



NEW YORK
TAMIL ACADEMY

மாணவர் கையேடு

Student Handbook

(2016-2017)

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GENERAL INFORMATION

This handbook contains useful information for students regarding the daily activities of NYTA. You will find information highlighting some of the school division's policies and guidelines that are necessary for the safety, welfare, and well being of our students. Please keep this handbook throughout the 2016-2017 school years. You are encouraged to review the contents of this handbook .If you have any questions about the contents of this handbook, please contact your class Teacher or School Administrator.

The school day begins with a small class size to advocate for and help students experience academic, social, and emotional success by making connections and providing small group support.

BEHAVIORAL GUIDELINES

Students are expected to act in a manner that promotes their learning, safety and well-being, and does not interfere with the learning, safety, and well-being of others. Students are expected to behave in accordance with School policies and school regulations. Students who demonstrate responsible behavior will be knowledge positively. When students choose to behave inappropriately, it is the responsibility of the school personnel to intervene. To ensure this, the school has established clear student discipline policies and identified consequences appropriate with the behavior.

THE SCHOOL EXPECTS STUDENTS TO:

- Be polite and show kindness and consideration toward one another and to adults.
- Follow directions from supervising adults.
- Use socially acceptable language.
- Use and respect school property and not intentionally cause damage.
- Sit quietly and listen during classroom hours and other programs.
- Ask permission to use any item that does not belong to them.

SCHOOL REGULATIONS

- Students may not bring personal items such as toys, iPods, iPads, etc., to school without permission from the teacher.
- The school cannot assume responsibility for loss, damage, or theft if permission is granted to bring any those items.
- Chewing gum is not allowed on school property.

- Students' mobile phones should be on silent mode during class hours.
- Video games are not allowed in the classrooms.
- When leaving school prior to dismissal, students must report to the Class Teacher to be signed out by a parent/guardian or an adult the parent/guardian designates. This requirement is to ensure the safety and well-being of our students.

ATTENDANCE/TARDINESS/LEAVING EARLY SCHOOL

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. Tardiness will be recorded if the students come more than 30 minutes late after the commencement of the school. With our hands-on, cooperative learning, regular attendance is crucial. Parents should plan vacations and trips that do not conflict with the school's instructional calendar. When students arrive late or must leave early, they miss valuable information and are at a disadvantage.

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

EARLY DISMISSAL

When leaving school prior to dismissal, students must report to the Class Teacher to be signed out by a parent/guardian or an adult the parent/guardian designates. This requirement is to ensure the safety and well-being of our students .

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.

IMPORTANCE OF THE HOMEWORK

Homework is a vital part of the total learning process. Level wise homework practices are communicated to students at the end of every class. The following list serves as a reminder about the importance of homework:

- provides essential practice in needed skills
- trains students in good work habits
- affords opportunities for increasing self-direction
- enriches and extends school experience
- helps students learn to budget time
- promotes growth in responsibility
- Brings students into contact with out-of-school learning resources.

REASONS FOR GIVING 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

Students are expected to do homework on time, maintain a routine work time, discuss about topics given, and get help from parents or teachers when needed. Have a quiet place and a consistent time to do homework.

INCLEMENT WEATHER/SCHOOL CLOSING/MAKE-UP SCHEDULE

In the interest of student safety, the School Board is 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.

BULLYING

NYTA is committed to a safe and respectful learning environment for all. An act of bullying, by either an individual student or a group of students, or an individual adult or group of adults, is

expressly prohibited on School or at school -related functions. This applies not only to students who directly engage in an act of bullying but also to individuals who, by their indirect behavior or support another’s act of bullying.

FIRE TORNADO DRILLS

A fire drill will be held during the first month of each School year. In the event that you are in the building during an emergency, the following are emergency signals that you should be familiar with:

Fire Drill Signal
..... long blaring alarm

Tornado Drill Signal
.....Verbal notification “Tornado Drill”

SCHOOL TIMINGS

School begins for students at 7:00 p.m. and 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.

Google Drive

All students and their parents have the opportunity to monitor their progress thru the Google Drive.

Both students and their 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 both classwork and homework books for students to use during the school year. The school does not sell or buy used textbooks, as text books are modified and updated each year. Students are expected to take care for the books they receive.

MONEY & VALUABLES

Students are expected not to bring any large amounts of money or expensive items to schools. The school 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.

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).

PROMOTION & RETENTION CRITERIA

Students will be promoted or retained based on

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

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 student will have their own Id & Password to access their Level specific materials.

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 semester exams during a school year. Exams will test the student'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 ability, please do not hesitate to contact your class 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.

THINGS TO REMEMBER

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. No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of a parent.
12. No behavior that is dangerous or disruptive to others is allowed.

13. Toys, Video games and other game electronic devices are not allowed in the school premises.

Parties

NYTA is not encouraging Birthday parties at school.

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.