

Khalsa School Calgary Parent – Student Handbook

Table of Contents

General School Information 2
Principal's Greeting 3
Our Mission, Core Values and KSC Goals 4
Growth Mindset 5
Volunteering at Khalsa School Calgary 5
Parent Advisory Council 6
Khalsa School Uniform 7–9
Student Leadership Roles 9
Student Assessment and Provincial Testing 9–10
Student Code of Conduct 10–20
Parent/Guardian Code of Conduct 20–25
Parent-Staff Communication Procedure 25
Medical Concerns and Medication 25
Emergency Procedures 26
School Books and Materials 27
Responsible Use of Technology 27
Lost and Found 27
Attendance/Extended Absense 28-29
Healthy Food and Healthy Schools 28–29
Student Transportation 29–30
Arrival and Departure Procedures 31
Field Trips and Enrichment Activities 31
Leave a Legacy Day 32
Speech Competition 32
Education Week 32
Science Fair 33
Extracurricular Activities 33
Religious Celebrations, School Events and Weekly Themed Assemblies 33
School Communications 34
Homework Expectations 34–37
School Schedule 37–39
Mutual Respect, Harassment and Violence Prevention 40
Extended Leave Policy for Students 40–41

PARENT-STUDENT HANDBOOK

GENERAL SCHOOL INFORMATION

KHALSA SCHOOL CALGARY

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Telephone: 403-293-7712

Fax: 403-293-2244

Website: www.khalsaschoolcalgary.ca

Khalsa School Calgary is a Sikh faith-based accredited independent school serving students from Kindergarten to Grade 9. The school follows the Alberta Education curriculum while providing students with opportunities to learn about Sikh faith, values, traditions and culture.

Our goal is to provide students with a strong academic foundation in an environment that supports personal growth, character development, leadership and a connection to their community.

We believe that education is about more than academic achievement. We want our students to become responsible, respectful and confident individuals who are prepared to contribute positively to their families, their communities and the world around them.

PRINCIPAL'S GREETING

Wahe Guru Ji Ka Khalsa, Wahe Guru Ji Ki Fateh

Welcome to Khalsa School Calgary.

It is a privilege to work with our students, families and staff as we continue to build a school community where students are encouraged to learn, grow and reach their full potential.

At Khalsa School Calgary, we are committed to academic excellence while providing a strong spiritual and values-based environment. Our students learn about Sikh teachings and traditions in accordance with Siri Guru Granth Sahib Ji, while also developing the skills and knowledge expected through the Alberta curriculum.

We want our students to become confident learners and responsible leaders. Through classroom learning, athletics, extracurricular activities, leadership opportunities, faith-based learning and community service, students are given many opportunities to develop compassion, respect, humility, confidence and a strong sense of responsibility.

Our staff work hard to create an environment where students feel supported and challenged to do their best. We also recognize that a strong partnership between home and school is an important part of student success.

Thank you to our families for the trust, support and involvement you provide throughout the school year. We look forward to another successful year together.

Herpinder Gill
Principal
Khalsa School Calgary

OUR MISSION, CORE VALUES AND KSC GOALS

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.”

Core Values

Naam Japo

Naam Japo encourages a positive outlook and an awareness of the Creator while developing balance among the mind, body and soul.

Kirat Karo

Kirat Karo means earning an honest livelihood through hard work, responsibility and integrity.

Vandd Shako

Vandd Shako encourages us to share our time, knowledge and resources with others, particularly those who are in need.

KSC Goals

Our school goals include:

- helping students understand and appreciate Sikh heritage, teachings and traditions;
- developing responsible citizens through Sikh teachings and Growth Mindset practices;
- strengthening connections between families, the school and the wider community;
- continuing to build Growth Mindset capacity among students and staff; and
- developing student leadership, including communication, listening, accepting feedback and taking responsibility.

GROWTH MINDSET

At Khalsa School Calgary, we encourage students to understand that learning takes time, effort and practice.

A Growth Mindset means recognizing that abilities can develop through hard work, perseverance, learning from mistakes and being willing to try again. Students are encouraged to focus on progress rather than expecting everything to be successful the first time.

We want students to understand that mistakes are a normal part of learning. Instead of giving up when something is difficult, students are encouraged to ask questions, try different strategies, accept feedback and keep working toward improvement.

Growth Mindset practices are incorporated throughout the school year through classroom learning, staff professional development, assemblies, school communications and student recognition.

