



Khalsa School Calgary Educational Foundation

2010-2011

Parent and Student Handbook

RR 6 Site 1 Box 2

Calgary, Alberta

T2M 4L5

Phone: (403) 293-7712

Fax: (403) 293-2245

Email: mike.simms@khalsaschoolcalgary.ca

www.khalsaschoolcalgary.ca

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I Introduction

Mission Statement

Khalsa School Calgary is an educational institution that aspires to instill in students a sense of academic excellence, by maintaining a spiritual environment which promotes the highest standard of moral and humanitarian values.

Core Values

1. Meditate (NAAM JAPO)

Meditate means to achieve and sustain a positive outlook of the creator, through a balance between the mind, body, and soul.

2. Honest Living (KIRT KARO)

Honest Living means to earn ones livelihood through honest means and hard work.

3. Sharing (VANDD SHAKO)

Sharing means to volunteer your time, knowledge and earnings to those in need.

School Goals

- To support students in the construction of their own knowledge by discovering, exploring, and problem solving.
- To provide students with the tools, confidence and encouragement that they need to succeed in this ever-changing world.
- To sustain a high quality educational standard for students
- To utilize today's technology to build a foundation to exceed tomorrow's expectations
- To inspire students to follow the Guru's teachings and to stay connected to their Sikh heritage.
- To strengthen the links between family, education and the community.

Message from the Principal

Mr. Michael Simms

On behalf of the entire staff of Khalsa School Calgary, I would like to welcome all returning students and their families; and extend a special welcome to those who are new to our School community. It is our hope that each of you will not only enjoy a very successful year academically, but will grow in spirit, mind and body as you establish a strong foundation for a life of leadership.

The School, under the guidance of our Board of Directors, has grown immensely over the past three years. As we enter our fourth year, we are anticipating a student population that is four hundred percent larger than the first group of students that entered our doors a mere thirty six months ago. This year we anticipate a student population in excess of 225 students in thirteen classes, from Kindergarten to Grade Eight, and a staff in excess of twenty teachers and support personnel.

Guided by our Mission Statement, our Core Values and our School Goals, the school promotes a philosophy of “Care, Love, Respect and Humility”, for ourselves, for each other and for our beliefs and values. It is this same philosophy that we also bring to the critical life processes of “living, loving, learning, leading and laughing”. With the guidance of our Board and the Gurdwara, we provide a faith based education that promotes Sikh beliefs and values in all aspects of our lives.

Like any community, but especially a school community, our strength is found in the focus and dedication of each of us, as we fulfill the role we are given to the very best of our abilities. It is the coming together of many individuals and families that provides the synergy that makes this wonderful school truly exceptional. There is an open invitation to all parents and families to come and join with us as we quest to provide an exceptional learning and growing experience for every student.

It is in this quest for excellence, both in our own lives and in all that we teach to our students, that we find the essence of the mission of Khalsa School Calgary. It is our hope that every family, and every individual student, will experience success and growth, and find a personal path to excellence in all that they do and all that they believe.

This year we are looking forward to taking the next step in expanding our “School Community”, as we again confront the need for more space. With expansion of our space, and expansion of our programs, the 2010-2011 school year promises to be another busy and exciting one. Our school will not only be very busy, but will also be filled to capacity with five new classes being opened, including our new great eight class. In October we will therefore be seeing the beginning of the next building phase, which will be focused on the building of our new Junior High School wing, and will include a total of twenty-four new classes.

As Principal, I am again very much looking forward to working with students, families and staff as we challenge a new year. If you have any questions or concerns regarding any aspect of our school, please feel free to stop in or call me at your convenience. I am confident that students and families will experience an excellent year, as together we learn and grow at Khalsa School Calgary.

