



**Khalsa School  
Calgary  
Parent – Student  
Handbook**

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# **PARENT-STUDENT HANDBOOK**

## **GENERAL SCHOOL INFORMATION**

### **KHALSA SCHOOL CALGARY**

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Conrich, Alberta

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Telephone: 403-293-7712

Fax: 403-293-2244

Website: [www.khalsaschoolcalgary.ca](http://www.khalsaschoolcalgary.ca)

Khalsa School Calgary is a Sikh faith-based accredited private school that teaches the Alberta curriculum. Khalsa School Calgary teaches students from Kindergarten to Grade Nine. Our staff strives to promote excellence in every aspect of school life. The school focuses on academic excellence while developing and maintaining a spiritual environment.

## ***Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh***

Dear Parents/Guardians,

It is my pleasure to express a heartfelt greeting as we begin a new school year on behalf of our school Board members and staff. We look to the year ahead with a sense of promise, confidence and anticipation for the accomplishments, successes and possibilities that are before us. We take pride in our daily interactions with students, supporting them in their academic and spiritual journey. By embracing and imparting Sikhism's values, traditions, and teachings in accordance with Siri Guru Granth Sahib Ji, as well as encouraging the pursuit of excellence in mind, body, heart, and soul, we work to provide each student with a comprehensive education. We provide instruction beyond the core curriculum, leadership development, and a range of extracurricular and athletic activities in addition to our faith, culture, and academic programs. All students are encouraged to participate in and get involved in our active school community in order to enhance their academic experience and follow their own unique paths to achievement.

We are dedicated to developing a learning community that is marked by compassion, love, respect, humility, community involvement, effective communication, appreciation of staff and student performance, and excellence in all facets of school life.

We look forward to cooperating and teaming up as we work together. Here's to a successful school year!

Kind regards,

Herpinder Gill

Khalsa School Calgary Principal

## **OUR MISSION**

Khalsa School Calgary is an educational institution that aspires for academic excellence by maintaining a spiritual environment which instills the highest standard of moral and humanitarian values.

## **OUR CORE VALUES**

### **MEDITATE (NAAM JAPO)**

Achieving and sustaining a positive outlook of the creator through a balance between the mind, body and soul.

### **HONEST LIVING (KIRT KARO)**

Earning your livelihood through honest means and hard work.

### **SHARING (VANDD SHAKO)**

Volunteering your time, knowledge and earnings with those in need.

## **OUR KSC GOALS 2022 - 2023**

- Inspire students to follow the Guru Ji's teachings and to stay connected to their Sikh heritage.
- Provide students with the knowledge, skills, attributes and confidence they need to be good citizens and succeed in this ever-changing world (Resources – Sikh Teachings and Application of Growth Mindset)
- Strengthen the links between the family, education and communities.
- Capacity Building related to implementation of Growth Mindset.
- Promote leadership skills- by mastering great communication skills, which enable them to express their vision, inspire others to join them and put in the necessary effort to accomplish their goals, become good listeners, and become willing to accept criticism from others and own up to their mistakes. Their productivity is fueled by a passion to learn and a dedication to constant development.

## **LIVING OUR MOTTO: PERSERVING THE PAST... PREPARING FOR THE FUTURE**

### **Preserve the Past...**

Embracing and teaching Sikh faith, culture, traditions, beliefs and values (according to Siri Guru Granth Sahib Ji) to ensure that these teachings endure in the lives of Sikh youth and in their community.

### **Prepare for the Future...**

Creating and sustaining a culture of excellence in mind, body, heart and soul recognizing the greatness in every child and developing leaders for life.

## **EMBRACING AND IMPLEMENTING A GROWTH MINDSET PHILOSOPHY AT KHALSA SCHOOL CALGARY**

***“The passion for stretching yourself and sticking to it, even (or especially) when it’s not going well, is the hallmark of the growth mindset.” – Mindset, The New Psychology, Carol S. Dweck, 2006, p.7***

Long-term objectives and significant successes require time and effort to realize. Hard work, careful practice, perseverance, and learning from mistakes are the keys to success. It takes time, with numerous modest steps paving the way in the right direction. Goals may always be attained with perseverance, even though the resulting path may be littered with barriers that could prevent or delay progress. By praising and highlighting children's incremental progress toward reaching desirable results, we may emphasize the value of persistence.

### **Small Steps to a Growth Mindset**

Children gain by receiving sincere, illustrative criticism and appreciation for their diligence and perseverance in daily tasks. We emphasize the value of having a growth mindset by emphasizing effort and process-oriented learning rather than just "natural" ability. A growth mindset is the opposite of a fixed mindset, in which students believe that their abilities and intelligence are fixed traits that they cannot change. A growth mindset is the belief that one can improve one's skills or intelligence.

Numerous studies have shown that when children see learning as a growth process, they thrive when recognized for effort and hard work rather than ability. Identifying hobbies, creating short- and long-term goals, and inspiring students to take on challenges and persevere in the face of difficulty are all things that parents and educators can do to aid students.

At Khalsa School Calgary, we will adopt and apply the Growth Mindset as a priority for the professional development of our teaching and support staff while collaborating with

our students and parents to implement the Growth Mindset both at home and in the classroom.

Growth Mindset will be covered in class and taught to all students. We will present material about growth mindset at school assemblies. Every month, homeroom teachers will select a Growth Mindset student of the month who simply believes that their brain can develop and that they are capable of learning a wide variety of new things. They work to get better. Choose a challenge, then strive toward completing it. Our monthly newsletters will include the student's names. We will also include information about growth mindset for parents and students in our monthly newsletters.

