



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



## **STUDENT / PARENT HANDBOOK 2024-2025**

### **MAJOR ANNOUNCEMENTS / CHANGES FOR 2024-25 SCHOOL YEAR**

#### **New Academic Team:**

SA Tamil School Management takes this opportunity to announce that we will have a new Academic Team taking over this school year. We will announce the new team members before 1<sup>st</sup> day of class. They have served in Tamil school as teachers and are able leaders.

We would like to extend our immense gratitude and appreciation to Mrs. Vimala Perumalsamy and Mrs. T. Sangeetha Devi who served as the Principal and Vice-Principal, respectively during last year.

#### **Raise in Annual Student Fee: \$300/Child and \$580/2 children from same family**

SA Tamil School moved to a new bigger venue last year. Though there was a great increase in the rent we had to pay, we did not increase the fee last year. Due to that action, we had to use the contingency reserve fund to meet the rent hike, purchase of additional resources and accreditation renewal expenses. Hence, we have to hike the one-time annual fee for student registration this year.

#### **Introducing 2 new levels of instruction:**

Starting from this year, we will have Advanced levels namely 2A and 2B for High School students to achieve advanced proficiency in Tamil language. These students will be trained to take a credit-by-exam administered by an external testing agency approved by TEA namely, Avant (<https://www.avantassessment.com/languages/tamil>) Assessments. This will enable our students to gain The Seal of Biliteracy awarded by the School district (<https://sealofbiliteracy.org/state/tx>). Our vision is to help students recognize the value of their academic success for learning Tamil and see the tangible benefits of being bilingual.

Please feel free to contact us at [satamilschool@gmail.com](mailto:satamilschool@gmail.com) if you need clarification regarding the above change

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**San Antonio Tamil School Student - Parent Handbook** provides parents and students with useful information concerning rules and regulations of the school (SA Tamil School), student rights and responsibilities, academic expectations and other extracurricular activities. Please consult this handbook for the current school year, but keep in mind that school services, policies, procedures, staff, and schedules are subject to change from those printed here based on circumstances and requirements.

PS: The SA Tamil School management reserves the right to modify/change school schedule & regulations as needed but assure to inform the parents regarding the change prior to implementation.

#### **Invitation to students and parents:**

SA Tamil School invites the parents and students for the school year 2024-25 to successfully learn and complete their respective levels of instruction in Tamil Language. The student/parent handbook is written to share important information, general policies and practices of San Antonio Tamil School. We urge the parents to cooperate with school administrators and teachers to impart high quality learning experience to your child. Continuous communication and constructive partnership between home and school is paramount to the success of our educational program. As parents, you are encouraged to be actively involved in your child's education by talking to your child about school, volunteering whenever possible, and participating in various activities.

#### **SA Tamil School Vision**

We, the San Antonio Tamil School community (parents/teachers/management), envision all students to develop skills and knowledge to communicate effectively in their native language, Tamil.

#### **SA Tamil School Mission**

We, the San Antonio Tamil School community, will create, provide and maintain a safe, positive learning environment to ensure the holistic development of each student and staff member through cultural, physical, social and academic experiences.

#### **Core values**

- ◆ Respect for self and others
- ◆ Respect for language
- ◆ Passion for culture
- ◆ Passing on the tradition

#### **Motto**

“Ulluvathellaam Uyarvullal” is our school's motto.

We have taken our motto from the world known Tamil literature *Thirukural*.

“Whate'er you ponder, let your goal be high” is the loose translation of our motto in English.

#### **Location, Schedule and Timing of Classes:**

Classes will be conducted at **4300 Centerview Drive, San Antonio, TX 78228** on Saturdays as marked in the calendar (**Appendix I**) from 9:55 a.m. to 12:05 noon. Every year classes start during second week of September and end in the third week of May. Change in class schedule/Lesson Plan (**Appendix II**), holidays and other reminders will be sent via email and Google classroom.



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**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 the 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.

