

Des Moines Telugu Badi Student Handbook

(డెమోయిన్ తెలుగు బడి స్టూడెంట్ హ్యాండ్ బుక్)

(2019-2020)



Welcome to Des Moines Telugu Badi. We are glad to have your child on board and hope to have a fun year ahead. The main objective of the Telugu Badi is to help the kids learn Telugu. As part of that we also hope to have some fun and hope that it will be a great learning experience for your child. We have laid down some rules and guidelines for all parents and students and expect each one of you to follow these. The rules and guidelines laid down in this document are not exhaustive. If required we will update these from time to time and publish the same. Despite the students belonging to diverse age groups, we will do our best to focus on each and every child. However, at times it may be necessary to provide extra help to certain students who need it. Nevertheless all students are equal and we will make our best efforts to ensure that all students are able to complete the course and come out better equipped in Telugu than at the start of the year. We will continually post updates on our website <http://www.dsmtelugubadi.org>. Please bookmark this page. As always we can be reached via email at admin@dsmtelugubadi.org and dsmtelugubadi@gmail.com. We are also active on Facebook and Google+ and can be found by searching for Des Moines Telugu Badi.

General

- We have the following telugu badi classes.
 - Vinodam - 4 to 5 years of age
 - Vikaasam - Any kids who is 5 years or older on September 1st of the school year
 - Vivekam - Kids who have successfully completed Vikaasam in the previous year
 - Vipulam - Kids who have successfully completed Vivekam in the previous year
 - Vignaanam - Kids who have successfully completed Vivekam in the previous year
 - Vistaaram - Kids who have successfully completed Vignaanam in the previous year
- A child will need to complete 4 years of age on September 1st of the school year to be able to enroll in Des Moines Telugu Badi
- They should be able to write independently without assistance for Vikaasam and above
- Any child who is in Kidergarten or above and is a new student to Telugu Badi can be enrolled in Vikaasam.
- Any returning students can be registered for the higher grades depending on their result from the previous year's exam and recommendations from the teachers.
- Fee for the entire year will be \$65 per student. This fee includes fees towards school building rental, Telugu Badi books, stationery that we provide, Liability Insurance premium and also as a fund towards the Annual Ugadi Celebration.
- Fee cannot be refunded after October 1st.
- Classes will start in September and go through the last week of May. If required we may stretch it out by a week or two to ensure that we cover the planned syllabus or if there are too many interruptions due to weather.
- Classes will be held every Sunday from 3pm till 4pm. In many cases classes will stretch out till about 4.10 or 4.15pm.

Location

- We will be having regular classes at the Learning Resource Center in West Des Moines.
- Address is 3550 Mills Civic Parkway, West Des Moines,

Class Cancellations

- In times of extreme weather conditions or due to clashing events of cultural or educational nature, classes may be cancelled and/or rescheduled.
- At times it may be necessary to have an extended class (2 hours on the same day) to reach the targets.
- While we try to ensure that we give adequate notice, at times this may happen only at the last minute.
- Please check updates to the site, social media and emails for such occurrences.
- Classes will not be cancelled or rescheduled for other programs that may get scheduled on the same day as Telugu Badi. Please keep Telugu Badi schedule in mind while enrolling your kids in programs from other organizations.

Class Discipline

1. Please ensure that you drop your child 5 min early so that class can begin and end on time
2. For Vinodam students, if the student arrives after 3.05pm, the parent will also be required to stay in class along with the student.
3. For other classes, late attendance will have penalties listed in the Exams and Grade promotions section.
4. Notebooks and textbooks provided to the students will need to be brought to class. If the book is forgotten, it is the duty of the parents to ensure that the classwork is replicated in the notebook that was originally provided at home before the next class. A warning mail will be issued to the parents for repeated forgetfulness.
5. Students are expected to maintain discipline in class.
6. If a student is found to be causing excessive disturbance, a warning will be issued. If the behavior repeats, the parents will be called and informed.
7. Telugu Badi will reserve the right to dismiss any student causing excessive disturbance to class proceedings despite warnings.
8. Parents are not expected to stay in class with their child except for “Vinodam”. If your child is unable to sit in class without the parent, we advise that the child should be discontinued and enrolled when they are ready to sit in class on their own.
9. Teachers expect students to be capable of writing down their classwork on their own. Teachers and volunteers can help copying it down at times but that will not be encouraged at all times. Please note that there will be no writing activities for “Vinodam” students.
10. In the event that the student is enrolled for Vikaasam and they are unable to either concentrate or write on their own, we will recommend to move them down to Vinodam so that they can get

to learn Telugu but also not be burdened by having to write.