Sincerely yours,

Mr. Michael Simms, Principal

Khalsa School Calgary Staff

Kindergarten A	Mrs. Tanveer Kaur
Kindergarten B	Ms. Renee Harper
Grade 1	Miss Sabrina Kaur Hundal
Grade 2A	Ms. Leith Monaghan
Grade 2B	Ms. Megan Blackey
Grade 3A	Ms. Elsie Loomer
Grade 3B	Ms. Chelsea Mills
Grade 4A/ Math	Miss Karamjit Kaur Rai
Grade 4B	Mr. Harman Singh Goraya
Grade 5/ Physical Education	Mr. Sean Culp
Grade 6	Ms. Crystal Hershey
Grade 7	Mr. Inderpreet Singh Cumo
Grade 8	Ms. Natalie Tupper
Punjabi Teacher	Mrs. Sandeep Kaur
Punjabi -T.A.	Mrs. Ravinder Kaur Chatha
Keertan Teacher	Mr. Parvinder Singh Dhaliwal
Keertan -T.A.	Mrs. Satinder Kaur
Success Maker - T.A.	Mrs. Rekha Choudhary
Kindergarten - T.A.	Mrs. Kulvinder Kaur Gosal
Grade 1- T.A.	Mrs. Jaspreet Kaur Gill
Grade 2- T.A.	Mrs. Poonam Ghanghas
Grade 3- T.A.	Mrs. Harjit Kaur Dhanjal
Librarian	Mrs. Rupinder Kaur Sandhu
Secretary	Mrs. Dawindar Kaur Randev
Business Manager	Mrs. Neelam Kaur Hallan
Principal	Mr. Michael Simms

Please log on to the Khalsa School Calgary website to learn more about each staff member

www.khalsaschoolcalgary.ca

School Operating Hours

8:10- 8:20	Buses Arrive
8:25- 8:45	Homeroom- School Opening Assembly
8:45- 9:25	Period 1
9:25-10:05	Period 2
10:05- 10:20	Recess
10:20- 11:00	Period 3
11:00- 11:40	Period 4
11:40-12:20	Period 5
12:20-12:40	Lunch
12:40- 1:00	Lunch Recess
1:00- 1:40	Period 6
1:40 - 2:20	Period 7
2:20 - 3:00	Period 8

Note: Please ensure that students do not arrive at school prior to 8:10am. There will be no supervision before this time.

Note: One Friday a month the school will be closed for a staff meeting and professional development activities. Please see our detailed calendar.

II Academic Information

School Terms and Reporting Periods

September 29th and 30th, 2010 – Goal Setting Conferences

October 5th – Interim Report

November 15, 2010 – First Report Card

November 16 & 17, 2010 – Parent/Teacher Conferences

March 14, 2010 – Second Report Card

March 16 & 17, 2010 – Parent/Teacher Conferences

June 23, 2010 – Final Report Card

Curriculum

The teachers at Khalsa School Calgary will be following the Curriculum set out by Alberta Education. The program has been developed to reflect the school's core values and goals. Our main focus is to enhance the students' knowledge of the subject areas in the core curriculum as well as the Punjabi culture and Sikh faith. This will be accomplished through rigorous instruction and evaluation in all subject areas. Our small classes also allow the teachers to enhance the program or provide extra assistance as needed. Students who are struggling with reading will receive extra help from our resource teacher. We have also scheduled a couple of periods a week to provide extra help for those students who are having difficulties in math.

All students will be receiving instruction in:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education (offered daily)
- Art
- Health
- Computers and Information Technology
- Punjabi Language and Gurmat

- Keertan
- Community Health (Grade 7)

Punjabi, Gurmat and Keertan Instruction

The students at Khalsa School Calgary will have Gurmat Studies and the Punjabi Language every second day. The teacher will use the “Sojhi Gurmat and Punjabi Education Resource” to guide teaching. This program will be supplemented by other books and resources as required.

The Sojhi program was developed in the United States to provide an up-to-date resource that would assist teachers in North America. This program was chosen by our board because it is a new and comprehensive resource. Please speak to the teacher if you would like to review this program.

Keertan will be the main focus of our music program. The students will receive instruction in Keertan every second day. In these classes, the students will learn shabads and the basic elements and skills of music. Each student in grades 4-8, will have an introduction to playing the harmonium and tabla.

