



Elementary School  
Parent Handbook  
2010-2011

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**Santa Fe School for the Arts & Sciences**  
**5912 Jaguar Drive**  
**Santa Fe, NM 87507**  
**505-438-8585**  
**Emergency Cell Phone- 505- 920- 9709**

Dear Parent(s) and Caregivers,

Welcome to the Santa Fe School for the Arts & Sciences! All of the teachers and I are looking forward to a wonderful year with you and your children. **Please familiarize yourself with our handbook and sign the agreement form at the end of this packet.** Feel free to call if you have any questions.

### **Our Vision**

The Santa Fe School for the Arts & Sciences is a non profit school committed to providing a strong academic, arts immersion education for children ages 3-12 in four multi-age classrooms and a middle school for grades 7-8 that foster a love of learning, creativity and community. We are committed to integrating a wide range of multicultural arts, dance, music, drama and visual arts into all aspects of the academic curriculum. We are committed to providing stimulating and enjoyable educational opportunities in a nurturing, child centered environment. We welcome children who have learning differences. We have inclusive classrooms where children's individual learning styles and unique strengths are fostered. We celebrate the joy of play and learning that occurs when children are encouraged to explore and question the world around them at their own pace. Our goals are to create a caring environment where each child has the opportunity for self expression and growth and to encourage the values of citizenship, leadership, compassion and service.

### **Non-Discrimination Statement**

The Santa Fe School for Arts & Sciences does not discriminate on the basis of race, creed, color, national and ethnic origin, disability, religion, sex or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

### **Parent Participation**

Parent involvement is deeply appreciated, needed and encouraged. We would like our school to be a place where parents are always welcome and feel as though they are partners in the education of their children. As a parent, we invite you to volunteer some time to help out at the school- for example, driving on field trips, sharing your talents with a class, doing recess or lunch duty, joining a committee to help with the grounds, fundraising or construction, etc. We have a mandatory Back to School Night

for parents each September during which all parents have the opportunity to meet their child's teachers and fellow parents.

### **Parent Sharing**

We invite any parent to sign up for a talent/work sharing session in the classroom. Sharing about your job, demonstrating a craft or hobby, reading a favorite story, showing slides from a trip, baking a snack, etc are just a few examples of ways parents can share. Please speak with your child's teacher if you would like to share in the classroom and fill out our parent volunteer form.

### **Observations**

Observations can occur just about any time during the school year and can help give you an idea of your child's day. Please schedule this day a week in advance, as we limit the number of other adults observing each day. We suggest that you first arrange to observe after October 1st to give all children a chance to acclimate. We do have an open door policy, however if you wish to just pop in for a moment and check on your child or drop something off.

### **Conferences**

Conferences are scheduled twice a year, as are noted on the school calendar. The conferences run approx. 30 minutes each. All conferences are scheduled in advance by several weeks. A sign up sheet will give several choices of dates and times. (See school year calendar for dates). Please call your child's teacher if you would like to set up an additional time to meet. All teachers are also available at the end of each school day to check in with parents as needed.

### **Ongoing Communication**

Any time you need to speak with a teacher during the school day (for example, you will be late picking up your child, there is a family emergency, you need to give your permission for a different person to pick up your child at the end of the day, etc.) please call our parent emergency cell phone, **920-9709**. This phone will always be answered during the school day. Messages which can wait until after 3:00 pm may be left on our answering machine, 438-8585.

Open and honest communication is essential to a positive school experience for your child. Please let us know as soon as possible if there are any major changes in your child's life, so we can be supportive at school. All information is confidential. We, in turn, will keep you informed of any events which may have been upsetting to your child at school or any significant changes in the school environment which might affect your child's sense of well-being at school. We value your feedback and concerns and will do our best to facilitate daily communication so that we all can flourish in an atmosphere of honesty, integrity and kindness.

