



GNFA

Silver Spring, Maryland



Parent-Student Handbook
2023-2024

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GNFA Khalsa School

Parent-Student Handbook

INTRODUCTION

GNFA Khalsa School's ("Khalsa School") Parent-Student Handbook describes this educational institution's mission, its goals and objectives and programs. This Handbook also provides information on the school's organization, its academic and attendance policies, and other business information. In general, this Handbook provides the framework for the school organizers, volunteers, parents and student to establish, document and promulgate various policies, regulations and other matters of significance to our students.

Mission Statement

KHALSA SCHOOL OF SILVER SPRING, MARYLAND GIVES STUDENTS KNOWLEDGE AND APPRECIATION OF THE SIKH WAY OF LIFE AND THEIR RICH SIKH HERITAGE.

Goals and Objectives

The goals and objectives of Khalsa School are consistent with the Mission Statement. They are as follows:

1. Build an educational institution offering special programs to children and adults to promote and support the mission.
2. Work in collaboration with the GNFA Gurudwara to blend the spiritual knowledge and experience with educational achievements.
3. Build a model organization that is focused on the student, promotes excellence in performance and helps parents, volunteers and all alike in satisfying each individual life mission (Vidya Vichaari Taa Parupkari).
4. Operates in harmony and peace so that all our efforts and energies enrich each Sikh life, including our own and of those we 'touch'.
5. Fulfill the reality of an exemplary 'Khalsa High School' with the support and effort of the Sikh Community that exceeds the county and state educational accreditation requirements.

Special Programs

Khalsa School conducts instructional programs for the children (under 18 years) as well as for adults (over 18 years). These programs further the mission by:

- Imparting knowledge of Panjabi as a language;

- Instruction in reading and writing Gurmukhi script;
- Teaching Sikh history, Gurmat and Gurbani; and,
- Illustrating, fostering and encouraging a Sikh way of life through exercises and practices consistent with the Rehat Maryada (Sikh Code of Conduct).

Children Programs

- Elementary School –Kindergarten through Grade 5
- Middle School – Grades 6 through 8
- HS Gurmat Class (ages 13 and above)

Adult Program

- Punjabi-For-All

Curriculum

The Guru Nanak Khalsa School, San Jose, California (<https://www.khalsaschool.us/>) through their 30 years of teaching Punjabi have developed a mature curriculum for Khalsa School. In 2021 GNFA Khalsa School began using this curriculum.

For details on each grade level and links to the teaching materials, refer to the Curriculum tab on the <https://www.khalsaschool.us/> website.

At this time GNFA Khalsa School has acquired the Nickay Baal, as well as level 1 through level 6 (equivalent to K to 6th grade) curriculum which will be used in the classrooms. Each program level will carry instructions in two key segments: **Boli** covers the language arts, including comprehensive Panjabi and the Gurmukhi script, while **Versa/Gurmat** encompasses theology, history, Gurmat Sangit, and personal development.

In order to adopt the San Jose Khalsa School curriculum, GNFA Khalsa School have had the San Jose Khalsa School leaders train its teachers; align its classroom programs with the grade levels K through 6th used in Khalsa School curriculum and deliver the instructional materials in two semesters.

GNFA Khalsa School Class by Level Description, Syllabus and Books

<u>Level</u>	<u>Description</u>	<u>Syllabus</u>	<u>Books</u>
Nickay Baal	Introduction to Pentya Akhri (Punjabi Alphabet) Begins at Age 4.5 - 5	Duration: One year. Students in Level Nickay Baal will learn: 10-15 letters of the Gurmukhi alphabet Trace and write a few letters Learn Punjabi vocabulary of at least 100 words Names of the rainbow colors in Punjabi Counting up to ten in Punjabi	PSL Book Nickay Baal

		Memorize poems with Penty Akhri Memorize Mool Mantar	
Level 1	Mastery of 25-35 letters of Penty Akhri	Duration: One year. Students in Level 1 will learn 25-35 Gurmukhi letters Read and write Mukta words Learn Punjabi vocabulary of at least 100-150 words Names of the rainbow colors in Punjabi Counting up to ten in Punjabi Read 10 Punjabi Mukta words in one minute Memorize 5 Paudis of Japiji Sahib	PSL Book 1A, 1HW and Gurmat Book 1
Level 1 Adv	Mastery of all letters Penty Akhri	Duration: One or two years. Students in Level 1 Adv will learn The Gurmukhi alphabet Read and write Mukta words Learn vocabulary of at least 100-150 words Names of the rainbow colors in Punjabi Counting up to ten in Punjabi Read 10 Punjabi Mukta words in one minute	PSL Book 1 AB Adv , Japuji Sahib Handout
Level 2	Mastery of Matras	Duration: One or two years Students in Level 2 will learn: The Lagaan Matra symbols and their sounds The special sound modifiers in Punjabi (Adhak, Tippi & Bindi) 200 Vocabulary words (Daily life objects, feelings, weather, names of the days of the week, months, and seasons etc.) Write short sentences Counting up to 25 Read 20 Punjabi words in one minute Memorize Eleven Paudiaan Japuji Sahib	Book 2A, Reading Fluency/Spelling Tests/Projects Book 2B, Gurmat Book 2

