



Student Handbook 2019

This handbook aims to assist students and their parents/guardians/caregivers to understand the guidelines under which the Nautilus Senior College operates.

Table of Contents

Please note: When viewing this handbook online, you can jump to the section you want by hovering over the page number and pressing Ctrl + Click.

Preamble	4
The symbolism of the nautilus shell.....	4
Our Mission	4
Our Vision: Growing Tomorrow	4
What is Nautilus Senior College?	5
Introduction	6
Staff.....	7
Organisational Services.....	7
Calendar 2019	8
All my own work	9
Attendance.....	9
Absences	9
Extended absences	9
Student absence notifications	9
Bullying and harassment.....	10
Consequences of bullying behaviour flowchart.....	13
Bring your own device (BYOD).....	14
Use of Mobile Phones.....	14
Careers	14
Change of Address, phone or email.....	14
Code of Conduct	15
Communication.....	15
Computer network student agreement.....	16
Curriculum.....	16
Pathways.....	16
Course Performance Descriptors	17
Discipline	17
How is a 'Breach of Discipline' handled?	18
The 'Hearing Rule'	19

Procedural fairness	19
Appealing a decision	20
Drug Education.....	20
Electronic Devices	21
Emergency Evacuation Procedures.....	21
Excursions	22
First Aid and sick students	22
Insurance.....	23
Mature-age students	23
Parent-teacher interviews	23
Prescribed medications administration	23
Rights and responsibilities	24
Road safety	25
Bicycle/skate board/scooter safety	25
Pedestrian safety	25
Passenger safety	25
Buses and bus safety.....	25
Additional safety procedures.....	26
Searches	26
Security	26
Smoking.....	26
Suggestion and complaint procedures	27
How your suggestion or complaint will be handled	27
Visitors	28
Youth Allowance	28
Feedback	28

Preamble

The symbolism of the nautilus shell



The spiral shape of the Nautilus shell suggests that it can keep growing forever. There is no design for a "final" chamber. The creature must keep building new chambers as long as it lives. It cannot go back to the previous ones; they no longer fit. It cannot stay in its present space or it will die. It has no choice but to move on. And on.

The Nautilus has become a metaphor for growth, evolution, expansion and renewal - the stages each individual passes through life.

As a student at Nautilus Senior College you are not just learning, you are growing, changing and becoming a highly valued member of our community.

Our Mission

Nautilus Senior College is a registered and accredited non-government school. It is an independent school that aims to offer all eligible young people the chance to complete their school education. We especially aim to include those whose lives may be complicated, challenging or require a particular understanding in order to achieve success.

We aim to provide opportunities to young people primarily aged 15-17 who wish to complete their education outside a traditional school environment.

Our Vision: Growing Tomorrow

Nautilus Senior College aims to offer all eligible young people the chance to complete their school education. We especially aim to include those whose lives may be complicated, challenging or require a particular understanding in order to achieve success.

Nautilus Senior College seeks to provide a learning environment that both challenges and supports students to explore and create opportunities and develop a lifelong passion for learning. Using community resources, our holistic approach to nurturing mental health and wellbeing, we aim to prepare students to be balanced, productive and innovative citizens.

Our vision is to ensure the development of the whole child ensuring the development of resilience, resourcefulness, critical and creative thinking, personal and social capability and ethical and intercultural understanding. Ensuring all students seize opportunities to become successful learners, and members of the community.

What is Nautilus Senior College?

We are flexible.

We work with students to accommodate their needs and understand their challenges.

We are understanding of the barriers to education that many young people might face are not unusual to us and we have an individual approach to understanding the needs of the student.

We are supportive.

Smaller class sizes, well trained teachers, and a youth support worker all make up a team ready to support student needs.

We are an independent school.

We will offer a limited number of places for Stage 5 (Years 9 and 10).

Introduction

Nautilus Senior College uses the ALESCO model of alternative schooling pioneered by WEA Hunter in 2002 (the former Workers Education Association in Newcastle) and since then has proven to be a successful model for many young people across NSW who are ready and willing to take control of their own learning and their future. ALESCO now works with and supports nine 'sister schools' in NSW auspiced through local Community Colleges. It is not politically or religiously affiliated.

Many students find today's traditional school setting of highly structured timetable and academic pressure challenging to manage, while not feeling they can explore areas of life that they would like to pursue. Sitting in ordered classrooms all day and having to move from one academic subject to another within a restricted period of time does not always cater to individual needs.

Nautilus turns that upside down and allows learners to find their passions and explore options in a carefully prepared environment. The whole program is student focused and very serious about supporting students to find their individual learning pathways. Parents who have been frustrated with mainstream schooling's inflexibility will find this alternative approach creates a whole new atmosphere of hope and personal development for their children.

Moving forward, activities such as film making and outdoor recreation, tourism and hospitality, music and information technology and innovation will all form the basis of strong learning programs. Outdoor experiences and field trips to different learning sites are all part of our current program. We give students the opportunity to explore different areas of life whilst also meeting the requirements of the NSW Education Standards Authority, NESA, (previously BOSTES) to achieve a RoSA.

Additionally, students receive support to develop their literacy and numeracy skills. Addressing these challenges is embedded in our program that engages, stimulates and motivates our students in a hands-on learning approach.

Pastoral care is a centre piece of our College; a continuous process of support by getting to know each student as an individual and what makes them tick means we can respond to their needs and their family circumstances.

Nautilus Senior College offers our students exactly the same school curriculum as found in any other traditional school, it is not an equivalent – it is identical. The difference is about how we deliver education to our students. We focus on relationships and can do this because of our intentionally low enrolment numbers. Students are supported with a well-being team and individual learning programs.

We have high expectations for our students. Nautilus is not always the easy option that students think it will be; they must respect everyone's right to learn; ongoing attendance is a prerequisite; we will not tolerate violence, drugs or bullying of any kind; participating in class is essential; completing work and assessment is essential.

In total, Nautilus will cater for approximately 45 students. With smaller classes, our students become part of our college and part a part of our community.

