

GOBIND SARVAR SCHOOL Calgary, Alberta

2019-2020

PARENT HANDBOOK



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403-460-4522



Parent-Student Handbook

GOBIND SARVAR SCHOOL CALGARY

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SCHOOL TIMES

	K – 2	Grades 3-8
Morning Bell	7:50 am	7:50am
Lunch	12:20 – 1:00pm	12:20 – 1:00pm
Dismissal	3:00pm	3:10pm

WHO TO CONTACT

Administrative Team:

School Secretary: Ms. Rashmeet Kaur

Email: rashmeet.kaur@gobindsarvarcalgary.com

Administrative Secretary: Mrs. Harpreet Kaur Sekhon

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School Phone: 403-460-4522



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I. Introduction

Waheguru Ji Ka Khalsa! Waheguru Ji Ki Fateh!

Welcome to the 2018-2019 school year at Gobind Sarvar School. My name is Karamjit Kaur Seran and I am thrilled to begin yet another year here with you at Gobind Sarvar Calgary.

First of all, I would like to extend a warm welcome to all the new and returning students and their families. I look forward to getting to know you and sharing a rewarding and successful year with you. I would like all of our returning students to come with the anticipation that if Maharaj Ji made our very first year so full of learning and excitement, what he will have in store for us in our second year. To our new students, we are humbled that you chose to make Gobind Sarvar a part of your educational journey. Our goal at Gobind Sarvar is always to think outside the box and provide the best possible education to all of our students.

Our mission at Gobind Sarvar is to inspire our students to become authentic life-long learners by providing a safe, nurturing environment focused on inquisitive thinking, self-exploration, and holistic growth. Gobind Sarvar is committed to providing a welcoming, safe and spiritually rich learning environment that fosters and supports each student's ability to achieve their full potential academically, socially, spiritually, creatively and physically. Our main purpose at Gobind Sarvar continues to be to inspire the young minds of our students to follow Guru Granth Sahib Ji's teachings and to live their life upon the principles of Gurbani and stay connected to their Sikh heritage.

We at Gobind Sarvar take pride in our school community. Parents are a vital part of the Gobind Sarvar community. Your contributions are invaluable to the school through volunteer time and support of school activities. I look forward to working with you and developing a relationship that will assist in the growth of your child/children.

The Parent Handbook contains important information about our school, policies and procedures. We ask that parents please take the time to read the handbook with their child and familiarize themselves with its contents. Please note that our Parent – Student handbook is now online. You will be required to sign a verification letter stating that you have read and understood the contents of the handbook. This letter will be sent home on the first day. If you do not have access to the internet, you may pick up a copy of the handbook from the office.

If you have any questions or concerns, please feel free to stop by the office and discuss them with us.

I am looking forward to another incredible year and am confident that by working together we can help your child have a productive year!

Sincerely,
Mrs. Karamjit Kaur Seran
Principal



Vision

Today's Learner... Tomorrow's Guide

School Mission Statement

Inspiring students to become authentic life-long learners by providing a safe, nurturing environment focused on inquisitive thinking, self-exploration, and holistic growth.



School Values

Integrity

Integrity is foundational to the Gobind Sarvar community. We value truthfulness, sincerity, and ethical work. Those who remain true to their internal guide are shining examples to the rest of humanity that we can live a nobler way of life in this world.

Resilience

Resiliency is important in the constant changing pace of life. Persevering in the face of external and internal stressors is learned by directing one's energy towards positivity and productivity.

Unity

We value the common spirit within the hearts of all humanity. Recognizing this enables us to have more mutually enriching interactions and to create a more connected community.

Self-Awareness

Introspection allows us to understand our thoughts, habits, and emotions. This gives individuals the ability to self-regulate and strengthens their emotional intelligence, which is critical in all aspects of life.

Gratitude

We value an attitude of appreciation. By exemplifying this to students we endeavour to equip them with the necessary tools to live a content and happy life.

Humility

We value humility as it opens doors for discussions and a willingness to learn from each other. It teaches us to learn from our mistakes, take success in stride, and to work in the collective best interest.

Creativity

We value creativity as it leads to noble ways of thinking and creating. It motivates us to set high goals and work towards resolving and achieving them.

