



Student Code of Conduct and Discipline

Background and Rationale

In keeping with the mission and values of Khalsa School Calgary, we are committed to providing a safe and caring environment that fosters and maintains respectful and responsible behaviours and supports every student in reaching their full potential.

We believe there is greatness in every child and that every child is a leader. At Khalsa School Calgary, students are encouraged to develop self-discipline, responsibility, confidence, compassion, humility and respect for themselves and others.

As a Sikh faith-based school, we strive to maintain an environment that reflects the values of Seva (selfless service), respect, equality, humility, honesty, compassion, responsibility and leadership, while providing a positive and supportive environment for all students. The purpose of this Code of Conduct is to establish clear expectations for student behaviour and to help maintain a school environment where students and staff feel safe, respected, supported and able to learn.

This Code applies to student behaviour at school, during the school day, on school property, on school transportation, during school-sponsored activities and events, and to behaviour outside of school or through electronic means when it has an impact on the school community or the safety and well-being of others.

Student Expectations

Every student at Khalsa School Calgary is expected to:

1. Act in a manner that reflects the mission, vision and values of Khalsa School Calgary.
2. Treat themselves and others with care, respect, humility and dignity.
3. Respect the rights, personal space, property and privacy of others.
4. Conduct themselves in a way that contributes to a safe and caring environment.
5. Follow school rules, procedures and reasonable directions from teachers and other school staff.
6. Attend school regularly and arrive on time.
7. Come to school prepared to learn and actively participate in their learning.
8. Take responsibility for their own choices and behaviour.
9. Cooperate with teachers, staff and administration.

10. Respect school property and the property of others.
11. Use technology and electronic communication appropriately and responsibly.
12. Wear the school uniform and follow school expectations regarding appearance.
13. Represent Khalsa School Calgary respectfully when participating in school activities, travelling on school transportation or representing the school off campus.
14. Speak up, report concerns or seek help when they are concerned about bullying, harassment, violence, threats, unsafe behaviour or the safety and well-being of another person.
15. Contribute positively to the school community and help create an environment where everyone can learn and feel safe.

Respect for Others

Students are expected to respect the rights, dignity and differences of others.

Khalsa School Calgary does not tolerate discrimination, harassment, intimidation or behaviour intended to demean, exclude or harm another person.

Students are expected to treat others respectfully regardless of characteristics protected under the Alberta Human Rights Act, including race, religious beliefs, colour, gender, gender identity, gender expression, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Students must not use slurs, insults, threats, discriminatory comments, gestures, images or other behaviour intended to humiliate, intimidate or harm another person.

Neutrality, Diverse Viewpoints and Respectful Dialogue

Khalsa School Calgary supports a learning environment where students can respectfully express different perspectives and ideas and develop critical thinking skills.

Students may have different opinions or perspectives on social, political, cultural, religious or other topics that arise in the school setting. Students are expected to express their views respectfully and in a manner that is consistent with this Code of Conduct.

Students must not be ridiculed, intimidated, harassed or discriminated against because they hold a respectful viewpoint that differs from the viewpoint of another student or staff member.

Students are expected to listen respectfully to different perspectives, consider information and evidence, and participate in discussions in a thoughtful and responsible manner.

The ability to express a viewpoint does not permit bullying, harassment, discrimination, threats, intimidation or other behaviour that violates this Code of Conduct.

When controversial or sensitive topics arise in a school setting, students are expected to follow the direction of their teacher or school staff and participate in discussions in a respectful and appropriate manner.

Nothing in this section is intended to limit approved curriculum, religious instruction or other programs and activities permitted under applicable legislation.

Bullying and Harassment

Khalsa School Calgary does not tolerate bullying, cyberbullying, harassment or intimidation. Bullying may be physical, verbal, social, psychological or electronic and may occur in person or online.

Students are expected to treat others respectfully, refrain from participating in or encouraging bullying, and report concerns to a teacher, administrator or another trusted adult.

Students who witness bullying or concerning behaviour should seek help and report the concern. Students are not expected to physically intervene in a situation that may put them at risk.

Violence Prevention

Khalsa School Calgary is committed to maintaining a safe and caring environment for all students, staff and members of the school community.

Violence of any kind is prohibited at Khalsa School Calgary, including at school, on school property, on school transportation, during school-sponsored activities and events, and during other school-related activities.

Every student has a responsibility to refrain from engaging in violence and to assist in the prevention of violence.

Violence may include physical, sexual, verbal, psychological or online behaviour. Students must not physically harm or threaten to harm another person, encourage or participate in fighting, threaten violence, use or attempt to use an object to cause harm, or encourage another person to engage in violence. Students must also not use technology, social media or electronic communication to threaten, encourage, organize or promote violence.

Students can help prevent violence by reporting concerns, seeking help from an adult, following school procedures, avoiding situations that may become unsafe and contributing to a respectful school environment.