Level 3	Beginning Reading	<p>Beginning reading of words, simple sentences, poems, short passages and stories.</p> <p>Duration: One or two Years</p> <p>Read simple text in Punjabi</p> <p>Write Answers in Punjabi</p> <p>Write a short paragraph about themselves</p> <p>Develop a good base in vocabulary, including counting up to 50</p> <p>Read approx. 30 words in one minute</p> <p>Memorize fifteen Paudiaan Japuji Sahib</p> <p>Guru Nanak Dev Ji and His Sikhi</p>	<p>Book 3A, Reading Fluency/ Spelling Tests/Projects</p> <p>Book 3B, Gurmat Sikhia 3</p>
Level 4	Intermediate Reading	<p>Intermediate Reading of simple short writings</p> <p>Duration: One or two Years</p> <p>Read short stories, passages, and Poems with relative ease, understand the text answer questions from the text</p> <p>Do counting up to 75 in Punjabi</p> <p>Understand a few basic concepts of Punjabi grammar.</p> <p>Read 40 words in 1 minute</p> <p>Memorize nineteen Paudiaan Japu Ji Sahib</p> <p>Learn about the Life and Teachings of Sikh Gurus and how they expanded Sikhi after Guru Nanak</p>	<p>Book 4A, Spelling Tests/Projects</p> <p>Book 4B, Gurmat Sikhia</p>
Level 5	Advanced Reading	<p>Advanced Reading. Students in level 5 will learn to:</p> <p>Read text and write answers to questions in complete sentences</p> <p>Read text and find answers to multiple choice questions</p> <p>Write summaries and journals</p> <p>Research report or project about topics:</p> <p>Teachings of Guru Nanak, Bandhi Chhor Divas, Sikh Identity, Vaisakhi</p> <p>Counting up to 100 and beyond in Punjabi</p>	<p>Book 5A, Reading Fluency/Spelling Tests/Projects</p> <p>Book 5B, Gurmat Sikhia 5</p> <p>Additional Handouts to supplement Gurmat focus</p>

		<p>Read up to 70 words per minute Memorize twenty-six Paudiaan JapuJi Sahib Anand Sahib and Ardaas Learn about about the basic concepts in Sikhi such as Living a Life with Sikh Virtues, Concepts in Mool Mantar and how we can apply them to our daily lives, a Sikh and Khalsa, Amrit Sanchaar, Panj Kakkaar and Chardikala.</p>	
Level 6	Advanced Punjabi	<p>Advanced Punjabi. Students will learn: Read text and write answers to question in complete sentences. Read text and find answers to multiple choice questions. Write summaries and Journals Research report or a project about these topics: Teachings of Guru Nanak Dev Ji, Bandhi Chhor Divas, Sikh identity Visakhi Learn counting up to 100 and beyond in Punjabi. Read 90 Punjabi words in one minute Memorize thirty-three Paudiaan JapuJi Sahib Learn about the basic concepts in Sikhi such as Shaheedi- Shaheedi of Guru Arjan Dev Ji, Guru Tegh Bahadur Ji, Chhotay Sahibzaday, Vadday Sahibzaday, Banda Singh Bahadur, Chhota Ghallughara, Bhai Sukha Singh and Bhai Mehtab Singh, Vadda Ghallughara, Jallianwala Massacre, Shaheed-e-Azam Bhagat Singh Shaheed Udham Singh, Operation Blue Star and Shaheed Jarnail Singh Bhindranwale, Operation Blue Star and Shaheed Jaswant Singh Khalra</p>	<p>Book 6A, Reading Fluency/Spelling Tests/Projects Book 6B, Gurmat Sikhia 6</p>

Gurmat Class	Youth Gurmat	<p>In the Youth Gurmat Class students will learn how to take Hukamnama. Focused reading of one or more of the main scriptures of the Guru Granth Sahib, such as Japuji Sahib, Jaap Sahib, Sukmani Sahib</p> <p>Additional focus will be given to any Sikhi topics the students would like to discuss as a group in a class setting. Goal will be to be able to read from the Guru Granth Sahib, and participate in a Sehaj Paath during the summer months</p>	<p>Nitnem Gutka</p> <p>Focused topics with guest speakers</p>

Parent Role and Support

If you remember, your child went to regular school for 180 days for 5-6 hours a day and learned ABCs in Kindergarten. That took 900 hours to learn 26 letters and reading a few words.

We in Khalsa School only have 30 Sundays and we teach Punjabi for only 45 minutes. We need to teach the children 35 letters, their sounds and how to put the letters together to make words and then teach them what the words mean. It is a big job. So we need your help.

What can you do?

We will introduce your child to Gurbani and Punjabi reading. But you as a parent will need to play a significant role.

1. Please bring your child to school on time. Be there five minutes before time just like you do for regular school and for your work. Every minute we spend in school, we teach students about something important in life.
2. Attendance is very important. Children cannot practice what they learn if they are not in school and they will miss the new lesson. So make sure they come to school regularly. If you have to be out of school, please follow the Pacing Guide to keep up with the lessons. They can also watch videos on the website www.khalsaschool.us
3. Help them memorize 1 line of Gurbani each day- even on weekdays. Have them say one line 10 times and that will help them memorize it forever. Then have them say the entire Paath they have already memorized. Memorization is a good skill that is useful in regular school as well.
4. Encourage them to complete their homework assignments. Their Punjabi books have homework assignments from Monday-Thursday.
5. Follow the school calendar for important dates and celebrations.
6. Encourage your children to participate in all kinds of competitions held at school.
7. The 7 Minute Magic Rule: Many parents spend about 7-10 minutes every day on reading and writing Punjabi. And it has been successful in making great progress. What can you do in 7 minutes?
 - i. Have your child read for 1 minute. Record how many words your child can read in 1 minute.
 - ii. Have his/her write/copy a few words/sentences in Punjabi. This activity will help build writing skills as well as reading.
 - iii. Memorize 1 Japuji Sahib line. This will only take about 2-3 minutes.
 - iv. Talk to them in Punjabi for a minute or two. Tell them a joke, a riddle, a poem, or play a game in Punjabi. You should see big improvement in your child's Punjabi skills in a few days.

