

ARABIC LANGUAGE SCHOOL

School Handbook

&

Policy

School Contact Information

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Background

The Arabic Language School was established in Dallas, TX in 1991, and has been teaching the Arabic language to communities of diverse cultures and origins for more than 25 years. The school has developed its own curriculum, which evolved from various Arab countries curriculums. Our curriculum has the best elements proven by the demonstrated success of its students.

FALL/SPRING ACADEMICS

A. Learning Aids:

The school teachers focus on helping all students to reach their full potential,

1. **Group lessons:** Students may be placed in a group based on that student's achievements, learning style, and interests.
2. **One-on-One:** A teacher may cover the material with the student again, during a regular class period or one-on-one during another time period.
3. **Tutoring:** Students needing additional assistance may be required to attend tutoring sessions before or after school hours.
4. **Partner Study:** Students may be asked to partner with another student to better learn the subject they're being taught or to review information already received.

B. Education Programs:

The school has developed several programs to meet the needs of all the students such as,

1. Grouping with other students to work together
2. Private sessions in your home
3. Fast pace courses
4. Summer sessions
5. Custom courses to meet the needs of a student group

SUMMER ACADEMIC PROGRAMS

- A. Students may choose to attend the Arabic Language School during its Summer Program. This allows the students to participate in enrichment or remedial classes. Summer classes differ from Fall, as they are Fast Paced.
- B. The Arabic Language School will announce all their summer sessions through advertisements.

CURRICULUM SUMMARY

The Arabic Language School tailors its curriculum to all the students' specific needs, while considering age, background, and culture among others. Teachers are selected based on their qualifications to teach a particular student.

- **Pre-K and KG Curriculum:**

This curriculum uses similar curriculum taught in DFW Metroplex pre-schools. It focuses on teaching the Arabic alphabet, Arabic conversation, manners, skills, and behaviors through children friendly activities.

- **Elementary Curriculum:**

This curriculum focuses on teaching Arabic reading, writing, and conversational speaking in a friendly environment.

- **Teens & Adults Curriculum:**

This curriculum focuses on reading, writing, and pronunciation of the Arabic language. It is a faster paced curriculum for advanced students.

- **Customized Curriculums:**

This Curriculum is customized to fit the student's specific requirements, and objectives. It is customized on a case by case based on the size of the audience and their skill level.

- **Enrichment Curriculum:**

This is a customized program to acquaint students about Middle Eastern cultures, and traditions. This includes celebrations, special occasions, foods, dress, and more.

- **Additional Curriculums:**

A. Qur'an Education

This curriculum educates students about the holy book of Al-Qur'an Al-Karim. This curriculum will cover specific topics such as,

1. **Introduction:** A brief fast paced introduction class to teach the Arabic alphabet and grammar.
2. **Tajweed:** Teaches of the rules for Qur'an reading (Ahkam Al-Qur'an).
3. **Recitation:** Practice Qur'an's reading from the beginning to the 30th chapter, within one year.
4. **Memorizing:** Memorizing surah's sections from the Qur'an.

5. **Meanings:** A detailed interpretation of the holy book

B. Islamic Education:

This education will focus on the teachings of Islamic education such as:

- A. Holy Qur'an**
- B. Hadeeth**
- C. Tawheed**
- D. Islamic Occasions**
- E. Du'aa**
- F. Seerah**
- G. Manners**
- H. Stories**

SCHOOL LOCATIONS

The Arabic Language School does not have a fixed campus location. Courses are held and taught in customer's locations, homes, offices, churches, and mosques.

SCHOOL TERMS

- A. The School is **not** responsible for any students that arrive prior to class starting.
- B. During Dismissal, students are released only to the person(s) responsible for them. Teachers are **not** responsible for any students who remain after the session is over with.

SCHOOL SESSIONS

- A. School session starts during the first week of September, and continues until the end of May (9- months).
- B. Summer session starts during the first week of June to the end of July (8-weeks).
- C. August is optional school session.

ADMISSION

- A. Students under the age of 18 must have a parent or legal guardian sign their application form.

PLACEMENT OF STUDENTS

- A. The Director will determine the placement of all new students, after she/he has completed their application process.

