



பெற்றோர் கையேடு

TJS Parents Handbook

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The Parent Handbook is provided as a resource for you in explaining the practices and procedures of Tamil Jersey School. It is hoped that you will find this information useful. If questions arise upon review of the Handbook, please do not hesitate to contact the school.

We would like to invite you to become an active participant in your child's education. We at Tamil Jersey School believe that the most effective education for your child comes from a partnership between the home and the school. Many opportunities exist for you to become involved in your child's education and we invite you, as parents, to take advantage of these opportunities throughout the school year.

Keeping in Touch with Your Child's School

As a parent of Tamil Jersey School student, keeping in touch with your child's school and teacher is important to the academic success of your child's education.

Parents are always encouraged to communicate with teachers about their child's progress. This can be done by arranging a meeting with your child's teachers and School Administrator/Director to monitor their progress and contacting teachers using email or in-person visits.

Another convenient way for a parent to stay in touch with school activities and news is through Class WhatsApp group & Community, School's email, FB, YouTube Pages and website—services to distribute announcements and news.

Parents & Teachers - Partners in Education

Both parents and teachers are working towards the same goal - **the best possible education for our children**. When both work in a synergy, the results are promising. 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 efforts to maintain proper discipline.
3. Inform the kids they are using a public-school classroom and only the book bag they take with themselves belong to them.
4. Stay in tune with what your child is learning. Ask him/her questions about the school day.
5. Let the school know of any problems outside of school that could affect his/her day in school.
6. Stay in touch with the classroom teacher, attend the conferences or email if you have questions, schedule a visit to the classroom. Be involved!



School Starts & Ends

School begins for students Saturday at 10:00 a.m. Students should not arrive prior to 9:40 a.m. The student school day ends at 12:00 p.m. Parents are asked to send a note to the class teacher or notify the teacher, if plans to pick up their children earlier.

In case of remote learning, students should login into their online classroom account by 10:00 a.m. The online class will end by 12:00 p.m. Parents should inform the class teacher if they plan to logout their children from the online class earlier.

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 educational process. Please limit your child's absences to scheduled vacations. It will certainly help their academic achievements. Parents should plan vacations and trips which do not conflict with the school's instructional calendar.

When students arrive late or must leave early (in case of remote learning, when students join late or must leave early from online class), they miss valuable information. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

Sickness, severe illness, exposure to a contagious disease, religious holidays or extremely inclement weather are considered legitimate excuses for absences or tardiness. If a student is to be absent, 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 class work and/or homework was and arrange to do it.

Children and Parents with 100 % Attendance will be Honored & rewarded on stage during the annual day event.



Sick Child Policy

Please do not send a child to school (In case of remote learning, please do not login into the online class) with a fever of 100 degrees Fahrenheit or higher; a combination of symptoms such as lethargy, poor eating, lack of availability for learning, glassy eyes, pallor, decreased activity, or unusual behavior/responses (can indicate illness even without the presence of a fever); diarrhea or vomiting; 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. Children sent to school with these or similar conditions will be sent home (In case of remote learning, students will be asked to disconnect from online class). Sick child policy will be strictly followed to ensure a safe and healthy environment for other Tamil Jersey School Students.

Students who have been ill and are returning to school should be: free of symptoms listed above; back to their normal behavior and energy level; free of fever, diarrhea or vomiting for 24 hours; treated for strep throat or pink eye (on antibiotics for at least a 24 hours period before returning to school).

Transfers

Parents of students withdrawing from school should contact the School Admin Team at least two weeks prior to the last day of attendance. This allows time for completion of records, return of books, and completion of the transfer form. Parents may pick up the transfer form from the School Admin Team on the student's last day or it may be sent home with the student upon request. All accounts with the school should be settled prior to the transfer.

Any Refunds regarding transfers will be decided at the time of the transfer, please notify Treasurer at least two weeks prior to the last day of attendance.

Address Update Form

Parents need to fill out the address update forms at the beginning of the year. Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.

Change of address

If there is any change in the student's home address, telephone number and email ID, inform the school immediately.



Forms

Change of address form will be available at tamiljeseyschool.org/changeofaddress.

Transfer forms will be available at tamiljeseyschool.org/transferschool.

No Cash Transactions in the school building

Do not zelle any money to any individual admin team member/teacher's personal account regarding any school fees or donation.

Do not give any fees in cash/Checks to any admin team member/teacher.

Registration or any kind of fee should be sent thru PayPal only.

Conferences with Teacher

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

Parent Conferences (in-person or virtual) are scheduled during the school year on request only. Parents may request Conference any time it appears that a student is having difficulty or if you have a concern. Informal conferences may be arranged at any time during the school year by contacting your child's teacher for an appointment in advance.

While interacting with teachers in general parents are requested to be mindful that 100 % of Tamil School Teachers, NTV & Admins are Volunteers and not paid staff.

Liability Waiver Form (in-person and virtual class)

Parents need to submit the Liability Waiver form duly filled and signed at the time of school registration. Parents are responsible for any injuries to their kids while attending Tamil school classes as a student or participating in any event or function conducted by Tamil Jersey School. Also, parents are responsible for any medical expenses, charges or other cost which may be incurred as a result of their kids' participation in Tamil school as well they will be responsible for any claims made by third parties, which may result from or be caused by the kids' actions while participating in this activity.

By signing the Liability waiver form parents are releasing Tamil Jersey School Teachers, Administrators, Non-Teaching Volunteers, Executive Board Members & other office bearers from any Liabilities that arise from their children's participation in Tamil Jersey School and any other activities associated with it including but not limited to Regular Weekly classes, Annual day, Thiranaivu Thiruvizha and all the other events.



