



ஆசிரியர் கையேடு

TJS Teachers Handbook

# **Table of Contents**

**PROGRAM MISSION AND VISION**

**ABSENCES (TEACHER)**

**ACCIDENT REPORT**

**ASSEMBLIES**

**BUILDING AND ROOM REGULATIONS**

**CLASSROOM VISITATION**

**COLLABORATIVE LEARNING**

**CONFERENCES (PARENTS)**

**DATES TO REMEMBER**

**DISCIPLINE**

**CLASS PROGRESS REPORT**

**HOMEWORK**

**LESSON PLANS**

**RECORDS**

**RULES, REGULATIONS, & POLICY COMPLIANCE**

**SCHOOL STARTS & ENDS**

**STUDENT EVALUATION**

**EXAM EVALUATION**

**SUPERVISION**

**SUPPLIES AND PURCHASE ORDERS**

**TARDINESS**

**TEACHERS' MEETINGS**

**TEACHERS' TRAININGS**



## PROGRAM MISSION AND VISION

### MISSION

To systematically teach the language of Tamil, one of the oldest and most widely spoken classical languages in the world, to students aged four and above residing in the state of New Jersey. வாழ்க தமிழ் வளர்க தமிழ்

### VISION

Our vision is to encourage an enduring interest in Tamil language, literature and culture among children living in the United States of America through regularly conducted educational programs, cultural events and social activities. These organized activities are designed to provide our students with opportunities to apply the language and literary skills obtained from their school work.

### ABSENCES (TEACHER)

In case of absence, Teachers shall inform the Admin Team (Principal) and their Associate class teacher at least two days in advance through email and/or WhatsApp. Lesson plans are to be available for the associate teacher to handle the class if it is necessary for a teacher to leave school at any time during the session in progress, please inform the Admin Team (Principal). Arriving late or leaving early shall be properly informed to the Admin Team (Principal).

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the Admin Team (Principal).



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 may not learn as much with a substitute. You are the key person to a productive instructional day.

### **ACCIDENT REPORT**

When an accident occurs, teachers are to aid the victim and notify the Admin Team. A detailed Accident report must be sent to the email [tamiljerseyschool@gmail.com](mailto:tamiljerseyschool@gmail.com) within 2 days. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, Admin Team must be notified immediately. There is a first aid kit available in the school with Admin Team. If there is a life-threatening emergency immediately call 911 (You do not need permission/wait from/for the Admin Team).

### **ASSEMBLIES**

There is a formal Assembly in each classroom, which 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 Admin Team.

### **BUILDING AND ROOM REGULATIONS**

It is the responsibility of teachers to ensure their classroom is organized, papers picked up, lights out, and windows locked before leaving school. The Teacher would bear responsibility of 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 Admin Team. 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. Each classroom will have a Non-Teaching Volunteer Parent on a rotational basis to make sure our Tamil School Students do not damage Public School Property including



scribbling on the floor, desk, bench, chrome kart etc. (That would be the only job of the class NTV, please refrain from using their services for other purposes unless there is an emergency).

### **CLASSROOM VISITATION**

There is no formal procedure and plan for visitation. Admin team and other Volunteers would keep visiting the classrooms for various school related works but would be mindful of classroom environment.

In case of remote learning, visitation will be held virtually.

### **COLLABORATIVE LEARNING**

American Tamil Academy (ATA) will also have forums & Training Sessions for Teachers according to their course level time and again. This will improve collaborative learning experience for teachers. Teachers can improve their skills and resources by asking one another for information, exploring & evaluating one another's ideas, monitoring one another's work, etc.

### **CONFERENCES (PARENTS)**

Teachers should contact parents any time, if there is a problem with a student whether it is academic, social, or behavioral. Maintain cordial relationship 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. Ongoing calls to make positive reinforcement often make a situation much smoother if a problem arises in the future. Make it your goal to contact all the parents at least thrice during the year (usually after the first, second & third semester examination).



## **DATES TO REMEMBER**

There are countless events that happen during the course of a school year. This section is an attempt to let you know about as many of them as possible. As with any schedule of events, unforeseen circumstances may lead to these dates and times being changed without notice. Current school year calendar is made available through [tamiljerseyschool.org](http://tamiljerseyschool.org) portal.

## **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 Admin Team (Principal). 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.