11. Please arrive no later than 4.10 pm to pick up your child after class. In case you are unable to come yourself, please arrange for an alternate person to pick up and inform the teachers accordingly.
12. Any parent not in the building to pick up their child, latest by 4.30 will be assessed a \$50 penalty. An invoice will be mailed to the email address on file and payment will be expected within 7 days.
13. Parents are expected to come into the building and walk their children out.

Attendance

1. Regular attendance is expected for Telugu Badi
2. If a student misses 3 classes or more in a trimester, the parents will be called to discuss the future participation of their child in Telugu Badi.
3. If a long vacation is planned, parents need to inform the teachers 2 weeks in advance.

Exams and Grade Promotion

1. Students will also need to earn a "Promoted" grade in their yearly exams. There will only be two grades. "Promoted" and "Not Promoted".
2. A student who earns a "Not Promoted" grade will have to repeat the class again.
3. All students will be assessed 3 times in the year.
 - a. The first trimester will be from September to November. At the end of the first trimester the students will have an exam to assess their progress based on what was taught in the first trimester.
 - b. The second trimester will be from December to February. At the end of the second trimester the students will have an exam to assess their progress based on what was taught in the first two trimesters.
 - c. The final trimester will be from March to May. At the end of this trimester a year end final exam will be conducted.
4. Teachers will also award marks for class activities in each class.
 - a. The marks awarded for class activities will count towards the final score.
 - b. Parents will be informed of the child's class activity score after each class.
5. Students will need to score a minimum of 70% in the combined assessment.
 - a. First trimester will consist of 25 marks, second trimester will consist of 25 marks and final exam will be for 50 marks.
 - b. In the first and second trimesters, class activity score will be 10 marks and the exam will be for the remaining 15 marks
 - c. In the final trimester, class activity score will be for 20 marks and the exam will be for the remaining 30 marks.
 - d. Any student not present in class will not be awarded any marks for that class.
 - e. Any student that does not complete their homework will not be awarded homework marks for that class.
 - f. Any student that completes their homework but does not get it signed by the parent will

- not be awarded homework marks for that class
- g. Homework that is signed by parents, but is deemed either incomplete or wrong by the teacher/volunteer will not get full marks for completing the homework. This will be at the teacher's discretion.
 - h. Any student that comes to the class after 3.05 will be allowed to join the class, but will not be awarded any marks for class activities for that day.
 - i. Distribution of class marks between classwork and homework will be up to the individual grade teachers.
 - j. At the end of each trimester the top 5 scores for class activity will be taken and the rest will be ignored.
 - k. At the end of the year, teachers from each grade will provide feedback about each student. Sometimes teachers may recommend that the student should stay back in the same grade even though they got the "Pass marks". This may be due to the student being weak in certain areas and that they will struggle if they move to the next class.

Homework Rules

1. Homework should be completed in the homework notebook. At times there will be homework for multiple days of the week so that students don't lose touch.
2. All homework should be inspected, signed and dated by the parent.
3. We expect that when the parent signs the homework, it has been checked and any mistakes are corrected.
4. Please ensure that the appropriate method is used to write the Telugu Letters to ensure that the kid will learn in the correct way and be able to remember the letters.
5. Students who were absent for a class will also need to complete the homework and get it signed by their parents before attending the next class. Parents need to check the website or contact the teachers to inquire about the homework.

Parent Teacher Meetings

- There will be regular Parent-Teacher meetings usually at the time of the first and second trimester exams. Parents are requested to participate in these meetings to provide feedback about their child. This will help us improve our quality of teaching.
- In addition, teachers will request for parents to stay after class to discuss the progress of their child from time to time.

Other Activities

- Every year during February/March Telugu Badi will conduct academic competitions in the areas of Art, Poetry, Speech etc. Please encourage your children to participate in these competitions
- There will be one cultural event to coincide with Ugadi. Students are expected to participate in this event in some form. Parents are strongly advised to encourage their children to participate.
- Parents may be required to participate as volunteers to assist the teachers during class. Their

responsibility will be to collect homework, validate it and pass on the feedback to the teacher.

Ugadi Celebrations

Every year we will have an Ugadi Celebration on the weekend following the actual Ugadi Festival. We will try to involve all the kids in these celebrations. It will be the duty of the parents to prepare the kids for the same. As a rough guideline we will try to have some or all, but not limited to the below as events in the celebration

- Telugu Padyaalu – తెలుగు పద్యాలు
- Telugu Paatalu – తెలుగు పాటలు
- Telugu Kathalu – తెలుగు కథలు
- Drama/skit – నాటకం
- Dance – నృత్యం

During the year, please keep these activities in mind and try to prepare your kid for this event. If you have any questions about anything pertaining to the event, please feel free to email us.