



Sathya Sai College – Secondary Campus

Student Handbook



Secondary Campus

16 Jack Williams Place,
Dungay NSW 2484

PO Box 705
Murwillumbah NSW 2484

School Office Hours
Monday – Friday 8.15 am – 4 pm

Phone: 02 6670 8840
Email: schooloffice_d@sathyasai.nsw.edu.au
www.sathyasaicollege.nsw.edu.au

“The end of education is character.”

~ Sathya Sai Baba~

Contents

1. Education in Human Values
2. Silent Sitting
3. School Prayers
4. Student Code of Conduct
5. Discipline Roadmap
6. School Bell Times
7. Attendance
8. Punctuality
9. Homework/Assessment
10. Student Stationery Requirements
11. College Uniform
12. Bring Your Own Device
13. Student School Email
14. Student Diaries
15. Emergencies
16. Personal Property
17. School Bus
18. Visitors to the School
19. Mobile Phones
20. Student Wellbeing Support Personnel
21. Addressing Bullying Behaviour

1. Education in Human Values (EHV) Class

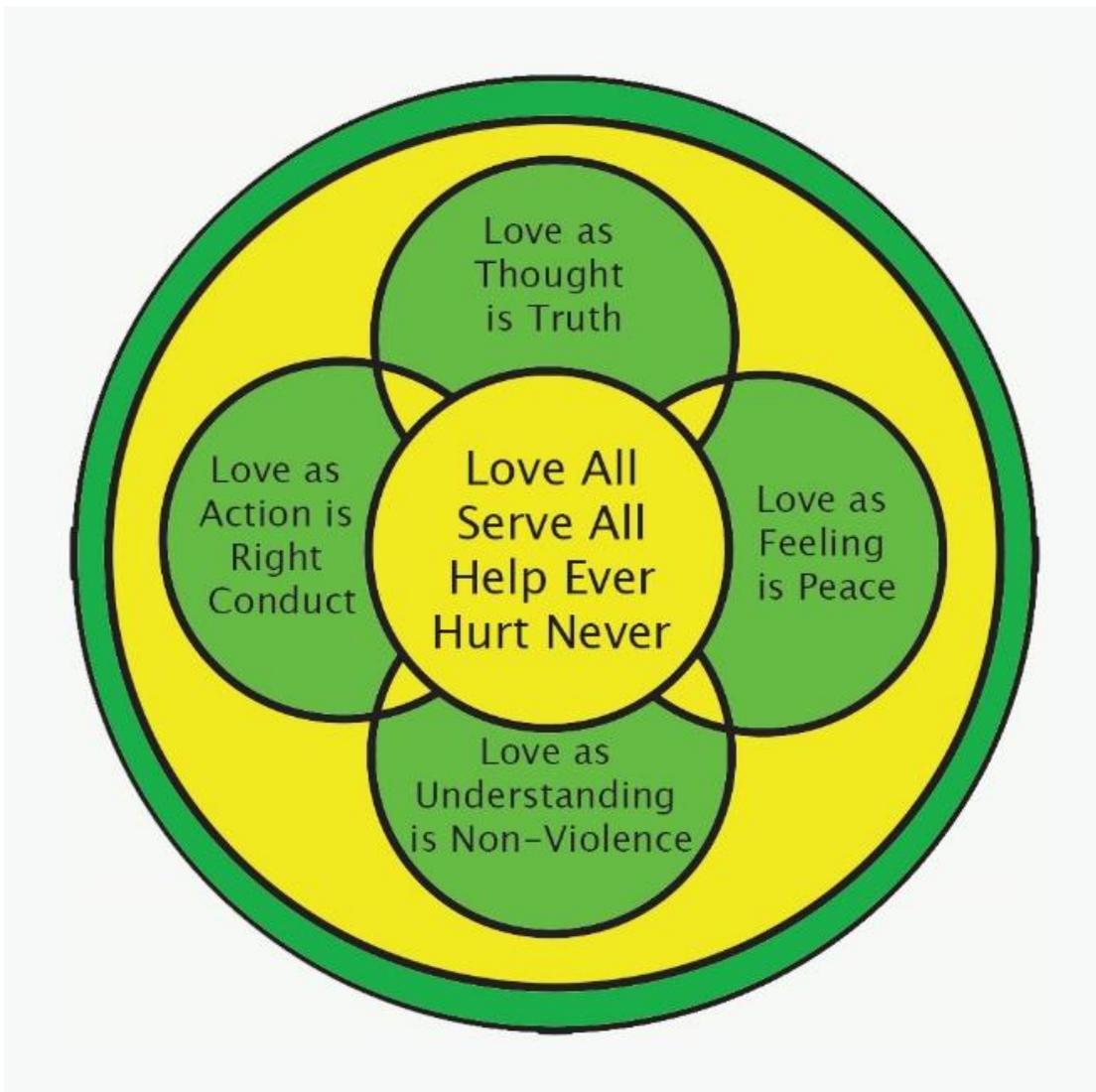
“Human values are innate qualities” - Sathya Sai Baba