Each month, one student is recognized as a Growth Mindset Leader for demonstrating perseverance, effort, a positive attitude toward learning, and a willingness to grow. The student is recognized in the school newsletter and receives a Growth Mindset Leader certificate from their teacher.

VOLUNTEERING AT KHALSA SCHOOL CALGARY

Parent and community volunteers play an important role in supporting our school. Volunteering is also a great way for parents to become involved in their child's education and school community.

There are many ways parents and community members can help, depending on their interests, skills and availability.

Examples include:

- helping in classrooms or serving as a classroom parent representative;
- mentoring or tutoring students;
- helping with fundraising activities;
- helping plan or chaperone field trips;
- assisting with clubs or interest groups;

- speaking to students about a particular area of expertise;
- helping with Science Fair or speech competitions; and
- participating in the Parent Advisory Council.

All volunteers are expected to follow school directions, maintain appropriate boundaries and respect the privacy of students, families and staff.

Parents who volunteer will be asked to complete the required Parent Volunteer Code of Conduct form.

PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) is made up of parents and guardians of students attending Khalsa School Calgary.

Parents are encouraged to attend PAC meetings and participate in PAC activities throughout the school year. Except during shorter months or when otherwise communicated, PAC meetings are held monthly. Meeting dates and agendas are shared with families in advance.

The goals of PAC include:

- providing information and support to parents;
- promoting communication between parents, the School Board and school staff;
- supporting excellence in education;
- recommending and assisting with educational and family activities;
- supporting fundraising initiatives; and
- encouraging parent involvement and volunteerism.

KHALSA SCHOOL UNIFORM

Khalsa School Calgary is proud of its heritage, traditions and the sense of belonging that comes with being part of our school community. Our uniform is one way students show pride in their school and learn the importance of self-discipline, responsibility and presentation.

All students in Kindergarten to Grade 9 are expected to wear the current KSC uniform properly throughout the school day, except on approved Bana Days, Casual Days or other days specifically identified by the school.

Full Dress Uniform

The full dress uniform is required on designated formal days, including Mondays, picture day, special occasions and other days identified by the school.

The full dress uniform includes:

- navy blue uniform pants with KSC stitching on the left pocket;
- white collared formal shirt;
- white long-sleeve or short-sleeve KSC polo with the school logo;
- navy blue KSC tie;
- navy blue sweater vest or cardigan;
- navy blue ramal or dark navy dastaar; and
- black indoor shoes.

Students in Grades 7–9 must also have the required KSC gym strip and appropriate athletic footwear.

Regular School Days

On regular school days, students are expected to wear the current KSC white polo(long or short sleeve) with the school logo, required navy uniform pants and navy head covering.

Uniforms must be clean, neat and worn properly. Shirts are to be tucked in unless otherwise directed by the school.

Uniform Vendors

Need It is the mandatory supplier for the current KSC white polo(long or short sleeve) with the current school logo/patch.

Elegant Designs may continue to be used for other approved uniform items where applicable; however, it does not supply the current KSC polo. Families who previously purchased an eligible polo through Elegant Designs should follow the school's direction regarding any applicable credit. No new exceptions for purchasing the current polo elsewhere will be made.

Families are responsible for reviewing the current uniform requirements and ensuring that students arrive at school dressed appropriately each day.

Uniform Infractions

Uniform concerns are addressed through the school's Uniform Infraction process. Responses are progressive and may include:

1. First infraction: verbal reminder or warning.
2. Second infraction: written notice to the parent/guardian.
3. Third infraction: phone call to the parent/guardian.
4. Fourth infraction: contact from administration and/or a formal written notice.
5. 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 depending on the circumstances of an individual situation.

Casual Days and Bana

Casual Days are held as communicated by the school in monthly newsletters. Clothing should be appropriate for a school setting and consistent with KSC expectations.

Students may also wear Bana every Friday, or on other days identified by the school.

Students are expected to dress respectfully and appropriately and to follow any additional expectations communicated by the school for a particular Casual Day.

Uniform Vendor Contact Information

Need It
Unit 11, 2nd Floor
1339 40 Ave NE
Calgary, Alberta
T2N 8N6
Phone: 1-587-777-0815
Email: info@needitstore.co
Website: www.needitstore.co

Elegant Designs
1420 40 Ave NE, Bay 11
Calgary, Alberta
T2E 6L1
Phone: 403-250-8747
Email: info@elegantinc.ca
Website: elegantinc.ca

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.

Students in Kindergarten to Grade 9 are given opportunities to take on leadership roles in their classrooms and throughout the school. These opportunities help students develop confidence, responsibility, communication skills and a stronger sense of belonging.

