

**Arabic Daily**

A large, stylized teal letter 'S' that forms a continuous ribbon-like shape, looping around itself. It is positioned to the left of the main title text.

# Arabic Daily

**Catalog**  
**Effective November 1, 2020**  
**Volume 1, No. 1**

<b>GENERAL INFORMATION</b>	<b>3</b>
Purpose/Mission [RD Introduction, 1.4, 1.5]	3
Advisory Board [RD 1.3, 1.7, 1.8, 1.10]	4
Calendar	4
Class Size [A 12]	5
Digital Resources [RD 3.5, RD 3.6]	6
<b>ADMISSIONS AND ENTRANCE REQUIREMENTS [RD 1.11]</b>	<b>6</b>
Admission standards and policies [RD 2.1]	7
Nondiscrimination policy [P 2.06b]	7
Student identity verification [RD 2.13]	8
Disclosure: Transfer Credit	8
<b>STUDENT CONDUCT - PROBATION, DISMISSAL &amp; GRIEVANCE PROCESS</b>	<b>8</b>
Student Conduct [RD 1.7, A 10]	8
Student Conduct Violation Policy [Assurance 10]	9
Student Dismissal Policy, Conduct [RD 1.7]	9
Probation & Dismissal Policy [A 10]	10
<b>ATTENDANCE</b>	<b>10</b>
Attendance Policy	10
Recording Absences [RD 1.7]	10
Tardiness & Attendance [RD 1.7]	10
<b>TUITION, FEES, AND REFUNDS</b>	<b>11</b>
Student Tuition and Fees [A 4]	11
<b>PROGRAM CURRICULA &amp; ACADEMIC POLICIES</b>	<b>13</b>
Student Policies & Procedures [A 9]	13
Educational Objective/Program Outcomes [RD 2.5, 2.6; A 9]	13
<b>GRADING</b>	<b>15</b>
The Grading System [RD 1.7, P 2.06f, A 9]	15
<b>STUDENT SUPPORT SERVICES</b>	<b>17</b>
Records Office [A 8,11]	17
Maintenance of Academic Records [P 2.06c]	17
FERPA	17
Records Request & Transcript [RD, 1.7, 1.8; P 2.06fiii]	17
Student Success Team [RD 2.2, 2.3, 2.4, 2.7, 2.8, 2.9, 2.13, 3.9, 3.10]	18
Attendance tracking & follow-up	18
Encouraging tutoring as needed for struggling students [R 2.2, 2.3, 2.4, 2.9]	19
New Student Orientation [R 2.13]	19
Special Access	19
Classroom Monitoring [R 2.7]	20

Tutoring [R 2.3, 2.8]	20
Help Desk [R3.9, 3.10]	21
Information exchange privacy and safety policy [R 3.9, 3.10]	21
Process for submitting technical support issues	22
Security and Crisis Management Plan [A 3]	22
<b>FACULTY &amp; ADMINISTRATION</b>	<b>23</b>
Administration [A 6]	23
OWNERSHIP [RD 1.4, 1.5]	24
<b>POLICIES</b>	<b>24</b>
Admission standards and policies [R 2.1]	26
Nondiscrimination policy [P 2.06b]	26
Student identity verification [RD 2.13]	27
Disclosure: Transfer Credit	27
Student Conduct [RD 1.7, A 10]	27
Student Conduct Violation Policy [A 10]	27
Student Dismissal Policy, Conduct [RD 1.7]	28
Probation & Dismissal Policy [A 10]	29
<b>ATTENDANCE</b>	<b>29</b>
Attendance Policy	29
Recording Absences [RD 1.7]	29
Tardiness & Attendance [RD 1.7]	29

## GENERAL INFORMATION

Since 2017 Arabic Daily has made Classical Arabic more accessible to English language speakers. We have served over 200 students in their acquisition of Classical Arabic language reading skills by offering online courses using video technology with a customized (paper) textbook delivered to their home. The student-body represents individuals from across the world and range from high school students to adult learners looking to add a new skill.

### Purpose/Mission [RD Introduction, 1.4, 1.5]

After returning from Amman, Jordan in 2017 Faraz began teaching Arabic to a few students in his spare time. As time went along he wrote an action oriented workbook provided to the Arabic Daily students during online instruction. Over the past three years this method has now been taught to over 500 students.

One of the problems Arabic Daily has identified is to make Classical Arabic more accessible to people, especially high schoolers. Arabic taught in high schools and universities fall under Modern Standard Arabic with a focus on communicating to Arab speakers. Those interested in

learning Classical Arabic are motivated to read classical texts such as Quran, Hadith, poetry, and other literary works.

Currently, if a motivated high school student is interested in studying Classical Arabic they either have to take time off from school or add another class to their already busy schedule. One of Arabic Daily's big missions is to accredit Classical Arabic classes to fulfill the foreign language requirement many high schools require. At the same time we still continue to provide classes to communities despite age or background.

Arabic Daily strives on four elements: 1) Accessibility in live classes paired with recordings. 2) In-house material creation from writing our text to creating the curriculum to providing a dynamic student portal. 3) Following protocols set forward by accreditation standards to ensure students receive a consistently high quality learning experience. 4) Focusing on blending compassion and patience by going at a pace where students feel comfortable and nurtured while instilling a love for learning classical Arabic.

Our goal is to produce independent and qualified Arabic learners who will go back to their communities and set a high standard of teaching for others to follow.

### *Course Offerings*

- FCA 100 – Fundamental Classical Arabic: Words
- FCA 105 – Fundamental Classical Arabic: Words Advanced
- FCA 110 – Fundamental Classical Arabic: Sentences
- RCA 220 – Reading Classical Arabic: Beginner
- RCA 240 – Reading Classical Arabic: Intermediate
- RCA 260 – Reading Classical Arabic: Advanced

## **Advisory Board [RD 1.3, 1.7, 1.8, 1.10]**

Arabic Daily gets input from its stakeholders in the form of an Advisory Board. Among the members are educators from High School Districts, homeschool leaders and community members who are fluent in Arabic and English. This group meets quarterly and reviews existing curriculum, admissions and persistence rates through the courses to achieve mastery in the Fundamental track and offer feedback and input on improvements to curriculum, assignments and other success strategies in addition to reviewing any new potential course offerings.

## **Calendar**

New sections of all courses are offered every 8 weeks. The first section of the year starts on the first Monday of September and runs continuously throughout the calendar year, including

summers. There is a one week break in-between 8 week sessions. Live class sessions are scheduled on Monday and Wednesday evenings and Saturday morning for an hour each. Times of each course are provided to the student before enrollment and vary depending on which class the student registers for.