Respect

We value the inherent worth of individuals and strive towards building an attitude of professionalism and kindness throughout the Gobind Sarvar Community.



Philosophy and Approach to Teaching:

- Our philosophy is to create lifelong learners and as such to foster this we believe in using an inquiry method. Lessons are guided by student's curiosity, engagement and questions. We believe in extending consciousness through inquiry approaches along with Gurbani and Keertan curriculum. At Gobind Sarvar we believe that the external as well as internal spiritual growth is important.
- Bringing in nature and creating an environment which is calm for students thereby avoiding loud, colourful distracting environment. Giving students ownership of their classroom and how it is set up and decorated.
- Gurmat and Gurbani curriculum is integrated into Alberta Education Curriculum. It shows how Gurbani is interconnected with our personal growth.
- Every morning, the whole student population and teachers come together in the Darbar Hall to participate in morning Simran.



At Gobind Sarvar, we believe in:

- supporting students in the construction of their own “knowledge and process bank” through an inquiry approach to discovering, exploring, and problem solving.
- providing students with the tools, confidence and encouragement they need to succeed in our ever-changing “Global Village”.
- sustaining and promoting high quality personal, educational and moral standards.
- utilizing today's technology to build a foundation to exceed tomorrow's expectations.
- inspiring students to follow Sri Guru Granth Sahib Ji's teachings and to stay connected to their Sikh heritage.
- creating an atmosphere of mindfulness.
- strengthening the links between Family, School, Gurdwara and Community.

At Gobind Sarvar, we expect students to:

- Respect themselves and their peers
- Respect their teachers and school staff
- Follow Sri Guru Granth Sahib Ji's teachings.
- Work hard to the best of their abilities
- Be honest and truthful
- Be committed to school values



Gobind Sarvar School Calgary Staff 2019-2020

Principal	Mrs. Karamjit Kaur Seran	karamjit.seran@gobindsarvarcalgary.com
Admin. Secretary	Mrs. Harpreet Kaur Sekhon	harpreet.sekhon@gobindsarvarcalgary.com
Secretary	Ms. Rashmeet Kaur	rashmeet.kaur@gobindsarvarcalgary.com
Education Assistant	Mrs. Dalpreet Gill	dalpreet.gill@gobindsarvarcalgary.com
Kindergarten – A	Mrs. Zalnurain Ahmad	nina.ahmad@gobindsarvarcalgary.com
Kindergarten – B	Mrs. Harrang Kaur	harrang.kaur@gobindsarvarcalgary.com
Kindergarten- C	Ms. Sukhi Ghumman	sukhi.ghumman@gobindsarvarcalgary.com
Grade 1A	Mrs. Harnoor Brar	harnoor.brar@gobindsarvarcalgary.com
Grade 1B	Mrs. Bindu Dhiman	bindu.dhiman@gobindsarvarcalgary.com
Grade 1C	Ms. Avneet Sekhon	avneet.sekhon@gobindsarvarcalgary.com
Grade 2A	Mrs. Ramandeep Verma	ramandeep.verma@gobindsarvarcalgary.com
Grade 2B	Mrs. Akanchie Mahajan	akanchie.mahajan@gobindsarvarcalgary.com
Grade 3	Ms. Michelle Tamboly	michelle.tamboly@gobindsarvarcalgary.com
Grade 4	Mrs. Rimi Deb	rimi.deb@gobindsarvarcalgary.com



Grade 5	Ms. Sooji Hong	sooji.hong@gobindsarvarcalgary.com
Grade 6	Mrs. Anna Pepper	anna.pepper@gobindsarvarcalgary.com
Grade 7	Mrs. Reena Obhi	reena.obhi@gobindsarvarcalgary.com
Grade 8	Mr. Douglas Bolander	douglas.bolander@gobindsarvarcalgary.com
Diverse Learning Teacher	Ms. Disha Aggarwal	disha.aggarwal@gobindsarvarcalgary.com
Gurmat/Gurmukhi Division 1	Mrs. Rajinder Kaur	rajinder.kaur@gobindsarvarcalgary.com
Gurmat/Gurmukhi/Kirtan	Dr. Rajan Kaur	rajan.kaur@gobindsarvarcalgary.com
Tabla	Mr. Karan Singh	karan.singh@gobindsarvarcalgary.com
Kirtan	Mr. Sukhjinder Singh	sukhjinder.singh@gobindsarvarcalgary.com