Student Council is one of the option classes available to students in Grades 7–9. Students involved in Student Council have opportunities to take on responsibilities, support school initiatives and help younger students develop positive leadership and citizenship skills.

STUDENT ASSESSMENT AND PROVINCIAL TESTING

Student assessment at Khalsa School Calgary is used to support and improve student learning.

Teachers use a variety of assessment practices throughout the school year, including classroom observations, assignments, projects, conversations, quizzes, tests and other formal and informal

assessments.

Assessment considers a broad range of student learning and development, including academic learning, intellectual development, the arts, social responsibility, leadership and physical development.

Assessment information is used by teachers and administration to understand student progress, identify areas where additional support may be needed and plan instruction.

Literacy and Numeracy Screening

Students from Kindergarten to Grade 5 participate in Alberta literacy and numeracy screening assessments. Initial screening takes place early in the school year, with follow-up assessment and monitoring as needed.

Results help teachers identify students who may need additional support in foundational literacy and numeracy skills and help the school plan appropriate instruction and intervention.

When appropriate, parents/guardians will be involved in discussions about student progress and next steps.

Provincial Achievement Tests

Provincial Achievement Tests (PATs) are administered to students in Grade 6 and Grade 9 in accordance with Alberta Education requirements.

PATs provide information about student achievement in relation to Alberta's provincial curriculum.

The school will provide parents and guardians with information about PAT administration, including applicable dates and expectations, through regular school communications.

STUDENT CODE OF CONDUCT

Effective Date: September 1, 2026
Updated: August 24, 2026

Background and Rationale

At Khalsa School Calgary, we are committed to providing a safe and caring environment where students can learn, grow and reach their full potential. We believe there is greatness in every child and that every child is a leader.

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 reflect the values of Seva (selfless service), respect, equality, humility, honesty, compassion, responsibility and leadership in our school community.

The purpose of this Code of Conduct is to set out 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:

- Act in a manner that reflects the mission, vision and values of Khalsa School Calgary.
- Treat themselves and others with care, respect, humility and dignity.
- Respect the rights, personal space, property and privacy of others.
- Conduct themselves in a way that contributes to a safe and caring environment.
- Follow school rules, procedures and reasonable directions from teachers and other school staff.
- Attend school regularly and arrive on time.
- Come to school prepared to learn and actively participate in their learning.
- Take responsibility for their own choices and behaviour.
- Cooperate with teachers, staff and administration.
- Respect school property and the property of others.
- Use technology and electronic communication appropriately and responsibly.
- Wear the school uniform and follow school expectations regarding appearance.

- Represent Khalsa School Calgary respectfully when participating in school activities, travelling on school transportation or representing the school off campus.

- 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.

- 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.

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.

PARENT/GUARDIAN CODE OF CONDUCT

Guiding Principles

At Khalsa School Calgary, we believe that a child's education is a shared responsibility between the school,

parents, students and the larger school community. A strong relationship between home and school is built on communication, cooperation and mutual respect.

We understand that parents and guardians may have questions, concerns or disagreements about their child's education or a school decision. Parents have the right to raise those concerns. At the same time, we expect concerns to be brought forward respectfully and through the appropriate channels.

Our goal is to work together in a way that supports our students and maintains a positive, welcoming, caring, respectful and safe school environment.

Parents and Guardians Are Expected To

- Treat all students, teachers, administration, support staff, board members, volunteers and other families with courtesy and respect.
- Use respectful and appropriate language when communicating with school staff, whether in person, by phone, email or through social media.
- Work together with teachers and administration in the best interests of their child.
- Bring questions or concerns directly to the school rather than relying on information, assumptions or comments from other parents or unofficial sources.
- Follow the school's established process for raising and resolving concerns.
- Make an appointment when a concern requires a longer or more detailed conversation with a teacher or administrator. Drop-off, pick-up and instructional time are generally not appropriate times for lengthy discussions.
- Understand that teachers and staff may not always be able to respond immediately to a phone call, email or message.
- Model respectful behaviour and appropriate language for students while on school property and at school activities and events.
- Ensure that their child attends school regularly, arrives on time and is picked up according to the school's procedures and designated times.
- Respect the privacy and confidentiality of students, families and staff.
- Follow school policies and procedures outlined in the Parent-Student Handbook, on the school website and in official school communications.

