



இலிபர்ன் தமிழ்ப்பள்ளி

Student - Parent Rule Book

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Table of Contents

1. MISSION STATEMENT	3
2. HISTORY AND BEGINNINGS	3
3. GENERAL POLICIES AND GUIDELINES	4
A. Admission Policy:	4
B. Operating Schedule:	5
i. Classroom schedule	5
C. Classroom policy:	5
D. General conduct policy:	6
E. Parents pick up and drop Policy:	6
F. Announcements/ Communication:	6
G. Attendance policy:	6
i. Tardy Policy:	6
ii. Absence policy:	7
ii. Homework completion policy:	7
iii. Testing and Evaluation policy:	7
iv. Withdrawal policy:	8
v. Weather Cancellation and Makeup policy:	8
4. TEACHER RESPONSIBILITY:	8
5. EMERGENCY PROCEDURES	8
A. Emergency Response policy:	9
B. Emergency Evacuation Procedure:	9
C. Emergency Medical care for students:	9
6. DISCIPLINARY ACTION:	9
A. Disclaimer Statement:	10
B. Confidentiality statement:	10
C. Nondiscriminatory policy:	10
D. GRIEVANCES:	10
E. PARENT COMMITMENT:	10



The purpose of the Student/ Parent Handbook of Rules is to communicate the expectations

1. MISSION STATEMENT

Lilburn Tamil school under the umbrella of Atlanta Tamil school strives to promote Tamil language and culture to the broader community in Georgia.

Lilburn Tamil School students will persevere, show respect, be honest, show enthusiasm and be active participants in class and school activities.

2. HISTORY AND BEGINNINGS

Lilburn Tamil School was started in 1998 by four families for teaching Tamil to their next generation. Founded by Udayakumar and Periyaswamy, Abdul Jaffar and Martin Vincent families, the school was run in their houses with 7 students.

Ravi Paliappan and Rafeeq Ahamed joined the school in 2004 and took over the administration. After the founding member's kids had graduated in 2007 the Tamil school under the leadership of Ravi Palaniappan and support from Siva Sivakolundhu and Vani Manohar prospered.

In 2009 due to student strength, the Tamil School along with Lilburn Chinmaya Mission moved to Berkmar High School.

When Chinmaya Mission and Lilburn Tamil School had differences of opinion on the vision for teaching Tamil, Lilburn Tamil School moved to Atlanta Tamil Christian Church. The Lilburn Tamil School flourished at the Atlanta Tamil Christian Church. This golden era not only taught Tamil as a language but leadership, Tamil culture, Tamil lifestyle and Life lessons.

The hard work of people will bear its fruits when our students get credit for Tamil course work in their respective schools.

Currently the Lilburn Tamil School is based out of Duluth High School. In the current year pronunciation of Tamil words are being given importance with cooperation and hard work of students, parents, volunteers and teachers.

The school will follow the curriculum of California Tamil Academy. For more information about the curriculum, please refer to www.catamilacademy.org



3. GENERAL POLICIES AND GUIDELINES

Establishing and maintaining procedures and standards of proper behavior is a shared responsibility of teachers, parents, students, administrators, and the broader community.

Lilburn Tamil School: Classes are conducted on Fridays from 7.15 pm to 8.45 pm. For exact dates please refer to the calendar. Check out the school website for more detailed information and important documents .
[\(https://lilburntamilschool.org/\)](https://lilburntamilschool.org/)

A. Admission Policy:

- Lilburn Tamil School is open to all students who are interested in learning Tamil. No maximum age for enrollment.
- Placement will be based on individual students' level of Tamil knowledge based on an evaluation test and the discretion of the school. There will be no evaluation test for new students accepted into Preschool 1, Preschool 2, Kindergarten.
- For direct admission of students to Kindergarten, the student should know to identify, show, say 12 Uyir ezhuthukal and Numbers from 1 to 10 in Tamil. These students can be placed in Kindergarten directly provided they are 5 years old as of September 1st of that school year.
- For admission starting from Grade 1 and above students should have attended Tamil School and passed the previous level of instruction.
- For students who have attended Tamil school other than Lilburn Tamil School admission to relevant levels of instruction will be decided on a case by case basis depending upon the proficiency of students for the requested level of admission.
- For students younger than prescribed in table below, admission will be given case by case basis based on the proficiency and capability of the student.