***“Meaningful work not only promotes learning in the immediate situation, but also promotes a love of learning and resilience in the face of obstacles.” - Mindset – The New Psychology, Carol S. Dweck, 2006, p. 20***

## **VOLUNTEER AT KHALSA SCHOOL CALGARY**

You may demonstrate to your child(ren) that you care about their education by volunteering. In addition to providing the school with a wealth of resources and support, parent and community volunteers also teach students the value of being involved in the wider community.

Making the school a better place by volunteering benefits you as well as your child(ren). You will be assisting in ways that will yield countless advantages for everyone through your modelling, relationship-building, support, and encouragement.

Your involvement in your child's education can take many different forms, and it is invaluable. What does the perfect volunteer opportunity look like in your opinion? What are your areas of expertise and passion? How many hours a week can you give? What can you do to help your child(ren) both at home and in school?

Some Ways to Get Involved:

- Help in your child's classroom or be a classroom parent representative.
- Mentor or tutor students.
- Help organize, cater, or work at fundraising activities.
- Help to plan and chaperone field trips.
- Organize or assist with a specific club or interest group.
- Volunteer to speak in the classroom or at a leadership symposium.
- Supervise or judge experiments at a science fair and speech competitions.
- Get involved with the Parent Advisory Committee (PAC)

## **PARENT ADVISORY COUNCIL (PAC)**

The Parent Advisory Council (PAC) is made up of all parents and guardians of students who attend KSC. Attending meetings or special PAC events is encouraged for parents who want to get engaged. With the exception of shorter months, the PAC will meet every month. Parents will get an email with the date and agenda for the meeting each time the PAC meets. Then, we ask parents to sign up so that we can estimate how many parents to expect.

The goals of the Parent Advisory Council are:

- These PAC meetings will be educational and aid you in providing support for your child at home.
- Promote and maintain excellent communication between parents, the School Board and school staff.
- Support excellence in education.
- Recommend, assist and participate in educational/family activities within the school.
- Assist with and sponsor fundraising projects.
- Promote parent engagement and volunteerism.

By emailing PAC at [pac@khalzaschoolcalgary.ca](mailto:pac@khalzaschoolcalgary.ca), parents are invited to share their opinions and comments on any element of the school's operations or policies.

## **KHALSA SCHOOL UNIFORM**

Khalsa School Calgary is proud of its heritage, tradition and foundation. Part of our culture is that we take pride in who we are, what we do and what we stand for. The school uniform identifies our students as part of our school community. The school uniform enhances our students' sense of belonging and helps to prepare them for their future as adults, encouraging self-respect, and self-discipline. Our school uniform is also a symbol of our school pride as well as a means of showing respect for our school.

School uniforms have a positive impact on the learning environment. There are many benefits associated with school uniforms which include the following:

- Enhanced school safety and sense of well-being.
- Improved learning environment.
- Enhanced self-esteem for students and reduction of peer pressure.
- Improving school climate and professionalism.



As members of our Khalsa School Community students **are required** to be in proper school uniform (Regular or Full) at all times except on Bana or Casual Days.

Full Dress Uniform is required to be worn on the first day of school, photo day, and special occasions (notice will be provided) and for certain field trips for which parents will be informed.

Full Dress Uniform includes:

- White Dress Shirt (button down)
- Navy Blue Tie
- Navy Blue Uniform Pants
- Short Sleeve Navy Vest, V-Neck Sweater or Cardigan
- Navy Blue Uniform Head Covering or Navy Blue Turban
- Black Indoor Footwear and Proper Gym Footwear (Ensure that the black shoes have good traction and do not leave any markings on the floor)

Uniform Gym Strip is required for all students in grades 7 – 9 including proper gym/athletic footwear.

**Please note: All students in Grades K – 9 must have one pair of proper, non-marking, slip resistant gym shoes to be worn in the gymnasium only.**

On other school days, students may choose to wear the white golf shirt with uniform pants and head covering or students may choose to wear the full dress uniform. Please remember that shirts must be tucked in at all times. Uniforms must be kept neat and clean.

Uniform infractions are Level 1 Student Discipline Intervention issues. Please refer to Student Code of Conduct. All uniform articles of clothing must be purchased from:

Elegant Design & Clothing Manufacturer Bay 11, 1420 40 Ave NE

[www.elegantinc.ca](http://www.elegantinc.ca)

403-250-8747 or 403-250-8747 (Fax) [info@elegantinc.ca](mailto:info@elegantinc.ca)

## **Casual Day**

Every last Friday of the month, casual day is held. Students may dress casually or in Bana attire. We ask that students refrain from wearing ripped jeans and tops that are extremely low-cut or without sleeves. Additionally, we request that boys and girls in grades 5-9 refrain from wearing shorts. We ask that all students wear pants, not shorts, in order to be fair amongst all the boys and girls.

## **STUDENT LEADERSHIP ROLES – GROWING LEADERS ONE CHILD AT A TIME**

There is greatness in every child! At KSC, we believe that every student is a leader. Every student in Grades K – 9 are given a wide variety of opportunities to assume leadership roles in their classes and at the school level. Through these roles students develop leadership attributes, build greater confidence and self- esteem and are empowered to be active partners in the culture and climate of their school.

Student Council is one of the option classes offered to students in grade 7 to 9. This enables them to assume different responsibilities to manage certain initiatives or operations for the school. Additionally, they gain knowledge about leadership responsibilities and guide younger students toward becoming better school citizens and leaders.

