



NEW YORK TAMIL ACADEMY

ஆசிரியர் கையேடு

Teachers Handbook
(2016-2017)

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PROGRAM MISSION AND VISION	

Mission

To systematically teach the language of Tamil, one of the oldest and most widely spoken classical languages in the world, to students aged four and above residing in the state of New York.

Vision

Our vision is to encourage an enduring interest in Tamil language, literature and culture among children living in the United States of America through regularly conducted educational programs, cultural events and social activities. These organized activities are designed to provide our students with opportunities to apply the language and literary skills obtained from their school work.

ABSENCES (TEACHER)

In case of absent, Teachers shall inform School Director and/or Principal ahead of time. Lesson plans are to be available for the substitute teacher to handle the class if it is necessary for a teacher to leave school at any time during the session in progress, please inform the school Coordinator or Director. Arriving late or leaving early shall be properly informed to the Director.

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the Director of School.

Parents must be notified if a long-term substitute will be in a classroom. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students may not learn as much with a substitute. You are the key person to a productive instructional day.

ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the Director or coordinator immediately. Accident reports must be filed with the office. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the office must be notified immediately. There is a first aid kit available in the school office. If there is a life threatening emergency, the school will call 911.

ADDRESS UPDATE FORMS

We are asking parents to fill out their address update forms at the beginning of the year. If there is any change in address or contact number, it will have to update in school records and learning management software system. Please keep close tabs on your students and notify

school admin to update the changing details.

ADVOCATE STRUCTURE

Tamil School has a large number of teachers as well as staff volunteers to monitor and care for our students. In addition, we maintain an average classroom size of 7-10, students, providing our students a 1:10 teacher – student ratio. We also provide our students with many other opportunities to interact and form relationships with adult advocates at school. It's mainly the class teacher's responsibility to act as the Adult Advocate for each student.

ASSEMBLIES

There is a formal Assembly, which has to start with the Tamil Thai Vazhthu throughout the School year to provide enrichment. If you have ideas for specific assemblies, please notify the office.

BUILDING AND ROOM REGULATIONS

It is the responsibility of teachers to ensure their classroom is organized, papers picked up, lights out, and windows locked before leaving school. The Teacher would bear responsibility of the supplies/equipment used in the classroom. They have to remind the students to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office. Teachers should be in their rooms whenever students are present. If there is an emergency, notify a teacher or a parent volunteer next to you to watch your class.

CLASSROOM VISITATION

There is no formal procedure and plan for visitation. The office will notify the teachers of any such visits ahead.

COLLABORATIVE LEARNING

Moodle will also have forums for Teachers according to their course level. This will improve collaborative learning experience for Teachers. They can improve their skills and resources by asking one another for information, evaluating one another's ideas, monitoring one another's work, etc.

CONFERENCES (PARENTS)

Teachers should contact parents any time, if there is a problem with a student whether it is academic, social, or behavioral. Maintain cordial relationship with the parents. Parents want to know how their child is doing at school. Frequent parent contacts strengthen the relationship

between the school and home. Ongoing calls to make positive reinforcement often make a situation much smoother if a problem arises in the future. Make it your goal to contact all the parents at least twice during the year (usually after the first and second semester examination).

DATES TO REMEMBER

There are countless events that happen during the course of a school year. This section is an attempt to let you know about as many of them as possible. As with any schedule of events, unforeseen circumstances may lead to these dates and times being changed without notice. Current School year calendar is made available through Google Drive.

DISCIPLINE

Treat students with politeness and respect their privacy. Teachers should handle the minor discipline problems within their classroom. If a problem persists (or is severe) they need not hesitate to involve the Director. Before problems become serious, the teacher needs to talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline.

Fire and Tornado Drill

A fire drill will be held during the first month of each School year. In the event a teacher is in the building during an emergency, he/she should follow the Emergency procedure of the specific building.

