for his or her actions.

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

INAPPROPRIATE BEHAVIOR

The following list includes examples of some of the behaviors that are considered inappropriate. This list is not comprehensive, and the School reserves the right to interpret any situation as it deems appropriate.

- Rough-housing; disruptive behavior
- Name-calling and teasing; inappropriate language; rudeness
- Insubordination (e.g., failure to honor a reasonable request)
- Inappropriate display of affection
- Violating bus rules (see Bus/Minibus Rules list under Transportation & Parking)
- Dangerous use of playground or other equipment
- Use of toy guns or other violent toys
- Playing ball in the buildings without permission; throwing things in the buildings
- Unsupervised snowball throwing; unauthorized climbing of trees
- Chewing gum on school grounds or vehicles
- Being late to class or activities
- Being in unauthorized areas; using phones or copy machine without permission
- Inappropriate use of a cell phone, personal music player or other electronic device

SERIOUS DISCIPLINARY OFFENSES

More serious offenses may be handled independently by the Administrative Team, and may warrant a meeting with the student and parents. Continued enrollment may be dependent on the student and family complying with certain conditions, such as a behavior contract, therapy sessions or social/emotional testing; all associated costs will be borne by the family. The following are examples of behaviors subject to more serious consequences, including suspension or dismissal:

- Skipping classes or assigned study halls or activities; leaving campus without permission
- Misuse of the internet
- Physical and/or verbal abuse of staff or students; harassment (see section below for more information)
- Dishonesty, including any act of plagiarism, cheating, lying or stealing
- Vandalism, including any act of intentional destruction of personal or community property
- Intentional or irresponsible behavior that endangers the wellbeing of oneself or another, including fighting and physical aggression
- Persistent deviation from acceptable behavior; failure to follow an agreed-upon behavioral plan of action
- Derogatory language about topics including, but not limited to, race, ethnicity, gender identity, sexual preferences, or disabilities regardless of whether or not the language or action directly targets a member of our community.

MAJOR DISCIPLINARY OFFENSES

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

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

The above major disciplinary offenses may result in an immediate suspension during which time the Head of School will review the situation and follow up with the family on the course of action to be taken.

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

ILLEGAL ACTIVITIES OUTSIDE OF SCHOOL

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

COOPERATION REGARDING OFFENSES IN AND OUTSIDE OF SCHOOL

Members of the Administrative Team, teachers and/or other SBS staff reviewing disciplinary offenses may question a student or parent regarding a student's conduct or the conduct of others, and expect full truthful cooperation.

PARENT INVOLVEMENT IN DISCIPLINARY ACTIONS

Disciplinary matters and student issues are handled directly and confidentially by teachers, administrators, and appropriate staff. Decisions regarding specific discipline for a student will be shared only with that family regardless of the involvement of other students in the situation. If a student is having an issue at school with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with any questions about contacting another student or parent about a School-related matter.

A gray area exists between the private and school lives of our families. It is the School's expectation that families handle all personal relationships with other families privately. It is not the School's role to mediate disputes or perceptions of wrong-doing between or among families unless those events impact the effectiveness or reputation of the School.

HEALTH & SAFETY

HEALTH SERVICES AND MEDICATION

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

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

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

SUNSCREEN AND BUG SPRAY

Given the significant amount of time spent outdoors in our program, parents are encouraged to apply sunscreen and/or bug spray to their child before leaving the house.

ALLERGIES

The School is not an allergen-free environment. Parents/Guardians are expected to notify the HSC of all known allergies (food, medicine, environmental) and in the case of a life-threatening allergy, parents are asked to meet with the HSC to formulate an individualized allergy care plan. If a student requires an epinephrine auto-injector (e.g., EpiPen), it will be kept in an easily accessible place. We send medications and EpiPens with an adult chaperone for all events held off campus.

HEAD LICE

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

PINWORMS

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

BED BUGS

Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. The parent of any students who are found to have a live bed bug on them will be contacted by the HSC, and the parent may be required to pick up the child. In the event the HSC finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination, the HSC will contact the parent and may require the parent to pick-up the student from school. The Head of School, in consultation with the HSC, will determine which families need to be notified on a case-by-case basis.

