PARENT STUDENT HANDBOOK

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Philosophy

Fostering character building, nurturing scientific temperament and strengthening social bonds are our constant endeavors. It includes all the academic work, the revisions, homework, additional preparation etc. as well as the cultural aspect to ensure a balanced development of the personality of the child. We guide children to help them adjust to a tough, changing world, socially and emotionally. We help our students to master the expanding horizons of technology and to become the representatives of Punjabi ethos and culture.

Mission Statement

To ensure that children attending school will experience a learning environment that enables every child to feel safe, accepted and respected. Empower the children with a solid foundation of knowledge and life skills, to achieve the goals of today and face the challenges of tomorrow. To ignite students' rational thinking, clear vision, positive mind-set and integrated personality. To inculcate self-esteem and a sense of responsibility in our students; sensitizing their minds toward the needs of others. To make students, teachers, and parents partners in education for life.

Commitment

The school endeavor is to provide our students with:

- Opportunities and an environment to be lifelong learners
- Tools to promote critical thinking and problem-solving skills
- Skills needed to be productive and responsible citizens
- Values such as tolerance, truth, respect, and compassion
- An appreciation of our culture, heritage, and arts
- Ensure progressive holistic education
- Challenging opportunities in a widening variety of disciplines
- Making education an exciting experience
- Organize human development programs for teachers, parents, and students.

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Guru Angad Dev School Parent-Student Handbook

General School Policies

Admissions

Registration at Guru Angad Dev School is open first to children and families that are currently enrolled in the school. Admission is then open to children and families that will be attending G.A.D. for the first time.

All new students are required to complete an assessment in reading writing, and numeracy to help determine the child's learning needs. It is at the discretion of the principal for students to be admitted to school part way through the school year.

Refund Procedures

Refunds will be issued only in accordance with the Guru Angad Dev School's refund policy (full policy available on school website).

Cash payments will be refunded by cheque made payable to the parent or guardian of the student. All other refunds will be made to the original form of payment unless otherwise approved by the principal.

Families requesting to withdraw from the program and to receive a refund of their tuition must do so in writing by the 10th of the month.

Hours

Student Hours:
8:00 am - 2:40 pm

Hours of Operation:
7:30 am to 4:00 pm (Monday to Friday)

School Closure

From time-to-time classes may be cancelled temporarily for any number of reasons. For example, schools may be closed due to power outages, failure of heating equipment, disruption of water services, inclement weather, or other emergency situations. When the weather is too harsh for students to be outside (rain, snow, extremely cold), children will stay inside the school building. Please listen to the following radio stations for school closure information: CKNW (980 AM), and other ethnic radio stations.

Attendance, Absences, and Lates

Regular attendance is required for good achievement in school, and it also helps children develop a sense of responsibility. Students should arrive each day before classes begin, so they can be well prepared for the day. If a student is not in their classroom by 8:10 am they are marked late. Late students are to report to the office for a late slip before going to class. In cases where a student shows a continued pattern of being late, the principal, teacher and parent will meet to discuss that matter and attempt to resolve the problem.

When students are absent, their parents should inform the school office by 8:40 a.m. A signed note of explanation to the teacher or school secretary should be sent with the child when they return. If parents have advance notice of upcoming absences, contact the teachers so that appropriate plans can be made.

Attendance – Extended Absences

Consistent attendance is essential to your child's academic success. Extended absences during the school year affect student performance. Since the concepts and skills covered during instructional time build foundational understanding for future studies, an extended absence does impact your child's ability to meet curriculum expectations. At the same time, experiences with family outside the classroom are opportunities for learning.

Parents are asked to carefully consider planning extended vacations during the school year. In the event of any extended absence, other than illness, parents should communicate the nature and duration of the absence to the teacher and school office at least two weeks prior to the start of the absence and fill out and return the Extended Leave Form. Upon request, teachers will provide an outline of work and learning materials that will be covered during an extended absence. All tuition fees are payable during extended absences.

Students may be absent for a maximum of 30 school days during the academic year. **Absences exceeding 30 days must be supported by appropriate medical documentation or approved due to unavoidable circumstances with prior notice.** Any absences beyond the 30-day limit that are not supported by medical documentation may be considered unexcused and may require a meeting with the Principal or Vice Principal.

Parents and students are responsible for ensuring that all missed assignments, coursework, and assessments are completed during the period of absence. The school is not responsible for providing alternative programming or guaranteeing that missed instruction can be fully recovered.