We ensure shared decision making underpins the school's culture of innovation, mutual support, critical reflection and collective accountability. Student voice is important in informing our shared decision making culture. We maintain a safe and purposeful learning environment by providing comprehensive

welfare programs and a supportive, caring environment. We are positive and optimistic about our school and every student's future.

Staff

Leadership

Valerieanne Byrnes – CEO

John Beaumont - Principal

Dr Robbie Lloyd – Community Liaison

Teaching Staff

John Beaumont [English, HSIE]

Sharon Ison [Mathematics, Science]

Stephen Hall [HSIE, PDHPE & English]

Dylon Gill-Vallance [Mathematics, Science]

Susie O'Neill [HSIE, PDHPE] - Relief

Administration

Manda Crowe – Administration

Cheree Risson – Wellbeing

Organisational Services

Sue English – Marketing

Dr Robbie Lloyd - Community Liaison

Christine Murphy – Service Coordinator

Brodie Thorn – Reception and Administration

Jen McLaren – Reception and Administration

Greg Thompson – Chief Finance Officer

Annemarie Gregory - Finance

Calendar 2019

There are assessment events throughout the year for each subject. Your teacher will provide you with the information required to do your best.

January

- 26 Australia Day
- 30 School commences

February

- 6 Teacher Matrix compilation.
- 22 KLA Reviews, Programs, Assessment, Copies of grades, result folders.

March

- 20 NESAs Inspection

April

- 11 Term One concludes
- 25 ANZAC Day
- 29 Term 2 commences

May

- 14-16 NAPLAN Exams
- 17 NAPLAN Catch up exams
- 16 Career Expo
- 16 Parent/Teacher/Student Interviews

June

- 10 Queen's Birthday Public Holiday
- 17-28 Semester One Assessment Period
- 28 Term Two concludes

July

- 15 Term Three commences

August

- 16 Project/PIP Reviews

September

- 19 Parent/Teacher/Student Interviews
- 20 Term three concludes

October

- 7 Labour Day Holiday
- 8 Term Four commences

November

- 11-15 Year 10 RoSA Assessment week
- 18-22 Year 9 Assessment week
- 25-29 Year 11 Preparations

December

- 2-6 Final week, Awards Ceremony

Following are a set of guidelines and information, which will assist you to understand the conditions of your enrolment and expectations of your attendance at Nautilus Senior College.

All my own work

It is a NESA requirement that students in Year 10 complete the *All My Own Work* program BEFORE they can enrol in Year 11. This is important for students who intend returning to mainstream schooling in Year 11.

Attendance

Students are required to attend school each day the school is open. It is the responsibility of students and parents to ensure that students attend school regularly. Nautilus uses an electronic and manual attendance system and will call or text parents to inform them if their child is absent from school.

Parents can respond to this text with a legitimate reason, and this will count as an explained absence. Absences are recorded as being either justified or unjustified on student school reports. Parents are expected to provide absentee notification and documentation to the school. Attendance in each subject will also be monitored and recorded.

The Education Act 1990 No 8 (NSW) requires the Principal to review students' attendance patterns if they have an unsatisfactory pattern of attendance. This may result in an interview process to attempt to rectify any issues that may exist to prevent a student from attending class.

Absences

- Students are checked into school each day.
- Official student attendance is recorded both manually and electronically.
- Student attendance is monitored each period and absences are recorded.
- Truancy is notified to the Principal.
- A text is sent to the caregiver whenever a student has not arrival by 10am without prior notification.

Extended absences

If students are to be absent for more than two (2) days, parents should contact the school with the possible return date and if well enough, request work through the teacher.

Student absence notifications

Students who are absent need to provide a written notification satisfactorily explaining that absence within seven days.

Parents/care-givers are requested to provide substantial reasons for student absence from school. In relation to sick leave, the note must provide a reasonable and specific explanation of the student's sickness. In cases where sickness is in excess of four school days, medical certificates detailing the nature of the sickness and the duration of the sickness are required.

All staff are authorised to follow up with parents when student absenteeism becomes a concern. In the case of a student's absence for examinations and/or assessment tasks a medical certificate is also required.

If a student has been absent from school, and has not supplied an acceptable note within seven days, they are recorded as an 'Unexplained Absence'.

Leave may be approved by the principal for some situations where documentation is provided:

- Misadventure and unforeseen events eg fire, flood
- Industrial disputes
- Participation in special events
- Family holidays, which cannot be taken within the normal school vacation period.
- Domestic necessity eg death of an immediate relative or care provider, recognised religious holidays or ceremonies.

Sport is a mandatory requirement for our students. Students wishing to leave sport from the venue must have approval from parents and confirmed by the Principal or delegate.

No student should leave the school grounds without permission and without signing 'out' from the school using the correct protocols.

Bullying and harassment

Bullying and harassment will not be tolerated.

The school has an anti-bullying and harassment policy. Each year students attend workshops to go through the Anti-bullying Policy. The policy is reviewed on an ongoing basis.

All stakeholders of the school from students to staff need to be aware of their rights and responsibilities with regards to bullying and violence. It is against our policy to harass any other person in relation to their age, race, gender, sexuality, culture, religion, marital status, appearance or disability.

Insults and harassment related to these things are a form of bullying and violence and will be handled in the same way as physical violence.

This applies to any areas within and off school grounds including the classrooms, the common areas and online.

Staff of the school take any forms of harassment and bullying behaviour very seriously and that all school attendees, visitors and volunteers have every right to feel safe and supported in the school environment. Therefore, coming forward with concerns surrounding these issues on behalf of themselves or any other students is considered as a positive decision and one that will be listened to and actioned.

Types of harassment and bullying that will be actioned include:

- Any behaviours including the use of
 - telephone communication or text messages
 - social media for the purposes of intimidating, ridiculing, insulting, name calling and threatening inside or outside of school hours
 - uploading to any device or electronic program any offensive, intimidating and inappropriate images, words or other content.
- Any intimidation tactics including
 - staring at or giving threatening looks
 - being obstructive and forceful in body language
 - wilfully invading someone's personal space
 - laughing at or whispering about others in order to gain a reaction, or
 - any other behaviour that may display serious intimidation.
- Any behaviours such as students speaking about one another to any other individual in a derogatory manner which includes discussing their private lives, social lives, medical status and any name

calling, assumptions or rumours

- Any behaviours that may include encouraging, permitting, instructing any of their peers to engage in negative behaviour, language or attitude towards another party. If so, they too, will be held responsible.

