

## California Tamil Academy School Rules And Regulation

The primary objective of the staff and administration of California Tamil Academy and its Affiliate is to provide the best educational program of Tamil and learning environment possible to every student. Excellent behavior is expected of all California Tamil Academy and its Affiliate students. All CTA teachers and officers are provided with the handbook which discusses CTA policy, rules and regulations, responsibilities and expectations.

### Student Attendance Policy:

**Perfect Attendance:** All students with 100% perfect attendance – Physically attending the classes at CTA or its Affiliates on all 32 classes - are honored with an award - certificates or trophy or prize at the end of the school year. Missing one or more classes for any reason will automatically disqualify to receive the perfect attendance award

**Absence Policy:** CTA and its Affiliates do NOT follow excused and unexcused absences. Absence is considered as absence irrespective of the reason. Since CTA and its Affiliates do not give out merit based rank medals, the impact is less. Attendance will continue to carry 10% of the final score. So it is important that the student attends all classes.

### Student Placement Tests

#### New Student Evaluation:

- There is **No Placement Test** for new students registering in **Preschool and Kindergarten** classes.
- All the new students **aged 6 years and above** are evaluated for their Tamil skill when they register in CTA or its Affiliates. These students are required to complete and submit the Placement Test Request form
- Students will be placed in the appropriate grade level based on their age and Placement Test scores, provided they meet the minimum score as outlined in the **Placement Test Rules and Regulations**.

#### Placement Test for Returning Students:

- Returning students can take one Placement Test per year to skip a grade if they meet the minimum age and previous year's test score requirements.
- Students will be placed in the appropriate grade level based on their Placement Test scores, provided they meet the minimum score as outlined in the **Placement Test Rules and Regulations**.

### Student Progress Report Policy:

**Term Progress Report:** At the end of each term, teachers issue a report to the students reflecting progress in the class. Parents are encouraged to contact the teacher at any time to discuss student's progress. If necessary, a student teacher meeting can be scheduled to look more closely at student progress and set goals to promote achievement.

### Student's Progress Report:

### **Year-round assessment of student's skills and knowledge**

Each student will be observed in the class by his/her teacher on every school day for his/her attendance, class participation and homework skills. Students in higher grade levels will also be observed for reading, recital, writing projects and book reports etc. All these observations are entered into the student's daily log at the end of the class.

This information will be used at the end of the year, along with the student's Term Test scores and Final exam score, to calculate the year-round performance of the student.

### **Disciplinary Action:**

CTA and its Affiliates believe in disciplining the students in a positive way. CTA and its Affiliates have the rights to take any appropriate disciplinary action to preserve the orderliness of the class. The student will be given 2 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 DOES NOT disturb the class by bringing toys, comic books, video games, walkman etc to school. Tobacco, alcohol, weapons and illegal drugs are prohibited in the school premises. These items are not allowed in the classroom.

### **Student Drop and Pickup policy:**

Parents are fully responsible for dropping the kids to the appropriate class room and pick up kids ON TIME. CTA and its Affiliates are NOT responsible for any untoward behavior/activities from both kids and parents that affect the general atmosphere of the premises where the classes are held. CTA and its Affiliates will NOT be responsible for the kids and their whereabouts beyond the duration of the published class timings. Each parent is responsible to follow the parking rules of the premises where the classes are held (e.g. obtain required parking permits). CTA and its Affiliates are not responsible for any parking violations.

### **Emergency Evacuation Procedure:**

Every year CTA conducts emergency drill in all our CTA branches and we give emergency hand book to all our teachers and officers. Copies of the Emergency Evacuation procedure will be posted in the school premises.

### **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. CTA and its Affiliates **are not financially responsible for any medical procedures rendered.**

### **Soliciting in the premises of CTA and its Affiliates:**

The CTA and its Affiliates Board does not allow anyone to solicit, advertise, use CTA and its Affiliates' notice board for non-CTA/Affiliates flyers, or sell tickets for any non-CTA and its Affiliates related functions within the premises of CTA and its Affiliates. The Board and/or the school Principal must approve any advertisements or flyers before they get displayed on the CTA and its Affiliates Notice Board.

