



Email: satamilschool@gmail.com

Website: <https://satamilschool.org/>

GENERAL POLICIES AND GUIDELINES 2024-2025

To establish and maintain DISCIPLINE, following Procedures and Standards of proper behavior is a shared responsibility of teachers, parents, students, administrators, and the broader community

SA Tamil School: Classes are conducted on Saturdays from 10:00 AM to 12:00 Noon. For exact dates & more detailed information with important documents please refer to the school website for (<https://satamilschool.org/>). Students are required to be signed into Tamil class at least 5 minutes before class time.

SA Tamil School Venue: 4300 Centerview Drive, San Antonio, TX 78228.

Disclaimer: SA Tamil School will confirm the location address once lease contract is signed

Admission Policy:

- SA Tamil School is open to all who are interested in learning Tamil. No maximum age for enrollment. As of September 01, 2024, students aged 4-5 may be placed in Thalir level and 5-6 may be placed in Mazhalai level if they are attending Tamil School for the first time. No evaluation test will be conducted for new students below age of 7.
- For direct admission of students to Nilai-1, the student should be of age 7 or above and be able to pass Mazhalai level testing within the first 3 weeks of classes.
- For admission starting from Nilai 1 and above students should be of the required age and should have attended Tamil School and provide proof of passing previous level of instruction with minimum 70%.
- For students who are transferring from other Tamil schools in USA or from schools from India with Tamil as a language course, admission to relevant level of instruction will be decided on a case-by-case basis depending upon the proficiency of students for the requested level of admission.

SA Tamil School Levels	Minimum Age Requirement (As of 9/1/2024)	Equivalent grade level in regular school	Annual Fee	Class Timing
முன் மழலை	4 yrs & above	Pre-Kinder	\$300/ Student \$580/ 2 Students	Saturdays (Refer to Calendar for exact dates) 10:00 am – 12:00 noon
மழலை	5 yrs & above	Kinder		
ஆரம்ப நிலை E1	6 yrs & above	1		
ஆரம்ப நிலை E2	7 yrs & above	2		
ஆரம்ப நிலை E3	8 yrs & above	3		
ஆரம்ப நிலை E4	9 yrs & above	4		
ஆரம்ப நிலை E5	10 yrs & above	5		
இடை நிலை I1A	11 yrs & above	6		
இடை நிலை I1B	12 yrs & above	7		
இடை நிலை I1C	13 yrs & above	8		
மேல் நிலை 2A	14 yrs & above	9		
மேல் நிலை 2b	15 yrs & above	10		



சான் ஆண்டோனியோ தமிழ்ப் பள்ளி
இலாப நோக்கமற்ற (501 (c)(3)) வரி விலக்கு பெற்ற நிறுவனம்
San Antonio Tamil School Inc.
Non-Profit Organization (501 (c)(3) Tax Exempted



Operating Schedule:

Attendance will be taken at the entry gate by scanning QR Code given to each student. Every Tamil class begins with singing Tamil Language Anthem “Thamizh Thaaai Vaazhthu” – the anthem written by Manonmanian Sundaram Pillai dedicated to Tamil language. Teachers then record the attendance of the students in the class. Classes typically last 2 hours on an average and cover previous week’s homework, teaching of the current lessons (according to lesson plan), completing an additional worksheet, interactive language session and assigning the homework due at the beginning of the next class.

Attendance will be taken by respective class teacher. Parents should make sure availability of adequate internet access and needed technical gadget for class. If the student is not able to login on time or complete the class due to unavoidable and unexpected power or internet outage, parents should take the responsibility to contact respective teacher for instructions regarding class and help the student to stay on course. Habitual tardy and absence is not acceptable.

❀EXCUSE FOR TARDY AND ABSENCE WILL BE AT THE DISCRETION OF THE TEACHER❀.

Class schedule:

09:55 am – 10:00 am: QR code scanning for attendance

10:00 am -10:05 am: Thamizhthai Vazhthu

Dhinam oru kural/needhikadhaigal - By guests, parents, students or teachers

10:05 am – 12:05 pm - Class

- Homework Check
- Review of previous class
- Day’s Lesson/Homework guidance
- Curriculum related Games/activities/worksheets
- Conversation/presentation/free writing

Classroom policy:

- Be respectful to teachers, and honor fellow students’ rights
- Active participation of students in classroom is highly encouraged by asking questions, clarifications and sharing the students’ own experiences.
- Speaking in Tamil while in the class is highly encouraged, as that would improve the children’s speaking skills.
- No Smoking, Eating or Drinking allowed inside the premises including the classrooms.
- Water bottles are allowed.
- Student misbehavior and disruption of class is not tolerated.

