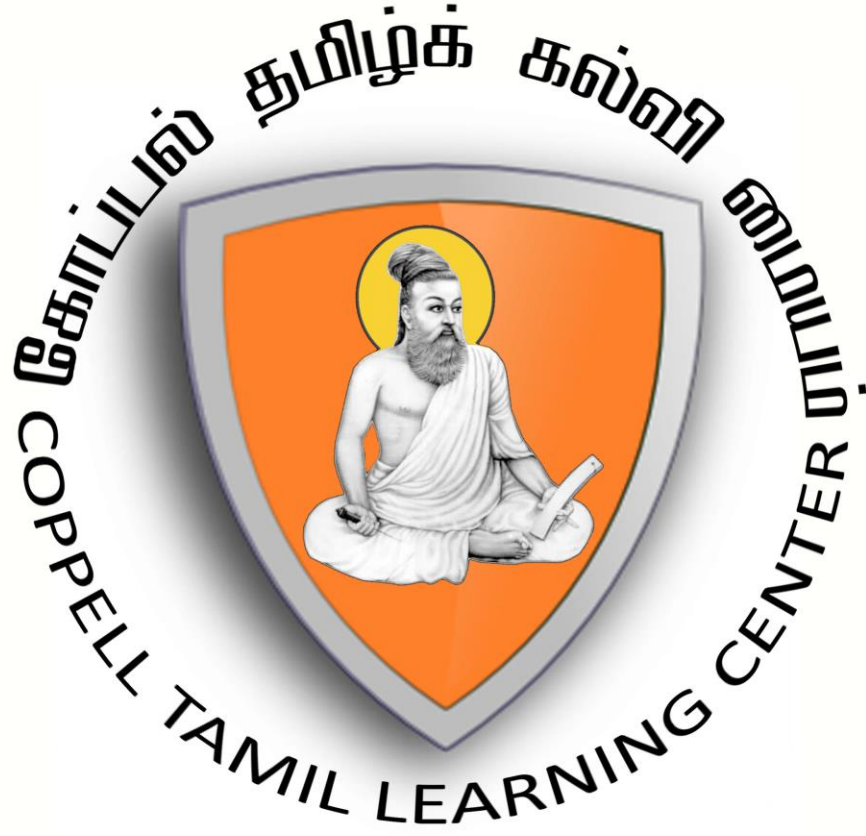




Coppell Tamil Learning Center



PARENT HANDBOOK



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Parent Handbook

General Information

This Parent handbook contains information that parents need for reference during the school year. It covers a number of topics designed to give parents a general overview of Coppell Tamil School’s policy and procedure.

This handbook is divided into three main sections

- 1) Operating policies and principles
- 2) Study Material, Assessments, Admission, Promotions etc.
- 3) Miscellaneous details

This handbook covers areas that is believed to be most important to your student’s success at Coppell Tamil Learning Center (CTLC). This handbook will be updated as needed as policy adoption or revision and changes in the law may occur. Changes to the handbook will be notified to parents through e-magazines, the school website, and other appropriate communication. Please review this entire handbook and keep it as reference through the school year. If you have any questions about the information in this handbook, please contact CTLC administration. This handbook will also be available on the school website.

SECTION I- OPERATING POLICIES AND PRINCIPLES

School’s Mission/Vision

Our mission is to educate students of Coppell Tamil Learning Center to be proficient in Speaking, Reading and Writing of Tamil Language. Our extended mission is to introduce Tamil culture to our students by virtue of fine arts and our curriculum.

Our vision is to continually develop our school to be the best that provides our students a conducive, encouraging, stimulating and fun environment to learn Tamil which is one of the oldest languages in the world. We hope that their knowledge of Tamil will inspire them to learn other languages which will help them communicate with various cultures and excel in their endeavors.



COMMUNICATIONS FROM SCHOOL

The most common form of communication will be e-mail. Other forms of communications (presentations, e-magazines, fliers, etc.) may be used as needed.