## **STUDENT ASSESSMENT**

Student assessment practices include both assessment for and of student learning, success and achievement. Assessment is the act of evaluating, appraising, and professionally judging the qualities, performances, and needs of individual students and educational programs.

Educational assessment at Khalsa School Calgary embraces the following principles and values:

- The ultimate purpose of assessment is to support and enhance student learning.
- Every student is a complex individual with a broad spectrum of abilities, skills, and knowledge.
- Assessment shall focus on all key areas of student learning and development: core academics, intellectual ability, the arts, social responsibility, leadership development and physical fitness.

- Assessment shall consider a wide range of relevant performance information, formal and informal, standardized and non-standardized using a variety of assessment tools and techniques.
- Assessment shall be based on valid standards such as grade level expectations, appropriate reference groups, and individual aptitudes.
- Assessment data shall be systematically linked to continuous quality improvement in our teaching and learning environment
- Assessment data shall be communicated to students, parents, and community in a timely manner.
- Information on how to understand and use assessment data shall be communicated to students and parents.

Early in the academic year, Student Learning Assessments (SLAs) will be taken by our third-grade students. This helps us understand how our grade 3 students are doing in comparison to other grade 3 students in Alberta. During parent-teacher conferences, these reports will be shared with the parents. The Provincial Achievement Test (PAT) in the four core topics will be administered by our Grade 6 and Grade 9 students in May and June. More information about this process and how parents may help their child(ren) at home to prepare for these tests will be provided to parents in our monthly newsletters, which are sent to all parents.

## **STUDENT CODE OF CONDUCT**

### **Guiding Principles**

At Khalsa School Calgary, we recognize that there is greatness in every child and that every child is a leader! We will support leadership and personal development and the pursuit of excellence by providing an environment in which students acquire self-discipline and responsibility through clear and consistent expectations.

Therefore, our **Code of Conduct** reflects the beliefs that:

- We will take pride in our school by preserving the past and preparing for the future. We will do so by keeping the end in mind and aspiring for excellence in all areas of life.
- We will recognize and celebrate the strengths we all hold and collaborate with each other to collectively improve.
- We will respect the rights of our peers and celebrate the uniqueness in each one of us. We will show concern for their well-being at all times by following the golden rule. We will show care, love, respect and humility for self and for others.
- When we have disagreements we will seek win-win situations.

- We will apply our beliefs to the processes of living, loving, leading, learning and laughing.
- We will apply the 7 habits in our lives as we seek both private and public victories.
- We will respect and honor our parents and staff members for their knowledge, guidance, and support.
- We will respect private and public property.
- We will show pride in our school by wearing our uniform proudly, by adhering to the school's Code of Conduct and by enhancing the learning environment for everyone, so that our classrooms are safe and enjoyable places to learn and to work.
- We will learn to take our place as active and responsible members of our communities and society because we see ourselves as leaders who think globally and act locally.
- We will represent KSC and our families by behaving with care, love, respect and humility when we are on the bus or off campus.
- We will maintain the decorum of the school by walking calmly in the hallways, staying in designated areas and respecting the learning environment of those around us.
- We will take pride in the beauty of our school by keeping our school property a clean and special environment.
- We will be 21st century learners who use technology appropriately and responsibly.
- We will be true to ourselves by creating original work that reflects our creativity and unique ability.
- We will apply healthy practices in our lives and make sure to sharpen our saw regularly.

## **PARENT CODE OF CONDUCT**

### **Guiding Principles**

At Khalsa School Calgary the relationship between the school and the parents should be one of mutual support and respect. The greatest environment for a child's education is one in which both the school and the parents share a dedication to cooperation, open lines of communication, mutual respect, and well-defined roles, duties, and expectations. Khalsa School Calgary reserves the right to admit students and families who fervently concur with its goal, vision, rules, and regulations. Additionally, it is expected that parents will address any issues in a constructive and encouraging way rather than criticizing Khalsa School Calgary or its staff in front of others.

Therefore, our **Code of Conduct** reflects the following principles:

- Recognize that each child's education is the joint responsibility of the parent, student, faculty, and school community.
- Demonstrate that parents and the school work together for the child's benefit.
- Set a positive example for students by using appropriate language and behavior while on school campus or at events organized by the school.
- Treat all Khalsa School Calgary members, including staff, teachers, and board members, with respect.
- Avoid spreading rumors or unfounded criticism that harms the reputation of the school or its staff in the community or on any social media platforms.
- Seek clarification regarding a school topic, get in touch with the school directly rather than relying on the interpretation of parents or other non-official school sources. This can help to prevent misunderstandings and bring about a successful resolution of any dispute.
- Ensure that students go to school on a regular basis, arrive on time, and are picked up on time. Please refrain from threatening or speaking to any Khalsa School Calgary staff or teacher in an aggressive or intimidating way.
- Parents who "volunteer" at the school are urged to refrain from forming opinions on students or school staff and from sharing such opinions with in the community.
- Parents have the right to voice their concerns about their child's education or other school-related issues. Parents should make sure they use the appropriate channels of communication and share their issues and concerns with the appropriate people.

### **Consequences:**

Verbal abuse or any kind of aggression towards staff will not be tolerated. A staff member can choose to end a conversation with a parent, if this occurs. They can reschedule or ask for communication over email.

Anyone who violates the aforementioned rules could be asked to leave the school and, in some situations, could be barred from reregistering their child(ren) at Khalsa School Calgary.

