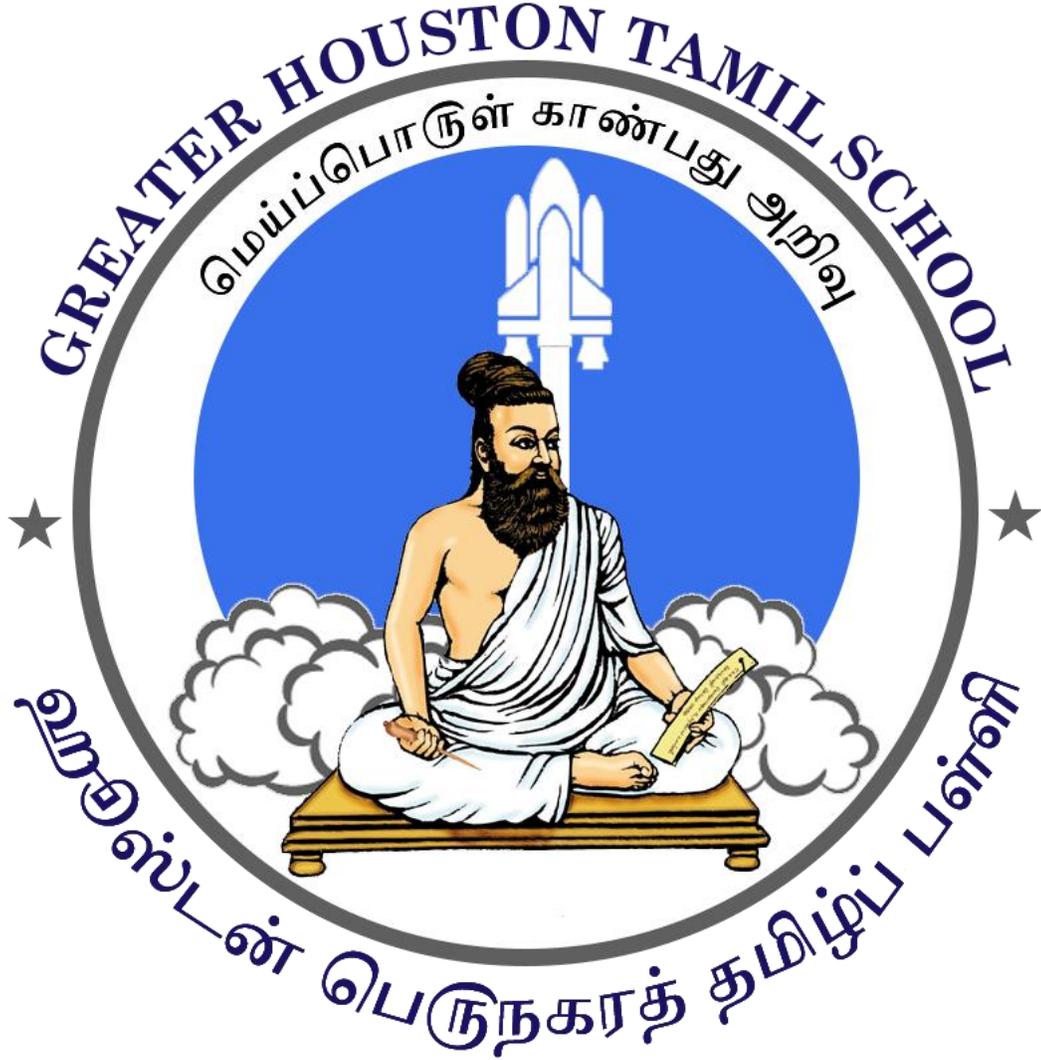


PARENT - STUDENT HANDBOOK



HTS 2020-2021

Dear Students and Parents,

Welcome to another exciting year at **Greater Houston Tamil School (HTS)**! We look forward to seeing the new students as well as our returning students!

This Parent/Student Handbook provides basic information about the policies, practices and procedures of HTS. Any changes will be communicated during the course of the year and updated on our website. In order that things go smoothly this school year, we encourage you to familiarize yourself with all of our policies, procedures and expectations. We believe in an **open door policy at HTS**. Whenever you have questions, concerns or improvement ideas, please don't hesitate to contact your Tamil school coordinators or HTS.

Our goal at HTS is to provide our students a positive and participative learning experience. This is possible only with the strong support of parents/guardians. We ask you to collaborate with our teachers and stay closely involved with your children's Tamil education so that they can get maximum benefit from our classes.

