



Coppell Tamil Learning Center



# STUDENT HANDBOOK



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## **STUDENT HANDBOOK**

### **General Information**

Coppell Tamil Learning Center's (CTLC) Student Handbook contains general information procedures and regulations. It covers topics designed to give students and parents a general overview of Coppell Tamil Learning Center's policies and procedures.

This handbook is divided into two main sections

- 1) School's operating policies and principles
- 2) Study Material, Assessments, Promotions, etc.

The policies covered in this handbook are those which are considered important to the student's success at Coppell Tamil Learning Center. This handbook will be updated as needed, as policy adoption or revision and changes in the law occur. Changes to the handbook will be notified to parents through newsletters, the school website, and other appropriate communication. Students are required to review this handbook with the assistance of their parents/guardian and keep it as reference thorough the school year. If you have any questions about the information in this handbook, please contact Coppell Tamil Learning Center's management.

### **SECTION I- SCHOOL'S OPERATING POLICIES AND PRINCIPLES**

#### **1. School's Mission/Vision**

*Our mission to educate the students of Coppell Tamil Learning Center to be proficient in the Speaking, Reading and Writing of Tamil Language. Our extended mission is to introduce the 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 learn other languages which will help them communicate with various cultures and excel in their endeavors.*



## **2. Student Commitment**

Students of Coppell Tamil Learning Center, each student should commit to the following:

Arrive on time for every class.

- I will approach learning with creativity, curiosity and enthusiasm.
- Work and conduct themselves in accordance to the School's policies
- Complete and submit all homework on time.
- Be respectful and cooperative with teachers.
- Maintain academic integrity.

## **3. BEHAVIORAL GUIDELINES**

Student behavior is expected to promote their learning, safety and well-being, and that of their fellow students. They are expected to behave in accordance with School policies and school regulations. Inappropriate behavior will result in disciplinary action taken by school personnel. (*What is our discipline procedure and consequence?*)

The Counseling committee will handle all behavior related issues.

### **CTLC Expects Students to:**

- Be polite, kind and considerate toward one another and to adults.
- Follow directions from supervising adults.
- Use appropriate language.
- Respect school and public property.
- Be an active listener during class hours and other programs and also an active participant in classroom proceedings.
- Ask permission to use any item that does not belong to them.

## **4. SCHOOL REGULATION and DRESS CODE**

- Students may NOT bring personal items such as toys, iPods, iPads, etc., to school, without prior consent from the teacher.
- Safety of personal properties is the responsibility of the student and their parents and COPPELL Tamil Learning Center SHALL NOT be held liable.
- Chewing gum is PROHIBITED on school premises.



**Dress Code:**

- Hair, by color or design, may not create a distraction to the learning environment.
- Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair. Students may not wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations.
- Students may, however, wear one small nose stud.
- Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by male or female students in the school building.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to the following: drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs.
- Male students may wear long pants of appropriate length or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline. Male students are prohibited from wearing sleeveless shirts.
- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed, including, but not limited to the following: trench coats, mini-skirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see-through clothing, fish net tops, or running/spandex shorts.
- Yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.
- All students must wear appropriate, non-visible undergarments.
- For health reasons, students are required to wear shoes or sandals appropriate for the school setting. House shoes or slippers are not appropriate for school.
- Tattoos must not be visible during the school time.

**5. BULLYING**

COPPELL Tamil School is committed to a safe and respectful learning environment. 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 events. This applies not only to students who directly engage in an act of bullying but also to individuals who, by their indirect behavior support another's act of bullying.



Bullying is the act of systematically and chronically inflicting physical hurt or psychological distress on one or more students. Bullying may include hazing, threats, taunting, teasing, confinement, assault, demands for money, extortion, destruction of property, theft of valued possessions, ridicule, name-calling, rumor spreading, slurs, jokes, innuendos, demeaning comments, and ostracism of the person or another.

**6. SCHOOL CALENDAR AND CLASS TIMINGS**

The school calendar will be published on CTLC’s website. Instruction, exams and other school activities will be scheduled as follows:

<b>Item</b>	<b>No. of Sessions</b>
Instruction	25
Exams	3
Cultural activities practice and performance	5 (estimated)

Please refer to the school website for the school s School timings will be announced at the start of the each school year. Students should arrive prior to the start time of their class, but no earlier than 15 minutes. Mazhalai and Pre-K students should ensure that their parents sign them out prior to leaving. For early pick up a note must be sent to the class teacher or an email to school director or teacher must be sent.