Homework

Students at Khalsa School Calgary can expect homework every evening throughout the school year, beginning at the kindergarten level. The level of support for education provided by the family is directly related to a child’s success at school. We expect parent support and endorsement for homework time; and we encourage parents to take an active role in assisting their child to complete homework assignments on time. In the elementary grades, reading is a key factor in overall academic success. Therefore, the students must spend at least 15-20 minutes reading every night. Parents are encouraged to read with their child when possible.

Incomplete assignments will be recorded and form part of a student’s term assessment. Teachers may also need to keep students in at recess or noon to ensure complete homework assignments, Students in grades 3-8 who choose to not complete their homework 3 or more times in 1 month, will have their families notified and may be excluded from participating in upcoming school activities.

Student Assessment and Evaluation

Students will be assessed daily in order to effectively monitor their growth. Parents can expect to hear regularly from teachers about their child's progress. Goal Setting Conferences will be held in early October. It is important that both parents and students attend these meetings to discuss and develop goals for the school year. As well, Parent/Teacher Conference sessions are scheduled for late November and mid March. Teachers will call earlier if concerns arise.

All students in grades 4-8 will be required to write final exams at the end of the school year. These exams will allow teachers to monitor student growth within each subject area, as well as help them to improve their own instruction.

Parents of grade 3 and grade 6 students should note that their children will write Provincial Achievement Tests in May and June. Throughout the school year, the grade 3 and grade 6 teachers will provide more information regarding preparation, workshops and practice testing.

In grade 4, percentage grades are introduced to students, and the teachers will work with all students to develop an understanding of assessment criteria and grading systems.

Agenda Planners

Each student in grade 1 through grade 8 will have an agenda planner. This planner has many purposes. It is to keep track of daily homework and forthcoming tests, school events, and notices. It is also a communication tool for teacher and parent, and either party may use it to write notes to the other. All students are encouraged to develop the habit of using the agenda effectively. Students in grades 5 and 6 will have a specialized "Get Set" agenda, which will be used in conjunction with the seven habits lessons in health, while the grade 7 and 8 students will be using the "Go" agenda.

Student Recognition

Celebrating success is important at Khalsa School Calgary. The school will recognize the achievement and effort of students throughout the year, in our classes and at school assemblies. Throughout the year, to encourage students to perform to the best of their ability in all areas, staff members will distribute coupons in recognition of student achievement. These coupons will be deposited in a box in the office, and at the end of each month, two names will be drawn. These two students will join their teacher and the principal for a special lunch. On the last day of school, an awards assembly will be held to recognize the achievement of all students. There will also be academic awards for students in grades 3-8, during our year-end celebration in June.

As well, each month we will hold a Seven Habits Stars assembly. In this assembly, each teacher will recognize students in their class who worked hard during the prior month to learn and follow a specific habit that the whole school has focused on.

Seven Habits of Highly Effective People

Character Education Program

Khalsa School Calgary has a unique character education program. We teach the students the “Seven Habits of Highly Effective People”. These habits have been developed by a man named “Stephen Covey” and they are used by businesses and individuals around the world.

Many schools are having their staff members trained in these habits, in order to assist them with being more effective. However, Khalsa School Calgary has decided to join a very limited number of schools who are choosing to teach these habits to their students. The staff will continue to add to their collection of lessons plans that they are developing to teach these habits. All staff members will be encouraged to use the Seven Habits language whenever possible. We are looking forward to making a great impact in our students’ lives.

The Seven Habits include:

Habit 1: Be Proactive- We learn to take full responsibility for ourselves, and to avoid the negativity of being reactive.

Habit 2: Begin with the End in Mind- We think beyond the present to consider implications of our actions into the future. We encourage goal-setting, advance planning, and projecting ourselves into the future to try to shape our destinies. We write and adhere to mission statements.

Habit 3: Put First Things First- We endeavour to set proper priorities, to make wise choices, and to keep a positive perspective. Our “first things” should never be at the mercy of second or third priority items. This habit requires time management, planning and putting our mission into action.

