



Sathya Sai School of Canada

Parent Handbook

2010- 2011

Lovingly, anxiously
A parent releases a tiny hand
Steps back, prays for protection
Such trust
A teacher pledges to be worthy of that trust
And reaching out,
Invites the child on a voyage of discovery
“Will you need me on this journey?”
The parent asks
“Every step of the way,” the teacher replies.

The end of education is character.



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Love as
thought
is truth.

Introduction

The administration and staff of the *Sathya Sai School of Canada* warmly welcome you and your child to our school.

The successful operation of a school requires the cooperation of everyone concerned. We trust that the information included in this Parent Handbook will give you a clear idea of the school's expectations for parents, students, and teachers, and the daily operations of the *Sathya Sai School*. Please do not hesitate to contact us if you have any questions or concerns, or wish to make an appointment.

Background

Inaugurated on September 2, 2000, the school is a private elementary school governed by the Sri Sathya Sai Education Trust of Canada. It is open to all students regardless of socio-economic status, ethnic origin or religion. Tuition is free; however, a fee is charged to cover operational expenses.

The founder of the school is Sri Sathya Sai Baba, whose philosophy of education has inspired the founding of schools in Africa, Asia, Europe, Australia, South America and Mexico. His educational philosophy is based on the view that a balanced education gives importance not only to academic success, but also to the development of character. His educational program, called Education in Human Values (EHV), aims at developing each child's highest potential through the inculcation of the universal values of Truth, Right Conduct, Peace, Love and Non-violence.

Mission of the Sathya Sai School

The mission of the school is human excellence. In an atmosphere of love and mutual respect each child is encouraged to excel and aspire to his or her full potential. To fulfill this mission, the administration and staff will provide:

- A loving and nurturing climate for the growth of character, the development of noble ideals and the enrichment of virtues;
- Opportunities for responsible citizenship through a focus on the integration of the human values of Love, Truth, Right Conduct, Peace and Non-Violence in curricular and extra-curricular activities;



Love as
action is
right
conduct.

- A better understanding of all cultures and religious beliefs, and a sense of unity amidst diversity;
- A challenging curriculum that promotes academic excellence;
- Encouragement for parent-teacher-school cooperation and the promotion of community involvement;
- An opportunity for parents to play an active role in the integrated development of a socially conscious and ethically mature student.

Curriculum and Character Development

The curriculum follows the Ontario Ministry of Education guidelines. In addition, human values are integrated into curricular and extra-curricular activities.

The school's goal is to develop character and help the students achieve academic excellence by:

- Creating and maintaining a school climate permeated by the human values of Love, Truth, Right Conduct, Peace, Love and Non-Violence;
- Teaching students how to peacefully but effectively discourage harassment and bullying;
- Encouraging kindness, tolerance and an appreciation for the unity of all faiths and cultures;
- Nurturing the students' ability to use the human values in day-to-day decision making;
- Encouraging students to be positive, take responsibility, and practice selfless social service;
- Promoting a healthy lifestyle with a smoke-free and alcohol-free environment, and encouraging vegetarian food;
- Teaching students how to put a ceiling on their desires and not to waste time, energy, money, food and knowledge;
- Using dynamic teaching techniques such as teacher modelling, experiential learning and other methods to promote values.



Love as
feeling
is peace.

The Role of the Teacher

Teachers at the *Sathya Sai School* will strive to integrate human values in their own lives by expressing these values in their thoughts, words and deeds. They will:

- Be exemplars of good character by practicing the five Human Values;
- Apply the well-established principles of Sathya Sai Education in Human Values in teaching approaches and methods;
- Develop positive and productive relationships with students and parents;
- Set high standards that motivate students to excel academically;
- Use creative approaches such as light meditation and yoga to reduce stress and to increase the student's self-confidence, self-knowledge and ability to think creatively;
- Maintain high standards of discipline;
- Assess students' work thoroughly and constructively, and provide regular feedback;
- Create a collaborative relationship between the home and the school;
- Introduce extra-curricular programs that will develop the student's personality, and interests.