HELMETS

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

HEAD INJURIES

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

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

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

ANIMALS

Animals and pets should not be brought to school except with advance permission from the classroom teacher in consultation with the Director of Educational Program or the Head of School. While we value interactions with nature, students should stay away from wild animals. In addition, students should inform a teacher if they see larger animals on the school grounds.

CRISIS RESPONSE

The School has a comprehensive safety and security plan. As a component of this plan the School has developed Crisis Prevention and Management procedures in tandem with local police and fire departments that are reviewed on a regular basis. For safety reasons, this plan is not made public.

EMERGENCY PROCEDURES

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

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

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

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

Reverse Evacuation: To provide instruction and practice on how to enter school quickly in order to avoid a dangerous situation outside the school building.

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

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

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

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

FAVORITISM

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

DISCRIMINATION

Sant Bani School does not discriminate in any of its educational programs, activities or employment practices on the basis of race, color, national origin, age, sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity or disability in compliance with the Provisions of Title IX of the Educational Amendments of 1974 and Section 504 of the Rehabilitation Act of 1973. If you need assistance, please contact either:

- Head of School Dan Love dan@santbani.org
- Director of Educational Program Selene Gordon selene@santbani.org

HARASSMENT & BULLYING

Sant Bani School is committed to being 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 or bullying.

Harassment is any abuse of an individual or group, whether electronic, written, verbal or physical, based on race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, disabilities, or other distinguishing characteristics, that contributes to a hostile environment in which to live and learn.

Sexual Harassment consists of unwelcome sexual advances, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Bullying is different from other conflicts when there is an imbalance of power, intent to cause harm, repetition, emotional distress to a student, the creation of a hostile educational environment, or substantial disruption to the orderly operation of the School. (For the purposes of this policy, “emotional distress” is defined as distress that materially impairs the student’s participation in academic or other school-sponsored activities, and does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.)

Investigation

All reported or witnessed cases of discrimination, harassment or bullying will be investigated. Upon investigation, the School will take action in substantiated cases. Depending on the circumstances, the response may range from a reprimand to dismissal for a student, and legal authorities will be notified as required by law. Privacy policies may preclude the school from sharing the specific actions that were taken.

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

Each situation is different. Sometimes a report can be followed by a quick intervention and resolution; these situations typically do not meet the definition of discrimination, harassment or bullying. If you believe discrimination, harassment or bullying has occurred, the following process should be initiated:

Step 1: Write your Complaint. In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the School should take to resolve the problem. Send your complaint via mail, email or hand delivery to the Head of School.

Step 2: School Investigates your Complaint. Once the School receives your written complaint, the Head of School will provide you with confirmation of receipt and will make a prompt and thorough investigation. The Head of School, or designee, will respond to you in writing within 30 calendar days, unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the School will notify you in writing to explain why an extension of the timeline is required and will provide the next date for a written response.

Step 3: The School's Response. In its written response, the School will include a summary of the results of the investigation, a determination of whether or not the School failed to comply with legal regulations, notification that you can appeal this determination, and any measures necessary to bring the School into compliance. Corrective measures will be put into effect within 30 calendar days after this written response, unless you agree to a different timeline.

If you do not agree with the School's determination, you may appeal to the New Hampshire Department of Civil Rights. Information can be found on their [website](#).

CHILD ABUSE AND NEGLECT

The School is committed to the highest standards of care for its students. School employees are mandated reporters and are reminded of responsibilities and procedures annually.

BUILDINGS & GROUNDS

VESTIBULES & LOCKERS

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

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

BEHAVIOR IN THE BUILDINGS

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

CLASSROOM ETIQUETTE

After each class, classrooms should be left clean and the chairs should be pushed in. Anyone using a space should be conscientious about tidying before they leave. Windows should be closed at the end of the last class of the day.

LIBRARY

Reference books (clearly marked with a reference stamp) may not leave the Library.

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

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

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

BEHAVIOR OUTSIDE THE BUILDINGS

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

PLAYGROUND RULES

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

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

OUT-OF-BOUNDS AREAS

Students are not permitted in the following areas without permission from the supervising adult, both during and after school: behind the Front Desk or in the Business Office, in the kitchen, in the shop, in vehicles, in the barn, and outside, beyond normal playground boundaries. Students are not ever to climb onto the roof of any building.

