



Parent Handbook

ப்ளேனோ தமிழ்ப்பள்ளி
பெற்றோர் கையேடு

P O Box 251753

Plano TX 75025

<https://stfnonprofit.org/Plano-Tamil-School>

pts@stfnonprofit.org

Table of Contents

Contents

1	General Information	4
2	Stay Connected for your child's Academic Success	4
3	Parents & Teachers – Partners in Education	4
4	School Timings	5
5	Attendance/Tardiness/Leaving School Early	5
6	Sick Policy	5
7	Transfers	5
8	Emergency Contact Details and Forms	6
9	Parent – Teacher Conferences	6
10	Break Time	6
11	Dates to Remember	6
12	Inclement Weather / School Closings / Make-up Schedule	6
13	Data Privacy	7
14	Text Books	7
15	Genstar Montessori Academy Emergency Evacuation & Relocation Plan	7
16	School Parties	7
17	Personal Invitations Policy	7
18	Money & Valuables	7
19	Communication	8
20	School Volunteers	8
21	Report Cards	8
22	Placement Criteria	8
23	Promotion / Retention Criteria	9
24	Unit Test	9
25	Dress Code	9
26	Homework	10
27	Special Needs Children	10
28	Venue Information	10
29	Sixth (6 th) Week Presentation	10
30	Annual Day	11

31	Classroom Rules	11
32	Technology Policy	12
33	Feedback	16
34	Appendix	17
1.1	Mazhalai - Grade level description	17
1.2	Level One - Grade level Description	18
1.3	Level Two - Grade level Description	18
1.4	Level Three - Grade level Description	19
1.5	Level Four - Grade level Description	20
1.6	Level Five - Grade level Description	20
1.7	Level Six - Grade level Description	21
1.8	Level Seven - Grade level Description	22
1.9	Level Eight - Grade level Description	23

1 General Information

Welcome to Plano Tamil School. The Parent Handbook is provided as a resource and reference guide for parents. We would like to invite you to become an active participant in your child's education. We, at Plano Tamil School, believe that the most effective education for your child comes from a partnership between the parents and teachers. Many opportunities exist for you to become involved in your child's education, and we invite you to take advantage of these opportunities throughout the school year. This handbook is meant to serve as a guide to what you should expect from Plano Tamil School. It also details what your responsibilities are, and how to effectively take part in your child's educational growth. Contents of this handbook will explain the practices and procedures followed at Plano Tamil School. Feel free to contact the Director, or any other staff in person, or by email for any questions or clarifications.

2 Stay Connected for your child's Academic Success

Staying connected with your child's school and his or her teacher is important to the academic success of your child's education.

Parents are encouraged to use email as a primary medium of communication, and are always encouraged to communicate with teachers about their child's progress. This can also be done by arranging a meeting with your child's teacher and school director, to monitor their progress.

If you have a question or concern regarding your child or your child's classroom, contact your child's teacher in person or via email. If you have further questions, please bring your concerns to the attention of the School Director. Your Director is always willing to meet with a parent/group of parents to discuss school related matters. You can contact the director via email: director@stfnonprofit.org

3 Parents & Teachers – Partners in Education

Both parents and teachers are working towards the same goal - the best possible education for the children. When the two combine forces, the results are outstanding. Children feel a sense of pride when they know their parents are visible at the school and are taking an interest in their education. Here are some areas of cooperation that are very important:

1. Make sure that your child attends school regularly and on time.
2. Support the school in its effort to maintain proper discipline.
3. Stay in tune with what your child is learning. Ask him or her questions about their day in school.
4. Let the teacher know of any problems outside of school that could affect your child's day in the school.
5. Stay in touch with the classroom teacher, attend Parent-Teacher conferences, email if you have questions/schedule a visit to the classroom. Be involved.
6. Parents are not allowed during regular class hours in the classroom area. Parents are allowed only during parent teacher conferences, presentations, or other reasonable circumstances.