In the case of verbal bullying and harassment including name calling, threats, and ridicule, the following steps will be taken in response.

1. For one off 'heat of the moment' occurrences, discussions of the situations and student apologies are requested and explored.
2. Two or more occurrences with increasing severity, a Restorative Circle may be called on behalf of the students themselves or others concerned by the behaviour including staff and volunteers.
3. The Principal may intervene at this point to stop further escalation. This may be delegated to another member of the teaching staff.
4. If it becomes an ongoing issue, then the Principal is to meet with Parent/Guardian/Carer to discuss the situation and possible steps that need to be taken.
5. If the behaviour continues or is escalated in severity, students may be placed in Time-out, and requested to receive outside counselling and support due to concerning bullying behaviours.
6. If the behaviour reaches a critical level and all previous steps are exhausted, the student will be offered a withdrawal form if behaviour does not abate and the withdrawal process will commence.

In the case of physical bullying and harassment, which includes threats and assaults, the following steps will be taken in response.

1. A report will be made regarding the incident in the wellbeing section of Sentral (in addition to the completion of a Critical Incident Report form by those involved/witnessing the event) explaining the situation and circumstance. Those involved will speak to the teacher or Wellbeing Officer immediately after the incident occurs.
2. If the incident occurs again or there is an escalation of behaviour which threatens possible physical harassment action, the Principal will meet with Parent/Guardian to discuss the situation and possible steps, such as a Restorative Circle, will be taken to resolve the issues.
3. If the bullying behaviour continues, Time-out will be issued to those involved and a request for off-site counselling placed on the individual involved.
4. If behaviour does not abate, a School Initiated Withdrawal is offered.

In circumstances of online bullying and harassment, whether it be via sites such as Facebook, Instagram, Snapchat or YouTube, your Parent/Guardian/Caregiver will be notified of the incident. Police may be notified and a report made with ongoing threatening and intimidating messages.

What is cyber-bullying?

People make comments on social media that they may not say to someone face to face. These comments on social media can be just as damaging as any other form of bullying and in some circumstances it can also be a criminal act.

Cyber-bullying can take many forms

- Abusive texts, on-line posts and emails
- Imitating others on line using fake profile and other methods
- Spreading rumours and telling lies on-line
- Making hurtful comments
- Making threats or comments designed to intimidate on-line
- Repeated unwanted messages being sent to you
- People using your account to send fake posts
- People sending photos or videos of you to others to embarrass or humiliate you
- Excluding others on-line

What action can you take?

- Don't reply to bullies – that's what they want
- Block the person who is doing the bullying
- Keep a record of threatening or intimidating messages eg screenshot
- Check your privacy settings
- Report the person to the social media platform
- Talk to someone you trust about the situation
- Contact police about any threatening or intimidating messages.

What can police do?

If someone is threatening bullying or harassing you on-line, police want to know about it. You don't have to put up with it and police can take action.

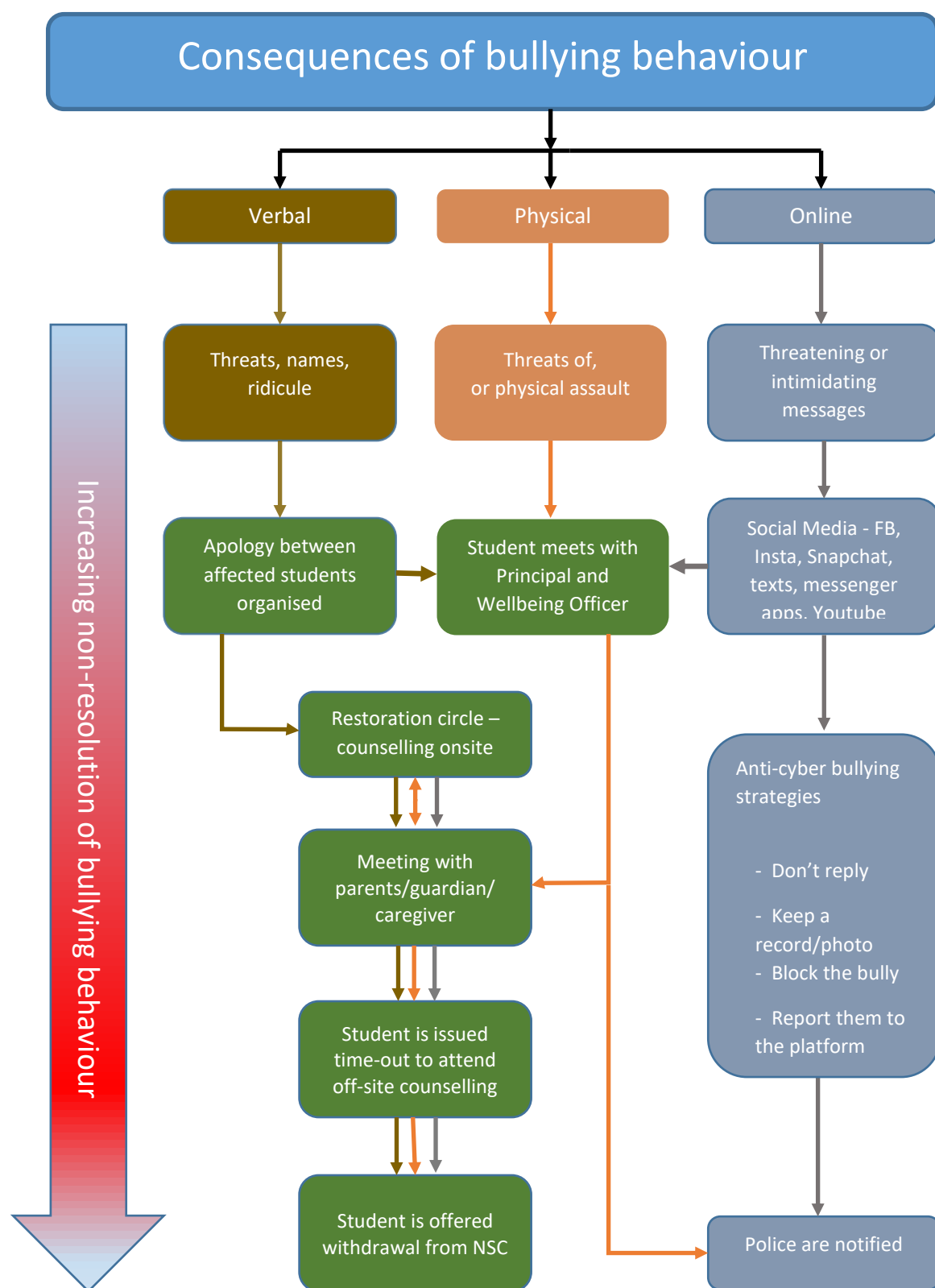
On-line bullies think they can be anonymous but police can track them down. That's why it is important to inform police about what's happening.