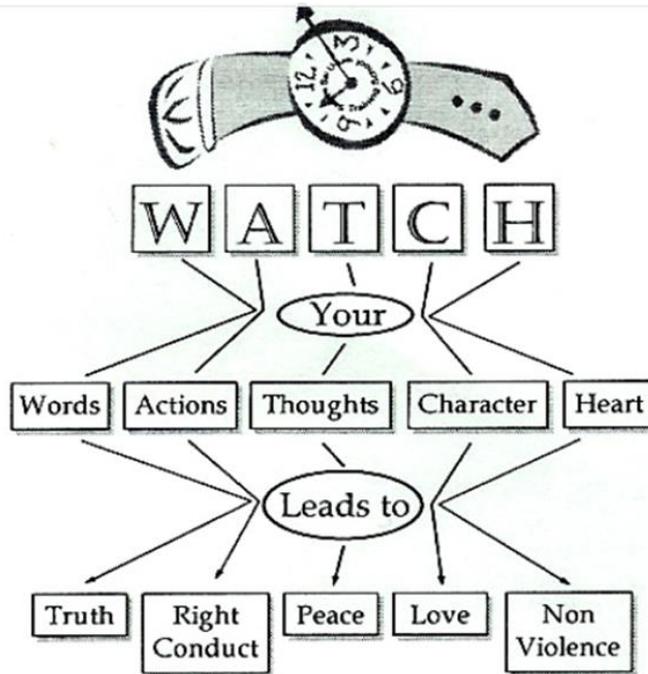
Human values make life worthwhile, noble, and excellent. Those qualities lie within the human personality, waiting to be drawn out and translated into action.

Sathya Sai Education is based on five human values: Truth, Right Conduct, Peace, Love, and Nonviolence. Drawing out these five inherent human values develops good character.

Sathya Sai College regards the development of good character as the ultimate aim or end of education. This educational approach employs a variety of effective teaching methods structured around the five human values, including daily Silent Sitting/Guided Meditation, discussion of the values, and selfless service activities.

Teachers further integrate the human values within the learning of traditional academic subjects such as math, science, language, social studies and physical education.





Watch your Words

One should watch one’s words and use them carefully. One should use words which are good, decent, and positive as it will have a positive influence on one’s personality and behaviour.

Watch your Actions

An individual should undertake actions that contribute to the well-being of others which in turn will contribute to the individual’s positive learning.

Watch your Thoughts

Thoughts form one’s self-image and influence the behaviour of an individual. If thoughts are positive, the self-image will be positive which will result in positive behaviour.

Watch your Character

Sathya Sai Baba says, ‘ The End of Education is Character’’. Character stands for self-discipline, loyalty, readiness to accept responsibility and willingness to admit mistakes.

Watch your Heart

One should always try to have positive emotions. The heart should be filled with goodness, compassion, tolerance and love. Love confers lasting happiness and peace.

2. Silent Sitting

Silent sitting is conducted at the beginning of each lesson.

Students come to understand that when our mind is full of one thought after another, we are not able to look inside ourselves and see who we really are. In contrast, when we have inner stillness we can see and experience the qualities of Peace, Love, Truth, Right Conduct and Non-violence lying within.

Silent Sitting in Education in Human Values Program aims to develop the following qualities:

- The ability to be calm and to concentrate (physical and mental alertness)
- The ability to listen and to be aware of one's inner feelings and inner voice (conscience)
- The awareness that happiness, peace and love come from inside and not from outside.
- The creation of an inner world of positive images and feelings, building confidence in oneself and good feeling towards others.
- The ability to identify with others, to expand the positive feelings to include all of the outside world

There are sound reasons based on brain physiology to support this practice. However, perhaps the most important contribution that Silent Sitting offers in one's life is the opportunity to develop control over the mind.