AFTER-SCHOOL USE OF BUILDINGS

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

When School is Not in Session: On weekends, holidays, vacations, snow days, etc., the buildings are closed with the exception of school activities under direct staff supervision (sports, dances, etc.). Families may, however, use the outdoor spaces unless informed otherwise.

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

REPORTING DAMAGE

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

FOOD

VEGETARIAN POLICY

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

FOOD FOR SALE *

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

CHEWING GUM

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

TRANSPORTATION & PARKING

SCHOOL BUSES

The School contracts with First Student. The bus routes are designed to save families some of the time and expense of commuting and to reduce traffic near the School.

CONTRACTS

During the (re)enrollment process, families sign a transportation contract indicating if they will be using school buses or will be driving their child to/from school.

Families are charged a nominal fee for bus transportation. In fact, the fees cover only the cost for the first three months of school. Thereafter, the entire cost of transportation is subsidized by the School. Due to the significant financial commitment of the School, families are required to pay for the transportation they selected. No refunds will be provided for school closures or personal changes made by the family.

BUS/MINIBUS RULES

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

- **The School Bus company could institute and/or amend COVID-19 protocols during the school year; changes will be communicated to families who utilize the bus service.**
- Students should maintain good behavior and use appropriate language, suitable to a variety of ages.
- No one may get on the bus until the bus driver has arrived and given permission.
- Students must remain seated.
- Students must not throw things or play with dangerous objects or put parts of their body out the window.

- Students must keep their hands to themselves and keep their voices down.
- Students must keep feet and backpacks out of the aisles.
- Students must respect any requests of the bus driver or other adults present.
- In order to maintain cleanliness, eating and drinking are not permitted on the buses unless the driver permits it.
- Students on the school minibusses must wear seat belts.

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

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

Students who misbehave while riding the bus or waiting at a bus stop away from the school grounds may receive a Behavior Reflection or Think Sheet. Repeated offenses may result in a period of time where the student may not ride the bus. Bus issues are handled by the Director of Facilities for route and bus driver issues and by the Director of Educational Program for behavior issues.

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

DRIVING ON THE ROAD

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

TECHNOLOGY

APPROPRIATE USE POLICY

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

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

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

Some examples of appropriate uses for any computer or electronic media device:

- Academic research and approved academic communication
- Using licensed and installed word processing, graphics, or other academic software for school work
- Using approved education software and digital tools for learning and sharing student learning
- Composing, saving and sharing school and academic work
- Helping others learn, collaborative projects, and other information sharing approved by the faculty

- Appropriate digital communications as access allows – different rules apply for grade levels

Some examples of inappropriate uses for any computer or electronic media device:

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

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

SOCIAL MEDIA

All students are expected to use social media responsibly when interacting with other members of our community. This includes adhering to the terms of use outlined by all major social media outlets. Students may not post a photo of another member of our community without permission from that individual. As per the guidelines in the Faculty handbook, students and faculty may not be online "friends" with each other, therefore students should not follow, or request to follow, staff members (unless they are immediate family).

STUDENT CHROMEBOOK POLICY

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

COPY MACHINE AND PRINTERS

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

GAME DEVICES AND LISTENING TO MUSIC

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

FINANCIAL MATTERS

TUITION

Sant Bani School's tuition is set by the Board, and small increases are reviewed annually. In addition to tuition, Sant Bani School relies on philanthropic support from the community to maintain its vibrant program. For more information, please contact the Director of Advancement.

TUITION ASSISTANCE

SBS is committed to maintaining the socio-economic diversity of its student body. The School offers tuition assistance to families who demonstrate significant need. Individual grants vary – from substantial awards to small amounts depending on family circumstances. However, all families are expected to pay a minimum amount of tuition, which is set annually by the Board.

For more information about eligibility requirements and the application process, please refer to “Affording SBS” in the Admission section of the website, or contact the Business Office for more information.