Parent Commitment

As a/the parent/parents of a child attending Coppell Tamil Learning Center (CTLC), I/We commit to the following:

1. I/We will bring my/our child regularly on time to all classes throughout the school year.
2. I/We understand my/our child will not be allowed to leave the school while the class is in session unless there is an emergency.
3. I/We will inform the school or teacher ahead of time if my/our child is going to be absent for valid reasons - Birthday parties, Social gathering, Game, Vacation (plan accordingly) or any other practice are not considered as valid reasons.
4. In case if withdrawal of my/our child from the school during the year, I/We will inform the school and the class teacher about the withdrawal.
5. I/We will take an active interest in reinforcing the Tamil taught in the class by encouraging the child to speak in Tamil at home, helping my/our child to do homework and preparing for tests, exams and assessments.
6. I/We will send schoolbooks & supplies needed with my/our child to every class.
7. I/We will not hold Coppell Tamil Learning Center or IXL Academy, or other facilities/venues at which CTLC events or CTLC related events are held liable for any accidents or injuries that might occur to my/our child during use of the property including the parking lot.
8. I/We understand all new students aged between 4 and 5 will be placed in Pre-K, 5 and 6 will be placed in Mazhalai class. Other students will be tested by teachers and placed at appropriate levels based on the test results and the discretion of the teacher/tester.
9. I/We agree that if my/our child is admitted into the Pre-K class, my/our child must be potty trained and no assistance will be provided.
10. I/We agree that fees paid to CTLC will not be refunded under any circumstances.
11. I/We agree that no food, drink or sleeping will be allowed inside the classroom.
12. I/We understand that requisite textbook(s) and workbooks(s) will be supplied by CTLC. These books are published by American Tamil Academy (ATA). CTLC does not stock any textbook(s)/workbooks(s). If a replacement is required, the cost of book plus any additional shipping and handling charges from ATA will have to be paid by the parent.
13. I/We understand that the textbook(s) and workbook(s) are copyrighted material, and I/We will not scan, photocopy, distribute, share, post online or sell them or its contents.
14. I/We will read and respond to homework emails or notes sent by my/our child's teacher or the school.
15. I/We agree to bring my/our child regularly on time to the Annual Day and its Practice Sessions if my/our child participates in the program.
16. I/We assure to instruct my/our child will follow discipline in the class and not disturb the class in any form.
17. I/We assure that my/our child will not touch or play with anything that belongs to the facility/venue where the regular classes are held or where CTLC event is held. If any property of such a facility/venue is damaged by my/our child and if the facility/venue seeks reimbursement for the damages, I/We agree to pay the charges



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levied by the facility.

18. If my/our child is absent for more than 3 consecutive classes and I/We do not notify the school or my/our child's teacher, then CTLC may consider that my/our child has discontinued from the school.

19. I/We recognize the importance of my/our role in this partnership of my/our child's Tamil learning, I/We will ensure my/our full cooperation in all areas with CTLC.

20. I/We understand that semester and final test papers are provided by ATA and that my/our child is required to attend all tests and pass them in order to graduate from one level to the next.

21. I/We will adhere to all the rules in student's handbook and parent's handbook that are found on CTLC's website.

22. I/We will contact my/our child's teacher and/or CTLC management to resolve any disputes/concerns and agree to not post any disputes/concerns with CTLC on any public or social media. I/We understand that concerns may be brought to the attention of the teacher or management in person or via connect@coppelltamil.com



ENROLLMENT PROCESS

- a. Registration is required for each academic year.
- b. Registration includes the following:
 - i. Completion of registration from
 - ii. Completion of parent commitment form
 - iii. Completion of medical release form
 - iv. Payment of necessary dues – Dues paid

will not be refunded. **PARTNERING FOR YOUR**

STUDENT'S EDUCATION

CTLC believes that education is most effective for your student in an active partnership between the student, the parent and the school. There are many opportunities that exist for you to become involved in your student's education of Tamil language and we encourage you to take advantage of these opportunities throughout the academic year and become an active participant in your student's education.