Concerns and Communication

Parents and guardians are encouraged to speak directly with the school when they have a concern. We would much rather have a parent come to us so that we have an opportunity to understand the situation and work toward a resolution.

Parents have the right to ask questions, disagree with a decision, provide feedback and make a complaint. However, disagreements must remain respectful.

Parents should not yell at, swear at, threaten, intimidate, insult or verbally abuse teachers, administrators or other school staff.

If a conversation becomes disrespectful or aggressive, a staff member may end the conversation. The staff member may ask that the discussion continue at another time, with administration present, or may request that further communication take place in writing.

Conduct That Is Not Acceptable

The following behaviour is not acceptable at Khalsa School Calgary or at school-sponsored activities:

- Yelling, swearing or using abusive or threatening language toward staff, students or other members of the school community.
- Threatening, intimidating, harassing or verbally abusing another person.
- Using aggressive or confrontational behaviour.
- Making personal attacks, insults or inappropriate comments about staff, students or families.
- Disrupting classrooms, school activities or normal school operations.
- Entering areas of the school that are not open to parents or visitors without permission.
- Confronting a teacher while they are teaching or supervising students.
- Repeatedly sending abusive, threatening or harassing emails, messages or other communications.
- Recording, photographing or sharing images or recordings of students or staff without appropriate authorization.
- Sharing confidential or private information about students, families or staff.

- Encouraging other parents or students to become involved in a dispute with the school or a staff member.

- Spreading rumours or knowingly sharing false or misleading information about the school, its staff, students or families.

- Posting threatening, harassing or defamatory comments about members of the school community online or through social media.

- Refusing to follow a reasonable direction from school administration while on school property or attending a school-sponsored activity.

Parents are welcome to criticize or disagree with the school and to provide feedback. The expectation is that concerns and disagreements are expressed respectfully and through the appropriate channels.

Parents Who Volunteer at the School

We appreciate parents and guardians who volunteer their time to support Khalsa School Calgary.

Parents who volunteer are expected to maintain appropriate boundaries and respect the privacy of students, families and staff.

Volunteers should not discuss, judge or share personal opinions about individual students, families or staff members with other parents or members of the community.

Any concerns observed while volunteering should be brought to the attention of school administration rather than discussed with others.

Parents who volunteer will be asked to complete a Parent Volunteer Code of Conduct form. Volunteers are expected to act professionally and respectfully, follow the direction of school staff, maintain appropriate boundaries and support a safe and positive environment for students.

A volunteer may be removed from an activity and may have current or future volunteer privileges suspended or revoked if expectations are not followed.

School Property and School Events

The expectations in this Code of Conduct apply not only when parents are inside the school, but also when attending school events, activities, field trips, meetings, sporting events and other activities organized or sponsored by Khalsa School Calgary.

Parents and guardians are expected to conduct themselves in a manner that supports a positive and safe

environment for students and staff.

School administration may ask a parent or guardian to leave school property or a school-sponsored event if their behaviour is inappropriate, disruptive, threatening or otherwise inconsistent with this Code of Conduct.

Consequences

Khalsa School Calgary will address concerns about parent/guardian conduct on a case-by-case basis, taking into consideration the nature and seriousness of the situation and whether there has been a pattern of behaviour.

Depending on the circumstances, the school may:

- end a conversation or meeting;
- require the parent/guardian to communicate with the school by email or through a scheduled appointment;
- require that future meetings include a member of school administration;
- ask the parent/guardian to leave school property or a school-sponsored event;
- restrict a parent's access to certain areas of the school or require that visits be arranged in advance;
- issue a written warning; or
- take other appropriate steps to address repeated or serious concerns.

Serious incidents involving threats, harassment, intimidation, violence or other behaviour that raises safety concerns may result in immediate action without the need for prior warnings.

Where there are repeated or serious violations of this Code of Conduct, the matter may be referred to school administration and/or the Board for further consideration. This may include a decision regarding a family's continued enrolment or eligibility to register or re-register at Khalsa School Calgary, subject to the school's policies and applicable requirements.

Our Commitment

Khalsa School Calgary is committed to listening to parents and working with families. We recognize that communication will not always mean that everyone agrees. What is important is that concerns can be discussed respectfully and that everyone keeps the best interests of our students at the centre of the

conversation.

We ask all parents and guardians to work with us in maintaining a school community where students feel safe, supported and respected, and where teachers and staff are able to do their jobs without being subjected to disrespectful, threatening or abusive behaviour.

This Code of Conduct is available in the Khalsa School Calgary Parent-Student Handbook and on the school website. Parents and guardians are expected to review and follow these expectations as members of the Khalsa School Calgary community.