4 School Timings

School Timings are from 1.30 PM to 5.45 PM on Sundays. Some class level meets at different timings. Please refer to the home page of Plano Tamil school <https://stfnonprofit.org/Plano-Tamil-School>. Students can start arriving 15 minutes prior to their scheduled class start time.

Parents are expected to pick up their child within 15 minutes of class ending. Parents are requested to send a note to the classroom teacher or notify the teacher/school if they plan to pick up their child earlier. Refer to the School web site for drop-off and pick-up policy.

5 Attendance/Tardiness/Leaving School Early

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are unfavorable to the learning process. Please limit your child's absences to scheduled vacations. Parents should plan events, vacations and trips that do not conflict with the school's instructional calendar.

When students arrive late or must leave early, they miss valuable information. Late arrivals and early dismissals will count against student attendance. This is discouraged, as it can be very disruptive to other students as well as the teacher.

Illnesses - severe/contagious, emergency, religious holidays, extremely inclement weather are considered legitimate excuses for absences or tardiness. If due to any reason a student needs to be absent from school, parents are urged to inform the school in advance.

When a child is absent from class, it is his/her responsibility to find out what the classwork/homework was and make arrangements with the teacher to complete missed assignments.

6 Sick Policy

Please do not send a sick child to the school. If you find that your child has a combination of symptoms such as lethargy, poor eating, lack of ability for learning, glassy eyes, pallor, decreased activity or unusual behavior/responses, it can indicate illness even without the presence of a fever. Also, if they have diarrhea, Pink Eye, untreated head lice, persistent coughing or thick nasal drainage, difficulty breathing from Asthma, severe head injury with disorientation, vomiting, dizziness and/or headache, or any other illness as directed by a physician, please take caution and keep them home. Children sent to school with these or similar conditions will be sent home.

Students who have been ill and are returning to school should be free of their symptoms and back to their normal behavior and energy level for at least 24 hours before returning to school.

7 Transfers

Parents of students withdrawing from school should contact Plano Tamil School administrators at least

two weeks prior to the last day of attendance. This allows time for completion of records, return of library books borrowed, etc. All accounts with the school should be settled prior to the withdrawal.

8 Emergency Contact Details and Forms

Every year, parents are required to fill the below details during registration for their child:

1. Contact details/telephone numbers of parent/guardian
2. Emergency contact information
3. Policy agreement
4. Information release

If there is a change of address, we request you to fill out an address update form and inform the Admin.

9 Parent – Teacher Conferences

Parent-Teacher Conferences are scheduled at the end of every Unit during the school year. They may also take place at other times such as when a student is having difficulty, or if you as a parent have a concern. Informal conferences may be arranged at any time during the school year by contacting your child's teacher for an appointment.

Keeping communication open between the parents and the school can only enhance the student's education. It is extremely important that parents are kept informed and support the school in its actions.

After each Unit Test, it is mandatory for parents to attend the Parent-Teacher conferences.

10 Break Time

Students will be given restroom breaks as necessary, and each classroom teacher will arrange for restroom breaks on demand, or as necessary.

11 Dates to Remember

Each child will be provided with a calendar that clearly indicates the school holidays, special events, 6-week presentations, tests, final exams etc. You may also refer to the school website for this information.

12 Inclement Weather / School Closings / Make-up Schedule

In the interest of student safety, the school board makes decisions to close, delay or dismiss school early, or conduct classes online, due to inclement weather. Parents will be notified by email about school delays or cancellations. Social media is also considered as a means for communication and the school will provide updates to the school's Facebook page. Follow Plano Tamil School's Facebook page:

13 Data Privacy

Plano Tamil School collects and uses certain information about each student in order to plan the best educational programs. Access to such information by third parties are limited and controlled in accordance with legal rights of Data Privacy. During the school year, the school would like to publicize or display student's details or news that may include names and photos of student(s). Please contact the school office if you do not want the photographs of your child displayed. There will be a waiver form available for parents to sign and release such information during registration.