The Role of the Parent

The success of many of our programs is dependent upon the participation of all students and you, the parents. Therefore, your attendance and that of your child(ren) at the following events is most important:

Family Nights – held throughout the year

Year-End Concert/Rehearsal – Second week of December– (dates to be decided)

Walk for Values – May/June 2011 (date to be decided)

Sports Day – June 17, 2011 (evening for parents)



Student Code of Conduct

All students shall be treated with dignity, respect, and fairness by other students and staff, and they shall be provided with a learning environment that is free from physical, emotional, and social abuse.

In return, students of the *Sathya Sai School* are expected to:

- Show respect for authority, parents, elders, others and their property, values, and ethnic backgrounds;
- Strive for academic excellence;
- Be disciplined and apply the five human values in daily life;
- Follow good study and work habits such as concentration and time management;
- Be friendly and cooperative by forming positive relationships with peers and adults;
- Show initiative and a willingness to accept responsibility;
- Obey school attendance, punctuality and other policies;
- Develop an attitude of selfless service to the community.

In the event that a student's conduct does not meet expectations, the school and his/her parents will work together to help the student grow and learn from experience.

Punctuality

General Principles

Punctuality is an important life skill. Please help your child learn responsible behaviour by ensuring that he or she arrives on time. All children should arrive at school between 8 a.m. and 8:14 a.m. Exceptions will be made for all students only on days when traffic in the city is disrupted due to severe weather conditions and such exigencies. Barring such rare occasions, all students must arrive at school by 8:14 a.m. in the morning.

Love as
understanding
is non-
violence.



Consequences

1. In each term, if a child arrives after 8:15 a.m. 5 times, he/she will receive a green slip as a warning.
2. For their next 5 late arrivals (bringing the total to ten), they will receive a red slip and an in-school suspension on the following school day.
3. The next set of 5 late arrivals (bringing the total to fifteen), will result in a red-cornered green warning slip. This is regarded as a serious violation.
4. Another 5 late arrivals will bring the total of late arrivals for that term to 20 and will result in an immediate one-day out-of-school suspension and will be followed by a meeting of the student and parents with the principal.

Attendance

General Principles

Students display good character when they attend school regularly and punctually, and participate in all scheduled classes. Students are expected to be in school unless they are ill, have a medical appointment or there is an emergency or death in the family. Parents must make sure their child attends school and are held responsible by law for such attendance. Extended holidays during school time often affect a child's achievement, and can affect a child's promotion to the next grade. Extended holidays during school time are, therefore, strongly discouraged.

Excusable and Inexcusable Absences

1. Excusable absences are absences due to:
 - a. Illness, bereavement, family emergencies, or other extenuating circumstances such as grounds for compassion at the discretion of the Principal. Requests for absences should be made to the Principal in writing and should be for a reasonable period so as not to unduly affect the child's progress. Supporting documents should be provided, whenever feasible.



When there
is beauty
in the
character,
there is
harmony in
the home.

2. Inexcusable absences are:
 - a. Family trips/holidays scheduled when school is in session;
 - b. Family visits/reunions when school is in session;
 - c. Other unauthorized absences.

Consequences

1. If a student is away due to a vacation or any other unauthorized reason, teachers will not be required to provide make up tests or extra assistance before or after the absence. Missed tests and assignments will be marked as zero.
2. If a student misses more than 10 school days, for inexcusable absences, the principal will review the student's attendance and performance, and may refer the matter to the Board of Trustees. The Board may issue a warning that further inexcusable absences will result in exclusion from the school or offer the seat to another student on the waiting list.
3. If a student misses 20 school days for inexcusable absences the student will automatically lose his seat.

Please check the school calendar to schedule appointment days and activities so they do not conflict with school attendance.

Pediculosis (Head Lice)

If a child is identified as having an infestation of head lice, he/she will be sent home and will not be readmitted to the school until proper treatment has been carried out.

