



மாணவர் கையேடு

TJS Student Handbook

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GENERAL INFORMATION

This handbook contains useful information for students regarding the daily activities of Tamil Jersey School. You will find information highlighting 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 Admin Team.

The school day begins with a small class size to help students experience academic, social, and emotional success by making connections and providing small group support.

BEHAVIORAL GUIDELINES

Students are expected to act in a manner that promotes their learning, safety and 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 will be acknowledged positively. When students choose to behave inappropriately, it is the responsibility of the school personnel to intervene. To ensure this, the school has established clear student discipline policies and identified consequences appropriate with the behavior.

THE SCHOOL EXPECTS STUDENTS TO

- Be polite and show kindness and consideration toward one another and to adults.
- Follow directions from supervising adults.
- Use socially acceptable language.
- Use and respect school property and not intentionally cause damage.
- Sit quietly and listen during classroom hours and other programs.
- Ask permission to use any item that does not belong to them.

(What are school properties - Bench, Desk, Books, Book bags, Writing Board, chrome kart and anything that was already in the classroom that does not belong to you)



SCHOOL REGULATIONS

- Students may not bring personal items such as toys, iPods, iPads, etc., to school without permission from the teacher.
- The school cannot assume responsibility for loss, damage, or theft if permission is granted to bring any those items
- Chewing gum is not allowed on school property.
- Students' mobile phones should be on silent mode during class hours.
- Video games are not allowed in the classrooms.

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. Tardiness will be recorded if the students come more than 30 minutes late after the commencement of the school. With our hands-on, cooperative learning, regular attendance is crucial. Parents should plan vacations and trips that 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 and are at a disadvantage.

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 or death in the family, exposure to a contagious disease, religious holidays or extremely inclement weather is considered legitimate excuses for absences or tardiness. If a student is to be absent, parents are urged to inform the school in advance.

EARLY DISMISSAL

When leaving school prior to dismissal, students must report to the Class Teacher to be signed out by a parent/guardian or an adult the parent/guardian designates. This requirement is to ensure the safety and well-being of our students. In case of remote learning, parents should inform the classroom teacher or school office, if they plan to log out their children from the online class earlier.



IMPORTANCE OF THE HOMEWORK

Homework is a vital part of the total learning process. Level wise homework practices are communicated to students at the end of every class. The following list serves as a reminder about the importance 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 in responsibility
- Brings students into contact with out-of-school learning resources.

REASONS FOR GIVING 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

Students are expected to do homework on time, maintain a routine work time, discuss about topics given and get help from parents or teachers when needed. Have a quiet place and a consistent time to do homework.



INCLEMENT WEATHER/SCHOOL CLOSING/MAKE-UP SCHEDULE

In the interest of student safety, the School Board is consulted prior to making a decision to close, delay, or dismiss schools early due to inclement weather. Parents will be notified via phone and/or e-mail about school delays or cancellations.

BULLYING

Tamil Jersey School is committed to 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 school or at school-related functions. This applies not only to students who directly engage in an act of bullying but also to individuals who, by their indirect behavior or support another's act of bullying.

SCHOOL TIMINGS

School begins for students at 10:00 a.m. and ends at 12:00 p.m. on Saturdays as per the School Instructional Calendar. Parents are asked to send a note to the classroom teacher in WhatsApp/group if they are planning 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 classroom teacher if they plan to logout their children from the online class earlier.

Tamiljerseyschool.org Portal (<https://portal.tamiljerseyschool.org>)

"Both students and their parents will be given access to view important current school year information such as:"

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

TEXTBOOKS

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.



MONEY & VALUABLES

Students are expected not to bring any large amounts of money or expensive items to schools. The school cannot be responsible for broken, stolen or misplaced items brought from home.

PROMOTION & RETENTION CRITERIA

Students will be promoted or retained based on

- ⌚ Teacher judgment
- ⌚ 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 semester exams during a school year. Exams will test the student'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 ability, please do not hesitate to contact your class 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."



THINGS TO REMEMBER

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. No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of a parent.
12. No behavior that is dangerous or disruptive to others is allowed.
13. Toys, Video games and other game electronic devices are not allowed in the school premises.

REMOTE LEARNING GUIDELINES

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.

PARTIES

Tamil Jersey School is not encouraging Birthday parties at school.

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

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 updated and corrected immediately."

