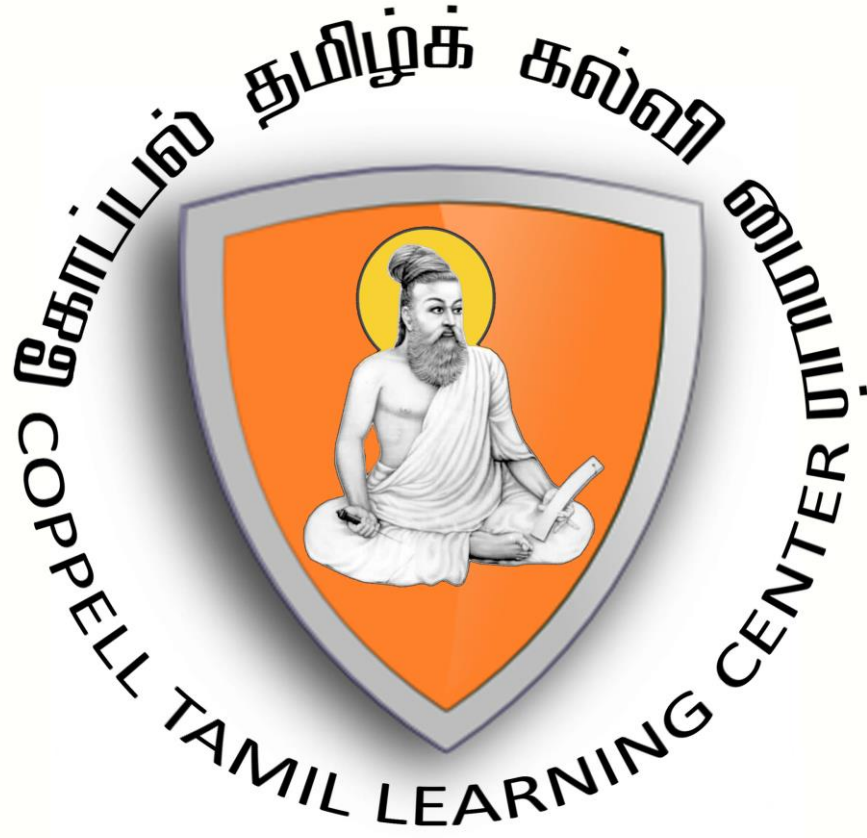




Coppell Tamil Learning Center



TEACHER'S HANDBOOK



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TEACHER'S HANDBOOK

General Information

This handbook outlines the policies and procedures for teachers of Coppell Tamil Learning Center's (CTLC). Teachers are required to familiarize themselves with the content of this handbook and adhere to it.

Not all topics related to CTLC have been included in this handbook. However, it is designed to cover those areas which we believe are most important to the success of CTLC. This handbook may be updated as needed, as policy adoption(s) or revision and changes in the law may occur throughout the year. Any changes to the handbook will be made available to teachers via the school website and other communications. Please review this entire handbook and keep it as reference during the school year. If you have any questions about the information in the handbook, please contact CTLC Management.

School's Mission/Vision

Our mission is 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 to learn other languages which will help them communicate with various cultures and excel in their endeavors.

TEACHER QUALIFICATIONS /PLACEMENT /INDUCTION

Any individual with good knowledge of Tamil language can volunteer to be a teacher at CTLC. A teacher at CTLC must have had Tamil instruction for at least 10 years. Anyone who volunteers for teaching will have to agree to the following:



Coppell Tamil Learning Center

- Agree to not request for compensation or reimbursement in any form for any expenses incurred.
- May have to agree to undergo a background check

Teachers inducted for the first time, may be asked to observe the classroom while a Primary Teacher conducts for 1 to 5 weeks before beginning independent instruction.

Leave of Absence for teachers

Teachers should inform School Management via e-mail or phone ahead of time of:

- Planned (vacation, etc.) and unplanned (sickness, etc.) absences
- Late arrivals or early departures

For planned absences, arrangements for a substitute teacher should be made and lesson plans should be provided to the substitute instructor prior to the day of absence. In case of medical need or other reasons where an extended leave is required, alternative arrangement should be discussed with the school management.

Advocate Structure

It is the teacher's responsibility to act as the adult advocate for each student. Volunteers serve as teachers/staff to teach and care for our students.

RECORD KEEPING

Teachers are responsible for maintaining grades, attendance and performance of students in the classroom. Teachers should be able to explain their record-keeping and grading procedures when needed. Note that student records are confidential information and should not be shared.

TEACHER TIMINGS

Teachers must be present in the classroom at least 5 minutes before class starts. They are expected to stay in class until all students have left. For lower level classes (Mazhalai & Pre-K), teachers must disperse students at a time decided by the class teachers and management which will be communicated to the parents by the appropriate class teachers.



BUILDING AND CLASSROOM REGULATIONS

It is the responsibility of teachers to ensure their classroom is organized, papers picked up, desks and other materials arranged neatly before leaving the classroom. The teacher is responsible for the supplies/equipment used in their classroom. They should remind the students to take care of classroom furniture and equipment. Anyone defacing school property should be reported to management. Teachers should be in their rooms whenever students are present.

CLASSROOM VISITATION

Parents will be allowed to visit classrooms during instructions on an as needed basis and only with prior approval from management.

