



# **Cary Tamil School – Policies**

## **1.0 Cary Tamil School Board**

The Board shall ensure that the Principal is someone who has been associated with the school for a minimum of 5 years and is familiar with the school's mission, vision, policies, guidelines and procedures. The Principal works with the Board to get approval of the budget for the whole year. The Principal, assisted by Vice-Principal(s), runs the school on a day-to-day basis. The Board does not interfere with the day-to-day operations of the school.

## **2.0 Scheduled Board Meeting**

- 2.1 Meet once a year to comprehensively examine the school's mission, vision and goals and make necessary modifications in the efforts to plan for the next academic year.
- 2.2 Meet once a year to review the current year's fiscal status and to develop and approve the annual budget.
- 2.3 Meet soon after the surveys of teachers, parents and students in order to analyze the results and accordingly modify the school's goals and improvement plans.
- 2.4 Meet once a year to review policies and procedures, along with their general effectiveness, and make necessary changes.

### **3.0 Stakeholder Engagement**

School leadership will engage stakeholders to support school activities on an ongoing basis

### **4.0 Board's Communication to Stakeholders**

The policies and processes of the school are communicated to all stakeholders (board members, teachers, parents and students) through group e-mails, newsletters and the school web site, in addition to the open house held at the beginning of the academic year.

### **5.0 Survey**

Cary Tamil School (CTS) values stakeholders' feedback. At the beginning of the final term, CTS will send out surveys to the teachers, parents and students. The survey will be open for two weeks. Soon after the survey closes, the Board will analyze the survey results and will make plans for the following academic year.

### **6.0 Progress Reports and Parent Teacher Conference**

At the end of each term during the school year, a progress report detailing the grades for each student will be sent home. There will then be a parent-teacher conference discussing the student's performance and plans for improvement. Additional conferences may be requested either by the teacher or parent at any time during the school year.

## **7.0 Class Assignments**

At the end of the final term, all teachers should send their students' overall final grades to the Principal within two weeks of the final exam. The Principal and Vice-Principal(s) will examine the grades and promote students to the next level based on satisfactory performance of students and recommendations of teachers concerned. When students are promoted to next grade level, they will be placed with other students with similar learning capabilities in their grade.

## **8.0 Professional Development and retention of Teachers and Staff**

School leadership will provide periodic opportunities for professional development of teachers and staff of Cary Tamil School. Additionally, the Board will identify and undertake opportunities to enhance morale of teachers and staff to enhance retention of such personnel

## **9.0 Special Events/Functions celebrated in CTS**

- Tamil Mazhai
- Graduation Ceremony

### **9.1 Tamil Mazhai**

The date for Tamil Mazhai will be fixed by CTS at the beginning of the year. The Principal forms a committee of three members (comprised of teachers and/or parents) to coordinate and conduct this function. The committee, after careful consideration, may decide on a theme for the event. Communications about the event will be sent to all teachers and parents. The committee is also responsible for creating guidelines that must be followed by the students who take part in the Tamil Mazhai event. The parents and teachers work

collaboratively and come up with songs, skits, plays, debates and speeches in Tamil.

## **9.2 Graduation Ceremony**

Graduation day will be decided by CTS at the beginning of the academic year. It will be held at the end of the school year following the final exams. Every student will be called out on the stage and given her/his certificate. A person who is accomplished in the education field or holding a high public office may be invited to give a commencement speech.

## **10.0 Year Book / Aandu Malar**

CTS students display their creativity, cultural connections, language skills, art and knowledge of Tamil history in the year book. The Principal forms a committee of two people to coordinate the year book efforts. The committee sends out the communication to teachers describing the format of the art work and the rules to follow for the art work and the last date for submission. The teachers work closely with the students and parents to get the work completed in time and hand them to the committee members so that they can print the book and distribute the copies on the graduation day.

## **11.0 Cary Tamil School News**

Cary Tamil School communicates with families through an electronic newsletter, *The Cary Tamil School News*, which is published each term. It is sent via email to all Tamil Class email groups and is also posted on the Cary Tamil School's website. Submissions to the newsletter should be sent via email to CTS.Principal@yahoo.com. The Principal uses the newsletter to communicate with teachers and parents regarding all matters related to the school.

## **12.0 High School and College Credit counselling**

Cary Tamil School provides a High School and College credit-counseling program. The Principal will have details about this program.

## **13.0 Textbooks**

Textbooks for pupils are furnished by Cary Tamil School. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials are made available to a student.

## **14.0 Student Attendances**

### **14.1 Tardy**

- School start times are determined by the School Board. Any student coming late to class will be marked tardy.
  
- Disciplinary Procedures
  - 1st Tardy invites 1<sup>st</sup> Warning
  - 2nd Tardy invites 2<sup>nd</sup> Warning
  - 3rd Tardy will necessitate a Parent - Teacher Conference
  - 4th Tardy will have one day marked absent

### **14.2 Early Checkout**

Leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. Early checkouts are not permitted during the last 10 minutes of the school day.