3. School Prayers

As part of the Human Values program, to develop gratitude, we say the following prayers every morning, recess/lunch and at the end of school.

Morning Prayer

As we gather here today
We thank our teachers, our school and our families.
We invite our highest self
To inspire us, guide us and teach us
In every thought, word and deed.

Food Prayer (Recess and Lunch)

We thank the universe for being the provider of the food.
We acknowledge we are the consumer of the food and the very food itself.
We offer all our words, thoughts and deeds of this day to the wellbeing of all.
May all beings everywhere be happy.

Home Time Prayer

For the Thoughts Words and Deeds of this day,
For all that we have we give thanks, we give praise,
For that which we are becoming,
For all of the beauty of God's great land
In truth and love remain.

4. Student Code of Conduct

Acceptable Behaviour Guidelines

All students shall be treated with dignity, respect and fairness by other students and staff. They shall be provided with a learning environment that is free from physical, emotional, and social abuse. Staff will be disciplined and strive to apply the five human values in their daily life.

Students at Sathya Sai College are encouraged to be disciplined and display the five human values through the following actions:

Love

- Do not distract others. Give every other student the opportunity to learn.
- Respect your property and that of others, including the school.
- Value the interests, abilities and cultures of all others in the school community.
- Develop an attitude of selfless service to the community.

Peace

- Be at the right place, at the right time, with the right equipment.
- Be polite and respectful.
- Follow the school's dress code.

Truth

- Your priority at school is to learn.
- Take responsibility for your own choices.

Right Conduct

- Attend school.
- Follow all instructions.
- No mobile phones to be used at school.

Non-Violence

- Do not be a bully. Never intentionally harm another student.
- Keep hands, feet, and objects to yourself.
- Speak up if you see someone being harmed (Upstander).
- Bring only vegetarian food to school/school events.

In the event that a student's conduct does not follow the above, the school and parents will work together to help the student grow and learn from the experience.

Breaches of the Student Code of Conduct will be dealt with in accordance with the school's Discipline Policy.

Consequences for Unacceptable Behaviour

Students not following the Code of Conduct disrupt the learning of all students in the class. The school will respond to inappropriate behaviour by following the Discipline Roadmap

5. DISCIPLINE ROADMAP: STEPS INVOLVED

1 a - Inappropriate class or playground behaviour/minor misbehaviour that goes against the 5 human values, school rules or classroom expectations, e.g. Being off task, late to class, being very loud, disturbing others, rudeness etc.

1. Teacher has a quiet chat with the student regarding behaviour.
2. A reminder from a teacher in the classroom or on the playground. TWO reminders will lead to a **Time-in**.
3. If the behaviour persists, a **THIRD** reminder will lead to **Reflection**

Refusing to Follow Reasonable Instructions from the teachers or other staff member (example Teacher Aides) – If a student refuses to follow reasonable instructions from the teachers, they will be sent to the Principal.

1 b - UNACCEPTABLE BEHAVIOUR

1. Straight to Principal
2. Unacceptable behaviour is refusing to follow a teacher's instructions, bullying, cyberbullying or misconduct online, behaviour that makes others feel scared, hurt, uncomfortable and unsafe, e.g., violence to others, swearing at the teacher or other staff, pushing or throwing furniture. This also includes illegal behaviours such as consuming or carrying tobacco, drugs or weapons.

2. TIME-IN

1. A 'Time-in' is given to students from teacher after **TWO** reminders
2. Student is to return to the teacher for 10 minutes during the next break to discuss their behaviour
3. **Double** time-in if students fail to attend Time-in.
3. **THREE 'time-ins'** in a term will result in a **Reflection** time.

3. REFLECTION

1. Student continues to display disrespectful behaviour, and has received 3 reminders in a session
2. Teacher sends a Reflection notification to the Wellbeing coordinator.
3. Lunch is spent in the Reflection Room.
4. Documentation – Student completes relevant reflection sheet as appropriate and mediation with respective teacher before re-entering the class.
5. Letter sent home to parents to be signed and returned the following day to the Wellbeing Coordinator.

4. TWO REFLECTIONS

1. Parents notified and the meeting arranged.
2. Meeting with teacher, Wellbeing Coordinator and student (if appropriate) to discuss Behaviour Support Plan (if not already in place). BSP may include modifications of special privileges e.g. excursions, camp, representing the school for sports events loss of lunch time etc.
3. Students will also be placed on Positive Monitoring Card for 2 weeks.
3. Parents to sign BSP and teacher will inform students of modifications.

