



# Student Handbook ப்ளேனோ தமிழ்ப்பள்ளி மாணவர் கையேடு

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## 1 General Information

Welcome to Plano Tamil School. This handbook is provided to students as a reference guide that contains useful information regarding the activities of Plano Tamil School.

This student handbook highlights some of the school policies and guidelines that are necessary for the safety, welfare, and well-being of our students. Please keep this handbook throughout the school year. You are encouraged to review the contents of this handbook. If you have any questions about the contents of this handbook, please contact your class teacher or School Director. The School Director can be contacted at [director@stfnonprofit.org](mailto:director@stfnonprofit.org).

## 2 School Expectations

Plano Tamil school is committed to provide quality education to students and therefore,

THE SCHOOL EXPECTS STUDENTS TO:

- Obey school policies and follow behavioral guidelines.
- Be polite, show kindness, and consideration towards one another and to adults.
- Follow directions from supervising adults.
- Use socially acceptable language.
- Use and respect school property and not intentionally cause damages.
- Sit quietly and listen during classroom hours and other programs.
- Ask permission to use any item that does not belong to them.
- Restrict from loitering before, after, and during class hours within the school premises.

## 3 School Regulations

Plano Tamil School imposes certain regulations. Below are some details but may not be limited to the below points and the regulations are revised from time to time.

SCHOOL REGULATIONS:

- Students cannot bring any large amounts of money or expensive items to the school.
- Students cannot bring personal expensive items such as toys, iPods, iPads etc., to school without permission from the teacher.
- Responsibility for loss, damage, or theft cannot be assumed by the school if permission is granted.

## 4 Behavioral Guidelines

Plano Tamil School is a great place for students to be in, to attain the best learning experience. All

students are expected to act in a manner that promotes their learning, safety, well-being, and does not interfere with the learning, safety, and well-being of others. Students are expected to behave in accordance with school policies and school regulations. Students who demonstrate responsible behavior grow positively. When students choose to behave inappropriately, it is the responsibility of the school personnel to intervene and take necessary action. To ensure this, the school has established clear student discipline policies and identified consequences appropriate with the behavior. Students who are not following the behavioral guidelines may be brought under supervision and will be referred to the school Director for further discussion and necessary action.

- Chewing gum is not allowed on school property.
- Bikes/skateboards and other similar items are not allowed in the school premises.
- No student to student chat conversations during online sessions.

## 5 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.

## 6 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.

## 7 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 the missed assignments.

## **8 Break Time**

During the class time, appropriate break time will be decided and allowed by the respective class teachers. Students will be given restroom/water breaks as necessary and each classroom teacher will arrange for restroom break on demand or as necessary. Eatables are not allowed inside the classroom during class hours.

## **9 Early Dismissal**

When leaving school prior to regular class hour dismissal, students must report to the class teacher to be signed out by a parent/guardian. This requirement is to ensure safety and well-being of your child.

## **10 Library**

Plano Tamil School has its own library from where students can check out books. Each book will have a unique identification number and the same is used to check out the books to the student. We ask the students and parents to keep track of their checked out Library books, and return them on time, when it is due. Care must be taken to ensure that the books are not damaged or spoiled upon return. There will be a fine for lost/damaged books depending on the value of the book, up to a maximum of five dollars for each book.

## **11 Homework**

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 about topics given, and get help from parents or teachers when needed. Quizlet has been introduced beginning school year 2016-17. Make sure the students have a quiet place and a consistent time when they do their homework. Homework is an important part of the total learning process.

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

## 12 Text Books

The school provides both classwork and homework books for students to use during the school year. The school does not sell or buy used textbooks, as textbooks are modified and updated each year. Students are expected to take care of the books they receive.

## 13 Newsletter

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.

## 14 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.

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's progress and areas of improvement to their respective parents.

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%**

## 15 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
- Attendance
- Annual Day participation

## 16 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 or other activities are also important for evaluating a child's progress and his/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.

## 17 Sixth (6<sup>th</sup>) Week Presentation

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 five such Sixth Week presentations during an academic year. 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.

## 18 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.

## **19 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.

## **20 Holiday Celebrations**

The celebration of achievements, activities, events and individuals is accepted in Plano Tamil School. Celebrations should be part of a planned curriculum. Religious holidays are permissive IF they are in compliance with Board Policy, which permits teaching about the holidays in relation to its historical, literary or sociological significance to promote Tamil Language.

## **21 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 the 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 its Facebook page. Follow Plano Tamil School's Facebook page: [Facebook.com/PlanoTamilSchool](https://www.facebook.com/PlanoTamilSchool)

## **22 Bullying**

Plano Tamil School is committed to provide a safe and respectful learning environment for all. An act of bullying, by either an individual student or a group of students, or an individual adult or group of adults, is expressly prohibited on the school premises, online activities and at school related functions. This applies not only to students who directly engage in an act of bullying but also to individuals who indirectly support another's act of bullying. Bullying incidents will be reported and enforced by State of Texas law.

## **23 Fire and Tornado Drills**

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”

## 24 Things to Remember

### **\*\*Student guidelines\*\***

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, equipment and materials given to you.
7. Behavior at all times should contribute to learning.
8. Chewing gum or any other kind of food is not allowed on the school property.
9. Students are to go directly to their classroom upon arrival at school.
10. Toy/real weapons, knives and other dangerous items are not allowed at school.
11. No student is allowed to leave the school premises without the permission of the teachers and the knowledge of the parent.
12. No behavior that is dangerous or disruptive to others is allowed.
13. No Loitering allowed within school premises. After the class is over students are supposed to be in the waiting area for their parents.
14. Remove your footwear and place it at the designated locations.

## 25 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](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](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](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) ([https://www.google.com/apps/intl/en/terms/education\\_terms.html](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](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

## **26 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](mailto:director@stfnonprofit.org)