## **PARENT-STAFF COMMUNICATION PROCEDURE**

Parents are encouraged to communicate ideas, concerns and questions with staff and are asked to contact the appropriate members of staff, depending on the situation. Whenever possible, a parent should contact the teacher of the student first. If the teacher does not communicate back within 48 hours or a parent does not find the response sufficient, they are then asked to speak to administration.

When contacting the Principal or Assistant Principal, they may ask whether the teacher was contacted first and may ask a parent to do this first before they become involved.

In regards to fees, and absences, parents need to contact the office. In regards to absences, they are also encouraged to let the homeroom teacher know, especially when the child will be away for several days or will be missing a significant test or project due date.

Busing concerns should be relayed to the Assistant Principal.

## **CHOOSING SUCCESS**

By deliberately choosing to act in ways that are consistent with the code of conduct of Khalsa School Calgary, students choose to be proactive, positive and contributing members of the school community. If a student decides to act in a manner that violates our code of conduct, appropriate consequences shall occur. Progressive Discipline with a focus on Restorative Practices

At Khalsa School Calgary, we know that a safe and orderly educational environment is vital to effectively and efficiently deliver high-quality instruction. Disruptive behavior can negatively impact the safety and learning of other students. Punishments such as removal from class, and in and out of school suspensions are often believed necessary to maintain school safety and to serve as a deterrent to other students. It may seem intuitive to simply remove a disruptive student yet, researchers explain that exclusionary punishment is associated with increased dropout rates, decreased academic achievement, poor school climate, and increased juvenile delinquency.

As an alternative to this punitive approach to student discipline, we promote a restorative approach. This represents a philosophical shift away from the traditional, punitive approach to wrongdoing. The restorative perspective views misbehavior as an offense against relationships. This approach maintains a focus on accountability of actions with a specific emphasis on empathy and repairing harm. With that goal in mind, Restorative Practices seek to address underlying issues of misbehavior and reintegrate wrongdoers back into the school and classroom community.

Restorative Practice is a proven approach to discipline in schools that promotes the importance of relationships over retribution and has been shown to improve behavior

and enhance teaching and learning outcomes. A few of the restorative practices that may be used are:

- \* Mediation
- \* Restitution
- \* School Community Activities
- \* Restore Relationships
- \* Student Reflection and Goal Setting

### **Level I Infractions**

All Level 1 infractions are handled on the spot at the discretion of the staff member who witnessed the infraction. If deemed appropriate, an incident report form is placed on file with the home room teacher.

Level 1 infractions include, but are not limited to the following:

- Bad Language
- Disrespect of peers - name calling, put-downs, spreading rumors, disregard for personal space or belongings
- Non-compliant behavior
- Unsafe or rough play/play fighting
- Unsafe behavior (e.g. running in classroom/hallway, playground equipment)
- Disrespect for the environment (e.g. littering, gum chewing, spitting)
- Not following playground rules
- Being uncooperative (e.g. cutting in line, taking the equipment of others)
- Classroom concerns (e.g. disruption of learning environment, homework, work habits, cheating)
- Inappropriate use of technology
- Uniform Infractions

### **Level II Infractions**

The Principal and/or Assistant Principal handle all Level 2 infractions. An office referral form is completed and placed in the students file.

Level 2 infractions include, but are not limited to the following:

- Chronic Level 1 Infractions

- Truancy (chronic lateness or absenteeism)
- Theft and Vandalism
- Bullying – Taunting, intimidation, verbal threats, harassment
- Fighting/Physical Aggression (pushing, kicking)
- Verbal abuse directed at others
- Sexual harassment
- Situations involving drugs, alcohol or vapes/cigarettes
- Destroying the property of others or of the school
- Dangerous behavior
- Disrespect/Defiance toward a staff member
- Possession of a weapon, fireworks, or objects deemed as weapons etc.
- Inappropriate use of technology including online bullying

## **Consequences**

When determining the consequences for infractions against the School Rules and/or School Code of Conduct, the age of the student, the nature and severity of the infraction, the intent behind the infraction, and the frequency of the infraction will be considered. Disciplinary decisions are made in consideration of the individual circumstances with a focus on restorative practices.

Level I consequences may include, but are not limited to, one or more of the following which will be applied by the appropriate staff member:

- Verbal correction
- Verbal or written warning
- Loss of privileges
- Time out – in class, in buddy class, walking with a supervising staff member, office
- Contact and partnership with parents/guardians (Planner entry, phone call, meeting etc.)
- Requirement of verbal or written apology
- Service to the school
- Problem Solving
- Win-Win Agreement
- Referral to School Based Student Services Team
- Referral to the Principal or Vice Principal

Level II consequences may also include, but are not limited to, one or more of the following which will be applied by the Principal or Assistant Principal:

- Any of the above consequences
- In-School Suspension
- Out-of-School Suspension



- A suspension letter is placed in the student's cumulative file for suspensions greater than one day
- A guardian meeting is required for re-entry into the school
- An extended period of service work
- Restitution for property damage
- Recommendation for expulsion
- Contact with the police

## **MEDICAL CONCERNS AND MEDICATION**

Parents are required to inform the classroom teacher of any health concerns or medications that the student is taking. Teachers and the school office will keep this information on file. If a student needs assistance in taking medication during the day, a parent or guardian must fill out a medication administration consent form. Office staff will keep the medication in a secure area in the office to be administered as required. Parents must keep the school informed as to the changes in the medical condition of the student, as well as to any other changes in family or personal circumstances which impact the students.