PARENT-STAFF COMMUNICATION PROCEDURE

Parents are encouraged to communicate ideas, concerns and questions with staff and are asked to contact the appropriate member of staff depending on the situation.

Whenever possible, parents should contact their child's teacher first when the concern relates to classroom learning, student work, behaviour or another classroom matter. If the teacher does not respond within a reasonable timeframe or the parent does not feel the concern has been resolved, the parent may contact administration.

When contacting the Principal and Vice Principal, administration may ask whether the teacher has been contacted first and may ask the parent to begin with the teacher where appropriate.

For questions about fees, registration, attendance reporting and other office matters, parents should contact the school office. Busing concerns should be directed to the Vice Principal.

Parents are asked to make an appointment when a concern requires a longer conversation. Drop-off, pick-up and instructional time are not appropriate times for lengthy discussions with teachers or administration.

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 taking medication during the school day, a parent or guardian must complete a medication administration consent form. Office staff will keep the medication in a secure area in the office and administer it as required.

Parents must keep the school informed of changes in their child's medical condition, as well as any other changes in family or personal circumstances that may affect the student at school.

Food Allergies

Khalsa School Calgary has students and staff with severe allergies to peanuts and tree nuts. To help reduce the risk of a serious allergic reaction, families are asked not to send food containing peanuts or tree nuts to school.

Parents should always check food labels carefully. Products should not be sent to school if the label indicates that they:

- contain peanuts or tree nuts;
- may contain peanuts or tree nuts; or
- were processed or manufactured on shared equipment or in a facility with peanuts or tree nuts.

If your child has a food allergy or another significant dietary concern, please inform the classroom teacher and school office so that appropriate measures can be put in place.

EMERGENCY PROCEDURES

If a student becomes seriously ill or is injured at school, staff will provide appropriate assistance and make reasonable efforts to contact the parent or guardian using the contact information provided to the school.

If a parent or guardian cannot be reached, the school will contact the emergency contacts listed on the student's emergency information form.

When necessary, the school will contact emergency medical services and arrange for the student to be transported to a medical facility. Staff will remain with and support the student until appropriate care or a parent/guardian is available.

Parents and guardians are responsible for ensuring that emergency contact information is kept current.

SCHOOL BOOKS AND MATERIALS

Students are responsible for taking care of books, textbooks, library materials, technology and other learning materials provided by the school.

Students are expected to return school materials when requested and at the end of the school year.

Parents or guardians may be responsible for the cost of materials that are lost or damaged through inappropriate or negligent use.

RESPONSIBLE USE OF TECHNOLOGY

Khalsa School Calgary supports the use of technology to enhance student learning. Students are expected to use school technology safely, responsibly and for appropriate educational purposes.

The school provides Chromebooks for student use. These devices are managed by the school and have appropriate restrictions and filtering in place to support student learning and safety. Students are responsible for taking care of school-provided devices and following the school's expectations for their use.

Students must follow the school's Responsible Use of Technology Agreement and respect the privacy, safety, intellectual property and property of others when using technology.

Parents and guardians are encouraged to monitor their child's technology and social media use at home and to speak with their child about responsible and healthy technology habits.

The school cannot control how students use technology outside of school. However, when online or electronic behaviour outside of school affects the safety, well-being or learning environment of students or staff at Khalsa School Calgary, the school may need to address the matter in accordance with school procedures.

Student behaviour and electronic conduct are also addressed in the Student Code of Conduct.

LOST AND FOUND

Students are responsible for their personal belongings, including uniform items, school supplies and other personal items.

Families are encouraged to clearly label their child's belongings.

Students should check the Lost and Found when they have misplaced an item. Unclaimed items will be donated to charity at various times throughout the school year.

ATTENDANCE

Regular attendance and punctuality are important to student success and are required by law. Parents and guardians are responsible for reporting their child's absence to the school.

Absences can be reported by contacting the main office and using the school's automated attendance system. Please include the student's name, grade and reason for the absence.

If a student has not arrived at school and the school has not received notice of an absence, the school will contact the parent or guardian.

Students who arrive late must sign in at the office. Students who need to leave school before the end of the day must be signed out through the office by an authorized parent or guardian.

Khalsa School Calgary recognizes that families may travel during the school year. The school calendar includes an extended winter break to provide families with an opportunity to plan longer trips during the scheduled school break.