#### **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 making sure that your child has access to the same education as other children and achieve learning at school, and importantly, keeping your child safe and secure*

*&*

*All of the personnel involved in running SA Tamil School including The Principal and Academic Teams, Teachers, Board of Trustees, Executive Committee Officers and Various Committee members who sacrifice their Time, Effort & Talents are all volunteers without any compensation from Tamil School. Hence, we request and expect parents to be mindful and respectful when approaching them for any of your needs*

#### **School student registration and class commencement events:**

**Registration and enrollment:** Registration will be done prior to first day of school. SA Tamil School registration form is available online in the SA Tamil School Website. Enroll your child by filling and submitting the online form. **Submission of completed application and Payment of fee (\$300 for one student; \$580 for 2 students per family) should be made online before the last day of school registration window on August 23, 2024.**



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*Orientation:* Parent-student orientation will be organized during the first few weeks of school (Please refer to the calendar) to introduce parents to their child's teacher and to distribute books & supplies.

*First day of school:* **SA Tamil School** expects registered students to attend the first day of school.

*School calendar:* You will have access to the calendar for each school year on our website

(<https://satamilschool.org/>)

### **New Student Admission:**

If your child is attending Tamil class for the first time, please go through the **requirements** for each level by visiting the SA Tamil School website (<https://satamilschool.org/>) to understand how your student's level is determined. This information is relevant for those students who have migrated from Tamil Nadu recently and those who attended Tamil School in any of the other states in the USA or other cities in Texas. Any other reasons will not be acceptable for double promotion or for level determination. Children at age 4-5 and attending Tamil School for the first time will be placed in Mun-Mazhalai or Mazhalai level. No evaluation test will be conducted for new students below age of 6.

### **Evaluation of Returning Students:**

In order to be placed in next level the student should have at least 85% attendance and appeared and passed the final exam (with 70% or above) in the previous year/level. Those who participated (who did not have 85% attendance and did not take the final exam) will have to repeat the same grade level this year. Other returning students will be evaluated only if their teacher (from the previous year) recommends their evaluation.

### **SA Tamil School levels of instruction and the proficiency/eligibility requirements are:**

- Mun-Mazhalai / Pre-Kinder: 4 Years; No pre-requisite of knowledge; be able to be in class for 2 hours
- Mazhalai / Kinder: 5 Years and above; No pre-requisite of knowledge; be able to be in class for 2 hours
- Elementary Level 1: 6 Years and above; able to speak and understand some words, knowledge of uyir ezhuthugal
  - Kids at or older than 6 years who are able to understand simple words; have knowledge of uyir ezhuthukkal (Identify & write); numbers 1 to 20 (Identify and write), may be placed in Level-1 provided they pass Mazhalai level test before end of 3<sup>rd</sup> week of class.
  - Up to Nilai 1 advanced placement of student is based on eligible age and mid-year performance testing for current level. It is the responsibility of the student and the parents to catch up the lessons and complete homework assignments that are covered until mid-year once promoted to next level.
  - Placement advancement or skipping level is not allowed beyond Level 1, if the student is new to Tamil School and does not meet the age requirement.
  - Students transferring from other Tamil Schools in America or those who are moving from India will be evaluated on a case-by-case basis to place in appropriate levels
- Elementary Level 2: 7 Years and above; completion and passed Nilai E1
- Elementary Level 3: 8 Years and above; completion and passed Nilai E2
- Elementary Level 4: 9 Years and above; completion and passed Nilai E3
- Elementary Level 5: 10 Years and above; completion and passed Nilai E4
- Intermediate Level 1A: 11 Years and above; completion and passed Nilai E5
- Intermediate Level 1B: 12 Years and above; completion and passed Nilai I1A
- Intermediate Level 1C: 13 Years and above; completion and passed Nilai I1B
  - Once a student completes level I1C with required grades, they are eligible to apply for Seal of



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Biliteracy provided they appear for CBE administered by Avant and pass with 80 marks (<https://www.avantassessment.com/languages/tamil>). Above this level we prepare the students specifically to take the Avant testing, if the student wants to continue taking Tamil as their Foreign Language to gain 2 LOTE credits.