SUPERVISION

It is recommended that each classroom have at least two teachers. Parents from each level may be requested to volunteer in classrooms. Teachers are requested to be in the classroom at all-time during instruction. Under no circumstances should students be left unattended in the classroom. During school hours, students who have to leave class for any reason should be accompanied by a school teacher/volunteer.

Even though teachers can use the help of volunteers during evaluation, only the Primary or Secondary Teacher shall be involved in briefing parents about student's progress. When possible, children of volunteers or teachers should avoid assessing their children.

Treat students with politeness, and respect their privacy. Teachers should handle minor disciplinary problems within their classroom. If a problem persists (or is severe), it is recommended that the issue be escalated to school management. Disciplinary issues should be discussed with a student's parents, preferably with a management member. On school premises, student supervision is the responsibility of all teachers. When correction is needed, do not hesitate. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should act in a professional manner that commands the respect of students by being a competent, friendly, fair, consistent, firm professional.

Bullying

There is zero tolerance for bullying at CTLC. Bullying is defined as an act which



repeatedly hurts another individual or group either physically, verbally, written and/or through the use of technology and is intended to isolate, hurt, or humiliate another individual.

Staff members of the school should

- Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
- Report incidents of bullying to school management or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
- Offer support and encouragement to students being bullied, including notifying parents, Principal, and/or support staff as needed.
- Encourage all students to refrain from bullying, and encourage reporting of any bullying behaviors they witness.

Accident Report

When an accident occurs, teachers are to aid the victim and notify school management immediately. Accident reports must be filed with the office. If a staff member is injured while at school or at a school-sanctioned function, the office must be notified immediately. There is a first aid kit available at the front desk to treat minor injuries. If there is a life threatening emergency, a school administrative member will call 911.

Emergency/Fire Drill Procedure

Are teachers going to be trained on the Emergency procedure, what should the teacher's responsibility be during drills and in case of real emergency?

HANDLING A SPECIAL CHILD

Children with delayed skills or other disabilities might be provided with individualized education programs. Teachers along with parents should 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. If needed, at least one parent must be present during the class hours.



Weekly Task List

- Plan for current week's lesson along with classroom partner
- Record classroom attendance
- Review previous week's homework
- Review current week's lessons and any previous week's lessons.
- Notify current lesson and following week's homework to parents
- Make a note of issues/suggestions for improvement and communicate to parents and/or school management
- Note suggestions for ATA

COMMUNICATION

As part of their weekly task list teachers are encouraged to send weekly emails to parents detailing what was taught in the classroom and what is expected of parents. Weekly emails also helps parents make a positive impact on their students learning. Teachers are also advised to accommodate parents stopping by before and after class for any discussion.

TEXT BOOKS

Teachers in each class are provided with a text book and a homework book which is the same that is provided to the students. Teachers are requested to follow and complete the lesson plan detailed in the text book every week. Teachers may also use other sources - websites, textbooks, etc. - to further their instruction. Teachers are encouraged to be creative and fun when administering the lessons.

HOMEWORK

Assigned homework from the homework book should be corrected every week and returned back to students. Teachers may not take the students workbook home for correction or check grades. Complete all the data observation or assessment in the classroom. Homework grades should be updated in LMS every week.



TARDINESS

Teachers should use the following guidelines in addressing tardiness:

Tardiness	Consequence
First	Verbal warning
Second	Notify parents of further action
Third and higher	Loss of at least $\frac{1}{2}$ point in attendance grade



ASSESSMENTS

Informal testing, class quizzes, games may be conducted as necessary. Teachers can use these results to plan appropriate individual programs and group assignments.

There will be three formal semester exams during a school year. Exams will test the children's ability to read, write, speak, listen and understand Tamil.

Annual day celebrations/drama and other activities are also important for evaluating a child's progress and his or her ability to speak Tamil.

GRADING POLICY

The grading system for the whole year is apportioned as follows for a Total of 100%:

- Weekly Classroom Attendance (25 weeks)=25% (25 points)
- Weekly HW completion (25 lessons)=25% (25 points)
- First Semester Marks=15% (15 points)
- Second Semester Marks=15% (15 points)
- Third/Final Semester Marks=20% (20 points)

Teachers should to be familiar with the grading policy and be able to explain to students and parents the same when requested. Be consistent in all communication about grades in order to ensure fairness.

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



Report Cards

Report Cards will be issued at the end of each semester exam. The reported grades reflect the student's ability to read, write, listen and understand the Tamil language.

Annual Day

Annual Day will be held at the end of the academic year. During this time, students from all the grades will participate in singing, dancing, drama, etc. that highlight the history, culture, tradition and the richness of the Tamil language. Student participation in Annual Day is mandatory. However, if due to any reason a student cannot participate in this, it will be the teacher's responsibility to assign alternative assignments to the students in the form of projects etc. [What is the role of teachers in annual day, do we define that here?]

TEACHERS' MEETINGS

CTLC will hold periodic teacher meetings. The meetings are a platform to discuss school related issues. Announcements related to the school and decisions that need teachers input will be discussed during these meetings. Teachers are encouraged to attend all meetings.

TEACHERS' TRAININGS

Teachers are required to attend all assigned training sessions.

TEACHERS' EVALUATION

Periodic Teachers Evaluation will be conducted by Course Director and an ATA representative along with school management representative.

At the end of observation, Teachers will be briefed about their areas of strength and improvement in a detailed description. This is to establish uniform Teacher expertise in all levels and we request Teachers cooperation in this matter.

Feedback

Please provide your feedback to CTLC via connect@coppelltamil.com