School Operating Hours

Time	Kindergarten to Grade 3	Time	Grades 4 to 7
7:50 am	Student Entry	7:50 am	Student Entry
8:10 – 8:20	Attendance	8:10 – 8:20	Attendance
8:20 – 8:40	Darbar Sahib	8:20 – 8:40	Darbar Sahib
8:40 – 9:20	Period 1	8:40 – 9:20	Period 1
9:20 – 10:00	Period 2	9:20 – 10:00	Period 2
10:00 -10:20	Morning Recess	10:00 – 10:40	Period 3
10:20 – 11:00	Period 3	10:40 -11:00	Morning Recess
11:00– 11:40	Period 4	11:00 – 11:40	Period 4
11:40 – 12:20	Period 5	11:40 – 12:20	Period 5
12:20 – 12:40	Lunch	12:20 – 12:40	Lunch Recess
12:40 – 1:00	Lunch Recess	12:40 – 1:00	Lunch
1:00 – 1:40	Period 6	1:00 – 1:40	Period 6
1:40 – 2:20	Period 7	1:40 – 2:20	Period 7
2:20– 3:00	Period 8	2:20 – 3:00	Period 8
3:00 – 3:10	Dismissal @ 3:10	3:00 – 3:10	Dismissal @ 3:10

Note: Although start and end times are the same for all students, K to Gr. 3 periods vary from Gr 4 to 7. Please ensure that students do not arrive at school prior to 7:50 am. 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

2019-2020 School Terms and Reporting Periods

Term 1: August 21, 2019 – November 15, 2019

- 1st Term Report Cards given on November 15, 2019
- Celebration of Learning on November 21-22, 2019

Term 2: November 15, 2019 – March 20, 2020

- 2nd Term Report Cards given on March 20, 2020
- Celebration of Learning on March 26-27, 2020

Term 3: March 20, 2020 – June 25, 2020

- 3rd Term Report Cards given on June 25, 2020

Curriculum

The teachers at Gobind Sarvar 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 essential 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 Sri Guru Granth Sahib Ji's teachings, Sikh values and language. This growth will be accomplished through rigorous instructions and evaluations in all subject areas.

All students will be receiving instructions in:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education
- Health/Life Skills/Soul Time
- Art
- Computers and Information Technology
- Gurmukhi and Gurmat
- Kirtan (Vaaja and Tabla)

Growth Mindset

In the month of September, we will be focusing on developing Growth mindsets in our students. We believe that students learn the best when they are told to do their best and not forced to meet desired outcomes. Students will be participating in many activities throughout this month in their classrooms to understand the differences between a Growth Mindset and a Fixed Mindset. We will also be celebrating the International Dot Day on September 13th to encourage all students to harness their creativity.



Gurmukhi, Gurmat and Keertan Instruction

The students at Gobind Sarvar School Calgary will have Gurmukhi and Gurmat classes every week. The teacher will use the “Gobind Sarvar Gurmukhi Curriculum” to guide teaching. This program will be supplemented by other books and resources as required. Keertan will be the main focus of our music program. The students will receive instructions on Keertan lessons 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

Gobind Sarvar Calgary wishes for students to participate in extracurricular activities after school such as sports, afterschool clubs and come to Darbar Sahib with parents and siblings. However, to encourage students to develop the confidence, responsibility and self-discipline to work on their own, we believe that homework is an essential skill to have that not only helps to succeed academically but in many other aspects of life. We encourage our students to practice new knowledge and skills (e.g., practice physical skills, practice harmonium or tabla, use new knowledge to complete a project, or practice basic literacy and math skills). The principal and the teachers will not usually set substantial homework tasks to be completed for younger grades. We request parents’ support to help in completing assigned learning. In the elementary grades, enjoying reading is a key factor in overall academic success. Therefore, we would like students to spend at least 15-20 minutes reading every night. Parents are encouraged to read with their child when possible. We want all of our students to succeed. Therefore, if a student is struggling in any subject area the teacher will be in touch with parents to set up an individual success plan.

