

Al Falah Sunday School

ACKNOWLEDGMENT Receipt and Review of Teacher's Handbook

I, _____ hereby acknowledge and agree that I have received the Teacher's Handbook for the school year of AlFalah Sunday School. I further acknowledge and agree that I have read and fully understand the contents of this Handbook. I agree to abide by the provisions of this handbook.

Teacher's Signature: _____

Date: _____

Al Falah Sunday School

Teachers Handbook

Sunday School

Mission Statement

To promote broad awareness of Islam for Muslim students by emphasizing Islamic teachings, fundamentals, ideologies, and legacy. To intellectually stimulate the students to grow up as responsible and committed Muslim citizens living in the West.

Teachers' Responsibilities

General:

- Must be a hard-working individual dedicated to promoting Islamic values and ideology of the school.
- Must have adequate Islamic knowledge based on the Quran and Sunnah/Hadith
- Must have excellent interpersonal and communication skills in fluent English, both written and verbal.
- Should enjoy working with children.
- Should be a role model for children
- Should be organized, cooperative, and must possess leadership abilities.
- Must have an excellent sense of commitment
- Must attend the scheduled school meetings
- Must be legally eligible to reside in the United States.
- Must maintain the confidential information of the organization and its clients.

Punctuality:

Must be in the school at least 15 minutes before the starting time of the class

Discipline

- Should not leave the students un-supervised at any time
- Should be responsible for the student's discipline. Students should not be referred to the office unless the teacher has exhausted all avenues to address the disruptive behavior. In such a case, the teacher must contact the Principal verbally or in writing.
- A student will never be verbally or physically punished by a teacher for any reason. The teacher cannot touch the student in any case to correct the discipline.
- Items such as, cell phones, cameras, games or toys are not permitted to be used in the classrooms, unless for educational purposes and/or in emergency situations. The teacher in the class will be fully responsible to authorize such use.
- When students enter the classrooms, during transition between the classes, and at the time of dismissal, teachers must be present at their assigned posts, moving the students through the building quietly and quickly.
- Please do not give any food to any student without checking with the school committee. Some children have severe food allergies such as nuts allergies.
- Teachers should not take any pictures of the students.
- When a teacher cannot attend the school on any certain day, please don't ask the youth volunteer assistant to be the sub. Please inform the school committee and send the lesson plan to the admin and to the person whom we ask to send.
- As part of teacher's evaluation, the supervisor/Principal would join the class and observe for a few minutes. The goal is to learn from each other for better service.

Class Operation

- Abide by all the classroom rules set by the school administration.
- Return room to its original condition at the end of the class.
- Take attendance during every class and keep a record of it. Inform the Principal of any student with 3 consecutive and/or unexcused absences.
- Ensure that students bring all the supplies required, including books, notebooks, pencils, etc.
- Notify the office if a student has lost his/her book.
- Do not accept any walk-in students unless they have a class assignment form or have authorization from the Principal.
- Follow the policy for students to make Wudu and to pray Salah at the scheduled time.

Academic/Curriculum

- Come prepared to the classroom with the lesson plan, books, supplies, etc.
- Notify office at least 3 days in advance in case of absence.
- Prepare lesson plan ahead of time for a substitute teacher and communicate clearly with the substitute teacher.
- Complete the curriculum from the assigned textbooks based on the schedule that the academic coordinator has outlined.
- Assign homework and communicate the homework to the parents every week.
- Follow the curriculum carefully. Refrain from teaching anything that is not part of the curriculum and/or that is based on personal ideology. In case where the teacher

could not find the answer to any question asked by the student, he/she would contact the academic coordinator or the Principal to seek help.

- Be a part of curriculum review and improvement process.
- Comply with testing standards set out by the academic coordinator.
- Issue report cards at the scheduled time. Maintain a record of all the reports.

Communication

- Communicate in a clear manner, of verbally and/or in writing, with the other staff members and/or the Principal.
- Share all the written correspondence between the teacher and the parents, with the Principal.
- Communicate with the administration within the specified time frame for each matter.
- Check emails and WhatsApp at least once daily and respond promptly. It is a must for each individual working for the Sunday School.
- Attend mandatory monthly teachers' meetings and other required meetings.
- Conduct parent-teacher conferences on the scheduled days.
- Participate in all the teachers' training programs organized by the school.