<i>Summer Semester</i>			
April 1, 2021	Registration Window Opens for Session I	Fundamental Classical Arabic: Words FCA 100	Th: 5-6 PM EST & Su.: 9-10AM Tu: 6-6:30 PM
May 24, 2021	Session I Classes Start	Fundamental Classical Arabic: Words Advanced FCA 105	Th: 6-7 PM EST & Su.: 10-11AM Tu: 6:30-7 PM
July 17, 2021	Session I Classes End	Fundamental Classical Arabic: Sentences FCA 110	Th: 7-8 PM EST & Su: 11 AM -12 PM Tu: 7-7:30 PM
June 1, 2021	Registration Window Opens for Session I	Reading Classical Arabic: Beginner RCA 220	M, W, & Sa: 4-5 PM
July 26, 2021	Session II Classes Start	Reading Classical Arabic: Intermediate RCA 240	M, W, & Sa: 5-6 PM
September 6, 2021	Session II Classes End	Reading Classical Arabic: Advanced RCA 260	M & W: 6:30-7:30 PM & Sa: 10-11AM

## Class Size [A 12]

Based on industry best practice for online classes, our student-to-teacher ratio is 25:1. This does not mean that all courses have 25 students, once enrollment reaches 25 the section will be closed and another one will open for enrollment. A class must have 12 students to be offered in a new

section.

## **Digital Resources [RD 3.5, RD 3.6]**

Resources are carefully reviewed and chosen for inclusion as resources which are based on the course offerings and learning outcomes to assist instructors in providing content-rich information to supplement courses. The digital resources are free resources available to all Arabic Daily students and staff.

These resources include open resources that are accessible through the Arabic Daily ('School') portal. These resources are chosen by the instructors to meet the course learning outcomes at age-level appropriate levels. The resources can be accessed at <https://learnarabicdaily.com/student-success/digital-resources/>

Additionally, video technology is used to deliver the synchronous class meetings. Once the Live Class is over the recordings are embedded into the School portal under the lesson for the day for the students review. Students maintain access to these recorded lessons while they are students at the School.

## **ADMISSIONS AND ENTRANCE REQUIREMENTS [RD 1.11]**

Recruitment for prospective students is done in a variety of ways. Here are the methods used to recruit students for the School:

- Social media (posts and interactions on the School's Facebook and Instagram accounts);
- Word-of-mouth referrals;
- Face-to-face professional networking events; and
- Maximizing SEO on the School's website and use of Google ad words.

Since 2017, prospective students reach out to learn more about Arabic Daily via the [website](#) to see if the courses are right for them. Students are able to take the Remedial Fundamental course for free and determine if they have additional questions, to sign-up and determine if learning Arabic is right for them.

A School representative is available prior to and after enrollment to address any questions or concerns about attending Arabic Daily. All written and verbal communication between a prospective student and parents (as applicable) adhere to a transparent process where learning outcomes and benefits of learning Arabic are shared. At no time is there any pressure to enroll or any material shared with prospective students/parents that inflates data about retention/persistence or potential job outcomes based on knowledge of Arabic. The School leadership and staff ethically position posts, discussions and emails in compliance with the policies outlined in the catalog. No additional promises are made to prospective students upon admission or afterward that are not clearly stated in the Catalog.

## Admission standards and policies [RD 2.1]

An Enrollment Agreement is completed between a representative of the School, the prospective student and a parent/guardian, if the student is under 18 years old during the admissions process. A representative of the School provides the prospective student and parent/guardian (if applicable) a tour of a classroom, a Catalog which includes policies on minimum technology requirements, English language requirements, student code of conduct, the non-discrimination policy, and the institutions obligations in the learning process.

The Enrollment Agreement becomes part of the students file and can be updated by the student and/or parent/guardian as contact information changes by sending an email to [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com) Admission requirements are:

1. **Students must meet the language requirement of being able to read and write in English.** Arabic Daily's programs are designed for English speakers to learn Arabic. Since classes are delivered in English, all students are expected to have native/proficient level in English to be successful in these courses. All students attest to their English proficiency in the Enrollment Agreement.

2. **Minimum Technology requirements to be successful in the School platform are required.**

**Technology Requirements:** PC or Mac with a monitor that has speakers with a webcam and a headset with microphone or a Smart Device with a camera and headphones with a microphone. These are necessary to provide access to the videos and discussion opportunities in the classroom as well as to increase the ability to communicate with Arabic Daily faculty, staff, and other classmates.

**Minimum Requirements:** Windows 7.0 or above and OS X or above

**Suggested Browser:** Chrome or Firefox

**(Stable) Internet Connection:** LAN, Cable or DSL

**Email:** Students must communicate with the email provided on their Enrollment Agreement and use their student login credentials to get access to the platform. **Word**

**Processing Software:** Word is required for students to complete some assessments in class.

**Upload files:** Students should know how to take a screenshot or picture of homework and upload that electronic file (.jpg/.png) to the School portal for assessment.

## Nondiscrimination policy [P 2.06b]

The School follows a non-discrimination policy from admissions to hiring employees to integrity in records retention and the classroom. This is part of the admissions process so all potential students are aware of this policy and that the School's mission is to create independent Arabic learners by providing tools through grammar, vocabulary, and review exercises. The School strives to create a passion for the language and remove the stigma of Arabic as an unapproachable language so students are successful in the coursework. The expectation of all Arabic Daily staff is to adhere to a policy of nondiscrimination, those in violation may be immediately relieved of their duties in compliance with the School's policy of zero tolerance of any discriminatory practices.

## **Student identity verification [RD 2.13]**

There is a section in the Enrollment Agreement where the student provides Personal Identifying Information (date of birth, for example) before his/she is admitted. This information becomes confidential and part of the student's permanent record, maintained in compliance with FERPA and other applicable state and federal laws.

## ***Disclosure: Transfer Credit***

Arabic Daily provides courses as detailed in this Catalog (and any Addenda) and assigns instructional hours and corresponding academic credit based on industry best practices. It is not Arabic Daily's responsibility or assertion that these courses are transferable to any institution. It is the sole responsibility of the student to check with the receiving institution to ensure the courses taken at Arabic Daily will be accepted and transferred to their studies.

If Arabic Daily has an articulation agreement with an institution that information will be listed on the students enrollment agreement. An articulation agreement signifies a formal relationship between Arabic Daily and another institution which has agreed to accept the credits earned at the School for each student in attendance. Any questions about transfer credit should be directed to the receiving institution.