Students are not expected to physically intervene in a violent incident or place themselves in harm's way. Students should seek help from a teacher, administrator or another trusted adult as soon as it is safe to do so.

Acceptable Behaviour

Students are expected to demonstrate behaviour that supports learning and the well-being of others.

Examples of acceptable behaviour include speaking respectfully, listening to others, following reasonable directions, resolving disagreements appropriately, taking responsibility for mistakes, helping others, respecting differences, caring for school property, using technology appropriately and following classroom and school routines.

Students are also expected to remain in designated areas, walk safely in hallways, participate appropriately in assemblies, religious activities and school events, follow bus and transportation expectations, and represent the school respectfully both on and off campus.

Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- bullying or cyberbullying;
- harassment or intimidation;
- discrimination;
- violence;
- fighting or physical aggression;
- threats of violence;
- verbal, psychological or online violence;
- sexual harassment or inappropriate sexual behaviour;
- possession or use of an item intended to cause harm;
- damaging or stealing property;
- persistent refusal to follow reasonable directions;
- behaviour that seriously disrupts the learning environment;
- inappropriate use of technology or social media;
- inappropriate recording or sharing of images or information about others;
- cheating or plagiarism;
- unsafe behaviour on school transportation; and
- possession or use of prohibited substances or items.

Behaviour outside of school may also be addressed when it has a significant impact on the school community or the safety and well-being of others.

This list is not intended to include every possible situation. The school may address other behaviour that negatively affects the safety, well-being or learning environment of the school community.

Attendance and Punctuality

Regular attendance and punctuality are important parts of being a successful student. Students are expected to attend school regularly, arrive on time, attend their scheduled classes and remain at school during the school day unless they have been properly authorized to leave.

Learning and Academic Responsibility

Students are expected to take an active role in their education. Students should come prepared to learn, complete assignments and schoolwork, participate in class, ask for help when needed, use technology appropriately, submit their own work and demonstrate honesty and integrity in their academic work.

Cheating, plagiarism or presenting another person's work as one's own is not acceptable.

Technology and Electronic Devices

Khalsa School Calgary provides Chromebooks for students to use for learning. These devices are managed by the school and have appropriate restrictions and filtering in place to support student learning and safety.

Students are expected to use school-provided technology responsibly and only for appropriate educational purposes.

Personal electronic devices, including personal laptops, tablets, gaming devices and other electronic devices brought from home, are not permitted at school unless specifically authorized by the school.

Cell phones: Students are not permitted to bring or use cell phones at school. Cell phones must not be in a student's possession during the school day unless expressly authorized by school administration.

Students must not use technology or electronic communication to bully, threaten, harass or intimidate another person, discriminate against or demean another person, access or share inappropriate material, record or share images or information about others inappropriately, interfere with the learning environment, or engage in behaviour that violates school expectations or this Code of Conduct.

The school may address electronic behaviour that occurs outside of school when it has an impact on students, staff or the school environment. Students are responsible for taking care of school-provided technology and following all school expectations for its use.

School Property

Students are expected to take care of school buildings, classrooms, furniture, technology, textbooks, learning materials, transportation and other school property.

Students must also respect the personal property of other students and staff.

Students may be required to take responsibility for damage or loss resulting from intentional or inappropriate behaviour.

School Uniform

Students are expected to wear the Khalsa School Calgary uniform as outlined in the school's current uniform requirements.

Wearing the uniform properly is part of taking pride in our school and representing Khalsa School Calgary respectfully.

When a student does not meet the school's uniform expectations, the school will address the concern through the school's Uniform Infraction process. Responses are progressive and may include:

- First infraction: Verbal reminder or warning.
- Second infraction: Written notice to the parent/guardian.
- Third infraction: Phone call to the parent/guardian.
- Fourth infraction: Contact from administration and/or a formal written notice.
- Fifth infraction: Loss of privileges, which may include participation in activities such as Sports Day, and a required meeting with the parent/guardian and administration.

The school may adjust the response based on the circumstances of an individual situation. Students and families are responsible for reviewing the current uniform requirements and ensuring that students arrive at school dressed according to those expectations.

School Transportation

Students are expected to follow all school bus and transportation rules.

Students must follow the driver's directions, remain seated when required, keep hands, feet and belongings appropriately to themselves, use respectful language, avoid distracting the driver, respect other students and behave safely at all times.

Unsafe or inappropriate behaviour on school transportation may result in school consequences and/or the loss of transportation privileges.

School Activities and Off-Campus Behaviour

Students are expected to represent Khalsa School Calgary respectfully when participating in field trips, athletics, competitions, religious activities, school events, community activities and other school-related activities.

Students are also expected to behave appropriately when off school property or outside regular school hours when their behaviour has an impact on the school community or the safety and well-being of others.

Reporting Concerns

Students are encouraged to speak to a trusted adult if they are concerned about bullying, harassment, discrimination, threats, violence, unsafe behaviour, a dangerous item, damage to property, or the safety or well-being of another student.

