



Khalsa School Calgary

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Preserving the Past...Preparing for the Future



Waheguru Ji Ka Khalsa! Waheguru Ji Ki Fateh!

On behalf of our Board and our staff, it is my pleasure to extend a warm and heartfelt welcome as we begin a new school year. We look to the year ahead with a sense of promise, confidence and anticipation for the accomplishments, successes and possibilities that are before us.

We take pride in our daily interactions with students, supporting them in their academic and spiritual journey. We endeavor to offer a holistic education to each student by embracing and teaching the values, traditions and teachings of Sikhism according to Siri Guru Granth Sahib Ji while nurturing the pursuit of excellence in mind, body, heart and soul. In addition to our faith, culture and academic programs, we offer education beyond the core curriculum, leadership development and a variety of athletic and extra-curricular activities. We encourage all students to participate and become involved in our vibrant school community in order to enrich their school experience and pursue their own personal journey of excellence.

We are committed to cultivating a learning community that is characterized by care, love, respect, humility, community engagement, effective communication, recognition of both staff and student achievement and excellence in every aspect of school life.

We look forward to working together in a spirit of cooperation and teamwork. Here's to a phenomenal school year!

Sincerely,

Cheryl Steadman
Principal
Khalsa School Calgary

Our Mission

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

OUR CORE VALUES

MEDITATE (NAAM JAPO)

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

HONEST LIVING (KIRT KARO)

Earning your livelihood through honest means and hard work.

SHARING (VANDD SHAKO)

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

OUR KSC GOALS- 2016/2017

- 1. Inspire students to follow the Guru's teachings and to stay connected to their Sikh heritage.**
- 2. Continue to develop our Literacy Program, with an emphasis on supporting our ESL learners.**
- 3. Improve student learning and parent communication through the use of technology.**
- 4. Provide students with the knowledge, skills, attributes and confidence they need to be good citizens, with an awareness of healthy living, and succeed in this ever-changing world (Resources: Sikh Teachings and 7 Habits of Highly Effective People)**

Living our Motto

Preserving the Past...Preparing for the Future

Preserve the Past...

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

Prepare for the Future...

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

Volunteer at Khalsa School Calgary

Volunteering is a great way to show your children that you take an interest in their education. Parent and community volunteers offer a huge resource and support base for the school while showing students the importance of participating in the larger community.

Volunteering not only benefits your children; you also benefit by making the school a more positive place. Through your modeling, relationship building, support, and encouragement, you will be helping in ways that will reap numerous benefits for everyone.

Involvement in your child's school may take many forms and your contribution is priceless. What does the ideal volunteer experience look like to you? What are your strengths and interests? How many hours can you volunteer? Is it better to actually be in the school or take things home to work on?

If you are interested in volunteering your time, please contact the office to request a volunteer application form. All volunteers require a criminal record and vulnerable sector check. The office can provide you with a school letter and information on where to obtain these documents.

Some Ways to Get Involved

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

Parent Advisory Committee (PAC)

All parents/guardians of students attending KSC are members of the Parent Advisory Committee. Parents are encouraged and invited to get involved by becoming a member of the executive or by attending meetings or special PAC functions.

The Parent Advisory Executive serves as a liaison between parents, teachers, the school administration, community and School Board to encourage communication, involvement and cooperation with the goal of advancing the school's mission.

The goals of the Parent Advisory Committee are:

- Promote and maintain excellent communication between parents, the School Board and school staff
- Support excellence in education and parent engagement
- Recommend, assist and participate in educational/family activities within the school
- Assist with and sponsor fundraising projects

Khalsa School Uniforms and Regulations for Casual Days

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

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

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

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

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

Full Dress Uniform includes:

- White Dress Shirt (button down)
- Navy Blue Tie
- Navy Blue Uniform Pants
- Short Sleeve Navy Vest, V-Neck Sweater or Cardigan
- Navy Blue Uniform Head Covering or Navy Blue Turban
- Indoor Footwear and Proper Gym Footwear

Uniform Gym Strip is required for all students in grades 7 – 9 and option for students in grades 4-6, including proper gym/athletic footwear. School t-shirts may also be worn as an alternative to the uniform gym shirt.

