

The Sikh Foundation Punjabi School Rules & Regulations

Student Responsibility

1. 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.
2. In the event of a student missing a class, he or she is responsible for making up any missed work.

Parental Responsibility

1. 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)
2. Parents explain the rules to their child – in particular the notion of "respect".
3. Parents cooperate with the school in the event of disrespect by their child of the school rules.
4. Parents bring their child to school on time.
5. Parents should ensure that children will present for his/her sewa/duty (*Chaur, Shabad, Ardaas and Discipline etc.*).
6. Parents should ensure that children are not absent from school.
7. Parents should ensure that children are not playing next to the Dewan Hall walls or doors.
8. Parents should ensure that they spend some time with children to read, write and speak Punjabi.

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

Registration

All registration forms must be completed and fees paid in full before a student attends their first class, and please note that the registration fee/donation to the Punjabi School is non-refundable due to audit requirements.

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, and since school begins promptly at 9:00 a.m., all students are required to be present for assembly at that time, with parents of students under 8 required to sign them in using the sheet.

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 4 absences per year are allowed for a student to graduate, and an official Sikh Foundation Punjabi School absence slip must be completed and submitted to the teacher for each absence; these slips will be kept in the student's file, and more than 4 unexcused absences may result in removal from the class and withdrawal from 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 permitted at school but must be switched off upon entering the assembly area and classrooms; if a phone rings during class, it will be confiscated and only returned to a parent at the end of the class.

Common Responsibility

All individuals involved with the Punjabi School are expected to maintain high standards of decorum when interacting with others associated with the Punjabi School or Sikh Foundation San Diego; disagreements should be handled respectfully and civilly, as children are easily influenced, and everyone should strive to model professionalism and serve as positive role models.

General Rules and Code of Conduct

Students are expected to respect the property of others, take care of their own belongings, and refrain from bringing valuable items to school, as the school is not responsible for any lost items; litter must be disposed of properly in bins to help maintain clean school grounds, chewing gum or bubble gum is not permitted, bad or insulting language is strictly prohibited, and playing near the Dewan Hall area or on the road is not allowed.