14 Text Books

The school provides textbooks/workbooks for students to use during the school year. The school does not sell or buy used textbooks. Students are expected to take care of the books they receive.

15 Genstar Montessori Academy Emergency Evacuation & Relocation Plan

The emergency evacuation/relocation diagram for Genstar Montessori Academy School is available/posted at the school premises.

16 School Parties

During the school year, we may be celebrating certain holidays or events with small classroom parties. These festivities will be kept with minimum activities. Parents can contact the classroom teachers if they want to volunteer in planning and organizing these events. Details of these events will be published in the school calendar.

17 Personal Invitations Policy

If your child is planning a birthday party at home and wishes to extend an invitation, we ask that you or your child contact those children and invite them separately. Invitations may not be distributed in the classroom during class hours. Party events are generally discouraged at Plano Tamil School during school hours. Thank you for your cooperation on this issue.

18 Money & Valuables

Please make sure that your child does not come to school with large amounts of money or expensive items. The school will not be responsible for broken, stolen or misplaced items brought from home. This includes any expensive items/electronic devices such as iPads, game devices or laptops.

19 Communication

School updates are sent out to each student's family every week. Our communication includes school

news, a calendar of events and other useful information. Vaaram Oru Thuli, containing interesting facts are also sent every week. Please lookout for the same on the school website and your emails. You may also receive emails about class progress and any other general information from your respective teachers.

20 School Volunteers

There are many classroom and other volunteer opportunities available at Plano Tamil School. We welcome parents and community members as volunteers in any of our classes. Everyone has a special talent or interest. Please share yours with us. It's a nice way to share your child's school life. We appreciate the time of the parents who are willing to devote their time and expertise to make a difference in the lives of our students!

In order to make all volunteer experiences a positive and rewarding one, volunteers are required to register at the school office. If you have an interest in volunteering at Tamil School, please contact the office. New volunteers must attend a scheduled orientation and walk through training in order to volunteer in classrooms. Returning volunteers just need to sign up at the office.

21 Report Cards

Report Cards will be issued to the parents at the end of every Unit. Student's grades will reflect the student's ability to read, write, listen and understand the Tamil language.

A personal progress report includes but not limited to:

- Homework Grades
- Attendance Records
- Unit Test Grades

During Parent-Teacher conferences at the end of every Unit, Teachers will share information about the student - what they are doing well and areas of improvement.

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

- Weekly Classroom Attendance = **25%**
- Weekly HW completion = **25%**
- First Semester(Unit 1 & Unit 2) = **15%**
- Second Semester(Unit 3 & Unit 4) = **15%**
- Third/Final Semester(Unit 5 & Unit 6) = **20%**

22 Placement Criteria

Please refer to the Appendix in this document for the grade level descriptions.

Students will be placed in the appropriate grade level, classroom setting or program based on the following:

- Initial assessment and teacher judgment
- Educational records provided by another institution (if applicable)
- Classroom sizes or student/teacher ratio
- Parent input
- Assessment test

In addition, placement decisions shall be made without a bias to one's sex, race, religion, creed, age, national origin or physical disabilities. Placement will be strictly based on the assessment from the above listed criteria and will be mutually agreed upon by the school administrators and the parents.

23 Promotion / Retention Criteria

Students will be promoted or retained based on:

- Teacher judgment and assessment based on students' performance in the class
- Academic success as determined by available test data and educational records
- Completion of presenting a song/poetry and story/topic/conversation
- Student attitude toward promotion/retention
- Attendance
- Annual Day participation

24 Unit Test

The classroom teacher will conduct informal testing, class quizzes, and games frequently. Teachers use these results to plan appropriate individual programs and group assignments.

Students will be tested at the end of every Unit. Assessment will be based on the student's ability to read, write, speak, listen and understand the Tamil Language.