Lunch

Teachers will create a pleasant lunch time atmosphere in their classrooms. The following rules will be observed:

1. Students will sit at tables and have lunch in an orderly and responsible manner.
2. Students will be seated until dismissed.



When there
is harmony
in the
home,
there is
order in
the
nation.

3. Children will assume responsibility for cleaning up their eating area.
4. After dismissal, they will go outdoors. During inclement weather, students will remain inside.
5. Parents are required to pack only vegetarian snacks and lunches, and should avoid providing food or drink with a high sugar content.
6. There will be no eating or drinking in the halls.
7. Senior kindergarten students who are waiting for bus transportation will have their lunch at school.

Recess / Snacks

Parents are to send daily snacks with children – snacks such as fruit, sliced vegetables, or other nutritious vegetarian food.

Extracurricular Activities

With volunteer parents and teacher advisors, we plan to offer activities for students during noon hour. Students will be placed in value houses, and activities may include house league sports, and student clubs for activities such as music, art, dance and drama.

Fieldtrips

Fieldtrips are essential for broadening students' understanding and knowledge, and are an essential component of a well-rounded education. Parents will be notified in advance of all fieldtrips requiring private and public transportation. A letter will be sent home providing details of the trip and costs. If the principal is informed beforehand, no child will be denied the right to participate in a fieldtrip due to a lack of funds. A standard permission slip covering all excursions will be filed in the office. Students must realize that they are ambassadors for the school wherever they are, and are expected to act responsibly and be well-behaved at all times.



Parent Volunteers

Research shows that parent involvement ranks as one of the most important factors in a child's success at school. At the *Sathya Sai School* we are committed to forging a strong link with our parents and the community.

We would appreciate assistance in preparing classroom materials, reading to students, helping in the library or lunch rooms, supervising on fieldtrips, forming school clubs, assisting in noon hour activities, and in checking student absences. Early in the school year, a parent council is formed. If you would like to volunteer your services to the school, please contact the principal.

Parent Workshops

To enhance the partnership of parents and the school, a number of workshops are offered throughout the school year on the philosophy of Education in Human Values and effective parenting. Parents will be informed of these workshops through the parent council. The Dynamic Values Parenting Workshop, a 15-week workshop, is mandatory for all parents of students attending our school during the first year of their registration. Parents will be informed of these workshops through the school newsletter.

Homework

Students are expected to complete daily homework assignments. On average, students will be given the following amount of homework each day:

JK to Grade 2 up to 30 minutes on average per day

Grades 3 to 6 up to 1 hour on average per day



When
there is
order in
the
nation,
there is
peace in
the
world.

Children need guidance and support to develop good work and study habits from an early age. You can help your child with homework by:

1. Providing a suitable place to study with proper lighting and ventilation and freedom from distractions such as TV, stereo, etc. Providing a quiet time in the household during homework and study time would be beneficial.
2. Ensuring your child has a regular time for homework and study. Help your child develop the habit of studying at the same time each day as far as possible by preparing a schedule which includes time for recreation, chores, homework and studying.
3. Monitoring your child's homework. If homework is not done, the teacher may send home a letter or phone you.
4. Parents are encouraged to read stories to their children in order to improve their language fluency.

Communication between School and Home

Communication between the school and parents is of utmost importance. Our primary communication link with parents and guardians will be our students. Let your child know that he or she has an obligation to ensure that you receive information from the school. In addition to personal visits and phone contacts, the *Sathya Sai School* will communicate with parents in the following ways:

1. Report cards

Report cards will be issued three times a year: in December, March and June. If you have any concerns about your child's progress at any time, please contact your child's teacher. Our teachers will be happy to discuss your child's work at any time by appointment. Please call the school office or your child's teacher to make an appointment.

2. Parent/Teacher/Student Conferences

Parent-student-teacher Conferences will be scheduled soon after the first and second term report cards. You will be reminded of these dates in school newsletters. Whenever you have concerns about the welfare and progress of your child, do not hesitate to contact your child's teacher first.



