

GURU GOBIND SINGH JI ACADEMY

AT GURU TEGH BAHADUR JI FOUNDATION
(NORWALK GURDWARA, CT)

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Guru Amar Das - Mabhla 3



COMPASSION - FAITH - COURAGE
DEDICATION - SOVEREIGNTY

GURU GOBIND SINGH JI ACADEMY HANDBOOK

COMPASSION : FAITH : COURAGE : DEDICATION : SOVEREIGNTY

INTRODUCTION

This parent/student handbook describes the educational mission, goals/objectives and programs of the Guru Gobind Singh ji Academy. It also provides information on the school's organization; its academic and attendance policies.

MISSION STATEMENT

Guru Gobind Singh ji Academy seeks to provide its students with knowledge and appreciation of the Sikh way of life (*Naam Japna, Kirat Karna, Vand Chhakna*) and its rich Sikh heritage.

GOALS AND OBJECTIVES

The goals and objectives of Guru Gobind Singh ji Academy are consistent with the mission statement. They are as follows:

1. Build an educational institution offering the '*Sojhi*' curriculum
2. To incorporate *simran* and *sewa* in every day life
3. To infuse the Sikh spirit and honor "*Manas ki jaat sabhe eke pehchanbo*"

CURRICULUM

The Sikh Research Institute <http://www.sikhri.org/>, through their project “*Sojhi*” seeks to improve the effectiveness of Sikh education by developing high standards of learning with comprehensive teaching materials. They have produced a curriculum, (befittingly titled “*Sojhi*” which means “insight”) which is oriented around the goal of developing insight to inspire a Guru-centered life from theology to Gurmukhi to history to Panjabi.

At this time Guru Gobind Singh ji Academy School has acquired the K through 5th 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 *Virsa* encompasses theology, history, and personal development.

The Sikh Research Institute held a 10-hour training workshop at Guru Tegh Bahadur ji Foundation for the teachers, to enable them to get comfortable with the curriculum.

SCHOOL ADMINISTRATION

Guru Gobind Singh ji Academy Website

The web site **www.gtbf.org/ggsa** is another source of information. Registration forms, the curriculum and upcoming events of the school will be posted on this site. Notices and other information will also be posted.

Parent Teacher Communications

Guru Gobind Singh ji Academy encourages parents to meet with their child's teacher(s) to discuss the child's academic performance. A Parent-Teacher conference will be scheduled for each parent to meet with the teacher at the end of each semester. The teachers of the Guru Gobind Singh ji Academy feel strongly that we need to work together to educate our children.

At any time a parent may request a conference with a teacher. However, it must be scheduled in advance. The teacher will arrange a mutually convenient time to meet with the parent. Parents are discouraged from showing up during class sessions. The teacher's primary focus is teaching the students and disruptions to that teaching time are to be avoided at all costs.

A Word to Parents

All important information will be provided via email, through: **ggsa-parents@yahoogroups.com**. Please provide us with your email addresses.

Feedback

Your constructive feedback is essential and vital to continually improve the quality and caliber of the children's education. You can contact us at: **ggsa-owner@yahoogroups.com** or you can contact one of the school *sewadars*.

ACADEMIC POLICIES

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 concerned if your child says that there is never any homework.
- Talk with your child's teacher(s) if the assignments are too difficult or time consuming for your child.
- The student's grade will be affected if homework is not done or not handed in on time.

Grading System

We have a five-tier grading system to assess the child's conduct, attendance, study habits and participation in class for both *Boli* and *Virsa*. The tiers are:

- Outstanding
- Excellent
- Exceeds Expectation
- Satisfactory
- Needs Improvement

ATTENDANCE POLICIES

School Hours

School timings - 9:50 am SHARP to 12:00 pm.

The school session starts with Assembly, followed by two 45-minute lessons in *Boli* and *Virsa*. There will be a 15 - minute snack break in between the lessons.

Excused Absences

Please notify the school via email if a student is going to be absent. It is the responsibility of the absent student to obtain any announcements, assignments and tests given during their absence. If a student is persistently absent within any semester, the student and parents will meet with the school *sewadars* to determine if the student should remain in the school or withdraw at this time.

Unexcused Absences

An absence will be considered unexcused if the student did not notify the school *sewadars* of his/her absence according to the guidelines listed under excused absences. If a student has four unexcused absences in any semester, the student may be required to repeat the entire semester (all classes) the following year. Regardless of the type of absence, the student is responsible to obtain all announcements, assignments that are given during his/her absence.

Tardy

Tardy is defined as being late. School starts at 9:50 am. If you are late and the assembly is in session you will be asked to wait outside the class until the assembly is over. If you are 15 minutes late you will be marked as "Tardy". Three times Tardy will be marked as an unexcused absent, and the policy for unexcused absence will apply. Any child coming in after 10:30 am will be marked absent. All incidents of tardiness will be recorded in attendance sheets.

Early Dismissal

Children are discouraged to leave early from the class. If someone other than a parent is picking up a child, a written note from the parent is required.

Extended Class

Once a month there will be an extended class for *Virsa*. Details of this will be posted on the web site and the school calendar.

CODE OF CONDUCT

Student Conduct

Student's conduct should be that of good citizens. In most cases the classroom teacher will handle the initial discipline. In case of a severe misconduct, administration will be notified. Consequences will lead to a conference with a parent and possible suspension of the child.

Student Expectations

- Show courtesy and consideration for all members of the school community.
- Behave in a manner that is conducive to the educational process.
- Follow the direction of teachers and all *sewadars* of the school.
- Comply with school rules and classroom procedures.
- Respect and assume responsibility for school and personal property.

Electronic Devices:

Students are prohibited from using cell phones, iPods, gaming devices and electronics in the classroom including break time.

Duties of Sewadar (Student) of the week:

- Arrive to the classroom at 9:40 am (accompanied by a parent).
- Make sure classroom is clean.
- If assembly is in session do not allow latecomers in the classroom.
- Set up the snack table, (snack will be provided).
- Teacher's helper for that day.
- Parents of the sewadar are welcome to attend assembly.

Duties of Assembly Coordinator:

- Arrive to the classroom at 9:40 am (accompanied by a parent).
- Lead the Anthem.
- Parents of the assembly coordinator are welcome to attend the assembly.

MISCELLANEOUS

School Fee

Guru Gobind Singh ji Academy charges a nominal fee to purchase books, supplies and cover operational expenses. The fee for the year is \$100.00. Additional siblings are \$50. 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. A child who is not registered will not be allowed to attend school.

Bags

Each enrolled child is given a bag and a *kaida*. If available, additional bags and kaidas can be purchased. Bags \$12; *Kaidas* \$10.

Late Admission

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

- Completion of the admission's requirements as described above.
- A teacher will evaluate and place the child at the appropriate grade level.
- Completion of make up and other assignments and exercises that are established as a condition of continuation within the negotiated schedule.

Please note, the school cannot support “drop-ins” i.e. visiting students.

A tour of the classroom can be arranged for a parent of a prospective student with a prior appointment. Please contact one of the *sewadars* for an appointment.

Children's Divan

Guru Gobind Singh ji Academy encourages its students to participate in the children's *divan*, which is held on one of the Sundays of the month at the Gurdwara. Please get more details from the *sewadars*.



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