Following are emergency signals that a teacher should be familiar with:

Fire Drill Signal
..... long blaring alarm

Tornado Drill Signal
.....Verbal notification "Tornado Drill"

GRADE BOOK

Grading system should be explained to students and justified when necessary to students and parents. It is important to remember from this point forward, student grades can be accessed by parents in Google Drive. **Teachers should make sure that their grades are updated as often**

as possible. The Google Drive Grade book program is the way teachers enter, average, and keep track of grades.

HANDLING A SPECIAL CHILD

Children with delayed skills or other disabilities might 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.

HOMEWORK

Homework should enhance the lessons in the classroom, and be given for a specific reason. Student must finish their Homework /assignments on time and should be submitted on the next class to get full score of one point. Scores will be registered in Google Drive.

WEEKLY QUIZ

Levels 2 and above teachers shall conduct a weekly quiz that covers the material discussed in the previous class. Scores shall be recorded in Google Drive.

LESSON PLANS

Lesson plans made available in LMS should include objectives that describe expected student behavior, procedures for the lesson, resources, assessment information, etc. Daily plans should include main ideas/activities for the lesson, books/page numbers, etc. Teachers can refer Moodle for level wise description.

MOODLE:

Moodle is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS).

Each Teacher will have their own Login ID & Password. Teachers can assign homeworks, assignments or any other resources to students for their references or as a part of e-learning.

RECORDS

Teachers are responsible for grades and performance by students in the classroom. Teachers need to justify their record-keeping and grading procedures when needed. Additionally, student records are confidential information and should not be shared.

RULES, REGULATIONS, & POLICY COMPLIANCE

The most important qualities students like in teachers, one of the universally top-mentioned is fairness. Everyone should be assessed and treated equally; Teachers and schools strive to be fair and build programs and policies based on this value. Teachers are expected to do their best work possible, and to comply with all policies. Teachers who are out of compliance will be notified verbally.

No money transaction in the form of cash / check is allowed in the school premises.

SCHOOL STARTS & ENDS

School begins for students at 7:00p.m. Teachers must be present in the classroom at least 5 minutes before the class starts. The school day ends at 9:00 p.m. Teachers must disperse the students by parents sign-out.

If there is any change in school date, timings, venue etc., communication will be sent in advance by email.

STUDENT EVALUATION

For student assessment or evaluation, teachers can rely mostly on online assessment methods (Google Drive). Teachers can update student's attendance, homework grading & the semester marks on Google Drive. Also teachers can leave a brief comment (as per school guidelines)on where the students went wrong and which part they need to improve or need more training. This process will help teachers to assess, review and prepare improvement plan for the student's future success. Thus teachers can have a continuous improvement plan for each student's specific needs.

SUPERVISION

Supervision of students is your responsibility any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command respect of students by being a competent, friendly, fair, consistent, firm professional. Teachers are to maintain control both in and out of the classroom. This includes other classrooms, and hallways. Always remember you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms.

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hallway.

SUPPLIES AND PURCHASE ORDERS

Items to be purchased must be specifically itemized and fully described on the purchase order. The quantity, description, unit price, and total must be listed. All the purchase must be approved by the Director, and the invoice should be submitted to the Director.

Tardiness

If a student is late to classroom for the first time, teacher has to give a verbal warning. For the second time, Parents has to be informed. If it continues more than two times, student has to face the consequence of losing half a point of his daily attendance.

TEACHERS' MEETINGS

Request to attend Teachers' meetings with the Director as well as with other Teachers, sometimes in-person meetings or otherwise thru phone conferences. This is the right time for Teachers to discuss about plans, procedures, progress and improvement that they can implement in classroom. Meetings will be conducted once in every semester.

TEACHERS' TRAININGS

- All teachers should attend some basic Instructional Learning courses offered by American Tamil Academy. Training video is available at Moodle and www.amtaac.org.
- Apart from that, Teachers should attend the Nilai or Level wise Orientation program offered by American Tamil Academy. Each Nilai coordinators will give a brief orientation, every year.
- For Nilai 4 & above Teachers, should attend a special training course offered by Tamil Virtual Academy.
- New Teachers must observe two regular classes or assist the primary Teacher or help correcting the homework before handling the classes by themselves.

BUT WHAT ABOUT.....?

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