



NEW YORK TAMIL ACADEMY

பெற்றோர் கையேடு

Parents Handbook (2016-2017)

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The Parent Handbook is provided as a resource for you in explaining the practices and procedures of NYTA. It is hoped that you will find this information useful. If questions arise upon review of the Handbook, please do not hesitate to contact the school.

We would like to invite you to become an active participant in your child's education. We at NYTA believe that the most effective education for your child comes from a partnership between the home and the school. Many opportunities exist for you to become involved in your child's education and we invite you, as parents, to take advantage of these opportunities throughout the school year.

Keeping in Touch with Your Child's School

As a parent of NYTA student, keeping in touch with your child's school and teacher is important to the academic success of your child's education.

Parents are always encouraged to communicate with teachers about their child's progress. This can be done by arranging a meeting with your child's teachers and school Administrator to monitor their progress, and contacting teachers using email or in-person visits.

Another convenient way for a parent to stay in touch with school activities and news is through School's website—service to distribute announcements and news.

Parents & Teachers - Partners in Education

Both parents and teachers are working towards the same goal - the best possible education for our children. When the two combine forces, the results are unbeatable. Children feel a sense of pride when they know their parents are visible at the school and are taking an interest in their education. Here are some areas of cooperation that are very important:

1. Make sure that your child attends school ***regularly and on time.***
2. Support the school in its efforts to maintain proper discipline.
3. Stay in tune with what your child is learning. Ask him or her questions about the school day.
4. Let the school know of any problems outside of school that could affect his or her day in school.
5. Stay in touch with the classroom teacher, attend the conferences, or email if you have questions, schedule a visit to the classroom. Be involved!

School Starts & Ends

School begins for students at 7:00p.m .Students should not arrive prior to 6:55 p.m. The student school day ends at 9:00 p.m. Parents are asked to send a note to the classroom teacher or notify the teacher or school office, if plans to pick up their children earlier.

Attendance/Tardiness/Leaving School Early

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are unfavorable to the educational process. Please limit your child's absences to scheduled vacations. It will certainly help their academic achievements. Parents should plan vacations and trips which do not conflict with the school's instructional calendar.

When students arrive late or must leave early, they miss valuable information. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

Sickness, severe illness, exposure to a contagious disease, religious holidays or extremely inclement weather are considered legitimate excuses for absences or tardiness. If a student is to be absent, parents are urged to inform the school in advance.

When a child is absent from class, it is his/her responsibility to find out what the class work and/or homework was and arrange to do it.

Sick Child Policy

Please do not send a child to school with a fever of 100F or greater; a combination of symptoms such as lethargy, poor eating, lack of availability for learning, glassy eyes, pallor, decreased activity, or unusual behavior/responses (can indicate illness even without the presence of a fever); diarrhea or vomiting; pink eye; untreated head lice; persistent coughing or thick nasal drainage; difficulty breathing from Asthma; severe head injury with disorientation, vomiting, dizziness and/or headache; or any other illness as directed by a physician. Children sent to school with these or similar conditions will be sent home.

Students who have been ill and are returning to school should be: free of symptoms listed above; back to their normal behavior and energy level; free of fever, diarrhea or vomiting for 24 hours; treated for strep throat or pink eye (on antibiotics for at least a 24 hours period before returning to school).

Transfers

Parents of students withdrawing from school should contact the office at least two weeks prior to the last day of attendance. This allows time for completion of records, return of books, and completion of the transfer form. Parents may pick up the transfer form from the Director on the student's last day or it may be sent home with the student upon request. All accounts with the school should be settled prior to the transfer.

Address Update Form

Parents need to fill out the address update forms at the beginning of the year. Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.

Change of address

If there is any change in student's home address, telephone number and email ID, inform the school immediately.

Forms

Change of address and Transfer forms will be available at School office.

No Money Transaction in the school building

Money transaction in the forms of cash or check is not allowed in the school building. Registration or any kind of fee should be sent to the specific address given in the applications.

Conferences with Teacher

Parent Conferences are scheduled thrice during the school year. They may also take place at any other time it appears that a student is having difficulty or if you have a concern. Informal conferences may be arranged at any time during the school year by contacting your child's teacher for an appointment.

Keeping communication open between parents and school can only enhance the student's education. It is extremely important that parents are kept informed and support the school in its actions.

We do have Parent –Teacher Conferences during **DECEMBER** and **MAY**

Conferences with the Director

Your Director is always willing to meet with a parent or group of parents to discuss school related matters. You may contact him at directly or email him school@nytamilacademy.org

Liability Form

Parents need to submit the Liability form duly filled and signed at the time of school registration. Parents are responsible for any injuries to their kids while attending Tamil school classes as a student or participating in any event or function conducted by NYTA. Also parents are responsible for any medical expenses, charges or other cost which may be incurred as a result of their kids' participation in Tamil school as well they will be responsible for any claims made by third parties, which may result from or be caused by the kids' actions while participating in this activity.

Dates to Remember

Each child will receive a calendar which clearly indicates the School holidays, special events, semester exams, etc. Or refer school's website for any other updates.

Inclement Weather/School Closing/Make-up Schedule

In the interest of student safety, the School Board are consulted prior to making a decision to close, delay, or dismiss schools early due to inclement weather. Parents will be notified via phone and/or e-mail about school delays or cancellations. An official notice will also be posted on the homepage of the school's website

Data Privacy

NYTA obtains and uses certain information about each student to plan the best educational programs. Access to such information by third parties is limited and controlled in accordance with legal rights of Data Privacy. During the School year we like to publicize or display student news that may include names and photos of student(s). Please contact the school office if you do not want the photographs of your child displayed

Grade Book

All parents and guardians have the opportunity to monitor their child's progress thru the Google Drive.

