

The Sikh Foundation Punjabi School Rules & Regulations

School Schedule: 09:00 – 09:15 Assembly, 09:15 – 11:30 Punjabi / Gurmat Class, 11:30 School Over

Student Responsibility

- Students are responsible for their conduct, knowing the school rules, understanding their importance, and abiding by them throughout the school year. All rules and regulations are in effect during school hours on Gurdwara premises. They also apply for any after school activity situations. Violations of these rules may include disciplinary action, and parents will be involved in all such cases.
- In the event of a student missing a class, he or she is responsible for making up any missed work.

Parental Responsibility

- Parents have to carefully explain the School Rules to their children in order to facilitate understanding and show their accord with the educational team. (Principal, teachers and volunteers)
- Parents explain the rules to their child – in particular the notion of "respect".
- Parents cooperate with the school in the event of disrespect by their child of the school rules.
- Parents bring their child to school on time.
- Parents should ensure that children will present for his/her sewa/duty (*Chaur, Shabad, Ardaas and Discipline etc.*).
- Parents should ensure that children are not absent from school.
- Parents should ensure that children are not playing next to the Dewan hall walls or doors.
- Parents ensure a good study environment at home.
- Parents should ensure that they spend some time with children to read, write and speak Punjabi.

Registration

All registration fees are required to be paid and all registration forms are required to be filled before the student attends their first class.

Attendance

All students are required to come prepared to class and bring their appropriate folders and material. Students who do not bring their materials will be subject to disciplinary action.

Arrival & Dismissal

A Sign In Sheet will be posted outside the diwan hall. School starts promptly at 9:00 am. All students are required to be present for assembly at this time. Parents for students below the age of 18 are required to sign in using the Sign In sheet at this time.

Lateness / Tardiness

Students who arrive late are required to fill out an official Sikh Foundation Punjabi School tardy slip. A student who is tardy more than 3 times in a school year is subject to disciplinary action.

Absences

A maximum of 3 absences per year are allowed for a student to graduate. An official Sikh Foundation Punjabi School absence slip is required to be filled out and handed to the teacher. These slips will be stored in the student's file. More than 3 unexcused absences may result in the student being removed from the class and taken out of the school year.

Homework

All homework must be completed before the class begins. Students should not be completing homework within the class. Homework not completed on time will result in disciplinary action being taken against the student.

Bullying & Harassment

Our objective is to provide an environment that is welcoming, conducive to learning and free of any type of harassment and bullying.

Cell Phones

Cell phones are allowed in the school provided they are SWITCHED OFF ON ENTERING THE SCHOOL assembly area and classrooms. If a cell phone rings in class IT WILL BE CONFISCATED AND WILL NOT BE RETURNED to the student. It is the parent's responsibility to collect it at the end of the class.

Common Responsibility

It is the responsibility of everyone involved with the Punjabi School to maintain high standards of decorum when dealing with any other individual involved with the Punjabi School or Sikh Foundation San Diego. Disagreements should be handled in a civil way and one should always respect the rights of others. Children are easily influenced and anyone involved with the Punjabi School should always try to present themselves in a professional manner so as to be a good role model.

General Rules and Code of Conduct

Students should respect the property of others and at the same time take good care of their own property. Valuable items should not be brought to school. The school will not be held responsible for the loss of any items by the student. Litter should be put into litter bins and not just dropped on the ground. All students should feel responsible for keeping the school grounds looking neat. Chewing gum or bubble gum is not permitted at school. Bad or insulting language is prohibited. Playing next to Dewan hall area and road is prohibited.

** THE SIKH FOUNDATION EDUCATION COMMITTEE RESERVES THE RIGHT TO CHANGE THESE RULES AND REGULATIONS AT ANY TIME AND WILL ATTEMPT TO INFORM RELEVANT PEOPLE AT SUCH A TIME.*