# **STUDENT CONDUCT - PROBATION, DISMISSAL & GRIEVANCE PROCESS**

## **Student Conduct [RD 1.7, A 10]**

The School has deliberate safeguards in place to encourage academic integrity and reduce/manage the incidence of plagiarism:

- **Student username:** A student username is assigned to students in lieu of using a social security number or date of birth in communications with the Records office and/or the Help Desk.
- **Student login:** After enrollment each student is provided a unique login to the School portal. Students are informed and attest that they are the ones who will attend the Live Classes.
- **Honor Code sign-off:** Materials in each class in addition to the New Student Orientation module include a section and check-off where the student attests they are the only one who completed the work submitted.
  - The School reserves the right to adjust the Honor Code statement as needed. Here's an example of what an **Honor Code statement** may contain: By checking here, I agree that I was the only one who completed the work in this assignment. I realize that if I submit work completed by someone other than myself, it violates the School's student conduct policy and I could be dismissed from the School.



## **Student Conduct Violation Policy [Assurance 10]**

Students are expected to behave with respect in all interactions with the School staff, faculty, and other students. Since interactions are primarily in an online environment (via the School portal or email) it is essential students understand proper netiquette for engaging in mutually respectful discussions and when making electronic requests. There may be times when students choose to interact with staff and faculty via the phone and upholding interactions of mutual respect is expected then as well.

Due to the prevalence of online global communication, it is understood that most Arabic Daily students have a solid understanding of appropriate rules of netiquette. However, students are encouraged to read their emails in advance.

## **Student Dismissal Policy, Conduct [RD 1.7]**

Dismissal could occur for the following student behaviors:

- *Cheating/plagiarism* - Not complying with the Honor Code
- *Threatening/bullying another person* (student or staff member) in a Live Class or other School interaction (ex. Tutoring or advising)

When a report is received that a student may have violated Arabic Daily's standards of conduct, they could be immediately removed from their class. Any offending comments or posts made in a classroom or other public forum in the School portal will be immediately deleted.

After an incident occurs the alleged code of conduct violation is escalated to the Administrative Director (or designee) for review and investigation. The student will be informed of the investigation and actions via the email on file with the institution when the violation is received.

If the student is a high school student, the parents/guardians listed on the enrollment agreement are contacted by the Administrative Director before a final decision is made on the student conduct.

The Administrative Director conducts an investigation of the issue and reviews any documentation posted by the student and/or speaks with any faculty/staff member who was involved, as determined by the incident.

Students are contacted within 24 hours after the investigation is complete to discuss the issue and share the resolution and next steps. The School communicates with the student using the email and phone number on file. A letter with the final disposition is mailed to the student to the mailing address on the Enrollment Agreement.

Any instances of threatening staff, faculty or other students using the Student platform or email or on the phone while discussing school work, may result in immediate dismissal. During an investigation that involves a threat, the student does not have access to the School portal.

The appeal process for a student dismissed due to unsatisfactory conduct is to contact the Administrative Team at email: [support@LearnArabicDaily.com](mailto:support@LearnArabicDaily.com) from the email provided on the

Enrollment Agreement to ensure continued confidentiality. If a student is removed from class because his/her violated the code of conduct they are not eligible for a refund provided it is outside of the posted refund schedule.

## **Probation & Dismissal Policy [A 10]**

If it is determined after an investigation that the student violated the School's code of conduct policy, the student may be removed from the classroom and may be allowed to return in the next session (2 months later), as deemed by the Administrative Team. If it is determined that the students actions/behavior can be corrected the student can return.

It is the intention of Arabic Daily to provide a positive learning environment where all interactions with faculty, staff and students are focused on mutual respect in situations. These policies and practices are in place to ensure all learning opportunities are focused on language acquisition in a positive environment.

# **ATTENDANCE**

## **Attendance Policy**

The following attendance policy is adhered to by each instructor and has been created with student success in mind.

### **Recording Absences [RD 1.7]**

Arabic Daily has embedded tracking to see when each student logs in and amount of time spent in the School portal. In addition, each class is recorded and the recording mechanism captures who attends. It is the practice of each faculty member to reach out to students if they are absent from 2 classes or have not logged into the School portal for 4 days with an embedded student success trigger that automatically sends an email to the student with reminders to reach out to Student

Success and/or the instructor to get back on track and for additional learning strategies to be successful.

### **Tardiness & Attendance [RD 1.7]**

It is understood that life circumstances as well as a lack of internet access may prevent the student from attending a Live Class session. After taking the New Student Orientation module, students understand that it is their responsibility to keep an open dialogue with their instructor and send an email or use the designated Chat technology to send a message if they need to miss a class.

If a student does not log into the School portal and attend a Live Class during the first week, a member of the Student Success Team will receive a notification the student is absent. The SST member reaches out to the student to help them figure out how to become engaged in the

classroom. Tardiness is not an effective measurement for a nontraditional (online) program and is therefore not tracked.

Students must have 80% attendance in order to pass any course at the School. Attendance at the Live Class requires students to be logged into class and have the video on during the entire class session. Students are encouraged to test their connectivity along with video and microphone capabilities on their device at least an hour before a Live Class to give them time to either troubleshoot or log in with a different device for class.

## **TUITION, FEES, AND REFUNDS**

Arabic Daily only accepts direct pay from students or a School District. The School does not participate in any Federal Financial Aid or loan programs. If potential students need to seek an additional funding source that is their responsibility as the School only accepts payment via credit card payments, PayPal, and invoices .

### **Student Tuition and Fees [A 4]**

#### **Methods of Payment**

Currently the method of payment is all major credit cards and made payment via PayPal.

Payments for classes are expected in full before the class starts. If a student enrolls in a class and full payment is not received two weeks before the start of the class the student is removed from the class. There are no payment plans and no discounts.

There are two textbooks used for all courses in the Fundamental Classical Arabic track, only one paper copy is provided per student.

As of October 31, 2020, the costs associated with attending Arabic Daily are:

- There is no Enrollment fee
- Tuition, depends on length of classes taken:
  - 8-week program, \$1,250: Start dates from January through May (3 Live Classes/week)
  - 12-week program, \$3,000: June, July & August (5 Live Classes/week) ○
  - Summer Intensive program, \$1,250 (5 Live Classes/week for 4 weeks ○
  - Textbook & Shipping (only students enrolling in FCA105 & RCA220 receive textbooks, not an applicable charge for other students)
- Technology fee \$20/session

(Note: Costs will be reviewed each year in July, any updates will be posted in an Addendum to the Catalog and reflected on Enrollment Agreements.)

Additional payment arrangements could be set up if a School District determines to register and sponsor 3 or more high school students in Arabic Daily courses. If you are with a School District please reach out to the [support@learnarabicdaily.com](mailto:support@learnarabicdaily.com) to discuss.

Additional copies of the textbook are available for a fee of \$50 per book which includes domestic shipping costs.