5. INAPPROPRIATE BEHAVIOUR CONTINUES – or Unacceptable Behaviour

1. Parents, Teacher(s), wellbeing coordinator and Principal meet.
2. Suspension in or out of School as appropriate.
3. Re-entry negotiated with Principal.
4. Team meeting also reviews behaviour plan and considers other options.
5. Level may be repeated at principal's discretion.

6. BEHAVIOUR CONTINUES

Termination of enrolment would be considered in the context of previous behaviour and seriousness of event.

6. School Bell Times

	Monday to Friday
Home Room	8.50 am – 9.00 am
Period 1	9.00 am – 10.00 am
Period 2	10.00 am – 11.00 am
Recess	11.00 am – 11.20 am
Period 3	11.20 am – 12.20 pm
Period 4	12.20 pm – 1.20 pm
Lunch	1.20 pm – 1.50 pm
Period 5	1.50 pm – 2.50 pm
Home	2:50 pm

Teachers are on duty from 8:30 am to last bus pick up at 3:05 pm.

7. Attendance

Regular attendance at school is essential for students to achieve quality life outcomes. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

If you are absent from school, your parents must tell the school and provide a reason for your absence. An SMS or a message via the school portal will be sent to your parents/carers on the day of your absence. If they do not respond to this with an explanation of absence, a written note will be required.

Students are expected to maintain a minimum of 80% attendance. Excessive absence may result in a student being ineligible for the receipt of their RoSA or HSC. The school is to be notified in advance of planned absence such as holidays or medical procedures. Where an explanation has not been received, the school will record the absence as unjustified on the student's record

8. Punctuality

Being punctual shows your respect for others and their time, it sets first impressions and is a character trait that is important for you. Please ensure that you arrive on time to school and each class. You must get all of your books and other resources required for each lesson before you enter the class room.

9. Homework/Assessment

To supplement the work taught at school, homework and home study is expected each night. Students are encouraged to plan ahead for upcoming tasks and assignments and plan in their school diary. This will help students maintain progress and develop good study habits essential in Year 11 and 12.

Homework Not Completed

If a student does not complete an assigned task on time, without adequate reason, or if a student submits work that is sub-standard, then the teacher will write a note in the Student Diary. Parents are asked to co-operate with the teacher by signing the Diary or letter and responding in the space provided if it is deemed necessary. There will be occasions when students are unable to do their homework and we ask parents to send a brief note to explain the situation or make a notation in the student's diary.

Students will receive an Assessment Handbook which details the procedure for assessment submission and assessment extensions. Assessment Schedules will be provided at the beginning of each term, detailing assessment items and due dates.

Study and Revision

In addition to daily homework, students should also develop a timetable for systematic study and revision. Making summaries, writing paragraphs, and practising exam questions are among the strategies that should be used. Regular study will help students to develop a mastery of their subjects and a sense of perspective in their studies, as well as ensuring that they are well prepared for examinations and class tests.

10. Student Stationery Requirements

Students are required to bring the following stationery to school each day.

- Pencil case
- pair of scissors
- glue stick
- 2 black pens, 2 blue pens & 1 red pen
- 2 HB pencils
- Eraser
- Ruler
- Sharpener
- Scientific calculator (can be purchased from the office \$42.00)
- No white out, or highlighters
- USB

11. College Uniform

At Sathya Sai College we endorse the wearing of the correct full school uniform as it gives students a sense of belonging and fosters a sense of pride in themselves and the College. Wearing school uniform assists in ensuring the safety of students on campus and outside the College. Sathya Sai College expects students to wear school uniform during school hours, while travelling to and from college, and when participating in all College excursions.

The College insists that full school uniform be worn correctly.

It is expected that students wear their Sports Uniform on their designated Sports and PDHPE timetabled days and General Uniform on the other days.

Please be aware that for safety reasons students require black leather shoes for their General Uniform. This is also a safety requirement for all practical classes for example Science, Technology Mandatory. High ankle shoes are NOT permitted.

If students are not in the correct uniform, parents must inform the school in writing of the reason why a student is not in school uniform for that day. However, such regular occurrence will not be permitted. Three school uniform breaches will result in a time-in.

Hats are necessary at all break times and during outdoor activities. *'No hat, no play'* is our very distinct policy. Please note only school hats are permitted. The school caps are only permitted during sports and PE.

Please ensure that all the student's belongings are clearly labelled.

Personal hygiene is required as part of the school's policies on respect and responsibility.