The school reserves the right to review cases of excessive absenteeism on an individual basis, taking into consideration the circumstances and the student's academic progress. Extended unexcused absences exceeding one month may affect a student's eligibility for re-enrollment for the following school year.

Uniform Dress Code Policy

Parents are requested to pay particular attention to the requirements of the Dress Code when dressing their child for school. It is not only important in terms of what students wear, but how they wear it. The purpose of a dress code is to encourage students to always be neat and clean, to foster in them a sense of community and to create an atmosphere of respectful behaviour and serious study. Parents are asked to ensure uniforms are clean, neat, and in good condition - holes in pants and tattered sweaters will not be permitted.

<table>
<tr><th colspan="2">DRESS CODE REQUIREMENTS</th></tr>
<tr><th>KINDERGARTEN to GRADE 7</th><th>HIGH SCHOOL - GRADES 8 to 11</th></tr>
<tr><td>WHITE DRESS SHIRT (long or short sleeve)
worn with MAROON check school TIE</td><td>WHITE DRESS SHIRT (long or short sleeve)
worn with BLUE check school TIE</td></tr>
<tr><td>MAROON school SWEATER with school logo
(full or vest style)</td><td>BLUE school SWEATER with school logo
(full or vest style)</td></tr>
<tr><td colspan="2">GREY DRESS PANTS ONLY

<u>NO</u> jeans, leggings, jeggings, yoga pants, joggers, tights</td></tr>
<tr><td colspan="2">OPTIONAL FOR GIRLS: Grey knee length skirt with knee length grey socks or stockings</td></tr>
<tr><td colspan="2">GREY or BLACK SOCKS ONLY - <u>NO</u> colored/patterned socks</td></tr>
<tr><td colspan="2">BLACK DRESS SHOES or ALL BLACK RUNNERS

*Black shoes with white rims, logos, stripes <u>NOT ACCEPTABLE</u></td></tr>
<tr><td colspan="2">BLAZER WITH SCHOOL MONOGRAM

• School blazer to be worn for all assemblies/school functions and can be kept at school
• Outdoor coats/jackets must be removed in the school building and worn only for outside play</td></tr>
<tr><td colspan="2">P.E. UNIFORM (Grades 6 to 11)

• Grey GAD t-shirt, shorts/sweatpants, GAD grey sweatshirt (optional), and appropriate running shoes (can be kept in the classroom for outside play and gym).
• Strong smelling deodorants and perfumes are not allowed.</td></tr>
<tr><td colspan="2">GROOMING REQUIREMENTS FOR GIRLS: Hair clean and well-groomed and pulled back with a hairband or tied back (plaited or open ponytail). Jewelry is not encouraged. Earrings, while permitted, must be either a stud or a single small hoop. <u>Absolutely no nail polish or fake nails</u>

GROOMING REQUIREMENTS FOR BOYS: Hair clean and well-groomed. If a student covers their head, a maroon patka is required. Jewelry is not encouraged.</td></tr>
</table>

Violations of Dress Code Policy

Success of the *Dress Code Policy* depends upon the cooperation of the entire Guru Angad Dev School Community – Parents, Students, Staff, and Administration.

- If a student comes to class or is in the hallways and common areas out of Dress Code, teachers will make every effort to ensure the student is compliant with the code (i.e.: remove outer garments, tuck in shirt, draw tie to the neck).
- A student may not be in class out of uniform without a note from the parent, homeroom teacher or an administrator.

Consequences of Dress Code Policy

If a student remains non-compliant (i.e.: no tie, running shoes) and/or there are repeated breaches of the *Dress Code Policy*, the following actions, consistent with our practice of *Progressive Discipline* will be taken:

- **1st Offence** – Verbal and written warning to the student
- **2nd Offence** – Note home to the parents
- **3rd Offence** – If the student is repeatedly out of school uniform (ie: missing a tie, sweater etc.) and communication with parents has taken place a maximum of 3 times without compliance, the student will be given the missing item(s) and the parents will be charged.

Communication with the Home

Effective communication is essential between home and school. We encourage regular communication between teachers and parents. All teachers will develop a plan of communication for the families in their classrooms. As a school, communication opportunities are provided through monthly newsletters, report cards, parent-teacher conferences and notes sent home.

Newsletters, Agenda, & Reports

A newsletter is posted on the school website and emailed to parents at the beginning of each month to inform parents about the events occurring at the school. Classroom teachers also regularly communicate with parents and apprise them of learning, upcoming events and ways to support learning at home. Communication between parents and teachers can take place through notes in the agenda, email, Class Dojo or Teams. Parents must take a few minutes to read newsletters and check the agenda of their child every day.