Thank you in advance for helping us help your child graduate.

It is important that your children know that Khalsa School work is very important. And it is. Here they learn the basics of Sikhi which they will use for the rest of their lives to live happy and productive lives.

The time you spend now to teach your children about their heritage will build a stronger relationship in the family and develop self confidence in your child. Confident children become successful adults.

This Handbook

This Handbook starts with this section that introduces the School, its mission, goals and objectives, identifies the special programs and describes its organization. The remaining sections in the Handbook describe the academic and attendance policies. Information related to the admission policy and general operation is also included. Appendix A includes the names of the GNFA Board of Education Committee Members and the Khalsa School Management Committee. Appendix B lists the names of the sewadars.

Feedback

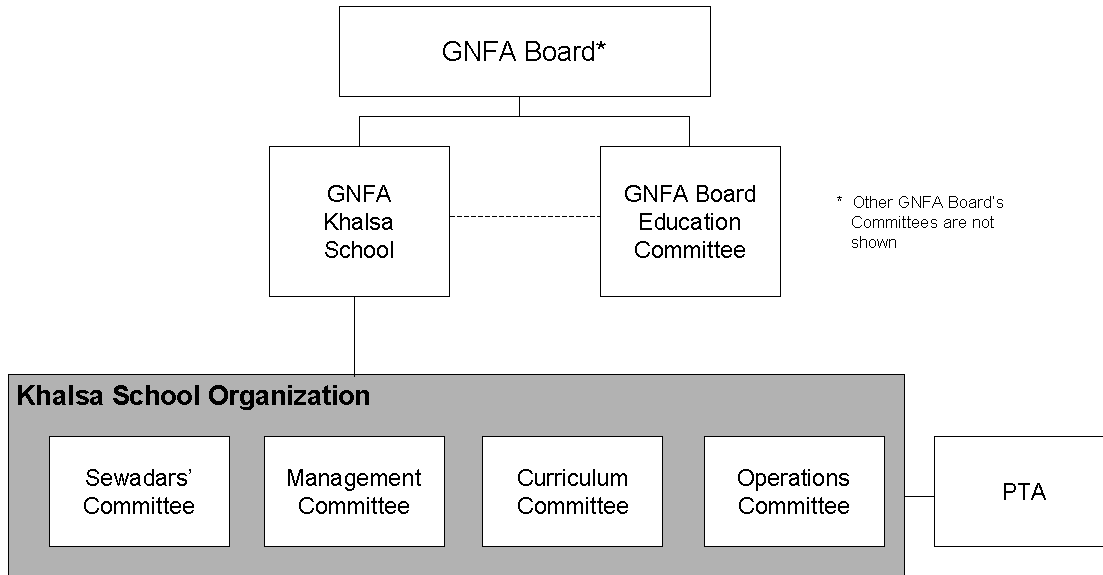
Your constructive feedback is essential and vital to continually improve the quality and caliber of the children's education. Please contact us at: khalsaschool@gnfa.org and provide us your valuable inputs. It is greatly appreciated.

Khalsa School Website

The web site at [. https://www.gnfa.org/khalsaschool](https://www.gnfa.org/khalsaschool) is another source of information including registration forms, the curriculum and upcoming events of the School. Notices and other information will be posted on this web site.

KHALSA SCHOOL ORGANIZATION

Khalsa School is a volunteer organization initiated and operated by *Sewadars (VaheGuru's humble servants)*.



The figure above shows the Khalsa School organization (in the shaded area) and its relationship to the GNFA Board and its Education Committee. It also shows Khalsa School's ties with the Parent Teacher Association (PTA).

The Education Committee: Maintains a liaison with the GNFA Board's Education Committee and presents the affairs of the School. Education Committee will also monitor the financial status of the school. The Education Committee oversees the general educational ethics but is not involved in the operation of Khalsa School. The Education Committee members are listed in Appendix A.

Khalsa School: Khalsa School is organized into the committees that are responsible for its management and operations. A brief description of each committee follows:

Management Committee. Management Committee manages the operation of Khalsa School. Certain Management Committee members who are also members of the Board's Education Committee perform this liaison function represented by the dashed line. In this manner the School and the GNFA Board are in sync with respect to promulgation of policies set by the Board to funding of the School's operations. This committee is responsible for setting the policies, procedures, and guidelines for the other functional committees described below. It manages the finances and provides financial statements. The Management Committee will also be responsible for producing, developing and distributing the School's newsletter. The Management Committee members are also listed in Appendix A.

Sewadars' Committee. Recruits, organizes and co-ordinates the School's sewadars. It is responsible for the policies and requirements for volunteering in the School's activities including education, sports, field trips, etc. It must focus on the welfare and continued commitment of the sewadars such as presenting rewards, etc. Appendix B lists the names of the sewadars to whom we are forever indebted for their selfless sewa and support.

Curriculum Committee. Is responsible for the development of GNFA Khalsa School's curriculum. The curriculum must include lesson plans, teaching materials and aids, as well as any other resources that provide consistency to achieve the mission objectives across all levels of students. This committee sets the standards of student evaluation including preparation of and grading examination papers.