Please note: All students in Grades K – 9 must have one pair of proper, non-marking indoor shoes. As well, students will require a pair of non-marking running shoes for the gym.

On other school days, students may choose to wear the white golf shirt with uniform pants and head covering or students may choose to wear the full dress uniform. Please remember that **dress shirts must be tucked in** at all times. Uniforms must be kept neat and clean. Any undershirts must be light in colour and **plain** (free of writing and pictures).

On Casual Days, students will be permitted to wear clean and appropriate clothing of their choice. All clothing must be modest and well kept, with no sleeveless or low cut shirts permitted. All girls must wear thick leggings when wearing a dress, skirt or shorts. Boys may wear knee length or longer shorts, if the weather permits.

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

Elegant Design & Clothing Manufacturer

Bay 11, 1420 40 Ave NE

www.elegantinc.ca

403-250-8747 or 403-250-8747 (Fax) info@elegantinc.ca

Casual Day is the last Friday of each month and on other special occasions as declared by the school.

Bana Day is every ELLE Day (Friday)

Developing Leaders for Life

Khalsa School Calgary will be fully engaged in using the 7 Habits of Highly Effective People as a foundation of leadership, character and personal development for both staff and students. The 7 Habits will be integrated throughout the curriculum and our school environment. Both staff and students will be fully engaged in leadership development providing students the tools to develop essential life skills and characteristics they will need to succeed in the 21st century. We believe that there is greatness in every child and we are firmly committed to developing leaders for life one child at a time!

7 Habits of Highly Effective People

Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

Habit 3: Put First Things First

I spend my time on things that are most important. This means I say *no* to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, then to be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us alone. I am humble.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

Enhanced Leadership and Learning Environment

At Khalsa School Calgary we believe our students, parents and staff are agents of change capable of great things both locally and globally. In order to become agents of change, we must seek to develop 21st century teachers and learners who think critically, communicate, collaborate, show initiative and respond creatively. One exciting way we can accomplish this is through an enhanced leadership and learning environment. Not only will we seek to embed 21st century teaching and learning practices on a daily basis but also we will dedicate Friday afternoons to this deliberate and purposeful environment – ELLE Day (Enhanced Leadership and Learning Environment)

ELLE Day will provide an opportunity for students to extend their learning, pursue individual interests, collaborate with peers, build leadership, and develop habits of excellence. Through ELLE Day our students will become increasingly confident and successful, taking ownership for their learning, being self-reliant, intrinsically motivated and personally responsible. ELLE Day will also provide an opportunity to build an ethical and caring community that is devoted to the Sikh values of Naam Japo, Kirt Karo and Vandd Shako. These values help to shape the everyday actions and interactions of our students, staff and community.

Leadership and Learning Families

A small and caring community of learners dedicated to pursuing personal excellence and cooperative greatness through academic excellence, service to others, leadership development, school spirit and team (family) based activities. Upon registering in Khalsa School Calgary, all students will be placed in a Leadership and Learning Family led by a staff member. The 7 Habits of Highly Effective People, Personal Goal Setting, Leadership Development, and Pursuit of Excellence are some of the key focus areas within these leadership and learning families.

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. All students in Grades K – 9 are given a wide variety of opportunities to assume leadership roles in their classes and at the school level. Through these roles students develop leadership attributes, build greater confidence and self-esteem and are empowered to be active partners in the culture and climate of their school.

Seva Through Synergy Projects

Every grade level, every staff member and every student will be involved in working together in service to others.

Seva – Self-less service to others who are less fortunate than ourselves without expecting anything in return

Synergy – Habit 6 – By working together in a spirit of love, care, respect and service we can help others who are less fortunate than ourselves.

We have *Seva through Synergy Projects* at every grade level and as a school.

KSC is also very proud to be a Me to We School.

Student Assessment

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

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

- The ultimate purpose of assessment is to support and enhance student learning.
- Every student is a complex individual with a broad spectrum of abilities, skills, and knowledge.
- Assessment shall focus on all key areas of student learning and development: core academics, intellectual ability, the arts, social responsibility, leadership development and physical fitness.
- Assessment shall consider a wide range of relevant performance information, formal and informal, standardized and non-standardized using a variety of assessment tools and techniques.

