

மேரிலாண்ட் தமிழ்க் கல்விக்கழகம்
பொது விதிமுறைகள்
Maryland Tamil Academy
General Guidelines



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Table of Contents

1. Introduction to Maryland Tamil Academy.....	3
2. Affiliation to American Tamil Academy and Tamil Virtual Academy	3
3. Class Location, Schedule & Timing.....	3
4. Registration for Classes.....	4
5. Class Levels and Grades	4
6. Pre-requisite for Admission	4
7. Tuition	5
8. Books & Material	5
9. Classes & Rules.....	5
10. Academic Year Excellence Awards Selection Criteria	6
11. School Facilities and Responsibilities.....	7
12. MTA Board Election Guidelines	8
12.1. General Guidelines and Protocols.....	8
12.2. Process flow	9

1. Introduction to Maryland Tamil Academy

The Maryland Tamil Academy (MTA) is a non-profit organization run by a group of enthusiastic Tamil volunteers to provide our next generation kids the valuable knowledge of spoken and written Tamil language. Tamil Language has often been described as "the only language of contemporary India which is recognizably continuous with a classical past" and having "one of the richest literatures in the world". MTA would like to continue this rich tradition of passing down the gift of spoken and written Tamil to the future generations. All our volunteer teachers share this passion and are committed in teaching such a rich classic language.

MTA is based in Germantown, a city of Maryland around 30 miles north of Washington D.C. Our students come from nearby areas – Germantown, Clarksburg, Damascus, Gaithersburg, Rockville, Bethesda, Urbana, Mclean (VA) and Frederick.

2. Affiliation to American Tamil Academy and Tamil Virtual Academy

MTA has been affiliated with American Tamil Academy (ATA) (<http://www.amtaac.org>) and Tamil Virtual Academy (TVA) (<http://tamilvu.org>). We use the Syllabus (Textbook and Homework) for Level 1 to Level 7 from ATA and Nilai 8 onwards from TVA. However, the class teachers shall choose any best way to select a syllabus applicable to the level. The teachers belong to each level shall finish each year ATA or TVA syllabus or the Syllabus defined by MTA.

3. Class Location, Schedule & Timing

The Maryland Tamil Academy classes are scheduled on a weekly basis. Classes are scheduled between 7-9 pm every Friday at the **Kingsview Middle School, 18909 Kingsview Rd Germantown, MD 20874**. Few instances, due to the unavailability of the school facility, the classes shall be conducted temporarily on another location based on the availability of that school. Please check the school calendar always to ensure the facility change. Every year's classes start during the first week of September and end at last week of May. Class schedules, holidays and reminders to these classes are sent via email if you are subscribed to the MDTamilAcademy@yahoogroups.com.

4. Registration for Classes

Registration of classes for the year begins on the first week of May (approximately 4 months before the first day of classes). This time frame is required to plan for room rentals from Montgomery County Public school system, arranging class schedules, ordering text books from American Tamil Academy, and other administrative purposes. MTA would send out an email notification when this registration window opens and encourage all parents to register as soon as they can after the registration window opens.

5. Class Levels and Grades

Please visit our school website www.marylandtamilacademy.org for

- [Class Room Teachers and Details](#)
- [Class Rooms Floor Map at Kingsview Middle School](#)
- [Guidelines For Parent](#)

Each class teachers shall frame their own rules for conducting the classes. There are three semesters in each academic year in which the exams on each semester shall be evaluated by grade system instead of ranks. The following table depicts the grading followed by MTA school system.

Grade	Percentage
A	90–100
B	80–89
C	70–79
D	60–69
E	50–59
F	0-49

6. Pre-requisite for Admission

The pre-requisite for any new student shall depend on each student's capability at the time of joining. The following are the age limitations for each level.

Pre-Mazhalai : Between age 4 & 5 or below 5

Mazhalai: Between age 5 & 6

Level-1: Age 6 and above

For higher levels, the students must pass from the previous level with the average grade of E and above. Any students come from other states or from other schools, will be evaluated by the teachers in the form of evaluation test or oral examinations at the start of the academic year (Orientation day). Based on the teacher's recommendation, the student will be enrolled into the appropriate level. If any of the conditions are not applied and for any questions, please contact the School Principal.

7. Tuition

To cover the costs of school rental, ordering text books, homework books from ATA, MTA charge a nominal yearly fee per student for the entire academic year which is due at the time of registration. You can find this information at the application form or at on-line. Please make this payment addressed to "Maryland Tamil Academy INC".

