

Parent Handbook - Cary Tamil School

Board of the Cary Tamil School is made up of the following volunteers:

1. Thiru. Guru Guruparan
2. Thiru. Ravi Shanmugam
3. Thiru. Selvan Patchamuthu
4. Tmt. Raji Shanmugam
5. Thiru. Vedha Vedaiyan
6. Dr. S. Karthikeyan
7. Dr. Thani Cheran

This handbook was produced as a resource for students and parents to explain the policies, rules, and regulations governing all students in the Cary Tamil School. Numbers that appear in some portions of the handbook refer to specific Board policies. In some instances, the entire policy is cited; at other times, only the most relevant portion is included. Parents must help school personnel to effectively communicate information from this handbook to students.

Parents help by requiring students to be in school every school day they are physically able to be in attendance, providing information such as correct addresses and phone numbers, attending scheduled conferences with school staff, sending the necessary absence or tardy notes, and learning about the school, its mission, its plan for improvement, and its activities. Parents are encouraged to meet with school staff; however, conferences with teachers should be scheduled in advance to avoid interruption of instructional time.

Please take time to become familiar with the contents of this handbook. The information included is important and knowing it will make the school year easier for the students. If you have questions about information in this handbook, call your school principal. If further assistance is needed, the principal will direct you to the appropriate member of the Board.

While every effort was made to ensure the accuracy and completeness of the policies and rules and regulations within the Cary Tamil School's Student/Parent Handbook, the Cary Tamil School and Board will not be responsible for any errors or omissions which may occur in this document. Please notify cts.principal@yahoo.com if you find any irregularities in the policies within this document. The Board will review the information and investigate the irregularities.

VERIFICATION / AGREEMENT FORM

Upon Receipt: Remove from packet, Sign, and Return to the Designated Contact at Cary Tamil School within the next 3 school days

Dear Parents:

Please read and review this **Cary Tamil School Student/Parent Handbook** and any school handbook with your student. It is important that parents and students understand the expectations and rules for the school. Your signatures will indicate that you have reviewed and discussed the handbook(s) together and that you agree with the contents therein and join with the **Cary Tamil School** in our efforts to keep our school safe and orderly. ***If there is a conflict between the rules expressed in this Student/Parent Handbook and your child's school handbook/agenda/planner, the rules expressed in this Student/Parent Handbook shall take precedence. A separate form must be submitted for each student.***

School: Cary Tamil School

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: ___/___/_____

Student Signature: _____

Class (circle one): Pre-K / 1 / 1A / 1B / 2A / 2B / 3A / 3B / 4A / 4B / 5A / 5B / 6A / 6B / HS 1A / HS 1B

WAIVER

I, _____ as parent or guardian of student listed above, hereby assume all the risks and hazards incidental to the conduct of the activities and transportation to and from the activities. I release, absolve, and indemnify the Cary Tamil School, its subsidiaries, agents, owners, officers, volunteers, participants, employees, contractors, sponsors and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as “CTS”), from all risks and hazards associated with the activities and in the event of injury, do expressly waive all claims against them. **I understand that no insurance coverage is provided by the Cary Tamil School or by WCPSS in whose facilities the classes are currently conducted.** By registering for this program, I understand and agree that if a portion of the program is unable to be completed due to inclement weather or other unforeseen circumstances, I will not receive any refund.

Signature _____

Date _____

Printed Name _____

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I. GENERAL INFORMATION

RELEASE OF INFORMATION

Directory information will be made public without permission unless a parent annually requests to the school that such information not be released. Directory information may include the student's name, school currently or most recently attended, dates of attendance, date of graduation, awards received, participation in officially recognized activities, student pictures, video and any work and/or project done at Cary Tamil School.

Any parent, guardian, or eligible student who does not wish for the Cary Tamil School to release directory information must notify the school in writing each year within twenty (20) school days of receipt of this notice.