The safety of our students is most important. We urge all parents to work with school administrators and follow safe practices while dropping off and picking up students.

We are a **non-profit organization** run entirely by dedicated volunteers. We request and look forward to everyone's participation in developing and sustaining our school for generations to come.

Best wishes to all of our students for another successful school year! Thanks for your support as we learn together!

Sincerely,

President president@houstontamilschools.org

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1. SCHOOL ORGANIZATION

The name of the registered organization is Greater Houston Tamil School. It is also called as HTS in a short form.

1.1. MISSION, VISION, AND MOTTO

The **mission** of the organization is to teach Tamil, an ancient and literature-rich South Asian classical language, to individuals in the greater Houston area in a safe, caring, and nurturing environment. In addition, we support and conduct events to enrich and propagate the Tamil language and its heritage. We are a non-profit organization open to all those who wish to learn the Tamil Language.

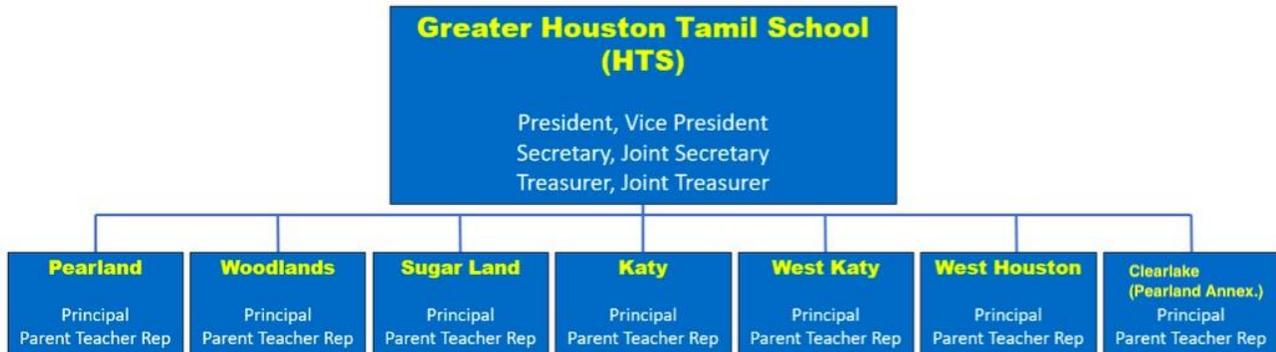
The **vision** of the organization is to become a leader in offering Tamil language learning opportunities to children and adults through high-quality courses, innovative teaching techniques and creative learning methods. We envision the recognition of Tamil as an accredited course in American school and college systems leading to rich cross-cultural experiences.

The **motto** of the organization is simply 'Collectively Creating Success in Learning Tamil'

1.2. HTS Administrative board/committee and Contacts

Please visit our webpage for more information: <http://www.houstontamilschools.org>

1.3. HTS Structure



Advisors

Curriculum Task Force (CTF)
Credit (ISD) Task Force (CITF)
Accreditation Task Force (ATF)

2. POLICIES

2.1. Non-Discriminatory Policy

The Greater Houston Tamil School (**HTS**) welcomes students of any race, color, national origin, and ethnic origin to all classes, privileges, programs, and activities available at the school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. This policy is affirmatively communicated by disclosure on the School's website and brochures.

2.2. Statement of Diversity

HTS is committed to

- Supporting diversity and openness in Tamil Language learning
- Providing excellence in Tamil teaching services to people in the greater Houston area without discrimination on the basis of religion, race, native language, caste, country of origin, etc.

2.3. Standards of Conduct

The Board and Teachers of the Schools are committed to providing a safe and healthy learning environment for all students. HTS Teachers and students are committed to high standards of excellence and personal responsibility.

The board meets periodically to review the operations of HTS and the member schools and to plan future activities. The board also monitors the activities of the member schools to ensure that their activities and curriculum are in alignment with the HTS mission and vision.

2.4. 501(c) (3) Tax-Exempt Status

HTS is a 501(c)(3), tax-exempt, nonprofit organization. All-incoming revenues including, but not limited to, registration fees, fund raising, donations, ticketed events, as well as the expenditures, will be recorded and maintained. Receipts will be provided for all donations.

3.0 ADMISSION AND REGISTRATION

3.1 Admission Policy

HTS is open to all students who are interested in learning Tamil. Minimum age of admission is 4 years at the time of the 1st day of school. Children must have been potty trained. There is no maximum age restriction for enrollment.