If you have a concern or suggestion, please speak to any member of the staff at the end of the school day or call a teacher or a board member at home. Unfortunately, we will not be able to have conversations with parents in the classroom when school is in session. Anonymous complaints/suggestions may be mailed to the school or left in Rayna's mailbox.

### Separation issues

All children need to feel that their parent is confident that they will have a good time. They need to know you have chosen a safe environment for them where they will play and learn. If children feel you are unsure, they will not feel safe about your leaving. Oftentimes, children just love their parents so much and naturally feel sad when separated from them, especially in a new situation. Please always be up front with your child when leaving and let them know when you are leaving. Be clear that you will return after the afternoon rest and playtime. It is OK to stay with your child for some time at the beginning of the day if needed, but we encourage you to play with all of the children and not just focus on your child- this will allow your child to begin to interact with others as well. Parents are also welcome to come and eat lunch with the children.

### Arrival and Departure

#### Arrival

**1<sup>st</sup>-2<sup>nd</sup> Grade (Stargazers) and 3<sup>rd</sup>-4<sup>th</sup> Grade (Centauris) Parents:** Please drive slowly around the circular driveway near the entrance and park carefully in the main parking lot which is in between the Unigazer & Underhill Hall buildings. Please always walk your child into the building and help them sign in.

**Arrival time is 8:15-8:30 for Stargazers, Centauris and Badgers. Please do not come in or drop your child off prior to 8:15.**

We deeply appreciate each student arriving at school on time in the morning. It makes a huge difference in their ability to have a successful day.

**5<sup>th</sup>-6<sup>th</sup> Grade (Badger) Parents:** Please drive slowly around the circular driveway near the entrance and park carefully in the main parking lot. Please accompany your child inside and help make sure they sign in. You may also drop off your child in the drop off area by their classroom. Please note that this area is for drop-off only, and is not used for pick up at the end of the day.

**Between 8:15-8:30-** Upon entering the building please sign your child in. Your child will first drop off his/her lunch, backpack etc in their cubby and then we ask all parents to please accompany your child to the classroom and check in with the

teacher on duty, if it is prior to 8:30. Please don't ever drop off a child without first checking in with the teacher. All students leave their shoes in the cubby room area and wear slippers or socks in side.

**At 8:30**, all elementary classes will begin and any remaining parents will say their goodbyes. (Parents are also welcome to stay during the morning) We ask all parents who would like to socialize and share with each other to please do so outside of the school building, or quietly in the hall if it is inclement weather. As the morning is the most important time of your child's day at school we ask all parents to do their best to be on time. If you are running late, please call the school and leave a message. Please write us a note in the parent notebook if you know in advance that your child will be late or absent on a particular day.

### **Departure**

**School ends at 3:00. Children may be picked up between 3:00 and 3:10.** No child may leave school with anyone other than a parent unless designated in writing by the parent. We will ask for a photo identification if the person is new to us. No child may ever be picked up by a sibling or youth younger than 16 years of age. No child will be allowed to leave the premises without staff being informed, including parental pickup. All children must be signed out before leaving. Please take a moment to check that your child has their daily take home items and that you pick up any notices or artwork from your child's cubby.

If an emergency prevents pick-up on time, please inform us of that fact by calling us on the emergency cell phone, 920-9709 **prior to 3:00**. Then your child will be admitted to the afterschool program and you will only need to pay the drop in fee for afterschool (\$8/hour).

If you do not call to let us know you are running late, then a late pick-up is charged-\$1.00 per minute, payable to whatever staff member has had to remain behind.

### **Snow Days**

Whenever you are wondering if school is closed or delayed due to snow or icy roads, please listen to the radio or watch the TV for Santa Fe Public School delays and closings, or call 920-9709. If the Santa Fe Public Schools are closed, we are closed (or delayed). When there is a 2 hour delay, school will start at 10:30 am.