- Advanced Level 2A: 14 Years and above; completion and passed Nilai IIC
- Advanced Level 2B: 15 Years and above; completion and passed Nilai 2A

\*Completion requires that the student is in good standing, completed homework for all the lessons on time and had an attendance of equal to more than 85%. Please refer to Parent-Student Handbook for more details.

Placement testing will not be conducted for Levels 2 to 10 for students attending Tamil School for the first time. Transfer students from Tamil Schools in other cities in the US or from India will have to produce relevant proof to be admitted and placed in higher levels of instruction.

***The decision of the school management will be final regarding placement of the student based on their eligibility criteria and performance in the placement test.***

### **Curriculum:**

SA Tamil School Management, Academic Team and Teachers have decided to adopt new textbooks developed and released by Texas Tamil Academy (TTA) starting from 2023. These books are designed based on TEA's (Texas Education Agency's) LOTE (Language Other Than English) TEKS (Texas Essential Knowledge and Skills) curriculum requirements. SA Tamil School Team was collaborating with Houston Tamil School Team during the last year to introduce these books to our teachers.

Why do we need this change? What are the advantages?

- (i) We have been following American Tamil Academy (ATA) Textbooks from 2016. However, we received feedbacks from both parents and teachers that the lessons and exercises were difficult as they to heavy on grammar
- (ii) In order to approach local school districts and request approval for LOTE High School credit for our higher-level students, we needed a curriculum that is aligned with TEA-TEKS for foreign language courses
- (iii) Above all Houston ISD has approved these textbooks and we can use that as precedent for our local ISDs

*TTA Affiliation will provide resources, assistance and guidance for:*

1. Accreditation process
2. Standardized Examination/Progress Reports
3. Determine the level of understanding and learning outcome level-wise
4. Easy for tracking the progress of the student
5. Teacher Training
6. Completion and Graduation Certificates



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TEKS Grade Level	ACTFL Standard	TTA Books	LOTE Credit Level	Homework Time needed per day
Pre-K4		Thalir		15 minutes
Kinder		Mazhalai		15 minutes
Elementary 1	Novice Low	Beginner 1	Pre-Requisite	15 minutes
Elementary 2	Novice Low	Beginner 2	Pre-Requisite	20 minutes
Elementary 3	Novice Mid	Beginner 3	Pre-Requisite	20 minutes
Elementary 4	Novice Mid	Beginner 4	Pre-Requisite	20 minutes
Elementary 5	Novice High	Beginner 5	Pre-Requisite	20 minutes
Middle School 6	Intermediate Low	Tamil 1A	Pre-Requisite	30 minutes
Middle School 7	Intermediate Mid	Tamil 1B	0.5	30 minutes
Middle School 8	Intermediate High	Tamil 1C	0.5	30 minutes
High School 9	Advanced Low	Tamil 2A	0.5	45 minutes
High School 10	Advanced Mid	Tamil 2B	0.5	45 minutes

### Technology Use:

SA Tamil School recognizes that technology should be used to support learning and to enhance instruction. We have implemented **GOOGLE CLASSROOM** app as the platform for class management, attendance, academic performance monitoring of students, teacher-parent communications, assignment posting, testing & evaluation reporting, special announcements, homework tracking and student record keeping. Parents are requested to download google classroom app in their electronic gadgets (computers, laptops, phones, etc) to follow student learning progress in school.

***This will be the ONLY mode of communication between teachers and parents.***

### Assessment:

**Homework:** Students are expected to complete and turn in the work by the due date assigned by their teachers. Only one week of extended excuse will be given for grading with acceptable reasons.

**Testing and Evaluation:** SA Tamil School will follow the prescribed lesson plan for each of the trimester exams based on the Syllabus covered for that period.

Appendix II shows the tentative schedule of testing and parent-teacher meetings for upcoming school year.

