



# HMM Marathi Shala

## Procedures and Policies for Parents and Students



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## About HMM Marathi Shala

The HMM Marathi Shala was inaugurated on Oct 12, 2013. HMM Marathi Shala is the education division of the parent organization - Houston Maharashtra Mandal (serving the Greater Houston area neighborhood in Texas, USA). HMM is a non-profit organization registered under the Texas Non-Profit Corporation Act of September 2, 1980.

HMM Marathi Shala is affiliated with the BMM (Bruhan Maharashtra Mandal) network of Marathi schools founded in many US and Canadian cities. It was founded with the purpose of protecting and preserving Marathi language. It is run solely by unpaid volunteers. Its aim is to help students to communicate in, read and write Marathi, thereby preparing them to appreciate the rich beauty of Marathi language.

The shala currently operates in five branches or shakhas:

- Cypress
- Energy Corridor
- Inner Loop
- Katy
- Sugar Land

HMM Marathi shala is held once weekly, on either Saturday or Saturday depending on the branch/shakha, and operates in the Fall and Spring semesters.

For shala contact information refer to the HMM Marathi Shala website [hmmmarathishala.org](http://hmmmarathishala.org).

An annual calendar for the current academic year will be posted to the Shala website at the time of enrollment.

For more information on Shala branch locations, refer to the website.

## Admission Process and Eligibility Policy

HMM Marathi Shala Admission is a 2-step process through the HMM Marathi Shala website [hmmmarathishala.org](http://hmmmarathishala.org), once enrollment is open:

- Paying fees
- Submitting Shala registration form

For registration opening and closing dates, and current information on fees, refer to the HMM Shala website [hmmmarathishala.org](http://hmmmarathishala.org).



### Eligibility –

- Children need to be eligible for kindergarten in their local ISD (i.e. meet their age criteria) to be eligible to attend Marathi Shala. In general, that means the child must be at least 5 years old by August, but will be based on their local ISD.
- Students joining Marathi shala at the age of 6 or 6+ and having Marathi language knowledge already, will be evaluated before assigning to the appropriate level.

## Registration and Fees Policy

- Shala registration and fee payment will be done only in the Fall Semester, for the entire year.
- Registration closing date for any academic year will be the **last week of September**.  
For registration opening and closing dates, and current information on fees, refer to the HMM Shala website [hmmmarathishala.org](http://hmmmarathishala.org).
- Fees will be payable on the HMM Marathi Shala website (through PayPal or Zelle), and not the HMM website.
- Parents should save a copy of the PayPal receipt.
- Annual Fee Structure per student:
  - HMM member - \$200/year
  - non-HMM member - \$230/year
- Payment can be done
  - 100% at one time in fall
  - Two installments of 50% each - 1st installment at the time of registration. Refer Shala website for 2nd installment due date.
- The students migrating from other BMM Marathi schools are allowed to enroll in HMM Marathi Shala, in the middle of the year with proof of the last exam taken, exam scores and attendance record.
  - Fees for the migrating student will be prorated on semester basis i.e., Aug- Dec as Fall semester and Jan-May as Spring semester.
- Students moving internally within HMM Shala do not have to pay fees again but do need to give advance notice to the Secretary and local coordinator so that availability of teachers and resources can be determined

### Cancellation / Refund Policy:

- No cancellations or Refunds will be allowed. We operate solely on a volunteer basis and do not have resources to do multiple payment adjustments. Parents will receive a non-profit donation receipt.



## Shala Schedule and Teaching Format

- **Schedule** – The Shala gives freedom to each Shakha Pramukh/Center center coordinator to decide their own timing based on their local ISD, venue and teacher's availability but still following the general dates and timelines set by HMM Marathi Shala. HMM Marathi shala is held once weekly, on either Saturday or Saturday depending on the branch/shakha.
- **Format** - Decision regarding an In-person or Online format is taken at the Shala Core Committee at the start of the academic year. Parents will be informed at the time of enrollment.

For the upcoming academic year schedule and teaching format, refer to the HMM Shala website [hmmmarathishala.org](http://hmmmarathishala.org).

## Exam and Promotion Policy

It is the Shala's intent to have students learn to speak Marathi (primarily) and also read and write Marathi in a fun, inclusive and supportive manner. As teachers we strongly feel that students learn best when they are having fun in a disciplined and conducive atmosphere to learn

### Levels

- HMM Marathi Shala has total 6 levels, with each level (other than Beginner) requiring 2 years to complete the curriculum:
  - o Beginner
  - o Pahili
  - o Dusari
  - o Tisari
  - o Chauthi
  - o Pachavi
- Students will spend 2 years (minimum) in each level to cover the complete syllabus and get promoted to the next level.
  - o Students starting Marathi Shala at the age of 5 will join at Beginner's level and may require the next 2-3 years to cover the Pahili level syllabus.
  - o Students joining Marathi shala at the age of 6 and above will be evaluated before promoting to the next level.