The Operations Committee. This committee performs the "front office" functions that are expected as well as required in every school. This includes day-to-day administration, coordination and implementation of the School's functions (teaching, student welfare, bulletin board, etc.).

Parent Teacher Association. The PTA typically serves as the voice of the Khalsa School community and representatives of the students. The PTA's activities will be coordinated with those of the Khalsa School to maintain consistency and avoid conflicts relative to objectives, goals and policies of the school. PTA will meet with the School's sewadars periodically. The agenda and meeting date, time and place will be announced in the classrooms and/or via email.

The guiding principle of the Khalsa School's volunteer organization is:

Vidya Vichari Taa Parupkari

ACADEMIC POLICY

While the emphasis of the Khalsa School is on the promotion of Sikhism and Sikh principles into your life, we cannot devalue the importance of academics. It is vital that you seek to attain your maximum potential in sound academics.

Academic Honesty

Every person is the product of his/her own intellectual efforts. Submitting work that is not your own violates not only the integrity of the School, but your own integrity as well. A Sikh intellectual community cannot maintain its integrity or be faithful to its members if academic dishonesty is tolerated. This principle applies to any work done by students.

Records & Diplomas

The school keeps a permanent record of each student's academic achievement. Diplomas are granted after the student has satisfied all financial obligations to the Khalsa School. All records and services are withheld from students who have any outstanding financial obligations. All student records are confidential and are maintained by the school sewadars.

Homework Assignments

Homework assignments are designed to help students achieve greater academic success and develop effective work habits. Parents are requested to support the student with the homework assignment in the following manner:

- Check for homework assignment.
- Choose a quiet place and time to complete homework.
- Support, clarify, and motivate, BUT DO NOT DO THE HOMEWORK FOR YOUR CHILD.
- Be wary if your child never has homework. Talk with your child's teacher(s) if the assignments are too difficult or time consuming for your child.

Grading System

Grades are recorded based upon the following system:

- 5% of the total grade is computed for class attendance. Regular and punctual attendance is required at all classes. The school sewadars maintain the attendance policy and records. Teachers will take attendance at the start of each class period. All matters of attendance are between the student and the school sewadars. Poor attendance will require consultation with school sewadars and possible disciplinary action. Satisfactory attendance record is a pre-requisite for a good grade.
- 5% of the total grade is computed for attendance at the monthly Diwans. Up to 5 Bonus points may be added for participation in the Diwan.
- 10% of the total grade is computed for completing homework assignments.
- 20% of the total grade is computed for class quiz.
- 60% of the total grade is computed for test grades.

Note: Certain bonus points will be awarded for special projects/presentation related to spiritual enhancement. The "Community-life" of every student is important to your growth and development. In addition to learning Panjabi and Gurmukhi in the class, activities related to the

spiritual enhancement enacted through attendance and sewa during Gurdwara services, special projects including symposiums, competition, etc. will be considered.

Test Grades

Test grades are scored as follows:

1. "A". Scoring 91% - 100% of correct answers.
2. "B". Scoring 80% - 89% of correct answers.
3. "C". Scoring 70% - 79% of correct answers.
4. "D". Scoring 60% - 69% of correct answers.
5. "E". Scoring 0% - 59% of correct answers.

At the end of each semester, students are given an overall grade for each class that was completed. The grades are recorded as follows:

1. "A". For students who demonstrate exceptional scholarship.
2. "B". For students that exceed the required level of scholarship.
3. "C". For students that have satisfactory performance of required work.
4. "D". For students those are capable of achieving satisfactory performance with additional effort and remedial assistance. As a final grade for the year, promotion may not be assured. Promotion may be subject to establishing and fulfilling a remediation plan that is acceptable to the student, parent(s) and the school administration.
5. "E". Failing grade. Indicates unsatisfactory work and is given if students are disrupting the classroom and causing strife, division or other characteristics that may cause another student to stumble in any way.
6. "I" Incomplete grade. Indicates a student is unable to complete the requirements of the course because of uncontrollable and unforeseen circumstances. These circumstances must be conveyed in writing to the school sewadars immediately. If the student wishes to re-attend the Khalsa School, an evaluation with the school sewadars will determine re-admittance.

Promotion

Grade C or better denotes a passing grade and a student will be promoted to the next grade. It is suggested that parent should consider grade repetition for those who get Grade C.

Retake (Repeat)

If a parent of a student who has a passing grade and is promotable to the next grade requests that the student retake the same class for the upcoming school year, the student may be allowed subject to Khalsa School Management Committee's decision made strictly at its own discretion. The Committee's decision will be final without recourse. The teacher and the parent will be consulted as necessary in arriving at this decision. Physical classroom space, student/teacher ratio, teacher (a volunteer) workload and the overall quality of learning are some of the key considerations, rather constraints that will undoubtedly shape the decision.

Retaking (or repeating) a class is considered the same as taking the class for the first time. Therefore, the same rules, regulations and criteria will apply, with no exception, to the student's academic performance and conduct of education in the school.

Another Chance

If a student fails to successfully complete a grade over two consecutive years, Khalsa School expects the parent to school the student and provide remedial instruction until such time the student gets a passing grade. Khalsa School management will provide the necessary guidance and consultation to the parent, if requested. Within 60 days from the start of the school year the student has the opportunity to retake the final test. If the student passes the test the student will be promoted to the next grade. Beyond the first 60 days the student can return to school upon fulfilling all admission requirements successfully. The student will need to catch up with the rest of the class. Parent and student will be informed of the lessons that have been covered. Please recognize that the parent and the student will need to put an extraordinary effort.