SCHOOL ADMISSIONS

Cary Tamil School welcomes students interested in learning Tamil. Parents wishing to enroll a child in Cary Tamil School should complete an application form and submit the completed application form along with the necessary fees to:

The Principal, Cary Tamil School, 103 Carterwood Court, Cary, NC 27519

Cary Tamil School admits students based on availability of spots, space and teaching resources. Admission decisions are made jointly by the Board and the Principal. On an ongoing basis, CTS will make use of available technology such as GoogleDocs to receive applications. Parents of prospective students will be provided information on the manner in which these tools can be used to provide information to CTS. Fees for the school year are determined by the board prior to the start of admission cycle for each year.

RETURNED CHECKS

If your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as an electronic funds transfer. Each dishonored item is subject to a returned check fee of \$25.00.

Check Writers with returned check inquiries should contact us at cts.principal@yahoo.com

REFUND REQUESTS

Requests for refund of fees paid to Cary Tamil School should be given in writing to cts.principal@yahoo.com. Amount of monies to be refunded will be determined based on the following table:

Request received prior to date of first class for the year	100% of fees paid.
Request received on or after the date of first class and before the date of second class for the year	100% of fees paid less administrative fees of USD 50
Request received on or after the date of second class for the year	No refund

LIBRARY BOOKS

To ensure that proper care is given to the scarce library books and to ensure that the library books are available for use by all students and teachers, Cary Tamil School will levy a replacement fee of USD 25.00 for each library book that is not returned.

TRANSPORTATION

Cary Tamil School does not provide transportation for students.

Parents are expected to drop-off their children at 2:00 P.M and pick up their children at the end of class, currently 3:45 PM. Cary Tamil School will have no option but to call Child Services to ensure the safety of those children not picked up by their parents or by a responsible adult by 4:00 PM.

ACADEMICS

Attendance: Cary Tamil School encourages students to attend all classes in order to enable them to receive a quality education in Tamil.

COMMUNICATION

Cary Tamil School uses e-mail as its main means of communication. Parents are **required to add** the following e-mail addresses to their contacts:

1. cts.principal@yahoo.com
2. your student's teacher's e-mail address
3. Class Google group e-mail address

Parents with concerns about their child's / children's progress and/or school procedures and policies are requested to contact the Principal.

SAFETY AND EMERGENCY PROCESSES

Inclement Weather Conditions

In case of snow or other potentially hazardous weather or emergency situations, a decision may be made to cancel classes. An e-mail will be sent to all the parents about the decision as soon as possible. Cary Tamil School may also employ a call-tree to inform parents of the decision

II. Cary Tamil School POLICIES

DISCIPLINE

To provide a positive learning environment for students and staff, schools must be safe and orderly, students must be given clear expectations for appropriate behavior in school. To support these objectives, Board policy establishes a Code of Conduct for students. The Principal shall keep data on any student incident that occurs in a school year.

CODE OF STUDENT CONDUCT

All students shall comply with the Code of Student Conduct of the Wake County Public School System, state and federal laws, and the Cary Tamil School Board policies. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity.

A. Student Expectation

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Conduct.

B. Range of Interventions, Support, and Disciplinary Actions

Violation of Board policies or the Code of Student Conduct may result in some level of disciplinary action. The Principal, in conjunction with the student's teacher and parents will work to identify the disciplinary action, if required, to encourage the student to behave according to the code of student conduct

CORPORAL PUNISHMENT

Believing that other forms of discipline are more appropriate with children of all ages, the Cary Tamil School prohibits the use of corporal punishment. No principal, assistant principal, teacher, substitute teacher, or any other school official or volunteer may use corporal punishment to discipline any student.

1. Corporal punishment is all forms of physical punishment including, but not limited to, spanking, paddling, or slapping.
2. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:
 - i. To quell a disturbance threatening injury to others
 - ii. To obtain possession of weapons or other dangerous objects on the person, or within the control, of a student
 - iii. For self-defense
 - iv. For the protection of persons or property
 - v. To maintain order on school property, in the classroom, or at a school-related activity on or off school property.

