



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



TEACHER 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 1st 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 if you need clarification regarding the above change



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San Antonio Tamil School Student - Parent Handbook provides teachers with specific school information, their roles and responsibilities along with useful information concerning student rights and responsibilities.

Please consult this handbook for current school policies and guidelines, but keep in mind that school services, policies, procedures, staff, and schedules may change from those printed here. The teachers will be informed of these changes through emails or other communication means.

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 Teachers

SA TAMIL SCHOOL welcomes and appreciates all the volunteers serving as teachers in SA TAMIL SCHOOL providing safe and nurturing environment for students.

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 Tamil, the oldest classical language.

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 **Valor School, 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 (**Appendix II**), holidays and other reminders will be sent via email. ***Teachers are expected to be on the premises at least 10 minutes before class starts.***

Teacher Qualification

SA Tamil School teachers are volunteers from the San Antonio Community who know Tamil and have had Tamil as a language subject in their school curriculum. They **do not** get any compensation for their invaluable time and effort. We are extremely grateful for their service to the next generation and to Tamil language.

Anyone who has good reading and writing knowledge of Tamil Language is eligible to teach in SA Tamil School. Interested persons can contact School management via Email (principal@satamilschool.org) to express their intent to teach. Teachers can choose a relevant level of instruction based on their knowledge and skill. SA Tamil School expects teachers to be responsible, sincere and show commitment towards student learning.



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Position Summary: The candidate should be able to create a positive learning environment and implement instructional activities to engage students in meaningful learning experiences that cater to the needs of the entire ability range of students within their class. Have passion for Tamil and are interested in teaching children ages 4 and above. Establishing effective rapport with pupils; motivating pupils to develop skills, attitudes, knowledge about the language. Establish good relationships with management, parents and with other staff members.

Duties and Responsibilities:

- Teach classes according to the school's curriculum following the lesson plan
- Teaching Tamil language to a range of students of different levels and language proficiencies
- Monitoring progress and development of the students and providing feedback both to parents and student
- Preparing and assessing student learning to facilitate positive academic development and motivating them to achieve their goals
- Working with team to support curriculum development and departmental needs
- Attend training sessions and stay up-to-date with their daily planning, preparation, curriculum pacing, and record keeping relative to their students
- Be prepared to install and use Google Classroom as the technology platform
- Hold parent teacher meetings periodically to discuss student progress and help achieve learning objective

Classroom management and discipline

- Create a stimulating and lively classroom that encourages student learning
- Recognizes the needs of individual students and addresses them with extra care and additional help, if needed
- Possessing the ability to use the latest technology to ensure a productive learning environment for students to learn Tamil language.
- Have sense of ownership and pride in the work

Desired Qualifications:

- Passionate about Tamil language and teaching Tamil
- Minimum educational requirement is high school diploma. Please mention the highest degree you have earned
- Had Tamil as a subject till High School
- Teachers are masters of Tamil language (To teach requested level of instruction), demonstrating a high proficiency in reading, writing, speaking the language with proper grammar
- Basic knowledge about using technology (Internet, MS Office) for teaching, communication and management
- Dedicated and committed to their role in SA Tamil School

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 Thaa 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.



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Class Schedule:

9:55 – Student Arrival

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

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

10:05am – 12:05 pm

Homework Check and Review of previous class Lesson (10 Min)

Day's Lesson (1 Hour)

Activity/worksheets related to Lesson (20 Min)

Conversation/Presentation/Reading Log (15 Min)

Free Writing/Story Narration/Book Review (15 Min)

Curriculum:

Until school year 2022-23 we followed the curriculum provided by American Tamil Academy (ATA). As voted by our Teachers and in order to align with the Texas Education Agency-LOTE starting from Academic 2023-24 school year (TEA - <https://tea.texas.gov/academics/subject-areas/languages-other-than-english>) San Antonio Tamil School management has decided to follow the curriculum provided by Texas Tamil Academy (TTA) Textbooks (<https://texastamilacademy.org/textbooks>) instead of the American Tamil Academy Textbooks. We have been working closely with Houston Tamil School to adapt and incorporate Texas Essential Knowledge and Skills (TEKS) as described in Texas Education Agency to obtain High School Credit for Language Other Than English (LOTE) for our kids who complete 8 Levels of instruction. Textbooks released by TTA are approved by Houston Independent School District (HISD) that allows the students to apply for LOTE credit.