LEVELS	MINIMUM AGE	ANNUAL FEE	CLASS TIMING
Preschool 1	1- 3 years	200\$ / year + Registration fees	7.00pm to 8.30pm
Preschool 2	2 - 4 years		
Kindergarten	5 years & above		7.00pm to 8.45pm
Grade 1	6 years & above		
Grade 2	7 years & above		
Grade 3	8 years & above		
Grade 4	9 years & above		
Grade 5	10 years & above		
Grade 6	11 years & above		
Grade 7	12 years & above		
Grade 8	13 years & above		



B. Operating Schedule:

Tamil school begins with students/teachers/volunteers/Principal singing Tamil Language Anthem (“Thamizh Thaa Vaazhthu”)– the anthem written by Manonmanian Sundaram Pillai dedicated to Tamil language. The students will then disperse to their respective classes under the supervision of teachers and attendance committee. It is expected that older students find their way back to their classrooms. For lower grades, the teacher will accompany the students back to their respective classes.

Teachers/ Volunteers will record the attendance of the students in the class as soon as the students reach the classroom and settle down. Classes typically last 1 hour on an average and cover the previous week’s homework, teaching of the current lessons (according to lesson plan) and assigning the homework due at the beginning of the next class.

i. Classroom schedule

7:00pm -7:15pm

- Thamizhthai Vazhthu
- Performance by Students
- Announcements - By guests, parents, students or school admin

7:20 pm – 7:30 pm – Class

- Specials

7:30 pm – 8:30/8:45 pm - Class

- Homework Check
- Review of previous class
- Day’s Lesson/Homework guidance
- Curriculum related Games/activities.
- Conversation/presentation/free writing/worksheets

C. Classroom policy:

- Be respectful to teachers, and honor fellow students’ rights
- Active participation of students in classroom is highly encouraged by asking questions, clarifications and sharing the students’ own experiences.
- Speaking in Tamil while in the class is highly encouraged, as that would improve the children’s speaking skills.
- No Smoking, Eating or Drinking or chewing gum is allowed inside the premises including the classrooms.
- Water bottles are allowed.



- Student misbehavior and disruption of class is not tolerated, and repeated disruption will be reported to the school administration and parents.

D. General conduct policy:

- Parents should bring their child punctually.
- Students may bring their own water bottles
- Students must stay inside the room until their parents come to pick them up
- No running or playing inside the school premises or in bathrooms
- No pushing, shoving or hitting one another
- The school has a zero tolerance policy for shouting or misbehavior by the students or parents within the school premises.
- Any form of bullying by students/parents will not be tolerated.
- The students, parents, teachers or any school volunteer shall not engage in any form of slander regarding the school or administration. Please refer to the section Conflict Resolution to understand the process in case anyone has any grievances.

E. Parents pick up and drop Policy:

- Parents are instructed to drop their child **on time**.
- Parents may stay back to help teachers or stay in the lobby of the school while classes are underway.
- We cordially request the other parents to leave so that there may not be any distraction to the various classes that are being conducted in the school.
- Parents are requested to come back at 8.45pm to pick up their children. Parents of younger children in Preschool 1/2 will pick up their children at 8.30pm.
- Any delay in pick up (beyond 8.30 pm for Preschool 1/2 and 9:00 pm for the remaining classes) time needs to be addressed and corrected after one incident.

F. Announcements/ Communication:

Parents, Teachers and other volunteers will receive regular announcements about the school proceedings, events, meetings and other issues every week before each class via emails, mobile app and/or by phone, if necessary. Teachers will create a class group communication portal to stay in touch with parents.

The official communication channel will be via email only. Any informal mobile app message is not considered official correspondence.

G. Attendance policy:

Students should have a minimum of 85% attendance in order to be able to complete their level of instruction and be promoted to the next level. This means students may not be absent for more than 3 classes. Any exception to this will be dealt by the management on a case by case basis, depending on the reason for lack of attendance.



i. **Tardy Policy:**

Students are required to be in Tamil School by 6:55 PM. The assembly will start at 7:00 PM sharp. When a student is late beyond 7:05 PM, it is considered tardy time. A student may not be tardy more than 3 times consecutively and 6 times total in a year. 3 tardies will be considered as one absent day. More than 3 consecutive tardies reported by the teacher or the attendance committee will warrant a parent/teacher/administration meeting. More than 6 tardies will involve discussion with the Principal. More than 10 tardies in a year will warrant fines and finally removal from the school.

Students need to stay in class till the end of class. Leaving Tamil class before 8:30 pm is considered tardy. Excused late drop and early pick up may be allowed only in case of emergency and unavoidable situations based on teacher's discretion. Need to attend another class is not an excuse for late drop or early pick up. Parents need to schedule other classes accordingly. If either late drop off and early pick up occurs more than 6 times during a school year parents are expected to accept the decision made by the school management regarding promotion to the next level.

To be fair to all students the rules will be implemented stringently.

ii. **Absence policy:**

If a student is sick or needs to take off for any other excusable reasons (other competitions, parent sick, could not return in time from trips), parents need to inform the teacher or the Principal or the Vice-Principal. It is the responsibility of the parents to contact teachers for missed classes and to catch up with homework. Parents are responsible for homework completion for missed class and homework completion will not be excused due to excused absence. All the other absences are considered unexcused absences.