- Assessment shall be based on valid standards such as grade level expectations, appropriate reference groups, and individual aptitudes.
- Assessment data shall be systematically linked to continuous quality improvement in our teaching and learning environment
- Assessment data shall be communicated to students, parents, and community in a timely manner.
- Information on how to understand and use assessment data shall be communicated to students and parents.

Students in Grade 3 will be writing the SLA exam in October to assess their abilities in math and language arts. The grade 6 and 9 students will write the PAT in May and June in the four core subjects.

Literacy and Numeracy

The SLAs will be provided digitally and assess students within the context of the working definitions of literacy and numeracy that Alberta Education is currently using to guide its work:

Literacy is acquiring, creating, connecting, and communicating meaning in a wide variety of contexts; and

Numeracy is the confidence and habits of mind to engage with, critically assess, reflect upon, and apply quantitative and spatial information when making judgments and decisions or taking action in all aspects of daily living.

Student Code of Conduct

Guiding Principles

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

- We will take pride in our school by preserving the past and preparing for the future. We will do so by keeping the end in mind and aspiring for excellence in all areas of life.
- We will follow the core values of Sikhism; Naam Japo(Meditate), Kirt Karo(Honest Living) , and Vannd Shako(Sharing)
- We will recognize and celebrate the strengths we all hold and synergize with each other to collectively improve.
- We will respect the rights of our peers and celebrate the uniqueness in each one of us. We will show concern for their well being at all times. We will show care, love, respect and humility for self and for others.
- When we have disagreements we will seek win-win situations.
- We will apply our beliefs to the processes of living, loving, leading, learning and laughing.
- We will apply the 7 habits in our lives as we seek both private and public victories.
- We will respect and honour our parents and staff members for their knowledge, guidance, and support.
- We will respect private and public property.

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

Choosing Success

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

Level I Infractions

All Level 1 infractions are handled on the spot at the discretion of the staff member who witnessed the infraction. If deemed appropriate, an incident report form is placed on file with the homeroom teacher, and/or a detention will be assigned to students in grades 4-9.

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

- Bad Language
- Disrespect of peers - name calling, put-downs, spreading rumors, disregard for personal space or belongings
- Non-compliant behaviour
- Unsafe or rough play/play fighting
- Unsafe behaviour (e.g. running in classroom/hallway, playground equipment)
- Disrespect for the environment (e.g. littering, gum chewing, spitting)
- Not following playground rules

- Being uncooperative (e.g. cutting in line, taking the equipment of others)
- Classroom concerns (e.g. disruption of learning environment, homework, work habits, cheating)
- Inappropriate use of technology
- Uniform Infractions
- Possession of a cell phone or electronic device in class, without permission from the teacher/supervisor

Level II Infractions

The Principal and/or Assistant Principal handle all Level 2 infractions. An office referral form is completed by the teacher.

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

- Chronic Level 1 Infractions
- Truancy (chronic lateness or absenteeism)
- Theft and Vandalism
- Bullying – Taunting, intimidation, verbal threats, harassment
- Fighting/Physical Aggression (pushing, kicking)
- Verbal abuse directed at others
- Destroying the property of others or of the school
- Dangerous behaviour
- Disrespect/Defiance toward a staff member
- Possession of a weapon, fireworks, drugs, etc.
- Inappropriate use of technology including online bullying

Consequences

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

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

- Verbal correction
- Verbal or written warning
- Loss of privileges
- Time out – in class or office, walking with a supervising staff member

- Lunch Detention
- Contact and partnership with parents/guardians (Planner entry, phone call, meeting etc.)
- Requirement of verbal or written apology
- Service to the school
- Problem Solving
- Win-Win Agreement
- Referral to School Based Student Services Team
- Referral to the Principal or Vice Principal

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

- Any of the above consequences
- In-School Suspension
- Out-of-School Suspension
 - A suspension letter is placed in the student's cumulative file for suspensions greater than one day
 - a parent/guardian meeting is required for re-entry into the school
- An extended period of service work
- Restitution for property damage
- Recommendation for expulsion

A Detention Room will be in place for all students. All detentions will be served during the lunch recess break. Detentions may be assigned for either academic or behavior reasons. Following 5 detentions for academic reasons, a letter will be sent home by the Principal notifying parents of the ongoing concerns. Following 8 detentions, students will serve a 1-day in-school suspension. Letters will also be sent home following 3 behaviour detentions, and an in-school suspension will be served when the 5th detention has been assigned. If a student remains out of the detention room for a 1-month period, their number of detentions will reset at 0.

Medical Concerns and Medications

Parents are required to inform the classroom teacher of any health concerns or medications that the student is taking. Teachers and the school office will keep this information on file. If a student needs assistance in taking medication during the day, a parent or guardian must fill out a medication administration consent form. Office staff will keep the medication in a secure area in the office to be administered as required. Parents must keep the School informed as to the changes in the medical condition of the student, as well as to any other changes in family or personal circumstances which impact the students. We are not able to administer pain/allergy medication etc. that is not supplied by the parents.

Emergency Procedures

If your child becomes acutely ill or seriously hurt at school, staff will make every effort to contact you at home or your place of work. Should these efforts fail, we will attempt to contact the emergency numbers you provided on the emergency information form. Failing this, we will take your child to the nearest medical center for evaluation or assistance. If the situation requires, we will call an ambulance and have your child transported to the hospital. In the interim, your child will be attended to in the office. Please note the school does not accept responsibility for any ambulance costs resulting from transportation to the hospital.

School Books and Materials

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

Responsible Use of Technology

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

Lost and Found

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

Attendance

Regular and prompt attendance is important for student success and is required by law. All absences must be excused by a parent/guardian, by means of a note, or phone call. Phone calls will be made if a student has not arrived at school and the school has not been contacted. If the student arrives late, or needs to leave the school premises early, he or she must sign in or out at the office.

Many of our families express interest in travelling to India during the school year. We have designed our calendar with a four-week break in the winter, hoping that families will use this time for their holiday. Please keep in mind extended breaks during regular school days can negatively impact student success and achievement. Please request an extended absence form from your child's homeroom teacher if your child will miss more than a week of school.

Healthy Food for Healthy Schools and Birthday Celebrations

KSC is a vegetarian environment that expects students to eat a healthy and well-balanced lunch and snacks. By doing so, we support the success of our students on a daily basis and build habits that promote a healthy lifestyle. Microwaves are available in the classroom for student use, but they can only be used as necessary. Teachers will set a time limit for length of heating. Please avoid sending items that need to be heated, as this consumes much of the eating time. **Parents are discouraged from bringing food for class parties** and are encouraged to communicate with homeroom teachers to discuss alternative ways to creatively honor and recognize a child's birthday. **If you do choose to bring food to celebrate, teachers will only allow one main item and 1 treat. Goody bags should be saved for private parties at home.** If your child has a food allergy, please inform the classroom teacher and the school office immediately so that appropriate measures are implemented to ensure the health and safety of your child.

Bussing

Khalsa School Calgary offers bus service through Southland Transportation in areas where there are a sufficient number of students riding the bus to warrant the service. Bussing routes are constructed before the end of the current school year and are designed to, as much as possible; minimize ride times on the bus. Students are required to meet at a pre-determined pick up/drop off point and at a pre-determined time.

Occasionally there are delays due to weather and traffic issues. When delays occur, parents are encouraged to contact Southland Transportation for information. Real time bussing information can be found at www.myschoolbusmonitor.ca or by calling 403-205-6688. In addition, parents can contact Southland Transportation to be added to their text message notification system.

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

Bus Conduct

Bus drivers play a very important role in safely transporting students to and from school. Students are expected to contribute to a safe and orderly environment on the bus by showing care, love and respect to both students and the driver. When concerns/issues arise, parent involvement, cooperation and support are vital to addressing the concern and ensuring a safe environment for all children. Misbehavior on the bus may lead to students being suspended from riding the school bus for a period of time. Subsequent misbehavior may result in loss of bus privileges for the remainder of the school year. Please contact the school if you have concerns about bus conduct and behaviour.