Contact Information

Parents are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students.

Classroom Celebrations

During the school year, holidays and special days are marked and observed by our school with various types of activities. It is occasionally desirable to change the pace of daily classroom activity to include celebration functions which highlight the importance of holidays and special days such as:

Gurpurbs & other Sikh religious festivals
Vaisakhi
Thanksgiving Day
Halloween
Remembrance Day
Christmas
Easter

Damaged or Destroyed Property

We expect our students to treat all school property, including school supplies, equipment, and facilities, with respect. If any property is damaged or destroyed because of deliberate misuse or carelessness, it must be reported immediately to a teacher, and the student's family will be responsible for replacement or repair of the item.

Field Trips

Field trips are an integral part of classroom instruction and are a valuable part of the learning experience. Prior to any trip, parents will be notified regarding place, date, time and what the child will need in preparation for the trip. Volunteers for trips will be handled by the classroom teacher.

Lost and Found

Property should be marked with student's name for identification. Use permanent marking pens. Unmarked items found (clothing, lunch kits, and backpacks) are put in the "Lost and Found" box in the office. Keys, money, glasses and/or other valuables are kept in the office. Students should check with the secretary about these types of items. Lost articles not claimed within a reasonable time will be given to charitable organizations.

Parent Support Group (PSG)

All parents and guardians are welcome to join the Parent Support Group (PSG). PSG members help to organize fundraisers, such as Spirit Days, for school initiatives and to promote school spirit. They also help to support and give input on school related issues. PSG meetings will be held each month, and all parents are welcome to attend and share their ideas.

Personal Information Privacy Policy

Safeguarding personal information of parents and students is a fundamental concern of Guru Angad Dev School. The school is committed to meeting the privacy standards established by British Columba's Personal Information Protection Act (PIPA) and any other applicable legislation. The policies and practices of Guru Angad Dev School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely and is outlined in our privacy policy. The school Privacy Officer is our principal, Mr. Manjit Singh Aulakh. A copy of the Personal Information Privacy Policy of Guru Angad Dev School is available on the school website.

Personal Items from Home

As a general guideline, items from home such as toys or collections should not be brought to school. Any personal items students bring are brought at their own risk. The items will be held for safe storage by a teacher or principal until the end of the day.

Procedural Fairness and Appeal Process

As a school, we uphold every person's right to fair and unbiased treatment, and we expect all concerns to be addressed appropriately and respectfully.

In all situations, we uphold the following principles of procedural fairness:

1. You have a right to be informed about decisions being considered that directly affect you.
2. You will be given a reasonable opportunity to make oral or written submissions to the decision-makers on the matter being considered.
3. You have a right to be informed of and be given the opportunity to respond to all information submitted which might influence a decision, prior to that decision being made.
4. You have a right to be informed of decisions made.
5. You have a right to receive a fair and unbiased hearing.

In cases where students or parents disagree with a decision made by the school, the following process is to be followed:

1. Express your concerns to the person most closely involved in the situation.
2. If this does not resolve the situation, inform the principal of your concern. The principal will then meet with you and those directly involved to work toward resolution. The principal will provide a written summary of the situation, decisions made, and steps taken.
3. In more serious matters, (e.g. including suspensions or expulsions from school or to an important facet of the student's education program) a parent may appeal a decision made by the principal, in writing, to the School Board.
4. The appeal of an original decision by the principal will include the following protocols to ensure fairness and impartiality based upon the evidence presented.

a) an individual or individuals selected to hear an appeal will declare any conflicts that may present a bias or the appearance of a bias in reviewing the specific situation or decision.
b) reasonable notice of the original decision by the principal should be given and a written rationale that clearly sets out the circumstances and reasons for the decision.
c) an opportunity will be given for the students and his/her parents to prepare a response
d) an appeal hearing at which the student and or parents have an opportunity to present an oral or written response outlining the rationale for their appeal of the original decision.
e) the opportunity to hear from other witnesses or those individuals involved in the initial incident or situation.
f) a decision related to the appeal within 7 days of the original decision.

Reporting & Disclosure of Child Abuse and Neglect

Guru Angad Dev School staff members are required by law to report child abuse and neglect. The Child, Family and Community Service Act requires that anyone who has reason to believe that a child has been or is likely to be abused or neglected must report suspected abuse or neglect to the Ministry of Children and Family Development (MCFD) and the Appointed School Official (ASO), Principal Manjit Aulakh, or the Alternate Appointed School Officials (AASO), Vice Principals, Kalpna Mangat and Nicole Arondus.