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

If you have any questions or concerns regarding the above tests and the appropriateness of the test for your student, please do not hesitate to contact your child's teacher.

25 Dress Code

Students are expected to dress in a way that shows respect for themselves and others in the school. Dress is regulated when it interferes with the learning process, and/or health and safety.

Students may be asked to change out of any clothing/hats considered inappropriate, or distracting. Teachers and/or administrators determine inappropriate clothing.

Parents are requested to send their children with age appropriate clothing that can be accommodated in various conditions. Example: Sweater for the winter season. Shorts or skirts above the knee line may

not be comfortable for students to sit on the floor.

26 Homework

Homework is given for the following reasons:

- To reinforce lessons
- To reinforce skills
- To complete assignments not finished during class time
- To encourage independent reading
- To work independently on assignments that are restricted by class time or due to the accessibility of references. Ex: Research and/or Construction Projects

Encourage your kids to do homework on time, and maintain a routine work time. Discuss the topics covered in class, and help them when they struggle. Provide a quiet place and a consistent time to do homework. Quizlet has been introduced beginning school year 2016-17. Support your child in homework efforts so that the child can complete the work by themselves. Completion of homework is also a measure for grading and promotion to the next level. If you are unable to help your child with their homework due to personal concerns, feel free to reach out to your teachers for assistance.

27 Special Needs Children

Children with delayed skills or other disabilities might be provided with Specialized Education Programs. Teachers along with parents will work together to develop a specialized learning plan – the Specialized Education Program helps the child to succeed in school. It is the responsibility of the parents to diagnose, identify and seek professional help for any learning challenges their child may have. This information needs to be shared with the corresponding teachers so that necessary help can be provided for Tamil learning. If needed, at least one parent must be present during the class hours as all the teachers are volunteers and may or may not have the specific skills or training to handle a special child.

28 Venue Information

Classes for the school year will be regularly conducted at the following venue:

Genstar Montessori Academy - 10205 Custer Rd, Plano, TX 75025

Under special circumstances, the directors and school board may choose to conduct the classes virtually.

29 Sixth (6th) Week Presentation

There will be five presentations by students during an academic year. At the end of every six weeks, students from each grade level will be given an opportunity for the presentation. Presentations will be as follows:

- Students from Mazhalai, Nilai 1, Nilai 2 and Nilai 3 will present a song and a story. The same will be

discussed and finalized after consultation with the class teacher.

- Students from Nilai 4, Nilai 5, Nilai 6, Nilai 7, and Nilai 8 will present a story/topic/speech and a song/poetry – A theme will be provided to each student as decided by the School / Teacher. Students are expected to perform based on their respective class' expected proficiency in the Tamil language.

30 Annual Day

Annual Day will be held at the end of the academic year. During this time, students from all the grades will perform on stage - songs, dance, drama, etc. highlighting the history, culture, traditions and the richness of the Tamil language. Student participation in Annual Day is mandatory. However, if due to any reason a student cannot participate in this, the same should be discussed with the teacher and the Director. If necessary, alternate activities/projects that can count towards the assessment criteria should be mutually agreed upon and completed to compensate for the child's missing participation.

31 Classroom Rules

****Please discuss the following rules with your child****

1. When moving inside the building, students should walk in a quiet and orderly manner.
2. When problems between students arise, settle them without fighting or cursing.
3. Keep noise to a minimum. Loud voices and other noises are particularly distracting to others.
4. Use proper and respectful language at all times.
5. Respect the authority of all adults in the building.
6. Respect the building, the building equipments and the materials given to you.
7. Behavior at all times should contribute to learning.
8. Chewing gum/any kind of food is not allowed in the school property.
9. No student to student chat conversations during online sessions.
10. Students are to go directly to their classroom upon arrival at school.
11. Toy weapons, knives and other dangerous items are not allowed at school.
12. No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of the parent.
13. Dangerous or disruptive behavior will not be tolerated.