WITHDRAWALS

- A. Parents are **REQUIRED** to notify the school, **TWO MONTHS** prior to removing a student from any session she/he has already been admitted to.

REGISTRATION

- A. Registration Steps:
 1. By signing an application or submitting a payment for three consecutive months, you have agreed to the school's term and policy for the entire 9-month school year starting September to May.
 2. Students five years old and above: Once the parent/students fill their application, the first month's registration fees, tuition, and student's books must be paid in full.
 3. Students under five years old: Parents will complete their application and pay for student's books and supplies, after four consecutive months.
 4. School registration will be automatically renewed each year, as long as the student is in good standing with the Arabic Language School.
 5. The school policy is subject to change every school year.
- B. The registration fee is non-refundable after a student attends his/her first class.
- C. The student's books and supply fee's are non-refundable after a student attends his/her first class.

APPLICATIONS

- A. By submitting the first payment, you have agreed to adhere to the terms of the contract.
- B. Once a student completes his/her first session, the student can receive all information pertaining to their class from the website (www.ArabicLanguageSchool.net).
 1. The information will include the following:
 - a. Supplies needed for the session
 - b. Calendar for the session
 - c. Curriculum plan for the session
 - d. School handbook of policies and procedures.
- C. Upon registration, all students will be tested in both reading and writing. Subsequently, the Director will place that student in the proper class based on his/her

skill level.

TUITION & PAYMENT POLICY

- A.** Monthly Tuitions must be submitted monthly at the start of each session.
 - 1. If tuition is late, a late fee of \$20.00 will be assessed.
 - 2. For each additional day the tuition is late, there will be a \$5.00 charge until tuition payment is made in full.

SCHOOL SUPPLIES

- A.** The Arabic Language School provides All students with supplies such as,
 - 1. Textbooks (classroom use only)
 - 2. Workbook
 - 3. Handouts
 - 4. Flash cards (classroom use only)
- B.** ALL students MUST come daily with their own pencils/pens, notebooks, and a binder to hold all material that is provided.
- C.** If a teacher provides other supplies, those supplies MUST remain in that classroom at all times.

TEXTBOOKS

- A.** The school will provide all students textbooks, with the exception of Pre-K and K classes. These textbooks MUST remain in the classroom at all times.
 - 1. ALL students are responsible for their textbooks while in use. Book cover shall not be removed to prevent damage to the book.
 - 2. The student is responsible for the full cost of a textbook if he/she damages or misplaces it.

WORKBOOKS

- A.** The students shall pay workbook cost.
 - 1. Workbooks: Introduction 1 through Introduction 6

ATTENDANCE

- A.** No make-up sessions will be allowed.
- B.** The director has the right to remove any student from a class, who is excessively

absent, sick, late, or continues to have early releases.

HOLIDAYS

- A.** The Arabic School follows the student's ISD school holiday as listed in the calendars.
 - 1.** If the school calendar is changed for any reason, notification will go out to all students regarding this change.

TUTORING SESSIONS

- A.** The school director may determine when a student needs tutoring and the type of tutoring required for a particular student.
- B.** Tutoring is free of charge when requested at the director's sole discretion.

CLASSROOM INTERRUPTIONS

- A.** The following policy guidelines are expected to be followed by all students who attend The Arabic Language School.
 - 1.** If it is necessary for a student to leave during a class session, then he or she must have a note from their parents.
 - 2.** Only the Director may give permission for a student to leave during a class session.
 - 3.** If a parent or guardian is picking up the student, then he or she must pre-arrange this pick up time with the school Director, who will pass the information to the class teacher.
 - 4.** Parents must leave students items with the Director when brought to school during a class session. The Director will make sure that such items are brought to the respective student.
 - 5.** The use of cell phones during the session is **NOT** allowed.
 - 6.** If a student or a parent needs to reach someone during a class session, then they must contact the director who will get in touch with that person.
 - a.** Only emergency phone calls will be given to a student during a session.
 - 7.** Parents are **not** allowed to sit in on any class session without the prior consent of the Director.

