

Khalsa School Calgary Educational Foundation

Student Handbook 2011 - 2012



*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 personal and academic excellence, by maintaining a spiritual environment which promotes the highest standard of moral and humanitarian values.

Core Values

1. Meditate (NAAM JAPO)

Meditate - 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 - to earn ones livelihood through honest means and hard work.

3. Sharing (VANDD SHAKO)

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

School Goals and Global Leadership

- To support students in the construction of their own “knowledge and process bank” through a disciplined approach to discovering, exploring, and problem solving.
- To provide students with the tools, confidence and encouragement they need to succeed in our ever-changing “Global Village”.
- To sustain and promote high quality personal, educational and moral standards.
- 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, School, Gurdwara and Community.

Message from the Principal

Mr. Michael Simms

On behalf of the entire staff of Khalsa School Calgary, I would like to welcome you to a new school year, and extend a special welcome to those of you 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 take the next step in your career.

The School, under the guidance of our Board of Directors, has grown immensely over the past four years. As we enter our fifth year, we are anticipating a student population that is seven hundred percent greater than the first group of students that entered our doors a mere forty-eight months ago. This year we anticipate a student population in excess of 340 students in twenty classes, from Kindergarten to Grade Nine, and a staff in excess of forty teachers and support personnel.

Guided by our Mission Statement, Core Values and 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 ongoing 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 individual as we fulfill our specific role to the very best of our ability. It is the coming together of many individual students, staff and family members that creates the unique synergy that makes this wonderful school truly exceptional. The School provides an open invitation to all students, parents, families and staff to come and together, as we quest to provide an exceptional learning and growing experience.

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 staff, families, and each individual student, will experience a real sense of success and growth, and find a personal path to excellence in all that he or she does and believes.

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, programs and student body, the 2011-2012 school year promises to be another busy and exciting one. The School will not only be very busy, but will also be filled to capacity until we open our fourteen new classrooms, including our new grade nine class, our band facility, home economics room and new Science Lab. In October we will hopefully be seeing the completion of this Junior High School wing, which will take us from thirteen classes to twenty seven classes.

As Principal, I look 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 real 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	Mrs Jaspreet Kaur Gill
Kindergarten B	Ms. Renee Harper	Mrs. Rinkpaul Sangra
Grade 1 A	<u>Ms. Sabrina Kaur Hundal</u>	Mrs Sonja Konrad
Grade 1B	Ms. Natalie Tupper	Mrs. Kulvinder Gosal
Grade 2	Ms. Leith Monaghan	Mrs. Amarjit Dhaliwal
Grade 3 A	Ms. Elsie Loomer	
Grade 3 B	Ms. Chelsea Mills	Mrs. Poonam Ganghas
Grade 4A	<u>Miss Karamjit Kaur Rai</u>	
Grade 4B	Mr. Billy Schultz	
Grade 5 A	Mr. Dan Van Drunen	Mrs. Prabhjeet Aulakh
Grade 6	Ms. Sarah Dhura	Ms. Jasmine Sidhu
Grade 7	Mrs. Navdeep Dhillon	Mrs. Jaspreet Kaur
Grade 8	Ms. Megan Blackey	
Grade 9	Mr. Clinton Weening	Mr. Darshan Singh
Punjabi	Mrs. Devinder Kaur Sivia	Mrs. Satinder Kaur
	Mrs. Ravinder Kaur Chatha	
Keertan	Mr. Parvinder Singh Dhaliwal	Mr. Amritpal Singh
Balanced Literacy	Mrs. Nicole Bruins	
Technology Co-ordinator	Mrs. Rekha Choudhary	
Library	Mrs. Rupinder Kaur Sandhu	
Custodial	Mrs. Vinning – Custodian	
Caretaker	Mr. Manjeet Singh	
Admin. Office	Mrs. Dawindar Kaur Randev, Administrative Secretary	
	Mrs. Neelam Kaur Hallan, Business Manager	
	Mrs. Harjit Dhanjal, Office Assistant	
	Mr. Michael Simms, Principal	

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

www.khalsaschoolcalgary.ca

School Operating Hours

8:10- 8:15	Buses Arrive
8:20- 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: Although start and end times are the same for all students, Division One (K to Gr. 3) periods vary from the above schedule. 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 14th and 15th, 2011 – Goal Setting Conferences

October 5th 2011– Interim Report

November 15, 2011 – First Report Card

November 16 & 17, 2011 – Parent/Teacher Conferences

March 19, 2012 – Second Report Card

March 21 & 22, 2012 – Parent/Teacher Conferences

June 21, 2012 – Final Report Card

Curriculum

The teachers at Khalsa School Calgary will be following the Curriculum set out by Alberta Education. The School's approach to Program of Studies will be adapted to reflect the school's core values and goals. Our main focus is to enhance the students' knowledge of the subject areas, as well as enhance each student's insight and understanding of Sikh faith, culture and language. This growth 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. There is always extra help and support available where needed..