While there is no specific legislation in Australia that is specifically for cyber-bullying, there are existing laws police can use to arrest and charge perpetrators with offences under the Commonwealth Criminal Code, 1955. Division 474, subdivision C. Telecommunications Offences.

Useful links:

- The Australian Media and Communications Authority has an excellent website called eSafety which carries advice for children, parents and schools: <https://esafety.gov.au/>
- The NSW Department of Education also offers useful advice.
 - [Cyberbullying](#)
 - [Bullying - No Way!](#)

Consequences of bullying behaviour flowchart



Bring your own device (BYOD)

The term BYOD, which stands for “Bring Your Own Device,” refers to the practice of students bringing their own laptops, tablets, smartphones, or other mobile devices with them to class.

At Nautilus, we will continue to be student-centred. The act of a student using his or her own device for learning has proven to increase productivity and engagement.

Important: while some lessons will use BYOD, Nautilus provides all students with a device. We do not take responsibility for any device a student brings to school. Should the device be lost, stolen or broken, replacement is at the student’s cost.

Use of Mobile Phones

Mobile phones are not to be used in class for personal or private use. The use of mobile phone is not permitted unless specifically directed by the teacher. At times mobile phones can be a very useful educational aid and it is for this reason they may be permitted. Mobile phones are the responsibility of the individual.

Careers

The school can organise ‘Work Experience’ programs if required. These specific programs will only be activated through consultation and collaboration with parents. Our Support staff, Wellbeing Team and teachers will assist a student to prepare for work and coordinate industry engagement opportunities as they are required and approved throughout the year. If a student has a specific career interest in mind, they should speak to a staff member so as further research into opportunities may be explored.

Change of Address, phone or email

Changes of address, phone, email or changes in other personal details, including, ‘Legal status of Guardianship’, should be reported to the Front Office, Wellbeing Team or staff member. This would include changes to work/home telephone numbers or email addresses for either parent.

Records information regarding student’s emergency contacts and special needs must be current. Please notify the school of all changes promptly as this may prove critical in an emergency.

Code of Conduct

“The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the [Education Act 1990 No 8 \(NSW\)](#) and of the NSW Education Standards Authority (NESA) requirements for registration of the school.”

Students have a code of conduct that affects all aspects of their participation at Nautilus Senior College.

RESPECT: Respect for self
 Respect for peers
 Respect for staff

RESPONSIBILITY: For own learning
 For own actions
 For responding to others reactions
 For the environment

HONESTY: Be honest with oneself and honesty with others will follow.

Students are asked to conduct themselves in accordance with the code while attending Nautilus Senior College, both on premises and on outings.

The Code of Conduct should serve as a guideline for teachers to assess student participation levels.

The Code will also be supplied to students as part of the enrolment pack.

Communication

The official channels of communication are:

- Appointments with teachers and Executive can be made as required, by telephoning the office for a mutually convenient time.
- School newsletters are prepared and distributed regularly by email.
- Student check-in each morning. Members of staff and the Wellbeing team will be available every morning for students to consult. It is at this time that daily notices and information may be disseminated.
- Information Sessions - these include parent/teacher nights, curriculum information evenings and special events.
- Assessment Handbook
- Student Handbook
- Text messages
- Website documents

Computer network student agreement

The school is constantly purchasing and upgrading its IT equipment. Every student has an obligation to respect and appreciate their IT resources. It is your network - look after it. As a user of the computer network, you have the following responsibilities to other users of the network:

- To take note of and follow any special instructions regarding your use of the system that may be given by the System Administrators
- To use all equipment and software in a careful manner and as instructed
- To advise a teacher or Principal immediately any fault (hardware or software) or inappropriate use becomes apparent.

Things to remember:

- When you are given a user name and/or password NEVER tell it to anyone unless you have permission. YOU are responsible for everything done in your name.
- Deliberate or accidental damage to the system causes inconvenience to the whole school community. If you don't know what you're doing, DON'T DO IT.
- Workstation hard-drives may be completely cleared of data from time to time. Always store important data on a backup, and check removable storage (eg USBs/Memory sticks) regularly for viruses.
- If you accidentally stumble across offensive material on the Internet
 - DON'T draw others attention to it. (You won't be in trouble if you found it accidentally, but you will be if you choose to show it to others.)
 - Leave the computer as it is and turn off the monitor, then quietly tell your teacher.

Curriculum

The compulsory School Curriculum is provided in Key Learning Areas (KLAs). Students must complete a set number of hours in each KLA in order to be eligible for the RoSA.

English, Maths, Science, History, Geography and PDHPE are based on the NESA expectations as outlined on their website.

Sport, Nutrition, Education, Sustenance, Training (NEST) and Community Service are based on the expectations that Nautilus Senior College is placing on our students. These expectations are involvement and commitment to these activities that we see as important to both the student's own health and connection to the local community.