### Model Question format:

Question format for all the trimester will be sent prior to the exam dates (to the exam coordinator) to send to the parents to help the kids about the exam and to get an idea about the question paper. Question format will be changed every trimester according to the lesson plans. Oral and Writing skills will be tested depending on each Nilai's expected learning achievement requirement. The School Admin/Exam Coordinator should contact TTA about 2-3 weeks before date of exam and request question papers to be emailed.



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### **Grading policy:**

Grades will not be used to punish or reward students but to reflect student achievement of learning objectives. Sufficient opportunities will be given to students to complete their course work, achieve expected proficiency in Tamil language and extra-curricular activities to score bonus points to be successful academically. Parents are urged to keep constant communication with the teachers regarding the academic progress of their child and discuss ways to help child achieve their goals.

Academic grades will be used to:

- Communicate the teacher's assessment of a student's knowledge and proficiency in Tamil Language
- Provide a record of student achievement over time
- Serve as part of the criteria for student promotion to the next grade level
- Derive student GPA

Work and behavior assessments will be used to:

- Provide a record of attendance/punctuality, respect for authority, and compliance with school rules
- Provide a record of student preparedness and task performance
- Align work-related skills to character education
- Provide employers with a broad picture of student performance

The school year will be divided into 3 terms.

*Academic Assessment for Promotion:*

First Trimester Test Grade	25%
Second Trimester Test Grade	25%
Third Trimester Test Grade	30%

*Home Work and Attendance:*

HW completion	10%
Attendance and behavior	10%
Total	100%

Student should score a minimum of 70% to pass this course and move to next level.

### **Report cards/conferences:**

At the end of each term, teachers issue a report with grades to the students reflecting progress in the class. Parents are encouraged to contact your child's teacher or the school coordinator at any time to discuss students' progress. If necessary, a student teacher meeting can be scheduled to look more closely at your child's progress and set goals to promote achievement.

*Report card grades:*

- A - 90 to 100%
- B - 80 to 89%
- C - 70 to 79%
- D - 50 to 69%
- F - 0 to 49%

Students are required to acquire cumulative score of 70% or above to pass to the next level. For Questions/Comments/Help, email [satamilschool@gmail.com](mailto:satamilschool@gmail.com)



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### **Annual Student Performance Report:**

(Year-round Evaluation of student's skills and knowledge)

Each student will be observed in the class by his/her teacher on every school day for his/her attendance, class participation and homework skills. Students in higher grade levels will also be observed for reading, recital, writing projects and book reports etc. All these observations are entered into the student's daily log at the end of the class.

This information will be used at the end of the year, along with the student's Term Test scores and Final exam score, to calculate the year-round performance of the student and to rank the student in his/her class.

### **Graduation requirement:**

In order to graduate to next level, the student should have:

Minimum of 85% attendance

Appeared and passed the final exam (with 70% or above in the previous year/level).

Those who participated (who did not have 85% attendance and did not take the final exam or did not score 70% or above) will have to repeat the same grade level in the following year. In order to be promoted to next level, we request the parents to contact the management to discuss the possible avenues of summer improvement class and testing.

### **Extra-curricular activities:**

There will be many academically & culturally oriented extra-curricular activities for the students every school year. Students are encouraged to participate in activities made available to their grade levels. More details will be communicated during the school year as they are planned. These activities will be in alignment with SA Tamil School vision and mission in order to enrich and nurture the children about the heritage of Tamil Language along with culture and traditions of Tamil speaking people of Tamil Nadu, India.

### **Attendance information:**

A minimum attendance of 85% is **mandatory** for promotion. Parents should notify the school in advance if their child will be absent for the class by filling the absence form and also inform the respective teacher.

Attendance: 85% attendance is required for the students to be promoted to next grade level. So, it is important that the student strives to attend all classes. SA Tamil School has very limited excused absences. Absence will be considered as absence irrespective of the reason.