INSURANCE

- A.** The Arabic Language School does **not** provide insurance of any type for its staff or students. In case of an emergency, the school Director will contact the respective parents who shall be responsible to attend to their children emergencies whatever

such emergencies may be. The parents shall bear all cost associated with such emergencies.

NEWSLETTERS

- A. The Arabic Language School will use a newsletter to aid with the communication between the teachers, students, and parents.

CONFERENCES

- A. The school will pre-arrange conferences between the parents and school Director regarding their child's Progress.
 - 1. Teachers will communicate with parents via notes and comments on children's school folders.
 - 2. All Parents are required to sign the folders, before returning them to their child's teacher.

HOMEWORK

- A. Pre-K and K homework are designed not to take more than 10 minutes to complete. All other students' homework are designed to be completed within 30 to 60 minutes.
- B. All students are expected to finish their homework.
- C. Students are encouraged to solicit help from their class teachers if they need any assistance with their homework.

ADDRESS OR NUMBER CHANGE

- A. Students and parents shall keep all contact information current with the school by informing the school of any changes to their addresses or phone numbers.

COUNSELING SERVICES

- A. Counseling services are provided by the school Director when requested by a parent or a student. Information discussed during such conference shall be kept strictly confidential.

Check Acceptance Policy

- A. Check paid to School must include student/parents/guardian name and address. If a check is returned for non-payment, a \$35 fee will be charged to the student's account. If such incident is repeated more than 2 times, then checks will no longer be accepted on behalf of the student for the rest of the school year. Alternative forms of payment include cash, cashier check, or money order shall be payable to the Arabic Language School.

Leaving School with/without a further notice of two months in advance

- A. Students wishing to leave the school must give the school 2 months prior written notice-giving reasons for their leave. Such students shall be liable to pay their tuition fee during these two months regardless whether or not they attend the school.
- B. Students leaving the school without a prior written notice will be subject to pay all the school year's current regular tuition including substantial fees.

Low Income, Lost Job

The school will consider requests for delayed fee payments in the event a student or a student's parent encounters financial difficulties. A school form must be filled and submitted to the school Director for review and disposition. The school Director will inform the cognizant student or parents on the school's decision.

Safety

Parents are fully responsible for dropping and picking up their children in and out of the school premises.

Parent Conferences

- A. During the first semester, teachers will schedule a conference with each student's parents. The teacher will discuss the student's progress in class.

Inclement Weather

- A. Bad weather will not require early dismissal of school. Except in extreme weather conditions. Parents shall then pick up their children from school premises.
- B. Arabic Language School does not cover any bad weather missed days.

Field Trips

- A. Field Trips arranged by the Arabic Language School will be agreed on between school and students/ parents with the understanding that parents maintain full responsibility for the safety and security of their children.

Health Services

- A. School covers first aid injuries only
- B. Students are not allowed to have any medications in their possession at the school premises.
- C. School Director shall be informed of any special medical arrangement required for a student. Such medical arrangement shall be agreed upon between school Director and student or student parents.

Concerns/Complaints

- A. Any concerns or complaints must be discussed at the time the student is picked up.

Illness

A student with a certain type of illness is prohibited from attending the Arabic Language School if:

- B. The illness prevents the student from participating comfortably in school center activities.
- C. The illness results in a greater need for care than teachers can provide without compromising the health, safety, and supervision of the other children in care.
- D. The student has a temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness.
- E. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- F. A Student who is ill may return to school when:
 - 1. The student is free of symptoms of illness for 24 hours.

2. The school has obtained a health-care professionals written statement that the child no longer has an excludable disease or condition.

The Arabic Language School has the choice to send home siblings from school even if only one shows signs.

Standards for Student Conduct

Each Student is expected to:

- A. Demonstrate courtesy, even when others do not
- B. Behave in a responsible manner, always exercising self-discipline.
- C. Attend all classes, regularly and on time.
- D. Prepare for each class; take appropriate materials and homework to class.
- E. Meet school and locations standards of grooming and dress.
- F. Follow teacher's instructions and classroom rules.
- G. Respect the property of others, including classroom property and facilities.
- H. Cooperate with and assist the school staff in maintaining safety, order, and discipline.

Statement of nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Arabic Language School are hereby notified that this school does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or employment in its programs and activities.