Teacher's Handbook

ப்ளேனோ தமிழ்ப்பள்ளி
ஆசிரியர் கையேடு

Table of contents

1   About Teacher Handbook

Welcome to Plano Tamil School. In Tamil, there is a saying: Matha, Pitha, Guru, and Deivam. The "Guru" (the teacher) plays an important role in various aspects of a child's development. This document is a reference guide for teachers who are serving Plano Tamil School. The Assistant Teacher/Room Volunteer may play the role of a primary Teacher during their absence. Hence the reference to the "Teacher" in this document includes Assistant Teacher and Room Volunteer.

2   Leave of Absence (Teacher)

Teachers should call the School Director or notify their absences by e-mail ahead of time. 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 staff. If it is necessary for you to leave school at any time during the school hours, please inform the front office or the School Director. If you need to take extended leave, discuss your preferences for substitutes with the Director of the School.

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. You are the key ingredient to a productive instructional day.

3   Accident Report

If an accident occurs, teachers should help the student and notify the Director or coordinator immediately. Accident reports must be filed with the office. If a staff member is injured while at school or at a school-approved function which they are supervising, the office must be notified immediately. There will be a first aid kit available in the school office. If there is a life-threatening emergency, please call 911.

4   Address Update – Forms

Parents are requested to fill out their contact information update forms when there is a change of address, phone number, or email address. It is important to have current parent/student contact information at all times. Please contact the admin, if you are aware of any change in student/parent contact details.

5   Advocate Structure

Plano Tamil school has a large number of teachers as well as staff volunteers to monitor and care for our approximately 480 students. In addition, we maintain an average classroom size of up to 25 – 30 students, providing our students about 1:7 staff – student ratio. We also provide our students with many other opportunities to interact and form relationships with adult advocates at school. It is mainly the class teacher's responsibility to act as the Adult Advocate for each student.

6 Assemblies

There is no formal Assembly procedure to follow, but every class has to start with the Tamil Thai Vazhthu throughout the school year to provide enrichment. If you have ideas for specific assemblies, please notify the office.

7 Building and Room Regulations

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 and windows locked before leaving the school. The individual teachers would bear responsibility for the supplies/equipment used in the classroom. They have to remind the students to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office. 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.

8 Classroom Visitation

Front office will notify teachers first of any parent/guardian visitation. Class and learning disruptions should be kept to a minimum because of visitations. Admin office will notify admin visitations ahead of time.

9 Teacher's Training / Collaborative Learning

Every teacher is required to attend a Teacher Training. Apart from this, it is emphasized that they attend class by class syllabus meetings with the Director where a lot of common information about each class is shared. This will provide a collaborative learning experience for teachers. They can improve their skills and resources by asking one another for information, evaluating one another's ideas, monitoring one another's work, etc.

10 Conferences (Parents)

Teachers should contact the parents if there is a problem with a student's academic, social, or behavioral performance. 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 who do not attend conferences at the end of each Unit. If a parent does not attend two consecutive conferences, please notify the school Director.

11 Dates to Remember

There are several events that happen during the course of the school year. As with any schedule of events, unforeseen circumstances may lead to these dates and times being changed without notice. Refer to our website to view/download a recent copy of the School year calendar.

12 Discipline

Treat students with politeness and respect their privacy. Teachers should handle the minor discipline problems within their classroom. If a problem persists (or is severe) they need not hesitate to involve the Director. 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.

13 Anti- Bullying

Based on Plano Tamil School philosophy, bullying will not be tolerated. We define bullying as an act which:
- Repeatedly hurts another individual or group either physically, verbally, written and/or through the use of technology.
- Is intended to isolate, hurt, or humiliate another individual

Staff members of Plano Tamil School should:
- Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
- Report incidents of bullying to the Director/Deputy- Director or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
- Offer support and encouragement to students being bullied, including notifying parents, Director, and/or support staff as needed.
- Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

14 Fire and Tornado Drill

A fire drill will be conducted occasionally each School Year. In the event that you are in the building during an emergency, the following are emergency signals that you should be familiar with:

Fire Drill Signal	---------	Long blaring alarm
Tornado Drill Signal	---------	Verbal Notification "Tornado Drill"

15 Report Cards

Report Cards should 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 Grade

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 to a parent of each student.