Students should be picked up no more 10 minutes past the end of classes.

**7. ATTENDANCE**

Regular and prompt attendance is expected of each student due to the hands-on nature of teaching that is imparted in the classroom and to maintain satisfactory progress.

Excessive absences and tardiness may result in disciplinary action. Parents are requested to plan vacations and trips with prior permission from school such that it does not hinder the academic progress of a student.

Late arrivals and early pick up’s are to be avoided. In the event there arises a need for a late arrival or an early pick up, please notify the class teacher or school



administration.

Sickness, severe illness or death in the family, exposure to a contagious disease, religious holidays or inclement weather are considered legitimate excuses for absences

or tardiness. If a student will miss a class, please inform the respective teachers in advance.

Each student is allowed one excused absence for each 9 week term and a total of two unexcused absences for the whole academic year. Due to the limited number of classes, if a student is absent to celebrate a religious holiday, it will be counted towards an absence.

A portion of the final grade is based on attendance. Students earn one grade point for every week of attendance for a total of 25 points.

#### **8. Breaks /SNACKS**

Students may be given breaks (restroom or other) at the discretion of the class teacher. NO snacks are allowed in classrooms.

#### **9. LIBRARY**

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

#### **10. SECURITY**

CTLC will take necessary precautions to prepare for crisis situations that may arise. Periodic drills will be conducted to enforce safety procedures and schedules will be emailed to parents.

#### **11. HOLIDAY CELEBRATIONS**

Celebration of Tamil culture will be part of the curriculum. COPPELL Tamil Learning Center does not officially celebrate any religious festivals but encourages students to practice their religious freedom in a safe and non-intrusive manner.

#### **12. CELLPHONE/ELECTRONIC MEDIA USAGE**

Students are refrained from using cell phones and other electronic media during class instruction unless instructed to do so by the teacher.



### **13. LOST AND FOUND**

Students are responsible for their belongings. CTLC shall not be liable for any items lost by students. Any items that may have been left behind and if collected by the custodian, will be deposited in the lost and found repository of the school building. Please contact school management regarding lost items.

### **14. MONEY & VALUABLES**

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

#### **A. Recap of IMPORTANT GUIDELINES TO REMEMBER**

- When moving through the building, students should walk in a quiet and orderly manner.
- When problems between students arise, settle them without fighting or cursing.
- Keep noise to a minimum. Loud voices and other noises are particularly distracting to others.
- Use proper and respectful language at all times.
- Respect the authority of all adults in the building
- Respect the building, equipment and materials given to you.
- Behavior at all times should contribute to learning.
- Chewing gum is not allowed in school or on school grounds.
- Students are to go directly to their classroom upon arrival at school.
- Toy weapons, knives and other dangerous items are not allowed at school.
- No student is allowed to leave the school grounds without the permission of the teachers.
- No behavior that is dangerous or disruptive to others is allowed.
- All furniture moved during the class shall be re arranged and left in its original position.

#### **PROPERTY DAMAGE**

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



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

### **1. TEXTBOOKS / HOMEWORK BOOKS**

Textbooks and workbooks shall be purchased for each school year through CTLC at the beginning of each school year. If a book is lost, a replacement can be purchased through CTLC. CTLC 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 textbook. On average, one chapter will be covered each week.

### **2. ASSESSMENT (EXAM) & HOMEWORK**

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. Home work will serve to help students gain further understanding of the topics covered in class in a particular lesson.

. Exams will test the children's ability to read, write, speak, listen and understand Tamil Language.

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



### **3. 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)

### **4. PROMOTION/RETENTION CRITERIA**

Promotion of students will be based on:

1. ,A minimum of 70% should be achieved in each individual item listed under Grading Policy.
2. Homework completion
3. Attendance
4. Social/Emotional and Physical needs of the child
5. Teacher(s) recommendation

### **6. Progress Report**

Progress Reports will be issued after each semester exam, and a Report card at the end of the academic year. Student's grades will reflect the student's performance in reading , writing, and understanding Tamil.

### **7. Annual Day Participation**

- a. 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



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participate due to unavoidable circumstances, an approval will be required by teacher and/or management. Alternate activities/projects may be assigned to compensate for the child absence.

### **8. Student Developmental Activities.**

- a. At the discretion of the teacher, students will be required to present in front of the class.
- b. Students may also contribute to the school's e-magazine
- c. Volunteer opportunities at school

### **Feedback**

If you have any concerns or questions, please contact management via email