Please note that we have several students and staff at Khalsa School Calgary who have severe food allergies to peanuts and nuts. It is important that there is a strict avoidance to prevent a **life-threatening** allergic reaction. We are asking for your help to provide all our students and staff with a safe school environment. To help reduce the chance of a life-threatening allergic reaction from occurring, we ask that you **do not** send your child to school with products containing peanuts or nuts. Thank you for your support with this procedure.

The best way to determine if snacks are allergy-free is to read the label. **Be aware** of phrases like this:

**“May Contain Peanut or Tree Nuts.”**

**“Processed on shared equipment with Peanuts or Tree Nuts.”**

**“Manufactured in a plant with Peanut or Tree Nuts.”**

**“Contains Peanut or Tree Nut Ingredients.”**

## **EMERGENCY PROCEDURES**

If your child becomes acutely ill or seriously hurt at school, staff will make every effort to contact you at home or your place of work. Should these efforts fail, we will attempt to contact the emergency numbers you provided on the emergency information form. Failing this, we will take your child to the nearest medical center for evaluation or

assistance. If the situation requires, we will call an ambulance and have your child transported to the hospital. In the interim, your child will be attended to in the office. **Please note the school does not accept responsibility for any ambulance costs resulting from transportation to the hospital.**

## **SCHOOL BOOKS AND MATERIALS**

Students will be responsible to care for, and return in a timely manner, the books and materials that the school has provided for them including library, class and textbooks. **Parents will be responsible for the cost of lost and/or damaged school books and materials.**

## **RESPONSIBLE USE OF TECHNOLOGY**

Khalsa School Calgary supports and encourages the use of technology to enhance and facilitate learning. Our goal is to ensure that student interaction with technology contributes positively to the learning environment at school and in the community. We will provide education and supervision to ensure students understand and comply with the safe, legal and responsible use of technology and the information accessed by its' use. Students must sign a 'responsible use of technology agreement' that details how students will respect and protect self, others, intellectual property and school property through the use of technology.

Khalsa School staff do not have any control on how technology, specifically social media is used after school hours. If technology is used inappropriately outside of school, and this impacts the safety and learning of any student, teachers, administration and/or the police may have to be involved. We encourage parents to monitor and speak to their child about healthy technology use at home.

## **LOST AND FOUND**

Students are responsible for all personal belongings including uniform items, school supplies and any other personal items. Please ensure that student's personal belongings are clearly labeled. Students are encouraged to check the Lost and Found whenever they have lost a personal belonging. All unclaimed items will be donated to charity several times throughout the school year.

## **ATTENDANCE**

Regular and prompt attendance is important for student success and is required by law. All absences must be excused by a parent/guardian, by means of a note, or phone call.

When you phone the main office, you can use our automated system to record absences. Please leave a thorough message that includes the name of the child(ren), their grade, and the reason for their absence. Phone calls will be made if a student has not arrived at school and the school has not been contacted. If the student arrives late, or needs to leave the school premises early, he or she must sign in or out at the office.

Many of our families' express interest in travelling to India during the school year. We have designed our calendar with a four week break in the winter, hoping that families will use this time for their holiday. Please keep in mind extended breaks during regular school days can negatively impact student success and achievement.

## **HEALTHY FOOD AND HEALTHY SCHOOLS**

KSC is a vegetarian environment that expects students to eat a healthy and well-balanced lunch. By doing so, we support the success of our students on a daily basis and build habits that promote a healthy lifestyle. Parents are discouraged from bringing unhealthy food for class parties and are encouraged to communicate with home room teachers to discuss alternative ways to creatively honor and recognize a child's birthday. If your child has a food allergy, please inform the classroom teacher and the school office immediately so that appropriate measures are implemented to ensure the health and safety of your child.

## **STUDENT TRANSPORTATION**

Khalsa School Calgary offers bus service through Southland Transportation in areas where there are a sufficient number of students riding the bus to warrant the service. Busing routes are constructed before the end of the current school year and are designed to, as much as possible; minimize ride times on the bus. Students are required to meet at a pre-determined pick up/drop off point and at a pre-determined time. Occasionally there are delays due to weather and traffic issues. Parents will be notified by the school of delays by email or a synervoice. Parents will be asked to find a way to pick up or drop off their child(ren) at that time if there is a bus breakdown and we are unable to offer transportation for the day. Using the code **KLS80Y0XJS** and then selecting the correct bus for your child(ren) for AM and PM, users of the MyBusStop App can access real-time busing information. How to install and use the app information is shared at the beginning of the school year and can be accessed on our school website.

Students will not be allowed to ride on a different bus or have a friend accompany them without written authorization from their parent/guardian and a bus pass from the school office. Kindergarten students must be met at their stop by a parent or designated adult on time.

Please be aware that Southland creates all stops and seating arrangements, and that we as a school must follow their procedures. If Southland determines that a certain stop or area is unsafe for your child(ren), all bus requests may not be granted. Please keep in mind that we have enough seats for students depending on our count when information is submitted in at the end of a school year for the next academic year. Your transfer to a different bus if you decide to alter your address may not be guaranteed as we will need to determine whether the bus has space. We are typically operating at capacity, making modifications challenging.

### **Our Expectations for Safe and Responsible Behavior on the School Bus**

Bus drivers play a very important role in safely transporting students to and from school. Students are expected to contribute to a safe and orderly environment on the bus by showing care, love and respect to both students and the driver.

When concerns/issues arise, parent involvement, cooperation and support are vital to addressing the concern and ensuring a safe environment for all children. Misbehavior on the bus may lead to students being suspended from riding the school bus for a period of time. Subsequent misbehavior may result in loss of bus privileges for the remainder of the school year. Please contact the school if you have concerns about bus conduct and behavior.