3.2 Registration and Fees

Parents interested in enrolling their children at an HTS member school must first complete an application and pay the required fees. Returning students are also required to complete registration every year to ensure that contact information is updated at the beginning of every academic year; HTS member schools will communicate their registration details through emails, web site, and other avenues.

Member schools will determine their school registration fees for each academic year based on the operational budget. The fee structure will be defined and disclosed at the time of registration. Registration fees are collected only to meet the facility provisions, cost of maintenance, school books and HTS related programs.

Every effort is made to keep the fees to a minimum while continuing to provide a high quality education program for our students.

Registration fees are due in full at the time of enrollment. Fees are non-refundable and nontransferable.

3.3 Placement Criteria for New Student Candidates

Respective Class Teachers in consultation with the Principal will evaluate and decide the appropriate class placement for new student candidates.

The minimum age for Mazhalai (Kindergarten) level enrollment is 4 (four) yrs. and for Level-1 is 5 (five) yrs. as of the 1st class of the enrollment year. If a student in Mazhalai level has difficulties in following teacher's instructions and does not behave well in the class, the admission can be terminated after 2 classes and the registration fee will be returned.

For **returning** students, HTS adopt student promotion guidelines (please refer to [Student Promotion](#)).

3.4 Midyear Admissions

These enrollments are left to the discretion of the school Principal and Parent Teacher Council.

4.0 SCHOOL OPERATIONAL POLICIES AND PROCEDURES

4.1 General Operation Guidelines

Houston Tamil Schools are operating under the guidelines established in two handbooks as, 1. Parent/Student (public access under HTS web link) and 2. Teacher/Staff handbooks (restricted to teachers/staff of HTS)

4.2 Parent Teacher Council (PTC)

The Parent Teacher Council is a binding entity formed on the basis of the strengths and availability of volunteers in the respective schools. It may consist of Principal, Treasurer, Teacher, PTC Chair Person (parent representative), Administrator, Publicity and Safety coordinators and External Advisors;

The purpose of the Parent Teacher Council is to

- Assist the principal in running the school effectively
- Gather feedback and address concerns of the students and parents
- Propose and act as a sounding board for continuous improvement of the school, and
- Serve as a communication bridge between parents and the school authorities

4.3 Academic Calendar

In general, the School academic year begins in August and ends in May of the following year. Each year HTS will publish the DBA-member school calendars containing;

- Class schedule
- Hours of operation
- Exam dates

This calendar can be found on the HTS website on the main page. Parents will be notified of changes in the calendar.

4.4 Hours of Operation

In general, the duration of each Tamil class is two hours, although it may vary based on the individual grade and lesson plan.

4.5 General Assembly

Students are expected to assemble at the scheduled time. Regular class activities will start after the assembly.

4.6 School Dismissal

HTS dismissal procedures provide a convenient and safe way to release children at the end of class. Parents or designated guardians are required to be present at the time of class dismissal.

Each member school has developed detailed instructions regarding after school dismissal. These instructions are provided to families prior to the start of the school year (orientation program).

4.7 Attendance Policy

4.7.1 Attendance

Regular attendance is key to academic success and is the responsibility of both parents and students. Member schools may implement different policies to ensure on-time arrival.

4.7.2 Absence Policy

All leaves are considered as an absence.

Parents are advised to notify the respective class teacher if their child is going to be absent. Parents should also coordinate with the individual teachers to review the missed class/homework before the next class.

If a student misses more than 30 minutes of a scheduled class (late arrival or early pick-up), then it will be treated as a half (1/2) day of absence.

4.7.3 Perfect Attendance Award

All students with 100% perfect attendance are recognized with a Perfect Attendance award at the end of the year Annual day. Students enrolled in the middle of the academic year do not qualify for this award. The registration / first class of the school does not count as a scheduled class for perfect attendance. If a student had missed a class, there is no make-up class to get the perfect attendance award.

4.8 Student Drop and Pickup Policy

Parents are responsible for dropping the children at the school and picking them up from the school on time. Young children should never be dropped off or allowed to leave the school unaccompanied. HTS and its member schools are not responsible for the children and their whereabouts beyond the duration of the published class timings. Each parent is responsible for following the parking rules of the premises where the classes are held. HTS is not responsible for any parking violations by the student, parents, or volunteers.

4.9 Homework Policy

Homework is an integral part of the curriculum. Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments will complement class work and be relevant to the curriculum. Homework is an extension of the teaching in the classroom and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Failure to complete assigned homework will impact a student's final grade.