Unit Test report cards are apportioned as follows for a **TOTAL of 100%:**

Attendance = **25%**
HW completion = **25%**
Unit Tests = **50%**

16 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
● Project Assignments
● Student attitude towards promotion/retention
● Attendance
● Annual Day participation

17 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.

18 Homework & Online Games

Homework for the week is discussed in the classroom by the teachers and also communicated to the parents through email and Google classroom. Students are expected to do their homework on time, maintain a routine work time, discuss topics given, and get help from parents or teachers when needed. Homework is an important part of the total learning process.

Homework grading is a completion grade. No marks will be deducted for wrong answers or spelling mistakes. Homework scores will be "returned" in GC and scores will be visible for viewing on the same day.

Fully completed on the due date-100 marks
Completed at least 50% or more - 50 marks

Completed less than 50% - 0 mark
Totally incomplete - 0 mark

Online games have been introduced from the 2024-2025 school year. These are also part of homework and count towards grades and will be included in the report card.

Advantages of Homework:

● Provides essential practice in needed skills
● Trains students in good work habits
● Affords opportunities for increasing self-direction
● Enriches and extends school experience
● Helps students learn to budget time
● Promotes growth and responsibility
● Brings students into contact with out-of-school learning resources

19 Sixth (6th) Week Presentation

It is the responsibility of the class teacher to make sure all students complete the sixth week presentations. There will be a dedicated team of volunteers to assist the teacher in doing this. At the end of every six weeks, students will be given an opportunity to present in front of their class or grade level. There will be four such Sixth Week presentations during an academic year. These are graded and included in the report cards. 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.

20 Lesson Plan

Lesson plans should include objectives that describe -   procedures for the lesson, resources, assessment information, etc. Daily plans should include main ideas/activities for the lesson, books/page numbers, etc. Teachers can refer to each Grade level description.

21 Records

Teachers are responsible for grades and performance by students in the classroom. Teachers need to justify their record-keeping by updating it every week. Additionally, student records are confidential information and should not be shared.

22 Rules, Regulations & Policy Compliance

One of the universally top mentioned and important quality students like in teachers, is fairness. Everyone should be assessed and treated equally. Teachers and schools strive to be fair and build programs and policies based on this value. Teachers are expected to do their best work possible, and to comply with all policies. Teachers who are out of compliance will be notified verbally.

Teachers 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 teaching process, and/or health and safety. Teachers stand as role models for the children & hence appropriate clothing is requested.

23 School Timings

In person school timings are from 1.30 PM to 5.45 PM on Sundays. Online school timings differ from in person school. Students can start arriving 10 minutes before the class starts. Hence, Teachers must be present in the classroom at least 10 minutes before the class starts. Once the class ends, Teachers can leave as soon as all their class students leave. Teachers must disperse the students by parents' sign-out for Mazhalai to Nilai 3.

24 Student Evaluation

For student assessment or evaluation, teachers can rely on Report Cards. Teachers should update student's   attendance, homework grading & the semester marks. Also teachers can leave a brief comment on where the students went wrong and which part they need to improve or need more training. This process will help teachers to assess, review and prepare improvement plan for the student's future success. Thus teachers can have a continuous improvement plan for each student's specific needs.

25 Supervision

Supervision of students is the teacher's job any time students 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 and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and   attitude of their voice.

Teachers and students are not equal. You 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. Always remember you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms.

Visibility is the key to supervision**.** Teachers should be at their door, in a position to monitor students both in the classroom and in the hallway.

26 Tardiness

If a student is late to his classroom for the first time, the teacher has to give a verbal warning. For the second time, the student's parents should be informed. If it continues more than three times, the student has to face the consequence and lose one day's attendance.

27 Teachers Meeting

All the teachers and room volunteers are required to attend the teachers meetings. These meetings will be conducted once every semester, as either an in-person meeting or as phone conferences. This is the right time for teachers to discuss plans, procedures, progress and improvement that they can implement in the classroom. Apart from this, teachers can, at a mutually convenient time, discuss with the School Director any concerns they may have or any clarifications they may need.

28 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 bother the peers with chat messages and keeping themselves on mute when it is not your turn to speak. 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 the 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(at https://www.google.com/edu/trust/), the G Suite for Education Privacy

Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (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) [if school/district has accepted the Data Processing Amendment
(https://support.google.com/a/answer/2888485?hl=en), and the Data Processing Amendment (https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

29 Feedback

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