ENROLLMENT AGREEMENTS

To enroll their children for the following school year, parents must sign a contract with SBS each year, which will be online through FACTS-SIS from the 2021-22 school year forward. The school cannot guarantee enrollment for any child without a contract, and no child can attend school without one. Enrollment contracts are legal agreements and are binding.

REFUNDS, WITHDRAWALS, AND LATE ENROLLMENTS

Pre-school students have flexibility in enrollment, and may un-enroll and re-enroll without penalty during the school year; refunds are not given for school days missed due to closures for weather, etc.

K–8 students may be withdrawn without financial obligation if the Head of School is provided written notice on or before June 30. After June 30, parents are responsible for the full year's tuition and no refunds are offered; no reduction in K–8 tuition is made for absence, cancellation, or termination of enrollment for any reason. The School reserves the right, in its sole discretion, to suspend, dismiss, or withdraw a student for academic or other reasons.

Late enrollment tuition is prorated from the date of entrance.

WITHDRAWING FROM SANT BANI SCHOOL MID-YEAR

If circumstances arise in which a family must withdraw their student(s) in the middle of the school year, the parent or legal guardian must complete the following steps prior to their student's final day at Sant Bani School:

- * Submit a written notification of withdrawal, including the student's last date of attendance, to the Head of School.
- * Return all borrowed materials, including athletics uniforms (Athletic Director), instruments (Music Teacher), technology (Director of Technology), and books (Librarian and Classroom Teacher).
- * Confirm a student financial account balance of \$0 or a plan to fulfill remaining tuition payments with the Director of Finance & Operations.
- * Contact the Registrar to receive a records release form to transfer records to the new school.
 - Contact the new school for a form to request records;
 - Complete the form and return it to the new school;
 - SBS will release records after receiving the form from the new school.

RE-ENROLLMENT POLICY

A student is expected to be in good academic and social standing to maintain enrollment or re-enroll at the School. To be in “good standing,” a student is expected to demonstrate adequate academic progress, consistent attendance, appropriate behavior, and respect for the School community. Re-enrollment is also contingent on parents being current on payments in FACTS and maintaining a positive partnership with the School.

There are circumstances that may lead the School to question a student’s ability to be successful. In most cases, these issues are considered and decisions are made prior to the issuance of re-enrollment agreements. If an advisable course of action remains unclear to the School at the time enrollment agreements are issued, families are notified that the enrollment agreement will be withheld until a decision can be made in the best interests of the student and the School. The School will continue to work with the family to determine if it is the appropriate setting for the student. In such cases, an enrollment agreement will be issued only when it is clear, in the sole discretion of the School, that the student’s enrollment should continue at the School.

The School reserves the right to rescind a re-enrollment offer if it is later determined to be in the best interests of the student or the School.

RE-ADMISSION

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

PARENTS AS PARTNERS

Sant Bani School welcomes our parents as partners in fulfilling our mission to serve the students in our care. The participation of parents in a variety of areas is essential both to the philosophy and to the smooth and economical operation of the School. We count on all parents to ensure their children are at school on time and attend regularly, communicate with the School as needed, and participate in Family Service Work Days.

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

CONTRACTS & DEADLINES

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

Parents must meet all financial obligations. If a family falls into arrears for more than 90 days, the student may be removed from school until the account is paid or an agreed-upon payment plan has been established. Students whose families have any outstanding balances in September will not be permitted to attend school until the account is paid in full. Requests for records or recommendations will not be fulfilled until all accounts are paid.

FAMILY SERVICE WORK DAYS

Parents are expected to participate in all Family Service Work Days.

PARENTS’ ASSOCIATION

The purpose of the Sant Bani School Parents’ Association is to foster a positive spirit within the Sant Bani School community, to promote parent engagement, to provide financial support to the School, to orient and integrate new members into the School community, and to assist the School in its efforts to provide educational

opportunities, facilities, programs and assistance to its students. All parents and guardians are welcome to participate.

CLASS PARENTS

Class parents are volunteers who support teachers with class parties, special events and communications. The School works with the Parents' Association to ensure that volunteers have an opportunity to engage at school.