Pathways

Once a student has completed Stage 5 at Nautilus Senior College it is anticipated that they have a number of opportunities available to them. These may include:

1. Returning to mainstream schooling
2. Enrolling in a Technical College
3. Taking up Vocational Education and Training course
4. Seeking an apprenticeship
5. Entering the workplace

Nautilus Senior College also timetables Personal Interest Projects (PIP) which are aimed at providing students with a variety of educational and learning opportunities that exist outside of the set curriculum. These PIP's are aimed at giving students an introduction to other career pathways and may include variations in use of technology, creative arts and trade skills.

Course Performance Descriptors

For all NESA subjects the Course Performance Descriptors are set out in 5 General grade levels as indicated below:

A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a high level of competence in the processes and skills of the course and can apply these skills to new situations .
B	The student has a thorough knowledge of and understanding of the content and a high level of competence in the processes and skills . In addition, the student is able to apply this knowledge and these skills to most new situations .
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the process and skills .
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills .

Please refer to the Assessment Handbook for further detail

Discipline

A breach of discipline means “Conduct that impairs the reasonable freedom of any person (whether or not a student) to pursue his or her studies or work within the school and/or the college premises”.

A breach of discipline may occur elsewhere than on the premises of the school (eg planned excursion).

A student commits a breach of discipline if the student does any of the following:

- Assaults or threatens to assault another person
- Engages in any offensive conduct or any unlawful activity
- Removes, damages or uses any property of the school without having permission from the organisation or a member of staff
- Obstructs a member of staff in the performance of the member's duties especially where this may raise safety concerns
- Repeatedly and wilfully disobeys or disregards an order or direction of a member of staff, including a direction regarding appropriate behaviour or safety
- Repeatedly commits or engages in any dishonest or unfair act in relation to an examination or other form of academic assessment
- Repeatedly discriminates against a person on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability, or religion

- Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability, or religion of the person or members of the group.

A breach of discipline may be committed by an act that involves

- A communication in person or in writing or by telephone or other telephonic or electronic means which may include any and all forms of social media, or
- A transaction using telephonic or electronic means which may include any and all forms of social media.

Offensive conduct includes any of the following

- Spitting
- Littering
- Using offensive language
- Being under the influence of alcohol
- Being under the influence of a drug (other than medication that has been prescribed by, and taken, in accordance with the instructions of a registered medical practitioner).

Unlawful activity includes any of the following

- Using, possessing or supplying any prohibited drug, substance or item
- Stealing the property of another person.

How is a 'Breach of Discipline' handled?

A member of staff who believes that a student has committed a breach of discipline:

- must, as soon as practicable, report the alleged breach to the Principal, and
- may instigate the student to immediately commence 'time-out' from attendance at Nautilus Senior College for the remainder of the day on which the alleged breach occurred, or until a decision can be made regarding the consequences of the breach.

A student will usually not be issued a time-out without firstly being notified verbally of the possibility and directed to the enrolment agreement relating to the Code of Conduct and Student Rights and Responsibilities. Time-out periods are accompanied with the expectation of completion of remedial activities and appointments with external agencies, as deemed by members of the Equity Committee.

However, an immediate 'time-out' will occur when the student

- has threatened staff or students
- is under the influence of drugs or alcohol
- is in possession of drugs or drug-related utensils

It must first be noted that Nautilus Senior College's 'Student Discipline' process ends in 'withdrawal' not 'expulsion' or 'exclusion' for two main reasons:

- 'Expulsion' and 'exclusion' are not terms traditionally used within an adult learning context and as Nautilus Senior College model is designed specifically to work within an adult learning context, we have chosen to use the language of that culture.
- Nautilus Senior College believes that all students have the right to a second chance. With this in mind, it can be suggested that the terms 'expulsion' and 'exclusion' carry with them a connotation of finality. It is language that a learner often identifies with the concept of being 'kicked out' without the opportunity to try again at a later date.

The term 'withdrawal' holds a connotation of having a second chance, a learner may be withdrawn for the time being, however; they may have the opportunity to be included later down the track when they choose to be ready to take up the challenge of an adult learning environment. Inclusivity is the fundamental basis of adult learning.

The 'Hearing Rule'

The right to be heard (the hearing rule) ensures any and all communications with the student regarding any disciplinary action outlines

- why the action is happening
- the way in which the issues will be determined
- what the allegations in the matter are and any other information which will be taken into account
- the student's right to, and opportunity for, responding to the allegations, and
- the student's right to an appeal and the process for that appeal.

Important:

At Nautilus we work with students to navigate better behavioural options. We have your best interests at heart. Please do not hesitate to speak to a staff member and ask for assistance.

Procedural fairness

Procedural fairness is the process by which decisions are made to ensure fair and equitable outcomes and must include the right to be heard and the right to impartial decisions being made. Procedural fairness is a basic right of all individuals dealing with Nautilus Senior College. All members of Nautilus Senior College community have a legitimate expectation that Nautilus Senior College staff will follow these principles in all circumstances, including withdrawals from the learning space.

All disciplinary actions taken by Nautilus Senior College will follow the principles of procedural fairness by ensuring that they offer the student the **right to be heard** (the hearing rule) and the **right of a person to an impartial decision** by ensuring:

- There is impartiality in the investigation and decision-making phases
- The right to an absence of bias in the decision maker by using a third party (in the case of Nautilus Senior College, this role may be the Principal or a member of the Equity or Wellbeing teams, Nautilus Sub-Committee or the CEO).

The decision-making process regarding a student's withdrawal will be made in the first instance by the Principal in conjunction with the Equity Team and parents, and will be based on evidence. If necessary, the CEO will become involved as a part of any appeal process.

As part of ensuring the right to be heard, the Principal should establish if parents or caregivers require an interpreter and, if so, make arrangements for one to be available.

If required the Principal will direct the students, parents or caregivers to the Discipline Policy and Code of Conduct outlined within the Enrolment Application as sighted and signed by all parties upon acceptance of enrolment.

Whenever a student is involved in a process involving school authorities regarding their future placement, they have a right to have with them a support person, either from Nautilus Senior College (eg Wellbeing Officer, Youth Support Worker) or of their personal choosing.