Academic & Community Probation

For some students, acceptance to the Khalsa School may be probationary, for either academic or other reasons. If the student is accepted under probationary status, he/she will be assigned to meet with an advisor every two weeks during the first academic semester. An administrative hearing will be conducted at the end of the first academic semester to assess the student's performance. At that time a decision will be made to remove the student from probationary status, continue the probationary period, or dismiss the student. In the unfortunate case of dismissal during the first semester, tuition will be refunded according to the refund policy provided in this handbook.

Academic Probation

Any student whose cumulative grade average is an "E" will be placed on academic probation. If the student fails to raise his/her cumulative grade average to a "C" the next semester, the student will be dismissed from the Khalsa School and the entire year will be repeated. All grades are final, except that a review of the records is conducted if the possibility of a clerical or computational error exists. (See Appeal of Grade)

A student placed on academic probation will be removed from probation if he/she has improved his/her grade point average "C" or better the next semester, and all other requirements have been met. Students must pay the appropriate registration fees for each class repeated.

Satisfactory grades received while on probation will count toward fulfillment of diploma requirements.

Community Probation

Community Probation can result if a student:

1. Proves not able to handle the level of maturity required for the spiritual/academic growth
2. Provides questionable answers on his/her application (or) recommendations received by the Khalsa School were questionable, or incomplete
3. Does not attend regular Gurudwara meetings/services while enrolled as a student at the Khalsa School.
4. Does not fulfill all extra-curricular requirements while enrolled as a student at the School
5. Exhibits a consistently difficult or rebellious attitude towards authority (including but not limited to Khalsa School teachers, parents or leadership while enrolled as a student at the School).

Appeal of Grade

Khalsa School teachers observe established guidelines and are vested with the authority to instruct within course requirements and to monitor standards of performance. Each teacher is expected to articulate course requirements and standards of performance to students at the beginning of each course, and to apply all grading criteria uniformly and in a timely manner. Final grades submitted by teachers are assumed to be accurate and final.

Grounds for a Grade Appeal

Occasionally, a student disagrees with a grade. The only circumstances that allow a student to appeal a grade are when one or a combination of the following occurs:

1. An error in calculating the grade
2. Failure of the teacher to notify students clearly and promptly of the criteria for grade determination
3. Assignment of a grade based on reasons other than the announced criteria and standards
4. Inconsistent or inequitably applied standards for evaluation of student academic performance

Appeal Procedures

When a student believes he/she has grounds to appeal a grade issued by a teacher due to an occurrence of one or more of the above events. The following procedures are to be followed:

1. Initial Inquiry. All grade appeals must be communicated to the teacher in writing within one week following the date the grade was given to the student. It is the student's responsibility to base the appeal on clear and substantive grounds. Mere disagreement with a teacher's judgment is not sufficient grounds upon which to base an appeal. Further, appeals based on a desire to improve a grade through additional work or re-testing are not acceptable.

2. Written Appeal. If an appeal cannot be resolved after the student has consulted with his/her teacher, the student must submit the appeal in to the school sewadars within five (5) days of the written appeal to the teacher. Students must include relevant evidence for a grade appeal in their written request. The school sewadars will discuss the written request with the teacher within five (5) days of receipt of the appeal.

3. School Sewadars's Decision. If the appeal remains unresolved, the Management Committee will make a decision based upon a review of the written material submitted by the student and the discussion with the teacher. The Committee's decision is final and cannot be appealed.

ATTENDANCE POLICY

Regular and punctual attendance is required at all classes. The school sewadars maintain the attendance policy and records. All matters of attendance are between the student and the school sewadars.

Excused Absences

If a student is absent, it is the student's responsibility to obtain any announcements, assignments and tests given during their absence. If a student has three (3) absences within any semester, the student will meet with the school sewadars to determine if the student should remain in the school or withdraw at this time.

Administratively Excused Absence

Students who are absent from a class at the request of the school sewadars may be given an administratively excused absence. Students will be allowed to make up assignments, tests or other work missed because of this type of absence without a fee. Students are responsible for getting all assignments before the absence and must make up all tests on the day of their return.

Personal or Family Emergency

Absence due to personal or immediate family illness, emergency or death will be considered excused. Immediate family is a spouse, child, mother, father, sister or brother.

Illness

Any absence due to illness, which is two (2) or more weeks in duration, may be required to present a doctor's signed excuse to be deemed an excused absence.

Medical

Absences due to broken limbs, hospitalization, surgery or infectious illness such as measles or chicken pox, will be excused for up to two weeks as deemed medically necessary by a physician. The school sewadars must approve absence due to non-emergency hospitalization or surgery in order to be considered excused. Students are required to keep up with their assigned schoolwork (reading, homework, papers) during a medical absence, and schedule makeup exams immediately upon return to school. The school sewadars reserve the right to drop a student from the semester's classes if they are not able to keep up with the assigned schoolwork. In such a case, the student will repeat the entire semester (all classes) the following year, plus pay tuition for that semester at the current tuition rate.

Other Excused Absences

We realize that there are some instances where a student will need to miss a day of school due to reasons other than those listed above. In all instances, approval must be obtained for an absence to be considered excused. The school sewadars will make the final judgment as to whether or not such an absence is considered excused.