General conduct policy:

- Parents should bring their child punctually
- Students should bring their own water bottles
- Students must stay inside the room/class until their parents come to pick them up
- No running or playing inside the school premises or in bathrooms and corridors
- No pushing, shoving or hitting one another

Google Classroom:

SA Tamil School implemented Google classroom for class management, communication, collaboration and organizing assignments, testing & evaluation. it is a streamlined, easy-to-use tool that helps teachers manage coursework, create lesson plans, distribute assignments, grade and send feedback, and see everything in one place.



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Parents pick up and drop Policy:

- Parents are instructed to drop their child on time – To be in school at or before 09:55 am
- Parents should volunteer minimum of 5 classes over a period of 1 year; Stay back to help teachers or management and be available in the lobby of the school while classes are underway.
- We cordially request all other parents to leave so that there may not be any distraction to the various classes that are being conducted in the school.
- Parents are requested to come back sharp at 12 noon to pick up their children.
- Any delay in pick up (beyond 12.10 pm) time needs to be addressed and corrected after one incident.

Announcements: Parents, Teachers and other volunteers will receive regular announcements about the school proceedings, events, meetings and other issues every week before each class via emails, google classroom, mobile app and/or by phone, if necessary. Teachers will create a class group communication portal via google classroom to stay in touch with parents.

Attendance policy:

Students should have a minimum of 85% attendance in order to be able to complete their level of instruction and be promoted to next level.

This means students may not be absent for more than 3 classes in a year including tardy absence.

Any exceptional situations and excuses will be dealt by the management on a case by case basis, depending on the reason for lack of attendance.

To be fair to all students the rules will be implemented stringently.

Tardy Policy:

Students are required to be in Tamil School by 9:55 AM.

Classes start at 10:00 AM.

10:05 AM is tardy time.

3 tardy will be considered as one absent day

A student may not be tardy more than 5 times in a year

Students will NOT be allowed to take the exam if they have more than 5 tardy

100% attendance award will be given only if attendance is 100% without any tardy

Students need to stay in class till the end of class (12 noon).

Leaving Tamil class 5 minutes before end of class is considered tardy. Excused late drop and early pick up may be allowed only in case of emergency and unavoidable situations based on teacher's discretion. Need to attend another class is not an acceptable excuse for late drop or early pick up. Parents need to schedule other classes accordingly. If either late drop off and early pick up occurs more than 5 times during a school year parents are expected to accept the decision made by the school management regarding promotion to next level.

To be fair to all students the rules will be implemented stringently.

Absence policy: If a student is sick or needs to take off for any other excusable reasons (other competitions, unexpected emergency, travel to out of town/country), parents need to inform the teacher or the Principal or the Vice-Principal. It is the responsibility of the parents to contact teachers for missed classes and to catch up with homework. **Parents are responsible for homework completion for missed class and homework completion will not be excused due to excused absence.** All the other absence is considered unexcused absence.

NO INFORMATION WILL BE AN UNEXCUSED ABSENCE.

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Homework completion policy: Students will be evaluated and graded for relevant homework completion before each class. Students are expected to complete the required homework portions before coming to class each week. Extended time of only one week will be given for completion. This should not be a repeated practice.

To be fair to all students the rules will be implemented stringently.

Testing and evaluation policy: There will be 3 trimesters in a year concluding with testing and evaluation. Report cards will be sent to parents following testing. Weekly pop-up tests may be conducted by class teachers to ensure that students are studying regularly throughout the term. Parents are requested to be in touch with their child's teacher to stay abreast with the progress and proceedings.

Withdrawal policy: Parents shall inform the principal about their decision to withdraw their child from Tamil School any time by email, written letter or in person.

Fees will NOT be refunded if the student received books and attended school for 2 or more classes.