The following are some suggestions to help your student excel:

- Ensure your student attends school regularly and on time.
- Instruct your student to maintain proper discipline in school.
- Stay in tune with what your student is learning. Ask him or her questions about their day in school.
- Communicate with your student in Tamil as much as possible. If they use English words, teach them the equivalent Tamil words and ask them to repeat it.
- Encourage him/her to read Tamil Books, Magazines, e-magazines etc.
- Let the teacher know of any problems outside of school that could affect his or her day/learning in school.
- Stay in touch with your student's teacher, attend Parent-Teacher conferences, email if you have questions or to schedule a visit to the classroom.

Parents are always encouraged to communicate with teachers about their student's progress. We encourage parents to seek prompt resolution of any complaints or concerns. Parent concerns can usually be resolved by an informal phone call or conference with the teacher or school administration at connect@coppelltamil.com.



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SCHOOL TIMINGS

Please refer to the school's website (www.coppelltamil.com) for school timings. A communication will be sent at the start of the school year to notify parents of school timings.

Please follow the guidelines below to ensure order and safety of all students:

- Drop your student no earlier than 15 minutes prior to school start time
- Pick up your student within 10 minutes of school end time.
- Mazhalai and Pre-K kids must be signed out by Parents/Guardians.
- For early pick up, a note or e-mail must be sent to the class teacher and/or school administration
- Parents are not allowed during regular class hours in classroom area. Parents are allowed only during parent teacher conferences, presentations, or other reasonable circumstances.
- Parking spaces right in front of the school building and the row opposite to it are reserved for teachers and volunteers only.
- Drive slowly (5 mph) and carefully in the parking lot. Be aware of pedestrians – especially children.
- You may drop your student in front of the school building (car pool lane) – FOLLOW THE DIRECTIONS OF TRAFFIC REGULATORS.

SECURITY/BUILDING POLICIES

The school will take necessary steps to prepare for crisis situations. Periodic drills will be conducted to enforce safety procedures and schedules will be communicated to parents.

The facility's Emergency Evacuation and Relocation Plan can be provided upon request.

ATTENDANCE/TARDINESS/LEAVING SCHOOL EARLY

Regular and prompt attendance is necessary for a student to maintain satisfactory progress.

Plan vacations and trips such that they do not conflict with the school's instructional calendar.

CTLTC encourages parents to “avoid” late arrivals and early pickups except in unavoidable circumstances. In such cases, the student's class teacher or school administration should be notified in advance.

Severe illnesses, exposure to a contagious diseases, religious holidays or inclement



weather are considered legitimate excuses for absences or tardiness.

If a student is to be absent, parents are urged to inform their student's teacher in advance. When a student is absent, it is his/her responsibility to find out and complete the class work and/or homework that was taught and/or assigned during their absence.

ILLNESS POLICY

Please do not send a student to school if they exhibit any of the following symptoms:

1. Fever of 100°F or greater;
2. Lethargy,
3. Lack of availability for learning
4. Glassy eyes or pale appearance
5. Decreased activity, or unusual behavior/responses (can indicate illness even without the presence of a fever)
6. Diarrhea or vomiting
7. Pink eye
8. Untreated head lice
9. Persistent coughing or thick nasal drainage
10. Difficulty breathing
11. Severe head injury with disorientation
12. Vomiting, dizziness and/or headache
13. Any other illness deemed contagious by a physician.

If a student exhibits any of the above conditions, their parent will be contacted immediately and asked to take the student 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 (via antibiotics for at least a 24 hours period prior to returning to school).

FIRST AID & MEDICATION

A basic first aid kit will be available for emergency purposes (like cuts and bruises). NO medication will be administered by school personnel. There are no nurses on site. In case of a medical emergency, the student's parent and/or 911 will be contacted.

TRANSFERS/WITHDRAWALS

Parents of students transferring/withdrawing from CTLC should contact school administration at least two weeks prior to the last day of attendance to allow time for processing necessary documents. Parents may pick up the documents from the administration representatives or it may be mailed to them upon request. All accounts with the school should be settled prior to transfer/withdrawal.