In addition to the letter and/or other communications as outlined above, a student and their parent/guardian/caregiver involved in a disciplinary action will also, where practicable, receive copies of any relevant statements detailing allegations etc. unless the principal be of the view that it is not appropriate to provide copies of statements, for example, due to a concern that witnesses may be intimidated etc.

The Professional Development Program of January 21-22, 2019 provided all staff with training in Restorative Justice Practices. Because of the nature of Nautilus Senior College, it may be necessary to call on the skills and training of Wellbeing Team to assist in the process of restorative justice. On these occasions, a restorative circle may be called by any member of the school community. It is at this time that major issues arising within the college may be addressed and discussed in a non-violent, non-threatening manner in order to achieve a positive outcome.

Appealing a decision

Students and parents/caregivers who consider that correct procedures regarding the withdrawal of a student placement have not been followed, or that an unfair decision has been made, have the right to appeal.

A right to appeal notice is provided verbally or in writing to parents/caregivers and the student, at the time the decision to withdraw is made by the Principal.

Appeals should be in **writing**, stating the grounds on which the appeal is being made. This should be done within 1 week of the decision to withdraw a student.

For carers who are unable to produce a written appeal, staff can be assigned to take a statement.

The CEO or their delegate will commence an investigation and keep the student and their carers informed of the final decision.

Drug Education

Nautilus Senior College drug education has four strands.

1. The education of students as to the effects of drugs. The education of students as to the effects of drugs will occur as part of the program in the Personal Development course undertaken by all students.
2. Students requiring drugs for a medical condition must report to the school Office and a representative will supervise such. Parents of these students must fill in an indemnity form. These students will be provided with support and privacy where needed.
3. Specialised Anti-Drug initiatives are provided. The students are offered programs, such as Life Education and 'Take a Stand.' Programs within the school which deal with developing self-esteem and assertiveness, which in turn help to ensure that students through education are less likely to take drug. These programs may include Peer Support, mentoring or Wellbeing integrated school systems as well as the school curriculum as an informative deterrent.
4. Counselling services are available within the school from various personnel, especially including the Wellbeing Team. Appointments with Head Space will also be made after consultation with parents and the Wellbeing Team.

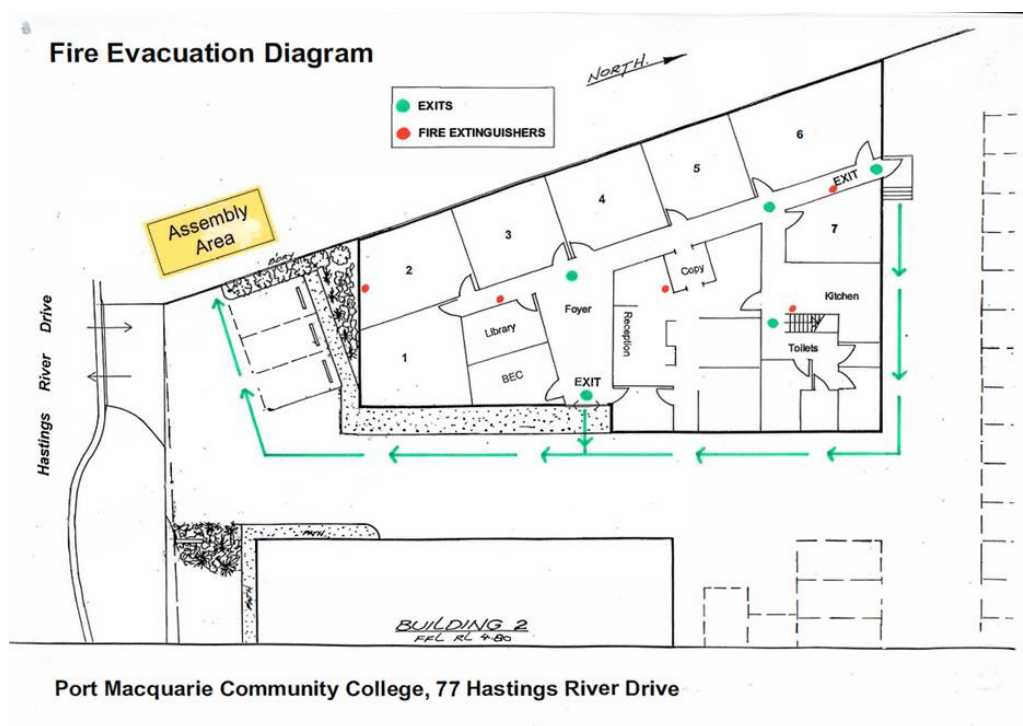
Electronic Devices

We strongly encourage students and teachers to use mobile computing in the classroom with the following rules governing their use.

1. Teachers will expect that electronic devices are turned off and remain out of sight when they are not part of the class lesson. Students are not permitted to make personal calls, respond to calls or send personal text messages while in class.
2. If students use their phones inappropriately during class time or without the permission of the teacher, they will be subject to the disciplinary procedures of the classroom teacher. Students are not to have inappropriate content on their phone.
3. Under no circumstances can any electronic device with a storage capacity be in the possession of a student during exams or any assessment task. This will result in an automatic zero for the exam or assessment without exception.
4. When being spoken to by a staff member in a face to face communication, it is expected that earphones will be removed from both ears as a courtesy to the speaker. If a staff member needs to address a student when a phone conversation is in progress in the playground, it is common courtesy that the student will excuse themselves from the call until the face to face communication is completed.

Emergency Evacuation Procedures

1. Emergency situations are to be immediately reported by students to the nearest staff member.
2. Evacuation procedures will be indicated by the continuous sounding of bells.
3. Students are to proceed directly to the evacuation area outside the front of the college on the right-hand side under the supervision of class teachers. All other persons on site (staff, visitors, contractors and volunteers) are to proceed directly to the evacuation area out the front of the college. Personal belongings should not be taken by staff and students.
4. The main evacuation site is the pedestrian area at the front of the building. In some rare instances this may be changed at short verbal notice from the Fire Coordinator.
5. Further instructions will be issued by the evacuation site supervisor following consultation with the Principal.
6. Students are to assemble at the evacuation site in their Classes with the designated evacuation roll teacher.
 - The names of those students present will be marked in the emergency roll columns on the daily roll sheet.
 - The marked roll is then returned to the School Administration Assistant (Roll Coordinator) by designated students.
 - Discrepancies are referred to the Evacuation Site Supervisor.
7. All persons on site are required to cooperate with emergency evacuation procedures.
8. Corridors, exit routes, walkways and roadways are to be free of obstruction at all times to cater for emergency evacuations. All present must remain at the evacuation site until the 'all clear' is announced by the Evacuation Site Coordinator after instructions from the Principal.