Our policy is for students to take pride in their school and wear their uniform with pride and distinction. We expect that parents and guardians will reinforce this requirement in support of the school.

Hair

Students are expected to be neat at all times. Students whose hair is touching their shoulders must have it tied back. Hair decorations are to be in College colours. There are to be no extreme hairstyles in cut, style or colour. Bright, lurid rinses and bleaches are not permitted.

Boys must be clean shaven when they come to the College each day. Beards and moustaches are NOT permitted.

Accessories

Wearing of accessories should be kept to a minimum for both safety and security reasons. The following are acceptable:

- Watches
- Gold or silver studs or sleepers.
- One silver or gold ring
- One single neck chain with or without a small simple pendant worn under the shirt
- One bracelet

The wearing of dangling earrings, plastic keepers, eyebrow, lip, or other facial piercings is not permitted at the school. We are concerned that these pieces of jewellery may have the potential to hook onto objects and cause injury to the student wearing them.

Nose rings and plastic/metal keepers are not permitted nor eyebrows or other facial piercings.

No anklets are allowed.

Excess and Non-regulation Jewellery

Any items of jewellery that are not an accepted part of the uniform will be confiscated.

All confiscated items will be returned to students at the end of the day.

Make-up and false nails/nail polish are considered to be inappropriate with the school uniform and also pose a hazard in practical subjects.

Shoe Requirements

For safety reasons, black

leather lace-up, 'Clark' style shoes are to be worn with the general school uniform. This is also a safety requirement for all practical classes for example Science, Technology Mandatory.



Please note: black joggers, runners or sports shoes are not to be worn with the formal uniform.

Sports shoes that provide good support are to be worn for sport. Boots, skate shoes, canvas shoes or velcro are not permitted.

Socks: Students are to wear white, grey or black ankle socks.



Formal Uniform – Girls	Price
Blouse	\$42 - \$45
Tartan skirt	\$42 - \$45
Dress shorts - navy	\$32.00
Trousers - green	\$40.00

Formal Uniform – Boys	Price
Shirt	\$42 - \$45
Dress shorts - grey	\$30.00
Trousers - grey	\$40.00

Winter - Unisex	Price
Fleecy zip jacket	\$30 - \$35
V neck jumper	\$20

Accessories	Price
Wide-brimmed hat	\$10.00
Cap	\$15.00



Incorrect sports shoes - Slip on sports shoes are not permitted, these include canvas shoes as they are not supportive or appropriate for sport and PE.



Sports Uniform - Unisex	Price
Sports Polo	\$30 - \$35
Sports Shorts	\$22.00
Tracksuit pants	\$24.00

Note: Price of uniforms could change from time to time without notice as they are based on the cost price from the suppliers and freight charges.

12. BYOD – Bring Your Own Device

All students are encouraged to bring an electronic device example Laptops or Tablets with them to school to aid in their learning. Mobile phones are NOT permitted.

It is the student's responsibility to bring their laptop to school each day fully charged as there are insufficient power stations for all students to charge laptops at once. Devices should be able to operate fully charged for at least six hours.

- You should keep your device safe in your school bag when travelling to and from school.
- You should resist using your device on public transport as this may be a security risk.
- Ensure that you use your device appropriately at all times as a tool for learning.
- Staff may view material placed on your device at any time.
- No use of devices before school, during recess or lunch unless under direct supervision of a teacher.

Student Device Security

- Always keep your password confidential.
- Log off at the end of each lesson.
- Never send hoax emails, spam or unlawful publications to anyone.
- Always backup your work.

13. Student School Email

Each student will be issued their own school email address. This enables communication between students, teachers and the school office.

Students are to keep their login and passwords safe and are not to share with other students. This email is to be used strictly for school purposes and not personal use.

14. Student Diaries

All students are expected to their college diary as an organiser for study. Students are expected to bring their diary to all their classes to record assigned tasks, for communication between teachers and parents and to record any work that needs to be finished at home. Diaries are also used within school to provide students with an 'out of class; pass for example to visit the office or use the bathrooms

Each night the students are expected to use their diary and timetable to plan for the next day so they have everything they need to come to school ready to learn.

15. Emergencies

A beeping sound with instructions will be communicated over the PA system advising to evacuate the buildings or go into lockdown or lockout procedures. If the electricity is cut off a battery backup will operate the manual system. An instruction sheet with a map of what to do is located in each room throughout the school. You must follow your teacher's instruction if there is an emergency situation that arises.