8. Books & Material

The Maryland Tamil Academy follows the syllabus prescribed by the ATA and TVA. ATA provides study material for the students up until Level 7; TVA provides study material for the students from level 8 and above. The material includes Textbook, Homework book. These books will be used right from the first class and contain Homework sections for every class.

9. Classes & Rules

- Every section of the Tamil class begins with the students and teachers singing "தமிழ்த்தாய் வாழ்த்து (Thamizh thaai vaazhthu)" – the anthem written by Manonmanian Sundaram Pillai dedicated in praise to Tamil language.
- Teachers then record the attendance of the students in the class. Classes typically last 1 ½ hours to 2 hours on an average and cover - the previous week's homework chapter, teaching the current chapter and assigning the homework due at the beginning of the next class.
- Class participation from students is highly encouraged by way of asking questions that need clarification and sharing the students' own experiences. Talking in Tamil while in the class is highly encouraged, as that would improve the children's talking skills.

- Parents should not stay in the lobby of the school while classes are underway and recommend them to stay at the parent's room. Also, MTA request the parents to keep their talking to a minimum and not be a distraction to the various classes that are being conducted in the school.
- No Smoking, Eating or Drinking allowed inside the premises including the classrooms. Water bottles are allowed.

10. Academic Year Excellence Awards Selection Criteria

- Each class students shall be evaluated based on their performances done at all the exams. This includes but not limited to written and oral exams, Assignments, Homework and Attendances.
- If the student scores overall average of 'A' grade at the end of the academic year, he or she is eligible for an excellence award.
- Usually the teacher shall count **all the exams** of the current academic year to determine the awards. If the final exam grade is not available within 10 days before the annual event, the teacher shall count the **first two exams** for determining the excellence award.
- Each class has been assigned 5 Trophies as a maximum if the number of count for the Average 'A' grade students do not exceed 5.
- It is teacher's choice to determine the students who are going to get the excellence award if they are not fall in **average 'A'** policy and it allows up to 5 awards as maximum.
- The teacher shall award "**Teacher Appreciation Award**" for the students below 'A' grade to motivate who actually contribute and show consistent improvement during the academic year. This award shall be accommodated within the 5 maximum allowed excellence awards. The Teacher shall get special permission from the Board if they require additional number of awards.
- All Pre-Mazhalai and Mazhalai students shall receive Trophy irrespective of their Academic grade score.

11. School Facilities and Responsibilities

MTA Member Responsibilities DOs & DON'Ts of School Facility Use	
<p>Do designate one representative who will be in attendance for the entire event, to be the contact with the school, submit & sign forms, provide picture ID, proof of home address, & attend CUPF training.</p> <p>Do supervise participants at all times in classrooms, hallways, etc. Children must be supervised by adults at all times.</p> <p>Do make note of the arrangement of furniture in the classroom when you arrive and be sure it is arranged the same way when you leave.</p> <p>Do make changes/adjustments at least 14 days prior to the event. There is a \$25.00 adjustment fee.</p> <p>Do request the use of the cafeteria if you will be serving food or drink. NEVER serve food or drink in the gym, auditorium, or classrooms.</p> <p>Do request and pay for needed school equipment in advance through the Building Use Form.</p> <p>Do observe posted parking signs at all times, including weekends. Spaces reserved for school staff, i.e., Principal & Assistant Principal should not be used.</p>	<p>Do Not prop open any outside doors. This is a critical security concern!!</p> <p>Do Not allow any open flames to burn inside or outside the building, including candles and incense.</p> <p>Do Not permit smoking or alcoholic beverages anywhere on school property - including Parking Lots.</p> <p>Do Not allow any papers, books, and other Montgomery County Public School classroom materials and equipment to be used or moved.</p> <p>Do Not use any services or equipment unless specified on the permit. You may not use the kitchen unless you have paid for a food service worker. (Use water from a nearby sink for coffee or tea.)</p> <p>Do Not use any equipment not arranged for in advance.</p> <p>Do Not arrive early or stay late. The starting and ending times on the permit are firm.</p> <p>Do Not offer staff gratuities. (Please do not tip the worker.)</p>
Do exit building immediately at the sound of a fire alarm!	

MTA Website: <http://www.marylandtamilacademy.org>.