Homework may be assigned as preparation for upcoming lessons or as an extension of class work.

- Preparation homework – given to prepare a student for upcoming lessons
- Practice homework – designed to reinforce lessons already taught in class
- Extension / Creative homework – intended to provide challenging learning opportunities for enrichment and extension of the lesson

4.10 Evaluation & Grading

Each student will be evaluated by the teacher for attendance, homework and class participation skills. In addition to class observation, the HTS will conduct three End of Term (EOT) tests in an academic year to evaluate student performance. The tests will be conducted at the end of each term. The test questions and evaluation / grading will be managed independently by the teachers of each member school based on the curriculum/lesson plan. The students will be tested and observed based on their class level for Listening, Speaking, Reading, Writing, Comprehension, Communication, Grammar, Spelling, and Presentation skills. The individual member schools may decide not to conduct EOT tests for Mazhalai (Kindergarten) class.

4.11 End of the Year (EOY) Grading

A Student's Homework, Class Participation, EOT Test scores and Attendance will be used to calculate the year-end performance of the student. Based on End of the Year (EOY) grades, the top three class performers will be awarded with suitable academic awards at the school annual graduation day function.

Every year, each member school administrative team will discuss and determine the end-of-the-year grading criteria for their school. The EOY grading philosophy will be announced to the parents at the beginning of the year.

4.12 Report Cards

At the end of each term, teachers will issue a report card to the students about their progress in the class. In general, the report card will include class attendance for the term, EOT test scores, and a teacher's note about the student's in-class participation and performance. The final term progress report will also include the overall end-of-the-year grade information. Parents are encouraged to contact the child's teacher or school Principal to discuss the student's progress. If needed, a parent teacher meeting can be scheduled to address any concerns. The Mazhalai (Kindergarten) level class does not have a term report.

4.13 Parent Teacher Conferences

A parent-teacher conference may be requested at any time by a parent or teacher if he/she feels that it may be beneficial for the child's progress. Due to lack of available time during the weekend classes, parents may have to make the request in advance for better planning.

4.14 Student Promotion

EOY grade of 70% or higher is mandatory for graduating to the next level. In addition to the overall score, teachers will consider a student's comprehensive understanding of the current level curriculum for promotion. If a student doesn't meet the requirement for promotion to the next level, then the

teacher will discuss with the parent ways to improve the student performance in the summer. If necessary, the student may be asked to repeat the level again.

4.15 Academic and Attendance Awards

The following awards are given to HTS students during their school programs who meets the following criteria;

Annual competition award

Drawing art award (Farmer-Harvest Festival-Pongal, Rodeo etc.)

Perfect Attendance Award:-100% attendance is a prerequisite.

Class Academic Awards:-requires scores 80 and above in all three tests and timely completion of homework.

4.16 Graduation & Annual Day

HTS and its DBA-member schools will join together to celebrate Annual Day every year towards the end of the school year (in May). HTS annual day program is the Graduation Day for the school students. As part of the annual day program, HTS and its DBA-member school will recognize the students with

- School Participation Award: - given to each registered student.

Students will exhibit their knowledge and skills through Tamil songs, skit, debate, and other creative ways that are in alignment with HTS objectives.

4.17. Teacher and Staff Recognition

As part of the annual day program, HTS administration, School Principal, PTC, Treasurer and Teachers will be recognized with a HTS volunteer service trophy. All other volunteers in the different committees are recognized during their school programs.

4.18 Communication

HTS firmly believes in open communication with parents and students.

The current established means of communication with the parents are through one or more of the following:

- Emails and phone
- HTS website www.houstontamilschools.org
- Social Media like Facebook
- Flyers and brochures sent home with the children
- School Handbook
- Parent Orientation Meeting at the start of the school year

- Meetings among parents, teachers and the school
- Surveys
- Parent Teacher Council meetings

4.19 Discipline

All students are expected to behave as good citizens in the school. This Handbook and the local, state and federal laws constitute the rules and regulations for the students. All the students must follow the rules and regulations of the school and the directions of the class teacher.

HTS believes in disciplining the students in a positive way. NO corporal punishment is allowed in HTS. The student will be given 2 verbal warnings for any misconduct in the school. For the third time, the teacher will notify the parent in writing. If necessary, the teacher will request a parent-teacher meeting to discuss student's misconduct. The parent will have to work with the teacher to correct the student's behavior.

HTS reserves the right to take any appropriate disciplinary action to preserve the orderliness of the class.