Habit 4: Think Win-Win- We try to exercise both courage and consideration as we seek mutual benefit. While we cannot always achieve a win-win situation, we can always THINK win-win. Such a paradigm leads us to look for ways to be kind and considerate while finding solutions, answers, and approaches that can make everyone feel happy and valued.

Habit 5: Seek First to Understand, Then to Be Understood- We practice empathetic listening where we try to listen for understanding rather than to formulate our own responses. This is a skill that requires sensitivity to others, empathy, and leads to greater understanding and improved relationships.

Habit 6: Synergize- We choose to collaborate in order to achieve results that simply cannot be found on our own.

Habit 7: Sharpen the Saw- We include activities that provide a sense of physical, emotional/social, mental/intellectual, and spiritual renewal.

III Khalsa School Calgary Policies and Procedures

Code of Conduct

Our goal is to provide our students, staff and visitors with a safe and caring environment. Anyone who enters the school deserves to feel respected and in return they will also be required to respect all others. Our school code of conduct will ensure that we maintain a structured disciplined and nurturing environment guided by Sikh teachings and beliefs.

Students will be required to follow the three expected behaviours in all school settings:

Be Safe 

Be Respectful 

Be Responsible 

Our Code

1. Students are expected to behave responsibly in and out of school, and to consider themselves as representatives of the school and its traditions at all times.
2. School and personal property is to be respected at all times.
3. Students will display good manners at all times, and be courteous to each other, as well as to members of staff and other adults who may be in the school.
4. Students are expected to be punctual and present for all classes unless ill.
5. The completion of all assigned school work is the responsibility of the student. This means being organized and disciplined, making good use of class time, completing all assigned homework, asking for help when necessary.
6. No student may leave the school property without the permission of parents and the school. The student must be signed out at the front office any time they leave the school other than regular dismissal.
7. Parents or guardians must provide the school with written documentation informing the school of any special arrangements or change in transportation.
8. While on school property, students must remain in areas designated by members of staff.
9. It is recommended that no valuables or significant amounts of money be brought to school. The school is not responsible for loss of valuables or money.
10. Adherence to uniform code is required during the school day and when representing the school. Students are expected to wear a school uniform at all times on school property and on school buses.
11. Students are expected to comply with the directions of the administrators, teachers, student teachers, school aids, bus drivers, and other authorized school personnel.
12. Students are expected to move in a safe manner in the school. We expect students to walk, not run, when moving within the building. Staying on the right hand side of the hallways and stairwells is helpful.
13. Gum chewing is not permitted on school property or while representing the school.
14. The possession or use of nicotine products or drugs is strictly forbidden on the school premises and during any school related activities.

Failure to comply with this code of conduct may result in one or more of the following: detention, phone calls, notes to parents, loss of privileges, suspension, and expulsion.

Choosing To Be Successful

By deliberately choosing to act in ways acceptable to the code of conduct of Khalsa School Calgary, students choose to include themselves in our school, which will result in a positive, successful experience. If a student decides to act in a manner that seriously violates our code of conduct, appropriate disciplinary action will be taken up to and including possible suspension or expulsion. Such action will always be taken in cooperation with the family and with the best interest of the student in mind. Where serious incidents are involved, the parents will be immediately informed, the incident will be thoroughly examined and a report made available to all concerned. The following information will be included where available::

1. The reasons for the suspension
2. The length of the suspension
3. Supporting documentation from the investigation of the incident
4. Date and time of the student's meeting with the Principal upon his / her return to school.

This meeting between the student, the parents, and the Principal must be held prior to the student returning to classes. A record of the incident will be placed in the student's file, and may be included in the student's cumulative record which is sent on to the receiving school, should the student leave Khalsa School Calgary.

Some of the offences punishable by suspension:

- Theft of private or public property
- Harassment of peers or intimidation of others
- Physical aggression towards peers or staff members
- Vandalism or willful destruction of property
- Chronic absenteeism
- Defiance or non-participation in the activities of school
- Use of obscene language
- Inappropriate use of technology (please refer to computer use policy)
- Bullying
- Cheating/plagiarism

- Frequent non-compliance with uniform requirements
- Leaving school grounds without permission
- Possession or use of drugs or nicotine products

Medical Concerns and Emergency Situations

Any medical problems or medication requirements should be recorded on the medical form each year. Parents are also required to inform the classroom teacher of any health concerns. The school office will keep this information on file. Parents are encouraged to keep Khalsa School Calgary 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.