Concerns can be reported to a teacher, administrator, Student Services staff member or another trusted adult.

Students should never feel that they need to handle a serious safety concern on their own. Students are encouraged to report concerns as soon as possible and to provide information honestly and in good faith.

Students who report a concern in good faith should not be subject to retaliation, intimidation or negative treatment for making a report.

Responding to Safety Concerns

All members of the Khalsa School Calgary community have a responsibility to contribute to a safe and caring school environment.

When a concern involving violence, threats or another significant safety issue is reported, the concern must be referred to school administration. Staff will take immediate steps to support student and staff safety and follow school emergency procedures where necessary.

Administration will assess the circumstances, gather relevant information, speak with individuals involved as appropriate and determine an appropriate response based on the nature and seriousness of the situation.

The school will take reasonable steps to protect the privacy of individuals involved. However, information may need to be shared with staff, parents/guardians, authorities or other individuals when necessary to address a safety concern, protect an individual or meet legal or school requirements.

The school may take immediate action when necessary to protect the safety and well-being of students, staff or other members of the school community.

Incident Documentation and Reporting

Khalsa School Calgary maintains procedures for documenting and responding to student behaviour, safety concerns and incidents involving violence.

Students and staff are expected to report significant behaviour, safety or violence-related concerns to a teacher, administrator or other appropriate school staff member as soon as possible.

Staff will document incidents in accordance with school procedures and provide relevant information to school administration.

Where an incident involves violence, a threat of violence, an assault, a weapon or dangerous item, sexual assault, or another significant safety or behavioural concern, administration will assess the circumstances and determine the appropriate response and documentation requirements.

Where required, Khalsa School Calgary will report incidents to Alberta Education and Childcare through the Alberta Classroom Insights Portal (ACIP) or through other reporting processes required by legislation.

The determination of whether an incident is reported through ACIP will be made by school administration. Staff and students are not responsible for determining whether an incident meets Alberta's reporting requirements.

Information submitted through ACIP will be limited to the minimum personal information necessary for the purpose of incident reporting, in accordance with Alberta Education and Childcare requirements.

Where additional information becomes available, the school may update an incident report as required.

Responses to Unacceptable Behaviour

Khalsa School Calgary believes that discipline should help students understand their choices, take responsibility and learn from their behaviour.

When responding to unacceptable behaviour, the school will consider the circumstances of each situation, including the student's age, maturity, individual circumstances, the seriousness of the behaviour, the impact on others, whether the behaviour was intentional, the student's previous behaviour, the circumstances surrounding the incident, the student's willingness to take responsibility and any other relevant circumstances.

Where relevant, the school will also consider a student's individual needs and circumstances when determining an appropriate response.

Depending on the situation, the school's response may include a conversation with the student, a reminder or warning, reteaching expectations, a restorative conversation, reflection or written work, parent/guardian communication, a meeting with administration, loss of privileges, removal from an activity, a change in seating or activity, behaviour support, restitution or repair of damaged property, suspension or expulsion where appropriate and permitted by legislation.

The school may move directly to a more serious consequence when the nature of the behaviour requires it. Consequences do not have to follow a specific sequence in every situation.

Supporting Students

KSC recognizes that inappropriate behaviour can affect students in different ways. Where appropriate, the school will provide support to students who have been affected by inappropriate behaviour and to students who have engaged in inappropriate behaviour.

Support may include speaking with a trusted adult, Student Services support, counselling or check-ins, restorative conversations, behaviour support, academic support, parent/guardian involvement, safety planning or referrals to appropriate supports when necessary.

The school will consider the needs and individual circumstances of the students involved when determining an appropriate response.

Parent and Guardian Partnership

Parents and guardians play an important role in supporting positive student behaviour. KSC encourages parents and guardians to review the Code of Conduct with their child, support regular attendance and punctuality, reinforce respectful behaviour at home, support appropriate use of technology and social media, communicate concerns with the school, work collaboratively with staff when concerns arise and support their child's responsibility for their choices and actions.

Annual Review and Availability

This Student Code of Conduct will be reviewed annually and updated when necessary to reflect changes in Alberta legislation, Alberta Education requirements and the needs of the Khalsa School Calgary community.

The current Student Code of Conduct will be provided to all students, parents/guardians and staff and made publicly available on the Khalsa School Calgary website.

Where significant changes are made to the Code, the school will communicate the updates to the school community as appropriate.

Our Commitment

At Khalsa School Calgary, we want every student to feel safe, supported and respected while also understanding that they have a responsibility to contribute to the environment around them.

We will continue to work with students, families and staff to maintain a school community built on care, respect, responsibility, humility, service and leadership.

Our goal is not simply to discipline students when expectations are not met, but to help students understand their responsibilities, learn from their choices and grow into responsible and respectful members of their school community.