INCLEMENT WEATHER/SCHOOL CLOSINGS

In the interest of student safety, the school's administration will decide whether to close, delay or dismiss school early due to inclement weather or unforeseen circumstances. Parents will be notified by email about school delays and/or cancellations. The school's website and/or Facebook page will also be updated to reflect any closings or delays due to inclement weather or unforeseen circumstances.

CALENDAR

Each academic year's calendar indicating class schedule, School holidays, special events, semester exams, etc. is available on the school website.

PERSONAL INFORMATION

Parents are requested to provide their contact information (phone number, e-mail and address) at the beginning of each academic year. If contact information changes during the academic year, parents are encouraged to immediately notify school administration of the changes. The correct contact information is essential to receive timely communications and to contact in case of emergencies.

DATA PRIVACY

CTLC obtains personal information (like name, phone number, e-mail address, etc.) during admission and other events. This information may be used for, but not limited to, planning for the educational program. Access to such information by third parties is limited and controlled in accordance with legal rights of Data Privacy. During the School year, CTLC may publicize or display student news that may include names and photos of student(s) in the media. Please contact school administration if you do not want the photographs or name(s) of your student(s) displayed.

Break Time/SNACKS

Students will be given restroom breaks as necessary, and each classroom teacher will arrange for restroom breaks on demand or as necessary. NO snacks are allowed in classrooms.

School Volunteers

Parents and community members are welcome to avail volunteering opportunities at CTLC. Please share your special interest or talent with administration so as the right opportunity arises, your talents may be called upon. Volunteers are required to register at the school. All volunteers shall undergo a mandatory training session.



LIBRARY

CTLC currently does not have a library. When one is established, appropriate policies regarding borrowing of books will be appended to this handbook.

DRESS CODE

CTLC's dress code is a reflection of school and community expectations and standards for our students. The dress code plays an important role in creating an effective, safe, and nurturing learning environment free from disruptions. As such, the CTLC's dress code is intended to establish respect, positive impressions, and encourage success beyond the school environment.

Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Shorts are permitted, if in good taste. Open mesh shirts for boys are not acceptable. Halter tops, midriffs, and spaghetti strap tops for girls are not acceptable. T-shirts that have lettering or designs which insinuate vulgarity, profanity, alcoholic beverages or drugs are not permitted. Hair styles and clothing should not create a distraction in the classroom. Hair color should be primarily a nature color and accents or color strips may not cover more than 25% of the hair. Management has the authority to determine if student dress is appropriate. If management determines that a student is in violation of the dress code, the student will be given the opportunity to correct the problem

PROPERTY DAMAGE

If a student damages school property, the student's parent/guardian is liable for the damage and related expenses.

E-MAGAZINE

A monthly e-magazine – Thulir - will be published that will provide the events of the month in addition to articles of interest to students. Parents and students are encouraged to submit articles to be published in the newsletter. Please submit articles to newsletter@coppelltamil.com. All submitted articles will be reviewed and edited for content, appropriateness, spelling and/or grammar. All submissions will become the property of CTLC and no royalties in any form will be provided.

Parents and students are strongly encouraged to read the e-magazine.



SECTION II- STUDY MATERIALS, ASSESSMENTS, PROMOTIONS, ETC.

TEXTBOOKS / HOMEWORK BOOKS

Textbooks and workbooks shall be purchased for each school year through CTLC. The school does not sell or buy used textbooks. Students are expected to take care of the books they receive. The Homework book that is provided will correlate with the lesson plan in the textbook. Students are encouraged to seek help from their parents to complete their homework and if necessary contact their respective Teachers.

Instructions will be based on the contents of the textbook. Teachers, at their discretion, may teach items that are relevant, but that are not in the text book. On average, one chapter will be covered each week. Students are expected to complete all assigned homework and submit it on the due date. Late homework carries a penalty.