Perfect Attendance: 100% perfect attendance = Physically attending all of the classes at SA Tamil School are honored with a Certificate and/or a trophy at the end of the school year. Missing one or more classes, for any reason will automatically disqualify the student from receiving the perfect attendance award.

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

Excused 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). 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.

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





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

Drop-Off: 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**

Pick-Up: Students need to stay in class till the end of class (12 noon).

Leaving Tamil class before 11:55 AM 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 school year, parents are expected to accept the decision made by the school management regarding promotion to the next level.

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

**Student drop and pickup policy:**

Parents are fully responsible for dropping the kids and picking up kids ON TIME. Parents may stay back to help teachers or stay in the lobby of the school while classes are underway. We cordially request the parents to leave so that there may not be any distraction to the various classes that are being conducted in the school.

SA Tamil School is NOT responsible for any untoward behavior/activities from both kids and parents outside of class hours that affect the general atmosphere of the premises where the classes are held. SA Tamil School will NOT be responsible for the kids and their whereabouts beyond the duration of the published class timings. Each parent is responsible to follow the parking rules of the premises where the classes are held. SA TAMIL SCHOOL is not responsible for any parking violations.

**Student Responsibility: Do's and Don'ts**

Do's

Students must be in the classroom and seated before the class begins

Have binders, notebooks, your own paper, pens, pencils, and highlighters every week

Show respect for the teachers, other adult authorities and fellow students

Follow classroom/school rules, procedures, and directions

Do your homework every day and ask for help when you need

Turn in all homework the day they are due

Show respect for anyone who is speaking. Raise your hand and wait to be called on before you speak

Be responsible for your own things

Treat everyone with kindness and respect

Keep your hands, feet and other objects to self

Help keep class clean

Don'ts

DON'T display rude or inappropriate behavior; be physically or verbally abusive.

DON'T have food or gum in the classroom in order to keep our classroom clean.

DON'T text, read texts, make calls during class. Turn off your phones in class.

DON'T bring articles of value like jewelry to school



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**Parent role in learning achievement:**

As parents, we expect you to support your children's learning in the following ways:

- Monitor attendance-85% attendance is mandatory to pass
- Help your child if needed and Make sure that homework is completed
- Monitor and encourage children to speak in Tamil at home
- Volunteer in SA Tamil School projects and student enrichment programs
- Spend at least 15 minutes reading Tamil every day with your child
- Maintain communication with your child's teacher
- Encourage children to watch appropriate Tamil/English subtitled programs in TV
- Resolve disputes constructively

**Disciplinary action:**

SA Tamil School believes in disciplining the students in a positive way. SA Tamil School has the rights 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 student DOES NOT disturb the class by bringing toys, comic books, video games, Walkman, etc to school. Tobacco, alcohol, weapons and illegal drugs are prohibited in the school premises. These items are not allowed in the classroom.

**Make sure to bring drinking water.**

**Monitoring students:**

Students will be monitored by their teachers during class hours. Restroom and water break will be given as and when requested. Mazhalai and Level 1 students will be accompanied by a buddy. Before and after school/class hours, parents are responsible to monitor their students.

**Use of technology and phones:**

Students are required to turn off their cell phones during assembly and class hours. NO computer or laptops are allowed in the class. If the student brings such gadgets and if they get damaged or lost, San Antonio Tamil School or it's staff are not responsible for the same.

**Food and drinks:**

**NO** food or drinks are allowed in the premises. Parents who bring younger siblings of students should be careful not to litter the school premises. Parents are responsible to clean if there is any spill or mess.

**Care of school property:**

We are currently renting a venue for the classes. Hence it is our (SA Tamil School management, staff, volunteers, parents and students) collective responsibility to take care of the facility provided to us.

**Regular communications:**

Communications from SA Tamil School will be regular via email and Google classroom. The official emails of SA Tamil School are: [satamilschool@gmail.com](mailto:satamilschool@gmail.com) and/or [Principal@satamilschool.org](mailto:Principal@satamilschool.org)

Parents and teachers are requested to communicate through this email for any information or clarification. You may also want to get the respective teacher contact information for student specific clarification.