### **Health and Wellness**

We have learned that the best way to keep our students healthy is by keeping the ill students at home. Please do not send your child to school if any of the following symptoms are present; fever, diarrhea, severe rash, persistent cough, yellow or green mucus, vomiting, sore throat, pink eye, pinworms, lice, chicken pox or other contagious illnesses. If your child comes to school with any of the above symptoms, we will call you to come immediately and take your child home. If your child becomes ill with a communicable disease, please let us know right away so we can alert others.

If your child is not well enough to play outdoors, your child should not come to school as outdoor time is an important part of each day.

### **Medication** (prescription or homeopathic)

Medication is administered only with the written consent of the parent. We will give the medication at the requested time and will note the amount, time, date and person giving the dosage on a form located in your child's file. Do not put medication in your child's backpack or lunch box, please always hand it directly to the child's teacher. Please note any allergies to medication on all admission forms.

### **Field Trips**

We will take small group and classroom field trips occasionally to supplement and enhance our classroom curriculum. Children earn the opportunity to participate in field trips by demonstrating safe, appropriate and responsible behavior in the class and on the playground. Approximately 1-2 weeks prior to a field trip, we will send home a notice with all the pertinent information. We have a field trip fee which covers the cost of our field trip program. Approximately 1-2 weeks prior to a field trip, we will send home a notice with all the pertinent information. While all student files will contain a Field Trip Authorization form giving overall consent for field trips, we will still inform all parents when a field trip is planned. When parents decide not to give a student permission to participate on a field trip, the student must not come to school that day (or during the time of the trip) since all staff will be supervising the students on the trip.

We will either use our school bus, or we will need at least 4-5 drivers per trip with seatbelts for each student. Drivers are completely responsible for the student's you are driving. Please make sure your car is in good working condition, with plenty of gas, good tires and a spare and functioning seatbelts. All vehicles used for transportation of children must be equipped with a first aid kit. All drivers must have current liability insurance on their policy.

Only children over the legal height limit are allowed in the front seat, and if you have airbags, only children over the age of 12 may sit in the front.

### **Birthday Celebrations**

Each class celebrates birthdays differently. Your child's teacher will let you know their particular birthday ritual. Please let us know a week in advance if you would like to do something special for your child's class in honor of your child's birthday. If your child is having a party outside of school hours, please send all invitations to the children's homes by mail (see the class list). Children with summer or vacation birthdays are invited to choose another day during the year to celebrate their birth.

## **Toys and Items from Home**

Toys from home are hard to share and it is difficult to keep track of them. Children may bring a cuddly toy or a special comforting item when their teacher invites them to, but please be sure your child does not bring anything breakable or valuable. For sharing times we encourage children to bring homemade items, things from nature, stuffed animals, photos, books, musical instruments, etc, but please keep home any store bought toys or toys from TV or movies. Ipods, gameboys, toy weapons and water pistols are also not allowed. If your child would like to bring a toy from home to share with the class and you are unsure about it, please just ask a teacher before bringing it in. Children are not allowed to bring items from home unless they are a part of the curriculum and the teacher has requested it. Items such as pokemon cards, dolls, toys, marbles, action figures, cars etc.. are not allowed at school.

Students in elementary school may not bring ipods or cell phones to school. If they do, they must be kept turned off in their cubbies.

## **Attendance & Notification of Absence**

If your child is going to be absent for any reason, including medical appointments and illness, please notify the staff by calling the school and leaving a message between 8:15 and 8:45 a.m. stating that your child will be absent.

We strongly encourage families to take their vacations and trips during school holidays and breaks and not during regular school days.

When a student misses school for a vacation it can create a hardship for the teacher and the student. The teacher often needs to make up extensive work packets for the student which can not possibly replace the hands on learning that happens in our school.

Absences can sometimes cause students to fall behind their peers and they may miss vital curriculum experiences that can not be repeated. This includes field trips, films, hands on science experiments, guest speakers, the introduction of new math concepts, etc...