OPEN DOOR POLICY - ON HOLD FOR 2022

Parents are always welcome on campus. Due to the potential for disruption, parents are only allowed to participate or be present in the classrooms by prior arrangement.

SUPERVISION OF CHILDREN AT SCHOOL EVENTS

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

COMMUNICATIONS

FROM THE SCHOOL

KEEPING PARENTS INFORMED

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

- Direct contact with teachers/staff (phone, email, in person)
- Email
- Social media
- Weekly Sant Bani School Bulletin (SBSB) parent newsletter
- Parent Conferences
- Back to School event
- Course Descriptions
- Grade Reports (three times a year)
- Class websites/blogs
- Trumpet of the Swan magazine
- Website (santbani.org)
- Permission slips
- Reflections or Academic Alerts as warranted
- Student Information System (FACTS-SIS)
- ParentAlert, radio and TV announcements
- Assignment books
- Handouts and announcements sent home with students

PHOTO AND VIDEO RECORDING POLICY

During the school year, we take photographs and video recordings of school activities involving students. These are used for instructional or informational purposes and may be published on our website, social media pages, news bulletins, and learning portal. As part of the enrollment process, parents decide whether to grant permission for their child to appear in media shared with the broader community. Permission may be withdrawn, with the change applying to any future media.

The School does not make a practice of recording synchronous lessons for remote learning. Students and families are prohibited from making their own “unofficial” recordings of their classmates, teachers or coursework.

BACK TO SCHOOL PROGRAM & FALL FESTIVAL *

A Back to School program for parents takes place in the fall. Parents spend time in their children’s classrooms and meet the teachers, both in the main academic and the specialty areas. Teachers present information about their program and plans for the year and answer parents’ questions. This event provides important information and at least one parent is expected to attend.

SCHOOL CANCELLATION OR DELAY

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

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

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

EARLY DISMISSAL

On occasion, deteriorating weather conditions make it clear that the School should send students home early. All parents are notified through our emergency alert system, using the emergency contact information provided by parents.

STUDENT INFORMATION SYSTEM

Sant Bani School uses the FACTS online portal to share family contact information amongst parents, and to provide access for parents to their child’s attendance and trimester reports, important forms, and calendar events. Login information is provided during the application and enrollment process.

PUBLICATIONS

The school produces two publications per-year, *The Trumpet of the Swan* alumni magazine and the *Report of Appreciation*. While the focus of each publication is slightly different, they are meant to complement each other. Both are sent to alumni, parents, grandparents (for whom we have an address), donors and friends of the School both in the US and abroad.

NOTICES

We do our best to provide forms electronically. From time to time, we send home notices. This information should be read, and any responses or signatures requested must be returned by the due date specified.

FROM PARENTS

IMPORTANT FORMS

A number of forms must be filled out before a child can start the school year. These are set up as part of the enrollment (or re-enrollment) process in FACTS-SIS.

Emergency Information: It is important for the School to be able to contact parents quickly, for such reasons as emergencies or early dismissals. Updates to contact information should be made using the FACTS-SIS Family Portal, on the Family Home page using the Custodial Parent Form.

Health Information: Yearly update of medical information is required for all students. Physical exams by a doctor are required prior to the start of the school year for all new students; all students entering grades K, 4, 7; and all students participating in interscholastic sports. All immunizations must be up-to-date or appropriate waivers on file with the Health Services Coordinator.

KEEPING THE SCHOOL INFORMED

Please make every effort to keep the School informed about contact information, including home address, mailing address, email and phone numbers. When needed, changes should be made in the FACTS-SIS Family Portal.

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

COMMUNICATING WITH THE SCHOOL ABOUT STUDENT ISSUES

Constructive communication between home and school helps students thrive in both environments. There are many resources available to parents who wish to communicate with the school. To facilitate the best possible communication, keep in mind the following guidelines:

- If a student is experiencing difficulty at home regarding any aspect of school life, the student's teacher or Middle School advisor should be made aware of the situation.
- Concerns about the student's school experience should be first expressed to the teacher involved with that aspect of the child's school life. If appropriate, the Director of Educational Program, Counselor or Educational Specialist may be used for additional support.
- If the concerns persist or are amplified in any way, the Head of School may become involved.

