



மினசோட்டாத் தமிழ்ப்பள்ளி MNTS Tamil School



MNTS TAMIL SCHOOL

மினசோட்டாத் தமிழ்ப்பள்ளி

Teachers Handbook

ஆசிரியர் கையேடு

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1. OVERVIEW

MNTS Tamil School Teachers handbook contains specific school information, procedures, and regulations. Teachers are requested to become familiar with the contents of this Handbook. It is provided as a resource and contains the most current information for the school year that was available when published. Please be advised that some of the material might be subject to change during the school year. Teachers will be informed of such changes through other school communication formats including the school website. A copy of this handbook can be found in our Website: <https://www.mntamilschool.org/>



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2. SCHOOLS MISSION / VISION

Our Mission

The primary mission of the MNTS Tamil School is to educate K12 students and adults about Tamil language, culture, and heritage in the state of Minnesota and anywhere in the world including eLearning platforms.

The other missions include:

1. To create, maintain and continuously improve the curriculum based on national standards in the U.S. and align with the world language learning standards for Tamil.
2. To support and constantly improve as an educational institution by adhering to accreditation standards.
3. To inspire and educate all students about Tamil language, culture, and heritage by accepting, appreciating, nurturing, and challenging them to their individual needs and ability.
4. To support its teachers by offering professional development, peer support, assessment training, technology support and to become Tamil language assessors aligning with national standards.
5. To garner the support of Tamil speaking community in teaching Tamil and maintaining high standards for Tamil language education
6. To share the knowledge of second/foreign language teaching methodologies and related training with the Tamil teachers across the U.S.
7. To share the curriculum and eLearning content on creative common principles with any Tamil language school, teachers, and students across the world
8. To create, maintain and improve structured, paperless LSRW Tamil learning content to achieve various language proficiency levels.
9. To prepare students for various proficiency level assessments and attain Bilingual seal.
10. To establish and award college scholarships to the students who attain highest



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proficiency levels through Bilingual Seal assessment so as to groom them as future teachers.

Our Vision

Our vision is continuing to improve the Tamil language education in the U.S. comparable to any other world language to make each heritage Tamil student and others to formally learn the language to sustain it beyond generations. Long term vision includes establishing Tamil immersion language public schools in the U.S.



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3. TEACHER QUALIFICATIONS /PLACEMENT /INDUCTION

Any Parent of MNTS Tamil School can volunteer to be a teacher and join as a teacher who gets compensated. Interested Parents can approach the school board with the following information.

1. Formal qualifications related to being a Teacher IF ANY
2. Educational Qualification along with Tamil Language years of study in India (E.g.: Kindergarten to 12th standard or Kindergarten to UG college or Kindergarten to PG College etc.)
3. Children's Level in Tamil School

The school Director along with the Executive Committee will decide on the received application and reply within 5 working days.

The following guidelines might be used apart from Volunteer requests to finalize allocation to a specific level along with School Board member recommendation.

1. Mazhalai, Basic 1 to Basic 3: Tamil as one of the subjects from Gr 1 through 12 in India. Experience volunteering in mainstream elementary schools or early childhood programs.
2. Intermediate levels (Unit 1 to Unit 18): Tamil as one of the subjects from Gr 1 through 12 and beyond. Experience handling kids in higher grades Middle through High school.
3. All teachers should pass through the background verification process conducted by the school.

New Teachers thus inducted will be asked to observe the classroom while a Primary Teacher conducts for 1 to 5 weeks before beginning independent instruction.

Teachers who join as volunteers will record their contribution time in <https://www.mntsevents.org/>

On an annual basis, the school will work to get them awarded (for eligible



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teachers) the President Volunteer Service Award (PVSA). For the non-eligible teachers, the school will award the School Volunteer award.

For the paid teachers, the school will pay \$15 hours for the time they spent on student contact hours, teachers meeting and assessment reviews.

4. WEEKLY TASK LIST FOR TEACHERS

- LMS (<https://lms.mntamilschool.org/>) login credentials and verify your students
- Attendance Logged in LMS
- Student Homework for the previous week is evaluated.
- Assignments (Homework) are reviewed, and completion updated in LMS.
- Review Lessons / Activities completed for current week.
- Review and edit a list of Lessons / Activities Planned for next week.
- Make note of issues/ improvement/ suggestion from the current week lessons

5. Device Usage

Teachers will ensure proper usage of devices by the students for both in person and online branches. Some of the do's and don'ts that Teachers need to ensure:

In Person Class:

1. Devices are used only when requested by the Teacher.
2. All listening and speaking activities are carried out only using headphones.
3. Students are allowed to use only the school Wi-Fi
4. No students are allowed to use the device for any other purpose than learning.