FAMILY INVOLVEMENT

A child's education is a responsibility shared by the school and the family. Parents, families, schools and communities working as partners can promote increased student achievement and positive attitudes about self and school. The Board supports the development, implementation and regular evaluation of a comprehensive parental involvement program in each school to involve parents at all grade levels in a variety of roles.

Volunteer Service to the Cary Tamil School by the Parents

As a volunteer organization, Cary Tamil School relies on the generous support of volunteers who dedicate their time and energy to the cause of teaching Tamil to our children

As the parent of a child attending Cary Tamil School, you are counted on to:

1. Ensure that your child is regular and on time for class and for special events that are arranged in advance.
2. Take personal interest in what your child is learning in class and encourage him/her to practice at home that which he/she has learned in class
3. Ensure that your child completes assigned homework before next class.
4. Encourage your child to use (or) practice Tamil at home or whenever/wherever possible.
5. Cooperate fully with teachers whenever they address problems pertaining to your child.

6. Attend meetings and special events arranged by Cary Tamil School, including parent-teacher group meetings and One-on-One parent-teacher meetings.

7. Be available to volunteer for any Cary Tamil School related activities.

Additionally, to assist in the setup and restoration of classrooms, ensure the safety of students during class and to assist the volunteer teachers during class, Cary Tamil School encourages parents of students to provide a minimum of two volunteer service sessions to the school. These sessions coincide with classes and/or activities such as Tamil Mazhai held by Cary Tamil School.

Consistent with the practice adopted by other local volunteer organizations to encourage active participation of parent volunteers, Cary Tamil School will collect from parents at the beginning of the school year, a service deposit in the amount determined by the Board. It is currently set at \$50. It is the responsibility of the parents to sign up using "Signup Genius" to provide volunteer services to Cary Tamil School. The service deposit will be returned upon completion of the volunteer duties at the end of the school year. Parents electing not to volunteer or those who do not complete the minimum two volunteer service sessions, forfeit their service deposit.

VOLUNTEER TEACHERS

To ensure the safety of our children, Cary Tamil School may conduct background verification on any and all volunteer teachers and other volunteers to the school

HOMEWORK

The board of education believes that homework is an important part of the educational program for students of Cary Tamil School and should be assigned on a regular basis. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the student's developmental level. Homework should help students become responsible, self-directed learners, improve their academic achievement, and provide reinforcement opportunities.

1. Since there are valuable experiences other than direct teaching to be gained by students, homework shall be planned carefully and evaluated periodically regarding its appropriateness.
2. It is assumed that homework will be done by students outside of school hours. The amount of such work required of students shall increase as grade levels increase and shall be commensurate with abilities and course content.

ATTENDANCE

Attendance in school is central to educational achievement and school success. Parents must ensure that students attend all scheduled classes

1. To be counted present a student must be in attendance at least one-half of the class. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of each class or be recorded as tardy.
2. An absence is excused if the following conditions exist:
 - a. Illness or injury which makes the student physically unable to attend school.
 - b. An approved "Request for Excused Absence."

For all absences, the student shall make up all work in a timely manner at the convenience of the teacher

3. Excessive absences will have serious academic consequences and may result in class or grade-level failure.

School work will be made up for excused absences. Parents are encouraged to work with the teacher to make mutually agreeable arrangements

SOLICITING, SELLING, OR BORROWING

There shall be no soliciting from or selling to students or staff within the school without prior approval of the principal and the Board.

1. Any selling or soliciting for the purpose of raising funds for school activities by the students or staff of any school, in the name of the school, shall have the prior written approval of the principal and the Board
2. The soliciting or borrowing of products for school activities shall have the prior approval of the principal and the Board

CO-CURRICULAR ACTIVITIES AND ATHLETICS

Cary Tamil School does not sponsor any co-curricular activities or athletics