MTA Email: mdtamilacademy@gmail.com

12. MTA Board Election Guidelines

12.1. General Guidelines and Protocols

- a) The scope of this election guidelines is meant for the MTA Registered Student's Parents, Teachers and Volunteers.
- b) The terms of Board of Directors have been defined in section 3 of the MTA By-Laws.
- c) Elected officers and Board of Directors shall take over the office during the MTA Annual day of the election year. Existing Board shall handover office to newly elected officers within the week from Annual Day event to have a smooth transition. Newly elected board members to review and understand MTA bylaw, procedures, roles and responsibilities prior to assume office.
- d) Election Committee of three members including a Chairperson shall be appointed by the MTA Board during the election year as per Bylaw section 3 subdivision 6.
- e) MTA Secretary to provide all eligible volunteers and parent's voter's list to election officers along with volunteer service details prior to Election Day announcement to MTA community.
- f) Upon formation of the Election Committee, Election officers to coordinate with Secretary to arrange MTA parents and volunteers meeting to announce Election Day, election process, release of eligible voters list, nomination due date, withdrawal date and final nominees' announcement day. MTA Secretary shall send formal email to all registered emails summarizing above election details reviewed in parents and volunteers meeting along with nomination form. List all necessary supporting documents for nomination submission such as Nomination form, Candidate profile, and volunteer details. Due date for nomination submission shall be two weeks prior to the Election Day. Withdrawal of nomination shall be three days after the nomination submission due date.
- g) Election officers to respond any election related queries from all individuals within 24 hours. All such communications shall be documented via email. Election officers to send standard acknowledgement email to all nominees within 24 hours.
- h) Election committee shall review all received nominations for their eligibility. If necessary, Election Officers may validate nominee's volunteer service details with MTA Secretary per bylaw requirement.
- i) Election Canvassing by group of contestants shall not be allowed and any confidential information used by the election committee shall not be used for any propaganda.
- j) Upon nomination withdrawal date, Election officers shall confirm final nominees list along with their profile to all nominees in a group email. Send email acknowledgment to nominees who withdraw their nomination within 24 hours of receipt of withdrawal request.
- k) Election officers shall send formal email to MTA community about final nominees and their profile along with final confirmation of election date if more than one nominee is applied for a single officer's position or it exceeds the total number of Directors position. If no contest exists, Election officers shall declare unopposed elected officers and confirm the same with individual elected officers in writing.
- l) If formal ballot process to be conducted when contest exists for any position, election officers shall elaborate the election campaign, nominees code of conduct during election

process, consequences from violation of election process, sample ballot sheet, electronic voting process to all final nominees and MTA community. Election officers shall seek student and parent volunteers for Election Day coordination. Final nominees, their spouse or kids cannot volunteer for Election Day.

- m) On the day of election, parents and volunteers meeting will be conducted prior to ballot process. Election officers shall introduce each contesting nominees and give them three minutes to do their final campaign. Election officers shall allow QA session with parents and volunteers for any final clarifications. Election officers and Election Day volunteers shall maintain voter's confidentiality by not allowing anyone into the ballot room. Voter verification to be done by volunteers and each ballot sheet shall have primary election officer's signature.
- n) Ballot box shall be sealed with presence of all final nominees, and election officers after paper ballot is done. Primary election officer will keep the ballot box under his/her custody until next day for counting. MTA Secretary shall book library or community center room for ballot counting process. Send invitation to all final contesting nominees with time and location for counting. The election office shall declare the results and inform the MTA community.

12.2. Process flow

- 1) MTA Board shall elect the three-member election committee during election year as per the bylaw.
- 2) MTA Secretary add election committee member's emails to the group "electionofficer@marylandtamilacademy.org".
- 3) MTA secretary inform MTA community by introducing the newly elected election committee members, nomination information and MTA Bylaw as below.
 - ❖ "Last Date to receive nominations: 8:00 PM, <Date>;
 - ❖ To withdraw nominations: 8:00 PM, <3 Days from the Nomination last date>.
 - ❖ Election Date: <At least a week from Nomination last date >, from 7.30 PM to 8.15 PM
 - ❖ <Insert Section3-Bullet#6 of MTA Bylaw>.
- 4) Election Committee Chair person and the members shall plan and execute the protocols (steps e through m) defined under section 12.1.
- 5) Election Officer declare the results to the MTA community via email or bulletin Board.
- 6) The new Board assume office during the MTA annual day function.