NO INFORMATION FROM THE PARENTS REGARDING THE ABSENT STUDENT WILL BE CONSIDERED AN UNEXCUSED ABSENCE.

To be fair to all students the rules will be implemented stringently.

ii. **Homework completion policy:**

Students will be evaluated and graded for relevant homework completion before each class. Students are expected to complete the required homework portions before coming to class each week. Excuse of only one week will be given for completion.

To be fair to all students the rules will be implemented stringently.

iii. **Testing and Evaluation policy:**



There will be a test/Project conducted at the end of every 4 weeks. Report cards will be sent to parents following testing. Weekly tests may be conducted by class teachers to ensure that students are studying regularly throughout the term. Parents are requested to be in touch with their child's teacher to know when the next exam is scheduled and the progress of your child.

iv. Withdrawal policy:

Parents can inform the Principal about their decision to withdraw their child from Tamil School any time by email/ phone AND in person.

v. Weather Cancellation and Makeup policy:

In times of inclement weather advisories or any other unavoidable circumstances if the classes are canceled, parents will be informed about the classes on the day of class through email and mobile app.

4. TEACHER RESPONSIBILITY:

- When accepting the position as a teacher, volunteers are committing to be present every week of the school year, except for school holidays. Due to personal or emergency circumstances, if unable to be present, must arrange for a substitute or inform the administration or assigned person. One-week notice must be given so that the school can arrange for a substitute.
- Each week, one parent from the class must be assigned to help the teacher with class management.
- Teachers Assistant must be present each week and all rules applicable to the teacher (including attendance) will also be applicable to the assistant teacher.
- Teachers must delegate or assign homework in a timely manner not later than Saturday following the class on Friday.
- The teacher is responsible for creating a mobile app group and ensuring that information regarding homework or test schedule is communicated to the parents in a timely manner.
- In the case parents have any grievances, those grievances must be communicated to the school authorities immediately (less than a week) via a written report or email.
- The Teacher is responsible for documenting the progress of the children and communicating to the parents and the school if the students' progress does not meet the standards set by the school.
- Teachers have the authority to remove a student from the class who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.
- Parents of disruptive students will be notified, and the Principal has the final authority to implement disciplinary action.
- Teachers are responsible for creating a safe and healthy environment for learning.
- Physically abusing or verbally abusing children is not an accepted code of conduct for the



teachers and will warrant dismissal from school.

5. EMERGENCY PROCEDURES

A. Emergency Response policy:

Injury: Students will immediately notify the teacher about any injury or discomfort. Teacher will take required action; refer to the Principal or an adult who is available to attend to the student. If the condition does not improve parents will be notified and proper action taken.

Fire: In case of fire, teachers will follow the fire response protocol. Fire drill is conducted twice in a year.

Health: Students with established health conditions/ allergies that require inhalers or other interventions will carry them from home. Parents must advise teachers and school regarding emergency procedures.

Behavior: Any unruly or disrespectful behavior by a student is not acceptable in class. Students will be verbally warned twice (Step 1); If not corrected the student will be sent to the Principal (Step 2) and if problem persists parents will be notified (Step 3).

B. Emergency Evacuation Procedure:

Every year LILBURN TAMIL SCHOOL conducts an emergency evacuation drill and emergency response instructions (in the handbook) are given to all our teachers and officers.

C. Emergency Medical care for students:

In case of any medical emergency, the student will be taken to the nearest hospital or will be cared by the emergency medical team. The parents will also be notified. In case of serious but non-life-threatening injuries, parents will be notified immediately. The student will be cared for and kept comfortable. It is the parent's responsibility to transport the student to the doctor. **LILBURN TAMIL SCHOOL is not financially responsible for any medical procedures rendered.**

6. DISCIPLINARY ACTION:

Lilburn Tamil School believes in disciplining the students in a positive way. Lilburn Tamil School has the right to take any appropriate disciplinary action to preserve the orderliness of the class. The student will be given 3 verbal warnings for any misconduct or disturbance in the class. After that, the teacher will notify the parent. If needed, the parent will sit in the class to observe their child's conduct and work with the teacher to discipline the student. It is the parent's responsibility to make sure that the students DO NOT disturb the class by bringing toys, comic books, video games, etc to school. These items are not allowed in the classroom.

Any matter related to discipline, progress of the child, or any other grievances will be escalated to the Principal's office. The Principal reserves the right to take appropriate action, which may include expulsion of student/ teacher or volunteer. The Principal remains the final authority regarding any matter related to the



operation of the school.