Unexcused Absences

An absence will be deemed unexcused if the student did not notify the school sewadars of his/her absence according to the guidelines listed for excused absences. If the student has three (3) unexcused absences in any semester, the student will repeat the entire semester (all classes) the following year, plus pay tuition for that semester at the current tuition rate. Regardless of the type of absence, the student is responsible to obtain all announcements, assignments and tests given during their absence.

Tardies

"Tardy" is defined as being late to class. School begins promptly at 9:30 am. If you are late, please quietly take a seat without disrupting class. If you are 5 or more minutes late, it is an unexcused tardy. For every (3) times in a semester the student is tardy, he/she will be assessed one (1) unexcused absence and the policy for unexcused absences will apply, which will have an effect on the student's grade.

Makeup Tests

Makeup tests must be arranged with school sewadars. In the case of extended absences, each case will be handled on a one-to-one basis. If the student knows that he/she will be missing class, it is wise to let the teacher know in advance since it may be possible to take the test prior to the student's absence.

Barred From Attendance

A student may be barred from attending classes for failure to:

- Comply with admission requirements
- Respond to official notices
- Settle financial obligations when due
- Comply with the Code of Honor

Students who become subject to a Bar-from-Attendance are given advance notice. If a student fails to respond, action will be taken without further notice and the student will be entitled to no further services of the Khalsa School, except assistance toward reinstatement. Under no circumstances may a student who has been barred from attendance attend class or receive a grade.

Parent Teacher Communications

Khalsa School encourages parents to meet with their child's teacher(s) to discuss the student's academic performance. It is together that we educate your child. A Parent-Teacher conference is scheduled for each parent to meet with the teacher at the end of each semester.

A parent may request a conference with the teacher at any other time. It must be scheduled in advance with the teacher. The teacher will arrange a mutually convenient time to meet with the parent when the teacher does not have a class or other responsibilities. Parents are discouraged from showing up during class sessions without requesting and receiving prior permission from the teacher.

SCHOOL/CLASSROOM ETIQUETTE

In general, disruption and obstruction include behavior that interferes with, disrupts, or prevents normal classroom functions or activities. Disruptive behaviors can range from mildly distracting to clearly disorderly, violent, or dangerous.

Depending on class rules set by the teacher, disruption in the classroom may include:

- Creating a disturbance in the classroom
- Side conversations, ringing cell phones or using a cell phone to talk or send text messages
- Interrupting the teacher or other students
- Insubordination towards any staff member
- Monopolizing class discussion and refusing to defer to teacher, or listen to others;
- Entering late/leaving early, moving about the classroom
- Fighting, yelling, arguing, swearing, bullying, or other intimidating behavior
- Sleeping, eating, drinking, or not paying attention
- Any disruption of safe and orderly operation of Khalsa School

Responding when disruption occurs:

- If a student engages in inappropriate behavior, the teacher will start by cautioning the whole class about the problem (e.g. side conversations, cell phones) and state that class cannot continue until the behavior stops. Before resuming, the teacher will remind the class that the disruptive behavior is taking away from class time and may result in some exam material not being covered in class.
- The teacher will correct innocent mistakes and minor first offenses gently.
- If it becomes necessary, the teacher will speak to an individual student about disruptive behavior after class in a discreet manner. If the situation requires an immediate response in class, the teacher will ask the student to stop the conduct and to meet after class.
- The teacher will inform the class that students may be disciplined for disrupting class and that continued disruption might result in permanent removal from the class.
- A student will be asked to leave class if he or she engages in disruptive behavior that impedes your ability to teach the class productively. The teacher will contact the school administrative staff if the student refuses to leave. If the student's refusal to leave creates a safety risk or makes it impossible to continue class, the class will be suspended until the situation is ameliorated. If this happens, school management personnel will be immediately contacted.

If a student is persistently disruptive, disciplinary action will be taken. A disruptive student will not be permanently removed from a class without a formal review. Formal review will include a meeting between the parent(s) and the student and the Khalsa School management personnel. Three (3) violations (ignoring innocent mistakes or first minor offenses) may result in expulsion from the school. The decision of Khalsa School Management Committee will be final.

Rules and Expectations

The following rules and expectations are to enhance the student's ability to learn in class, to avoid disruption and distraction, and to improve the quality of the classroom experience. Repeated failure to meet these expectations may result in a lower grade for the course. These rules must be observed and followed and the expectations fulfilled. Non-compliance will be deemed as a violation.

Before Starting a School Session:

- Student must bow to Sri Guru Granth Sahib before starting the classes that marks the start of the session for the day

Entering/Exiting Class:

- Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive.
- □If despite your best effort you arrive late, please quietly take a seat at the back of the classroom. Similarly, in the rare event that you must leave class early (e.g. for a medical appointment), email me in advance to let me know, then sit close to the rear door and leave as unobtrusively as possible. If you can't be there on time or must always leave early because of a class or work conflict, either seek specific permission from me or do not take the class.
- During exams, ask permission before leaving to use the restroom. Try to use the restroom *before* coming to class.

Noise:

- When class begins, please stop your conversations.
- Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.

Electronic Devices:

- Cell phones should be turned off. No talking on cell phones, or text messaging during class. Wait until after class to return any calls received.
- No listening to iPods or other electronic recording devices during class.

In the event of a violation, as a minimum the electronic device in question will be confiscated and returned only to the parent. The incident will be reported to the School Management.