#### **Announcing Non-public information about CTA , CTA's Affiliates and their Students:**

The CTA Board strictly prohibits any announcement, advertisement or speech of any non-public information about CTA and/or its Franchises, the Board or the students without the permission of the Board. If a parent or a teacher or any individual would like to give such public announcements, he or she should get prior approval of the CTA Board ( [www.catamilacademy.org](http://www.catamilacademy.org)). If an individual fails to follow this rule, he or she will be issued a verbal warning at the first incident. Subsequent similar actions will result in the removal of his/her child/children from the school and the individual will also be asked to step down from any staff position at CTA and its Affiliates.

#### **Copyright and Trademark of CTA. CTA has copyright policy. All rights reserved by CTA.:**

No part of this shall be reproduced by any means, electronic, mechanical, photocopying, or otherwise without the written permission from CTA. We agree that all information disclosed including any such information disclosed prior to the date of this Agreement, and including without limitation such information acquired in writing, orally or by inspection of CTA's property, relating to (without limitation) the CTA's curriculum, model papers, system, concepts, ideas, services, processes, ideas, financial information, confidential information disclosed by the third parties, and other data, whether oral, written, graphic, or electronic form shall be considered "Confidential Information".

The confidential information include the following:

Syllabus, Model question papers, Actual question papers, Skill set document, Education system and processes, Training materials, Financial information, Information about students parents and volunteers. Student handbooks, Teachers logbooks, CTA Manual, Course materials including but not limited to books, DVDs, activity materials etc.,

#### **Registration Fees Structure**

Every student needs to pay the Tuition and Book Fees at the time of registration as per the rates fixed by the CTA and its Affiliates. A late fee will be charged if the entire tuition fee is NOT paid on or before the end of November. Late fee is determined by CTA for its branches and the affiliates determine for their own branches. Tuition fee must be paid in one installment at the time of registration.

The following fee structure, late fee and refund policy apply to CTA branches only. Th affiliated schools have their own fee structure and policies. Please check with your school Principals for the detailed information.

<b>Fees Due on</b>	<b>One Child</b>	<b>2 Children</b>	<b>3 Children</b>
<b>Time of Registration</b>	<b>USD 250.00</b>	<b>USD 500.00</b>	<b>USD 750.00</b>

December- 1st week (if unpaid till the end of November)	Fees unpaid + USD 15. 00	Fees unpaid + USD 15. 00	Fees unpaid + USD 15. 00
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### **Tuition Fee Refund Policy:**

**USD 10.00 service charge will be deducted** if the student has not attended any classes or attends just one class. (Any books or materials have to be returned in good condition to be eligible for refund) .

**80% of the tuition fees** will be refunded for students withdrawing after attending only 2 classes.

**50% of the tuition fees** will be refunded for students who have attended more than 2 classes and withdraws **before the start of second term.**

No refund for withdrawals **after the start of second term.**

A written withdraw request must be submitted to the respective school principal in order to get the refund. No refund will be processed without the written request. Any class that the student is absent after the registration would be considered as class attended for fee refund purposes.

\* Only one set of books for one grade will be supplied. Lost books need to be replaced by paying the cost of the book. If a student moves from one grade to another grade within the same year, then the books for that grade should be purchased by paying the cost of the books. Every student must pay USD 250 even if the student/parent doesn't want the book for that grade.

### **Parent's Signature:**

I, the parent of have read, understood and agree to all the above rules and responsibilities. I have read, understood and agree to the Tuition payment structure and about the late fees.

We agree to follow the rules and regulations of California Tamil Academy and follow the copyright and trade mark procedure. We agree not to disclose any confidential information of CTA without prior written agreement from CTA board.

**Parent/Guardian's Full Legal Name :** \_\_\_\_\_

**Date : Tuesday, Aug 1, 2025**