COMMUNICATING ABOUT OTHER SCHOOL ISSUES

Parents sometimes wish to express a concern or to share an idea about some other aspect of school life. The Director of Educational Program is a resource for fielding these thoughts, as are the members of the administration. Though some concerns cannot be resolved and some ideas cannot be implemented, the school welcomes the dialogue.

CHILD CUSTODY

In order for the School to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in dual households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist.

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

QUESTIONS & CONCERNS

Parents should feel welcome to ask questions whenever they arise. We encourage parents to begin with the teacher if there are questions or concerns about a specific class. If they don't have the answers, they will direct you elsewhere.

LITTLE SWANS PRESCHOOL

PROGRAM INFORMATION

PROGRAM SCHEDULE

Our program runs from the beginning of September to mid-June, from 8:30am – 4:30pm (3:30 pm on Friday). When a student will be absent, there are three options for notifying the school: Calling the front desk, indicating the absence in MyMedBot, or emailing frontdesk@santbani.org. Regardless of the notification method, the School should be notified between 8:00 and 8:30am. If you call before 8:00, please leave a voicemail explaining the reason for the absence. If the School has not been notified, office personnel will call the parent at work or at home to confirm that the student is absent.

We are unable to switch children's schedules around. If your child is unable to attend school, they will not be able to make up days. If you have an exceptional circumstance, please contact the Business Office.

If a family needs to make a permanent change in enrollment, the request must be made in writing, at least one week in advance of the needed change. Families will be notified if the schedule can be adjusted.

IMPORTANT: Please make sure that we know where to contact you at all times while your child is at school. If you are not going to be at your usual number, please let the office know where we can reach you. If you are going to be out of town, please let us know whom to contact in your place.

TEACHING STAFF

There are always two full-time staff in the preschool building (within ratio guidelines), with the occasional use of an assistant teacher or substitute teacher, during the school year. It is our goal to provide a consistent and reliable routine so the children in our care can feel nurtured, safe and relaxed while attending preschool.

DISCIPLINE, CONFLICT RESOLUTION, AND GUIDANCE

All teachers at Little Swans recognize and follow certain general discipline techniques, as endorsed by the National Association for the Education of Young Children (NAEYC):

- Setting clear, consistent, and fair guidelines for classroom behavior, and reminding children of these guidelines when necessary.
- Listening carefully to what children have to say about their feelings.
- Regarding mistakes as opportunities for learning.
- Helping children to develop the skills to solve their own conflicts.
- Modeling appropriate and respectful treatment of people and materials.
- Redirecting children to a more acceptable behavior or activity.

In the case of inappropriate behavior, a teacher will first try to determine what happened, and then use their professional judgment to decide how best to handle the situation. Children are encouraged to talk about what is bothering them, and teachers try to involve children in resolving conflicts. Teachers also try to help the children to see each other's point of view, which is a first step in developing empathy, an important prosocial behavior.

Our program does not use a “time out” chair or area. If necessary and on occasion, a child may be redirected away from a group or activity, but this is not used as a punishment. We may phrase this as “taking a break” and then allow the child to use their own discretion when the break can be over.

POWER PLAY

Power play is an important piece in young children’s development. (Power play is play where any child has power over someone else. This could look like superheroes, cops and robbers, or even a lion pride.) There is research to suggest that power play is beneficial through multiple domains of development and it is supported by the NAEYC. Because of this we choose to honor power play at Little Swans. Power play guidelines have been developed to maintain a healthy and safe learning environment for all.

Power Play Guidelines:

- All children engaging in power play must agree to play and their role in the play
- A teacher should be directly observing power play
- Power play will take place in one agreed upon area
- Participants in power play can only touch safely
- All props will be imaginary in power play
- Power play can only happen if all guidelines are being followed

CHILD TO STAFF RATIOS

Low child-to-staff ratios play an important role in providing high-quality care. Our ratios reflect the state’s accreditation standards, and when possible, we will host teaching fellows, which will lower that ratio even more. We base the child-to-staff ratio and group size on the average age of the children in the group since our program is a mixed-aged classroom.