16. Personal Property

The school cannot accept responsibility for lost or stolen property and money. All personal property should be clearly marked with your name. If you need to bring valuables or more money than usual to school, these should be left at the Front Office. The school requires parent notification of medical needs and any medicines or tablets you need to take during the day should be left with instructions at the Front Office before school.

17. School Bus

Students are required to:

- remain behind the fence until their bus has arrived
- enter the bus in an orderly manner
- carry their bus passes
- respect the Bus Driver's requests, such as fastening seat belts
- students must not leave the school grounds and return at a later time to catch a bus.
- No eating or drinking on the bus

18. Visitors to the School

Visitors to the school are welcome. Visitors must come through the secure area in the front office, sign the visitors register and obtain a Visitors Pass which is to be worn. All visitors must sign out on departure through the secure area in the front office.

19. Mobile Phones

Students who have a mobile phone with them at School are required to

- Have it turned off and out of sight at all times during the normal school day – this means from 8.30 am – 3.00 pm including recess and lunch.

- If there is an urgent matter needing to be discussed with parents, then students can come to the office and ask to **make a necessary call using the school phone**. Parents are welcome to contact their children via the office at any time.
- Students found using their mobile phones during school time or on an excursion where they will not be allowed, will have the phone confiscated and taken to the school office where it will be available for collection at the end of the day. They will receive a Time-in as a consequence.

20. Student Wellbeing Support Personnel

Sathya Sai College has a range of skilled and experienced staff with a variety of responsibilities in supporting student wellbeing.

Principal – Mrs Cal Atkins

E : principal@sathyasai.nsw.edu.au

Wellbeing Coordinator – Mr Garry Shearman

E : g.shearman@sathyasai.nsw.edu.au

- Support wellbeing needs of all students
- Prepare Student Behavioural Support Plans (BSP).
- Implement the College discipline roadmap.
- Respond to wellbeing and discipline issues
- Implement mentoring program such as Peer Support Program for Year 7

Curriculum Coordinator – Miss Rachael Lebeter

E: r.lebeter@sathyasai.nsw.edu.au

- Extensions - assessments
- Extended absence and catch up work
- RoSA
- Stage 6 (HSC)
- Concerns regarding assessment
- Concerns regarding curriculum
- Learning support and IEPs
- TAFE and Distance Education
- Future pathways and career planning

Learning & Support Teacher – Ms Sophia Turnbull

E: s.turnbull@sathyasai.nsw.edu.au

- Provide direct and timely specialist assistance to students in mainstream classes with a disability and additional learning and support needs.
- Collaborate with staff, students and families and develop individualised, targeted learning plans to enable equitable access to the curriculum for all students.
- Assess and monitor student engagement to identify student needs to ensure that their individual education plan continues to evolve and grow with them on their learning journey.

21. Addressing Bullying Behaviour

Bullying and Cyberbullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful to others and involves the misuse of power by an individual or group towards one or more persons.

*Bullying is not simply aggressive behaviour but **repeatedly unfair behaviour** in the context of an imbalance of power.*
Rigby, K., (2010) Report: *Enhancing responses to Bullying in Queensland Schools.*

Bullying can be:

TYPE	DESCRIPTION
physical	punching, hitting, pushing, tripping, taking people's things, even for a joke.
verbal	name calling, demanding money or goods, using threatening words and put downs. For example: "I'm gonna get you". "You're dead". "You're a loser".
social	alienating, shutting people out of groups, ignoring others, making rude gestures, spreading rumours and gossip.
psychological	spreading rumours, stalking, dirty looks, hiding or damaging possessions, passing notes, stares and whispers etc..
cyber	use of electronic communications to bully. For example, SMS, emails, chat rooms, social networking sites.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on gender, race, disability and sexuality. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as upstanders and not bystanders
- report incidents of bullying

Cyberbullying

Addressing cyberbullying is a whole-of-community responsibility, and requires a whole-of-community response.

Cyberbullying is commonly defined as the use of information and communication technologies to support repeated and deliberate hostile behaviour intended to harm others. It can happen to anyone, anytime, anywhere and can leave the victim feeling unsafe and alone.

It can include:

- abusive texts and emails
- posting unkind messages or images
- intimidating others online
- excluding others online
- inappropriate image tagging
- inappropriate discussions

Remember, treat others as you would like to be treated when socialising online.

Report all incidents to the Principal, Wellbeing Coordinator or Homeroom teacher.