## **CLASS PROGRESS REPORT**

Grading system should be explained to students and justified when necessary to students and parents. It is important to remember from this point forward; student grades can be accessed by parents in [tamiljerseyschool.org](http://tamiljerseyschool.org) portal. Teachers should make sure that their grades are updated as often as possible. The [tamiljerseyschool.org](http://tamiljerseyschool.org) portal is the way teachers enter, score cards and keep track of grades.

## **HOMEWORK**

Homework should enhance the lessons in the classroom, and be given for a specific reason. Students must finish their homework /assignments on time and should submit it on the next class. Teachers can register the homework assignments in [tamiljerseyschool.org](http://tamiljerseyschool.org) portal.



## **LESSON PLANS**

Overall there are 20 Lessons for a year starting from Nilai 1 onwards, Most teachers plan 1 lesson a class, Lesson plans are made available in School calendar

[https://tamiljerseyschool.org/school\\_calendar/](https://tamiljerseyschool.org/school_calendar/) and teachers can embed their own style of teaching into the plan and calculate the timings accordingly for each class. Daily plans should include main ideas/activities for the lesson, books/page numbers, etc.

## **RECORDS**

Teachers are responsible for grades and performance by students in the classroom. Teachers need to justify their record-keeping and grading procedures when needed. Additionally, student records are confidential information and should not be shared with anyone other than the Parent outside of regular Tamil school staff involved.

## **RULES, REGULATIONS, & POLICY COMPLIANCE**

The most important qualities students like in teachers, one of the universally top-mentioned 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.

No money transaction in the form of cash / check is allowed in the school premises.

## **SCHOOL STARTS & ENDS**

School begins for students at 10:00 a.m. Teachers must be present in the classroom at least 10 minutes before the class starts. The school day ends at 12:00 p.m. Teachers must disperse the students by parent's sign-out. (If the parent didn't show up on time the student has to be handed over to one of the Admins).

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. Teachers must start the online class at least 10 minutes before the class starts.

If there is any change in school date, timings, venue etc., communication will be sent in advance by email/ WhatsApp group.

### **STUDENT EVALUATION**

For student assessment or evaluation, teachers can rely mostly on the guidance of Principal. Teachers can update student's attendance, homework grading & the semester marks on tamiljerseyschool.org portal. Also, teachers can leave a brief comment (as per school guidelines) 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.

### **EXAM EVALUATION**

During Trimester exams, Teachers should try to correct & hand over the answer sheets on the exam day. If extra time is required for correction then Teachers can take Answer sheets home and try to correct and share marks with parents at the earliest.

### **SUPERVISION**

Supervision of students is your responsibility any time you 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 the respect of students by being a competent, friendly, fair, consistent, firm professional. Teachers are to maintain control both in and out of the classroom. This includes other classrooms, and hallways. Always





remember you are responsible 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.

### **SUPPLIES AND PURCHASE ORDERS**

Items to be purchased must be specifically itemized and fully described on the purchase order (can be sent to the treasurer thru [tamiljerseyschool@gmail.com](mailto:tamiljerseyschool@gmail.com)). The quantity, description, unit price, and total must be listed. All purchases must be approved by the Admin Team (Treasurer), and the invoice should be submitted to the Treasurer by sending it to [tamiljerseyschool@gmail.com](mailto:tamiljerseyschool@gmail.com).

### **TARDINESS**

If a student is late to the classroom for the first time, the teacher has to give a verbal warning. For the second time, Parents has to be informed. If it continues more than two times, the student has to get only half day of his daily attendance.

### **TEACHERS' MEETINGS**

Request to attend Teachers' meetings with the Admin team, Principal as well as with other Teachers, sometimes in-person meetings or online meetings. This is the right time for Teachers to discuss about plans, procedures, progress and improvement that they can implement in classroom. Meetings will be conducted at least one time each year usually at the start of the academic year.



## TEACHERS' TRAININGS

- All teachers should attend some basic Instructional Learning courses offered by American
- Tamil Academy.
- Apart from that, Teachers should attend the Nilai or Level wise Orientation program
- offered by American Tamil Academy. Each Nilai coordinators will give a brief orientation,
- every year.
- New Teachers must observe two regular classes or assist the primary Teacher or help
- correcting the homework before handling the classes by themselves.

## BUT WHAT ABOUT.....?

Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to the Admin Team ([tamiljerseyschool@gmail.com](mailto:tamiljerseyschool@gmail.com)) at your earliest convenience so that they can be corrected and updated immediately.