### **14.3 Perfect Attendance**

Those students who have perfect attendance record will be specially recognized. Perfect attendance is having no absences and being on time to every class.

## **15.0 Student Disciplines**

### **15.1 Halls, Bathrooms**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or an authorized parent volunteer. Any student who is found in the halls without a teacher or an authorized parent-volunteer will be promptly reported to the student's parent by the teacher.

### **15.2 Cell Phones**

Students are permitted to bring cell phones to school for purposes of using their phones for enhancing Tamil learning. Students are not permitted to use cellphones inside the school building for talking and/or texting.

### **15.3 Emergency**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not run, or engage in horse-play. A signal will be given for returning to class. Any student who does not follow the safety rules will receive an office referral and appropriate disciplinary action will be taken.

## **16.0 Classroom Observation**

Cary Tamil School places high value on the concept of parents as partners in education. Parent support and community support are vital in all facets of the school program. Parents of currently enrolled students may observe the classroom setting or volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, observations must be scheduled in advance with the Principal and the teacher. Parents should arrive for the observation session at the scheduled time, be considerate to classroom dynamics and turn off all electronic devices.

## **17.0 CTS Policy on Student Assessments**

**Performance of CTS students shall be assessed using the following means:**

### **✓ 17.1 Exams**

- Three tests will be conducted at regular intervals during the academic year
- Tests shall focus on students' ability to read, write and speak in Tamil
  - o Teachers are encouraged to record the speaking and reading portions of the test

### **✓ 17.2 Continuous Weekly Assessments**

- Performance of students will be assessed on an ongoing basis. Assessment will be done on various aspects of student learning such as speaking, reading, writing, completing homework and attending class regularly
- A log shall be used to record assessment of student performance
- Data collected from weekly assessments shall be analyzed at regular intervals (e.g., end of a term)
- Outcome of analyses will be used to drive continuous improvement plans

### **✓ 17.3 Participation in Special Performances**

- CTS conducts special programs to nurture and exhibit talents and abilities of its students:
  - o An annual program, Tamil Mazhai, is used both to encourage participation and to assess student learning in the areas of speaking, including diction.
  - o Aandu Malar, CTS' year book, is also used to assess student learning in the areas of writing and articulation of ideas.

## 18.0 CTS Policy on adjusted and improved lesson plan

CTS will continue to use text books and work books published by the Curriculum Development and Commission of the Ministry of Education, Singapore. The Commission is staffed by world renowned Tamil scholars who leverage not only their knowledge and experience but also input from interested parties from around the world, including organizations such as CTS. It is worth noting that the same books used by CTS are also used by California Tamil Academy and other large Tamil school systems in the USA.

## 19.0 CTS Policy on Performance Monitoring & Stakeholder Communication

CTS assesses its students according to its Assessment Policy.

Assessment data is collected and analyzed using CDAT. Data analysis is done with the objectives of identifying learning needs of students and monitoring progress of continuous improvement programs.

Performance monitoring focuses on the following:

- ✓ Student Performance
- ✓ Class Performance
- ✓ Grade level Performance
- ✓ School Performance

CTS communicates performance and analysis information to its stakeholders on a regular basis, as outlined in the table provided hereunder:

| <b>Communication Type</b>                             | <b>Stakeholders</b> | <b>Objective</b>  | <b>Frequency</b>                                 |
|---|---------------------|---|--|
| e-Mails   | Parents<br>Teachers | Teachers communicate Homework Assignments and other relevant information            | Weekly   |
| Parent – Teacher conferences {in-person / phone call} | Parents<br>Teachers | Teachers and Parents discuss student's strengths and opportunities for improvements | Upon completion of milestones (e.g., Term exams) |



|             |  |  |                                   |
|-------------|--|--|-----------------------------------|
| Aandu Malar | CTS Principal<br>CTS Board of Directors<br>Teachers<br>Parents<br>Students | School yearbook covering key events, achievements and accolades for the academic year  | Once, at the end of academic year |
| Newsletter  | CTS Principal<br>CTS Board of Directors<br>Teachers<br>Parents<br>Students | Includes key messages such as message from the Principal, Upcoming Events / Calendar, Performance indicators, Achievements and special columns | As required                       |

## **20.0 Teacher & Staff Recruitment Policies:**

The CTS classes are run by passionate volunteer teachers. CTS makes sure the students get the best language education by having less than 10 to 1 students to teacher ratio. The teachers are recruited throughout the year based on the needs to CTS.

20.1 CTS will send emails asking for volunteer to teach Tamil Language.

20.2 The new coming teachers will be assigned as substitute teachers for 1 year.

20.3 The substitute teachers will be placed as full-time teacher in the second year.