#### Refundable

The entire class fee is refundable until the textbook ships to the student at the address on his/her enrollment agreement. Since there is only one textbook for the Fundamental Classical Arabic trakt it is only sent to the student at the start of their first course. Here's the refund schedule:

100% Refund: Drop request must be received 5 business days before the class Start.

This includes all tuition, textbook and shipping fees.

75% refund of tuition, only: Drop request must be received by Sunday, the end of Week 1, student keeps the textbook

50% refund of tuition, only: Drop request must be received by Sunday, the end of Week 2, student keeps the textbook

A class drop and refund request, per the schedule above, needs to be completed via email and sent to [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com). Refunds are processed within 48 hours and returned to the credit card or other method of payment made to the School. The School is not responsible for any mistake in initiating a drop request, such as an error in the email address. The drop request must include the students name, a request to drop, and include the requestor's name and phone number. The Records office calls and emails confirmation of a drop before it is processed to ensure accuracy.

#### Non-refundable

Once the textbook ships to the student it is expected the student will join the class. If the student is unable to attend the class during that start, he/she can submit a request to [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com) to request a later start date without penalty. This request to extend start is only available one time.

However, since students are only provided a textbook in advance of the 1st course, the fees for the 2nd and 3rd course are non-refundable 5 days before the start. There are no refunds after the Sunday of Week 2 of the term.

As individuals are enrolled into a course they will be issued an electronic invoice for the course and any associated fees that are expected to be paid within 72 hours. Five days before each term starts no additional students can be enrolled since textbooks are shipped at this time and are necessary for the student to be successful in class.

# PROGRAM CURRICULA & ACADEMIC POLICIES

## Student Policies & Procedures [A 9]

In each class, students are provided a syllabus which captures the student policies, expectations in class and the targeted learning outcomes. The policies in the Syllabus act as a reminder for those published in the Catalog and are updated as Catalog Addenda are created so the student has the most updated information. All policies at Arabic Daily are based on best practices in pedagogical methods and legal parameters for schools.

Additionally, students are provided continual access to the *New Student Orientation* module. In this module the students are able to practice navigating the portal, learn about School policies and student expectations such as academic integrity and services available such as tutoring.

## Educational Objective/Program Outcomes [RD 2.5, 2.6; A 9]

Student learning is grounded in the Remember and Understand stages of Bloom's Revised Taxonomy. Those outcomes are clearly stated for each week and provide a solid foundation of language acquisition with the repetitive nature at this early stage of learning Arabic.

Required courses:

There are three required courses in the Fundamental Classical Arabic Track each designed to build on each other and scaffold the students learning process in classic Arabic. Each course builds upon the previous course, and all must be taken to complete the Foundational Arabic Track to move forward into Reading Classical Arabic.

Course Number, Title

FCA 100 – Fundamental Classical Arabic: Words

FCA 105 – Fundamental Classical Arabic: Words Advanced

FCA 110 – Fundamental Classical Arabic: Sentences

RCA 220 – Reading Classical Arabic: Beginner

RCA 240 – Reading Classical Arabic: Intermediate

RCA 260 – Reading Classical Arabic: Advanced

Contact Hours (Lecture/Lab)

Students receive 24 hours of synchronous learning in the Live Class sessions. The students are expected to spend at least 90 minutes per week in preparation and completion of assigned homework (in asynchronous learning). Therefore, in total each course has 36 hours of learning opportunities where the student is expected to be engaged with the material.

FCA 100 is a synchronous course which meets for 24 contact hours over 8 weeks/12 weeks.

FCA 105 is a synchronous course which meets for 24 contact hours over 8 weeks/12 weeks.

FCA 110 is a synchronous course which meets for 24 contact hours over 8 weeks/12 weeks.

RCA 220 is a synchronous course which meets for 24 contact hours over 8 weeks/12 weeks.

RCA 240 is a synchronous course which meets for 24 contact hours over 8 weeks/12 weeks.

RCA 260 is a synchronous course which meets for 24 contact hours over 8 weeks/12 weeks.

### Course Descriptions

FCA100, Fundamental Classical Arabic: Words. (24 contact hours, 0.25 credit). Students will learn the three parts of speech (nouns, verbs and prepositions) along with conjugation of verbs and the different states of words (raf, nasb, jarr). Prerequisite: Familiarity with Arabic vowels and letters.

FCA105, Fundamental Classical Arabic: Words. (24 contact hours, 0.25 credit). In this course you learn to use an Arabic-English Dictionary to translate written Arabic and learn the 10 Forms. Prerequisite: Familiarity with Arabic vowels and letters. Prerequisite: FCA100

FCA110, Fundamental Classical Arabic: Sentences. (24 contact hours, 0.25 credit). In this course you will learn to construct sentences, translate and access texts. Additionally, you will learn about the two types of sentences, subject and predicates, adjectives, and words in the state of raf, nasb and jarr along with how to break down sentences while doing translations. Prerequisite: FCA105

RCA220, Reading Classical Arabic: Beginner. (24 contact hours, 0.25 credit). In this course you will read the first 100 pages of Qasas Al-Nabiyyn قصص النبيين a famous book by Shaykh Abu Al-Hasan Al-Nadawi. This is written in voweled Arabic about the Prophets which will help students increase their speed and vocabulary acquisition. During each class students are required to read, translate, and analyze grammar from this book. Prerequisite: FCA110

RCA240, Reading Classical Arabic: Intermediate (24 contact hours, 0.25 credit)  
In this course you will read the next 100 pages of Qasas Al-Nabiyyn قصص النبيين a famous book by Shaykh Abu Al-Hasan Al-Nadawi. This is written in voweled Arabic about the Prophets which will help students increase their speed and vocabulary acquisition. During each class students are required to read, translate, and analyze grammar from this book. Prerequisite: RCA220

RCA260, Reading Classical Arabic: Advanced (24 contact hours, 0.25 credit)  
In this course you will finish Qasas Al-Nabiyyn قصص النبيين a famous book by Shaykh Abu Al-Hasan Al-Nadawi. This is written in voweled Arabic about

the Prophets which will help students increase their speed and vocabulary acquisition. During each class students are required to read, translate, and analyze grammar from this book. Prerequisite: RCA 240

#### Clock/Credit Hours

The state of Ohio guidance on clock (instructional) hours to credit hours is clear where 0.25 credit can be allocated for a 30 hour instructional course.

Each class meets three times per week to adequate time for repetition, advanced language retention and acquisition for students. The class sessions are spread out during the week on Monday, Wednesday and Saturday to allow for at home independent study time for the students in-between class sessions.

