



POLICIES

Arrival & Departure

Our staff is ready to begin working with your group at 10:30 on your arrival date. Please do not arrive earlier unless you made specific arrangements during your planning meeting.

We want Sargent Center to be pedestrian friendly and safe. Please ask drivers of buses and cars to stop at the Office. Luggage is unloaded at an area designated by the coordinator for that week. All vehicles exit by the road loop between the Office and Dining Hall. Chaperones can drive cars to their cabins to unload before parking cars in the main parking lot.

Plan your departure for 12:30 on your departure day; please remind your bus drivers of this when you arrive. Students move out of dorms by breakfast on the last day, and teachers should be out of their cabins by 10:00am.

Supervision Duty

Visiting teachers/chaperones are responsible for supervising children outside lesson periods. Students without an adult present should never occupy dorms. We found most accidents occur when adults are not present and in control of students. To ensure safety, supervisors must be 1) on time and 2) the last person out of a room. Please review **Supervision Responsibilities** in the **FOR TEACHERS AND CHAPERONES** section.

Discipline Policy

We have expectations for how people behave and do our best to maintain school policies. Your Instructor tries to solve problems with students quickly and appropriately; however, Instructors may call upon teachers for behavior management, to speak to a student individually, or to supervise a student if he or she is asked to leave the group. If you discipline a student outside the group, please inform the Instructor. If you need to discipline a child during mealtime, please remove the child from the table before doing so.

Evaluations

Teacher Evaluations of Sargent Center

Throughout your stay, our Instructors find it useful to get feedback from teachers. Your coordinator can provide Instructor Evaluation forms. At the end of your group's visit, teachers are asked to meet with their Sargent Center coordinator to discuss the week. We appreciate suggestions and we value your feedback as we strive to continually improve our program!

Instructor Evaluations of Students

If written feedback on a student's performance is helpful, your Instructors provide either a group evaluation or individual evaluations. Please talk to your coordinator how evaluations will help you.

Night Coverage

There is always a person “on call” and available in case of emergencies. After 7p.m., contact Night Coverage staff by using the walkie-talkie found in student dorms or Health Center. Nightly, a member of the School Program administrative staff is on duty, assisting the Night Coverage staff member.

Buddies

Any student moving between adult supervised areas **must** have a “buddy.” A “buddy” is two or more students traveling together. Typical buddy situations include traveling during free time to dorms, the Dining Hall, the Nature Center, and the Health Center.

Telephones

In addition to the pay phone in Northern Lodge, teachers may use the office phone for business calls or brief credit card or collect calls. Students are not allowed to use the phone in Northern Lodge. Please DO NOT make promises that students can call home. It is highly unusual for students to make or receive calls; student calls are typically handled by the nurse or by an administrative staff member after discussion with teachers. We deliver messages received on our office line (603-525-3311) promptly.

Mail and Fax

All participants can receive mail while at Sargent Center:

Student Name/School Name
36 Sargent Camp Road
Hancock, NH 03449

Our fax number is 603-525-4151. If parents ask about sending faxes, please encourage them to write letters instead.

If students want to send letters, they can leave mail in the front office. Students must provide their own stamped envelopes and stationary.

Dining Hall Procedures

Our Dining Hall rules support a relaxed, orderly atmosphere and an Instructor explains them at the first meal. Rules are reinforced throughout the week. Teachers need to be familiar with Dining Hall procedures for meals or times they are required to sit with students. At all times, we, the adults, are role models for students; this means we do not wear hats in the Dining Hall, we’re quiet during after-meal activities, we say “please” and “thank you.” After the first meal, teachers are encouraged to either join a group at their table or replace the Instructor. Not joining the first meal allows Instructors time to develop rapport with their group. Please be clear with the Instructor whether you are joining or replacing him or her for that meal. Should the need arise, we may ask teachers to occasionally replace staff at their tables. Teachers are also always welcome at the staff table.

Shadowing a Group

We strongly encourage teachers to shadow lessons; please talk with your instructor to determine the role you will play. Students are empowered by seeing you learning along with them. Regardless of the role you play, please let students discover answers for themselves.