In order for students to have a safe and enjoyable ride to and from school, we expect that they will follow these rules on the bus:

- Obey the driver
- Stay seated inside
- Sit in assigned seats
- Be respectful of others
- Allow the driver to drive safely without distractions
- Keep hands, feet and objects to yourself
- Use respectful language
- Keep the bus neat and tidy and in its original condition
- Use personal devices appropriately
- All sharp objects e.g. skates must be in a backpack or reinforced bag

### **Arrival and Departure Procedures**

The safety of our students in the parent parking lot, and the management of morning and afternoon traffic flow is a priority at Khalsa School Calgary. Driver cooperation, common sense, and courtesy to fellow parents, bus drivers, and staff will contribute to a harmonious and safe beginning and ending to your child's day at school. Most importantly, it is essential that students and all adults continually think safety around the

cars and buses, both on the way to and from school, and while on the school property. Afternoon student pick up is best accomplished when vehicles are parked in designated parking stalls. Parents/Guardians can find students at the designated waiting area and escort them to the parked vehicle using only designated crosswalks and walkways. Please obey the supervisors on duty.

## **FIELD TRIP/ENRICHMENT ACTIVITIES**

Field trips and off campus excursions enrich, extend, reinforce and support the overall education of students. Field trips and enrichment activities enable students to enjoy experiential learning, understand that learning has application, learn from experts in a given field and expose them to community resources. The costs of field trips and enrichment activities will be assessed for each individual excursion as cost varies greatly. Parents will be notified of cost of student participation as such excursions are planned.

Parent volunteers are encouraged to ensure the safety and success of field trips. The expectations for off campus trips are as follows:

- Students will be in full dress uniform, unless otherwise stated.
- Parent consent forms will be sent home at least 3-5 days prior to the excursion.
- All consent forms must be signed and returned at least 24 hours prior to the trip, or by the date stipulated on the notice
- No telephone consents will be permissible.

## **Leave a Legacy Day**

A Leave a Legacy Day will begin the new school year for Division 1 and Division 2 students (grades K–6). This special day will give leadership the chance to welcome new members, enjoy a day of creating school spirit, and collaborate to support a great learning environment that is based on love, care, respect, and humility. The day's activities will be outlined in information that will be sent home early in the school year. Division 3 students will either have a day with guest speakers to impart educational knowledge or will go on educational field trips to start their school year.

## **Speech Competition**

To encourage students to develop their public speaking abilities, KSC runs a speech competition each year. Students who speak in front of an audience can become more dynamic, stand out from the crowd, and influence others. These courses are helpful for everyone from young people trying to overcome their own shyness to those who are

already highly confident and everyone in between. The speech completion is open to all kindergarten through grade 9 students. This is something of which we are really proud, and the students excel in their preparation and presentation.

### **Education Week**

Is a chance to celebrate education, to let our community know what our school has accomplished and what we still need to do, and to recognize those who are making a difference. This week is jam-packed with entertaining activities that genuinely showcase student success and learning, including presentations by special guests, engaging school activities, and guest speakers. allowing students, the chance to share their knowledge and abilities with other students in the school while also highlighting their successes.

### **Science Fair**

We host a science fair every year at KSC for students in grades 4 through 9. Our students create projects that are enjoyable and instructive. They choose topics that interest them, conduct their own experiments to test their theories, and learn how to apply the scientific method, which is a technique utilized by scientists in all fields. The Calgary Youth Science Fair (CYSF), where they exhibit their work alongside children from other schools, selects a few of our students to participate. The majority of our students have over the years received gold and silver medals, which we are proud to announce.

### **Extracurricular Activities**

Extracurricular activities are a wonderful way to enrich the educational experience of students by allowing students to pursue passions, develop new skills, grow in relationships, and build confidence and practice habits of excellence. Khalsa School Calgary offers a variety of extracurricular activities from interscholastic sports to the fine arts. We encourage students to participate in these activities as much as possible to enrich their school year. In addition, we also consider the readiness of a student to participate in extracurricular activities or to undertake school representation. Khalsa School Calgary believes that it is important to set high expectations of students in relation to academic success and engagement, personal presentation, attendance and behavior in order for students to maintain the privilege of participation in extracurricular activities.

## **Religious Celebrations, School Events and Weekly Themed Assemblies**

Sikh celebrations and festivals are very much part of everything we do at Khalsa School Calgary. We make every effort possible to ensure that parents and families are a part of these celebrations. Our main celebrations will include Bandi Chhor Divas (Diwali) in October, recognizing the birth of Guru Nanak Dev Ji in November, the birth of Guru Gobind Singh Ji in January, as well as our Vaisakhi celebration in April. We encourage parent input and assistance with organizing these celebrations. In addition to our Sikh religious celebrations, it is important for our students to also celebrate the Canadian holidays and special days. Students will be take part in crafts and activities related to Thanksgiving, Halloween, Remembrance Day, Christmas, Valentine's Day and St. Patrick's Day.

Weekly themed assemblies are student led and division facilitated. Themes in each assembly provide opportunities to educate beyond the core curriculum, build school pride, educate ethical citizens, celebrate student success and build leadership skills. Our themes revolve around Sikh, Canadian, and International days, weeks, months of significance and all Sikh and Canadian holidays.