It is the parent's responsibility to make sure that the student does not disturb the class by bringing toys, comic books, video games, etc. to school. Tobacco, alcohol, weapons and illegal drugs are prohibited in the school premises. Bringing pets is not allowed on the school premises.

4.20 HTS Banner and Soliciting on HTS School Premises

The **Greater Houston Tamil School** is abbreviated as **HTS** and provide and propagate Tamil language education and heritage and to work with academic institutions. The HTS operating DBA (doing business as) member Tamil schools are named as "HTS-centers". Therefore it is required that the HTS logo should appear on the banners/displays/tickets/any other community outreach programs organized by the HTS centers. These programs requiring approvals include but are not limited to; parent orientation, financial disclosures, cultural programs, picnic, flyers, advertisements, any communications etc.

Importantly HTS center's full name for example "Houston Tamil School-Pearland" or can be abbreviated as "HTS-Pearland" and the same should appear on all the naming, documentations and communications posted during such occasions along with the displayed HTS logo. All "HTS-centers" must receive prior approval from the HTS administration (i.e., The HTS Board of Directors consisting of HTS-President, -Secretary and -Treasure) for any program/event/activities organized by any HTS-centers/members/branches.

The HTS does not allow anyone to solicit, advertise, announce or sell tickets for any non-HTS related events within the premises of HTS and its DBA-member schools.

4.21 Copyright Policy

No part of any HTS material or documents shall be reproduced or shared with any other external organization or private agents by any means, including but not limited to electronic, mechanical, photocopying, or otherwise without written permission from HTS administration.

4.22 Disclosure of non-public info about HTS

Any announcement, advertisement or speech about non-public information of HTS member schools, the Board or the students or any stakeholders, without the permission of the HTS Board is strictly prohibited. If a parent or a teacher or any individual would like to make such public announcements, he or she should get prior approval of the HTS administration.

4.23 Precaution in Digitalization of Educational Information

It is vital to protect students' privacy to avoid discrimination, identity theft or other malicious and damaging criminal acts. All education data handlers must act responsibly in safeguarding student identifiable information (*U.S. Department of Education*).

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeguarding-student-privacy.pdf>

5.0 THE CURRICULUM

5.1 Course & Curriculum Details

HTS is committed to providing a comprehensive, well defined, age and grade-appropriate curriculum to all students with high quality programs in key learning areas. The curriculum is formed according to the students' potential, regardless of gender or level of ability.

Based on student's age and their Tamil language proficiency, HTS has structured 8 levels of classes, Mazhalai (Kindergarten) to Level-7, for language learning.

Currently, the HTS syllabus is derived from a national standardized curriculum. The Curriculum is designed by people who live in the US, with appropriate focus on reading, writing, and conversation for students who live in the US.

The HTS teaching material for each level is a combination of Textbooks, Workbooks, and other appropriate materials from various sources. Even though HTS follows a national curriculum, the individual class teacher may adapt a lesson plan to be more appropriate for the Tamil teaching.

The curriculum is reviewed on a regular basis by a group of experts to improve the quality of the program, teaching methods and techniques. The continual improvement of the syllabus is achieved by

- Constant self-evaluation
- Regular feedback from students and teachers

For detailed information about the curriculum and courses offered by HTS, please visit our website, www.houstontamilschools.org. Also, the details will be shared with the parents at the start of the school year.

5.2 The Class Environment

Every effort is made to provide learning experiences appropriate to the needs of every student within a class situation. The volunteer teaching staff work together as a team with discussions, plans and shared expertise to cater to the individual students in the class.

5.3 Other Support Enrichment Programs

Every year, HTS organizes the following cultural & artistic enrichment programs to support the comprehensive syllabus and skills offered in the class.

- Class speech performances
- Speech Lab
- Annual School Tamil competitions
- Thirukkural Competitions
- Annual combined School Cultural Program

5.4 Parents Participation in Interactive Teaching

HTS believes that parent-child interactions at home would enhance students' interest, motivation, and points of view socially. So in addition to reading, discussions, understanding, and memorizing, the following can be utilized as necessary:

Interactive methods encouraged to be adopted in HTS homework curriculum:

- Instructional discussions,
- Student participation and learning,
- Using Charts,
- Correlating regular school studies in Tamil
- Word games using two friendly teams; rhymes, finger plays-pointing picture or words, movement activities etc.)
- Stimulate, facilitate and encourage students to use Tamil language for a brief time with parents and relatives, bilingual processing etc.