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

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		



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.

Class room activities for two-hour duration

Steps	Educational activities – Mazhalai to Elementary Level 5	Duration
1	தமிழ்த்தாய் வாழ்த்து மற்றும் ஒரு நிமிடம் மனதை ஒரு நிலைப்படுத்துதல் (mind concentration activities)	5 mts
2	ஊக்கப்பாடல்கள் உடல் அசைவுகளுடன் (Thalir & Mazhalai) (motivational songs with physical movements)	5 mts
3	நடத்திய பாடத்திற்கான மீள்பார்வையும், தொகுத்துரைத்தலும் (content recall and consolidation)	20 mts
4	மாணவர்களிடையே பகிர்ந்து கொள்ளுதல், வீட்டு வேலைச் செயற்பாடுகளைப் பெறுதல் (Interacation with students and collection of home work materials)	10 mts
5	பாட அறிமுகம், பாட வளர்ச்சி, பாட விளக்கம், பாடப்பயிற்சி (content explanation with various educational activities (teachers activities))	50 mts
6	நடத்திய பாடத்திற்கான பயிற்சியை வகுப்பறையில் செய்யப் பழக்குதல் (content understanding and applicaton (students activities))	10 mts
7	சிறு விளையாட்டுகள் (மூளைக் கூர்மைப்படுத்தும் உள்அரங்க விளையாட்டுகள்) (minor games to refresh the students)	10 mts
8	நடத்திய பாடம் நினைவூட்டல், வீட்டுவேலை பற்றி விளக்குதல், அதற்கான தாள்களைத் தருதல் (content recall and explain about their home works and distributing the home work materials)	10 mts

For Higher-Level classes Intermediate-Level I1A to Advanced-Level 2B

Divide your class into 4 sections to develop LSRW skills

20 Minutes	-	L istening & S peaking
30 Minutes	-	R eading
30 Minutes	-	W riting
15 Minutes	-	S peaking on a Topic
20 Minutes	-	R eview and Checklist



Teacher training:

All teachers should attend some basic instructional learning courses. Apart from that, teachers should attend the Nilai or Level's Orientation program offered by American Tamil Academy. All teachers should attend training offered by San Antonio Tamil School to provide and promote consistency in teaching.

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 apart from in-person meetings.

Assessments:

To be fair to all students, Teachers are requested to implement the rule stringently.

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. Excuse of only one week will be given for completion.

The amount of time spent on homework will vary as follows:

Levels	Approximate time spent on homework
முன் மழலை	15 minutes per day
மழலை	15 minutes per day
ஆரம்ப நிலை 1	15 minutes per day
ஆரம்ப நிலை 2	20 minutes per day
ஆரம்ப நிலை 3	20 minutes per day
ஆரம்ப நிலை 4	20 minutes per day
ஆரம்ப நிலை 5	20 minutes per day
இடை நிலை 1A	30 minutes per day
இடை நிலை 1B	30 minutes per day
இடை நிலை 1C	30 minutes per day
மேல் நிலை 2A	45 minutes per day
மேல் நிலை 2b	45 minutes per day

Testing and evaluation policy: There will be 3 exams conducted at the end of every trimester. Report cards will be sent to parents following testing. Weekly 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 ensure the progress of their child.

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 ATA about 2-3 weeks before the date of exam and request question papers to be emailed.



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Testing and evaluation: The school year will be divided into 3 trimesters and each trimester will end with an exam conducted at the end of each 8 weeks. Report cards will be sent to parents following testing.

Syllabus for all three of the trimesters:

First Trimester: Marks: 100

Lessons: Lessons 1-5, Portions from 1st trimester: 100%

Second Trimester: Marks: 100

Lessons: Lessons 7-11. Portions from 2nd trimester: 80%, 1st trimester: 20%

Third Trimester: Marks: 100

Lessons: Lessons 13-17. Portions from 3rd trimester: 80%, 1st and 2nd trimester: 20%

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. Other returning students will be evaluated only if their teacher (from the previous year) recommends their evaluation.

Additionally, the academic team must approve the student's eligibility for evaluation after looking at the student's performance during the previous year.

