



San Diego Tamil Palli – School Guidelines

To Parents,

1. Location: All Classes are going to be online (virtual classroom) until further notice
2. Timings: Preschool 1, Preschool 2 and Kindergarten – School starts at 6:30 pm and ends at 7: 30 pm.

Grades 1 and above – School starts at 6:30pm and ends at 8:00pm. (Virtual Classroom)
3. Students must be in class on time. Attendance amounts to 10 points each week and 10% of final grade. Tardis will be issued for latecomers (6:40 pm for PS1, PS2 and KG and 6:45 pm for Grade 1 and above). Tardis will get only 7 points for attendance on that week.
4. Perfect Attendance Award: All students with 100% perfect attendance (arriving on time, staying for the entire class time – Scoring full 10 attendance points for all 32 weeks) are rewarded with a trophy at the end of the school year. Students who joined late in the academic year or leaving early at the end of the year do not qualify for Perfect Attendance award.
5. School Assembly: All classes will start every week with தமிழ்த்தாய் வாழ்த்து (Tamil Thaaai Vaazhthu); followed by திருக்குறள் (Thirukkural) recitation (Grade 3 and above)
6. Weekly homework: Please refer to student syllabus. Class teacher will communicate to parents if any additional information/clarification is required. Please work with the kids to ensure they complete it in a timely manner. Please don't do it for them. Please try not to do the homework on Friday evenings before coming to class. Homework amounts to 10 points each week and 10% of final grade.
7. Please print copy of Reading Log (வாசித்தல் பயிற்சி பதிவேடு) found in student syllabus (grade 3 and above). Every week, students are expected to fill in the reading log with assigned reading topic, time spent and get parents' signature.
8. Class participation along with reading/conversation skills amounts to 10 points each week and 10% of final grade.
9. If student cannot attend class, please let the teacher know in advance whenever possible. Please refer to Student Syllabus and ensure the student has caught up on classwork, completed homework and is ready to submit it when student returns to school.



10. Monthly Test or Quiz: For Grade2 and higher (including Advanced Basic) - There will be 7 quizzes and 1 final (every 4th class – weeks 4,8,12,16,20,24,28,32).

The 7 quizzes amount to 20 points each quiz and 50% of final grade. And the final exam amounts to 50 points and 20% of final grade.

Test1(week4) and Test4(week16) are oral project presentations.

Please check with your teacher for the corrected test papers, a week after the test is taken. Refer to the CTA log for project presentation feedback a week after the presentation. Please discuss with your teacher sooner if you need any feedback on your child's performance.

11. Please refer to school calendar for scheduled test days and holidays – <https://calendar.google.com/calendar/b/4?cid=c2R0cEBzYW5kaWVnb3RhbWlscGFsbGku b3Jn>

12. Makeup policy regarding homework, tests and project presentations –

Refer to CTA Student Syllabus for the details on makeup policy regarding late homework submissions, absence on scheduled test days and project presentations.

Just to reiterate the same here,

Homework: If a student is absent, can submit the homework the following week for full credit. If student is absent for more than one week, all the missed homework is due when student return.

Tests: CTA policy is to allow one to make up test day for regular tests if a student is absent. If the makeup test is not taken on the following week, there will be no make up test offered after that.

Projects: If a student is absent, the project can be presented for full credit the following week. If students did not do the project even if they are well and came to class on the day the project is due, and then do it in the following week, it will be graded for 75% the following week as this helps to recognize and appreciate students who complete work on time. Projects submitted later than two weeks will not be considered for grading.

13. If the student needs to take a makeup test, please notify the teacher ahead of time.

14. Student's weekly grades and test grades will be uploaded to CTA website and parents will be



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notified about student's progress at the end of every term.

15. Please ensure that kids have their textbook, workbook, notebook, pencils, erasers, and water bottle before starting the class. Please go to the restroom before the class.
16. Instruct your kids not to eat or walk around. Please do not engage in any other conversation or activity while class is in session. No other digital devices allowed during the class.
17. Each Grade has set of goals for that grade which will be informed by the teachers by email and it is the parent's responsibility to read teacher's emails in its entirety and clarify with the teacher if there are any doubts.
18. Please try to communicate with your child in Tamil at home.
19. If you need help with homework, please contact the class teacher. Please do not hesitate to discuss your child's progress and/or any other concerns regarding the class with the teacher.
20. Please refrain from distributing any study materials as they are properties of SDTP & CTA.
21. Refund Policy: No refunds for withdrawal from class after September 1st.