## **HOMEWORK EXPECTATIONS**

At Khalsa School Calgary, we believe that homework is an important and integral part of the education process. With consistent support from parents, homework will promote good study habits and build a sense of responsibility, self-discipline, and life-long learning habits. Homework provides students with the opportunity to apply the concepts they have learned, complete unfinished class assignments and develop independence.

1. Homework should be assigned for the following reasons:
  - \* To practice a concept or skill that has already been taught in the classroom.
  - \* To promote good study habits.
  - \* To develop a positive attitude towards school.
  - \* To reinforce / demonstrate to students that learning can take place outside of the school setting.
2. Assigned homework should be reasonable in length and / or an adequate amount of time should be allowed for completion. In addition, the homework should be developmentally appropriate based on the age and ability of the child.
3. The teacher, parent and student are partners in the child's education and therefore all have important roles regarding homework. There is a shared responsibility between the parent, student, and teacher to maintain regular communication regarding homework. Teachers will ask students to record their homework in the agenda and / or post the assignments online via the school website or Google Classroom. Students must record the homework as requested and / or check the website/Google Classroom frequently to

ensure that no assignments are missed. Parents are encouraged to check the agenda, school website or Google Classroom regularly in order to support their child and assist with time management.

4. Grade level teachers will communicate regularly to avoid scheduling major exams and / or projects due on the same day.

5. Teachers are not expected to provide homework for extended absences or school breaks.

6. We understand that some students are involved in extra-curricular activities. Students are expected to notify their teachers if there are any reasons why they would not be able to submit an assignment on the date scheduled. The teacher will either provide an extension or assist the student with managing their time to avoid ongoing conflicts.

7. All students are expected to read every day.

### **Grade Level Guideline for Daily Homework:**

Kindergarten-10 minutes – Reading and / or unfinished work

Grade One- 20 minutes – Reading, spelling, and sight word practice

Grade Two-30-40 minutes – Also 20 minutes of reading

Grade Three- 40 minutes – Also 20 minutes of reading

Grade Four - 60 minutes – Also 20 minutes of reading

Grade Five - 60 minutes – Also 20 minutes of reading

Grade Six - 80 minutes – Also 20 minutes of reading

Grade Seven - 80 minutes – Regular reading for enjoyment is encouraged

Grade Eight - 90 minutes – Regular reading for enjoyment is encouraged

Grade Nine - 100 minutes – Regular reading for enjoyment is encouraged



## HOMEWORK RESPONSIBILITIES

Teacher's Responsibility	Parent's Responsibility	Student's Responsibility
1. Modify homework based on the individual needs of the child.	1. Set up a quiet place to complete homework.	1. Complete own assignments to the best of his/her ability.
2. Assign homework that is based on practice and adheres to the homework guidelines.	2. Provide clear expectations on when homework is to be completed.	2. Communicate a lack of understanding pertaining to assignments to parent and teacher.
3. Collaborate with the colleagues so as not to overload students with assignments on any particular night.	3. Encourage and motivate children in order to promote independence and self-directed-ness.	3. Return assignments on time.
4. Have reflective conversations with the child upon completion of assigned homework.		



### Khalsa School Calgary Daily Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:05am	<b>Student Entry</b>				
8:10am	<b>Homeroom- Announcements, Ardaas, National Anthem</b>				
8:25am Period 1					
9:05am Period 2					
9:45am Period 3					
10:25am	<b>Recess</b>				
10:40am Period 4					
11:25am Period 5					
12:05pm	<b>Div. 1 Lunch/ Div. 2 and 3 Recess</b>				
12:25pm	<b>Div. 1 Recess/ Div. 2 and 3 Lunch</b>				
12:45pm Period 6					
1:25pm Period 7					
2:05pm Period 8					
3:00pm	<b>Dismissal</b>				

## **School Policy: Mutual Respect, Harassment and Workplace Violence Policy**

Last Modified: January 23, 2023

Approved By: Principal and Chairman of the Khalsa School Calgary Board

### **CONTEXT:**

Khalsa School Calgary (KSC) understands that in order to adhere to the mission of our school, our environment must provide respect, dignity, equity and safety for all members of the KSC community. In order to do this, we have created a policy that adheres to the *Alberta Human Rights Act*, the *Canadian Charter of Rights and Freedoms*, as well as the *Education Act* and the *Occupational Health and Safety Amendment Act 2009*.

### **POLICY:**

All students, parents, volunteers, employees and board members have the right to be safe, and feel safe, in their school community. Khalsa School Calgary is committed to providing a learning and working environment in which all individuals are treated with respect and dignity and not discriminated against in accordance with the provisions of the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*.

Khalsa School Calgary expects members to:

- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, creed, gender, gender identity, gender expression, sexual orientation, age, marital status, family status or disability;
- respect the rights of others;
- show proper care and regard for Khalsa School property and for the property of others;
- demonstrate honesty and integrity; and
- respect the needs of others to work in an environment of learning and teaching

In alignment with these expectations, all the aforementioned stakeholders are expected to uphold this policy and to work together to prevent workplace violence and harassment. KSC will:

- support and promote a program on the prevention of workplace violence and harassment;
- regularly assess the risks of workplace violence;
- identify possible sources of violence and harassment;
- strive to eliminate or reduce the risk of workplace violence and harassment;

- investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and prompt manner;
- provide appropriate support for victims.

## **DEFINITIONS:**

These definitions are the same as the ones used by the Calgary Board of Education.

**Discrimination:** means any type of behavior that includes practices or actions, intentional or otherwise that is exclusionary, denies access or differentiates adversely and is based on such aspects as: race, religious beliefs, colour, gender, sexual orientation, physical/mental disability, ancestry, place of origin, marital status, family status, source of income or age.