Ages: 36-47 months	State Ratio: 8 to 1
Ages: 48-59 months	State Ratio: 12 to 1
Ages: 60 months and older	State Ratio: 15 to 1

CONFIDENTIALITY

All aspects of the children’s growth, development and family life are treated in a confidential manner at Little Swans. The primary professional concern of the staff is to protect the rights of all children. Families are requested to speak only with the teachers or the director when discussing confidential information.

The only people permitted access to your child’s records and registration information are you (the parent or legal guardian) and appropriate Program employees. We will not give out information to others without written consent of the parent or legal guardian. We also will not verify your child’s enrollment to others without your consent. As part of our confidentiality policy, the name of a child who may have caused an accident or injury to another child will not be disclosed to others by the staff and will not be identified on the accident report.

In the interests of confidentiality, we do not give out addresses and phone numbers of children to families of other children in the program. A family directory is available in FACTS-SIS; each family may elect to block elements of their contact information from this directory when enrolling or at a later time. If you would like to communicate with another child’s family, you may also leave a note for the family in their Family Mailbox, or use the family communication feature in the communication app, Bloomz.

ASSESSMENT

Teachers at Little Swans recognize the importance of assessment to a quality early childhood program. Teachers use assessment to identify children’s interests and needs, describe the developmental progress and learning of each child, improve the curriculum and adapt teaching practices and the environment, plan program improvement, and communicate with families.

Assessments reflect the child in their natural environment while they are engaged in authentic play. Assessments are conducted informally, while observing children on a daily and weekly basis, to gain more information about their engagement while interacting with their peers, social and emotional skills, and challenges that the children may be facing. During the 2020-2021 academic school year, Little Swans teaching staff will be using TS Gold for preschool assessment. Staff hold parent-teacher conferences twice a year for families to discuss any questions, concerns, and positive feedback about their child. Additional conferences are available by request at any time.

DAILY ROUTINES AND PROCEDURES

MORNING ARRIVAL AND AFTERNOON DEPARTURE

During morning drop-off time, students are expected to be dropped off between 8:15 and 8:30 am. Parents/caregivers may help their child bring their belongings inside to their cubby area and help them move their name stone from “home” to “school” as part of the morning routine together before saying goodbye and moving to the “goodbye” window. If your child experiences any difficulty with morning goodbyes, preschool teachers will do their best to communicate with family members about how they are doing within 30 minutes of your departure. We do ask that families try to keep goodbyes relatively brief, so their child is able to move forward with the school routine with their teachers and classmates. If a child is ever struggling for a prolonged period of time in the morning or throughout the day, preschool teachers will always communicate with family members, and work together to create a more harmonious routine for everyone involved.

Afternoon pick-up time will be similar to morning drop-offs. Parents are asked to send a message to preschool teachers via Bloomz or notify the front desk at Sant Bani School to let us know what time you will be arriving. For families who pick up at 3:30pm, teachers know to expect you (and we will be eating snack at the time you arrive). This means we will be able to see you once you arrive from the lunchroom or outdoor snack area, and will help your child get their belongings and meet you at the front door to be picked up. Families who arrive between 3:30-4:30pm are asked to send preschool teachers a message on Bloomz or notify the school so we can have your child ready upon your arrival. You may also help your child move their name stone from “school” to “home” to make the transition of going home at the end of the day.

If the morning and afternoon routines need to change and/or the school temporarily re-implements a mask mandate due to COVID-19, we will communicate all changes via email and Bloomz.

Preschool teachers will sign your child in and out each day, noting the time of their arrival.

LATE PICK-UPS

Being picked up late can be very stressful and worrisome to young children. If there is an emergency and you will be a few minutes late, please call the front desk at Sant Bani School or communicate via the Bloomz Family Communication App immediately. Information about when you will arrive or who will be picking up will help us to reassure and comfort your child.

The building closes at 4:30pm. All children must be picked up by this time.

If at closing time no one has come to pick up a child and we have not heard from the child’s family, we will try to contact the family by phone. If we cannot reach the family, we will begin calling the emergency contacts named by the family on the child’s registration forms.