Care should be taken while engaging in Tamil language that students should not feel obligated or mentally pressurized. HTS and stakeholders' activities should only pave the way to motivate HTS students in learning Tamil; these activities should not create an additional burden.

5.5 Parents involvement in web-based learning activities

Principals of HTS guide our teachers to adapt curriculum-related online educational resources for lesson plans that can be integrated. Parents are encouraged to identify online enhancements that augment HTS curricular goals that extend and deepen students' learning.

6.0 HEALTH AND SAFETY

It is our utmost concern to create a safe and healthy environment for all our students. HTS and its DBA-member schools review our safety measures regularly. Equally important is the cooperation of parents to ensure that health and safety rules are strictly followed.

6.1 Health

6.1.1 Illness

The welfare and health of each child are of primary importance. If your child appears to be seriously ill, or infectious, we will call you or your emergency contact person. For the safety of the other children, your child must be picked up as soon as possible after notification.

You may not bring your child to school if he or she appears ill and/or displays the following symptoms:

- Has had a fever within the past 24 hours
- Is vomiting or has intestinal agitation accompanied by diarrhea
- Shows evidence of a communicable disease
- Has an undiagnosed rash
- Has a discharge from eyes, ears or profuse colored nasal discharge
- Has an unusual lethargy, irritability, persistent dry cough or difficulty breathing

If your child shows any of the above symptoms at the school or any other symptoms enumerated in state of Texas regulations, you will be asked to pick him or her up immediately.

When a child has been exposed to or diagnosed with a communicable illness, parents are required to immediately notify the HTS's DBA-member school administrative team. HTS member school administrative team member will notify all teachers, parents and guardians of children in their care and also the state Department of Health when necessary. To the best of the staff's ability, the child's confidentiality will be maintained.

6.1.2 Emergency Medical Care

In case of any medical emergency, we will call 911 immediately. Parents will be notified to proceed to the appropriate hospital emergency room. In case of non-life threatening injuries, we will notify the parents only. The student will be cared for and kept comfortable. It is the parent's responsibility to transport the student to the doctor.

HTS and its DBA-member schools are not financially responsible for any medical procedures rendered. The school will not be responsible or liable for accidents caused due to violation of rules by the child. The school should be notified of any changes in phone numbers, addresses, or persons authorized to supervise the student in the absence of the parents.

6.1.3 Medication

School personnel will not administer any medication to students. Parents may, however, come to school to administer medication to their child if it cannot be administered before or after school hours. Parents of students with special needs or unique situations need to speak with the principal to decide on alternative medication attention.

6.2 Safety

A safe learning environment for all students is the top priority of HTS and its DBA-member schools. Assessment, planning, development of procedures, training and evaluation are key components in ensuring that our students' education will not be disrupted by any safety concerns and that our staff are properly trained to respond to any emergency situation. HTS board, School administrative team, Teachers, support staff, and community work together to prevent, prepare for and respond to emergency situations.

6.2.1 Visitor/Parents

Current and Prospective parents are encouraged to visit the school. However, the following guidelines are established for the safety of students during the class hours:

A Member of school administration shall accompany the visitor to the classroom. Prior arrangements for classroom visits are recommended. All parents should wait in the school assembly area before class dismissal. Students should not be picked up by other parents without consent from the respective parent.

6.2.2 Safe Arrivals and Departure

It is the responsibility of parent/guardian to bring their child/children into and pick them up from the school. Young children should never be dropped off or allowed to leave the school unaccompanied. Children will only be dismissed to the adults identified on the registration form. Children will not be released to other adults without explicit permission from the parent or guardian.

6.2.3 Campus Emergency Operations Plans

Each HTS's DBA-member school has developed an individualized campus Emergency Operations Plan containing protocols, crisis response teams, contact information, and guidelines with directions for evacuation. Each school's safety and security is managed by a School Safety Team. Every year a Safety Advisor is appointed by the respective school Parent Teacher Council (PTC).

The School Safety Advisor shall

- Prepare, review, and update an individual Safe School Plan and Emergency Response plan.
- Review materials on the best practices regarding school safety issues
- Examine security issues related to the school campus
- Explore ways to involve the community in promoting school safety
- Regularly assess the emergency preparedness of the school system by conducting emergency drills

6.2.4 Emergency Drills and Evacuation Procedures

HTS and its DBA-member schools are continuously improving safety procedures including drills and performing evacuation procedures to ensure that a tragedy does not occur.