**Harassment:** means any behavior or pattern of repeated behavior that disparages, humiliates or harms another person, or denies an individual's dignity and respect and is demeaning or humiliating to another person.

**Sexual Harassment:** for staff, volunteers and the board this means any unwelcome sexual behavior that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotions. For students, this would include any unwelcome sexual behavior such as:

- suggestive remarks, sexual jokes or compromising invitations;
- verbal abuse;
- visual display of suggestive sexual images;
- leering or whistling;
- patting, rubbing or other unwanted physical contact;
- outright demands for sexual favours; and
- physical assault

**Workplace Violence:** means the exercise of physical force by a person against a worker/student/volunteer, in a workplace, that causes, or could cause, physical injury to the that person. An attempt to exercise physical force against a worker/student/volunteer, in a workplace, that could cause physical injury. A statement or behaviour that is reasonable for a worker/student/volunteer to interpret as a threat to exercise physical force against the person, in a workplace, that could cause physical injury to the worker.

## **RIGHTS AND DUTIES:**

Students, employees of KSC, volunteers and board members are covered by this policy. All those who are covered by this policy have the following **rights**:

1. to report an incident of violence or harassment or file a complaint without fear of retaliation;
2. to be told about the KSC's process for looking into the incident or complaint;
3. to get information about the review of the incident or complaint;
4. to be treated fairly while the KSC is looking into the incident or complaint;
5. to get information about the action taken by the KSC because of the incident or complaint;
6. to refuse work if the worker has reason to believe that workplace violence is likely to endanger him or her.

All those who are covered by this Policy have the following **duties**:

1. to report any incidents of violence or harassment they become aware of, even if they are not personally involved.
2. to communicate clearly to the person who harassed them that the behaviour was unwelcome, unless it is unreasonable to expect them to do so.
3. to cooperate with the people who are looking into the incident or complaint.

**Rights of the Person Accused of Violence or Harassment:** A person accused of violence or harassment has the right:

1. to be told that a report or complaint has been filed;
2. to know who filed the report or complaint, unless the KSC decides that reprisals are an issue, in which case the name may be withheld. This should be done only in the most extreme circumstances;
3. to be told about the KSC's process for looking into the incident or complaint;
4. to be treated fairly during the investigation process

**Duties of the Person Accused of Violence or Harassment:**

1. Anyone accused of violence or harassment has a duty to cooperate with the KSC in the investigation of the incident or complaint.

## **COMPLAINT PROCEDURE AND INVESTIGATING INCIDENT**

Any person who feels that he/she has experienced workplace harassment and violence may take the necessary steps, file a complaint under this policy, or initiate proceedings, without prejudice or fear of reprisal. If you believe that you have been subjected to workplace harassment:

## **Step 1**

*Ask the person to stop.* Do so as soon as you experience any form of unwelcome comment or conduct. Although this may be difficult to do, telling the person that you do not like their actions is often enough to stop the behaviour. Remind the person that the conduct is against KSC policy. If you are not comfortable with approaching the person, go to Step 3.

## **Step 2**

Keeps a record of the incident(s) including dates, location, witnesses, your response to the individual and any other pertinent information.

If allegations of workplace harassment or violence are made against you, keep a record of your version of the alleged incident. If you believe the complaint is unfounded or made in bad faith, discuss the matter with your administration team.

## **Step 3**

If the violent or harassing behaviour does not stop, bring the complaint immediately to the attention of your administration team. Any formal written complaint must contain:

1. name(s) of the respondent(s) to the complaint;
2. the date or dates of the incident(s);
3. location(s) of the incident(s);
4. details of the incident(s);
5. names of any witnesses.

## **Step 4**

The KSC will investigate all incidents and complaints about violence and harassment promptly:

The administration team will conduct the investigation into the incident or complaint and it will include interviews with the parties and any others that may have knowledge of the incident or complaint.

In determining the action to take, the administration team will consider the seriousness of the acts. Possible actions may include:

- Students Complaints: Complaints about students will be dealt with under the Student Code of Conduct as written in the Student and Parent Handbook.

- Faculty/Staff Complaints: Complaints about staff or faculty will be dealt with by the staff or faculty member's supervisor. In certain circumstances, such as where a conflict of interest exists or where the complaint involves more than one supervisor, the complaint may be taken directly to the Chairman of the School Board. Supervisors and the Chairman of the Board will use the expectations as written in the employees' contract to make their decisions.
- Parents/Volunteers Complaints: Complaints against parents or volunteers will be dealt with by the administration team. If substantiated, the administration team may issue a warning or ban the parent or volunteer from school premises for a set period of time. The administration team will use the Parent Code of Conduct in the Student and Parent Handbook to guide them in any decisions that they make.
- Frivolous or Vexatious Complaints: If it is determined as a result of an investigation that a complaint was made maliciously with intent to harm or made in bad faith, formal disciplinary action could be taken against the complainant.

If criminal actions are alleged, witnessed, or found to have occurred, the administration team will contact the Police immediately.

## **PRIVACY**

As much as possible, KSC will keep all information relating to an incident or complaint confidential. However, in order to investigate an incident or complaint, the person conducting the investigation may have to interview people in order to get at the facts. As far as possible in doing these interviews, that person will try to protect the identity of those involved, but this will not always be possible. The KSC will disclose information only on a need-to-know basis.

**This Mutual Respect, Harassment and Workplace Violence Policy must be posted on a publicly accessible part of Khalsa School website. This policy will be provided upon request to any individual.**