3. Newsletters

Newsletters will be issued to inform parents of school events and activities. The newsletters will highlight important events that have occurred, announce future events, report student successes, etc. Please read these to stay informed about school activities. The newsletters are also available on the Sathya Sai School website.

Recycling

We are dedicated to promoting resource conservation and waste management through the integrated waste management hierarchy “Reduce, Reuse, and Recycle.” School programs integrate these concepts into the curriculum in order to set an example of natural resource stewardship and responsible citizenship to our students.

Celebrating Success

Certificates and awards will be issued at special assemblies to recognize student success in academic and non-academic areas.

Service to the Community

One of the key goals of the *Sathya Sai School* is to encourage an attitude of selfless service to the community. Students of the *Sathya Sai School* will, therefore, participate actively in service projects. Initially, these will be confined to the school environment and the home, and gradually to organized service projects in the community. Teachers will also plan service projects as an integral part of their units of study.



Watch your
Words
Actions
Thoughts
Character
Heart

School Hours

School doors open at 8:00 a.m. The school day begins at 8:14 a.m. and ends at 3:20 p.m. All students are asked to remain outside the school before the bell rings unless the weather is severe. A teacher/volunteer will be available for arrival supervision only at 8:00 a.m. **Please do not drop off your children before this time.**

The schedule for each of the classes is as follows:

Arrival	8:00 a.m.
Bell work and attendance	8:00 – 8:14 a.m.
National anthem, daily prayer, morning announcements	8:15 a.m.
Classes begin	8:25 a.m.
Lunch	11:20 a.m.
Dismissal	3:20 p.m.

Kindergarten Program

The Kindergarten program runs on an alternate day schedule:

Junior Kindergarten students will be at school on Tuesdays, Thursdays,, and alternate Fridays.

Senior Kindergarten students will be at school on Mondays, Wednesdays, and alternate Fridays.

A monthly calendar with specific dates will be given to you by your class teacher.



School Calendar: Sept. 7, 2010 – Jun. 28, 2011

Important Dates

Labour Day holiday	September 6, 2010
School begins	September 7
Thanksgiving holiday	October 11
Remembrance Day holiday	November 11
Founders Day (school holiday)	November 23
Last day before Christmas break	December 16
Christmas holiday	December 17, 2010 – January 2, 2011 (inclusive)
First day after Christmas break	January 3, 2011
Last day before March break	March 9 (for students)
March break holidays	March 10-20 (inclusive)
First day after March break	March 21
Good Friday holiday	April 22
Easter Monday holiday	April 25
Victoria Day holiday	May 23
Last day of classes for students	June 28
Last operational day	June 29



P.A. Days

No classes for students	September 17, 2010
	October 22, 2010
	December 3, 2010
	February 18, 2011
	March 10, 2011
	April 1, 2011
	April 18, 2011
	May/June (to be determined)

Early Dismissal Days

Early dismissal at 11:20 AM (1/2 day of school)	Christmas Concert – Second week of December 2010, t.b.d.
	March 31, 2011

Report Cards / Parent Teacher Interviews

1 st report card issued	November 26, 2010
Interviews	November 29-30 – December 1-2, 2010 (5:00 – 8:00 p.m.)
	December 3, 2010 (9:00 a.m. – 11:30 a.m.)
2nd report card issued	March 4, 2011
Interviews	March 7-9, 2011 (5:00 – 8:00 p.m.)
	March 10, 2011 (9:00 a.m. – 11:30 a.m.)



Final report card issued

June 28, 2011

Parent Council Meetings

Third Monday of every month, except for:

6:00 p.m.

December 6, 2010

April 11, 2011

June 13, 2011

School Office

For additional information and staff profiles, please visit the school's website or contact the school during business hours.

Hours

Monday – Friday, 8:00 a.m. – 4:00 p.m.

Address

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