Any person/ activity damaging the reputation, or the security of the school is prohibited and hence will not be encouraged within the school premises during school hours. Tamil school administration and the Principal's office reserves the right to prohibit access to individuals, if individuals (students or parents or volunteers) engage in activities that are damaging to the school or its premises or its administration or if the school order is threatened to be compromised due to the presence of the individual/s.

A. Disclaimer Statement:

Parents agree to allow their child to attend Tamil School and agree to assume all responsibility and liability for any injuries to their child while participating in this activity as a result of any alleged act of the participant. Parents agree to be responsible for any medical expenses, charges or other costs, which may have incurred as a result of the child's participation in this activity. Parents further agree that they will be responsible for any claims made by third parties, which may result from or be caused by their child's actions while participating in this activity.

B. Confidentiality statement:

The information provided will strictly be used for Tamil School purposes only. Parents are requested to give permission for their child's work and photo to be used to publish in Tamil School newsletter, yearbook, social media and in Cumming Tamil School website gallery.

C. Nondiscriminatory policy:

Lilburn Tamil School does not discriminate against students based on any race, color, national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

D. GRIEVANCES:

- When any parent or student has grievances against another student or parent, the matter can be escalated formally through a written complaint to the teacher. If unresolved, the matter can be taken to the discipline committee. The discipline committee can then further take the issue to the Associate Vice Principal overseeing the discipline committee.
- If the issue is unresolved, the matter can be escalated to the Vice Principal and to the Principal.
- If the conflict is between teachers or between parent and a teacher or between administrator officers, a written grievance report must be filed with the Associate Vice Principal assigned to oversee the teachers.
- Complaints against the Associate Vice Principal or the Vice Principal must be addressed by the Principal.
- The parent/ teacher/volunteer/admin staff must not resort to gossip or unnecessary speculation regarding any of the complaints.
- The Principal's office reserves the right to have the final say in conflicts within the school.



- If the parent or volunteer have grievances against the Principal, they can provide a written report to the Principal Advisory Committee, which may then choose to resolve the conflict through discussion or through mediators that can be identified by the school at the beginning of the year.

E. PARENT COMMITMENT:

As Parents of a child (children) attending Tamil school, while enrolling you are making the following commitment. It is the responsibility of the parent to inform the school at the beginning of the year (before September of the school year) if they have any questions or concerns regarding this handbook:

- We will bring our child regularly and on time to all classes, including Drama/Dance/Recital practices when volunteered.
- We will inform ahead of time if our Child is going to be absent for class or practice due to genuine reasons.
- We will speak Tamil as much as we can at home and encourage our child to speak in Tamil.
- We will take an active interest in reinforcing the Tamil taught in the class by overseeing or helping with our Child's homework.
- We accept responsibility to download model question papers or any material required as part of the curriculum. It is our responsibility to follow up regarding tests and marks and/or any feedback with the teacher.
- We recognize that teachers and volunteers are volunteering their valuable time to help our children. We always commit to being respectful to teachers and volunteers of the Tamil School. In case of any grievances, we will approach the school administration and resolve the issue amicably through discussion and engagement. A written complaint must be filed with the school administration for any grievances.
- Every week, we agree to take turns in the class with other parents in assisting the class teacher as required.
- Although not compulsory, at the end of the school year, we acknowledge that we can show our appreciation for teachers through cards and/or gifts for their contribution to our children's education. In such a case, the monetary value of the gift must not exceed \$200.
- The school rents outside public facilities for conducting get together, socials, annual day, classes, practice dance, dramas etc. on a regular basis. It is requested that parents and students support venue management volunteers, staff and teachers of our school in ensuring proper upkeep of these facilities during our usage.
- We will not resort to slander, physical or verbal abuse within or outside the school premises in any form.
- We recognize that personal information shared by other parents and/or teachers/ school administration shall not be disclosed or misused for any personal or commercial purposes. We will not use email or phone numbers to solicit parents and school administration.
- We understand and will disclose any potential conflict of interest to the school administration.
- We agree to respond to emails and requests from the school in a timely fashion. We will be respectful of everyone's time.
- Since we recognize the importance of our role in this partnership of our child's (children's) Tamil learning, we will ensure our heartfelt cooperation in all areas.
- We recognize that the school is run by volunteers and at least one of us (parents) will contribute towards the school. We will participate in any one of the following positions (Orientation, Attendance, Discipline,



Cultural, Sports, Library, General Administration, Teaching, Substitute Teacher, Room Parent)

For detailed policies and guidelines, please refer to the Student/Parent Handbook available on our website: <https://lilburntamilschool.org/>The Student/ Parent Handbook of Rules will be reviewed and updated every two years. The school reserves the right to amend clauses as required. Parents will be informed and provided notice to provide feedback as necessary.