For the safety of all HTS member school students, parents, staff, and all other occupants, the School Safety Advisor will plan and conduct one fire drill every school year. Also at the beginning of each school year, the School Safety Advisor trains the teachers and the school admin staff about the safety policies and the emergency evacuation procedures. Copies of the Emergency Evacuation procedure will also be provided to the school teachers and admin staff. Additionally, school campus evacuation maps will show primary and secondary exits in consistent colors with clear reference points.

If the emergency evacuation is due to a real hazard, then the school administrative team and Parent Teacher Council (PTC) will notify the parents. Parents should pick up the kids immediately at the designated safe place. During an emergency, the school will care for the students until the parent's arrival.

Although unlikely, it is possible that an emergency evacuation may occur due to problems within the facility. If your child is moved from the facility during an emergency evacuation, you will be informed of the location.

6.2.5 Inclement Weather

HTS member schools will make every effort possible to be open during inclement weather days. In the event of a closing or delayed opening due to inclement weather/ other emergency, a decision will be made and communicated to parents as expeditiously as possible. Also, an announcement will be sent out to parents through email, phone from principal, teacher and or parent representative) and also placed prominently on the HTS website.

6.2.6 Web-based lessons

All HTS members, stakeholders, teachers and students are allowed to use internet based lesson plans only related to HTS curriculum.

7.0 SCHOOL GOVERNANCE

Each member school is functioning as a DBA (Doing Business As in the name of HTS) in managing their finances, revenues and operational activities. The schools are conducting their activities in line with the goals and objectives of HTS.

Each member school has formed a **Parent-Teacher Council** to provide suitable guidance and advice to the office bearers for smooth functioning of the School. Primarily, each member school campus is managed by a core team of office bearers comprised of **Principal** and **Treasurer** as a minimum. If needed, the core management team may also have additional representatives like Vice-Principal and Joint Treasurer. Further, **Administration, Documentation, Examiner, Cultural Coordinator, Teacher advisor**, and **Safety coordination** are governed by the principal or by other personnel selected by the office-bearers of the HTS regional member schools.

7.1 Volunteer / Family Partnership

Parents play a very important role in their children's development. In order for their children to benefit from our school with rich educational programs, it is essential to have a good working partnership between the school and all families. This shared participation will ensure that their children's needs are met effectively and also will contribute to a much stronger educational system.

7.1.1 The Parent – Teacher Council (PTC)

Parents, teacher, and admins of HTS - DBA Schools collectively form a body as PTC. The Parent – Teacher Council provides an opportunity for parents to be actively involved in the school. It plays a supportive role in enhancing the quality of the Tamil school education. All parents of HTS's DBA-member schools are eligible to serve in the PTC for each academic year. School PTC elects a PTC representative, Principal and Treasurer for two year terms. Interested parents, please contact the school PTC Chair Person (**Parent representative**).

7.1.2 Volunteerism in school, classrooms and HTS

Parents have opportunities to participate and support the school in many ways -through serving in the *School Administration (Vice Principal, joint -treasurer, and -PTC), Teaching, Teacher Assistance, Technology and Documentation (Data maintenance –attendance and report cards, Photography, audio, video recording and archiving), Curriculum development, Safety coordination, Public Relation, Examiner, Cultural Coordinator, Teacher advisor, Facility and class room roaster maintenance, and Accreditation Task Force (ATF).*

Involvement and assistance in the classrooms and school may be in the form of:

- Organizing and helping out in programs, activities and parties in the class or school
- Assisting teachers in the preparatory work before or during a class
- Help with the class room set-up at the beginning and end of the class

- Assisting the school admin team in school arrangements, clean-up, security, emergency drills, special events, newsletter, yearbook, etc.

7.2 Parent Responsibilities

- Parents are fully responsible for dropping and picking up their children ON TIME
- Ensure that your child is regular and **on time** for class
- Take personal interest in your child’s learning and understand the curriculum goals set in their children’s program
- Be responsible for the safety of students and remind students to strictly follow school rules.
- Monitor and help their children with their homework and encourage them to complete it before each class.
- Receive information regarding their children’s progress on a regular basis.
- Encourage your children to talk in Tamil at home
- Follow the school parking rules and regulations. Park your cars properly in the parking spaces. Curb parking is prohibited.
- During classes, parents are not allowed to accompany their children without teachers’ permission. Loud talking outside the classrooms is prohibited when classes are in session.
- No advertisements, commercial activities, or other gatherings are allowed inside the school without permission from the school administration.
- Parents should provide the school with detailed contact information, including address, phone number, and email addresses as well as keeping the information current by informing the school of any changes.
- Parents should actively support all school activities and attend all meetings and special events.
- Parents are responsible for any repair or replacement cost for school property damage by their children.
- Parents bear the legal responsibility for any accident due to student violation of school rules.
- Comment or make suggestions about any aspects of their children’s program.
- Can volunteer your time in the different school activities and promote the Houston Tamil Schools (HTS).

