

## Course Objectives:

This course is designed to take learners of Arabic as a world language from the absolute beginner stage to the intermediate (year 2) and advanced (year 3 & 4) range. Presenting and practicing the Arabic Language from functional and structural perspectives attempts to accommodate the needs and learning styles of language learners. Research tells us that the human mind, regardless of how it acquires knowledge, assimilates, modifies, and reconstructs this knowledge and then uses it in ways appropriate for it specifically. The aim, therefore, in both modes of presentation, is developing overall proficiency in using Arabic.

## Classroom procedures\*

***A procedure is what a teacher wants students to do, and when and how to do it.***

### **A. Specifics**

#### ❖ Beginning the hour

1. **Turn cell phones off before you come in to class**
2. Sharpen your pencil if needed
3. When you enter the class (before or after tardy bell), work quietly on the daily bellwork
4. Come prepared with the necessary materials/ supplies.

**Bellwork:** you will be given 5 formative points for each day you are prepared to complete your bellwork on time. At times, bellwork can be graded summative announced.

#### ❖ During the hour

1. Read quietly the content and language posted on the board.
2. Raise your hand and wait quietly and patiently to get teacher's attention.
3. Refrain from eating, chewing gum, or drinking in class.
4. Participate in class discussion, pair work, and other assigned group-work activities.
5. Avoid interrupting the teacher when giving directions or explaining to the whole class. ( use proper social etiquette)
6. Provide peer help when you complete you are assigned task.

#### ❖ Ending the hour

1. Record and understand your homework assignment.
2. Remain in your seat until you are dismissed
3. Check all your belongings, push in your chair, and return classroom supplies.
4. Do Exit Ticket assigned

### **B. General: Attendance**

ISS , OSS, School related	Zero
4 tardies	1 absence
2 Lates (5-15 min	1 absence
Over 15 min late	1 absence
10 absences or more (excused or unexcused per semester)	Reduced credit unless absences caused by extenuating circumstances.

### **Audit Policy**

- A Student who attains 10 or more absences will go an audit. An audit means that a student will earn half the credit allowed in case he or she passes the class.
- The audit status will be removed only if a student receives 78% on the final cumulative exam.
- A student who receives reduced credit will receive their full credit and their letter grade if they earn a 78% or higher on the end of term common/comprehensive assessment.

### **Class assignment:**

- Homework is due the next day at the beginning of the hour
- *Use blue or black ink when doing homework..*
- Late work: The assignment will be accepted next day; however, your grade on that particular assignment will go one letter down.
- Absent work: students are responsible for turning in missed work next day
- Turn in your assignment in the designated tray located behind my desk.

### **➤ NO HALL PASSES**

#### **➤ Supplies**

1. Binder with 5 dividers
2. Lined paper
3. Pens, pencils (no red). Mechanical pencils are not recommended.
4. Textbook/supplementary materials to be provided by teacher

#### **➤ Paper Handling**

- *Stay at your assigned seat when passing out or collection papers.* Papers/materials will be passed along rows toward the inside columns of the class. The inside columns will pass the papers/materials forward.
- Proper heading for all work should be written in Arabic only.

#### **➤ Assemblies/libraries:**

- Remain in your assigned seat until attendance is taken.
- Wait in the hallway until all students leave class.
- Form a line by the classroom door.
- Wait your teacher to lead you to the proper destination.
- Walk quietly and avoid wandering in the hallway.

### **Rules**

In order to ensure a safe and learning environment, it is important to abide to the following rules in my class.

- ❖ Be respectful to self and others.
- ❖ Be prepared with a pencil, binder, and positive attitude for class.
- ❖ Be on time and yes, be productive in class.
- ❖ Be a role model by following the district and classroom rules and policies.

➤ **Consequences**

- Verbal warning/ change seating.
- After school detention
- Deduction of participation points
- Call and home visits
- Office referral

**Grading**

1. **Summative 80%** Tests/ quizzes/oral presentations, including reading test/Unit projects/End of semester test
2. **Formative 20%** Bellwork/ classwork (including exit ticket)/ homework/participation /portfolio (binder)

**Grading scale**

93-100% = A	87%-89.9%=B+	77 – 79.9% = C+	67 – 69.9% = D+
90-92.9%= A-	83%-86.9%= B	73%-76.9%= C	63%-66.9%=D
	80% – 82.9% = B-	70%-72.9%= C-	60%-62.9%= D-
			59.9% OR below E

- **Make up tests are to be completed the next day the student returns to school.**
- **Retake policy**
  - Please follow school & district retake policy
  - Only one retake per reading & writing test will be allowed
  - No retake on quizzes & semester finals.
  - The highest score is the score of record.
  - Retakes can be different than the original test
  - Finals are to be administered on final exam schedule only. **NO EXCEPTION.**

**Cheating :**

- If cheating occurs on formative assignments, the student will have to redo the original assignment and he or she will be assigned additional work.
- If cheating occurs on summative assignments, the student will receive a zero the first attempt, and if plagiarism continues to happen, the student will be referred to the office for disciplinary action as stated in the student code of conduct.
- Cheating will result in a loss of being nominated for a valedictorian.

**Substitute teacher:** students are expected to be on their best behavior when a substitute is in the room. Nobody is allowed to change seats. The substitute will have a copy of the class routines, seating chart, and lesson for the day. Only students who complete assigned work promptly will receive credit. At times, expect a quiz the next day on the materials covered by the teacher.

Dear parents/guardians,

Please read and discuss the course routine with your child then **sign** this contract to indicate your understanding of the expectations. It is my hope to gain your cooperation so that we, as students, parents, and teachers can help to make this academic year the most productive experience for all students. Please note that **your child has agreed to turn his/her cell phone off before attending the class.**

Thank you,

Arabic Team:

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Mrs. Rafef Saed Saedr@dearbornschools.org

We understand the course guidelines and expectations and agree to abide by them for this course.

Print Name

signature

\_\_\_\_\_  
student                      date                      Hour: (   )

\_\_\_\_\_  
Parent                      date

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