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### **Class schedule changes:**

Changes/cancellation in the schedule of classes and announcements regarding upcoming events in Tamil School will be duly communicated via email. If the classes are cancelled due to inclement weather or any other unavoidable circumstances, parents will be informed only via email or Google Classroom.

### **Clubs and class meetings:**

SA Tamil School is planning to organize interactive clubs for encouraging students to mingle and exchange their experiences in a healthy way. Students are encouraged to form their own clubs that align with the vision and mission of Tamil School.

### **Cultural education:**

Students will be encouraged to participate in competitions and cultural programs organized by SA Tamil School that will be in alignment with the vision and mission of SA Tamil School. We welcome parents to come up with fresh ideas to promote awareness of our culture and heritage in our children.

### **Dress code:**

Students are expected to wear decent and comfortable clothing to attend school. Inappropriate dressing is not allowed in school. Clothing with inappropriate, suggestive or derogatory pictures or phrases may not be worn. Shorts and skirts are to be respectable and of modest length. Students wearing jewelry or accessories that may be considered unsafe or inappropriate to the learning environment may be subject to review by the administration. Any other garments or accessories that would be a distraction to the orderly educational process are prohibited.

### **Emergency information:**

#### **Emergency Evacuation Procedure:**

Every year SA Tamil School communicates an emergency response action list to all our teachers, parents, students and officers. In case any emergency situation evacuation protocol has to be followed.

### **Incident reporting:**

Students report to teachers when,

- Safety/discipline incident or physical altercation between students occur in school
- Damage of school property
- Teachers will inform parents for required appropriate remedial measures

### **Accident response and reporting:**

In case of accidental injuries, please inform the teacher so that first aid will be performed. If the injury warrants medical attention, parent volunteers should be available to coordinate response.

### **Medical care for students:**

If the student has any medical/health condition that needs special attention parents please inform the teacher about the condition and any special needs required.

In case of any medical emergency, the student will be taken to the nearest hospital or will be cared for by the emergency medical team. The parents will also be notified. In case of serious but not 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.

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



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



**Fire emergency:** In case of fire follow instructions from the teacher to exit out of class. Every year SA TAMIL SCHOOL conducts fire drill and emergency evacuation drill in SA TAMIL SCHOOL. Required training and information along with emergency response instructions (in the folder) are given to all our teachers and officers.

**Prohibited and restricted areas:**

San Antonio Tamil School is committed to provide and promote a safe and healthy environment in which to study. Students are expected to remain in their class during class hours. Students should not enter the prohibited areas without the prior knowledge and permission from their teacher.

**Opportunity to volunteer:**

We are always in need of parent volunteers and encourage your involvement. Giving your time and talents to the school is a great way to support your child's education while communicating to your son/daughter the importance of learning. We realize busy schedules can hinder one's ability to spend time at school. Still, you can show your support by talking to your child about school, spending time together reading, and reviewing schoolwork. A positive and cooperative attitude toward your child's education is contagious. Your support signifies to your child the value you place on their learning Tami language.

San Antonio Tamil School is entirely managed and run by passionate parent volunteers who are dedicated and committed to teach Tamil language to all students. We salute the parents who have volunteered to serve as teachers, without who this effort will not be possible. In addition to this there are plenty of opportunities for parents to volunteer this school year. Please check in the volunteer form when you register your child to pick your choice.