18. ATA LMS (AMERICAN TAMIL ACADEMY-LEARNING ADMINISTRATION SYSTEM)

All parents and guardians can monitor their student's progress through ATA LMS. This tool can be accessed via the web. Please contact administration to gain access to the system. ATA LMS can be used to monitor your student's:

- Homework grades
- Attendance records
- Semester scores

PLACEMENT CRITERIA

Students will be placed in the appropriate grade level based on the following:

- Teacher judgment
- Educational records provided by another institution (if applicable)
- Social/emotional/physical needs of student
- Classroom sizes or student/teacher ratio
- Parent input
- Written exam

Placement decisions shall be made without regard to gender, race, religion, creed, age, disabilities or nationality.

ASSESSMENT & HOMEWORK

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



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Homework and exams will be the main forms of assessment. They may be supplemented by class quizzes, games and other activities.

The purpose of Homework is to:

- To reinforce concepts taught in class
- To complete assignments not finished during class time
- To improve reading and writing skills

Students should complete all sections of assigned homework and submit it in on time. Student may request help from their parents or reach out to teachers to complete all homework.

Exams will test the student's ability to read, write, speak, listen and understand Tamil Language. The home work will serve to help students gain further understanding of the topics covered in class in a particular lesson.

Annual day celebrations, plays and other activities are also important to a student's progress in his or her ability to speak Tamil.

GRADING POLICY

Each of the items below constitute towards the final grade:

1. Attendance (Weekly Classroom + Annual day practice & participation)=25% (25 points)
2. Weekly HW completion (25 lessons) = 25% (25 points). If a HW is late by a week, then the maximum points that will be awarded is 70. If late by two weeks, then the maximums pointes that will be awarded is 50. After that, that particular HW will receive 0 points. This will be enforced (except under extraordinary circumstances) to ensure fairness to all students who completed their work on time.
3. First exam = 15% (15 points)
4. Second exam = 15% (15 points)
5. Third/Final exam = 20% (20 points)

PROMOTION/RETENTION CRITERIA

Promotion of students will be based on:

1. achieving a minimum of 70% overall
2. Attendance
3. Social/Emotional and Physical needs of the student



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4. Teacher(s) recommendation

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CONFERENCES WITH TEACHER

During the school year, parent Conferences are scheduled usually after each exam. Additional conferences (formal/informal) can be arranged as necessary by contacting your student's teacher for an appointment.

Parents are strongly encouraged to attend the Parent –Teacher Conferences after each semester exams.

Report Cards

Report Cards will be issued at least three times per year, usually at the end of each exam. Student's grades will reflect the student's performance in reading, writing, and understanding Tamil, their attendance and homework completion.

Annual Day

Annual Day celebrations will be held each academic year. During the celebrations, students from all the grades may participate in cultural activities like acting, singing, dancing, etc., highlighting the history, culture, traditions and the richness of the Tamil language and culture. Student participation in Annual Day is mandatory. If a student cannot participate due to unavoidable circumstance, an approval will be required by teacher and/or administration. Alternate activities/projects may be assigned to compensate for the student absence.

Special Needs Students

Students with delayed skills or other disabilities might be provided with individualized education programs. Teachers along with parents will work together to develop a specialized learning plan – the Individualized Education Program (IEP) to help students succeed in school. The IEP describes the goals the team (teacher and parent) sets for a student 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 student may have. This information needs to be shared with the corresponding teachers so that necessary help can be provided for learning. If needed, at least one parent must be present during the class hours as all the teachers are volunteers and may or may not have the specific skills or training to handle a special student.

SECTION III - MISCELLANEOUS

School events

During the school year, we may be celebrating certain holidays or events with small classroom parties. These festivities will be kept with minimum activities. Parents can contact the classroom teachers if they want to volunteer in planning and organizing these events. Details of such events will be published in the school calendar.

INVITATIONS FOR SCHOOL RELATED EVENTS SHALL ONLY BE DISTRIBUTED ON SCHOOL PREMISES.

Money & Valuables

Students should not bring money or expensive items to school. CTLC SHALL NOT be responsible for broken, stolen or misplaced items brought from home.

Class room Rules

Please review the student handbook and emphasize the rules regarding conduct. **Feedback**

If you have any concerns or questions, please contact school administration via email at connect@coppelltamil.com.