Student Assessment and Evaluation

At Gobind Sarvar, we believe utilizing different assessment strategies will create positive outcomes in students’ learning. These outcomes include an increase of students’ self-esteem, motivation, clear understanding of expectations, and progress reports that can be made available to the teachers, parents, and students. Using various forms of assessment contributes to the mastery of 21st century competencies such as problem solving, creativity, and critical thinking. We will use a balanced assessment approach to assess all of our students according to their learning needs. At Gobind Sarvar we value assessment for learning as it is equally beneficial for teachers as much as it is for students. Students will be assessed daily to effectively monitor their growth. Parents can expect to hear regularly from teachers about their child’s progress in various subjects. After each unit and appropriate to grade level, there will be a summative assessment. In Grade 4 and up, percentage grades are introduced to students, and the teachers will work with all students to develop an understanding of assessment criteria and the grading systems.



Celebration of Learning

We believe that each student has their own learning strengths and needs. Throughout the school year students make many accomplishments in all subject areas. At Gobind Sarvar, we recognize and share students' learning and their work with the school community and parents. Parents will have the opportunity to meet with the teachers during scheduled Parent-Teacher conferences at least three times a year. These conferences provide opportunities for parents and teachers to work together as a team to help the child reach their full potential. Please check the school calendar to see when the "Celebration of Learning" sessions are scheduled for 2019-2020 school year. Prior to the Celebration of Learning, a newsletter will be sent home to advise parents to book an appointment with their child(ren)'s teacher.

Agenda Planners

Each student in Kindergarten through Grade Eight 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 parents are expected to check and sign the agenda on a daily basis.

Student Recognition

Celebrating student success is important at Gobind Sarvar School. 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, students are recognized for academic awards at the end of each term. At the end of the year, an awards assembly will be held to recognize the achievement of all students. During this assembly, academic achievement awards will be presented to students for outstanding performances. As well, each month, we will hold a Core Values Assembly. In this assembly, teachers will recognize students in their class who worked hard during the prior month to learn and follow an essential value that the whole school would have focused on.

Character Education Program – Essential Values

Gobind Sarvar School Calgary has a unique character education program. We teach the students the "Eight Core values of Sikhi". The Global Gobind Sarvar community delved deep into the teachings of Sikhi and formed the Core Eight values which are universal throughout the Gobind Sarvar Schools. The staff will continue to add to their collection of lessons plans that they are developing to teach these values. All staff members will be encouraged to use the School essential values' language correlating with Gurbani whenever possible. We are looking forward to making a great impact in our students' lives.



III. Gobind Sarvar School Policies and Procedures

Sri Guru Granth Sahib Ji's teachings teach us to respect all of humanity with respect and care. 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 others. Our school code of conduct will ensure that we maintain a structured, disciplined and nurturing environment guided by Sikh teachings and beliefs.

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 taught and 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, Darbar Sahib, others, personal property and the environment 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. Being punctual respects the learning of others and self. Students who are late in the morning must get a late slip from the office. Coming late 5 times consecutively will result in a meeting with the parents.
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. For medical appointments or other emergencies, a parent/guardian has to sign out the child, otherwise the child will not be permitted to leave school grounds.
7. All visitors or volunteers must proceed to the front office and sign in. When leaving the school please sign out.
8. No student may leave the school property without the permission of the parents and the school. The student must be signed out at the front office any time they leave the school other than regular dismissal.
9. Parents or guardians must provide the school with written documentation informing the school of any special arrangements or change in transportation.
10. While on school property, students must remain in areas designated by staff.
11. 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.
12. Please note that all the staff, students and volunteers are required and must wear head covering while on school premises or during school hours. This includes fields trips and outdoor activities.