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
- Option Classes(Junior High Students)
- Community Health

Punjabi, Gurmat and Keertan Instruction

The students at Khalsa School Calgary 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 on alternating days with their Gurmat / Punjabi studies. In these classes, the students will learn shabads and the basic elements and skills of music. Each student will be introduced to playing both 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, we would like the students to spend at least 15-20 minutes reading every night. Parents are encouraged to read with their child when possible.

Incomplete assignments are not acceptable. If a student is struggling send a note or call the teacher. Teachers will also keep students in at recess or noon to finish incomplete homework assignments, or provide students with extra support or coaching. Teachers will notify parents, if homework is not done.

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, and an interim report will be sent to families during the first week of October. It is important that both parents and students attend the Goal Setting Conferences 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 and meet with parents earlier, if concerns arise.

All students in grades four to nine 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 staff improve their own instruction. Major tests and exams may be given to Division One students (K to Gr.3), if the teacher identifies that it is a useful factor in the learning process.

Parents of grade three, six and nine students should note that students at these grade levels must write the Provincial Achievement Tests (PAT's) in May and June. Throughout the school year, the 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 Kindergarten through grade Nine 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 **must 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, 8 and 9 students will be using the "Go" agenda.

Student Recognition

Celebrating success is important at Khalsa School Calgary. In our classes and at school assemblies the staff and the school will make every effort to recognize the positive attitudes and achievements of students. 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. During this assembly academic achievement awards will be presented to students in grades 4 to 9 for outstanding performance.

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.

Character Education Program - Seven Habits of Highly Effective People

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 various groups, 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 the outcomes and implications of our actions. We encourage goal-setting, advance planning, and projecting ourselves into the future to try to shape our destinies.

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 or success with those we play and work with. 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 merely formulate our own responses. This is a skill that requires the following: a. sensitivity to others, b. an ability to empathize, and c. a personal commitment to strive to understand and improve relationships.

Habit 6: “To Synergize”- We commit ourselves to collaborate with others in order to achieve exceptional results that simply cannot be accomplished by any one individual. Many minds working together will accomplish far more than the sum of the efforts of the individuals within the group.

Habit 7: “To Sharpen the Saw”- When we commit ourselves in every way to questing after success, we activate ourselves physically, emotionally, socially, intellectually, and spiritually. We sharpen every sense to find success – “I think therefore I am!”

III Khalsa School Calgary Policies and Procedures

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 behaviors in all school settings:

Be Safe Be Respectful Be Responsible

They will be expected to behave in a manner consistent with the **School Philosophy** of: “Care, Love, Respect and Humility towards themselves, others, and all they believe in; and these same attitudes must be brought to the key life processes of Living, Loving, learning, Leading and Laughing”.

Code of Conduct

Everyone who is a part of our School Community is expected to act and behave in a manner that is consistent with our School Philosophy

1. Each student is 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. Each Individual will display good manners at all times, and be consistently courteous to all students, staff and visitors to our School.
4. Students are expected to be punctual and present at work, unless ill.
5. Students must complete their assigned duties to the best of their ability. This means being organized, 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 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 the School's uniform dress 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 at all times to respectfully comply with the directions of the administration and all staff members.
12. Students are expected at all times to move in a manner that is safe for themselves and others. We expect students to walk, not run, when moving within the building.
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 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 our School. Some of the offences punishable by suspension and / or expulsion:

- 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, and the Librarian will be working directly with students. 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.

Computer/Technology Use

The Internet and computer technology has become an essential feature in the learning experience of all students. It is used to help students deepen their understanding of all core curriculum, but more importantly it is an essential tool used to assist student in learning about themselves and the world around them. 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. It is essential that students develop "street smarts" when it comes to computer use, and that they fully understand that there are many individuals and groups on line that both criminal and predatory.