8.0 PRIVACY ACCESS TO RECORD POLICY

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, and administrative team members. Every member of the school community must respect the privacy of all students, families, teachers, and all other school administrative team members. All personal records of children and families of HTS will be kept in the strictest confidence. Information pertaining to admission, progress,

health or enrollment of a child will be kept confidential, unless the parent(s) of the child has given permission for disclosure.

HTS and its DBA-member schools will keep students private information private by:

- **Not selling your information** - you've entrusted us with your personal information, and we're committed to using it wisely. We will not sell your personal information to anyone, for any reason, at any time.
- **Using firewalls and encryption** - we use firewalls and encryption technology to protect personal information on our computer systems.
- **Restricting who has access to your information** - we take precautions to ensure that your personal information is accessible only by those who are authorized to have access to your personal information.

9.0 PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

I (We) have reviewed the Student Handbook for this academic year for my child enrolled in Greater Houston Tamil School, at **Pearland/Katy/Woodlands/West Houston/Sugar Land/West Katy**. I am aware that the set of rules and guidelines as outlined in the handbook will be enforced during the school day and at all school events.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon implementation of any change. The school administration will notify all parents and students in writing or email, where possible, of any changes to the handbook.

Parents initials: _____ With your consent please sign at the bottom for Handbook Acknowledgement

10.0 RESPONSIBILITY AND PERMISSION SLIP- FIELD TRIPS, TRANSPORTATION

I _____ agree to allow my child _____ to attend the **HTS centers at Pearland/Katy/Woodlands/West Houston/Sugar Land/West Katy**, and agree to assume all responsibility and liability for any injuries to my child while participating in this activity. I agree to be responsible for any medical expenses, charges or other costs, which may be incurred as a result of my child's participation in this activity. I further agree that I will be responsible for any claims made by third parties, which may result from or be caused by my child's actions while participating in this activity.

Parents initials: _____ With your consent please sign at the bottom for Permission Slip

11.0 DROP OFF AND PICK UP

I will also not hold **HTS- Pearland/Katy/Woodlands/West Houston/Sugar Land/West Katy** responsible for any liability with regards to dropping off or picking up my child at **HTS- Pearland/Katy/Woodlands/West Houston/Sugar Land/West Katy**.

Parents initials: _____ With your consent please sign at the bottom for Drop Off and Pick Up

12.0 STUDENT IDENTIFICATION AND INFORMATION PRIVACY RELEASE

This form explains potential uses of student information such as name, address, phone numbers, photo images and video graphs by the **HTS centers at Pearland /Katy /Woodlands/ West Houston/ Sugar Land/West Katy**, to release your child’s information for display or publication.

This form also allows a parent or guardian the choice of whether or not their child may be identified by name on the school or institution websites. Student names may be released unless a parent or guardian has expressly contacted the school and requested that their child’s “directory information” not be shared. However, as a safeguard, the school does not directly publish student names to the Internet unless given permission by a parent or guardian.

The **HTS centers at Pearland/Katy/Woodlands/West Houston/Sugar Land/West Katy** use internal and external media to highlight the Kindergarten to Level 6 experience in a variety of ways which may include the use of photographs and videos of students. For example, student images may be published or displayed in printed materials (such as brochures and newsletters), videos, school websites, and information about school events and activities provided to external organizations and media outlets.

I understand that the school may take class pictures and videos for publishing with student name. If I do not want my child to participate, it is my responsibility to exclude my child before the pictures and videos are taken.

Please complete this form and return to your regional HTS Principal/admin. This consent form remains valid throughout your child’s Kindergarten to Level 7 experience with the **HTS centers at Pearland/Katy/Woodlands/West Houston/Sugar Land/West Katy** or until a new form is completed and signed by a parent / guardian or eligible student.

Parents initials: _____ **With your consent please sign at the bottom for Name/Photo/Video Release**

1. _____

2. _____

Student First Name

Student Last Name

Grade

Parent Signature _____ Date _____

Parent First Name:-----Parent Last Name:-----

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்த பெருந் தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து செயல்மறந்து

வாழ்த்துதுமே!

வாழ்த்துதுமே!

வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரனார்