



GOBIND SARVAR SCHOOL

Guru Nanak Gate Campus

8730, 45 St. N.E
Calgary, Alberta T2J 2J1
Phone: 403-254-3230

Email:GuruNanakGateCampus@gobindsarvarcalgary.com

Gobind Sarvar School

Guru Nanak Gate Campus

Student Code of Conduct and Expectations Policy

Dear Parents/Guardians,

We would like to take this opportunity to share very important information regarding student code of conduct/ the discipline that is expected from students at school and on the bus. Your child is made aware of the expected behavior from time to time during the morning assemblies and by the teachers. We have now decided to share it with parents so that you are fully aware of the disciplinary action that can be taken against your child if they choose to violate the school rules. In addition to the student code of conduct, you will also find enclosed the document that emphasizes the responsibilities of a parent. As per the request of parents we have decided to share the student code of conduct, so that the whole school community can work together for the betterment of our students.

Gobind Sarvar School works on a daily basis to regulate student conduct and promotes self-discipline of student behavior

.Many approaches are taken at school to promote self-discipline and to equip students with the tools they can use when facing conflicts/problems:

- **STOP-THINK-ACT** – students are encouraged to use this strategy throughout the day.
- **Zones of regulations** – helping students gain skills in consciously regulating their actions.
- **Brain Breaks** – At Gobind Sarvar, we believe in giving students frequent brain breaks to reset their energy level to improve their ability to focus, retain more and stay on task.
- **Core Values** – We teach 8 core values of Sikhism throughout the year and students are encouraged to not only know but implement these values in their lives, words and actions.
- **Morning Assemblies** – A practical approach to connecting to your inner being. Morning assemblies are carefully designed to teach students valuable lessons based on Guru Sahib's teachings.
- **Mindfulness** - An introspective approach to better understanding yourself and others. Deep breathing and guided meditation are held in classes to reduce anxiety and stress.
- **Age appropriate Bullying workshops** are held every year to equip students with strategies they can rely on to tackle bullying.

Self Regulations Universal sessions are held by the Renfrew Team of Therapists to provide students with the education and the tools for self regulations and positive discipline.

Targeted Sessions are also held for students by the Occupational therapists who can benefit from the individual/group targeted sessions to improve their behavior in class.



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Code of Conduct: Rules for students are indicated below:

1. Be kind to others, treat everybody with respect.
2. Students must follow the **school dress code** while on school property or school sponsored events including field trips, uniform includes a head covering.
3. Students should report to school on time.
4. Students who are late in the morning must get a late slip from the office. **If a student comes late to school two times in a week, the third time parents will be called to pick up the student** especially if there are no genuine reasons provided by the parents for the child to be late on a regular basis. Regular tardiness will result in a meeting with the parents and other consequences may follow.
5. 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.
6. **No student may leave the school property** unless this has been approved by a teacher or parent. The student must be signed out at the front office.
7. **Parents are asked to phone the school each morning if their child is absent, to inform the school of the reason.** The school secretary will call parents to report any unexcused absences. The school may request a doctor's note for any extended absences.
8. **Only vegetarian lunch and snacks are allowed.** Students are to bring their lunch and snacks from home. Dairy products are permitted but seafood, eggs and meat are not allowed out of respect for Darbar Sahib on school property.
9. While moving in the hallways, switching classes, going to gym etc., students and staff must follow the right side rule and move quietly.
10. Students are expected to comply with the directions of the administration, teachers, school staff, teacher assistants, bus drivers and other authorized personnel.
11. Students are responsible for completing all assigned school work. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary and completing any missed assignments due to being absent. Teachers will monitor student work and will communicate with parents regarding concerns in this area.
12. Students are expected to come to each class prepared with all required materials.
13. Students are expected to participate in the prescribed and assigned curriculum based on activities and programs.



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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 are expected to 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 the ride to the child.
16. Gum chewing is strictly prohibited on the buses and on school property.
17. Use of drugs, alcohol, tobacco and smoking etc. is strictly prohibited at Gobind Sarvar and breach of this rule will result in expulsion from the school. Zero tolerance policy in this regard will always be in effect at Gobind Sarvar School. The possession or use of nicotine products, alcohol, drugs or vaping is strictly forbidden on the school premises and during any school related activities. If alcohol or illicit drugs are found in a student's belongings or on their person, he or she is subject to disciplinary action which will result in suspension and possible expulsion from the school. The administration has the right and obligation to ask a student to show the contents of a backpack, locker, desk, pockets, personal devices etc. should he/she be suspected of possessing alcohol, vaping, weapons or illicit drugs.
18. **Gobind Sarvar has a closed campus policy.** All students will remain on campus from the time they arrive, until dismissal. There will be severe consequences for students who leave the school grounds without being signed by a parent/authorized adult, or without permission from school administration.
19. Students are expected to report to a supervising staff, any situation that they would consider to be dangerous to themselves or others.
20. For continuity in education, parents are discouraged from taking children out of school for long periods of time. Children have winter, spring and summer vacations for this purpose.
21. All students are expected to take care of the school property and report any matter regarding this to the office immediately if they come across any such activity.
22. Students from KG to 12 are discouraged from bringing any personal electronics on school property, Gobind Sarvar School is not responsible for any loss or damage to these belongings.



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23. Engaging in inappropriate behavior with another student on school premises will not be tolerated and will result in the first, second or third strike.
24. **No personal cell phone devices/Smart watches/ AirPods or personal electronics are permitted in classrooms.** Upon finding any such items, Teachers will have the right to hold them until the end of the school day and or contact the student's parents.
25. **Laptops/chromebooks given to students by school are for study purposes. Students are not permitted to use school/laptops for any purpose other than completing the work assigned by the teachers.** Gobind Sarvar staff and administration holds the right if needed to search the contents of the student's personal device in case brought to school/laptop. High school students are not permitted to bring cellphones to school.
26. **Bullying (Verbal, physical, social – in-person and online)** in any way shape or form is prohibited. Any student who is reported to the teacher or administration for fighting and or bullying will have to face consequences for his/her actions.
27. **Cyberbullying – using any form of electronic media to send or post texts/videos/images intended to hurt or embarrass another student will not be tolerated at all.** Cyberbullying is a crime and will not be tolerated. Police will be involved if any student is caught cyberbullying. **After a thorough investigation, depending on the severity of the incident, disciplinary measures will lead to first or the second strike.**
28. **Physical Assault - Violent confrontations between students will not be tolerated.** Any student who witnesses or experiences physical assault is encouraged to report the incident immediately to a teacher, administrator, or other staff member. **After a thorough investigation, depending on the severity of the assault, disciplinary measures can lead to first, second or even third strike.**
29. Students who are Amrit Shakh/Baptized are reminded to ensure the size of the kirpan should not be more than 5 inches. Students should also be mindful of the size of the karas they wear to avoid injuries while playing sports during recess/ basketball.
30. **School Intra-mural and extra curricular teams expectations** - All students and parents are to familiarize themselves with two documents detailing the expectations of conduct for participating in any Intra-Mural or Extra Curricular based team at Gobind Sarvar. These documents must be read, understood and signed. These documents outline the school direction on adhering to International FairPlay Principles when participating in sport and how to balance the expectations of being both a student and athlete within the school setting. 1) Fairplay Basic Principles Form (2) Student-Athlete Contract



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In case of breach of code of conduct by a student, serious discussion with the student and the parents will be arranged that may result in detention, suspension or expulsion. Any changes in the school rules will be conveyed to students and parents from time to time via newsletters. **A violation of these rules, in conjunction with classroom rules set by the teacher, will be subject to disciplinary action.** Discipline plays a significant role in maintaining a safe, orderly and caring school, and we appreciate parents' cooperation in creating a safe, caring, respectful and welcoming environment for all at Gobind Sarvar School.

If a student Fails to Comply: Please also refer to the Strike System

Where students fail to comply with the standards established in the Student Code of Conduct, fair and appropriate discipline measures will be implemented.

1. Homeroom teachers will be front line disciplinarian in the school and will deal with minor infractions and misbehaviors from within their classrooms. Teachers may choose to discuss the incident. The teachers will deal with the problems by having students recognize the zone they are in, and then guiding the students to figure out a strategy (meditation, go for a walk, get a drink of water, talk to someone, counseling and many more) that works the best for them from the "Mindfulness Zone". Teachers may also issue consequences such as lost privileges and may contact the parents if the situation warrants it. With serious or repeated misbehavior, teachers may wish to refer the students to the school administration in the office.
2. Staff members on supervision in hallways, gym, and playground during morning and lunch recess are also considered to be front –line disciplinarians. As such, it is expected that for most student behaviors, those on supervision will deal with the misbehavior through problem solving, meditation, counseling or by issuing consequences. Repeated or serious misbehaviors will be referred to the school administration.
3. All behavior referrals to the office will be documented. The administration again will take a positive approach and share some tools/strategies to teach students to resolve issues independently when appropriate.



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Suspension/Expulsion

Section 36 of the Education Act gives the Principal and a teacher of a school, the authority to suspend a student from attendance at a school in certain circumstances. Section 37 of the Education Act gives the Principal or Vice-Principal or the board of any school to expel a student who has failed to comply with the code of conduct established under section 31.

The following steps / measures may be used depending on the severity of the concern.

- **Student conference by the teacher / administration**
- **Time out /removal from classroom (sent to office)**
- **Issuing warning / behavior report (parents will be notified)**
- **Conference with parents / legal guardians of the student**
- **In school suspension (parents will be notified)**
- **Out of school suspension (parents will be notified)**
- **Expulsion from the school (parents will be notified)**

The principal/Vice-Principal or his/her designate is required to maintain dated documentation of the facts in chronological order.

SUSPENSION FROM THE SCHOOL:

1. Suspension by a Teacher

a) Suspension by a teacher is where implementation of other classroom management strategies have failed to modify student behavior, a teacher may suspend a student for up to one class period.

b) A "Suspension by a Teacher" is the removal of a student from class by the teacher to an approved supervised location in the school for up to one class period. Brief exclusion from class in which the teacher retains full responsibility for supervision is not included.

c) The purpose of suspension by a teacher is to provide the teacher with time to consult with the principal or designate and to consider an appropriate resolution to the situation.

d) Parents should be informed of the suspension by a teacher.



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e) The principal or designate may reinstate a student suspended by the teacher.

2. Suspension by a Principal or designate

a) An "In-School Suspension" is the temporary removal of a student by the principal or designate from class to another learning center located in that school.

b) A "Formal Suspension" is the relocation of the student from the school setting to the custody of the parent or guardian.

c) A "School Bus Suspension" is the restriction by a school principal or designate of a student's privilege to ride on a school bus.

d) A principal or designate may suspend a student where evidence indicates that, although alternative disciplinary measures have been implemented in an effort to correct student behavior, inappropriate behavior continues.

e) A principal or designate shall suspend a student in instances of extremely improper behavior such as severe incidents of physical contact or assault and severe breaches of school code of conduct.

f) When a student is suspended by the principal or designate, the principal or designate shall notify the parents and the student regarding the suspension and confirm it by letter outlining the circumstances of the suspension.

3. Suspended student when reinstated to school

- a. When a suspended student is to be reinstated to school or regular classes, conditions for his/her reinstatement will be established by the principal or designate in consultation with a teacher, where this is appropriate in the opinion of the principal or designate.



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EXPULSION FROM THE SCHOOL:

1. When a student's behavior is such that expulsion is to be recommended to the Board, the principal or designate shall, in writing, inform the parents and in the case of a student who is 16 years of age or older, the student, outlining the circumstances leading up to the recommendation. A copy of the letter shall be sent to the Board.
2. The Board, in consultation with the principal, has the authority to expel a student. On receiving a report from the principal or designate regarding a recommendation for the expulsion of a student, the Board shall "reinstate or expel the student within 10 school days from the date of the student's suspension.
3. The decision to expel from the school is not to be made lightly and due consideration is required on part of the principal. No details surrounding the expulsion of the student are to be disclosed to any parties not directly involved in such an event. The principal is accountable for ensuring the safety for the entire student body, and must take action immediately if there is a realistic threat of potential or actual physical bullying. The principal must take note of the reasons for expulsion in a student's file and such information is to be provided whenever duly requested by an authorized government body.

Gobind Sarvar School

Parents' responsibilities as per the Education Act: Code of Conduct

It is important that parents be aware of parent responsibilities outlined in the Act, section 16.2:

A parent of a student has the responsibility

(a) to take an active role in the student's educational success, including assisting the student in complying with section 12,

(b) to ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,



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- (c) to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, vice principals, principals, other school staff and professionals providing supports and services in the school,
- (e) to model peaceful problem solving when you have a conflict, and
- f) take responsibility for your mistakes
- g) report any problems at school to the teacher as soon as you can. Problems are easier to solve when they haven't been going on for a long time. The best place to start is with your child's teacher. If you are not satisfied with the results of this conversation, the next step would be to make an appointment to speak with your child's vice principal and then to the principal,
- f) engage in the student's school community.

Parents have an important role to play whether they are in the school regularly or not.

Some examples include:

- Speaking respectfully to and about school staff
- Speaking positively about the school, staff, other students and their families in front of your child
- Making appointments to ensure the person you want to speak with has sufficient time to have a focused conversation. Drop off and pick up times are not ideal for you or for the teacher.
- Communicating with the teacher or other school staff – e.g. positive notes or emails to your child's teacher and/or other school staff, positive comments when you drop off or pick up your child.

Please Note: Decisions regarding consequences imposed on one student cannot be shared with parents/family of other students. While this can be frustrating it is necessary and important to protect everyone's privacy.



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Gobind Sarvar School - Discipline Policy

In accordance with the Education Act, the goal of Gobind Sarvar School's "Student Code of Conduct" is to provide our students, staff members, parents and visitors with a safe, caring, welcoming and respectful environment. At Gobind Sarvar, we invest time and energy into building positive relations with students, staff and parents. The encouragement of appropriate behavior is a responsibility that is shared amongst students, parents, the school staff and administration. Students are expected to follow the rules defined in the Code of Conduct. Where students fail to comply with the standards established in the Student Code of Conduct, fair and appropriate discipline measures will be implemented.

Discipline Policy: At Gobind Sarvar School, we encourage students to develop self-discipline, positive attitude, and use their time constructively. Staff at Gobind Sarvar work on a daily basis to teach students responsible decision making skills.

Many approaches are taken at school to promote self-discipline and to equip students with the tools they can use when facing conflicts/problems:

- **STOP-THINK-ACT** – students are encouraged to use this strategy throughout the day.
- **Zones of regulations** – helping students gain skills in consciously regulating their actions.
- **Brain Breaks** – At Gobind Sarvar, we believe in giving students frequent brain breaks to reset their energy level to improve their ability to focus, retain more and stay on task.
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Gobind Sarvar School - If a student fails to comply with the Student Code of Conduct

Three Strike System is being implemented at Guru Nanak Gate Campus

A "three-strike policy" refers to a disciplinary approach where students are given consequences after committing a certain number of infractions or rule violations. **The goal of a three-strike policy is to provide students with opportunities to learn from their mistakes while also maintaining a safe and orderly learning environment for all at school.** At Gobind Sarvar, we provide positive behavior support and to encourage students to be more reflective of their choices, teachers will be rewarding students with tickets (positive reinforcement).

Here's how it's put into practice: Teachers are expected to keep documentation of violations/warnings of the number of breaches to the student code of conduct. During each violation, the student will be asked to fill the incident/reflection form.

1st Warning - A verbal warning will be given to the student, when they breach the student code of conduct for the first time. Parents will be notified by the teacher via email/class dojo. The following steps / measures may be used depending on the severity of the concern.

- Student conference by the teacher
- Loss of privileges such as recess breaks can be taken away etc.
- Time out /removal from classroom (sent to the office) for one block
- Self reflection / Fix it ticket to be filled by the student (parents will be notified by the teacher)

2nd Warning - If the breach to student code of conduct happens the second time, the consequences become more severe. This could involve

- Longer detention,
- Loss of privileges such as lunch recess/PE or even field trips,
- Assigned seva/assignments,
- Student conference with teacher and administration,



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- And other interventions aimed at addressing the behavior and preventing further issues. Parents will be notified by the teacher via email/private message on Class Dojo.

3rd Warning - will be counted as the last warning or depending on the severity of the situation, could lead to the first strike! The student will be expected to become very cautious of their behavior at this point. Parents will be notified by the teacher via email/private message on ClassDojo.

After repeated and continuous breaches to the student code of conduct and after obtaining warnings from the teachers - the student will be given their first **STRIKE**.

First Strike: - When the students get the first strike. This will result in the first **in-school suspension for a day**. A letter will be placed in the student file. Parents will be notified. However, if the student behavior improves, the letter will be taken out from the file at the end of the school year.

Second Strike: Receiving a 2nd strike will result **in school suspension for a minimum of 3 days**. Parents will be notified by the administration. Suspension letter will be placed in the student file.

Third Strike: Receiving a third strike will lead to severe consequences and could result in **expulsion from the school and/or loss of registration for the upcoming school year. An urgent meeting will be held with the parents, student, teacher and the administration.**

Please note that warnings can be skipped and a strike can be given depending on the severity of the breach of "Student Code of Conduct" such as **cyberbullying/ physical altercations/ vandalizing the school property, posting inappropriate messages directed at teachers and fellow students on social media (to mention a few).**

In addition to the school's efforts, it's important for parents to support and provide guidance to help students make better choices in the future.

Let's all work together to create a safe, caring, welcoming and respectful environment at Gobind Sarvar!



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