The principal shall be responsible for the implementation of the Child Abuse Policy and Procedures and for organizing instruction and orientation of the information contained therein to all staff members at the beginning of each new school year. He may review with all school personnel the "BC Handbook for Action on Child Abuse and Neglect" (BC Ministry of Children and Family Development). The school will protect personal information regarding child abuse, neglect or violence against improper or unauthorized disclosure and use.

Role of Parents

A cooperative relationship between home and school is essential to each student's successful development and achievement. Therefore, in a school setting, parents play a critical role in supporting both their children and the school community. To achieve this wholesome relationship, parents are encouraged to:

1. Communication with Teachers and Staff

- **Stay informed**: Parents are expected to maintain open lines of communication with teachers, principals, and staff, whether through emails, parent-teacher conferences, or school events.
- **Active participation**: Parents should be proactive in seeking updates on their child's academic progress, behavior, and any potential issues that may arise.
- **Respond to requests**: When teachers or administrators reach out to parents for input or to discuss a concern, it's important for parents to respond in a timely manner.

2. Supportive Role in Child's Learning

- **Encourage academic growth**: Parents should help create a conducive learning environment at home, provide resources, and encourage their child's efforts.
- **Promote good habits**: Encourage good study habits, time management, and self-discipline in their child. Insist on prompt and regular attendance. Encourage your child to take pride in his/her appearance and to dress appropriately for school.
- **Help with homework**: While parents should not do the work for their children, providing guidance, checking homework, and encouraging completion is vital. Provide a time and place conducive for study and completion of homework assignments, and to encourage your child to take pride in their schoolwork.

3. Respect for School Policies

- **Adhere to school rules**: Parents should follow and support the policies set by the school, including attendance, discipline, dress code, and safety regulations.
- **Adhere to school policies:** Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.
- **Be involved in school activities**: Parents are encouraged to participate in school events, parent-teacher associations, fundraisers, and other school-wide initiatives.
- **Support school initiatives**: Parents should support the school's efforts to enhance the learning environment and engage in its development, whether that's through volunteering or contributing to school projects.

4. Positive Role Modeling

- **Respect for the school community**: Parents should model respectful behavior by interacting positively with teachers, staff, other parents, and students.
- **Promote inclusion and diversity**: Parents should encourage their children to respect diversity and be inclusive, ensuring a welcoming environment for everyone.

5. Encourage Social and Emotional Growth

- **Provide emotional support**: Parents are expected to support their children emotionally, helping them navigate challenges they might face at school, both academically and socially. Help their child learn to deal effectively with both positive and negative peer pressure.
- **Teach respect and responsibility**: Parents should reinforce the importance of treating others with kindness, empathy, and respect. Teach their child self-respect, respect for school rules, and respect for others and public property.

6. Addressing Concerns Constructively

- **Resolve conflicts respectfully**: When disagreements or issues arise, parents should approach school staff in a calm and constructive manner, working towards solutions without escalating conflicts. Cooperate with the school by listening to views and observations of all parties concerned.
- **Supportive of the school's discipline approach**: If a child faces disciplinary actions, parents should engage in a collaborative dialogue with the school to understand the situation and reinforce the importance of behavior expectations.

7. Maintain a Positive Attitude Towards Education

- **Show enthusiasm for learning**: Parents should show interest and excitement about their child's education by attending school events, celebrating milestones, and encouraging academic and personal growth.
- **Support educational opportunities**: Parents can provide resources and opportunities that support their child's learning beyond the classroom, such as extracurricular activities, tutoring, or enriching experiences.

These behaviors help foster a strong partnership between parents and the school, ultimately benefiting the child's educational experience.

Student Records

To ensure the confidentiality of information contained in student records, any disclosure or information related to student records will only be made to parents and guardians, unless written permission is otherwise granted by parents or legal guardians. Parents may request to see their child's permanent record at any time. Access to student records will only be granted, upon assurance of confidentiality with parental permission to: professionals who are planning for or delivering education, health, social or other support series to that student or when ordered by a court of law. Transfer of any confidential information will only occur after a written date and signed parental/guardian consent has been obtained.

School Safety Policies

Anti-Discrimination Policy

The safety and well-being of children in Guru Angad Dev School is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, Guru Angad Dev School will endeavor to ensure that children attending their school will experience a learning environment that enables every child to feel safe, accepted and respected. To help accomplish this goal we will specifically use several guidelines to build a school community.