## GRADING

### The Grading System [RD 1.7, P 2.06f, A 9]

Since Arabic Daily has a physical presence in Ohio, it adopted the grading scale used by the Ohio Department of Education which is as follows:

Effective November 1, 2020

Arabic Daily Grading Scale					
Letter Grade	GPA/%	Letter Grade	GPA	Letter Grade	GPA
A+	4.0	A	4.0	A-	3.7
B+	3.3	B	3.0	B-	2.7
C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7
F	0				

Source: ODoE scale. 3301.16

There are several metrics in place at the School to ensure students are getting the listed instructional time in each course. First, the published class schedule breaks each course into three meetings per week at a scheduled time for 60 minutes each. The schedule is subject to change based on student enrollment needs and instructor availability but will be posted in the School portal as a Catalog Addendum with 3 months notice.

Second, is the required GPA required in order to progress from one course to the next. A 2.0 is required even though higher grades and mastery of the subjects are encouraged and fostered by the implementation of hands-on instructional staff and additional services such as tutoring.

Third, is the access students have to the platform 3 days before class starts and a paper textbook mailed to them. This allows students to access student services 24/7 as well as having immediate feedback from instructors in the life sessions to help them master the course materials and objectives.

#### Faculty Accessibility

Instructors are essential in the knowledge transfer process in our 100-level courses. Access to instructors during and outside of class time is an important resource for student success.

#### **Students are able to reach the instructors in the following ways:**

- Informal/Email: Students are able to email the course instructor from the email provided to the student. This is important for the privacy of the student (FERPA), to ensure the instructor is speaking with the Student and to make sure the conversations are transparent.
- Informal/Texting: Students are encouraged to download and text their instructor via the Telegram Messenger which is a free encrypted app.
- Informal/Chat during Office Hours within the School portal: Students are able to reach the instructors during their posted office hours with the Chat function within the School portal. In order to access this function, students are required to be logged in to the platform. Instructors may not be able to immediately respond to a student Chat request because other students may have initiated a Chat before them. This method is intended to ask clarifying questions about an assignment or grade received, not for additional instruction time based on the day's class.
- Formal/Small Group: Based on assignments given in class, instructors may offer small group tutoring outside of class time. This small group time would be optional (& ungraded) and set up similar to a classroom session but with intensive instruction about a specific concept or aspect of the lesson that proved challenging for the students. These small group sessions would be offered on Tuesday or Thursday (non-class days) at the same time their class meets.

Parents are able to reach the instructors in the following ways:

- Informal/Email: Parents are permitted to email the course instructor provided they are the parent on the enrollment/admissions application using an email on file. Because students are minors, instructors do not need student permission to discuss academic performance or disciplinary issues with their parents/guardians.
- Formal/Progress Reports: Weeks 2 & 5 the instructor will send an electronic progress report to the parents/guardians of record to highlight overall student progress, any areas for improvement along with suggestions for individual improvement. Parents may use this Progress Report to schedule time to speak with the instructor via the chat function in the School portal or via phone call.



# STUDENT SUPPORT SERVICES

A variety of student support services are offered to assist students in their language acquisition of Arabic. These services are made available to all registered students through their portal access but not made available to previously enrolled students.

## Records Office [A 8,11]

We offer two diplomas

1. Foundational Diploma - a student has completed FCA 110. This illustrates that the student has the basic fundamental knowledge of Arabic. Students with this diploma can present it to schools and organizations as a testament to their ability to understand Arabic.
2. Teachers Diploma - students who completed RCA 260. This diploma illustrates that the student not only knows the fundamentals of Arabic but has also extensive experience in reading and translating. Students with this diploma can enter into the teacher training program for Arabic Daily.

The credit system assigned to the courses at the School, complies with an industry standard of 60 instructional hours (synchronous and asynchronous) as seen in public high school systems and other Cognia approved schools.

## Maintenance of Academic Records [P 2.06c]

### FERPA

Arabic Daily complies with the Family Educational Rights and Privacy Act (FERPA) and maintains the confidentiality of all personal identifying information (PII) as mandated by law. Because the student population is in high school, as long as students are under 18 years old, their parent/guardian of record (on their application) will be allowed access to education records and have the ability to speak to school faculty and personnel about the student's progress, payment account, transcript request and disciplinary issues without express permission of the student.

The exception to this is any student, who is still in high school, but is over 18 years old, and is on an IEP or receiving transitional services through their school district while attending Arabic Daily. Unless expressly objected to, these students who need 'Special Access' to their parent/guardian will be allowed to communicate with Arabic Daily as if the student is still a minor, based on the definition and services offered by their school district. Arabic Daily complies with all requests for aggregate student data as required by law.

### Records Request & Transcript [RD, 1.7, 1.8; P 2.06fiii]

At the end of each course, the instructor assigns a grade to the student based on completion of the course requirements. This grade is published and accessible only to the student and parent/guardian in the School portal.

Any student in good standing is able to request an official transcript from Arabic Daily. Requests should be made by accessing the Records Office within the School portal and completing the form under the 'transcript request' link. If a parent or student is unable to access the School portal they may email a request to [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com) with the following information:

- Student's full name
- Student's Arabic Daily username
- Student's date of birth (MM/DD/YEAR)
- School name to send transcript:
- Email address of school:

- Requester full name:
- Requester relationship to student:
- Date of request:

Upon receipt of this request Arabic Daily will review the students file to verify the information provided is accurate. If there is missing information the request will be returned for revision. If there is inaccurate information, the request will be rejected and you will have to submit a corrected request. In compliance with FERPA, transcript requests are limited to the student or the parent/guardian listed on the enrollment agreement.

An unofficial transcript is available on-demand via the Transcript tab in the School portal.

Once a transcript request is received the transcript will be sent as a secured PDF to the school identified within **5 business days** of the end of the course. There is a fee of \$10 for each paper transcript. An additional charge of \$25 will be accessed if the transcript needs to be sent via guaranteed 2-day delivery.

Any questions about a student transcript should be directed to [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com).

## **Student Success Team [RD 2.2, 2.3, 2.4, 2.7, 2.8, 2.9, 2.13, 3.9, 3.10]**

The Student Success Team (SST) is responsible to support the student as they take Arabic Daily courses. Members of the SST partner with the instructors to identify at-risk students and provide support to help them be successful in class.

### **Attendance tracking & follow-up**

The automated attendance tracking system in the School portal paired with information from the instructor will give the SST updated information on student activity and the need to step-in with assistance. If a student misses a Live Class or has not logged into the School portal for 3 days the

student receives an email asking what support the School can provide to assist the student in being successful. There are many reasons a student would not be able to log into the School portal ranging from additional studies, personal/life issues, or connectivity. If the student agreed to let the School send text messages, one will be sent along with the email. A phone call will also be initiated to the student (using the number on file) if an electronic response is not received.