Tips for a successful school year:

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Model and reinforce appropriate behavior.
- Listen to your child and encourage your child to talk about his or her new experiences.
- Explain the meaning of new Tamil words to your child.
- Encourage your child to reach their highest potential, without pressuring them.
- Involve your child with reading and writing activities.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater etc.
- Please do not send a sick child to school. Refrain from sending your child to school until he or she is

free from their symptoms and illness for at least 24 hours. Please inform your teachers via telephone or email, when your child will be absent.

- Dress your child according to the weather.
- Provide the school with a correct telephone number of the parents. Also, in case of emergency please include a contact number (other than the parent) who can be reached during the school hours.

32 Technology Policy

G Suite for Education - Policy and guidelines for Students & Parents/ Guardians

As part of our Technology integration into our schooling and education at Plano Tamil School, we have implemented G Suite for Education, from Google. With this, each student is provided with an email ID (@stfnonprofit.org) which is a Google ID that can be used for single sign-on across the various applications on G Suite for Education, including Classroom, Gmail, Google Drive and Meets/ Hangouts. We also employ other educational products online and offline, such as Kahoot and Quizlet. Some of these applications may also support Google Single sign-on with the same Google ID. At Plano Tamil School, students will use their G Suite accounts to complete online assignments, communicate with their teachers, sign into related educational portals and content, and learn Tamil language skills through the use of technology. The notice below provides answers to common questions about what Google can and can't do with your student's personal information, including:

This section describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail (including Inbox by Gmail)
- Calendar/Classroom/Contacts
- Drive/Docs/Forms/Groups/Keep
- Sheets/ Sites/ Slides
- Talk/Hangouts/ Meet

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "**Additional Services**":

- Google Play - This allows students to download authorized educational apps suggested by their teachers.
- YouTube - This allows students to watch District approved videos for educational purposes.
- Google Maps - This allows students to view Google Maps.

Google might also use information from their flagship Search and online activities history, including browsing history and Youtube videos. Google provides information about the information it collects, as

well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Plano Tamil School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can the student share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools. **With Plano Tamil School .** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them. **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures. **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request. enforce applicable Terms of Service, including investigation of potential violations. detect, prevent, or otherwise address fraud, security or technical issues. protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What is the expectation from the student with regard to the technology provided?

Our goal at Plano Tamil School is to provide a safe, friendly and creative working environment, both at our physical location and online, which comes with a lot of freedom. However, just like we have expectations for in school behavior, we expect the students to be responsible with the use of Technology as well. Any technology provided by the school and used by the student at the school must be handled with utmost care. Most of the technology we provide are shared resources that will need to be used by multiple students and/ or teachers during the school year. Students' access to the technology may be time bound. Students will need to return any device and related technology, back to the teacher or a peer student, as instructed by the teacher.

Use of applications, services and online resources from Plano Tamil School must be restricted for use only for the purpose of learning and education related to the school and Tamil language learning. Do not use school provided email and any technology services for reasons outside of school work or home work.

It is important that students follow digital etiquette, much like their regular school or even at home, at all times. Keeping their account secure by not sharing their password and making sure that they log-off when they are done using the technology are important. When attending online live classroom sessions, stay focused on the class and not bothering the peers with chat messages and keeping themselves on mute when it is not your turn to speak. In most cases, teachers may insist on keeping the web camera on during the live sessions so that they may have a better interactive session with the child. They may also use it during tests and attendance for verification. Please dress appropriately and keep a distraction free environment for participating in live classroom sessions. Once the online class is over, promptly turn off the camera and log-off the meeting instance for the sake of your privacy.

Any lack of digital etiquette, lack of responsibility in using digital technology, inappropriate/ insensitive behaviour (including verbal, visual or written forms) towards the teachers or peers will be dealt with consequences, which can range from being removed from a live meeting, being revoked access to technology from school or lead to other disciplinary action from the school at the director's discretion.