Medications

Students taking medication on a regular basis must have this documented in their student file. The homeroom teacher must be notified of this activity. Students on short-term medication must present a note to the homeroom teacher indicating this activity. It is the sole responsibility of the parent and student to ensure that medication is taken. The teacher is not responsible for administering medication to students, as this creates the assumption of an obligation which exposes school staff to unnecessary liability.

If it is absolutely necessary for a child to take 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.

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 centre 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. If you do not

already have private insurance that covers ambulance costs, we highly recommend that you consider purchasing this type of coverage.

Library Books

All students will visit our school library on a regular basis. The students will be allowed to borrow books for a one week period, with the option of renewing at the end of the week. Students will be responsible for caring for their books and for ensuring that they are returned in a timely manner. The school will charge the students and parents for any lost or damaged books.

Although we will have our own school library, we may continue to visit the Village Square Public Library until we have a larger collection available for students to choose from. Each student will be required to have a Calgary Public Library card. Any students who live outside of Calgary will be responsible for paying for their own library card. Please watch for more information provided in school and classroom newsletters regarding our trips to the Village Square Library. Parents and students will be responsible for ensuring that these books are brought back to school as requested by the classroom teacher. Each student is permitted to borrow two library books per visit. Students will not be allowed to check out new books until the previous books have been returned. Any late, damaged, or lost book fees incurred are the sole responsibility of the parents and students.

Computer/Technology Use

The Internet is used to help students learn about the world around them and to further educational objectives. Filters are used to help block out inappropriate websites, although it is impossible to guarantee that students are fully protected or that each student's internet use can be totally supervised by a teacher. The school's administration reserves the right to decide whether the internet is being used inappropriately. Such inappropriate use of the internet may result in a student's loss of computer privileges or possibly suspension or expulsion.

School Uniforms

All students are encouraged to feel pride in being members of Khalsa School Calgary. Our uniform ensures that students are neatly and sensibly dressed, and competition due to styles of

clothing, is prevented. Appropriate dress is expected of all students and good grooming is equally important. The school uniform can be purchased at Elegant Design + Clothing Manufacturing Inc. Bay 11 – 1420 40 Avenue NE Calgary.

Phone: 403-250-8747 Cell Phone: 403-801-4700.

On regular school days, students can wear the full uniform or they can choose to wear the white golf shirt, navy blue pants and head covering. Full uniform is required on the first day of school and for special occasions and field trips.

Full Uniform:

- White button down shirt (tucked in)
- Navy Blue Tie
- Navy blue pants
- Short Sleeve Navy Vest- (V-Neck sweater or cardigan can be worn in cold weather)
- Navy blue head covering

** Please ensure that your child's uniform is neatly kept. The shirt must be tucked in and the uniform should be cleaned regularly.

** Failure to wear the required uniform will result in a verbal warning on the first offence, followed by a written warning on the second offence and an appropriate loss of privileges on any following offences.

Here are the recommended uniform items:

- 3 short sleeve and long sleeve button down shirts
- 3 pairs of navy blue pants
- 2 ties
- 1 vest
- 1 V-neck pullover
- short sleeve golf shirt
- long sleeve golf shirt
- navy blue head covering

** Every Friday the students will be allowed and encouraged to dress in traditional clothing (bana day). Students who choose not to participate will be asked to wear their regular uniform.

** On the last Monday of every month, students will be permitted to wear non-uniform clothes. This will be a casual day for students and staff. Students are expected to wear appropriate, modest clothes on these days.

** Once a month we will be holding a casual day fundraiser. Students who bring in \$1.00 to donate to the student fund will be permitted to wear casual clothing on the scheduled day.

Attendance

Regular and prompt attendance is important for all students and is required by law. All absences must be excused by a parent/guardian, by means of a note, or phone call. Unexcused absences or lates, will be referred to the Principal.

