



Bay Area Arabic Academy Policies

Teacher's Expectations

1. Be on time

Student should be inside the classroom 5 minutes before the class starts.

2. Come to class prepared and remain alert throughout the class

Students are to be responsible with class materials and are to come to class prepared.

Sleeping in class or consistently placing the head on the desk will not be tolerated.

Once class begins, students are not to work on material for other classes, unless allowed by the teacher, such as after the completion of a test.

3. Students are expected to be in class

A student, who needs to use the bathroom, get a drink of water must do so in a timely matter before the class starts. The student should quickly come to class, place their belongings at their desk, and inform the teacher of where they are going so as not to be marked late. A student who takes an abnormally long time to return to class will be marked late. Once class begins, Students are not allowed to go anywhere else unless given permission by the teacher. Students who abuse the privilege to leave the class will lose the right to do so.

4. Use appropriate language

Disrespectful language will not be tolerated regardless of the manner in which it was intended. This includes any profanity, inappropriate comments.

5. Do not create distractions

Do not get up while class is in session unless necessary. Throw papers away at the end and make sure your pencil is sharpened at the beginning of class.

6. Food and drink

Food and drinks are not to be consumed in the classroom. The only exception is clear water.

7. Cell Phones

Cell phones should not be seen, heard, or used in class. Cell phones may be taken away from

the student if it is use during class, and it will be given back only at the instructor's discretion.

8. Attendance

Lack of attendance and participation in class, late assignments, and/or missed exams may have an unpleasant impact on your final grade. If a student is going to be absent, he/she must inform the school administration or the teacher in advance via email 24 hours prior to

class starts. It will be a student's responsibility to catch up with the class by contacting other students or by attending tutoring sessions.

Important Advice:

The classroom instruction will cover most of the material therefore the attendance and active classroom participation will be extremely important and **rewarded**.

9. Participation

A student can earn up to 4 Attendance/ Participation points each day as follows:

4 - in class, on time, participating

3 - in class, on time, not participating

2 - in class, late, participating

1 - in class, late, not participating

0 - not in class - unexcused

10. Grading

Category	Grade
Attendance/Participation	15%
Assignments and Homework	25%
Quizzes and Tests	25%
Project/Paper	15%
Finals	20%

11. Pickup & Drop Off

Please make sure to pickup and drop off your child on time. It's very important!

No adult supervision after the hours!!!

12. Contact Information

BAAA offers twice per week, so if you have any questions or concerns for the teacher or TA, please contact them via email. Please give them 24-48 hours to respond. If you have any administrative related questions, please email me @ arabic.fusd@gmail.com , or call at 408-384-3364, and administration will respond to you within 24 hours.

13. Be Responsible, Be Respectful, Be Safe!

All students need to show respect to the teachers, classmates, classrooms, and themselves at all times. Before doing anything, ask yourself: Is this safe? Is this respectful? Is this responsible? If the teacher or another student is addressing the class, others are to be quiet. If someone asks a question, other students should pay attention because it may prove helpful. Unsolicited and unnecessary talking will not be tolerated.