Families are encouraged to avoid extended absences during regular instructional days, as missed classroom instruction can affect student learning and achievement

Extended Leave During the School Year

Families requesting extended leave during the school year must submit a written request to the school administration at least four weeks in advance and complete the Extended Leave of Absence Form. All requests are subject to approval by the school administration.

Extended leave during the regular school term should not exceed three weeks. Requests for longer absences will be reviewed individually.

Students who are away from school, even for a short period, may miss important lessons, assignments, classroom activities and assessments. Teachers are not expected to recreate missed lessons or provide additional assignments and assessments for students who are away. Parents are encouraged to stay in contact with their child's teacher for general guidance about the learning taking place during the absence.

Academic Recognition and Extended Absences

Regular attendance and participation in classroom learning are important parts of a student's academic progress. Students who miss instruction, assignments or assessments due to extended or repeated absences may not have sufficient assessment evidence for the school to fairly evaluate their overall academic achievement.

As a result, students whose absences affect the availability of sufficient assessment evidence may not be eligible for Honour Roll recognition or academic achievement awards at the end of the school year, even if their recorded marks are high. Missed assessments may be recorded as N/A where appropriate; however, an N/A does not represent demonstrated achievement of the missed learning outcomes.

This consideration applies to Honour Roll and academic achievement awards only. It does not automatically affect eligibility for other school awards recognizing leadership, character, service, participation and contributions to the school community.

Approval of extended leave does not guarantee eligibility for academic recognition. Parents are encouraged to review the school's Extended Leave Policy before making travel arrangements.

HEALTHY FOOD AND HEALTHY SCHOOLS

Khalsa School Calgary is a vegetarian school environment. Students are encouraged to bring healthy, well-balanced lunches and snacks that support their health, learning and energy throughout the school day.

Birthdays and Classroom Treats

Birthday celebrations are not permitted at school, and lunches, cakes or other treats may not be dropped off or distributed to students for birthdays.

Students may bring a small goody bag to share with their classmates, provided it does not contain food items.

Nut-Aware Environment

Khalsa School Calgary is a nut-aware environment. Some students and staff have severe allergies to peanuts and tree nuts. To help reduce the risk of a serious allergic reaction, families are asked not to send food containing peanuts or tree nuts to school.

Parents should always check food labels carefully.

Products should not be sent to school if the label indicates that they:

- contain peanuts or tree nuts;
- may contain peanuts or tree nuts; or
- were processed or manufactured on shared equipment or in a facility with peanuts or tree nuts.

If your child has a food allergy or other significant dietary concern, please inform the classroom teacher and school office so that appropriate measures can be put in place.

STUDENT TRANSPORTATION

Khalsa School Calgary offers school bus transportation through Southland Transportation in areas where there is sufficient demand for service.

Bus routes and stops are established before the end of the school year for the following academic year. Routes are designed, where possible, to minimize student travel time. Students must use their assigned stop and be at the designated location at the scheduled time.

Bus delays may occur due to weather, traffic, mechanical issues or other circumstances. The school will communicate significant delays or changes to transportation arrangements through email or the school's automated notification system.

If a bus is unable to operate and alternative transportation cannot be provided, parents may be required to make arrangements to get their child to or from school.

Parents can use the MyBusStop app to access available real-time transportation information. Information about accessing the app is provided at the beginning of the school year and is also available through the school website.

Students may not ride a different bus or have another student accompany them on the bus without written

authorization from a parent or guardian and a bus pass issued by the school office.

Kindergarten students must be met at their bus stop by a parent or designated adult at the scheduled drop-off time.

Southland Transportation establishes bus stops and seating arrangements. The school must follow the transportation provider's procedures and safety requirements. A requested stop or route may not be available if it is considered unsafe or if there is insufficient space.

Families should also be aware that bus capacity can limit changes to routes or stops during the school year. A change of address does not guarantee that transportation can be transferred to another route

Safe and Responsible Behaviour on the School Bus

Students are expected to help maintain a safe and respectful environment on the bus and must follow the driver's directions at all times.

Students are expected to:

- remain seated while the bus is moving;
- use assigned seats when applicable;
- keep hands, feet and belongings to themselves;
- use respectful language;
- treat the driver and other students with respect;
- avoid distracting the driver;
- keep the bus clean and in good condition;
- use personal devices appropriately; and
- safely store sharp objects, such as skates, in a backpack or appropriate reinforced bag.

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

Parents and guardians are expected to work with the school when concerns arise regarding their child's

behaviour on the bus.