13. Please be advised to send healthy and only vegetarian lunch or snacks to school. (No eggs, poultry, sea food, fish or any other animal products. This includes Gelatin products as well i.e. Welch's food snacks, marshmallows or gummies and so on.) However, dairy products are permitted.
14. School bus policy and safety rules must be followed by all students. Students must remain seated at all times and talk softly while riding the bus. Indiscipline on the bus may lead to suspension from bus service and the student may have to arrange his or her own ride.
15. Students should respect bus drivers by following the schedule and being ready on time. If a student does not follow the bus schedule and is not ready to board the bus, the driver may not wait. The parents will be required to provide a ride to the child.
16. 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 except on Bana/Casual days.
17. Students are expected at all times to respectfully comply with the directions of the administration and all staff members.
18. 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.
19. Gum chewing is not permitted on school property or while representing the school.
20. The possession or use of nicotine products or drugs is strictly forbidden on the school premises and during any school related activities.
21. For continuity in education, parents are discouraged to take children out of school for long periods of time. Children have winter, spring and summer vacations for this purpose. Any child that is away from the school for longer than 2 weeks past the vacation days, will be required to write an entrance exam before proceeding to the next grade. The results of the exam will determine if they can attend the next grade or not.
22. Students are discouraged from bringing any personal electronics on school property, Gobind Sarvar is not responsible for any loss or damage to these belongings.
23. No personal cell phone devices or personal electronics are permitted in classrooms. Upon finding any such items Teachers will have the right to hold them until end of the school day and or contact the student's parents.
24. Bullying in any way shape or form is prohibited.

Failure to comply with this code of conduct may result in one or more of following 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 Gobind Sarvar 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 detention, suspension or expulsion. Such action will always be taken in cooperation with the family and with the best interest of the student in mind. In case of serious incidents, 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
- 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



At Gobind Sarvar we believe in helping students to modify their behavior through:

1. Informal Talk

School staff will talk to the student and try to reach an agreement regarding what happened and how the student should behave.

2. Supervised Seva Duty

Under the supervision of parents or assistant teachers, certain number of minutes of seva will be assigned to the student.

3. Loss of Privileges

The student is denied the opportunity to participate in school activities.

4. Communication of Inappropriate Behavior to Parents

School staff will communicate the inappropriate behavior to the student's parents by email, phone in a meeting at the school. The goal will be to intervene and eliminate the behavior.

5. Parent Conference

A formal conference is held between the student/parent. During this conference, agreement is reached as to how the behavior will be corrected.

6. Suspension

Suspensions are made only when it is necessary to remove the student from class or school. In the event of a suspension, a formal letter will be sent to the parents and original signed copy will be placed in the student's cumulative file.

This year we will also be continuing the programs "Mind-UP" and the "Zones of Regulations". These programs are geared towards helping students gain skills in regulating their actions which in turn leads to increased control and problem solving abilities. We are also continuing the class called "Mere Bare" (About Me) and Mindfulness as an options class where students get to learn about connecting with their inner beings to become peaceful based on the teachings of Gurbani.

Food Policy

- We encourage all of our students to eat a healthy breakfast every morning.
- All lunches and snacks should be vegetarian and nutritional (Vegetarian includes dairy, but excludes poultry, seafood, eggs, gelatin, and any other animal products).
- No sugary or processed foods please, for example: candies, juice, chips, pop(soda).
- Please be mindful of food allergies. Parents will be notified of any known allergies in the school.
- All food brought in for class events, must follow food policy and be prepared hygienically.
- **Please note that we are a "Nut Aware" school. Depending on the severity of allergies and for the safety of our students, in certain classes nuts may not be allowed. Teachers will inform the parents if this becomes the case.**



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 confidential. Parents are encouraged to keep Gobind Sarvar 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 student.

Medications

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.

1. A teacher may administer or allow the administration of medication to a child only where:
 - a. the written consent of the child's parent has been obtained;
 - b. the medication is in the original labelled container; and
 - c. the medication is administered according to the labelled directions.
2. Where medication is administered to a child, the following information is recorded:
 - a. the name of the medication;
 - b. the time of administration;
 - c. the amount administered; and
 - d. the initials of the person who administered the medication.
3. Gobind Sarvar School will ensure that:
 - a. all medication is stored in a locked container that is accessible to children; and
 - b. medication that may be needed in an emergency is stored in a place that is inaccessible to children.

Emergency Procedures

If your child becomes 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. If you do not already have private insurance that covers ambulance costs, we highly recommend that you consider purchasing this type of coverage.



Illness Policy

In accordance to the City Health Guidelines, parents must keep their children home in the following situations:

- the child has an elevated temperature of over 101° F/40° C or greater;
- vomited within a 24-hour period;
- diarrhea (three consecutive loose bowels) within 24 hours;
- eyes/ears have any kind of discharge;
- bronchitis or pneumonia;
- visible rashes that have not been diagnosed by a physician;
- a severe cough, runny nose and/or congestion; and
- any communicable disease including: Impetigo, Coxsackie Virus, Fifth Disease, German Measles, Hepatitis A or B, Meningitis, Measles, Mumps, Pertussis (Whooping Cough), Ringworm, Scabies, Scarlet Fever, Strep Throat, Tuberculosis

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 as early as possible on each day of the student's absence or late arrivals. 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 Mr. Kamaldeep Bandesha prior to 7:00 am. Please leave a message, if no one is able to answer your call.

Extended Absence from School

25. Many of our families' express interest in travelling to India during the school year. We have designed our calendar with 2 holiday breaks throughout the year (winter, spring) hoping that families will use this time for their holiday. **Please keep in mind that it is very difficult for children to get caught up after an extended break therefore, any child that is away from the school for longer than 2 weeks past the school vacation days, will be required to write an entrance exam before proceeding to the next grade. The results of the exam will determine if they can attend the next grade or be retained.** Also, many families request that a large amount of homework be sent with their child. Teachers are not required to supply work for students while they are away. Students are responsible for catching up on missed curriculum and completing all missed work in a timely manner upon their return.



In cases of planned absences (3 or more consecutive school days), students are required to make arrangements through the administrative office to complete the Extended Leave Form in advance of the absence. Parents are responsible for obtaining all teachers' signatures and returning the signed form to the office prior to the absence.

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.

Classroom Books

Students will be using classroom library books as directed by the teacher. Students are expected to treat books with respect and care. In case of lost or damaged books, a book replacement cost will be charged.

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.

School Uniforms and Casual Days

All students are encouraged to be proud members of Gobind Sarvar 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 the school. Full uniform is required on the first day of school and for special occasions and field trips.



Fridays will be Bana day. On these days students will be able to wear traditional Sikh clothing

(Cholas/Suits etc.). On Sikh Historical Events, such as Vaisakhi, students will be allowed to wear Bana as well. Please look out for the monthly newsletters for more information.

Casual days will be on the last Friday of every month. On casual days students will be able to wear any clothes they wish (western or traditional Sikh clothing or uniform if desired).



Bussing

Gobind Sarvar 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. 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 Mr. Kamaldeep Bandesha prior to 7:00 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.

SECTION 1: RESPONSIBILITY OF THE PARENT(S) OR GUARDIAN

1. General

Parents will obviously play the key role in influencing their children in all aspects of safety, at home, at play, and going to and from school. This is particularly true of younger children.

2. Parents can promote school bus safety in the following ways:

- (a) Go over with and discuss with your children the contents of this booklet, particularly the responsibilities of the students.
- (b) Provide extra help and guidance during the first several weeks of school, especially for kindergarten, grade one and grade two students. The children must have a good understanding of the location of bus stops; behavior while waiting for buses, as well as on board; what to do when buses are late, etc. Safety is of utmost importance and should be emphasized by the parents.
- (c) Report any obvious and significant safety problems to the Director of Transportation giving specific details as to bus number, date, time, place, etc.
- (d) Remind children that even though all vehicles are required by law to stop when flashers are in operation on a school bus, vehicle drivers are sometimes negligent or careless and do not stop when they should, therefore, children should always proceed across the road with utmost caution.
- (e) Promote an awareness in other drivers that it is a traffic offence to pass IN EITHER DIRECTION a stopped school bus with its red lights flashing.



3. What parents should be aware of regarding school bus service:

- (a) Students should be at the bus stop at least 5 minutes before the normal pickup times.
- (b) Parents having problems concerning bus routes or pickup points should be referred to the Director of Transportation of the School Board.
- (c) Parents are responsible for students until they board the school bus and following unloading at their designated stop in the afternoon.
- (d) Parents will be responsible for willful damages to school buses caused by their children.
- (e) When the bus transportation privileges of a student are suspended, under the provisions of School Board policy, school attendance is still mandatory and the parents must make their own alternative arrangements. Transportation Assistance Allowance will not be paid in those circumstances.
- (f) Be aware of the Board Policy relating to general suspension of transportation services through emergencies, such as inclement weather.
- (g) Provide a written note or phone call to the driver, or contact dispatch to relay a message, if your child is to return home by any other route than normal or is not to ride the bus home at all.

SECTION II: RESPONSIBILITIES OF THE STUDENT

Students riding on the bus must remember they are responsible for their conduct to the bus driver and through him/her to the principal.

1. The driver is in full charge of the bus and his/her directions must be obeyed.
2. The driver will report any misconduct to the principal of the school concerned.
3. The driver may assign specific seats to students at any time.
4. While the bus is in motion, students must not extend parts of their bodies out of the windows, try to get on or off the bus, or move about within it. All students must be seated when the bus is moving.
5. Students must not throw paper or other material on the floor or out of the bus windows.
6. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
7. Scuffling, fighting, smoking, drinking alcoholic beverages, using drugs, and using obscene language on the bus are strictly prohibited.
8. Lunching on the bus is at the driver's discretion.
9. Students causing willful damage to the bus will be held fully accountable.
10. When leaving the bus, students must observe the bus driver's instructions. They should not cross the road without having a clear view in all directions.
11. In extreme cold or inclement weather, or under hazardous road conditions, students must be properly dressed. Parents must also arrange for alternate shelter and care if necessary.



12. Safety of students required to ride on school buses shall not be placed at risk by requiring operation of school buses, or other transportation, during extreme inclement weather or under hazardous road conditions. The responsibility for safety of children who are required to travel on school buses or other school-provided transportation is of necessity shared by the board, its staff, bus drivers and parents. School system staff and bus operators shall exercise their responsibilities in accordance with the guidelines approved by the Board.

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 Gobind Sarvar 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 about 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 doors at the rear of the school. Parents are requested to drop off their children at 7:50 am. There will be no staff supervision prior to 7:50 am.

The school day is completed when the bell rings at 3:10 pm. Students who are being picked up, will exit through the back doors at the back of the school. **Parents are asked to wait outside in front of the back door** and not in the class or in the hall outside the class. Please do not disrupt the classroom during dismissal time 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 Gobind Sarvar 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.



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
- Have the opportunity to learn from others who have expertise in a particular field
- Participate in hands-on experiential learning

Guidelines for Off Campus Excursions

- Students will be in uniform, unless otherwise stated
- Parent consent forms will be sent home at least 5 days prior to the excursion
- All consent forms must be signed and returned by the specified date
- Only a parent's or legal guardian's signature is acceptable

Extra-curricular Activities

Students will have many opportunities to be involved in extra-curricular activities. All students will have the chance to participate in optional classes once a week. Students will have the chance to choose from many different options offered by the teachers. Please read the monthly newsletters for information on upcoming activities. Optional classes will begin in October.

Special Celebrations and School Events

Sikh holy days are very much part of everything we do at Gobind Sarvar 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 Parkash divas of Sri Guru Nanak Dev Ji in November, the Parkash of Sri 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 Sikh celebrations, students will be familiarized with other Canadian holidays and events.

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 (goody bags) for the class they are more than welcome to do so. Please provide us with a one week notice if you are going to bring in treats for your child's class. Please be mindful of the students with allergies.

Staff Professional Development

Gobind Sarvar 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 promote continuous growth of staff members and enhance our ability to provide the best education possible for our students.