Excursions

Excursions may be classified as any activity which is a variation of normal school routine taken off-site. Excursions are legitimate components of educational programs when planned in line with the stated aims of the whole school. The potential outcomes of excursions are compared with the proven educational outcomes of other teaching strategies available in order to ensure that they are legitimate and necessary. Excursions can be unparalleled learning experiences. Appropriate clothing must be worn.

Information regarding excursions and permission notes will be sent home to parents and will include all details and a clear indication of the refund policy, due dates for payment, insurance and medical information.

If students arrive on the day of an excursion without a permission slip then staff will call parents to confirm verbally their approval and will note this approval in Sentral. If staff are unable to speak to a parent the student is unable to attend the excursion.

First Aid and sick students

It is requested that students are not to be sent to school when sick. It is school policy to contact parents to advise them if a student is sick so that they can be collected and taken home. Students who are sick at school or who have minor cuts/abrasions should ask to be allowed to go to the Office and they will be attended to by the First Aid Officer.

The ambulance will be called for emergencies.

Insurance

The school does not carry personal insurance for students. If this kind of cover is needed then it is the individual responsibility of the parents/guardians/student.

Mature-age students

We welcome mature age students. The school offers a flexible timetable and a full or part-time study program. Please contact the school for details of courses available.

Parent-teacher interviews

One afternoon/evening is set aside each semester on the school calendar for parent/teacher interviews. These are conducted on a Thursday afternoon between 4 and 6 pm.

Appointment times for the interviews are arranged between staff and students for times convenient to both parent and teacher. Ten minutes is the recommended interview period.

Other than these timetabled occasions, parents may make appointments with teachers at mutually suitable times. Teachers will be made aware of all parent interviews. If parents wish to have a general work report on their son/daughter at any stage of the year they should contact the appropriate Teacher who will arrange this report.

Communication between home and school is vital at all stages. If parents believe there is any factor which may affect their son/daughter's achievement, progress or adjustment at school, then parents are encouraged to communicate these factors to the school. Parents are always welcome into the College space.

Prescribed medications administration

It is essential that the school be informed of students with anaphylaxis, allergy, diabetes and any other major condition. Similarly, the school should be informed of the special needs of students with epilepsy.

Nautilus has a policy regarding the administration of prescribed medications to students. Our commitment to student welfare and support of students includes positive consideration and implementation of medication policy.

A summary of the main guidelines is listed below:

- The Principal should be informed by the parent/guardian/caregiver in all cases of students requiring prescribed medication, as well as the need to administer prescribed medicines at school.
- Parents are required to discuss with the designated staff the preparation, application, dosage and situations pertinent to the administration of prescribed medicines.
- Parental consent for the administration of prescribed medication must be given.
- The Principal will confirm in writing any agreed arrangements for administering prescribed medications while at school.
- Parents must consult the school regarding medication when the student is on an excursion or at sport.

- Medication must be clearly identified by the original pharmacy label and given to the School Administration Officer or Principal on arrival at School. It will be stored in an appropriately secured container and accessed only by those staff authorised to administer medication.
- Painkillers (analgesic) can only be issued by authorised staff with the prior permission of the parent/guardian/caregiver.

Rights and responsibilities

All staff and students have responsibilities to fulfil. When all responsibilities are met, the rights of all are protected.

We all have a right to:	It is our responsibility to:
1. Be happy at school and to be treated with understanding	<ul style="list-style-type: none"> • respect the rights of others • treat others with understanding, • not laugh at others, tease others, or try to hurt their feelings.
2. Be treated respectfully and fairly	<ul style="list-style-type: none"> • treat others politely and with respect • respect the experience of the School staff • be truthful and treat others fairly.
3. Be safe	<ul style="list-style-type: none"> • not do anything which may threaten or cause danger to myself or others. • tell staff if there is any danger around a classroom or on the premises.
4. Expect our property to be safe	<ul style="list-style-type: none"> • not steal, damage or destroy the property of others • ask permission before using the goods of someone else • take proper care of School property and equipment
5. Get a good education at our school	<ul style="list-style-type: none"> • be well behaved in class and not disturb others • keep up-to-date with work in class and also with homework • attend school regularly and to be punctual
6. Be protected against threats to our health	<ul style="list-style-type: none"> • be careful about our health • be considerate of our health while undertaking learning and to encourage others to do the same
7. Have a pleasant, clean and well-maintained school and grounds	<ul style="list-style-type: none"> • care for the School environment - keep it neat and clean, and be prepared to remove litter
8. Benefit from the good name of the school	<ul style="list-style-type: none"> • behave so that the community will respect our school
9. Make our own decisions	<ul style="list-style-type: none"> • make sensible decisions and to face the consequences of our decisions

Road safety

Bicycle/skate board/scooter safety

All bicycles/skateboards/scooters, should be in good mechanical condition and properly equipped. Students riding to and from school must obey all legal requirements for road safety, as required by the NSW Road Traffic Authority, including the wearing of helmets. Scooters and skateboards are not allowed on roads, or in the school.

Skateboards and scooters can be left at the Office during the day. All bicycles are to be placed in the designated bike racks. Riding of bicycles/skateboards and scooters within restricted areas is not permitted.

Please ensure you have a working lock for your bicycle.

Please take care when leaving school, as students, cars and buses are moving around.

We encourage responsible attitudes and behaviours of all student drivers and riders.

Drivers should obey all safety signs erected in driveways and be aware of pedestrian safety in the vicinity of the school.

Pedestrian safety

Students should walk through **car parks** with care. Where no paved footpaths are available, students should not walk on the road. Students should have a clear view of any oncoming traffic and be clearly visible. It is recommended that students walk facing oncoming traffic. Students should cross in a safe and responsible manner using the correct procedures.