ARRIVAL AND DEPARTURE PROCEDURES

The safety of students and the orderly movement of vehicles and buses around the school are priorities at Khalsa School Calgary.

Parents and guardians are expected to follow the directions of school staff and supervisors and to use designated parking stalls, walkways and crosswalks.

During afternoon dismissal, students will wait in the designated area until they are picked up. Parents and guardians should park in designated areas and use the designated walkways and crosswalks when meeting their child.

For everyone's safety, please follow the directions of staff supervising the parking lot and dismissal areas and use extra caution around vehicles and school buses.

FIELD TRIPS AND ENRICHMENT ACTIVITIES

Field trips and enrichment activities provide students with opportunities to extend their learning beyond the classroom and connect classroom learning with real-world experiences.

The cost of field trips and enrichment activities varies depending on the activity. Parents and guardians will be notified of any applicable costs before an excursion.

Parent volunteers may be invited to support field trips. Volunteers are expected to follow the direction of school staff and maintain appropriate boundaries and confidentiality.

Unless otherwise communicated, students attending a field trip are expected to wear the school uniform.

Parent consent forms will normally be provided several days before an excursion. All required consent forms must be completed and returned by the deadline provided by the school.

Telephone consent will not be accepted in place of a required consent form.

LEAVE A LEGACY DAY

Leave a Legacy Day takes place at the beginning of the school year for Division 1 and Division 2 students (Kindergarten to Grade 6).

The day provides students with an opportunity to welcome new members of the school community, build school spirit and work together to establish a positive learning environment based on care, respect, humility and service.

Information about the day's activities will be provided to families at the beginning of the school year.

Division 3 students (Grades 7–9) may participate in educational activities, guest presentations or field trips as part of the beginning-of-year programming.

SPEECH COMPETITION

Khalsa School Calgary holds an annual speech competition to provide students with an opportunity to develop their public speaking, communication and presentation skills in both English and Punjabi.

The competition is open to students from Kindergarten to Grade 9.

Students are encouraged to prepare thoughtfully, communicate clearly and develop confidence when speaking in front of an audience.

EDUCATION WEEK

Education Week is an opportunity for Khalsa School Calgary to celebrate student learning and recognize the work of students, staff and the wider school community.

Activities may include student presentations, special guests, educational activities and guest speakers.

The week provides students with opportunities to share their learning, demonstrate their skills and celebrate their accomplishments.

SCIENCE FAIR

Khalsa School Calgary holds an annual Science Fair for students in Grades 4–9.

Students select topics that interest them, develop questions, conduct investigations and present their findings. The Science Fair provides students with an opportunity to apply scientific thinking, problem-solving and communication skills.

Selected students may also have the opportunity to participate in the Calgary Youth Science Fair and represent Khalsa School Calgary at the city-wide event.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities provide students with opportunities to develop new skills, build confidence, work with others and explore their interests outside the regular classroom.

Khalsa School Calgary offers a variety of extracurricular opportunities, including sports, fine arts and other student activities. Extracurricular opportunities vary by grade level. School sports teams and competitive athletic activities are primarily offered to students in Grades 7–9. Students are encouraged to participate in opportunities available to their grade when they are able to do so.

Participation in extracurricular activities and representing the school are privileges. Students are expected to maintain appropriate academic engagement, attendance, behaviour and conduct in order to participate.

The school may consider a student's readiness and overall conduct when determining participation in extracurricular activities, competitions and school representation.

RELIGIOUS CELEBRATIONS, SCHOOL EVENTS AND MONTHLY THEMED ASSEMBLIES

Sikh teachings, celebrations and traditions are an important part of life at Khalsa School Calgary. Families are encouraged to participate in and support school celebrations throughout the year.

Major Sikh celebrations and observances may include Bandi Chhor Divas, the birth anniversaries of Guru Nanak Dev Ji, Chaar Sahibzaade, Guru Gobind Singh Ji and Vaisakhi.

The school also recognizes Canadian holidays and other significant days throughout the school year through age-appropriate activities and learning opportunities.

Monthly Themed Assemblies

Monthly themed assemblies are student-led and facilitated by staff members. These assemblies provide opportunities for students to build leadership and communication skills, celebrate achievements, develop school pride and learn about Sikh, Canadian and international days and themes.

SCHOOL COMMUNICATIONS

Important school information, announcements, reminders and updates are communicated to families throughout the school year.

Parents and guardians are responsible for reviewing communications sent by the school and for keeping their contact information up to date.

