



AVVAI TAMIL CENTER

Student Handbook Version 6.2, Dec 2019

Contents

1. Introduction	4
2. Avvai Tamil Center Information	4
Mission & Vision	4
Organization Structure	4
Contacts for academic years:	4
3. Meeting Schedule	5
Board Meeting	5
Teachers Meeting	5
Member Meeting	5
Calendar	5
4. Behavioral Guidelines	5
Expected Behavior	5
School Regulations	5
BULLYING	6
Dress Code	6
5. School Timing	6
6. Attendance	6
Tardy	6
Early Dismissal	7
7. Library	7
8. Books, Homework and Grading	7
Exception for Balar grade	7
Textbooks	7
Homework	7
Trimester Exams	8
Test Score	8
Promotion and Retention Policy	8
Student Improvement Plan	8

Avvai Student Handbook V6.2

9. Inclement Weather, Emergency, School Closure	8
Fire and Tornado Drills	8
10. OpenSIS.....	9
11. Money and Valuables	9
12. Newsletter	9
13. Parties	9
14. THINGS TO REMEMBER	9
15. BUT WHAT ABOUT....?	10

1. Introduction

This handbook contains useful information for students regarding the daily activities of Avvai Tamil Center. You will find information highlighting some of the school division's policies and guidelines that are necessary for the safety, welfare, and wellbeing of our students. Please keep this handbook throughout the academic year. 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, School Principal or Avvai Board.

Your Objective

Learn Tamil and Gain Respect

தமிழால் நிமிர்ந்து நில்

2. Avvai Tamil Center Information

Mission & Vision

Avvai Tamil Center (ATC) is a charitable, non-profit, and secular organization. ATC's vision is to cultivate interest in Tamil language, literature, and culture for those living in the United States primarily through teaching the Tamil language. The mission commences in the North Dallas area, with a focus to teach the Tamil language to children ranging from age five and above. Pursuant to this objective, ATC may also organize educational programs, cultural events and social activities to provide the students with an opportunity to apply the language skills obtained through their coursework.

Organization Structure

The ATC operations are governed by an elected Executive Board. There are 7 members in the Avvai Executive Board. The Board appoints a Principal for each of their operating location. The Principal is responsible to execute the day to day operation at the school location. The Principal appoint other positions for selective functional areas, like Students Director, Teachers Director etc. for operational purposes.

Contacts for academic years:

Principal Avvai – Light House Location	Kumar Nagarajan	principal.lighthouse@avvaitamil.org	(214) 250-4232
Principal Avvai – Custer Location	Balaji Ramamoorthy	principal.custer@avvaitamil.org	(603) 320-7331
Principal Avvai – Warren Location	Bharathi Sankararaman	principal.warren@avvaitamil.org	(610) 462-6910
Principal Avvai – Legacy Location	Rajesh BK	principal.legacy@avvaitamil.org	(201) 519-1428

Avvai Student Handbook V6.2

3. Meeting Schedule

Board Meeting

The Board meets every month. The President may reschedule the meeting or convene additional meetings or conference calls as needed.

Teachers Meeting

Director of Teachers will schedule two teacher's meeting in a year. Curriculum Director may also schedule additional training, meetings or conference calls as needed.

Member Meeting

Board will schedule the initial parent's orientation meeting at the start of the school year.

Board or Principal will schedule the parent's meeting, once or twice a year.

Parent's meeting involves all Avvai members and covers all important ATC topics.

Calendar

School calendar will be available shortly.

4. 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 acknowledged 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.

Expected Behavior

- 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.
- 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.

Avvai Student Handbook V6.2

- The school cannot assume responsibility for loss, damage, or theft if permission is granted to bring any of 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 class rooms.
- No money transactions in the form of cash / check are allowed in the school premises.
- When leaving school prior to dismissal, students must report to the Class Teacher/School Staff 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.

BULLYING

Avvai Tamil Center 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.

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.

Dress code also applies to parents who may be entering the premise to drop off, pick-up or meet teachers or other members.

5. School Timing

School begins for students every Sunday at 2:00 p.m. and ends at 4:00 p.m.

6. Attendance

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. 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.

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.

Tardy

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. Absence and

Avvai Student Handbook V6.2

tardiness will be recorded as absent in the attendance. Attendance is part of the overall annual grade. Refer to Grading for further details.

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.

7. Library

Books are available in Avvai Library. Due to space limitation, physical library may not be available in all locations. If anyone is interested, approach your class teacher who can check with the Board Members for a list of available books.

8. Books, Homework and Grading

Exception for Balar grade

The following book, homework and grading policies does not apply to Balar grade.

Textbooks

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

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

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.

Homework completions are accounted in the annual grade. Refer to Grading for further details.

Trimester Exams

There will be three formal 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.

In addition, informal testing, class quizzes, games, projects will be conducted frequently by classroom teachers. Teachers use these results to plan appropriate individual programs and group assignments.

Test Score

Corrected Test papers for each trimester will be handed over to students.

Promotion and Retention Policy

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
- Homework

Student Improvement Plan

If your child can benefit from specific assistance to catch-up or improve further, reach out to their class teacher and see if any improvement plan can be implemented in the class room or in your home.

9. Inclement Weather, Emergency, School Closure

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.

Fire and 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:

Avvai Student Handbook V6.2

Fire Drill Signal

..... long blaring alarm

Tornado Drill Signal

.....Verbal notification “Tornado Drill”

10. OpenSIS

Avvai may adopt ATA’s OpenSIS student administration system. Below details are specific to OpenSIS when it is rolled out.

All students and their parents have the opportunity to monitor their progress thru the OpenSIS. This powerful tool can be accessed from any computer connected to the Internet – 24 hours a day, seven days a week. If you do not have a login and password or wish to sign up for online report cards, please visit the schools website & click on “OpenSIS”.

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

11. Money and 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.

12. Newsletter

A school newsletter is sent out to each family periodically. 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.

13. Parties

Avvai Tamil Center doesn’t encourage Birthday parties at school.

14. THINGS TO REMEMBER

1. Remember the following before leaving your house to the school
 - a. Appropriate dress
 - b. Student Badge

- c. Water bottle if needed
 - d. Homework is completed
 - e. School bag with all books, pencil, eraser
 - f. A great attitude to meet friends and together learn something new in Tamil**
2. When moving through the building, students should walk in a quiet and orderly manner.
 3. When problems between students arise, settle them without fighting or cursing.
 4. Keep noise to a minimum. Loud voices and other noises are particularly distracting to others.
 5. Use proper and respectful language at all times.
 6. Respect the authority of all adults in the building
 7. Respect the building, equipment and materials given to you.
 8. Behavior at all times should contribute to learning.
 9. Chewing gum is not allowed in school or on school grounds.
 10. Students are to go directly to their classroom upon arrival at school.
 11. Toy weapons, knives and other dangerous items are not allowed at school.
 12. No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of a parent.
 13. No behavior that is dangerous or disruptive to others is allowed.
 14. Toys, Video games, phones and other game electronic devices are not allowed in the school premises, unless class teacher had specifically allowed for teaching purpose.

15. BUT WHAT ABOUT....?

Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to the School Board (info@avvaitamil.org) at your earliest convenience so that they can be reviewed and addressed immediately.

- END -