What is the expectation from the parents/ guardians with regard to the technology provided?

Our request to parents, while at home, is to ensure their child understands digital technology provided to them, make sure they use it responsibly and on a regular basis follow-up to see if the child is adhering to the digital etiquette. We rely on parents to train their child with digital etiquette, including how to participate in live classroom sessions. Parents may need to be closely involved for younger students who are not very familiar with technology for their own safety and the safety of the technology provided.

As you may well know, we are a non-profit run weekend school with all staff being volunteers. So it is important that the students and parents completely understand, accommodate and co-operate with the school on this matter.

By agreeing to these policy guidelines, you give permission for Plano Tamil School to create/maintain a G Suite for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in this document. Your consent for this document will be kept on file and will be valid for all years your student attends school at Plano Tamil School

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the administrator at Plano Tamil School. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Plano Tamil school administrator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/)(at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district

has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

33 Feedback

If you find any concerns or mistakes in this document, please notify the Director via email so that we can make the necessary amendments. Contact the Director at: director@stfnonprofit.org

34 Appendix

Grade Level Description

1.1 Mazhalai - Grade level description

Nilai:	Mazhalai
Age Criteria:	5 to 6 Years
Pre-requisite:	Development of fine motor skills.
Content:	<p>Writing: Primary alphabets (உயிரெழுத்துகள்) - அ, ஆ.....ஓள)</p> <p>Oral:</p> <ul style="list-style-type: none">● Songs and stories 8 (each)● Common things - In and around.● Numbers – 1-10● Aathichudi – 8● Thirukkural – 8● Vocabulary – 80 words <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation.</p>
Achievement:	By the end of Tamil School year, each student should be able to identify and write Primary alphabets (உயிரெழுத்துகள்). Also, the student is required to present a song and story in Tamil, in front of an audience, to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.2 Level One - Grade level Description

Nilai:	One
Age Criteria:	6+ Years
Pre-requisite:	<ul style="list-style-type: none">● Development of fine motor skills.● Able to follow instructions.
Content:	<p>Writing: Vowels in Tamil (உயிரெழுத்துகள்) - அ, ஆ.....ஓள), Consonants in Tamil மெய்யெழுத்துகள் (க்,ங்,ச்.....ன்)</p> <p>Oral:</p> <ul style="list-style-type: none">● Songs and stories 8 (each)● Show and tell – Pictures and objects● Aathichudi - 13● Thirukkural – 12

	<ul style="list-style-type: none"> ● Vocabulary – 100 words <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation</p>
Achievement:	By the end of Tamil School year, each student should be able to identify and write Vowels and Consonants of the Tamil language. Also, the student is required to present a song and story in Tamil, in front of an audience, to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.3 Level Two - Grade level Description

Nilai:	Two
Age Criteria:	7+ Years
Pre-requisite:	Knowledge of vowels and consonants in Tamil.
Content:	<p>Writing: (உயிர்மெய்யெழுத்துகள்) all series</p> <p>Oral:</p> <ul style="list-style-type: none"> ● Lesson/story & song 8 (each) ● Numbers - 1-100 ● Aathichudi - 19 ● Thirukkural – 16 ● Vocabulary – 100 words ● Students will be trained to read basic 2/4 letter words in Tamil. <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation.</p>
Achievement:	By the end of Tamil School year, each student should be able to identify, read and write all the alphabets in Tamil. Also, the student is required to present a song and story in Tamil, in front of an audience, to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.4 Level Three - Grade level Description

Nilai:	Three
Age Criteria:	8+ Years
Pre-requisite:	Able to read and write all the alphabets and small words in Tamil language
Content:	Writing: Creating simple sentences