Online Class:

1. All students are using only the Google Meet shared by the Teacher.
2. Students should use their school email id provided.
3. Students should be always muted and requested to raise their hands to ask questions/doubts. When permitted by the Teacher, they could use the Chat option.
4. Students need to stay through the entire duration of the class.



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5. Students are expected to be on video throughout the class.
6. Devices are used only when requested by the Teacher.
7. Students are expected to be on Google Meet or LMS alone during the duration of the class.

6. ABSENCES (TEACHER)

Teachers should call the Branch coordinators ahead of time and do not arrange substitutes on their own. Arriving late or leaving early needs to be properly informed too.

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the Director of the School.

Parents must be notified if a long-term substitute will be in a classroom. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You are the key ingredient to a productive instructional day.

7. ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the Director or coordinator immediately. Accident reports must be filed with the office. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the office must be notified immediately. There is a first-aid kit available in the school office. If there is a life-threatening emergency, the school coordinator will call 911.



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8. ADVOCATE STRUCTURE

Tamil School has a large number of teachers as well as staff volunteers to monitor and care for our approximately 400 students. In addition, we maintain an average classroom size of 5 to 25 students, providing our students a 1:15, teacher – student ratio. We also provide our students with many other opportunities to interact and form relationships with adult advocates at school. It's mainly the class teacher's responsibility to act as the Adult Advocates or identify suitable volunteers as adult advocates for the classroom. But please be aware that all volunteers who are not Parents in your class or assigned by the School Board need to be approved by the Director or Branch Coordinator.

9. BUILDING AND CLASSROOM REGULATIONS

It is the responsibility of teachers to ensure their classroom is organized, papers picked up, lights out, and windows locked before leaving school. The Teacher would bear responsibility for the supplies/equipment used in the classroom. They must remind the students to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office. Teachers should be in their rooms whenever students are present. If there is an emergency, follow the standard SCMP procedures that you have in your file folder.

10. CLASSROOM VISITATION

Teachers can invite parents periodically to volunteer in the classrooms and to observe. This will not only help us make parents aware of our schools proceedings but also influence their children's academic success.

11. COMMUNICATION

Teachers are encouraged to use both WhatsApp and Email communication (through the school provided email id) for communicating with the parents and students. The WhatsApp communication is intended to communicate general messages for the class and any student specific information. Email communication is intended to use both general communication and student specific communication including student progress, grades, and progress. Teachers should send weekly WhatsApp Messages or emails to parents detailing what was taught in the classroom and what is expected from parents. Weekly WhatsApp Messages or



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emails also help parents make a positive impact on their students' learning. Even though parents dropping in the middle of a class session are not allowed, Teachers are also advised to accommodate parents stopping by before and after class for any discussion.

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14. SUPERVISION & DISCIPLINE

Every class should have at least two Teachers. Schools will identify appropriate two Teachers for each class, and it is the Primary Teacher's responsibility to make sure there are at least two or more Teachers in a classroom. Please work with the Branch Coordinator on scheduling needs in case a teacher being absent for any week. Parents from your Class can be contacted to volunteer in classrooms. Anyone who is not that specific Class Parent or school board assigned teacher should be approved by the School Director or Branch Coordinator before volunteering in classrooms.

Teachers are requested to be in the classroom at all times during the two-hour 15 min period. Under no circumstances students should be left unattended, alone in the classroom. Students should be escorted to and from Bathroom breaks. Teachers should remain in the classroom after class for parents to pick up. Under no circumstances should the children be dismissed by anyone other than the parent or guardian.

During Examination, make sure to plan and schedule the assessment time with all the Teachers. Teachers can request additional room reservation time apart from the two hours ONLY during examination to complete the Parents conference. Even though Teachers can use the help of other volunteers during evaluation, Primary or Secondary Teachers should only be involved in briefing parents about student's progress. **UNDER NO CIRCUMSTANCES CHILDREN OF TEACHERS OR VOLUNTEERS IN A CLASSROOM SHOULD BE ASSESSED BY THE PARENT THEMSELVES.**

Treat students with politeness and respect their privacy. Teachers should handle minor discipline problems within their classroom. If a problem persists (or is severe), do not hesitate to involve the Director. Before problems become serious, the teacher needs to talk to the student and the parent about the situation.