Policy Guidelines

There are many strategies and activities that will be employed within the school to enable students to feel safe, accepted and respected. The school fully acknowledges that some freedom of judgment will be placed on the part of the staff to address specific issues depending on the context. The following is a list of strategies that the school staff can use to help facilitate a safe, orderly and caring school.

- Engage students in the decision-making process of policies and activities that build community.
- Engage parents in the educational program and school life of their children
- Encourage parents to share their expectations
- Promote open communication among administrators, teachers, staff, students, families and communities
- Be proactive in connecting with students that are experiencing academic or social issues
- Communicate expectations, values and norms that support positive health and academic behavior in the school community
- Acknowledge students by name
- Be visible within the school during class transitions, breaks, before/after school
- Find ways to acknowledge students for their contributions in the school community, including those where improvement comes only in small increments.

Bullying (ZERO TOLERANCE)

Our school has zero tolerance towards bullying. Our aim is to ensure that children in this school learn in a supportive, caring and safe environment without fear of being bullied. Parents are advised to report any incident of bullying to the class teacher, Vice-Principal or Principal.

Zero Tolerance Guidelines:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and/or an adult at home.

Student Safety

As part of the provincial ERASE (Expect Respect and a Safe Education) strategy, Mr. Manjit Aulakh (Principal), Kalpna Mangat (Vice-Principal K-5), and Nicole Arondus (Vice Principal 6-11), are the **Safe School Coordinators** to help maintain a safe, caring, and inclusive school environment.

Students or parents can submit a confidential report online anonymously on erase|Report It

It is the responsibility of the Safe School Coordinators to receive and act on student safety reports. The key responsibilities include reviewing reports, responding to incidents and leading threat assessments.

Student Code of Conduct

Guiding Principles

The School aims at the following principles to create a strong school community that is safe, caring and orderly. To this effect Guru Angad Dev School expects that students will behave as responsible citizens and follow the following guidelines:

- Respecting other students, teachers and staff as well as the school property
- Use of appropriate language
- No vandalism of property
- Practice good citizenship
- Using good common sense
- Acting in a manner that will give good credit to the school name

Policy

Guru Angad Dev School is committed to providing safe and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship. Guru Angad Dev School promotes a school community that incorporates clearly defined behavioral expectations that are representative of the highest standards of respectful and responsible citizenship. To this end the school expects that all students will adhere to the code of conduct to help promote a community that enables every person to feel safe, accepted and respected.

It is expected that students will adhere to the following:

- Come prepared and in time to school every day
- Respect other students, teachers and staff as well as the school property
- Show respect for and follow the requests and directions of teachers and supervisors
- Use of appropriate language
- No vandalism of property
- Respect other students. Verbal threats, sexual harassment or physical assault of another person is unacceptable and has severe disciplinary consequences
- Practice good citizenship
- Have a hall pass to be out of the class
- No running in the hallways
- Adherence to the school uniform dress code is required during the school hours and when representing the school. Students are expected to wear the school uniform at all times on school property and on school buses
- Refrain from the use of personal electronics while on school property
- No cheating on any assignment

Furthermore, students at Guru Angad Dev School are expected to demonstrate a commitment to learning by coming to school prepared to learn and by contributing to a positive, orderly, and peaceful environment. Students are also expected to respect and honour the rights and dignity of others and themselves.

Students are expected to help make the school a safe place by telling an adult such as a teacher, supervisor or principal about any dangers they have noticed in or around the school. Students are also encouraged and expected to inform teachers, supervisors or principals about any incidents of bullying or harassment they have encountered.

At all times Guru Angad Dev School expects students to act in a manner that gives credit to the school by exhibiting exceptional behavior. The following forms of unacceptable conduct are not permitted in the school.

Unacceptable Conduct can consist of but is <u>not limited</u> to the following:

- Rudeness, swearing, defiance
- Bullying, harassment, intimidation
- Creating unsafe conditions
- Physical violence against other students or staff
- Retribution against a person that has reported incidents
- Theft, damage to property
- throwing objects
- Disrupting the learning of others

Discipline Policy

Our approach to student discipline is grounded in reflection and restoration, emphasizing personal growth, accountability, and the repair of relationships. Rather than focusing solely on punitive measures, we guide students to reflect on their actions, understand the impact on others, and take meaningful steps toward making amends. This process fosters a sense of responsibility and empathy, while also promoting a positive and respectful school culture. Through restorative conversations, mediation, and collaborative problem-solving, we aim to support students in learning from their mistakes and reintegrating into the school community with dignity and renewed purpose.