Hitch hiking is not an acceptable means of transport to and from school.

Passenger safety

The school encourages the use of school buses. Parents are discouraged from double parking when setting down or picking up students. Parents should not call students across roads to waiting vehicles.

Students are encouraged at all times to wear proper occupant restraints. Students, before becoming a passenger in a car, should think about safety, consider the driver's experience and other circumstances.

Buses and bus safety

Bus travellers must follow the Department of Transport "Code of Conduct for Bus Travellers". Students are picked up and set down each day in the designated bus zone. As the bus zones are not at Nautilus but Westport High or Public stops there is no Nautilus Teacher supervision. Complaints about the behaviour of individuals on the buses should be directed to the bus company.

Students using the Nautilus bus must adhere to our code of conduct.

Additional safety procedures

Students of Nautilus Senior College have a fundamental right to be safe and to engage in learning in environments that are free from violence, exploitation and harm. The safety and protection of children requires a commitment from all levels of the community. At the same time, the community has clear expectations that children will be protected from all forms of harm including sexual, physical and psychological harm as well as ill-treatment and neglect. Nautilus Senior College is supportive of these expectations and strives to promote the safety and protection of its students.

- The fire escape is not to be considered as a convenient entry and exit point to be used by students. ***This exit is only to be used in times of emergency.*** Access to this fire escape must always be readily available and clear of all obstacles.
- Visitors to Nautilus College are always welcome. Visitors must be signed in downstairs and wearing the appropriately coloured lanyard when they come into the workspace. Anyone not wearing a lanyard or without appropriate permission should be challenged by staff and redirected out of the Nautilus College learning area.
- It is a responsibility of staff and administration to ensure that any student who signs in for attendance and then decides to leave the school, then being absent for greater than one hour, that notification to the parents/caregiver occurs.
- Under no circumstances are students to be given permission to cross Hastings River Drive to attend the Clifton shops. With parental permission, students are allowed to access Ryan's Bakery, located on the same side of the road and nearby to Nautilus Senior College.
- The College provides supervision in two areas during morning tea and lunch breaks, the upstairs common room area and the downstairs courtyard. All students are to be located in these areas unless previous arrangements by parents and sign-out procedures have been followed.

Further information regarding greater scope of safety procedures may be found in the Policies and Procedures Documentation held by the College.

Searches

If the school considers the health or safety of any person is at risk, designated staff may search students' bags, lockers and other personal effects which they reasonably suspect the search may expose prohibited articles, substances or weapons. If students refuse to allow searches, the police will be called.

Security

The school has a remotely armed electronic security system. A camera surveillance system is currently being discussed and may soon be installed. A security company is engaged to provide a security service at night, on weekends, during holidays and for some special events. Entering or remaining on the school grounds without authority and outside hours is not permitted.

Smoking

Smoking is prohibited on Department of Education premises. Students addicted to nicotine are to notify staff. Parents/Guardians will be consulted regarding the impact of the addiction on school life. The College and its staff promote a healthy lifestyle approach. We do not condone smoking and take every opportunity to discourage this practice amongst students.

Suggestion and complaint procedures

In order to serve our students better, Nautilus Senior College encourages feedback. Your suggestions and complaints are valued as they enable staff to address concerns and improve the quality of our service. We will strive to remedy problems promptly and deal with each matter fairly.

An appeal process is available if you are unhappy with the outcome and will be handled independently by the CEO.

You can make a suggestion or complaint verbally, or in writing. If made verbally, it may need to be put in writing later. We can assist you to do that.

It is preferable that you give your name and sign your complaint. Your details will be private and confidential and not disclosed to the person against whom you are making the complaint. Anonymous complaints can be acted on only in certain circumstances.

There is a complaints form available from the office or on the website at <http://www.nsc.edu.au/> under policies and procedures.

The complaint can be made to a person responsible for the place where the issue arose eg your teacher, the Principal of NSC, the Service Coordinator in the office, or to the CEO, but any of these staff members will ensure your complaint will be listened to privately and confidentially.

However, if the complaint is about any of these specific persons, then it can be made to their supervisor. Ask a Customer Service Officer at the front counter for assistance if you need any help.

You will be given an opportunity to describe your complaint in a private space to a staff member who will record details to ensure the complaint is followed up in a timely manner.

How your suggestion or complaint will be handled

When a suggestion or complaint is received it will be initially assessed in terms of its nature and seriousness and acted on immediately if there is a risk of injury or harm, or if it is related to a reportable conduct incident.

We will acknowledge any complaint and we can give you an indication of the likely timeframe for dealing with it.

You will be notified of the final outcome or progress of the complaint investigation within four weeks maximum.

Visitors

Visitors to any part of the school should first go to the Administration Office and sign the Visitors' Book, where they will be issued with a lanyard of a specific colour to mark their role.

Other Mid North Coast Community College staff wear a red lanyard at all times so students can readily identify an authorised adult while on the premises.

Mid North Coast Community students wear a purple lanyard; contractors wear green, and other visitors wear a navy blue lanyard.

Provision is made under the Enclosed Lands Protection Amendment Act 1997, No. 97, for departmental representatives to request unauthorised persons to leave the premises.

Youth Allowance

Youth Allowance (AUSTUDY) is a student assistance scheme for full time study that is available to students that qualify. Please contact Centrelink for details regarding this allowance. To qualify, a student must meet the income test requirements. The scheme pays allowances to help students stay on at school by assisting with fees, uniform requirements and other living expenses.

Attendance checks are made on Youth Allowance recipients and deductions are made for unexplained absences (including partial absences and lateness). When students choose elective courses that involve subject fees, there is an expectation that Youth Allowance will be used to pay for these fees or to purchase the materials required. Students will need a Tax File Number when applying for Youth Allowance. If a student does not already have a Tax File Number, the student may apply online for their Tax File Number at www.ato.gov.au.

Feedback

This guide is primarily for students. If you would like to seek improvement, please do not hesitate to offer your suggestions to a staff member of your choice.