Please speak with the principal if you are planning to take a vacation during regular school days.

We understand that there will times that everyone has to miss school due to illness or family events such as funerals, or once in a lifetime, positive opportunities and we are not referring to these absences. If you must miss school, please give your child's teacher plenty of advance notice so they can get work together for your child.

## **Tuition Policy**

Please see your individualized tuition agreement contract.

## **Financial Aid**

Full and partial scholarships are awarded according to financial need, and will be kept confidential by the financial director and the financial aid committee. If you apply for financial aid, you will be required to provide personal financial information. Any

scholarship awarded must be reapplied for each year. Receiving a scholarship one year does not guarantee a scholarship for the next year as funds may not always be available.

### **Fundraisers and Workdays**

We will invite all parents to attend our fundraisers and workdays and hope everyone will become involved as much as they can. We welcome any ideas you may have regarding ways you can volunteer!

### **Nutritional Policy and Snack times**

The elementary students will each bring their own individual snacks for morning snack time. Please do not send any sugar laden items for snack. We request that soda and candy be consumed outside of school hours and off school grounds (except for special occasions). Please notify teachers and indicate on all medical forms if your child has any food allergies or special food needs. Please do not send any glass containers to school.

### **Computers and the Internet**

All elementary students may sometimes use our computer network for research, classes and the internet. Students may not check or send personal e-mail, or download any music or information that is not directly related to their classwork. Students may not play computer games or send print images from the computer without teacher permission. Any inappropriate computer usage will result in a meeting with the student's teacher, family and school principal and may result in the cancellation of computer privileges.

### **Discipline Philosophy**

Consistent, respectful role modeling by adults along with respectful listening and observing goes a long way toward creating a successful school environment. Staff actions and interactions, body language and voice level, help to set the tone for a respectful classroom. The major focus for the adults is to encourage positive pro-social behaviors; respecting yourself and others, respecting the materials, respecting the world around us.

We create an environment which is developmentally appropriate to the child's needs and is designed to support a child's positive interaction with others and the materials in a responsible way. A well-designed and well-equipped classroom helps to prevent frustration and hazards. In addition, our daily schedule provides enough time for play, rest, creativity, a sense of home and security, little waiting and few transitions.

We use positive reinforcement to encourage positive behaviors. We give children choices and help them develop tools to problem solve. Conflict resolution is a very important part of our school. We encourage children to voice their concerns,

mediate conflicts, work toward compromise and help develop internal control. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior. Discipline is the external tool to help children develop internal control. We will maintain a consistent discipline approach throughout the year.

The teachers job is to set clear limits that make sense to the age and developmental stage of the child with whom we are interacting. When a child needs direct guidance we use;

1. Problem solving- What can we do here? How can we make this better? I wonder what to do here? We use and ask questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives and choices.
2. Redirection- Suggest an alternative behavior/activity to the child. Change the focus from the current negative to a desired positive behavior. For a child who may be throwing blocks because of anger, using redirection might involve encouraging the child to throw the bean bags into a tub, or to pound clay instead. A child may need redirecting to a one-on-one interaction with a teacher, quiet sitting together and rocking or reading. Sometimes children need to be encouraged to try and work together, "I wonder if the two of you can build a bridge together?"
3. Natural and logical consequences- When possible, we allow children to experience the consequences of their actions directly related to the behavior; for example, if a child does not come to sit in circle when puppets are being handed out, they miss the chance to immediately hold a puppet.
4. Focusing play- entering into play directly with the child and helping them refocus on ways to use the materials constructively.
5. Using positive statements- Instead of saying, "Don't throw the clay on the floor," we would say, "Please keep the clay on the table." When the children are using materials appropriately, we would consistently say, "Look how well you all are working with the clay and keeping it on the table!"

Behavior which is unacceptable is the result of the child's developmental immaturity. The staff work together to reinforce limits and teach alternatives. Acceptable behavior takes time to learn. Opportunities to problem solve are a part of the curriculum, both individually and together as a group.

We do not believe in the use of any kind of physical punishment or a time out room. If a child needs to be separated from the group, s/he will be supervised by one of the teachers. Children are not denied food, rest or bathroom as punishment. Toileting habits, or lack of, will never be a cause for punishment in any form. Children are not deprived of full participation in any significant portion of the program, although a parent may be asked to accompany a child on field trips. Children will not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, teasing, or using language that threatens, humiliates or frightens the child.

### **When a child is not adjusting;**

When the teachers feel that the usual methods of discipline are not effective or the child's peers feel unsafe or other children's parents express valid concern to the teachers, the following procedure will be followed.

1. The child's behavior will be observed, recorded, dated and initialed by the staff member(s) involved.
2. Staff will meet with parents to discuss the behavior and develop a program plan to meet the individual needs of the child in question.
3. After one week, the teachers will again observe and record the behaviors. They will discuss with the parents the noted changes in the child's behavior, and the teachers will advise the parents if there has not been enough improvement. If substantial improvement has not occurred, the teachers and the board may then ask the parents to disenroll the child. In the event that disenrollment occurs, the teachers will do their best to help the family find alternative programs or services.
4. Any action taken regarding consultation of outside professionals will occur only with the written approval of the parents.

### **The Santa Fe School for the Arts & Sciences policy for suspension or disenrollment**

If, in the opinion of the school's teaching team and board, a child endangers the safety or well being of another child, or if a child is unreasonably disruptive of the functioning of any class, the teaching team may take immediate action to remedy the situation. Such action is within the sole discretion of the team and board and may include suspension or disenrollment of any child whose presence is a danger to the safety or well being of another child or is unreasonably disruptive. Readmission will also be at the sole discretion of the team and board and may be contingent upon conditions the team deems need to be fulfilled before readmission. Failure to comply with condition set by the team and/or above policies will be grounds for disenrollment.

### **Confidentiality policy**

It is our intention to respect the privacy of children and their parents and caregivers, while ensuring that they access high quality care and education.

We aim to ensure that all parents and caregivers can share their information in the confidence that it will only be used to enhance the welfare of their children.

To ensure that all those using and working in the school can do so with confidence, we respect confidentiality in the following ways.

Parents have ready access to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

### **Solicitations**

Please do not use the school phone/address/email list or the children's cubbies to solicit business. We have space in our newsletter and space on our community board for parents to share about their work and network with other parents. Please do not bring chain letters or advertisements to school as well.

### **Fire Drills and Emergency Evacuation**

Fire drills are held on the first Monday of each month unless it is a holiday or we are just back from vacation, in which case the drill is held on the second Monday of the month. The drills are held at different times of the day and the children are alerted that there will be a loud noise. Emergency evacuation plans are practiced so children know they will have to leave the building quickly, sometimes without shoes or coats. In an emergency, one staff person calls 911 while other staff supervises the children outside the building. In both cases, roll is called to determine that all children are present.

### **Dressing for School and Play!**

Please dress your child for school and play! Plan on your child getting messy, muddy, painted, etc. We will not rinse or wash clothes. We will encourage children to change if needed. Please be sure your child has a change of clothes and shoes that are suitable for running around outside. Shoes that are easy to take on and off are also preferable.

Dress Code: We trust that our students will dress appropriately for school. All students are expected to wear clothing that is neat, clean and in good repair. Students may not wear clothing that advertises any products that may be offensive to anyone.

Students may not wear extremely short skirts or extremely baggy pants that may impede movement. Hats are always removed in class and on some field trips.

Make up may not be worn or applied in school. Nail polish and hair styling products may be worn, but not applied in school. Perfume may not be worn in school as a courtesy to those who are chemically sensitive.

Students who violate the dress code may be asked to change or return home to change into more appropriate school clothing.