The consequences for unacceptable behavior will be applied in a fair manner with respect for individual rights and responsibilities. It may vary according to student's age, maturity, or intellectual, physical, sensory, emotional, or behavioral needs and these will be considered a factor when providing consequences or learning opportunities for students to learn from their mistakes and make appropriate decisions and demonstrate appropriate behavior.

The following options for maintaining student discipline can be enforced at the discretion of school staff with regards to age of the student, severity, frequency, and context of the infraction.

- Student conference
- Time out /removal from classroom
- Reflection time
- Behaviour reports
- Parents may be informed through a phone call, note, e-mail, meeting
- In school suspension (the parents are notified)
- Out of school suspension
- Confiscation of any electronic devices used without permission
- Consultation with an external service such as counsellor, police, social services
- Expulsion

Behaviour infractions will be documented either through anecdotal references made by school staff or official reports, whether these records are made is at the discretion of school staff regarding the severity, context and frequency of infraction(s).

It is understood that students will also abide by daily operational procedures at Guru Angad Dev School including but not limited to the following:

- GAD does not tolerate any form of bullying, harassment, intimidation or violence
- Students are expected to arrive at school on time before the start of first period at 8:10 am
- If late report to the office to receive a late slip
- Obey rules on all school buses
- Students are to remain on campus from arrival time to dismissal
- Visitors to the school must arrive at the office and sign in.

- Students are to respect all people and to immediately report any bullying or harassment they witness to their teacher, supervisor, or principal
- Personal electronics are not permitted on school property
- Respect all property
- Bus schedule must be followed, and students are to report to buses on time ready to leave

Infractions of the above protocols will also be decided on a case-by-case basis with respect to student age, severity of incident, context and appropriate discipline action will be implemented.

School Bus Rules and Regulations

Classroom conduct is to be observed by the students while riding on the bus, except for ordinary conversation. At no time shall there be excessive noise or yelling. If such a condition arises, the driver has been instructed to stop the bus until it is quiet enough for safe conditions. Students behaving improperly on a bus can be suspended from riding the bus for a specified period of time. The following additional **regulations for bus passengers** are to be observed on the buses at all times:

- Drivers are in charge of the passengers and the bus.
- Students must be on time, as the bus cannot wait beyond its regular schedule.
- The driver may assign seats if he/she desires.
- Students should never stand in the roadway while waiting for the bus
- Pupils who must cross the road after leaving the bus or board the bus shall cross in front of the bus and only upon the signal given by the driver. Students must observe a 10 feet clearance in front of the bus.
- Students are to remain seated while the bus is moving.
- Pupils must not try to get on or off the bus or move around inside the bus while the bus is in motion.

- Food, Soda pop, or other bottled items are not to be consumed aboard buses.
- Wastepaper is to be deposited in a box provided by the driver.
- Unnecessary conversation with the driver is prohibited.
- Students must not extend their arms, head or any object out of the bus windows at any time.
- Students must observe the directions of the drivers/supervisors when exiting the bus.
- Any damage to the bus must be reported to the driver.

Bus Driver Expectations

- Follow the driver's instructions promptly.
- Stay seated and face the front of the bus.
- Show respect for everyone on the bus.
- Improper language or gestures will not be tolerated.

- Keep hands, feet, and belongings to yourself and inside the bus at all times.
- Eating and drinking are not allowed on the bus.
- Fighting, causing property damage, disobeying the driver or not obeying any of the. above rules are causes for suspension from bus riding privileges.

Prior to riding the bus, a **contract will need to be signed** by both students and parents, which acknowledges that you have read the contract and comply with the rules. Any violation after the contract is signed may result in the denial of school bus privileges. Two warnings will be given to correct the behaviour, however **if the inappropriate behaviour continues then the following disciplinary protocols will be implemented.**

- **1st Notice – Verbal Warning**
  The student will receive a verbal warning and be reminded of bus safety rules. The student may be assigned a seat near the front of the bus, and parents will be contacted.

- **2nd Notice – Written Warning**
  A written warning will be issued if misconduct continues. Parents will be contacted, the incident will be reported to the school office, and the student will meet with a school administrator.

- **3rd Notice – Bus Suspension**
  Bus privileges will be suspended for a number of days depending on the nature and severity of the incident.