The follow-up by a member of SST is designed to provide additional support to the student not to be invasive. If a student is experiencing a personal/life issue or any other type of issue (work or other school commitments, for example) they should not feel compelled to tell the School representative those details. These calls, emails, and text messages offer additional support to the student so they can be successful in their language class at the School.

### **Encouraging tutoring as needed for struggling students [R 2.2, 2.3, 2.4, 2.9]**

When a member of SST reaches a student who has been struggling with consistent attendance and the student expresses frustration with comprehending the material tutoring will be suggested as the next step after reaching out directly to the instructor. The instructor is always the first step in seeking assistance but additional resources such as tutoring is available to all students however they must ask for it, it is not a service students are routinely put into.

### **New Student Orientation [R 2.13]**

A new student orientation is provided for all new students and is available for all students as needed as a refresher to the School portal. It is strongly suggested that students take the orientation module before their first class starts.

Students are encouraged to take the online non-credit *New Student Orientation* module before they start their program. This module allows students to learn to navigate the Arabic Daily platform, how to access all student support services, FERPA, and other education policies.

### **Special Access**

Arabic Daily is committed to providing Arabic knowledge acquisition to all individuals who want to learn and meet the admission requirements. The Administrative Team will work with a student in need of special access in the delivery of the class material and tutoring based on his/her IEP. The parent/guardian is bound to be a part of this discussion and process to ensure the classroom experience is one that provides the access necessary for the student to be successful. Questions about this can be directed to the Administrative Team at [support@ArabicDaily.com](mailto:support@ArabicDaily.com)

## **Classroom Monitoring [R 2.7]**

At the core of all teaching-learning experiences is the review of teaching effectiveness and learning outcomes. Given the classes are delivered in a 100% online format there are several opportunities for Arabic Daily to ensure classes are providing quality learning experiences for the students during each class session and week. There are several ways this happens:

- **Planned and unplanned observations** periodically throughout the term, one of these will occur in the first two weeks of each session;
- **Review of the recorded class sessions**; and
- **Student feedback** at the end of the session asking about teaching effectiveness and self-perception of learning

Within the Administration Department there is a staff member who has access to the courses to ensure the following is taking place in the Live Class sessions:

- Positive instructor/student interactions;
- Substantive instructor feedback and interactions;
- Timely and substantive instructor grading feedback & adherence to posted rubrics; and
- Acts as the first point-of-contact for instructors if a behavior issue with a student becomes an issue.

All of these areas provide a view into the classroom at various points of the session and how specific teaching strategies were/are effective with the students to accomplish those course outcomes.

This is a transparent process where the instructors are involved in the discussion as these are tools to gain greater insight into the classroom and help in professional development of instructors and in the School's continuous improvement process.

As a result of this proactive classroom monitoring our Administrative team is able to support instructors & the students in real-time.

## **Tutoring [R 2.3, 2.8]**

Any student who feels like they need additional help outside of the class environment is encouraged to first speak with their course instructor for additional assistance outside of the scheduled weekly meetings. However, it can be beneficial for students to get help outside of their instructor to gain additional insights or other strategies to manage a particular lesson or concept. Students who want to access additional coaching/tutoring opportunities are able to click on the Student Success link in the School portal to see what designated drop-in sessions are available that particular week. These sessions change from week to week based on tutor availability. The tutoring sessions are first-come, first-serve and last 20 minutes.

## **Help Desk [R3.9, 3.10]**

Antivirus/anti-hacking software and protocols are present and embedded in all aspects of the online School portal, and servers. All cloud-based storage is secured with password and encryption protocols to further secure student data. Students and faculty are strongly encouraged to install an antivirus software on their devices as well.

The Help Desk staff provide Arabic Daily campus portal technical support to students, faculty, and staff. While the campus portal is available 24/7 the Help Desk is available when Live classes are in session, which at the time of printing is Saturday, Monday and Wednesday from 2-7pm EST. (These times are subject to change based on class scheduling and student need). During off times, an email ticket can be initiated by submitting an email to [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com). Trouble tickets are automatically generated and addressed in the order they are received. Students are encouraged to reach out to the Help Desk with any technical issues they experience with the platform. The Help Desk is not able to provide any assistance with personal equipment (i.e. broken/dysfunctional personal computer/printer) but rather assists with issues when the portal links (Classroom, Student Success tab, New Student Orientation) are not working correctly

## **Information exchange privacy and safety policy [R 3.9, 3.10]**

Either way the student will be asked to provide his/her first and last name in addition to their student identification number (provided upon enrollment), an email to send a response/resolution and the specific nature of the problem. The more detailed the student can be in sharing the problem with the Help Desk the quicker they can address the issue.

When the student sets up his/her login credentials to the School portal they will provide a password that is only known to them. This password should not be shared with others as it not only would give others access to the students grades but would give a non-student access to the Arabic Daily classes and other resources.

Reasons for reaching out to the Help Desk are:

1. Loss of access to the classroom (link to class not working);
2. Other deadlinks in the School portal; and
3. Planned platform outage because of maintenance.

As an online school there will be platform outages for maintenance and other software and hardware updates, however these will be scheduled at non-prime times for students (non-class days and in the evening/overnight hours) to have the least impact on the learning process. These planned outages will be communicated to all students and staff via text message (if they opted in) and via email on file. Students are encouraged to make sure [Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com) is white listed so they can receive any of these updates.

## **Process for submitting technical support issues**

There are two ways for students to get assistance with technical issues.

1. Chat function within the School portal to talk with a Help Desk representative.
2. Submitting a trouble ticket within the School portal under the Help Desk tab.

Once a trouble ticket is submitted the student can expect to get a ticket number to track the resolution. The turnaround time on trouble tickets is 24 hours unless it is a holiday or scheduled break then it is 24 hours after the first day back.

## **Security and Crisis Management Plan [A 3]**

The Security and Crisis Management plan can be found in the portal. Since the School is 100% online this is focused on the School's digital security measures. Overall, items include protocol for instructors recording Live Class sessions, how issues should be escalated to the Help Desk when there may be a system error or potential bug in the portal and if a student informs the instructor of a breached student login.

Since Arabic Daily is an online school the security plan is focused on cybersecurity issues. There are several ways the School has created and implemented a proactive security plan to ensure a safe online learning environment you can trust.

First, the school website is a secure environment maintained with appropriate security updates as monitored by proactive IT protocols. On a monthly basis, the website will go off-line (during non-class times) for routine maintenance and any necessary updates.

A message about web maintenance will be posted in advance in the Student Dashboard and School Portal to keep everyone informed. The IT department will do its best to ensure minimal impact to classes but based on the everchanging cyber world, if there are issues that need to be handled off the schedule, the School err on the side of caution and go off-line for the time necessary to ensure web security.