The school may use email, the school website, the parent/student information system, automated notifications and other school-approved communication methods to share information with families.

Parents are encouraged to contact the school when they have questions or require clarification about school procedures, events or their child's education.

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

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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 under-standing 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.		

SCHOOL SCHEDULE

The school day, instructional times, breaks, lunch periods and dismissal times are established by the school and may vary by division or grade.

Families will receive the current school schedule and calendar through official school communications.

Students are expected to arrive on time and be ready for the school day.

Parents and guardians should follow the school's arrival and dismissal procedures and should not arrange for students to leave during the school day without following the required sign-out process.

The annual school calendar includes instructional days, holidays, professional learning days, breaks and other important dates.

Families are responsible for reviewing the school calendar and school communications throughout the year.



Khalsa School Calgary Daily Schedule

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

12:45pm Period 6					
1:25pm Period 7					
2:05pm Period 8					
3:00pm	**Dismissal**				

MUTUAL RESPECT, HARASSMENT AND VIOLENCE PREVENTION

Khalsa School Calgary is committed to maintaining a safe, respectful and caring environment for students, staff, families, volunteers and visitors.

The school does not tolerate harassment, discrimination, intimidation, violence or behaviour that threatens the safety or well-being of another person.

Students are expected to follow the Student Code of Conduct. Employees and volunteers are expected to follow applicable school policies, professional expectations and workplace safety requirements. Parents and guardians are expected to follow the Parent/Guardian Code of Conduct.

Concerns should be reported to a teacher, administrator or another appropriate member of school staff.

The school will respond to concerns in accordance with school procedures and applicable requirements. Depending on the nature of a concern, the school may document the matter, speak with individuals involved, contact parents/guardians, implement supports, take safety measures or involve outside authorities where required or appropriate.

The school will take reasonable steps to protect privacy and confidentiality while recognizing that information may need to be shared when necessary to address a safety concern or meet legal or school requirements.

Retaliation against a person who raises a concern in good faith is not acceptable.

The school also maintains workplace violence and harassment prevention procedures for employees in accordance with applicable Alberta occupational health and safety requirements.

EXTENDED LEAVE POLICY FOR STUDENTS

Regular attendance is important to student learning and achievement.

Families are encouraged to plan vacations and extended travel during scheduled school breaks whenever possible.

When a student will be absent for 15 school days or fewer, parents/guardians should notify the student's homeroom teacher by email in advance and provide the expected dates of absence. This allows the absence to be recorded appropriately.

For an extended leave of more than 15 school days**,** parents/guardians must email the Principal in advance to request approval**.** The email should include the reason for the extended leave and the expected dates of absence. Approval must be received before the leave is taken. Once the Principal has approved the request, parents/guardians are required to complete the school's Extended Leave Form and review the Extended Leave Policy**.**

Teachers are not required to provide a complete package of missed instruction or recreate all classroom learning for an extended absence. Students and families are responsible for working with teachers upon the student's return to understand missed learning and complete any required work.

Extended absences may affect student learning, assessment and progress.

Parents/guardians with questions about attendance or extended leave should contact the school office.

CELL PHONE AND PERSONAL DEVICE POLICY

Khalsa School Calgary is committed to maintaining a focused learning environment and reducing unnecessary distractions caused by personal electronic devices.

Kindergarten to Grade 6

Students in Kindergarten to Grade 6 are not permitted to use personal electronic devices at school unless the device has been specifically authorized by the school for a particular purpose.

Grades 7–9

Students in Grades 7–9 are not permitted to use personal electronic devices, including cell phones, during instructional time unless specifically authorized by a teacher or school administration.

Students are expected to use school-provided technology when technology is required for learning.

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.

Where a cell phone is brought to school without authorization, the device may be collected and taken to the Principal, Vice Principal or Assistant Principal.

The device will not be returned directly to the student. A parent/guardian may be required to pick up the device from the school.

Additional consequences may apply in accordance with the Student Code of Conduct where a device is used inappropriately.

Exceptions

The school may permit exceptions where a personal device is required for a documented medical or health need, specialized learning need or another purpose specifically authorized by school administration.

Any approved exception must follow the conditions set by the school.

Recording and Images

Students must not use personal or school devices to photograph, record or share images, video, audio or information about other students, staff or members of the school community without appropriate authorization.

If a device is used in connection with prohibited behaviour, administration may take appropriate steps to address the situation and preserve relevant information where necessary.

Student technology and electronic behaviour are also governed by the Student Code of Conduct and the school's Responsible Use of Technology expectations.