**Committees to serve in:**

- LOTE
- committee
- Backend Administration
- Facility Management Team
- Technology Team
- Worksheet Committee
- Public relation/Video/Photography Team
- Traffic and Time Keeper Team
- Cultural programs coordination
- Competitions/Games/extra-curricular activities
- Innovation Team
- Fund raising Committee
- Graduation Committee
- Curriculum and syllabus review



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### Few of the Useful Links:

San Antonio Tamil School

<https://satamilschool.org/>

Texas Tamil Academy

<https://texastamilacademy.org/>

Online Tamil lessons

<http://www.tamil-online.info>

<http://polymath.org/tamil.php>

Online Tamil dictionaries

<http://www.dictionary.tamilcube.com>

<http://www.tamildict.com>

<http://www.shabdkosh.com/ta/>

Tamil word games

<http://tamilwordgame.appspot.com/>

Free Tamil fonts

<http://www.azhagi.com/freefonts.html>

[http://www.wazu.jp/gallery/Fonts\\_Tamil.html](http://www.wazu.jp/gallery/Fonts_Tamil.html)

Learn Tamil Language

[http://mylanguages.org/learn\\_tamil.php](http://mylanguages.org/learn_tamil.php)

Tamil picture dictionary

<http://www.dicts.info/picture-dictionary.php?language=tamil>

Tamil Proverbs

<http://karkanirka.org/2008/10/02/tamil-proverbs/>

*We look forward to joining with each of you as we work to provide your child with the best possible education. Please feel free to contact us if you have questions or need more information.*

Please refer our website to access a copy of the Student/Parent Handbook, General Policies and Guidelines, School calendar, Lesson Plan and SA Tamil School By-Laws: <https://satamilschool.org/>  
For any clarifications, please feel free to contact us via email: [satamilschool@gmail.com](mailto:satamilschool@gmail.com)



## APPENDIX 1 2024-2025 CALENDAR

(SA Tamil School reserves the right to change as we progress through the year)

FIRST DAY OF SCHOOL: September 7, 2024;

LAST DAY OF SCHOOL: May 17, 2025

FIRST TRIMESTER: 8 days

SECOND TRIMESTER: 7 days

THIRD TRIMESTER: 11 days

July 2024							August 2024							September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

  

November 2024							December 2024							January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	

  

March 2025							April 2025							May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

Student Holidays	
Oct 12	Holiday
Nov 9	Holiday
Nov 30	Holiday
Dec 28	Holiday
Jan 4, 18	Holiday
Mar 15	Holiday
Apr 19	Holiday
Feb 15 & May 10	Holiday; Make-up Days, if needed.

This calendar is subject to change. Please check your emails or website for most recent updated information.

Online Registration	
Teacher Training	
Regular Classes	
No Class/Holiday	
Makeup Days as needed	
Trimester Exams	
Parent-Teacher Meeting/Class	
Graduation Day	
Competition Days	
GB Meeting	
Student Talent Show Day	

Special days	
Aug 24	Teacher Training
Sep 28	GB meeting - 1
Oct 5	Fire Drill
Nov 2	First trimester Exam
Nov 16, Feb 1	Parent-Teacher Meeting
Jan 25	Second Trimester Exam
Dec 14, Apr 5	Competition Days
April 12	GB meeting - 2
Mar 1, 22	Talent Show Days
May 3	Third trimester Exam
May 17	Graduation Day