Second, all student records are housed in a secure cloud storage platform. Student records are all-inclusive of grades and feedback given by instructors, IEP/special access paperwork, and any investigations (grievance/academic integrity) are under the purview of the Administrative Director or designee.

If there is a cyber breach that impacts the School website/portal and/or student records, within 24 hours emails will be sent to all previous and current students via the last email address on file.

The School recommends that staff and students do not share their login/password information with anyone in order to minimize an individual breach.

If a student determines that their login is no longer secure they can send an email to the Help

Desk to have it reset. Students will need to provide answers to security questions previously set up in order to reset their login/password to regain access to the School portal.

The School monitors natural disasters that could impact classes, instructors, and student access so a message will be posted in the Student Dashboard and School Portal. While Arabic Daily's main purpose is to provide language learning, we respect and hope everyone can stay safe. If you are in a region experiencing a natural disaster the instructors will be informed to be flexible on deadlines in case students are not able to get online or attend the live classes. Students are always encouraged to be proactive to communicate with their instructors about missing a class if they have access to the internet.

# **FACULTY & ADMINISTRATION**

## **Administration [A 6]**

### ***Administrative Director Help Desk Manager Admissions Coordinator***

Zakaria Farah, B.A. Ohio State University

- Ensure School policies and procedures are followed by staff and students
- Mentor and provide supervision to Admissions, Records, and Faculty
- Collaborate with Faraz to determine start budget
- Act as point-person for Records request (grades and transcripts)
- Liaise with students/parents to clarify special access policy and review IEPs or other provided documentation
- Communicate student concerns to Faraz and instructors, as needed.
- Investigate academic integrity issues, as escalated by instructors
- Provide guidance on accreditation
- Maintain Continuous Improvement Plan in concert with Faraz
- Assist with Instructor hiring and onboarding
- Ensure staff documentation on file is in compliance with School policies and local, state, and federal laws
- Other duties as assigned.

### ***IT***

Darrell Keys, B.A. University of New Orleans

### ***Instructors***

Faraz Malik, M.S. Islamic Studies from Hartford Seminary and is fluent in Arabic. He has 7 years of Arabic teaching experience.

Mohammad Arif: Taught Arabic since 2000. Has taught grades 6~7 in Islamic weekend schools. Completed the first two books of the Madinah Arabic course, and a majority of "Qasas-un-Nabiyyin". Also completed courses from Bayyinah Institute in Dallas, currently his

advanced studies from Al-Kitabul Asaasi" Level 6 from Egypt.

### ***Instructional Oversight [A 7]***

We allow teachers to grow through a three step process:

1. They act as a TA in the lectures, listening to the recordings and helping students.
2. They are given responsibility for separate tutoring sessions where they get one to one time with students. These recordings are then reviewed by Faraz and a weekly meeting occurs with the teacher.
3. They are then given a few classes with the head instructor to ease them into eventually taking over an entire class.

There is consistent weekly feedback with the teacher which is recorded for their benefit.

## **OWNERSHIP [RD 1.4, 1.5]**

### ***Statement of Legal Control***

Arabic Daily, LLC is solely owned by Faraz Malik.

## **POLICIES**

### **Expectations of the Learner**

- Arrive to class 5 minutes early (tardiness affects participation grade)
- Keep your mics on mute unless you have a question. Once you have finished your questions put your mic back on mute.
- Video should be on at all times
- The only screens a student should be viewing are that of the teacher or any documents related to the class.
- Students may be asked to share their screen to show their work
- Questions are allowed, but there must be respect between the students and the teacher at all times

### **Expectations of the Instructor**

- Provide grading feedback within the following class session.
- Ask students equally
- Give students lots of feedback on their work
- Listen and respond to student concerns
- Take all questions seriously
- Provide inspiration to students so that they will want to change their minds
- Respect the students' questions

### **General Expectations**

- Show respect for the teacher, yourself and others at all times.



- Respect yourself and the rest of us by using appropriate language and wearing appropriate clothing.
- Be prepared for class each day
- When directions are given, do your best to follow them the first time. If you are confused or have questions, ask. I would rather have you stop class to clarify than be off task while everyone else is working.
- Pay attention, participate and ask questions

## **Policies**

### ADA policy

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Accessibility Services Office for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders.

### Non-Discrimination Policy

Arabic Daily is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Arabic Daily, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Arabic Daily not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

### Academic Integrity Policy

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty—including cheating, plagiarism, deception of effort, and/or unauthorized assistance—may result in a failing grade in a course and/or suspension or dismissal from the course.

### Student Conduct Policy

Academic and nonacademic misconduct (such as disturbing the peace, destruction of property and theft) are all considered to be outside the expectations of student conduct.

### Attendance Policy

If a student has an emergency they should let the teacher know before class and this will be treated as an excused absence. Tardiness will be counted as ½ absent. If a student misses more than 20% of the classes due to non-excused absences they will not pass.

## Admission standards and policies [R 2.1]

An Enrollment Agreement is completed between a representative of the School, the prospective student and a parent/guardian, if the student is under 18 years old during the admissions process. A representative of the School provides the prospective student and parent/guardian (if applicable) a tour of a classroom, a Catalog which includes policies on minimum technology requirements, English language requirements, student code of conduct, the non-discrimination policy, and the institutions obligations in the learning process.

The Enrollment Agreement becomes part of the students file and can be updated by the student and/or parent/guardian as contact information changes by sending an email to

[Support@LearnArabicDaily.com](mailto:Support@LearnArabicDaily.com) Admission requirements are:

1. **Students must meet the language requirement of being able to read and write in English.** Arabic Daily's programs are designed for English speakers to learn Arabic. Since classes are delivered in English, all students are expected to have native/proficient level in English to be successful in these courses. All students attest to their English proficiency in the Enrollment Agreement.

2. **Minimum Technology requirements to be successful in the School platform are required.**

**Technology Requirements:** PC or Mac with a monitor that has speakers with a webcam and a headset with microphone or a Smart Device with a camera and headphones with a microphone. These are necessary to provide access to the videos and discussion opportunities in the classroom as well as to increase the ability to communicate with Arabic Daily faculty, staff, and other classmates.

**Minimum Requirements:** Windows 7.0 or above and OS X or above

**Suggested Browser:** Chrome or Firefox

**(Stable) Internet Connection:** LAN, Cable or DSL

**Email:** Students must communicate with the email provided on their Enrollment Agreement and use their student login credentials to get access to the platform. **Word**

**Processing Software:** Word is required for students to complete some assessments in class.

**Upload files:** Students should know how to take a screenshot or picture of homework and upload that electronic file (.jpg/.png) to the School portal for assessment.