15. FIRE AND TORNADO DRILL



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A fire drill will be held each School year. In the event a teacher is in the building during an emergency, he/she should follow the Emergency procedure of the specific building. Refer Crisis management document for more information.

<https://www.mntamilschool.org/crisis-management/>

16. HANDLING A SPECIAL CHILD

Children with delayed skills or other disabilities might be provided with individualized education programs. Teachers along with parents work together to develop a specialized learning plan — the individualized education program (IEP) — to help kids succeed in school. The IEP describes the goals the team sets for a child during the school year, as well as any special support needed to help achieve them. It is the responsibility of the parents to diagnose, identify and seek professional help for any learning challenges their child may have. This information needs to be shared with the corresponding teachers so that necessary help can be provided for Tamil learning. If needed, at least one parent must be present during the class hours. Since all the teachers are volunteers, they will not have specific skills or training to handle a special child.

17. CLASS WORK

Students are provided with textbook books up to Basic 3. Students from Unit 1 onwards will access their classwork through LMS. Teachers are requested to follow and complete the lesson plan detailed in the textbook every week. Teachers can also help and assign various projects for kids to help students attain mastery of content.



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18. HOME WORK

Students are provided with the homework book up to Basic 3. Students from Unit 1 onwards will access their homework through LMS. Homework book / Homework assignment in LMS should be corrected every week and returned to students promptly. Complete all the data observation or assessment in the classroom. Completed homework is awarded as per the grade guidelines and should be updated in LMS as well on or before the Tuesday of the following week after class instruction.

19. MOODLE:

Moodle is an Open-Source Course Management System (CMS), also known as a Learning Management System (LMS).

Each Teacher will have their own Login ID & Password. Teachers can assign homework, assignments, or any other resources to students for their references or as a part of e-learning.

20. ASSESSMENTS USED IN MNTS TAMIL SCHOOL

Please refer to the Assessment Guide <https://www.mntamilschool.org/grading/> for more details.

21. RULES, REGULATIONS, & POLICY COMPLIANCE

The most important qualities students like in teachers (one of the universally top-mentioned) is fairness. All students should be assessed and treated equally; Teachers and schools strive to be fair and build programs and policies based on this value. Teachers are expected to do the best work possible, and to comply with all policies.



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25. SCHOOL STARTS & ENDS

School begins for students either at 09:45 am (For Woodbury and Online branches) a.m. or 1:45 pm (For PiM, Eden Prairie branch) Central Time. Teachers must be present in the classroom at least 5 minutes prior to the class start time. The school day ends at 12: 00 p.m. or 4:00 p.m. Teachers must disperse the students by parent's sign-in/out for lower levels (Mazhalai & Basic 1).

26. GRADING / RECORDING GRADES

Please refer to the Assessment Methodology for more details <https://www.mntamilschool.org/teacher-training/>.



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27. MATERIALS FOR CLASS INSTRUCTION

Teachers can purchase the necessary supporting materials for instruction and get it reimbursed from the Treasurer. Please be aware anything more than 15\$ needs to be approved by the Treasurer before.

28. TARDINESS

If a student is late to the classroom for the first time, the teacher can give a verbal warning. For the second time, Parents must be informed. If it continues more than twice, student must face the consequence of losing half a point of his daily attendance grade.

29. TEACHERS' MEETINGS

MNTS Tamil School has Teachers meeting periodically through Teleconference and three in person Teachers meeting after each assessment.

The periodic meetings are a platform to share and update classroom projects and happenings. Important school board announcements and decisions that need teachers' input will also be carried out during these teleconferences.

In person Meeting: The purpose of these meetings is to discuss the outcomes of the previous semester, realign goals with student success, School improvement plan and plan for the next semester. This meeting will also be utilized by the school board to gather feedback about the previous semester.

In Person School board meetings are mandatory to all Teachers at all levels.

30. TEACHERS' TRAININGS

Please refer to the teachers' training details at <https://www.mntamilschool.org/teacher-training/>.



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31. TEACHERS' EVALUATION

Please refer to the teachers evaluation and supervision document for more details. <https://www.mntamilschool.org/teacher-evaluation-and-supervision/>

BUT WHAT ABOUT.....?

Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to the school Director or course director (director@mntamilschool.org or course_director@mntamilschool.org) at your earliest convenience so that they can appear or be corrected immediately.