



Parent and Student Handbook Grades Kg – 12 2016-2017

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KHALSA SECONDARY SCHOOL– KSS (Gr. 8-12) 10589 124th Street Surrey - Ph. 604-585-8200
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WELCOME

Waheguru Ji Ka Khlasa! Waheguru Ji Ki Fateh!

Welcome to Khalsa School. We are proud of our locations and hope you are too. You can show your pride by following all the rules and regulations and getting involved in the variety of opportunities we offer: exceptional academics, exciting extra-curricular and faith-deepening religious ones.

This handbook is a storehouse of knowledge explaining our school organization, policies and procedures, expectations, code of conduct, fees, uniform, yearly schedules, and tips on how to have a successful year.

We, at Khalsa School, take pride in teaching the Sikh way of life, as well as maintaining high academic standards, and providing a rich school experience. Two especially unique aspects of Khalsa School are our monthly Gurburab celebrations held during the school day and our birthday celebrations held in our school Gurdwaras on Sundays. Parents are encouraged to take part in these events as we are all working together towards the same goal: raising young men and women to be the next generation of Sikh leaders.

With good wishes for the coming school year, we remain,

Sincerely yours,

Khalsa School Teachers, Staff and Administrators

MISSION STATEMENT

Wisdom is to be noble, kind to all, and to serve selflessly.

With Guruji's KIRPA, the Satnam Education Society of B.C. is dedicated to operating Sikh Independent Schools in a financially prudent manner with a focus on:

- Providing the foundation for an understanding and the practice of Sikh Way of Life
- Above average Academic Studies
- Strong participation based sports program
- All round development of the whole child.

We challenge you to:

1. Be kind to each other – treat other people the way you would like to be treated.
2. Be prepared for class – have all assignments, projects homework completed and all materials needed for the class.
3. Be on time for school and classes – promptness is important, not just in school, but in life.
4. Be involved in school - don't sit back. Participate in making the school better through clubs, Student Council, and classroom activities.
5. Respect school property – Khalsa School is your school, but it is not yours alone: it belongs to all of us. We share the responsibility for keeping it safe, friendly, clean, and pleasant.
6. Set high standards for yourself – don't allow others to talk you into doing the wrong things.
7. Make your family proud – one great gift you can give your parents is to be successful in all aspects of your life: in school and beyond.
8. Always do your best – never cheat or lie under any circumstance.
9. Follow all rules and give the utmost respect to all teachers, staff, fellow students, and yourself.

GENERAL INFORMATION

HOURS OF OPERATION

Instructional Time

Primary and Elementary Campuses (KPS, KSN, OYR)

Sept.6, 2016 to June 29, 2017 8:10 a.m. to 3:30 p.m. (Grades Kg – 7)

Khalsa School Mission (KSM)

Sept 6, 2016 to June 29, 2017 8:30 a.m. to 3:15 p.m. (Grades Kg – 7)

Secondary Campus (KSS)

Sept.6, 2016 to June 22, 2017 8:15 a.m. to 3:25 p.m. (Grades 8-12)

Office Hours

Old Yale Road Elementary Campus 7:30 a.m. to 5:00 p.m. Monday to Friday

Newton Elementary Campus 7:30 a.m. to 5:30 p.m. Monday to Friday and 8 a.m. to 4:30 on Saturday

Khalsa Primary School Campus 7:30 a.m. to 4:30 p.m. Monday to Friday

Mission Elementary School 8:00 a.m. to 4:30 p.m. Monday to Friday

Khalsa Secondary School 7:30 a.m. to 4:30 p.m. Monday to Friday

SCHOOL AND BUS FEES

Khalsa Schools aims to be affordable to families while providing a high quality education. Details regarding fees are available in the school office.

ATTENDANCE

Success in school depends on regular attendance. It is the parent or guardian's responsibility to ensure students attend school. Frequent or prolonged absences will make it difficult for students to keep up with the course material and could lead to a failing grade. It is the student's responsibility to complete all possible work missed while absent, recognizing that some classroom activities cannot be made up.

Homework during short-term absence

Upon request, the office staff can arrange for homework to be sent home if a student is absent more than 3 days due to illness. Please allow at least 24 hours to contact the teachers and collect the work.

Notification

We request that a parent/guardian phone the appropriate school by 9:00 a.m. if your son/daughter is going to be away ill or will be late. Office staff will call each parent/guardian to confirm a student's absence from school each day unless the parent makes a telephone call prior to 9:00 a.m.

Promptness

It is important that students and parents/guardians know when school starts and organize their day to arrive to school on time. This will ensure that students don't miss important instructions often given at the beginning of the class and don't disrupt others.

Unless an arrangement has been made with a teacher, students should not arrive more than 15 minutes prior to the start of the instructional day as there is no supervision before school.

Students who are late for school must report to the office for a late slip.

If students are late to other classes during the day, the individual teacher will handle the situation. High school teachers are encouraged to lock their doors after the bell rings to reduce the distraction caused by someone arriving late. Students, who find the door locked, must report to the office for that period. Students are expected to arrive

to all classes on time and with all required materials. Transition times are for efficiently getting from one class to another – not for socializing. Persistent lateness will result in parental contact to resolve the problem.

Truancy

Regular, consistent attendance is vitally important to success being achieved in school. Any student who does not attend class and does not have prior permission from their parents/guardians and/or the school is truant. Repeated truancy will result in a parent conference to resolve the problem. Students may lose the opportunity of continued enrolment due to missing class time without permission.

Early Dismissal

Students who wish for any reason to be dismissed before school ends must have a parent/guardian or permitted adult present to pick them up, or for older students, present a note at the office or have a parent phone the school. Anyone who is not the student's parent/guardian must have written permission, including parent/guardian contact information, from the actual parent/guardian before being allowed to remove a student from any campus. **All students leaving before the end of the regular school day must be signed out in the office log book.** Under NO circumstances is a student to leave the school before the regular dismissal time without first reporting to the office. Should a student have a pre-arranged out-of-school appointment, he/she has the responsibility to inform the classroom teacher during the first class in the morning.

Closed Campus

All Khalsa School locations have a closed campus policy. This means students remain on the school grounds from the time they arrive until dismissal at the end of the school day, including lunch time. Exceptions are made if a parent/guardian removes their child early. Any student leaving during the school day must be signed out in the log book in the office. Students violating the closed campus policy are subject to disciplinary action including suspension and/or expulsion.

PE Medical Excuses

If a student is unable to take part in PE class because of medical reasons or injury, he/she must bring a parental or doctor note for each day of non-participation. Students with a medical condition affecting PE participation for extended periods of time must have doctor verification.

Extended Leave

When a student is absent for an extended period (for example – overseas trips) his or her educational program will naturally suffer. Khalsa School is unable to recreate the totality of the learning experiences missed. Grades will often decline both in the short and long term for students with excessive absences. In some cases, students will be required to repeat the courses missed during the summer or in the following school year. **We highly discourage families from removing their child from accessing their education for more than one week during the school year. If a family disregards this advice, the family is required to enroll their child in a tutoring program upon return from the absence and to complete and submit all work assigned by the teacher(s).**

Visitors

Anyone visiting Khalsa School Surrey (including parents or relatives of students) must have permission from the administration. All visitors must sign in and sign out at the office upon entering and leaving the school. Parents must not come to any classroom unannounced during the school day as this is disruptive. Appointments must be made in advance to meet at a mutually convenient time. School-aged children not enrolled in Khalsa School are not allowed to be on any campus during the school day without prior consent from administration. Visitors with a legitimate educational purpose will be welcomed; others will be directed to leave the school property. A visitor who does not first report to the office will be considered an intruder. Students must not invite people to visit at school and should instead meet them away from school grounds with parental approval. Students who invite non-legitimate visitors to school will receive consequences similar to those given for violating closed campus rules.

Extra-Curricular Programs

Students in all grades are encouraged to participate in the after-school and weekend programs such as seasonal sports, academic tutoring, and Punjabi and Kirtan classes. All school rules and expectations apply to students participating in these activities. Parents are reminded that students must be picked up promptly at the conclusion of a program or event.

Athletics

The Athletics program is designed to offer students an opportunity to participate in a wide range of extra-curricular sports while representing their school. Our Athletics program promotes sportsmanship, leadership, commitment, discipline, co-operation, teamwork, and responsibility. Students must maintain strong academic standards along with good conduct to participate in any Athletic program.

CODE OF CONDUCT

The safety and wellbeing of our students is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm in all settings, including school. Therefore, Khalsa School works hard to ensure that children attending our schools will experience a learning environment that enables every student to feel safe, accepted and respected.

The intent of our Code of Conduct is to provide guidance, direction, and information to staff, students, parents regarding rules and consequences. These rules have been established for everyone's protection, safety and well-being. We expect students to assume responsibility for their behavior in classrooms, in the school building, on school grounds, at school functions and through the use of social media involving our students. To act according to the principles of virtue, excellence and grace; to use common sense and to act at all times in a way which will do credit to the good name and reputation of Khalsa School will help our students continue to excel as individuals and as Sikhs.

As a member of the Khalsa School community (students, staff, parent/guardians, volunteers), I should...
Know, follow, and act with P.R.I.D.E.

It is expected that all members of the school community (staff, students, parents, and guests) will:

- Show the utmost reverence and behavior of the highest standard in the Gurdwara;
- Dress in the appropriate manner – full and proper uniform for students and modest clothes for adults; head must be covered
- Respect the rights, health, emotional well-being, and safety of others;
- Respect the property of others and of the school;
- Respect the legitimate authority of the school administrators, teachers, and staff;
- Respect all rules and expectations within the school;
- Behave in a friendly, cooperative, courteous, responsible, virtuous and lawful manner;
- Respect and take pride in the school through efforts to maintain a safe and clean environment;
- Respect the diversity of the school community, the local community, the Canadian community and the global community;
- Participate actively in school activities/events/projects;
- Refrain from causes disturbances which distract from teaching and learning;
- Not threaten, harass, intimidate, or assault, in any way, any person within the school community;
- Not be in possession of weapons, dangerous articles, illicit or offensive materials, alcohol, or illegal drugs while in school or at school functions.

No student is permitted to interfere with the right of a teacher to teach or with another student's right to learn.

P.R.I.D.E. Matrix

To help students, we've developed a PRIDE matrix organized around key concepts of expected actions and attitudes: Passion, Respect, Integrity, Determination, and Empathy.

Passion for religion, for learning, for discovering, for life

Passion is demonstrated through finding the enjoyment in all things which creates a desire to make new discoveries and broaden understanding.

Respect for others, for myself, for my school, for my community and world

Respect is demonstrated by treating everyone and everything as you would want to be treated.

Integrity in my studies, with my family, with my peers, with my community, with my faith

Integrity is demonstrated by doing your own work to your utmost ability, being truthful at all times, and following all rules and expectations.

Determination to keep going when things get tough and to challenge myself when things get too easy

Determination is demonstrated by pushing towards your personal best you no matter how challenging or easy an undertaking may seem.

Empathy for those who have less than me and for those who need more than me

Empathy is demonstrated by attempting to understand what another person is feeling, to walk a mile in his/her shoes and to use that experience to never hurt someone else in any way.

In addition to the above behavioural expectations, Khalsa School has high behavioural standards in the following areas:

Harassment, Intimidation, and Fighting

No student will be subjected to physical or verbal harassment or intimidation by another student. All students must feel at ease amongst the school community. Note: Rough play is considered a form of fighting and dealt with accordingly.

No administrator, teacher, or staff member will be subjected to physical or verbal harassment or intimidation by a student. Disrespect of a teacher or staff member by a student is a serious matter that undermines the legitimate authority of school personnel and may result in expulsion.

Discrimination, Racism, Sexism, Intolerance for other Religions

Any expressions of discrimination, racism, sexism, or intolerance, even if committed unintentionally out of ignorance, will be swiftly and appropriately dealt with.

Drugs and Alcohol

The seriousness of drug and alcohol related problems (either possession of, or under the influence of drugs or alcohol) cannot be overemphasized. Students are forbidden to be in possession of, or under the influence of drugs (including alcohol) in the school, on the grounds or in the area near the school, at any time during the school day, or at any school sponsored activities. Students found to be under the influence or in possession of drugs (including alcohol) will be expelled.

Smoking

Smoking is not permitted on any portion of the school grounds or at any school event. E-cigarettes and vaporizers belong in this category.

Fireworks

Possession of firecrackers or fireworks is prohibited.

Weapons

A weapon is defined as anything used or intended for use in causing death or injury to persons, whether designed for that purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any persons. The school considers the possession of a weapon, on or near school property or at school events, as a threat to the safety and security of students and staff. Any student found to be in possession of a weapon will be subject to severe disciplinary action and/or criminal charges.

Please note that "weapons" include pocketknives of any description, pepper spray, mace, or any similar form of repellent, starter pistols and cap guns, as well as imitation weapons. If, for a specific curricular or extra-curricular reason, a student wants to bring an item to school that even remotely resembles a weapon, he or she must first receive permission from an administrator. Failure to do so may result in a weapon violation.

Serious or Chronic Misbehaviour

In addition to the above offenses, other serious breaches of responsibility will result in serious consequences. Suspension or expulsion from school and other possible actions can be expected for:

- Repeated interference with the teaching/learning process
- Violation of smoking, fire, or safety regulations
- Vandalism or damage to or theft of school or private property
- Gross violation of internet rules and technology use protocols
- Willful disobedience or disrespect to a teacher
- Physical, verbal or sexual abuse or assault
- Violation of Closed Campus policy
- Chronic truancy
- Chronic uniform violations

Academic Misconduct

All students are expected to adhere to a high level of intellectual integrity. Consequently, assignments and tests submitted by each student for grading should be his/her own work.

Academic work is intended to represent what the student knows about the topic. Relying on and reproducing the thoughts and expressions of other people does not indicate the student's understanding of the concept and is considered plagiarism. Submitted work should have less than 15% of the information copied from other sources. Any work copied must be indicated with quotation marks enclosing the reproduced portions and a full bibliography.

What does cheating include?

- Sharing or showing an assignment/homework with another student whether you believe it will be copied or not.
- Giving and receiving answers during a test.
- Viewing a test without teacher permission, including taking a copy or picture of a test.
- Using any form of memory aid during a test without permission by the teacher.
- Using summaries (Wikipedia, movies, etc.) instead of reading the literary work.
- Translating an assignment from another language and submitting it as your own original work.

Involvement in plagiarism and/or cheating is fundamentally dishonest and unethical. Both violate what we value as a learning community. Students found guilty of plagiarism or cheating may face exemption from all awards and honours in the year in which the instance occurred. Students can expect to receive a mark of "0" on the work in question and additional consequences.

Uniform

Being in full and proper uniform is an essential aspect of attending an independent school. Parents must make sure that the student has enough uniform sets to be in school uniform whenever he/she is attending this school. Uniform must be worn on all school sponsored activities including field trips, unless otherwise noted. Uniform violations are

taken seriously and repeated offenses may result in expulsion as teachers and administrators do not have time to deal with students choosing to not follow a basic rule.

All students, guests and staff are required to wear a head covering at all time, except for selected sport activities in the gymnasiums.

In alliance with the Surrey School District, the following clothing lines have been deemed inappropriate to wear at the school. CROOKS & CASTLES, FCUK (French Connection United Kingdom) AFFLICTION, ED HARDY, STOMPDOWN, FLICK IT and TAYLOR GANG. Any students wearing any products of these clothing lines will have the items held at the office for a parent/guardian retrieval.

A complete list of acceptable uniform items is available in the office at each campus.

Locker Use

Students in some grades may be assigned lockers. Guidelines:

1. Students are responsible for the locker, which is assigned to them, and it is not to be used by another person.
2. Lockers are to be kept clean and free of any writing or stickers. Food should be removed daily.
3. Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school.
4. School officials may search student locker at any time and without prior notice in order to ensure compliance with conditions of use and other school policies and rules.
5. No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
6. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies/rules.
7. To ensure security, students must not share their lock combinations with anyone.
8. The school is not responsible for replacing lost or stolen articles or money.

It is the responsibility of all school members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything that would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

Field Trips and Special Events

Students at Khalsa School are reminded that their participation in school sponsored events are bound by the school's Code of Conduct. These events are considered extensions of the school regardless if they are take place on the school property or not. All school policies and guidelines are in effect at all times while participating in these events.

Consequences

Where there are instances that are in direct contravention of the Code of Conduct, a number of strategies to resolve the issue may be implemented. Whenever possible, our goal is to help students learn from their mistakes instead of relying on punitive measures. Dependent upon the nature of the issue, these strategies may include, but are not limited to:

- Student Conference
- Teacher or Peer Mediation
- Reflection Sheet or Behaviour Report
- Parental Notification and Consultation
- Restorative Justice
- Removal of Privileges (extra-curricular, activities, fieldtrips, events, etc.)
- School Service (cleaning up, monitoring hallways, helping teachers, etc.)

- Detention, Suspension, Expulsion
- Financial Repayment (Restitution)
- Referral to School Based Team (SBT)
- Referral to Outside Agency (Counselling, RCMP etc.)

Suspension Procedures

Students who are suspended lose the opportunity to attend the school for a specified period of time. Suspended students may not attend any school related activity (curricular or extra-curricular) during the time of their suspension and may forfeit their participation in future school activities (i.e. field trips, teams, clubs, events, etc.) Suspension may be assigned as either “in-school” or “out-of-school” at the administration’s discretion.

During suspension, students must complete any work that they will miss due to their absence. On the first day back from suspension, the student, prior to going to his or her class, must show the completion of all requested work. If work is not completed, the student will not be admitted back to the school.

Counseling Services

Counseling service is provided for students who experience emotional/behavioral difficulties. Any student who wishes to see the school counselor must make an appointment and let the classroom teacher know at what time he/she will be out of class. Parents may also contact the school counselor for assistance.

TRANSPORTATION SAFETY

Bus Use

Students who use Khalsa School buses, including on fieldtrips or sport’s events, must comply with all rules and regulations for their own safety and their fellow passengers’ safety.

- In no way should any student distract the driver. Students may talk quietly unless the driver instructs them to be silent.
- Students must sit at all times while on the bus.
- Students are not to lean out of the windows nor have any part of their body out the window.
- Students are not to throw any objects out the window.
- Bullying, harassment, or intimidation of any kind will not be tolerated between students or directed at the driver.
- Students are to obey the drivers at all times.
- Bus drivers will be unable to wait for late students.
- Eating on the bus is at the discretion of the driver. Students are expected to clean up after themselves.

Any student who receives three warnings about his/her conduct on the bus will have the bus privilege taken away.

Parking and Vehicles

Parents and older students are reminded that the operation of motor vehicles on school property is bound by the Motor Vehicles Act. As such, students who do not possess a valid driver’s license or vehicle insurance are not permitted to operate a motor vehicle on school property. Contravention of this will result in the automatic contact of the RCMP.

All drivers, no matter their age, must show thoughtful driving that is slow, safe, and courteous. All traffic monitors must be obeyed and treated with respect.

High school students who are eligible to drive to school are required to register their license and vehicle with the school office. Parking passes will be issued and must be displayed in the vehicle at all times while at school. Due to being a closed campus, students are not allowed to access their vehicles during the school day.

High school students who exhibit unsafe driving on or near school grounds will lose parking privileges.

Bicycles

Bicycles should be securely locked. Students are encouraged to register their bicycles through the Surrey RCMP. Khalsa School is not responsible for any damage, loss, or theft of bicycles brought to school.

Skateboards, Longboards, and In-line Skates

Skateboards, Longboards, and In-Line Skates cannot be stored conveniently or safely at any Khalsa School campus. Use of these items is not allowed on school grounds during school time unless specific permission is granted by an administrator.

HEALTH AND SAFETY

Accidents

Any accidents occurring in the school or on the property should be reported to the office immediately. A number of employees have been trained in the basics of first aid and the offices are equipped with first aid kits. If serious injury occurs, a ride will be provided to the nearest hospital or an ambulance will be called. Every effort will be made to contact the parents if a serious injury occurs. Khalsa School has a student accident insurance policy that has limited liability coverage for accidents which occur in school property or on the field trip. A student accident form will be completed by a teacher or office staff member and submitted to the insurance company, should parents have to assume costs of student injury while at school. Since this policy is limited liability policy, parents should check with the office concerning coverage in case of accident.

Emergency Procedures

Regular emergency drills are practiced for the safety of the students. It is expected that students take all drills seriously so that they are well prepared in the event of a real emergency.

Earthquake Drills

During an earthquake drill students are to quickly and calmly get under their desks until an all clear signal is given.

Fire Drills

During a fire drill, students will practice exiting in a safe and organized manner. Students are to walk quietly and quickly to the nearest exit. Doors should be closed and lights shut off by the last student in line. Students will then line up in a pre-assigned safe location where the teacher will take attendance. Students will wait patiently until an "All Clear" signal is given and the teacher leads them back to the classroom.

Lockdown and Lockout

A Lockdown is called in response to a perceived life-threatening emergency either inside or in close proximity to the school building. Students are kept quiet in a classroom behind a locked door.

A Lockout is typically called in response to a danger that has been identified outside the school or in the surrounding school community. Exterior doors are locked and no one can exit or enter the building without permission.

An "All Clear" is announced over the PA system when there is no longer any danger.

False Alarms

A false fire alarm is a criminal offence. Under section 437 of the Criminal Code of Canada, anyone who willfully, without reasonable cause, circulates or causes to be made an alarm of fire is guilty of an indictable offence. Anyone caught pulling a false alarm will be charged with public mischief and initiating a false fire alarm. Any student caught pulling a false alarm will be suspended until they and their family meet with school and fire officials to meet any obligations associated with the false fire alarm.

Inclement Weather and School Closures

When weather conditions or other emergencies necessitate the closing of school or the cancellation of the school bus service, announcements will be made on radio station CKNW 980, 1130AM and local Punjabi radio stations beginning at 5:30 am.

Even if schools are open there may be unique conditions and circumstances in a student's neighborhood. Therefore, we respect the importance of parental decision-making regarding sending or bringing a child to school, based on parents' own location and individual circumstances, their route to school and overall attention to safety.

Healthy Food and Beverages

All Khalsa School locations maintain a strictly vegetarian environment. All food brought to school by students and staff must be vegetarian (no meat, fish or eggs); may include dairy. In addition, students should not bring candy, gum, or pop to school unless as part of a classroom activity and then only with specific teacher permission. Eating or drinking is not allowed in the hallways or stairwells. In the elementary schools, any food purchased in the cafeteria (langar hall) must be consumed there or brought back to the classroom. Students found eating or drinking in the hallways or stairways will be sent back to their classrooms to sit out the lunch period.

If you have concerns about the food available in the cafeteria, please speak directly to the servers.

Illness

Sick children must NOT be sent to school. Office staff will call for parents/guardians or others listed as emergency contacts to come take the child home. We rely on everyone to be considerate of preventing the spread communicable diseases by not sending a sick child to school.

Sick Rooms

Each campus has a designated sick room near the office. Students who feel ill and wish to use the facility must have a note from the classroom teacher or request permission from the office staff. If students are not able to return to class, parents/guardians or emergency contacts will be notified to come and bring the student home. Accidents and emergencies should be referred to a teacher immediately and dealt with accordingly.

Medication

No medications will be administered without written parental permission. A form is presented to all parents when they register their child or children for each school year. Also any medical information that the school personnel should know about children must be given at this time. The school can provide a secure place to keep medicines; however, the school will not take responsibility to make sure that these medicines are taken unless directed in writing by parents. All medicines must be in a secure container with the student's name clearly marked on the container. The expiry date must also be clearly marked on the container. The school cannot be held responsible for children with serious medical conditions without being informed in writing by parents of the condition and how it should be addressed, including a health maintenance plan where appropriate. The school may not give any student medication not provided by the parent or guardian.

Health Nurse

A Regional Health Nurse visits each campus regularly. The school nurse is responsible for immunization against certain diseases, but she is also available on request to visit classrooms and discuss medical issues.

ACADEMIC PROGRESS REPORTING

Khalsa School follows the rules and regulations established by the BC Ministry of Education in regards to determining grades and reporting progress to parents and students. Teachers will report student academic and behavioural performance on a regular basis in a variety of formal and informal ways.

Report Cards

Report cards are issued three times a year: December, March, and June. The report card provides a record of course grade/percentages, work habits, attendance, and teacher comments for each subject taken.

Interim Reports

These are reports designed to notify parents of student progress, effort or need for improvement. These reports are issued mid-term 1 and 2. Grade/percentages are not always included on interim reports.

Parent-Teacher Interviews

Meetings may be requested by parents or teacher anytime throughout the school year. Scheduled parent – teacher interviews happen after report cards are issued for term one and term two. Parents are strongly encouraged to attend these interviews. Students will be dismissed early on parent-teacher interview days. If, at any other time, parents wish to speak with their child’s teacher, a request must be made through the school office or by contacting the teacher via email.

BC Ministry of Education Grading System

A	86-100%
C	60-66%
B	73-85%
C-	50-59%
C+	67-72%
I	0- 49%
F	0- 49%

“I’s” represent incomplete work and are given when a student’s percentage falls below 50% prior to the end of the school year. “I’s” change to “F’s” on the final report card if work is still not complete or if the work is of an inferior quality. Students with percentages below 50% in English, Math, Social Studies and Science will need to complete a remedial program such as summer school. If a remedial program is not completed, the student may need to repeat the course in the following year.

Students in grades 10-12 are ineligible to receive graduation credit for courses if their percentage is below 50%. In order to receive credit, the course must be repeated.

Khalsa School Honour Roll

A	4.0 MARKS
B	3.5 MARKS

G.P.A. (Grade point average) must be between 3.8 and 4.0 to be considered for the Honor Roll. A student receiving C+ or lower in any subject (Academic or Religious) is not eligible to be on the Honor Roll.

Homework

Homework serves to reinforce the present day’s lesson; prepare for the next day’s lesson; reinforce acquired skills and develop study habits; help develop a sense of responsibility; and teach students independent learning.

The amount of homework will increase with the student’s grade level. Homework is usually based on the 10 minutes per grade rule. A grade 2 student should spend 20 minutes on homework; a grade 4 student should spend 40 minutes, etc.

All allotted time for home study should be part of a student's daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments, but that studying is an integral part of homework.

Homework is to be recorded in this Agenda. Parents and teachers should routinely verify its contents and communicate with each other if there is any concern. Parents should encourage the development of good study habits by checking their child's Agenda every evening.

RESPONSIBLE USE OF TECHNOLOGY

School Phones

A phone is provided near the office at each campus for student use. However, if a student has to use the phone during class time, a note is required from the classroom teacher.

Personal Electronic Devices

Khalsa School discourages but recognizes that some students have electronic devices including iPods, tablets, cellphones, laptops, etc. Students are reminded that these electronics are not to be used during instructional time. Student should not be using devices in any way in class unless specifically permitted by the teacher.

Electronic and personal devices which are used contrary to this policy may be temporarily confiscated by the teacher or administrator. Persistent issues will require parent involvement.

The school is not responsible for damage, loss, or theft of any of these items.

Cell Phones

Khalsa School recognizes that the use of cell phones is prevalent in society, including among older students, and has been established as one of the primary means of communication. Regardless:

- Students must have their cell phones turned OFF during class time and keep them out of sight so as not to be a distraction in class to themselves or others unless the teacher has given instructions otherwise.
- Specifically, cell phones may not be used during class time to make or receive calls, take photos, use as a calculator, check the time, or text others.

Cell phones that are used or seen during class time may be temporarily confiscated by the teacher or administrator. Persistent issues will require parent involvement.

When a parent or guardian has an emergency where they must contact a student, he or she should phone the school office and explain that it is an emergency and the student will be called from class.

The school is not responsible for damage, loss, or theft of any of these items.

Cameras and Camera Phones

Pictures of students or teachers can only be taken with the knowledge and consent of the individual being photographed. In addition, students are not permitted to post images of staff or students on the Internet or through any social media channel without prior consent. Consequences for actions contrary to this policy will be dealt with severely as doing so decreases the sense of ease necessary for building a positive and supportive school community.

The school is not responsible for damage, loss, or theft of any of these items.

School Photographs All students will be photographed for official records and the yearbook. Parents can purchase individual prints as determined by the photography company. Parents give consent for these photos, and possible use by the school for media distribution, during the registration process.

Social Media

Interacting on-line is no different than interacting face-to-face: students are expected to maintain the principles of respect, dignity, discretion, concern for and protection of others, and safety in all interactions. Activities which are inappropriate, illegal, vulgar, or which cause undue discomfort for other students or other members of the school community including staff and volunteers must be avoided regardless of the communication method used. Students who participate in social media interactions, whether sent in mass or to only one or two individuals, must remember that their posts reflect on Khalsa School and, therefore may lead to school consequences. Parents are encouraged to monitor their child's social media use, to set boundaries, and reinforce proper etiquette.

Computer Use

Each campus has a designated computer lab and additional computers may be available in the library for student use. All students must read and sign the Computer Use Agreement form. School computers are for educational use only-for research, completing projects, etc. Students must not use a teacher's computer unless specific permission is given, and then may only use it for specific tasks. Students are not to eat or drink near any school computer. Students are responsible for any damage caused due to misuse of a school computer.

Internet Use

At Khalsa School, we believe computer technology can enhance educational opportunities by allowing students and staff to access and use a variety of informational sources, communicate with others, and significantly expand their knowledge base. We aim on teaching students ethical and intelligent internet use while at school. Students using school provided internet inappropriately will have this privilege removed and possibly parental contact.

Students may have an opportunity to access the school's wireless network on their personal devices. Use of this network should be limited to basic internet use for educational purposes.

Conditions and Rules for internet use:

- a) Transmission, printing, communication, or publication of any information or material in violation of any Court order or any federal, provincial, municipal, common or other law including without limitation, any law relating to copyright, trade-marks, trade secrets, government security, obstruction, obscenity, threats, defamation, harassment, bullying, privacy, conspiracy, promotion of hatred or discrimination is prohibited.
- b) Do not impersonate anyone or attempt any unauthorized access or violation of any security feature of Khalsa School, or anyone else on the network.
- c) No commercial or political activity is generally acceptable on school internet.
- d) If you identify a security problem on the internet, you must notify a teacher or administrator immediately. Do not demonstrate the problem to other users.
- e) Examples of activities NOT allowed by students or adults:
 - o Hacking into computer systems
 - o Sending or creating computer viruses
 - o Searching for unacceptable material
 - o Uploading or downloading content or images that contravene the Code of Conduct

The use of internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, will result in cancellation of the privilege. Khalsa School reserves the right to determine the appropriateness use and may deny, revoke, suspend, or close the privilege at any time.

SHARED SPACE AND MATERIALS

Library

The Library is one of the most important facilities at each campus. Rules and regulations set by the librarian must be followed. It is the goal of the library to offer equal opportunity to all those who go there for materials, computer use, and for study.

Textbooks

Textbooks may be issued in some courses. Students are responsible for all damage or lost books. When textbooks are collected, students must hand in the book originally issued (numbers must match).

Valuables

Parents must be thoughtful when allowing their child to bring money or valuables to school. It is unwise for students to leave money or valuables in their desk, backpacks, lockers or to leave them unattended.

Khalsa School will not accept responsibility for loss, damage or theft of any student-owned property, including, but not limited to clothing, school supplies, equipment, electronics (e.g. cameras, cell phones, iPads, notebooks, table and laptop computers), vehicles or cash. Items brought to, or left on school district premises are at the student's risk. While sympathetic to the plight of lost items, teachers cannot be expected to interrupt instructional time to help search nor can administrators be expected to carry out extensive investigations.

Lost and Found

Clothing, such as jackets, shirts, sweaters, etc. that are found lying around the school are usually put in the Lost and Found Box. Other found items like eye glasses, watches, calculators are kept in the office. Parents are requested label all clothing and other items brought to school with their child's name.

Students are advised not to bring anything of value to school. While sympathetic to the plight of lost items, teachers cannot be expected to interrupt instructional time to help search. Any student finding a misplaced item must either report it to a teacher, the office, or put in the Lost and Found Box. Taking someone else's belongings, even when the owner is unknown, will be treated as theft.

INVOLVEMENT

Khalsa School is a community school. With the Guru Ji's continual blessings, it was built on the vision of a few individuals over 30 years ago and is successful today thanks to the tireless efforts of hundreds of people throughout its history. Everyone associated with Khalsa School is encouraged to contribute their unique talents and resources for the benefit of our students and our community.

Student Council

Older students are encouraged to get involved in their campus' Student Council. The main focus of Student Council is to promote a positive, fun, and inclusive school environment by planning and running many special activities for the entire student body, such as spirit days and special events. All students of designated grades are welcome to attend Student Council meetings.

PAC – Parent Action Committees

All parents are encouraged to get involved in making Khalsa School better through the PAC. Meetings are held the last Friday of every month at 4:30 and rotate among the Surrey campuses. The focus of PAC is to support the school through providing parent feedback, organizing events, dispersing gaming grant funds, and conducting additional fundraising. PAC executives are determined through an election process. All parents/guardians of students enrolled in Khalsa School are automatically PAC members.

RELIGION DEPARTMENT

Our Religion Department is the backbone of Khalsa School. Our hardworking staff is dedicated and committed to providing spiritual education of Sikhism to all. It is like a lighthouse in the ocean.

Religion Department teaches:

- 1) Punjabi- Punjabi is a mother tongue for most of the Sikhs all around the world. We at Khalsa school do our best to teach Punjabi to Canadian born children so that they can read Sikh Scriptures. We want them to remain connected to their culture and mother tongue.
- 2) Kirtan- (Singing of Sikh Hymns and Sikh Music i.e Harmonium & Tabla)- Khalsa School students have the opportunity to learn Sikh religious music.
- 3) Sikh Scripture Reading- Students capable of reading Punjabi are encouraged to attend Gurbani Santhya classes. This is done during Gurdwara period.
- 4) Sikh History- No religion can survive without the knowledge of its past history. We teach our students about our Glorious Sikh History and about the Golden Eras of Sikh Religion.
- 5) Gurdwara Protocol- Students attend Gurdwara daily where they learn to sit properly, do kirtan sewa, Chaur sewa, Deg sewa, Ardas and follow Sikh religious tenets.
- 6) Sikh Martial Art (Gatka)- Sikha are a nation of Saint Soldiers. We teach our students self-defense through Martial Arts (Gatka).
- 7) Gurpurb Celebration: Every month we celebrate Gurpurb in the memory of our Great Gurus and Bhagats (Saints). Our goal is to spread Guruji's message to our Sikh youth to adopt Sikh way of life. We also arrange Amrit Sanchar on these occasions. Guru ka Langar is served all day.
- 8) Vaisakhi- The birth of Khalsa is a great day for all Sikhs. It is celebrated this day with great enthusiasm. Our students participate in the Vaisakhi Parade.
- 9) Weekly Program- Every Saturday morning, students do Asa Di Vaar. A student whose birthday falls within that week is celebrated. Every Monday evening, students go to local Gurudwara sahib to do Kirtan.
- 10) Special Events- The Religious Department also organizes other special events such as Kirtan competitions, Religious fairs and Award ceremonies.
- 11) Activities after school- (1) Evening classes- we teach Punjabi, Kirtan, Tabla classes, and Sikh Missionary courses to our students, outside students and adults. (2) Gurmat camps- happen during Winter, Spring and Summer Breaks. Our Religion Dept. teachers set up Gurmat Camps locally and around North America to teach Sikhism to students who do not have any opportunity to learn these things in their schools. Enrollment in these camps is free.



Khalsa School Calendar 2016-2017

SEPTEMBER

- 1-2 Teacher Orientation
- 6 School begins
- 26 Professional Development Day (School closed for students)
- 30 PAC Meeting 4:30 p.m. OYR Staff Room

OCTOBER

- 10 Thanksgiving Day – School closed
- 21 Professional Development Day (School closed for students)
- 27 Interim Report Cards sent home
- 28 Parent Teacher Interviews 1pm-4pm and 5pm-7pm (half day for students)
- 28 PAC Meeting 4:30 p.m. OYR Staff Room

NOVEMBER

- TBA Fun Fair
- 10 Professional Development Day (School closed for students)
- 11 Remembrance Day (School closed)
- 15 Photo Day KPS & KSN
- 17 Photo Day OYR & KSS
- 25 PAC Meeting 4:30 p.m. OYR Staff Room

DECEMBER

- 8 Photo retakes KPS & KSN
- 9 Photo retakes OYR & KSS
- 9 Religious Fair
- 15 Report cards sent home
- 16 Parent/Teacher Interviews: 1pm-4pm & 5pm-7pm (half day for students)
- 16 PAC Meeting 4:30 p.m. OYR Staff Room
- 16 Last day of School before Winter Break.

WINTER BREAK: December 19, 2016– January 2, 2017

JANUARY

- 3 School reopens after Winter Break
- 24 Provincial Exams KSS (Social Studies 11 & English 12)
- 27 PAC Meeting 4:30 p.m. OYR Staff Room

FEBRUARY

- 13 Family Day (School Closed)
- 17 Professional Development Day (School closed for students)
- 24 PAC Meeting 4:30 p.m. OYR Staff Room

MARCH

- TBA Science Fairs
- 9 Report cards sent home
- 10 Parent/Teacher Conferences: 1pm-4pm and 5pm-7pm (half day for students)
- 10 Last day of school before spring break.

SPRING BREAK: March 13-March 24

- 27 School reopens after Spring Break
- 31 PAC Meeting 4:30 p.m. OYR Staff Room

APRIL

- 13 Professional Development Day (School closed for students)
- 14 Good Friday
- 17 Easter Monday
- TBA Spelling Bee
- TBA Vaisakhi Parade
- 28 PAC Meeting 4:30 p.m. OYR Staff Room

MAY

- TBA Tabla and Kirtan Competitions
- 11 Interim Report Cards
- 22 Victoria Day (School closed)
- 26 PAC Meeting 4:30 p.m. OYR Staff Room
- 29 Professional Development Day (School closed for students)

JUNE

- 1 Summer School registration starts
- 22 Last day of regular classes for high school students
- 22-28 Exam Week KSS
- 23 PAC Meeting 4:30 p.m. OYR Staff Room
- TBA Achievement Awards
- TBA Graduations Grades Kg, 7 & 12
- 29 Last day of school for all Students-Report cards sent home
- 30 Administrative Day for teachers