## Nondiscrimination policy [P 2.06b]

The School follows a non-discrimination policy from admissions to hiring employees to integrity in records retention and the classroom. This is part of the admissions process so all potential students are aware of this policy and that the School's mission is to create independent Arabic learners by providing tools through grammar, vocabulary, and review exercises. The School strives to create a passion for the language and remove the stigma of Arabic as an unapproachable language so students are successful in the coursework. The expectation of all Arabic Daily staff is to adhere to a policy of nondiscrimination, those in violation may be immediately relieved of their duties in compliance with the School's policy of zero tolerance of any discriminatory practices.

## **Student identity verification [RD 2.13]**

There is a section in the Enrollment Agreement where the student provides Personal Identifying Information (date of birth, for example) before his/she is admitted. This information becomes confidential and part of the student's permanent record, maintained in compliance with FERPA and other applicable state and federal laws.

## ***Disclosure: Transfer Credit***

Arabic Daily provides courses as detailed in this Catalog (and any Addenda) and assigns instructional hours and corresponding academic credit based on industry best practices. It is not Arabic Daily's responsibility or assertion that these courses are transferable to any institution. It is the sole responsibility of the student to check with the receiving institution to ensure the courses taken at Arabic Daily will be accepted and transferred to their studies.

If Arabic Daily has an articulation agreement with an institution that information will be listed on the students enrollment agreement. An articulation agreement signifies a formal relationship between Arabic Daily and another institution which has agreed to accept the credits earned at the School for each student in attendance. Any questions about transfer credit should be directed to the receiving institution.

## **Student Conduct [RD 1.7, A 10]**

The School has deliberate safeguards in place to encourage academic integrity and reduce/manage the incidence of plagiarism:

- **Student username:** A student username is assigned to students in lieu of using a social security number or date of birth in communications with the Records office and/or the Help Desk.
- **Student login:** After enrollment each student is provided a unique login to the School portal. Students are informed and attest that they are the ones who will attend the Live Classes.
- **Honor Code sign-off:** Materials in each class in addition to the New Student Orientation module include a section and check-off where the student attests they are the only one who completed the work submitted.
  - The School reserves the right to adjust the Honor Code statement as needed. Here's an example of what an **Honor Code statement** may contain: By checking here, I agree that I was the only one who completed the work in this assignment. I realize that if I submit work completed by someone other than myself, it violates the School's student conduct policy and I could be dismissed from the School.

## **Student Conduct Violation Policy [A 10]**

Students are expected to behave with respect in all interactions with the School staff, faculty, and

other students. Since interactions are primarily in an online environment (via the School portal or email) it is essential students understand proper netiquette for engaging in mutually respectful discussions and when making electronic requests. There may be times when students choose to interact with staff and faculty via the phone and upholding interactions of mutual respect is expected then as well.

Due to the prevalence of online global communication, it is understood that most Arabic Daily students have a solid understanding of appropriate rules of netiquette. However, students are encouraged to read their emails in advance.

## **Student Dismissal Policy, Conduct [RD 1.7]**

Dismissal could occur for the following student behaviors:

- *Cheating/plagiarism* - Not complying with the Honor Code
- *Threatening/bullying another person* (student or staff member) in a Live Class or other School interaction (ex. Tutoring or advising)

When a report is received that a student may have violated Arabic Daily's standards of conduct, they could be immediately removed from their class. Any offending comments or posts made in a classroom or other public forum in the School portal will be immediately deleted.

After an incident occurs the alleged code of conduct violation is escalated to the Administrative Director (or designee) for review and investigation. The student will be informed of the investigation and actions via the email on file with the institution when the violation is received.

If the student is a high school student, the parents/guardians listed on the enrollment agreement are contacted by the Administrative Director before a final decision is made on the student conduct.

The Administrative Director conducts an investigation of the issue and reviews any documentation posted by the student and/or speaks with any faculty/staff member who was involved, as determined by the incident.

Students are contacted within 24 hours after the investigation is complete to discuss the issue and share the resolution and next steps. The School communicates with the student using the email and phone number on file. A letter with the final disposition is mailed to the student to the mailing address on the Enrollment Agreement.

Any instances of threatening staff, faculty or other students using the Student platform or email or on the phone while discussing school work, may result in immediate dismissal. During an investigation that involves a threat, the student does not have access to the School portal.

The appeal process for a student dismissed due to unsatisfactory conduct is to contact the Administrative Team at email: [support@LearnArabicDaily.com](mailto:support@LearnArabicDaily.com) from the email provided on the Enrollment Agreement to ensure continued confidentiality. If a student is removed from class because his/her violated the code of conduct they are not eligible for a refund provided it is

outside of the posted refund schedule.

## **Probation & Dismissal Policy [A 10]**

If it is determined after an investigation that the student violated the School's code of conduct policy, the student may be removed from the classroom and may be allowed to return in the next session (2 months later), as deemed by the Administrative Team. If it is determined that the student's actions/behavior can be corrected the student can return.

It is the intention of Arabic Daily to provide a positive learning environment where all interactions with faculty, staff and students are focused on mutual respect in situations. These policies and practices are in place to ensure all learning opportunities are focused on language acquisition in a positive environment.

# **ATTENDANCE**

## **Attendance Policy**

The following attendance policy is adhered to by each instructor and has been created with student success in mind.

### **Recording Absences [RD 1.7]**

Arabic Daily has embedded tracking to see when each student logs in and amount of time spent in the School portal. In addition, each class is recorded and the recording mechanism captures who attends. It is the practice of each faculty member to reach out to students if they are absent from 2 classes or have not logged into the School portal for 4 days with an embedded student success trigger that automatically sends an email to the student with reminders to reach out to Student

Success and/or the instructor to get back on track and for additional learning strategies to be successful.

### **Tardiness & Attendance [RD 1.7]**

It is understood that life circumstances as well as a lack of internet access may prevent the student from attending a Live Class session. After taking the New Student Orientation module, students understand that it is their responsibility to keep an open dialogue with their instructor and send an email or use the designated Chat technology to send a message if they need to miss a class.

If a student does not log into the School portal and attend a Live Class during the first week, a member of the Student Success Team will receive a notification the student is absent. The SST

member reaches out to the student to help them figure out how to become engaged in the classroom. Tardiness is not an effective measurement for a nontraditional (online) program and is therefore not tracked.

Students must have 80% attendance in order to pass any course at the School. Attendance at the Live Class requires students to be logged into class and have the video on during the entire class session. Students are encouraged to test their connectivity along with video and microphone capabilities on their device at least an hour before a Live Class to give them time to either troubleshoot or log in with a different device for class.