WHO MAY PICK-UP YOUR CHILD

Only a child's parent, guardian, or a person designated by the child's parent or guardian will be allowed to pick up the child. Please be aware that if the staff does not know the person you have designated to pick up your child, that person will be asked for photo identification. Please ask your designated pick-up person to carry a photo ID. **No child will be released to anyone other than a parent or guardian without the signed permission of the parent/guardian.** Families are asked to identify designated pick-up persons on the child's registration forms. Should you have an alternate person pick your child up, we will need advanced notice in writing with the individual's first and last name and when they will be picking your child up. Please notify the School of this change by calling the main office.

No child will be released to anyone under the age of 16.

Please speak with the Director if there is a specific person whom you do not wish to be allowed to pick up your child, and if there are legal issues involved. If there are legal issues, we will need proof to keep in your child's file. At that time, we will discuss the protocol to be followed if the unauthorized person arrives to pick up your child.

By State law, all children who attend Little Swans need to be in a car safety seat. If a staff member notices that there is no child safety seat for the child being picked up, the staff member will request that the person picking up the child provide one before the child is released.

If a staff member has reason to suspect that a person who has arrived to pick up a child is under the influence of alcohol or drugs, the staff member will request that another authorized pick-up person be called to pick up the child.

REST TIME

Children who attend our program for more than 5 hours per day are provided with an opportunity for at least one hour of rest, relaxation or sleep, depending on the needs of each child, as per State Licensing guidelines. If children do not fall asleep after 30 minutes, they may instead do a quiet activity.

SEASONAL CLOTHING

At Little Swans we have the opportunity to bring our learning and exploration outdoors on a daily basis. Because we spend time both indoors and outdoors, we ask that families LABEL ALL GEAR their child brings to school. This includes: coats, extra clothing, hats, gloves, snow pants, boots, rain gear, socks, lunch boxes and water bottles. This makes everything easier when families and teachers are trying to locate missing items. When choosing footwear for your child, please ask yourself: *"Can they put these on independently?"* and *"Is this practical footwear?"*

Gear List (by season; we provide examples of gear for families to see in an informational email before school starts.):

- **Fall:** Outdoor Shoes, Rain Pants, Rain Jacket, Fleece/Warm Jacket, Sun Hat/Cool Weather Hat
- **Winter:** Snow Pants, Waterproof Boots, Warm Jacket, Waterproof Mittens, Hat, Neck Warmer, Wool Socks, Base Layers (fleece, not cotton)
- **Spring:** Waterproof Boots, Rain Pants, Rain Jacket, Waterproof Mittens, Hat

HEALTH AND SAFETY

MEDICATION

Should your child require medication of any type to be administered during school hours, we need a letter from their doctor giving Little Swans staff/Sant Bani School's nurse permission to administer it. Medication must be brought in by the parent (not the child or in the child's lunchbox), and remain in the original container provided by the pharmacy with the child's first and last name. Parents sign a form upon dropping off medication, detailing the

amount and frequency that the medication needs to be administered. Please give the medication to your child's teacher so it can be stored out of reach of any children.

Parents also fill out a form giving Little Swans staff permission to administer any non-prescription topical substances to your child, such as chapstick, lotions or balms. Please write your child's first and last name on these items, and give them to your child's teacher at drop off so they can be stored out of reach of any children.

ACCIDENTS OR INJURIES

General first aid (bumps, abrasions, and taking the child's temperature) is administered by Little Swans staff and the school nurse, all of whom are First Aid and CPR certified. If your child requires an EpiPen, we must have one on hand at all times in case of an emergency. For any injuries that occur above the shoulders, Little Swans staff and/or the school nurse notify the parent. Little Swans students have access to the Sant Bani School Nurse, should they need additional services, with family consent. Little Swans staff notify parents if the school nurse has been visited by their child.

PARENT ACKNOWLEDGEMENT

This Handbook is for informational purposes only and it is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between the School and any parent, guardian or student affiliated with or attending the School. The Enrollment Agreement signed by parents determines their relationship with the School and the School reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the School year and such updates need not be in writing or incorporated into this Handbook.

By signing the *enrollment or re-enrollment agreement*, parents agree to support the School and its mission and to abide by the School's policies and procedures.