IV. School Fees

Gobind Sarvar School 2020-21 Fee Structure

Please refer to the below fee payment schedule. The fees can only be paid by **Pre-Auth Debit**. All fees are non-refundable and non-transferable. For any returned payments, NSF fee of \$50 will be charged. Please ensure the fees are paid on time. Otherwise the following late fees apply:

15 days late: \$50 30 days late: \$75 Beyond 30 days late: \$75+\$5 per additional day

Tuition Fee (2020-21)			
	@ Registration (Jan 2020)	Sept 15	Dec 15
1st Child	\$500	\$500	\$500
2nd Child	\$434	\$433	\$433
3rd Child	\$367	\$366	\$366

Tuition Fee

1 st child	\$1,500
2 nd child	\$1,300
3 rd child	\$1,100

Area Includes all NE within Stony Trail, Deerfoot Trail and Memorial Dr	Bus Fee (2020-21)	
	June 15	Nov 15
1st Child	\$577.50	\$577.50
2nd Child	\$472.50	\$472.50
3rd Child	\$367.50	\$367.50

Total Bus Fee

1 st child	\$1,100+GST
2 nd child	\$900+GST
3 rd Child	\$700+GST

	Activity/Supplies Fee
	June 15
KG to Grade 3	\$341.25 (\$325+GST)
Grade 4 to 6	\$420.00 (\$400+GST)
Grade 7 to 9	\$472.50 (\$450+GST)

**KG to Gr 3
Gr 4 to Gr 6
Gr 7 to Gr 9**

Activity Fee

Supplies

\$175	\$150
\$200	\$200
\$225	\$225



Activity Fee/School Supplies (field trips, day camps, presentations, swimming classes, planner and basic classroom supplies & art/craft, 1 yearbook per family)

Extra for Grades 4 – 6 (workbooks, Large Trifolds, option classes, overnight camping)

Extra for Grades 7-9 (workbooks, Large Trifolds, option classes, overnight camping & League games)

{Textbooks are not included and must be returned at the end of year to school}**

*******Uniform cost is extra. The package price will be approximately \$250.**

Withdrawals

If a student is not returning for the next school year, written notice of intent must be submitted to the office by March 2, 2020. 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 Gobind Sarvar School Calgary. When a student is suspended or expelled, fees will not be refunded by Gobind Sarvar School Calgary (this protects the school from financial loss resulting from unexpected withdrawals).



V. Communication

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.gobindsarvarcalgary.com

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 3:10 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.

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.

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.



Gobind Sarvar School Calgary Parent Advisory Committee (PAC)

This year, we will continue to have meetings with the Parent Advisory Committee. All parents will be invited to attend the meetings and special functions. Parents will be encouraged to give feedback or suggestions concerning any aspect of the school's operation or policies during the Parent Advisory Committee meetings. Please note that these 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 Gobind Sarvar School Calgary Board. These concerns should first be discussed with the teachers and/or principal; and then if appropriate brought to the attention of the 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 let the office know if you are interested in becoming a member of the Parent Advisory Committee.

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

Phone 403-460-4522

www.gobindsarvarcalgary.com



Gobind Sarvar School Calgary Calendar 2019-20

3710 Westwinds Dr, NE, Calgary, AB T3J 5H3

Phone: 403-460-4522 Fax: 403-474-4522

www.gobindsarvarcalgary.com

August 15-20	Professional Development Day Staff only
August 20	Meet the Teacher Day 12-3 pm
August 21	First day of School
September 2	Labor Day No School
September 20	Non-instruction Day (Staff only)
October 11	Professional Development Day Staff only
October 14	Thanksgiving Day No School
November 11	Remembrance Day-No School
November 15	Report Cards go home
November 21	Parent Teacher Conferences (3:30-6)
November 22	PTC-No School (8-12:30)
November 29	Professional Development Day Staff only
December 20	Last day of classes
January 6	Classes resume
January 24	Professional Development Day Staff only
February 13	Last day of classes
February 14	Teachers' Convention No School
February 17	Family Day No School
March 4	Classes resume
March 20	Report Cards go home
March 26	Parent Teacher Conferences (3:30-6)
March 27	PTC-Staff only (8-12:30)
April 10	Good Friday-No School
April 13	Birth of Khalsa Celebration No School
April 24	Professional Development Day Staff only
May 15	Professional Development Day Staff only
May 18	Victoria Day-No School
June 25	Report cards/Last day for students
June 26	Non-instruction-Last day of School

	No School/Statutory Holidays
	Holiday Breaks
	First and Last Day of Classes
	Professional Development Days
	Parent Teacher Conferences (PTC)
	Report Cards

