



பியோரியா தமிழ்ப்பள்ளி

Peoria Tamilpalli

Parent handbook

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The Parent Handbook is provided as a resource for you in explaining the practices and procedures of Peoria Tamilpalli. It is hoped that you will find this information useful. If you have any questions, please contact the school.

We would like to invite you to become an active participant in your child's education. We at Peoria Tamil palli believe that the most effective education for your child comes from a partnership between the home and the school.

Parents & Teachers - Partners in Education

Parents and teachers are working toward the same goal - the best possible education for our children. When the two combine forces, the results are unbeatable. 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. Stay in tune with what your child is learning. Ask him or her questions about the school day.
4. Let the school know of any problems outside of school that could affect his or her day in school.
5. Stay in touch with the classroom teacher, email if you have questions. Be involved!

School Start & End time

School starts at 6:00p.m. Students should not arrive prior to 5:55 p.m. The student school session ends at 7:30 p.m. Parents are asked to send a note to the classroom teacher or notify the school Director, if there are plans to pick up their children earlier. Please pick up students on time.

School Premises

Parents and students are expected to keep the school premises clean and orderly. Littering is not permitted in the school. Teach students to pick up after themselves.

Attendance/Tardiness

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, 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. 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.

Change in Contact info.

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

Conferences with the Teacher

Parent Conferences are scheduled thrice during the school year, after each trimester test. They may also take place at any other time if 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.

Conferences with the Director

Your Director is always willing to meet with a parent or group of parents to discuss school related matters. You may contact the Principal directly or through email (peoriatamilpalli@gmail.com)

Dates to Remember

Each child will receive a calendar which clearly indicates the school holidays, special event breaks, trimester test dates etc.

Inclement Weather/School Closing/Make-up Schedule

Parents will be notified via e-mail about school delays or cancellations, in case of inclement weather. It is up to the parents to ensure the email on school records is current. Make-up classes, if applicable, will be announced.

Textbooks

The school provides textbooks for students to use during the school year. The school does not sell or buy used textbooks. Students are expected to take care for the books they receive.

Communications

If you have a question or concern regarding your child or your child's classroom, please talk to the teacher and Director.

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.

School Volunteers

We welcome parents and community members as volunteers in any of our classes. Everybody has a special talent or interest... please share yours with us. It's a nice way to share your child's school life. If you have an interest in volunteering at Tamilpalli, please contact the Director.

Placement Criteria

Students will be placed in the appropriate grade level based on the following:

- ❖ Teacher's assessment
- ❖ Educational records provided by another institution (if applicable)
- ❖ Meeting prerequisite criteria set by ATA (if applicable)
- ❖ Age

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

- ❖ Meeting ATA criteria
- ❖ Attendance, Homework

Trimester Tests

Informal testing, class quizzes will be conducted frequently by classroom teachers.

There will be three formal trimester 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.

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****

- ❖ Keep noise to a minimum. Loud voices and other noises are particularly distracting to others.
- ❖ Use respectful language at all times. Students are encouraged to talk in Tamil in school.
- ❖ Respect the authority of all adults in the building
- ❖ Respect the building, equipment and materials given to you.
- ❖ Keep the school building clean. Chairs and tables should be returned to their original positions after class.
- ❖ Behavior at all times should contribute to learning.
- ❖ Students are to go directly to their classroom upon arrival at school.
- ❖ Students should not bring any valuable items, cash etc., to school.
- ❖ No student is allowed to leave the school grounds without the permission of the teachers and the knowledge of a parent.
- ❖ No behavior that is dangerous or disruptive to others is allowed.

Tips for a Successful School Year

- ❖ 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 and books brought to school
- ❖ Please telephone or email the school when your child will be absent.
- ❖ Make sure contact information in school records is up to date.