Dates to Remember

Parents can access school calendar @ https://tamiljerseyschool.org/school_calendar/ which clearly indicates the School holidays, special events, and semester exams. In addition, refer to the Classroom WhatsApp groups for other updates.

Data Privacy

Tamil Jersey School obtains and uses certain information about each student to plan the best educational programs. Access to such information by third parties is limited and controlled in accordance with legal rights of Data Privacy. During the School year we like to publicize or display student news that may include names and photos of student(s). Please contact the Admin team if you do not want the photographs of your child displayed.

Class Progress Report

All parents and guardians have the opportunity to monitor their child's progress through Tamiljerseyschool.org Portal.

Parents are able to view important current school year information such as:

- Attendance records
- Notes from your child's teacher about assignments
- Semester scores etc

Textbooks

The school provides textbooks for students to use during the school year. The school does not sell or buy used textbooks even if you happen to leave abroad in the middle of the year. Students are expected to take care for the books they receive.



Volunteer Opportunities

There are many classroom and other volunteer opportunities available at Tamil Jersey School. Caring adults make a difference in the lives of our students. Volunteers are always welcome and we appreciate the time, energy and expertise they share. In order to make your volunteer experience a positive and rewarding one, all volunteers register yourself at tamiljerseyschool.org portal and contact Manikandan S @ 201-238-7548.

Other Benefits for Volunteering with Tamil Jersey School.

Other than the Self-satisfaction and fulfillment of teaching Tamil to next generation you will also be honored on stage during Tamil School Annual day with Gifts & Memento.

As Tamil Jersey School is a 501 C nonprofit organization you can count your volunteer hours toward community service where it matters including CSR, High School Parent Volunteer hours etc., You can use your Experience at Tamil Jersey School to get Teaching related Jobs.

Communications

All school related activities and information will be posted in the respective class WhatsApp group and/or email. School events like Annual Day, Cultural events and Thiranaivu competitions will be communicated to parents via email or WhatsApp group.

If you have any questions or concerns regarding your child or school, please reach out to the class teacher first. If you have further questions, then please bring your concerns to the attention of the Admin Team, if you want to have a very confidential conversation about someone or some grievance in regards to a school matter please contact Manikandan S (Founder/President) @ 201-238-7548.

School Parties

Tamil Jersey School does not celebrate any Birthday party at school. If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Invitations may not be distributed in the classroom. Thank you for your cooperation on this issue.

Parents are encouraged to dress up the kids during/after Pongal, Diwali, Christmas, Ramzan or any other religious /non-religious festivals.



Money & Valuables

Please make sure that your child does not come to school with large amounts of money or expensive items. We cannot be responsible for broken, stolen or misplaced items brought from home.

Placement Criteria

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

- Teacher's assessment
- Educational records provided by another institution (if applicable)
- Classroom sizes or student/teacher ratio

In addition, placement decisions shall be made without regard to sex, race, religion, creed, age, handicap or nature of origin.

Promotion/Retention Criteria

Students will be promoted or retained based on:

- Teacher's assessment
- Academic success as determined by available test data and educational records
- Student attitude toward promotion/retention
- Attendance

In addition, promotion/retention decisions shall be made without regard to sex, race, religion, creed, age, handicap or nature of origin.

Semester Exam

Informal testing, class quizzes, games will be conducted frequently by classroom teachers. Teachers use these results to plan appropriate individual programs and group assignments.

There will be Three formal semester exams during a school year. Exams will test the children's ability to read, write, speak, listen and understand Tamil Language. If you have any questions or concerns regarding the above tests and the appropriateness for your student, please do not hesitate to contact your child's teacher.



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 health and safety, or it disrupts the learning process or orderly operation of the school. Students may be asked to change out of any clothing/hats considered inappropriate or distracting.

In case of remote learning, students are expected to dress in a way that shows respect for themselves and others in online class.

Homework

Homework is given for the following reasons:

- To reinforce lessons
- To reinforce skills
- To complete assignments not finished during class time
- To work on independent assignments such as research or construction projects restricted by class time or availability of references
- To encourage independent reading

Encourage your kids to do homework on time, maintain a routine work time, discuss about topics given, and help them when they struggle. Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.

****PLEASE DISCUSS THE FOLLOWING RULES WITH YOUR CHILD****

1. When moving through 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 is not allowed in school or on school grounds.



9. Students are to go directly to their classroom upon arrival at school.
10. Toy weapons, knives and other dangerous items are not allowed at school.
11. Video or any electronic games are not allowed at school.
12. Students should not bring any valuable items, cash etc., to school.
13. No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of a parent.
14. No behavior that is dangerous or disruptive to others is allowed.

****REMOTE LEARNING RULES****

1. Students should have a working computer/Laptop/Tablet with internet connectivity.
2. Students should turn on the camera during the class hours.
3. Students should present in front of the camera throughout the class hours.
4. Students should sit in a quiet place without any distractions for themselves, as well as the class.
5. Students should use proper and respectful language at all times.
6. Students should mute and unmute the microphone per teacher's instruction during the class.
7. Parents will be notified, requested to prepare the kids before class, if your Mun Mazhalai/Mazhalai kids cry through the class and after few weeks if the crying continues, parents may be requested to withdraw the kids from school until they are ready to sit in a classroom environment without any difficulties.



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 new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
- 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, snack box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24hours. This precaution will help preserve the health of other children.
- Please Call or email the school when your child will be absent.
- Dress your child according to the weather.
- Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
- Talk in Tamil with your kids at home.

But What About...?

Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to the School Admin Team tamiljerseyschool@gmail.com at your earliest convenience so that they can be appear or be corrected immediately.