	<p>Oral:</p> <ul style="list-style-type: none"> ● Lesson/Story & Song - 8 (each) ● Aathichudi - 19 ● Thirukkural – 20 ● Vocabulary – 100 words ● Student will be trained to read short sentences <p>Grammar: ஒருமை மற்றும் பன்மை, எதிர்நிலைகள், பாலினம், குறுகிய மற்றும் நீண்ட உயிரெழுத்துக்கள். வல்லினம், மெல்லினம், இடையினம், பெயர்ச்சொல், எளிய வினைச்சொற்கள்.</p> <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation</p>
Achievement:	By the end of the Tamil School year, each student should be able to read short sentences fluently in Tamil. Also, the student is required to present a song and story in Tamil, in front of an audience, to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.5 Level Four - Grade level Description

Nilai:	Four
Age Criteria:	9+ Years
Pre-requisite:	Able to read and write simple sentences in Tamil, Knowledge of basic grammar in the language.
Content:	<p>Writing: Sentence formation, comprehension, Introduce SOV pattern.</p> <p>Oral:</p> <ul style="list-style-type: none"> ● Lesson/Story & Song - 8 (each) ● Aathichudi - 31 ● Thirukkural – 24 ● Vocabulary – 100 words ● Student will be trained to read and comprehend sentences <p>Grammar: Parts of Speech (Noun, Pronoun, Tenses, Verb, Conjugate). Subject & Predicate, மாற்றுப் பெயர்கள், மூவிடமாற்றுப்பெயர்கள், சுட்டுப்பெயர்கள், வினாப் பெயர்கள், காலம், SOV</p>

	<p>வாக்கிய முறை, வினை வடிவங்கள்.</p> <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation.</p>
Achievement:	Students will be able to read a passage and then comprehend the passage in Tamil. Also, the student is required to present a song and story in Tamil, in front of an audience, to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.6 Level Five - Grade level Description

Nilai:	Five
Age Criteria:	10+ Years
Pre-requisite:	<ul style="list-style-type: none"> ● Able to read and write simple and complex sentences in Tamil. ● Knowledge of basic grammar in the language. ● Able to read a simple passage and can comprehend in Tamil.
Content:	<p>Writing: Syntax, Preparing them to write short stories.</p> <p>Oral:</p> <ul style="list-style-type: none"> ● Lesson/Story & Songs - 8 (each) ● Poetry - 6 ● Aathichudi - 50 ● Thirukkural – 24 ● Vocabulary – 100 words ● Student will be trained to read and comprehend a page <p>Grammar: Introduce irregular verb, SOV, எழுவாய், பயனிலை, செயப்படுபொருள், காலங்கள், வினை பாகுபாடுகள், வேற்றுமை உருபுகள் (Understand declension) and know usage – ability to use in sentences, பெயரடை , வினையடை , பெயர்ச்சொல் (noun).</p> <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation</p>
Achievement:	Students will develop Integrated Language Arts skills, applied in Tamil. Also, the student is required to present a song and story in Tamil, in front of an audience, to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.7 Level Six - Grade level Description

Nilai:	Six
Age Criteria:	11+ Years
Pre-requisite:	<ul style="list-style-type: none">• Able to read simple passages, comprehend and write answers in Tamil.• Development of Integrated Language Arts skills in Tamil
Content :	<p>Writing: Syntax, preparing them to write a letter/short essay/story.</p> <p>Oral:</p> <ul style="list-style-type: none">• Lesson/Story - 8• Song – 4• Sangam Literature/ Poetry - 6• Thirukkural – 10• Vocabulary – 100 words <p>Grammar: இலக்கணச் சொல் வகைகள் – வினைமுற்று (Finite Verb), பெயரெச்சம் (Adjective Participle), வினையெச்சம் (Adverbial Participle), புணர்ச்சி வார்த்தைகள் & வகைகள் (Compound Words and Types). Review of பெயரடை (Adjective), வினையடை (Adverb), Declension (வேற்றுமை உருபுகள்), வேற்றுமை வகைகள், தொடர்வினை (Continuous/Progressive Tense).</p> <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation. Reading tests are conducted twice in a year and graded accordingly.</p>
Achievement:	Complete knowledge of spoken and written language in Tamil. Students will be able to give a speech or act in front of the audience to develop their <u>PUBLIC SPEAKING SKILLS</u> .