# 2024/25 SAN ANTONIO TAMIL SCHOOL LESSON PLAN

Month	Su	Mo	Tu	We	Th	Fr	Sa	Lesson Plan / Holidays / Notes
Jun	30	1	2	3	4	5	6	Independence Day / FETNA Annual Convention
Jul 2024	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31	1	2	3	2024-25 Registration Start
Aug	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	Teacher Training
	25	26	27	28	29	30	31	Labor Day Weekend
Sep	1	2	3	4	5	6	7	First Day of School / Lesson-1
	8	9	10	11	12	13	14	Lesson-2
	15	16	17	18	19	20	21	Lesson-3
	22	23	24	25	26	27	28	GB Meeting / Lesson-4
	29	30	1	2	3	4	5	Lesson-5 - Project announcement / Fire Drill
Oct	6	7	8	9	10	11	12	Columbus Day Weekend
	13	14	15	16	17	18	19	Project submission and discussion
	20	21	22	23	24	25	26	Revision Day- Lesson-6
	27	28	29	30	31	1	2	1st Trimester Exam
Nov	3	4	5	6	7	8	9	Veterans Day / SATS Deepavali
	10	11	12	13	14	15	16	Lesson-7 / Parent-Teacher Meeting
	17	18	19	20	21	22	23	Lesson-8
	24	25	26	27	28	29	30	Thanksgiving Day week
Dec	1	2	3	4	5	6	7	Lesson-9
	8	9	10	11	12	13	14	Competition Day / Lesson-10
	15	16	17	18	19	20	21	Lesson-11 - Project announcement
	22	23	24	25	26	27	28	Christmas / New Year's Day Holidays
	29	30	31	1	2	3	4	Christmas / New Year's Day Holidays
Jan 2025	5	6	7	8	9	10	11	Project submission / Revision Day – Lesson-12
	12	13	14	15	16	17	18	Martin Luther King Day / SATS Pongal
	19	20	21	22	23	24	25	2nd Trimester Exam
	26	27	28	29	30	31	1	Lesson-13 / Parent-Teacher Meeting
Feb	2	3	4	5	6	7	8	Lesson -14
	9	10	11	12	13	14	15	Presidents' Day / Make up day as needed
	16	17	18	19	20	21	22	Lesson-15
	23	24	25	26	27	28	1	Talent Show Day
Mar	2	3	4	5	6	7	8	Lesson-16
	9	10	11	12	13	14	15	Spring Break
	16	17	18	19	20	21	22	Talent Show Day
	23	24	25	26	27	28	29	Lesson-17 - Project Announcement
	30	31	1	2	3	4	5	Competition Day
Apr	6	7	8	9	10	11	12	GB Meeting / Project submission
	13	14	15	16	17	18	19	Easter Sunday
	20	21	22	23	24	25	26	Revision Day – Lesson-18
	27	28	29	30	1	2	3	3rd Trimester Exam
May	4	5	6	7	8	9	10	Make up day as needed
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	Memorial Day / Summer Break
	25	26	27	28	29	30	31	
Jun	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	Juneteenth
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	Independence Day

2024/25 SAN ANTONIO TAMIL SCHOOL LESSON PLAN		
Month	Sa	Lesson Plan / Holidays / Notes
July	6	Independence Day / FETNA Annual Convention
	13	
	20	
	27	
Aug	3	<b>2024-25 Registration Start</b>
	10	
	17	
	24	<b>Teacher Training</b>
	31	Labor Day Weekend
Sep	7	First Day of School / Lesson-1
	14	Lesson-2
	21	Lesson-3
	28	GB Meeting / Lesson-4
Oct	5	Lesson-5 - Project announcement / Fire Drill
	12	Columbus Day Weekend
	19	Project submission and discussion
	26	Revision Day – Lesson-6
Nov	2	<b>1st Trimester Exam</b>
	9	Veterans Day / SATS Deepavali
	16	Lesson-7 / Parent-Teacher Meeting
	23	Lesson-8
	30	Thanksgiving Day week
Dec	7	Lesson-9
	14	<b>Competition Day / Lesson-10</b>
	21	Lesson-11 - Project announcement
	28	Christmas / New Year's Day Holidays
Jan 2025	4	Christmas / New Year's Day Holidays
	11	Project submission / Revision Day – Lesson-12
	18	Martin Luther King Day / SATS Pongal
	25	<b>2nd Trimester Exam</b>
Feb	1	Lesson-13 / Parent-Teacher Meeting
	8	Lesson -14
	15	Presidents' Day / Make up day as needed
	22	Lesson-15
Mar	1	<b>Talent Show Day</b>
	8	Lesson-16
	15	Spring Break
	22	<b>Talent Show Day</b>
Apr	29	Lesson-17 - Project Announcement
	5	<b>Competition Day</b>
	12	<b>GB Meeting / Project submission</b>
	19	Easter Sunday
May	26	Revision Day – Lesson-18
	3	<b>3rd Trimester Exam</b>
	10	Make up day as needed
	17	
	24	Memorial Day / Summer Break
	31	