Participation:

- Because participation may be counted as part of your grade, missing class could negatively impact your grade. Disrupting class could also lower your participation grade.
- Keep on the topic at hand. If you have questions off the current topic, address these outside of class.
- Do not talk out of turn. Wait to be recognized before speaking and do not try to dominate a discussion with your questions or comments – give others a fair opportunity to participate.

Common Courtesy:

- Food and drink are discouraged in class. There may be times that you need a drink of water or small snack during class.
- Show respect for the teaching staff and fellow classmates. Do not interrupt another who is speaking. It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.
- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.

Class Interruption:

- During the class, no parent is allowed to walk into the class for any reason

- If parent need some clarification from teacher, please meet the teacher at the end of the class
- If parent have some dispute issue regarding teacher or school policy, please meet any member of the Management Committee.
- In any case, no parent should disturb the class, failing which Management may take a disciplinary action

School Attire:

- *Students and teachers are required to wear an outfit that is fit for Gurdwara environment.*

BUSINESS INFORMATION

For information on the location, school hours, registration fees and operations of Khalsa School, please refer to the website at <https://www.gnfa.org/khalsaschool>.

FORMS AND AGREEMENT

Forms and agreements are available from the School's sewadars or from the website. They are:

Student Registration Form

- For children under 18 years
- For adults over 18 years

ADMISSIONS POLICY

Three distinct populations of students attend the GNFA Khalsa School: Pre-school, K-12 and Adults. Khalsa School supports and promotes equal opportunity in its admission policy. The School accepts students without regard to sex, race, color, age, marital status, religion or national origin. Each individual is admitted on the basis of academic merit and qualifications. Admission is subject to availability and adequacy of School's staffing and other resources, determined solely by the Khalsa School's Management Committee.

All students are required to fulfill the admissions process, which include the following:

- 1. Application for Admission (Registration form)**
- 2. Payment of the Fees.**
- 3. Appropriate placement determination for new students.**

NOTE: It is the parent's responsibility to bring to the attention of the Khalsa School any learning differences that might impact a student's progress. Khalsa School has a staff of volunteer teachers who are neither equipped nor trained to handle the special attention that may be needed for a student with a learning disability(s). Parent's cooperation in this

matter is extremely vital. Furthermore, Khalsa School is regretful that the present facilities, organization or budget does not lend to the addition of specialized assistance and support.

Registration

Online Registration as well as the Registration forms are available on the Khalsa School's web site:

www. <https://www.gnfa.org/khalsaschool>

The appropriate form must be completed in accordance with the instructions available on the form. The completed form along with the full tuition fees must be submitted online or to the School volunteer assigned to handle registrations.

Fees

Khalsa School charges a nominal fee to purchase books, supplies and operational expenses. The annual fee amount for the year 2022-23 is \$ 200 for the first student in the family, all siblings pay \$150 each. Fees are due at the time of registration and must be paid in full to guarantee admission. Fees may be reduced or waived on the basis of need.

Placement

Each new student is evaluated to determine the student's current level of proficiency in Gurumukhi, Gurmat and Sikh History. Upon acceptance of the completed application, a preliminary discussion is held with the student as well as the parent(s)/guardian(s) on the student's background, prior educational experience and interests. Subsequently, a preliminary determination is made and a teacher interviews the student. During this interview process the parent will not participate. The teacher assesses the student's background, prior educational experience and interests. The teacher may administer an admission's placement test to determine the student's prior knowledge. Based on the results of the interview and or the placement test, an objective assessment of the student's capabilities is made and the teacher will make a recommendation.

This recommendation can be to either include the student in a teacher's class or return the student to the Registration Coordinator with whom the preliminary discussions were held. Another teacher interviews the student and this process continues until a determination is made. The next teacher will review the results of the placement test if one was administered or may choose to administer a more suitable test.

Once an initial determination is made, the School provides the student (and the parent/guardian) the textbooks and other materials for the selected level. Based on the teacher's assessment in determining placement, the teacher may assign or recommend additional reading and preparation to better prepare the student for the classroom experience.

New Admission

Other admission requirements must be heeded. They are:

1. A transcript, diploma from the previous school if applicable
2. A current record of immunizations and vaccinations as required by Maryland law
3. Emergency medical (insurance) and contact information, and
4. The results of the admission's test administered by GNFA Khalsa School.

Acceptance and proper placement in GNFA Khalsa School will be based on an evaluation of this information. Additionally, a signed annual statement of willingness to comply with the school's code of behavior must be on file for each student.

Re-Admission

Your continuation as a student at GNFA Khalsa School is not automatic. Academic and other spiritual requirements must be satisfied for you to qualify for readmission each year. Former students who left GNFA Khalsa School in good standing and wish to apply again may do so by contacting the School leadership for readmission. The admission process is outlined above.

Late Admission

Student may be admitted at any time during the course of the semester. Whether the student is a new student or a returning student, the following requirements must be fulfilled:

1. Completion of the admission's requirements as described above.
2. Placement of the student determined by the School in accordance with the process outlined above.
3. Completion of make up and other assignments and exercises that are established as a condition of continuation within the negotiated schedule.
4. Payment of an additional late admission fee of \$25.00

Late admission due to travel or other abnormal conditions will not incur the late fee.

Student Identification Badge and Bag

Each newly enrolled student may be issued a student identification (ID) badge and a Khalsa School bag, subject to availability. These items are issued to foster a sense of belonging and pride. Parents are requested to encourage the students to wear their ID badges and bring the bag and the books and supplies to each class. There is a fee of \$ 5.00 and \$ 10.00 to re-issue a student ID badge or a bag respectively.