Parents are asked to phone the school (293-7712) as early as possible on each day the student is absent or will be late. An answering machine will take your call before or after office hours. The office will call parents , if a student has not arrived at school and the school has not been contacted. If the student arrives late, or leaves school premises early, he or she must sign in or out at the office. If your child will not be taking the bus due to absence or illness, we ask that you call prior to 7:30 am. Please leave a message, if no one is able to answer your call.

Many of our families express interest in travelling to India during the school year. We have designed our calendar with a 4 week break in the winter, hoping that families will use this time for their holiday. Students who have extended absences during the school year will have a letter placed in their file. Please keep in mind that it is very difficult for children to get caught up after an extended break. Also, many families request that a large amount of homework be sent with their child. In the past, we have found that the teachers spend many hours preparing this extra work, and the majority of students complete very little or lose the assignments during their vacation.

Food Policy

All lunches and snacks must be vegetarian. The students will eat in the classroom. We ask that parents send 1 lunch and 2 snacks per day. Please try your best to send a healthy lunch. The classrooms are equipped with microwaves. No popcorn will be allowed. As well, please ensure that the lunches contain items that will not take long to prepare or heat up. The lunch time is limited and we will not have time to help each child cut up or make their lunch. We recommend that you peel and cut fruits and vegetables ahead of time.

Phone Calls

As our office staff is very busy, we ask that phone calls be kept to a minimum. Messages can be left for teachers during the day. In case of extreme emergency a parent may request to speak with a student during class time. In all other cases, parents may leave messages with the office and they will be relayed to the student at an appropriate time. At the discretion of the teacher, a student may phone a parent during school hours.

Visitors

All visitors and volunteers must sign in at the front office. Volunteers will be required to wear a nametag which will be provided by the office.

Bussing

Khalsa School Calgary offers bus service in areas where there are a sufficient number of students riding the bus to warrant service. Bussing routes are constructed before the school year and are designed to minimize time spent on the bus. Students are required to meet at a pre-determined pick up/drop off point. Southland Transportation will not pick students up in front of their house. This policy is in place to ensure fairness and safety for all students,

It is important to ensure timely arrival at pick up/drop off points, as the bus will not wait for students who are late. If your child will not be on the bus, please notify the school office prior to 7:30 am.

If there is a delay due to weather conditions, the bus driver or a school staff member will try to contact the affected parents and students.

Students will not be allowed to ride on a different bus or have a friend accompany them without written authorization from their parent or guardian.

Bus Conduct

Students and parents are reminded that students are responsible to the bus driver while they are transported to and from home. Should problems arise, we request parental involvement to help us solve them. Khalsa School Calgary Board policy indicates that following one warning for misbehavior, students may be 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 let us know if someone is creating problems for your child on the bus.

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

- Obey the driver
- Stay seated inside the bus while the bus is in motion
- 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 it's original condition
- All sharp objects eg. skates must be in a backpack or reinforced bag

Arrival and Departure Procedures

The safety of our students in the parking lot, and the managing of the 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.

In the morning, students are required to enter through the sliding doors at the rear of the school. Parents are requested to drop off their children after 8:10 am. There will be no staff supervision

prior to 8:10 am. Upon arrival, all students should proceed directly to the playground, except in cases of inclement weather.

The school day is completed when the bell rings at 3:00pm. Students who will be picked up, will exit through the sliding doors at the front of the school. Parents are asked to wait in the foyer and not in the class or in the hall outside the class. Please do not disrupt the classroom as classes end, because the end of the day routines are very important. Parents are kindly asked not to use “drop off” or “pick up” times to engage teachers in lengthy discussions concerning student progress. Teachers are always willing to discuss student concerns, but please set up a mutually convenient time with the teacher. Parent may request appointments for such matters.