Parents are able to view important current school year information such as:

- Homework Grades
- Attendance records
- Student assignments
- Missing assignments
- Notes from your child's teacher about assignments
- Semester scores

Textbooks

The school provides textbooks for students to use during the school year. The school does not sell or buy used textbooks. Students are expected to take care for the books they receive.

Volunteer Opportunities

There are many classroom and other volunteer opportunities available at NYTA. Caring adults make a difference in the lives of our students. Volunteers are always welcome and we appreciate the time, energy and expertise they share. In order to make your volunteer experience a positive and rewarding one, all volunteers register yourself at the School office.

Communications

If you have a question or concern regarding your child or your child's classroom, please talk first with the teacher. If you have further questions, then please bring your concerns to the attention of the Administrator.

School Parties

NYTA does not celebrate any Birthday party at school. If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Invitations **may not** be distributed in the classroom. Thank you for your cooperation on this issue.

Money & Valuables

Please make sure that your child does not come to school with large amounts of money or expensive items. We cannot be responsible for broken, stolen or misplaced items brought from home.

Newsletter

A school newsletter is sent out to each family every semester. Our newsletter includes school news, a calendar of events and other useful information. Please look for them! The newsletter can also be found on the School website. School annual report will be sent out at the end of the school year.

School Volunteers

We welcome parents and community members as volunteers in any of our classes. Everybody has a special talent or interest... please share yours with us. It's a nice way to share your child's school life. If you have an interest in volunteering at Tamil School, please contact the office. New volunteers must attend a scheduled training in order to volunteer in classrooms. Returning volunteers just need to sign up in office.

Report Cards

Report cards will be issued twice a year; Feb (for Mid-term), and Sep for previous year final. Student's grades will reflect the student's ability to read, write, listen & understand the Tamil Language. Mid-term exams can be replaced by other means (quiz, and reading tests) by the individual class teachers (teacher's discretion).

Moodle

Moodle is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS). Classroom Teacher will assign homeworks, assignments or any other resources to students for their references or as a part of e-learning. Each Child will have their own Id & Password to access their Level specific materials.

Placement Criteria

Students will be placed in the appropriate grade level, classroom setting or program based on the following:

- Teacher's assessment
- Educational records provided by another institution (if applicable)
- Social/emotional/physical needs of student
- Classroom sizes or student/teacher ratio

In addition, placement decisions shall be made without regard to sex, race, religion, creed, age, handicap or nature of origin.

Promotion/Retention Criteria

Students will be promoted or retained based on:

- Teacher's assessment
- Academic success as determined by available test data and educational records
- Social/emotional/physical needs of the child
- Student attitude toward promotion/retention
- Attendance

Semester Exam

Informal testing, class quizzes, games will be conducted frequently by classroom teachers. Teachers use these results to plan appropriate individual programs and group assignments.

There will be two formal semester exams during a school year. Exams will test the children's ability to read, write, speak, listen and understand Tamil Language. If you have any questions or concerns regarding the above tests and the appropriateness for your student, please do not hesitate to contact your child's teacher.

Dress Code

Students are expected to dress in a way that shows respect for themselves and others in the school. Dress is regulated when it interferes with health and safety, or it disrupts the learning process or orderly operation of the school. Students may be asked to change out of any clothing/hats considered inappropriate, or distracting.

Homework

Homework is given for the following reasons:

- To reinforce lessons
- To reinforce skills
- To complete assignments not finished during class time
- To work on independent assignments such as research or construction projects restricted by class time or availability of references
- To encourage independent reading

Encourage your kids to do homework on time, maintain a routine work time, discuss about topics given, and help them when they struggle. Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.

Handling a Special Child

Children with delayed skills or other disabilities will be provided with individualized education programs. Teachers along with parents work together to develop a specialized learning plan — the individualized education program (IEP) — to help kids succeed in school. The IEP describes the goals the team sets for a child during the school year, as well as any special support needed to help achieve them. It is the responsibility of the parents to diagnose, identify and seek professional help for any learning challenges their child may have. This information need to be shared with the corresponding teachers so that necessary help can be provided for Tamil learning. If needed at least one parent must present during the class hours, as all the teachers are volunteers, didn't have specific skills or training to handle a special child.

****PLEASE DISCUSS THE FOLLOWING RULES WITH YOUR CHILD****

1. When moving through the building, students should walk in a quiet and orderly manner.
2. When problems between students arise, settle them without fighting or cursing.
3. Keep noise to a minimum. Loud voices and other noises are particularly distracting to others.
4. Use proper and respectful language at all times.
5. Respect the authority of all adults in the building
6. Respect the building, equipment and materials given to you.
7. Behavior at all times should contribute to learning.
8. Chewing gum is not allowed in school or on school grounds.
9. Students are to go directly to their classroom upon arrival at school.
10. Toy weapons, knives and other dangerous items are not allowed at school.
11. Video or any electronic games are not allowed at school.
12. Students should not bring any valuable items, cash etc., to school.
13. No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of a parent.
14. No behavior that is dangerous or disruptive to others is allowed.

Tips for a Successful School Year

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Model and reinforce appropriate behavior.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
- Involve your child with reading and writing activities.
- Write your child's name on all personal items brought to school such as coat, hat,

gloves, boots, sweater, snack box, etc.

- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone or email the school when your child will be absent.
- Dress your child according to the weather.
- Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.

But What About....?

Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to the School Administrator school@nytamilacademy.org at your earliest convenience so that they can be appear or be corrected immediately.