- **4th Notice – Administrative Action**
  If concerns persist after previous warnings, parents will be required to meet with school administration. **Bus privileges** may be **revoked**, and additional school disciplinary action may be taken.

***Please note** that serious incidents that compromise student or driver safety may result in immediate suspension or revocation of bus privileges and may bypass the steps outlined above.* Examples of serious misconduct include; chronic disruptive behavior and disorderly conduct; fighting and assault (physical/verbal) on other students.

Emergency Procedures (Fire Drills and Earthquake & Crises)

We have proper safety procedures for an Earthquake, Fire and Lockdown emergency. Periodic earthquakes, fire, and lockdown drills are required to ensure that students know what to do in these emergency situations. In case of other crises and major emergencies, the school follows a detailed protocol as outlined in the school's Emergency Preparedness Plan. No student will be dismissed from school unless a parent or the designated individual listed on the student emergency release form signs for him/her to be released.

Illness

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS THE FOLLOWING SYMPTOMS:

- Temperature is greater than 100 degrees
- Diarrhea, nausea or vomiting the night before or the morning prior to school
- Has been diagnosed with strep throat, pink eye, or other contagious conditions
- Has been prescribed an antibiotic but has taken the medicine for less than 24 hours
- Did not sleep well the night prior to school due to a "bad cough," extremely runny nose or nasal stuffiness

Injury at School

Children can frequently receive minor cuts and bruises while playing in the gym or the playground. If a student has been injured, he/she or another student should report the accident immediately to a teacher or supervisor. Minor injuries will be looked after in the school nurse room. At lunch, the supervisors assist with this process. If a student becomes ill, he/she will be made to lie down in the nurse room until he/she feels better or the parent arrives.

In case of any serious accident, or a serious injury to the head, 911 will be called immediately. Meanwhile, the First Aid attendant and/or principal will be contacted immediately and parents notified. Again, parents must keep emergency contact information up to date with the school office.

Medical Alerts

Children with conditions (such as allergies, seizures, diabetes, and severe asthma) will be identified on their permanent school record. Conditions should be identified on the child's initial registration, and a medical alert planning form must be completed for school files.

Medications

The school has students' medical information provided by the parents at the time of registration. Medical treatment is the responsibility of the parent and the family physician. Medications are rarely given at school. The parent is urged to work with the physician to plan a medication schedule for non-school hours. If it is an absolute necessity that medication be given at school, we must have a signed release from the parents for the school to assist in administering medication. If a child brings in medication from home, it must be in a secure container with the student's name and expiry date clearly marked on it.

Parking and Drop Off

We seek your cooperation in creating a safe parking lot by observing the parking lot safety rules such as:

- Not to stop in the middle of the road and drop off/pick up your child(ren) as it may block the traffic flow.
- The backlog in traffic will cause inconvenience to others
- Do not stop and leave the car unattended in the drive through lane
- Pull into a vacant parking stall for drop off/pick up

Student Release During the School Day

Any student who leaves school during the school day must be signed out by a parent/guardian in the elementary office. Students entering school while school is in session will be signed in by a parent/guardian in the elementary office. Once on school grounds, students are expected to remain at school until dismissal time, unless signed out by the parent.

Reasonable efforts are made to ensure that students are released only to appropriate people. If you have specific concerns regarding access to your child, please contact the elementary principal. Parents/guardians are to enter the school building only through the front door. Please check in at the office and the secretary will call for your child to be brought to you. Please do not go to your child's classroom and disrupt instruction.

Classroom Visitation

Parents and other interested visitors are welcome in our school throughout the year and attend our various activities. To ensure safety of students and staff all visitors need to report to the office and sign-in and sign-out upon leaving. Students may not bring visitors to school unless otherwise permitted.

Criminal Record Checks

All staff members, including substitute teachers, and volunteers who work with children must undergo a criminal record check. Forms are available in the office and must be completed prior to a parent volunteering in the classroom or on a field trip.

Volunteers

Anyone wishing to volunteer in the school must complete a criminal background check before helping in the classroom. The required forms are available in the office. Those who volunteer to work in the school also must adhere to the Volunteer Guidelines and follow a pre-arranged schedule.