Field Trip/Enrichment Activities

At Khalsa School Calgary, we like to enrich the learning of our students by taking them on a variety of field trips throughout the year. For some of these trips, the costs will be covered by the school; for others, parents will be asked to share the costs with the school. These field trips are not optional. All students are expected to attend. It is crucial that we have parent volunteers who can accompany us on these field trips. With the help of volunteers, we are able to ensure that all students are safe when they are away from the school, and that they are able to get the most out of the experience. As well, many organizations have a minimum student/adult ratio that must be met in order to visit their facility.

Rationale For Off Campus Activities

Off campus excursions allow students to:

- Be presented with experiences not available in the regular classroom
- Reinforce, support, extend, and enhance the concepts they have learned in their classes
- Relate their classroom activities to everyday life
- Understand that learning has application
- Have the opportunity to learn from others who have expertise in a particular field
- Participate in hands-on experiential learning
- Better familiarize themselves with the resources available in the community

Guidelines for Off Campus Excursions

- Students will be in 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 by the specified date (handwritten consent notes may be accepted depending upon the type of excursion being undertaken)
- Only a parent's or legal guardian's signature is acceptable

Extra-curricular Activities

The students will have many opportunities to be involved in extra-curricular activities. With the majority of our students taking the bus to and from school, we will do our best to schedule activities during the recess breaks rather than before or after school. Students in grades 4-8 will have the chance to participate in activities with students from other schools. Please read the monthly newsletters for information on upcoming activities.

Religious Celebrations and School Events

We will make every effort possible to recognize many of the Sikh holidays throughout the year. Our three main celebrations will include recognizing the birth of Guru Nanak Dev Ji in November and 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.

All Khalsa School Calgary students are required to attend the Nagar Keertan parade. This is an important event in which all students and staff should play a part.

In addition to our religious celebrations, we feel it is important for our students to also celebrate the Canadian holidays and special days. The students will be taking part in crafts and activities related to Thanksgiving, Halloween, Remembrance Day, Christmas, Valentine's Day, St. Patrick's Day, and Vaisakhi. Each of these holidays will be celebrated from both a Sikh and Canadian perspective

During the month of June, we will be holding our Fourth Annual Khalsa School Calgary Year-End Celebration. During this event, we will be giving out the end of the year awards to students in grades 4 to 8.

School Teams

Upon registering in Khalsa School Calgary, all students will be placed on a team that will be led by two teachers. Every month, the teams will be assigned a different job for which they will be responsible. These jobs will include:

- Special Events Coordinators
- Our Community Services
- Outdoor Responsibilities
- Morning Routines

Using this team format, the students will have many opportunities to do Seva each month. Please read the monthly newsletter for details about our community service projects.

Birthday Celebrations

Birthdays are a special time for children. We will recognize our students' birthdays and would like to invite parents to bring in a small treat for the class if they wish. Although it is a kind gesture, in order to make it fair for all families and students, we need to ask that parents do not purchase pizza for the entire school. Please talk to your child's teacher, if you would like suggestions for what you could bring to celebrate this special day.

IV Financial Information

Kindergarten to Grade 8 Tuition Fees (2010/2011)

First Child	2 nd & 3 rd Children	4 th or more
\$3500.00	\$2400.00	\$1800.00

Tuition Fees and Payment Schedules for New Students

Kindergarten to Grade 8 Payment Schedule (2010/2011)

First Child	2 nd & 3 rd Children	4 th or more
\$2000.00 – due upon registration	\$1000.00 – due upon registration	\$1000.00 – due upon registration
\$1500.00 – due Dec. 3	\$1400.00 – due Dec. 3	\$800.00- due Dec. 3

Tuition Fees and Payment Schedules for Continuing Students

Kindergarten to Grade 8 Payment Schedule (2010/2011)

First Child	2 nd & 3 rd Children	4 th or more
\$500 – due March 12, 2010	\$400– due March 12, 2010	\$400 – due Mar. 12, 2010
\$1500– due June 11, 2010	\$1000 – due June 11, 2010	\$700- due June 11, 2010
\$1500- due Dec. 3, 2010	\$1000- due Dec. 3, 2010	\$700-due Dec. 3, 2010

All fees paid to Khalsa School Calgary are considered non-refundable and non-transferable. Late fees will be assessed a late penalty. Please ensure all fees are paid on time.

