



NEW YORK TAMIL ACADEMY

பள்ளி கையேடு

NYTA School Handbook (2016-2017)

Date: Sep 15, 2016

Table of Contents

Introduction	3
Academic School Year	3
School Name, Location/Address	3
School Timing	3
School Executive Committee	4
NYTA PTA	4
Grievance Escalation Process	5
Additional Handbooks	5
School Library	5
School Crisis Management Plan	5

Introduction

The school Handbook is provided as a resource for you in explaining the practices and procedures of NYTA with regard to the school. 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. We strongly encourage parents to always get involved and volunteer in different school activities.

Academic School Year

NYTA follows the Smithtown school district calendar. Normally the school year starts in September post Labor day and ends in June. School is closed during the Jul and Aug months for summer holidays.

Complete list of school class days (schedule) during the year are available in the NYTA website.

School Name, Location/Address

Name: Mills Pond Elementary School

Address: 246 Moriches Rd, St James, NY 11780

Phone: (631) 382-4300

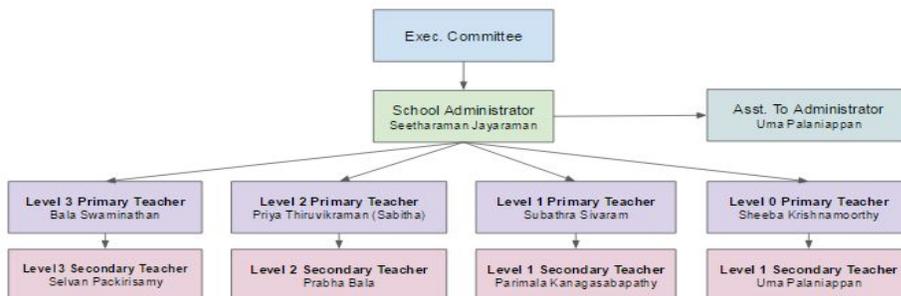
District: Smithtown Central School District

School Timing

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 admin, if they have plans to pick up their children earlier.

School Executive Committee

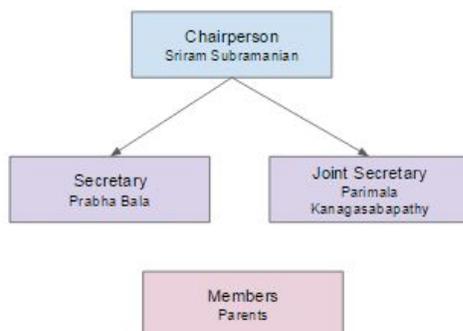
NYTA school administrator and teachers for different school levels are given below. Parents are encouraged to speak to the respective teachers, or school administrator or the executive committee as required.



NYTA PTA

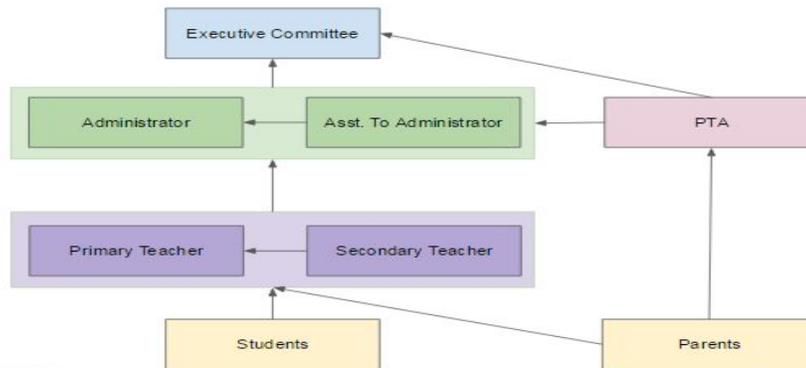
NYTA PTA is created as a forum where the parents and teachers can discuss the school progress. This gives an opportunity for parents to voice their opinions and also suggest continuous improvements for the school. This also facilitates additional interactions, and volunteering opportunities for several school as well as other cultural activities the school is involved in throughout the year.

PTA structure is given below: PTA is constantly engaged by sending regular communication to the parents through social media. PTA is also involved with conducting different surveys during the school year.



Grievance Escalation Process

NYTA has an established escalation process whereby students or parents or teachers can bring up any types of concerns to the appropriate members.



Additional Handbooks

There are other handbooks available as below and we encourage all school stakeholders to go through them. Please reach out to the school administrator Mr. Seetharaman or any of the NYTA Executive Committee members for any questions or clarifications. All these handbooks including this document are available through NYTA website.

1. Students Handbook
2. Parents Handbook
3. Teachers Handbook

School Library

The NYTA Library is maintained by Mrs. Parimala Selvan. If you need any books please mail to parimala2000@gmail.com in advance. List of available books can be obtained from Mrs. Parimala.

School Crisis Management Plan

NYTA follows the Smithtown school district’s crisis plan in case of any emergency situations. More details are outlined in the “Security and Crisis Management Plan”.

<http://tinyurl.com/nyta-crisis-management-2017>