Grading policy:

Teachers are responsible for evaluation grades and performance by students in the classroom. Teachers need to justify their record-keeping and grading procedures when needed. Additionally, student records are confidential information and should not be shared.

The school year will be divided into 3 terms.

Academic record:

First Trimester 25%

Second Trimester 25%

Third Trimester 30%

Homework and Attendance:

HW completion and Participation 10%

Attendance, Class Participation and behavior 10%

Grades will not be used to punish or reward students but to reflect student learning

Academic grades will be used to:

- Communicate the teacher's assessment of a student's knowledge of 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 final percentage grade point

Work and behavior assessments will be used to:

- Provide a record of attendance/punctuality, respect for authority, and compliance to 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

Report cards/conferences:

At the end of each trimester, teacher's issue a report 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 and achieve student learning objectives.



Annual Student's Rank 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:

- Students must have 85% attendance
- Students must have taken all 3 trimester Exams and passed with a minimum grade of 70
- Students must have completed homework for all the lessons covered during the academic year on time
- Students must have completed required projects and recital, if any

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 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 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 fill the absence form. 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.



Leave of Absence (Teacher):

SA Tamil School requests teachers to be consistent in their commitment to students by being present for class as much as possible. Teachers are expected to call or notify their absences by e-mail ahead of time (Minimum of 24 to 48 hrs before class). If you know in advance that you are going to be absent, make arrangements as soon as possible and the lesson plans should be available for the substitute teacher. If it is necessary for you to leave school at any time during the school day, please inform the Principal or Vice Principal. If you need to take extended leave, discuss your preferences for substitutes with Management. Parents must be notified if a long-term substitute will be in a classroom. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students might not learn as much with a substitute.

The teachers are the key ingredient to a productive instructional day.

Student drop and pickup policy:

Teachers are expected to be in-charge of their students until they are picked up by parents.

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.

Parents are fully responsible for dropping the kids to the appropriate class room 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 starts
- Have binders, notebooks, your own paper, pens, pencils, and highlighters every week
- Show respect for the teachers, other adult authorities and fellow students
- Do your homework every day and ask for help when needed
- 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

Dont's

- DO NOT display rude or inappropriate behavior; be physically or verbally abusive.
- DO NOT have food or gum in the classroom in order to keep our classroom clean.
- DO NOT text or make calls during class. Turn off your phones in class.
- DO NOT bring articles of value like jewelry to school



Teacher role:

Measurement of student learning: One additional concern about the use of student learning assessments in the teacher evaluation process is the way in which learning is assessed. The traditional use of grades or standardized achievement scores is certainly suspect for a variety of reasons, including the

- To be punctual and consistent to class,
- Accuracy of grading procedures,
- Alignment of achievement tests with the curriculum,
- Diagnostic evaluation and instructional improvement based on their class performance

Home work for Teacher:

Prior to each class, please spend at least 30-60 minutes for

1. Reading Lesson Objectives, Teachers Instructions, and the Lesson Contents you are going to teach
2. Taking notes on how to help students to improve their LSRW skills using the lesson
3. Recalling the individual student's current proficiency levels on LSRW
4. Explaining the continuity from the previous lesson
5. Rehearsing your teaching approach to explain the lesson as simple as possible

Other Responsibilities:

- Teachers are expected to know the lesson plan in advance and prepare themselves for daily plans with different Ideas/Activities/Props for the lesson, books/page numbers, etc.
- Interact with students only in Tamil as much as possible.
- Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority.
- San Antonio Tamil Teachers should be aware of the volume, tone, and attitude of their voice.
- Your command respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes other classrooms, and hallways.
- It is the responsibility of teachers to ensure that his or her classroom is organized, papers are picked up, lights are turned off, tables and chairs are placed at the original place before leaving the school.
- They have to remind the students to take care of classroom furniture and equipment.
- Teachers should be in their rooms whenever students are present. If there is an emergency, notify a teacher or a parent volunteer next to you to watch your class.
- Treat students with politeness and respect their privacy.
- Teachers should handle the minor discipline problems within their classroom. If a problem persists please do not hesitate to involve the management/Counselor, before problems become serious, the teacher needs to talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline.
- Teachers are required to maintain cordial relationships with the parents. Parents want to know how their child is doing at school. Frequent parent contacts strengthen the relationship between the school and home.
- Positive open communication can often make a situation much smoother if a problem arises in the future. Make it your goal to contact all the parents at least twice during the year (usually after the first and second semester examination).