Bussing Fees

The bussing fees for the 2010-2011 school year are as follows:

First Child	2 nd Child	3 rd Child	4 th or more
\$750.00	\$550.00	\$350.00	\$150.00

One Way Bussing: \$375.00 (Half the cost)

The fees include transportation to and from a designated pick up/drop off spot. The Bus Company will organize a specific pick-up and drop-off point for students. The fees are due upon registration or with the first tuition installment for the year. In the event of student withdrawal, bussing fees will not be refunded.

Withdrawals

If a student is not returning for the next school year, written notice of intent must be submitted to the office by March 1, 2011. If written notice is not received by that date, parents will be responsible for the initial deposit of \$500.00.

Upon acceptance of the placement offered to their child, parents have an obligation to pay the fees charged according to the forgoing payment schedule. No portion of the fees, paid or due, will be refunded, transferred, or cancelled in the event of a student's absence, withdrawal, or dismissal from Khalsa School Calgary. When a student is suspended or expelled, fees will not be refunded by Khalsa School Calgary (this protects the school from financial loss resulting from unexpected withdrawals).

V Communications and Publications

Newsletters

Newsletters will be sent home during the first week of each month. Notice of special days, outings, concerns and general school news are included. As our newsletter is an important means of communication, we ask all families to read through the newsletters to become familiar with the events and activities within the school community.

Notices

Notices are sent home via students as need dictates. Please check your child's agenda on a daily basis to ensure that all notices are promptly delivered. We also encourage you to view the school website to see an up to date calendar: www.khalsaschoolcalgary.ca

Appointments with Staff

Parents may contact a staff member to arrange a meeting. Please call the office to leave a message for the teacher directly. Though teaching time finishes at 3:00 pm, teachers are often busy with after school activities. A scheduled appointment assures that your concern will have the proper amount of time, preparation, and attention.

VI General Information

Lost and Found

Students are responsible for all of their personal belongings. This includes all uniform items, school supplies, and any other personal items that they may have in their possession. All of the above should be clearly labeled. Students will be notified of the location of the lost and found boxes. All unclaimed items will be donated to charity at the end of each school term.

School Supplies

The majority of the school supplies will be provided by Khalsa School Calgary. Parents are required to supply their children with backpacks, lunch bags, and two pairs of shoes (one for indoor (non-marking) and one for outdoor). Parents are responsible for providing any lost school supplies.

Staff Professional Development

Khalsa School Calgary staff will spend one Friday each month involved in staff meetings and Professional Development activities. On these days, there will be no classes for students. These days are essential to continue the growth of staff members and enhance our ability to provide the best education possible to our students.

Outdoor Clothing

Students may be expected to go outside during inclement weather or fire and emergency drills. Therefore, students must have proper outdoor clothing that is appropriate for the weather conditions.

Khalsa School Calgary Parent Advisory Committee (PAC)

All parents and guardians of students attending Khalsa School Calgary are eligible members of the parent advisory committee. All parents are invited to attend the meetings and special functions, where they can give feedback on various school events and policies, discuss any concerns or give suggestions, and vote for plans or changes that are discussed at council meetings. The meetings are not a place to discuss individual student or teacher concerns. Specific concerns can be discussed with the principal or teacher in a separate meeting. As well, all concerns regarding the management of the school should be brought to our Khalsa School Calgary Board. These concerns should first be discussed with the teachers or principal; and then if appropriate brought to the attention of our Board.

The Parent Advisory Committee's main goals are to:

- Promote communication between parents and school staff
- Promote cooperation between parents and school staff
- Recommend, assist, and participate in educational/family activities within the school
- Assist and sponsor fundraising projects

Please watch the monthly newsletters for more details about upcoming meetings and events. Please send the Parent Advisory Committee your email address and we can forward information to you by this means. Our PAC email address is

pac@khalsaschoolcalgary.ca

If you have any questions or concerns, please do not hesitate to contact Khalsa School Calgary at your convenience.

Phone 403-293-7712

www.khalsaschoolcalgary.ca

Preserving the Past, Preparing for the Future