Weather and Cancellation policy: In times of inclement weather advisories or any other unavoidable circumstances, if the classes are cancelled, parents will be informed about the cancellation on the day of class through email and mobile app (Google Classroom)

Emergency Response policy:

First-Aid kit is available in school premises

Injury or sickness: Students will immediately notify the teacher about any injury or discomfort. Teacher will take required action; refer to the Principal or an adult who is available to attend to the student. If the condition does not improve, parents will be notified and proper action taken.

Fire: In case of fire, teachers will follow the fire response protocol. Fire drill is conducted twice in a year.

Behavior: Any unruly or disrespectful behavior by a student is not acceptable in class. Student will be verbally warned twice (Step 1); If not corrected the student will be sent to the Principal (Step 2) and if problem persists parents will be notified (Step 3).

Emergency Evacuation Procedure:

Every year SA TAMIL SCHOOL conducts emergency evacuation drill in SA TAMIL SCHOOL and emergency response instructions (in the teacher folder) is given to all our teachers and staff.

Emergency Medical care for students:

In case of any medical emergency, the student will be taken to the nearest hospital or will be cared by the emergency medical team. The parents will also be notified. In case of serious but non-life-threatening injuries, parents will be notified immediately. The student will be cared for and kept comfortable. It is the parent's responsibility to transport the student to the doctor and provide insurance coverage.

SA TAMIL SCHOOL is not financially responsible for any medical procedures rendered.



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Parent Commitment:

As Parents of a child (children) attending Tamil Class we hereby assure that:

- We will bring our child regularly and on time to all classes and to all Drama/Dance/Recital practices when volunteered or registered.
- We will inform ahead of time if our Child is going to be absent for class or practice due to genuine reasons.
- We will take an active interest in reinforcing the Tamil taught in the class by overseeing or helping with our Child's home work.
- We will speak Tamil as much as we can at home and encourage our child to speak in Tamil.
- The school rents outside public facilities for conducting classes, practice dance, dramas etc. on a regular basis. It is requested that parents and students support venue management volunteers, staff and teachers of our school in ensuring proper upkeep of these facilities during our usage.

I recognize the importance of my role in this partnership of my child's (children's) Tamil learning and hence I assure and I will ensure my heartfelt cooperation in all areas.

Disciplinary Action:

SA Tamil School believes in disciplining the students in a positive way. **SA Tamil School reserves the right to take any appropriate disciplinary action to preserve the orderliness of the class.** The student will be given 2 verbal warnings for any misconduct or disturbance in the class. After that, the teacher will notify the parent. If needed, the parent will sit in the class to observe their child's conduct and work with the teacher to discipline the student. It is the parent's responsibility to make sure that the students DO NOT disturb the class by bringing toys, comic books, video games, etc to school. These items are not allowed in the classroom.

Disclaimer Statement: Parents agree to allow their child to attend San Antonio Tamil School and agree to assume all responsibility and liability for any injuries to their child while participating in this activity as a result of any alleged act of the participant. Parents agree to be responsible for any medical expenses, charges or other costs, which may have incurred as a result of child's participation in this activity. Parents further agree that they will be responsible for any claims made by third parties, which may result from or be caused by their child's actions while participating in this activity.

Confidentiality statement: All records and information regarding students must be treated as confidential. The information provided will strictly be used for San Antonio Tamil School purposes only. Parents are requested to give permission for their child's work and photo to be used to publish in SA Tamil School newsletter, yearbook and in SA Tamil School website gallery.

Non-discriminatory policy: SA Tamil School does not discriminate students on the basis of race, color, national or ethnic origin to admission and all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Children with special needs:

San Antonio Tamil School is dedicated to provide quality education for all participants, including those with special needs who require specialized services, support, and programs to meet their educational potential. Parents should agree to be present with their child during class to assist the teacher and to provide special attention to their child.



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Special health needs:

If your child has a chronic health concern like asthma, food allergies, or diabetes that require ongoing monitoring and special provisions at school, make sure to work with the school management and the teacher to develop a plan that accommodates the child's needs—for instance, keeping an inhaler, EpiPen®, or blood glucose monitoring kit accessible at school. Parents are responsible to give clear instruction to teachers regarding care to be provided.

Finally, Good communication and teamwork between you and school personnel are the keys to keeping your child safe and learning at school, and importantly, making sure that your child has access to the same education as other children.

For detailed policies and guidelines, please refer to the Student/Parent Handbook available in our website:

<https://satamilschool.org/>

For any clarifications, please feel free to contact us via Email:

satamilschool@gmail.com