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

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

Arrival and Departure Procedures

The safety of our students in the parking lot, and the management of morning and afternoon traffic flow is a priority at Khalsa School Calgary. Driver cooperation, common sense, and courtesy to fellow parents, bus drivers, and staff will contribute to a harmonious and safe beginning and ending to your child's day at school. Most importantly, it is essential that students and all adults continually think safety around the cars and busses, both on the way to and from School, and while on the School property. Afternoon student pick up is best accomplished when vehicles are parked in designated parking stalls on the South side of the school. Parents/Guardians can find students at the designated waiting area and escort them to the parked vehicle using only designated crosswalks and walkways. Please obey the supervisors on duty. Please do not park in the area directly in front of the school. This area is reserved for staff parking and buses only.

Field Trip/Enrichment Activities

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

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

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

Leave a Legacy Day

Each Division (K-3, 4-6, 7-9) will kick off their school year with Leave a Legacy Activities. Division 1 students will take part in a 1 day celebration at the school, while Division 2 and 3 students will have the opportunity to go on an overnight camping trip. These activities, held during the beginning of the school year, will provide an opportunity for leadership and learning families to synergize and welcome new members, to enjoy a day building and experiencing school spirit and to work together to promote an excellent school environment that is built upon love, care, respect and humility.

Extracurricular Activities

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

Religious Celebrations, School Events and Weekly Themed Assemblies

Sikh celebrations and festivals are very much part of everything we do at Khalsa School Calgary. We make every effort possible to ensure that parents and families are a part of these celebrations. Our main celebrations will include Bandi Chhor

Divas (Diwali) in October, recognizing the birth of Guru Nanak Dev Ji in November, the birth of Guru Gobind Singh Ji in January, as well as our Vaisakhi celebration in April. We encourage parent input and assistance with organizing these celebrations. In addition to our Sikh religious celebrations, it is important for our students to also celebrate the Canadian holidays and special days. Students will be take part in crafts and activities related to Thanksgiving, Halloween, Remembrance Day, Christmas, Valentine's Day and St. Patrick's Day. Weekly themed assemblies are student led and division facilitated. Themes in each assembly provide opportunities to educate beyond the core curriculum, build school pride, educate ethical citizens, celebrate student success and build leadership skills. Our themes revolve around Sikh, Canadian, and International days, weeks, months of significance and all Sikh and Canadian holidays. **These assemblies occur every ELLE Day (Friday) 1:00 – 2:00pm in the large gym. Parents are always invited and are encouraged to attend.**

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 information they have learned, complete unfinished class assignments/projects and develop independence.

Homework Guidelines:

1. Homework should be assigned for the following reasons:
 - to practice a concept of 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 allotted 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 student's education and therefore all have important roles regarding homework. There is a shared responsibility among 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 through the school website. **Students** must record the homework as requested and/or check the website frequently to ensure that no assignments are missed. **Parents** are encouraged to check the agenda and/or school website 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 daily.

Grade Level Averages for Daily Homework:

Kindergarten	10 minutes- Reading and/or unfinished work
Grade One	20 minutes- Reading, spelling and sight word practice
Grade Two	20 minutes- Also 20 minutes of reading
Grade Three	30 minutes- Also 20 minutes of reading
Grade Four	40 minutes- Also 20 minutes of reading
Grade Five	50 minutes- Also 20 minutes of reading
Grade Six	60 minutes- Also 20 minutes of reading
Grade Seven	80 minutes- Regular reading for enjoyment is encouraged
Grade Eight	90 minutes- Regular reading for enjoyment is encouraged
Grade Nine	100 minutes- Regular reading for enjoyment is encouraged

Homework Responsibilities:

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:08am	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					
11:25am					
12:05pm	Div. 1 Lunch/ Div. 2 and 3 Recess				
12:25pm	Div. 1 Recess/ Div. 2 and 3 Lunch				
12:45pm					
1:25pm					
2:05pm					
2:45pm	Homeroom/ D.E.A.R. Time- Division 1 and 2 Division 3 remains in last period until 3:00pm				