- Exceptions (students migrating from India or other BMM shalas) will be evaluated before assigning to the appropriate level.

### **Exams and Promotion**

- The syllabus is based on the BMM syllabus outlined for each level.
- Semester exams will be conducted in December and May to evaluate students' progress.
- There are two types of exams
  - (a) HMM Marathi Shala Exams (these are standardized across all HMM Shala branches or Shakhas, these may be better adapted to add emphasis to content covered in class) OR
  - (b) BMM Shala Exams (these are standardized across all Shalas in North America, these cannot be modified or adjusted to add emphasis to certain content)
- If your student meets attendance and passing scores for EITHER exams, they will be promoted to the next grade
- BMM exams are completely optional and to be decided at the discretion of the teacher, coordinator and principal. Parents are welcome to opt their children out of the BMM exams, and instead only be evaluated by HMM Marathi Shala semester exams. Students will only be given one exam.
- If students pass EITHER exam and meet attendance criteria, they will be given a certificate of participation. The HMM Shala Exam and BMM Exam certificates are different but this difference does NOT have any bearing whatsoever in promotion.
- Attendance requirement: 80% student attendance is REQUIRED in order to be promoted to the next level and in order to take the BMM exams. Medical exceptions may be made but documentation will need to be provided to the local coordinator and approval will need to be granted by the Core Committee or Principal

### **Discipline and Punctuality**

- Students should wear school T-shirt. If a school T-shirt is not received, or unavailable, then dress in an appropriate manner for a school environment (similar to your local ISD expectations, i.e. no bold colored T-shirts or with any inappropriate content or message on the clothing).
- Students should arrive at the school in time and should be picked up right after the classes. Teachers and volunteers cannot take care of the students after school hours.
- Students are expected to do their homework regularly and submit it to the respective teachers.



- Students who are sick or show symptoms of being sick should NOT be sent to /attend Marathi shala.
- Students are supposed to bring their own notebook, pencil, writing board (slate/ white board etc.), chalk pencils, coloring pencils, water bottle and tissues.
- Parents are supposed to inform the center coordinator/ teachers if someone other than the parent is picking up the student.
- Parents are requested not to stay in the classroom as this disrupts the children.
- Parents and students are requested to respect the teacher's decision. In case of any disagreement, discuss it with the teacher or center coordinator separately.
- As the Shala operated completely on volunteers, it is expected that parents volunteer with their respective branch at least twice per semester. The local coordinator and teachers will communicate a volunteer schedule to parents.
- Students and parents are expected to help in setting up and cleaning up of the classroom before and after the class.
- Students and parents should refrain from loud chatting in the hallways and school premises and be mindful of any potentially disruptive behaviors.
- Missed Class -
  - o If the student cannot attend class, the parent/student MUST inform the respective teacher and coordinator.
  - o A minimum 80% attendance is required for appearing the BMM exam, promoting to the next level and for school certificate/reference.
  - o It will be the parent's / student's responsibility to collect the missed class work and homework and make sure it is completed before the next class.

## Online Classroom Rules

In addition to the above mentioned rules, the following are expected for an online class:

- Students are expected to join the class on time for virtual classes.
- Students are expected to keep the video ON all the time during the class.
- Students are expected to keep audio on MUTE during the class unless the teacher has requested to keep it ON for participation.
- Students are expected to raise their hand in case of any query or comment.
- Students are expected to sit in a quiet place during the class.
- Parents are requested not to stay in the classroom as this disrupts the children.
- Parents should refrain from providing any suggestions or comments to the teachers during the class. Keep those suggestions and comments for after the class. Teacher or coordinator meetings can be arranged separately.



- In a virtual environment, it may be necessary for Parents/Caretakers to help get the homework scanned and sent to the teachers.

## Parental/ Student Consent

Parental/ student consent is required for following items—

- HMM Marathi Shala and property managers of the shala location will not be liable for any accidents/ injuries that may occur during school hours.
- BMM and HMM Marathi Shala can publish child's work/photo/audio/video clips on BMM /HMM Shala Internet web site and/or BMM/HMM Mandal's web page and/or in the BMM newsletter or Shala publications.
- BMM or HMM shala teaching/ exam materials are BMM or HMM copyrights. Parents/ students are not allowed to share it either in a written or verbal form.
- Awareness of HMM Marathi shala rules and policies.

**HMM Marathi Shala reserves the right to change any rules and policies in the future.**



## Document Control

Name	Date	Version	Edits
Nitu Tarnekar	07/06/21	V1 from meetings	
Mayur Khare	07/10/21	V1.5	Edits, review and finalization
Madhura Kelkar	07/15/2021	V1.6	Minor language and formatting edits
Nitu Tarnekar	07/18/2021	V2.0	Baselined for year 2021-2022