Medical Attention

It is the parent's responsibility to handle, manage and control student's special medical need/requirement (for example, an allergy). Khalsa School is not staffed with personnel or resources to meet a student's medical requirements.

Volunteering at GNFA Khalsa School

Parent and community sewadars are needed and expected to volunteer at Khalsa School. Khalsa School is extremely fortunate to have such active parents who have provided enrichment and support to the school. Khalsa School welcomes volunteers who would like to share their knowledge, education, special interests and hobbies to help teach students. Sewadars can help with general school activities or work directly as teachers or with teachers. Sewadars can help with activities such as special student events, sports, office functions, serving on committees, etc.

Please fill out the form available on the website at <https://www.gnfa.org/khalsaschool> and join Khalsa School and participate in achieving its mission.

APPENDIX A – List of Committee Members

GNFA Board of Education Committee Members

1. Satwant Kaur Tulsi
2. Dr. Sheena Kaur Khurana
3. Ranvir Singh Floura
4. Satinder Kaur Choudhary
5. TBD

Khalsa School Management Committee

1. Amrit Kaur Chaudhary
2. Jasdeep Kaur Floura
3. Renmeet Kaur Grewal
4. Amandeep Kaur
5. Satinder Kaur Choudhary

APPENDIX B – List of Sewadars (Teachers and Volunteers)

Khalsa School is blessed with the sewadars of whom we are very proud. The Sikh Community expresses their gratitude and appreciation for their selfless sewa in teaching and other volunteer work.

<u>Grade Level</u>	<u>Teachers</u>
Kindergarten	Kamal Machli
1st Grade	Sarbjit K Virk (Boli), Nilu Singh (Virsa)
2 nd Grade	Amrit Kaur, Sweta Matta (student volunteer – Reya Matta)
3 rd Grade	Simran Kaur, TBD
4 th Grade	Mona Choudhary, Japjit Sidana
5 th Grade	Amandeep Kaur, Sarabpreet Singh

6 th Grade	Jaspreet Kaur, Harpreet Kaur
High School	Sarabpreet Singh

Appendix – C

Addition Learning through Khalsa School

1. Combined VIRSA Gurmat Class in Diwan Hall
2. High School Gurmat Class – a Young Adult Study Circle
3. Extension of two years' Term - student's may re-register for the same grade for two years

Khalsa School Diwan Project

Lead: *Dr. Sheena Kaur Khurana*, Sevadars: Youth Committee Coordinators with support from Navneet Kaur, Jasdeep Kaur

Khalsa School Schedule was changed in September 2011 to add a live spiritual experience for the kids. The “Khalsa school youth Diwan”, is now an essential part of the curriculum. The format of school has now been modified to accommodate for not only the 90 minutes of classroom instruction time like before, but also for a monthly 45 minute Diwan. A 10 minute snack break precedes the Diwan for which the kids bring a nut-free snack and water.

The Diwan this year had the following structure. In order to create a spiritual atmosphere, the kids begin with “naam simran”. This was followed by recital of 5 pauris of Japji Sahib and the “Little Khalsa” segment which is a poem or a shabad led by the kindergartners. Next is the singing of two shabads and then the “theme shabad”. The theme shabad this year was a shabad by Guru Arjan Sahib ji – “ਤੇਰਾ ਕੀਯਾ ਮੀਠਾ ਲਾਗੇ”. After this, there is recitation of Anand sahib,

Ardas and Hukamnaama. All duties including napkin seva, parshaad seva, Chaur sahib seva as well as stage secretary are assigned to different kids on a rotating basis. We plan to add a speech/saakhi segment from academic year 2014-15 onwards.

Our hope is that month after month, in addition to classroom teaching, as they sing and listen to Gurbani, recite path and, listen to the Guru's Hukamnaama, they will have everlasting memories of a Sikh childhood, so that when they leave home, they can draw upon these experiences to make important life decisions.

As the Gurudwara becomes the cultural, social and religious focal point of the Sikhs in this country, we at GNFA Khalsa School are gearing up to help our kids meet the challenges in the present environment and grow up as well balanced adults with all the spiritual tools to meet their needs.

Khalsa school Diwan is an integral part of school day. Students are **required** to attend the diwan monthly and stay until it ends at noon. They are not allowed to eat langar during the diwan.

Silent attendance will be taken in the diwan hall and if the kids are noted to have an unexcused absence, they will be marked absent for that day. This will affect their grade for the year. After two unexcused absence, disciplinary action will be taken. We need the co-operation of parents in enforcing these rules so that the kids are not deprived of an important spiritual experience.

Appendix – C (*Continued*)

1. High School Gurmat Class

Instructor: Sarabpreet Singh

The purpose for this class is to re-engage our youth who at the teenage years end up not coming to Khalsa school because lack of engagement or other priorities.

This class will not have any homework or exams, the primary focus would be to inspire and share Sikhi principals, gurbani, heritage and history.

This class will have a fluid format. Feedback is welcome and would appreciate any help that is offered. We have so many talented folks in our sangat, and our youth would benefit from all they have to offer.

Ideas for the class :

Gurbani Vichar

Student led discussion

Comparative Religion field trips

Conversational Punjabi

Different Speakers via skype or in person

Proposed format:

1st week of month: Gurbani Vichar

2nd week of month: Student led discussion

3rd week of month: Conversational Punjabi

Will re-enforce Gurbani and Boli during discussions

Vidya Vichaari Taa Parupkari