1.8 Level Seven - Grade level Description

Nilai:	Seven
Age Criteria:	12+ Years
Pre-requisite:	<ul style="list-style-type: none">• Ability to translate a given English passage to Tamil and vice-versa.• Knowledge of difference between spoken and written

	<p>language.</p> <ul style="list-style-type: none"> Understand basic இலக்கணச் சொல் வகைகள், புணர்ச்சி வார்த்தைகள் & வகைகள் and வேற்றுமை வகைகள்.
Content:	<p>Writing –</p> <ul style="list-style-type: none"> Comprehend a passage and gain the ability to Expository writing in Tamil. Introduction to essay writing. Project Presentation using Google Docs or Slides - 4 <p>Oral: Stories/Prose - 8 Sangam Literature Song - 5 Thirukkural – 10 Vocabulary – 100 words Understanding the difference between verbal and written language</p> <p>Grammar: Verb Class usage, declension, implied verbs, simile, metaphor, auxiliary verbs, direct/indirect speech, idioms and phrases, conjunctions, continuous progressive tense-etc. Students continue to learn advanced grammar topics and learn how to apply them to construct sentences. These topics include: எச்சம், பெயரடை, வினையடை வாக்கியங்கள், செய்வினை, செயப்பாட்டுவினை வாக்கியங்கள், வாக்கியம் அமைத்தல், ஒலி வேறுபாடு சொற்கள், கருத்து அறிதல் and கதை / கட்டுரை எழுதுதல்.</p> <p>Reading: Students are provided with a class library book to read for at least 10 minutes per day. The reading minutes are logged and students with maximum reading log minutes are rewarded during every 6th week presentation.</p>
Achievement:	Students will be able to write Essay in Tamil. Also, the students will be able to give a speech/comperere or act in front of the audience, to develop their PUBLIC SPEAKING SKILLS.

1.9 Level Eight - Grade level Description

Nilai:	Eight
Age Criteria:	13+ Years
Pre-requisite:	Reading poetry and high-level understanding of the topic (depending on the work's age and style); Essay writing on a given topic (with

	preparation time given beforehand).
<u>Content:</u>	<p>Writing –</p> <ul style="list-style-type: none"> ● Comprehend a passage and translate to Tamil. ● Essay writing on a given topic. ● Project Presentation using Google Docs or Slides - 4 <p>Oral:</p> <ul style="list-style-type: none"> ● Prose – 8 ● Sangam literature/Poetry - 4 ● Thirukkural – 10 ● Vocabulary – 100 words <p>Grammar - Advanced level of what was learnt in Nilai 6 & Nilai 7 - நேர்க்கூற்று – அயற்கூற்று; அடுக்குத் தொடர் - இரட்டைக் கிளவி; கூட்டு வாக்கியங்களைப் பிரித்தல் – தொடர்புள்ள தனி வாக்கியங்களை இணைத்தல்; புணர்ச்சி இலக்கணம்; வாக்கிய அமைப்புப் பயிற்சி; ஒலி வேறுபாட்டுச் சொற்கள்; வாக்கியங்களில் பிழைகளைக் கண்டுபிடித்துத் திருத்துதல்.</p>
<u>Achievement:</u>	<p>Students will acquire sufficient cultural awareness to be comfortable in typical exchanges with native speakers. Students will be able to give a speech/comperere or act in front of the audience and showcase their <u>PUBLIC SPEAKING SKILLS</u>. Students are aware of phonetics usage and grammar usage in their communication. Impromptu essay writing on a given topic.</p> <p>Capstone Project - Students demonstrate an understanding of the relationship between the practices and perspectives of the Tamil culture, and ability to appreciate poetry.</p>