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 somewhat lessened. 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 (403 293 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 four 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. Each student who goes on an extended holiday should access the Success Maker Program and can keep up with their four core classes in this manner. This is the same program that they use in school on a daily basis.

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 there will not be time for each student to use the microwave. For younger students please cut up fruit where necessary and ensure that the student is independent when it comes to eating lunch.

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 will be asked to leave messages with the office and the message 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 the 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 its 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. Most importantly, it is essential that students and all adults continually think safety around the cars and busses, both on the way to and from School, and while on the School property.

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 3:00 pm. Students who are being 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 or issues. Teachers are always willing to discuss concerns regarding students, but please set up a mutually convenient time with the teacher. Parents are encouraged to 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, especially with our younger students. 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 enjoy, learn and get the most out of these experiences. As well, many organizations have a minimum student/adult ratio that must be met in order to visit their facility.

Major Field Trips and Retreats

We will be starting the new school year with a retreat camp for all students from Grade Four to Grade Nine. Two grades go together and they are away for one or two nights, depending on the grade levels. During these retreats students have the opportunity to focus themselves for the new school year and establish their goals and objectives they wish to set for themselves this year.

The Grade Eight and Nine students will have the opportunity to participate in a trip through the five Eastern Canadian provinces in May. This is a major trip and is consistent with our efforts to build a strong insight into Canada and its people, and their role as future leaders. Our quest is to provide a “global insight” for all students by allowing them to see and understand their world, and allow them to experience what it means to be Canadian, and a “global citizen” of our World community.

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

Sikh holydays are very much part of everything we do at Khalsa School Calgary. We make every effort possible to ensure that parents and families are a part of these celebrations. Our main celebrations will include Bandi Chhor Divas (Diwali) in October, recognizing the birth of Guru Nanak Dev Ji in November, the birth of Guru Gobind Singh Ji in January, as well as our Vaisakhi celebration in April. We encourage parent input and assistance with organizing these celebrations.

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

In addition to our religious celebrations, 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, of course, Vaisakhi. Each of these holidays will be celebrated from both a Sikh and Canadian perspective

School Teams

Upon registering in Khalsa School Calgary, all students will be placed on a team that will be led by a group of staff members. 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 everyone at the School. We recognize our students' birthdays and if parents wish to bring in a treat for the class they are more than welcome to do so. Please talk to your child's teacher, if you would like suggestions for what you could bring to celebrate this special day.

IV Tuition Fees

Kindergarten to Grade 8 Tuition Fees (2011/2012)

First Child	2 nd & 3 rd Children	4 th or more
\$3650.00	\$2550.00	\$1950.00

Tuition Fees and Payment Schedules for New Students

Kindergarten to Grade 9 Payment Schedule (2011/2012)

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
\$1650.00 – due Dec. 3	\$1550.00 – due Dec. 3	\$950.00- due Dec. 3

Tuition Fees and Payment Schedules for Continuing Students

Kindergarten to Grade 8 Payment Schedule (2011/2012)

First Child	2 nd & 3 rd Children	4 th or more
\$650 – due March 12, 2011	\$550– due March 12, 2011	\$550 – due Mar. 12, 2011
\$1500– due June 11, 2011	\$1000 – due June 11, 2011	\$700- due June 11, 2011
\$1500- due Dec. 3, 2011	\$1000- due Dec. 3, 2011	\$700-due Dec. 3, 2011

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
\$800.00	\$600.00	\$400.00	\$200.00

One Way Bussing: \$400.00 (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, 2012. If written notice is not received by that date, parents will be responsible for the initial deposit of \$650.00.

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

In the past the School provided many of the school supplies. This year parents are being asked to purchase their child's supplies themselves. Your son or daughter will bring a list of required supplies home from school, Parents are asked to supply their children with backpacks, lunch bags, and two pairs of shoes (one for indoor - non-marking and one for outdoor).

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 for our students.

Outdoor Clothing

Students will be expected to go outside during inclement weather (unless the weather is extreme) or for 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 automatically members of the parent advisory committee. All parents are invited to attend the meetings and special functions. Parents are encouraged to give feedback or suggestions concerning any aspect

of the school's operation or policies. 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 and these can be requested at any time. 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 and/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, School Board 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