Monitoring students:

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



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Use of technology and phones:

Students are required to turn off their cell phone during assembly and class hour. 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 its staff are not responsible for the same.

Food and drinks:

NO FOOD OR DRINKS (other than water) are allowed in the premises of class. Parents who bring younger siblings of students should be careful not to litter the school premises. Teachers can request the parents to be 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 email of SA Tamil School is: principal@satamilschool.org

Teachers are requested to communicate through this email for any information or clarification with the management. If the teacher has any specific concern about a particular student in their class, they are requested to contact the respective parent individually by written notes or text or email.

Class schedule changes:

Changes/cancellation in the schedule of classes and announcements regarding upcoming events in Tamil School will be duly communicated via email. In times of inclement weather advisories or any other unavoidable circumstances if the classes are canceled, teachers and parents will be informed about the classes on the day of class through email and mobile app (Google Classroom).

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

Dress code:

Students and teachers 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 situation 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:

Report to Management the Safety/discipline incident between students that occur in school; Any incident or altercation between parents and teachers that occur in school; Damage of school property and any thing that is of concern to you.

Accident response:

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



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



Medical care for students:

Please talk to the parents if the student has any medical/health condition that needs special attention and any special needs required.

In case of minor injury, a first aid box is available in school premises.

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

IN CASE OF ANY SERIOUS MEDICAL OR ACCIDENTAL EMERGENCIES PLEASE CALL 911

Fire emergency: In case of fire follow instructions from teacher to exit out of class. Every year SA TAMIL SCHOOL conducts emergency evacuation drill in SA TAMIL SCHOOL. All the officers and teachers are required to know the emergency response instructions (in the hand book).

Prohibited and restricted areas:

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

FIRE DRILL AND OTHER EMERGENCY PROCEDURE

PERSONNEL-IN-CHARGE – Vice Principal

SIGNAL: 5 SHORT WHISTLE BLOWS IN A CONTINUOUS CYCLE

PROCEDURE DURING CLASS TIME

Students exit the classroom via BOTH DOORS IN THE MAIN HALL and WALK in orderly lines.
Students evacuate the building by designated routes to the main hall area (see map).

NO HURRYING OR DISORDERLY BEHAVIOR IS PERMITTED!!

Teachers Responsibility:

Need to have a copy of emergency response sheet and familiar with the procedure

Take your Emergency Response Sheet and attendance cards with you.

Check that all students are out of the classroom.

Close classroom door after all students leave the room. DO NOT LOCK.

In main hall area, teacher takes roll call and accounts for each child.

Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.

Students remain in orderly and silent lines until all clear signal is given (one long whistle blow).

Teacher's escort their students back in to class and take roll call and account for each child.

If substitute teachers present then it is duty of the Principal and Vice-Principal to familiarize that teacher about fire drill procedures.

All School Personnel are to participate in all fire drills

Parents, guests and community people on the grounds during a drill must participate.

Adults are reminded that no talking is allowed. Please be good role models for the children.



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
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	2024-25 Registration Start
	10	
	17	
	24	Teacher Training
	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	1st Trimester Exam
	9	Veterans Day / SATS Deepavali
	16	Lesson-7 / Parent-Teacher Meeting
	23	Lesson-8
	30	Thanksgiving Day week
Dec	7	Lesson-9
	14	Competition Day / Lesson-10
	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	2nd Trimester Exam
Feb	1	Lesson-13 / Parent-Teacher Meeting
	8	Lesson -14
	15	Presidents' Day / Make up day as needed
	22	Lesson-15
Mar	1	Talent Show Day
	8	Lesson-16
	15	Spring Break
	22	Talent Show Day
Apr	29	Lesson-17 - Project Announcement
	5	Competition Day
	12	GB Meeting / Project submission
	19	Easter Sunday
May	26	Revision Day – Lesson-18
	3	3rd Trimester Exam
	10	Make up day as needed
	17	
	24	Memorial Day / Summer Break
	31	