Academic Policies

Reporting Student Progress

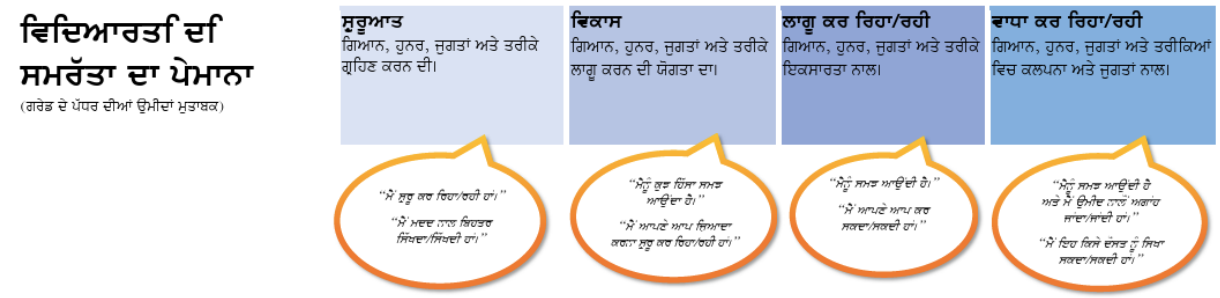
Guru Angad Dev School follows a two term-model to allow for more meaningful instructional time, improved coverage of the curriculum, and more effective assessment of student learning.

Parents are kept informed of their child's academic progress and behavior throughout the school year through a variety of reporting methods. These include:

- **October:** Self-Assessment of Core Competency skills & Student-Led Conference
- **December:** Parent-Teacher Conference
- **January:** Term 1 Report Card
- **Mid-April:** Interim Learning Update, followed by a Parent-Teacher Conference
- **June:** Term 2 (Final) Report Card and a final Self-Assessment of Core Competency skills

Student reporting in **Grades 8 to 11** will follow the percentage and letter grading system to communicate students' learning in all areas.

Student reporting in **Grades Kindergarten to 7** will follow the Provincial Proficiency Scale to communicate students' learning in all areas. The proficiency scale indicator is paired with strengths-based descriptive feedback, explaining where the student is in their learning, and areas for future growth.





Parent-Teacher Conferences

In conjunction with report cards, parents will have an opportunity to meet with their children's teachers and discuss their progress. The teacher will contact you whenever they have a concern or recommendation regarding your child. There will also be a student led conference where your child(ren) will have the opportunity to discuss their academic and personal progress and growth.

Class Placements

Class placements are carefully developed through a thoughtful and collaborative process. School staff consider a variety of factors, including academic needs, learning styles, social dynamics, and behavioural considerations, to create balanced and supportive learning environments for all students.

Once class lists have been finalized, requests for section changes or teacher preferences cannot be accommodated. An important part of a child's growth is learning to build new friendships, work with different peers, and adapt to new environments. These experiences help foster resilience, independence, and valuable social skills that contribute to their overall development.

Curriculum

We offer an exceptional academic curriculum – Language Arts, Math, Science, Social Studies, Physical and Health Education, Arts, and Career Education (which meets the standards of the B.C. Curriculum) coupled with an integrated program that includes teaching of:

- Punjabi
    - Gurmukhi script
    - Sikh Religion and History
    - Punjabi Culture
- Kirtan
- Tabla
- Giddha
- Robotics
- Sports – soccer, basketball, volleyball and field hockey (extracurricular)
- French – introduced from Grade 3
- Seva – Community Service (City of Surrey Park Cleanup)

Homework

Guru Angad Dev School students will receive homework daily – Monday through Friday. Good homework assignments, completed successfully, can help children develop good study habits and attitudes. Minimum time allocations are:

Grade	Time
Kindergarten	15 minutes
1-3	30 minutes
4-7	40 minutes
8-11	50 minutes

Students should maintain homework notebooks/folders. Students are expected to complete all homework assignments carefully and accurately and turn them in by the due date. They should make necessary corrections on the returned homework and share with their parents the teacher's evaluation of homework assignments. They should seek help as needed from parents and teachers. Parents should provide a space and a quiet time for their child to complete the homework each night. They should monitor that the homework is being done and review the corrected homework returned by the teacher. If a child does not return his/her homework a note will be sent home in the student's planner or on Class Dojo/Teams.

Provincial Testing-Foundational Skills Assessment

As part of the Ministry of Education province wide assessment, Grade 4 and 7students at Guru Angad Dev School participate in the Foundational Skills Assessment. This assessment provides the school and community with a snapshot of student learning. The assessment takes place annually in the first term of school.

Physical Education – Excused

If parents or the family doctor desire children to be excused from physical education, daily physical activity or outdoor recess, a note of explanation in the agenda is required. Without a note or communication from parents, students will be expected to participate in the normal daily activities.