Dress and Expression

- Dress in accordance with Islamic guidelines. Males are required to wear clean shirts and long pants that are loose-fitting. Females are required to wear loose-fitting clothes and hijab.

Dispute Resolution

- Participate in the process specified by the Sunday School Committee

Termination of Teaching Agreement

- Must inform the Principal and fill out the Agreement Termination form at least four weeks before the last working day.

Student-Parent Handbook

Read the student-parent handbook for the current school year, understand the policies and procedures, and help the administration to ensure these rules are followed by the students and the parents.

Student Assessment

The school year is divided into two marking periods. Each student should be given a report card at the end of each marking period after completion of the assessment for that period.

- 1.** Examinations are an important aspect of the educational program and provide evidence of the Student's level of mastery of the subject matter. A thorough review of material should be undertaken before each exam.
- 2.** Examinations at the end of a Marking Period are mandatory. Due to unusual circumstances, students may request to take the make-up exam on the Sunday following the scheduled date. Such a request must be submitted to the class teacher in writing at least two weeks prior to the scheduled exam date. The class teacher should consult with the academic coordinator and after careful consideration, should grant or refuse the request.
- 3.** For each Marking Period, grades must be kept on file on the assessment sheet for the record and any future reference. At the end of the year, students are recognized for all the assessment areas included in the report card.

Exams

- The teacher should prepare and provide a study guide for each exam to the students at least two weeks prior to the exam. Teachers may provide students with a few sample questions.
- The study guide should outline covered syllabus for the exam and key learning points.
- The exam should be of verbal, multiple-choice type or fill-in-the-blanks type with minimal writing required and short answers.
- Exam should be designed such that an average student should not take more than 40 minutes to complete it.
- All the exams should be taken in the classroom. There should be no take-home exams.
- Only the curriculum that is covered in the class should be included in the exam.

Qur'anic Studies

- Students may be moved up to the next higher Step during the school year if they perform well and fulfill the requirements for that Step. The decision should be made by both class teachers.

Report Card

- I. The report card is based on a point system and the overall grade should be calculated on a scale of 0 to 100 points.
- II. Maintain a separate grade sheet for each area of the report card
 - Class Participation
 - Homework
 - Test

- Quiz
- Projects/Presentations

III. Distribution of the points for each marking period are as follows:

- Class Participation -10 pts
- Homework - 15 pts
- Test - 40 pts
- Quiz -15 pts
- Projects/Presentations - 20 pts

IV. Letter Grade Criteria:

- 97-100: A+
- 93-96: A
- 89-92: A-
- 85-88: B +
- 81-84: B
- 77-80: B-
- 73-76: C+
- 69-72: C
- 60-68: D
- 0-59: F

V. Punctuality, Attendance, and Discipline

- Punctuality- Qur'anic Studies teachers should keep a record of it.
- Attendance and Discipline – BOTH, Islamic Studies and Qur'anic studies teachers should keep a record.

VI. Projects

- a. There should be one project for each marking period.
- b. Deduct 2 points from the project for each week that it is late. Grade the rest according to your criteria.

VII. Make up Test

- Can only be taken the following week
- Report Cards must be given to the students on the week following the makeup test week (2 weeks after the test is taken)

VIII. Responsibilities

Islamic studies Teachers:

- Islamic Studies teachers must fill out the entire report card, including the Qur'anic Studies section. This information will be provided by Qur'anic Studies teachers.

Qur'anic Studies Teachers:

- Qur'anic Studies teacher must complete assessment sheets immediately after the tests and makeup tests.
 - i. Assessment sheets should be emailed to the principal the following Tuesday
 - ii. Project examples for Qur'anic studies
 - Surah memorization
 - Adhan Project
 - Application of Tajweed rules on a particular surah
 - Surah poster / Model

Teacher's Check List for the Classroom

_Please note that this check list applies to ALL the teachers for ALL periods.

If you are moving to different classrooms during the day, you must take your own class supplies with you when you move.

When you enter the classroom, please check:

1. The position and number of all the **furniture** (tables/chairs/board/easel etc.): At the end of the class, it needs to be the same. If moving any item in or out of the classroom, it needs to go back to its original place at the end of the class.

2. **Windows:** They must be closed. If found open, close it, note it down and inform the Principal.

3. **Trash Bins:** If they have WAMS trash in them, note it down and inform the principal. Your students are not allowed to throw the trash in class bins. They must bring the trash to the main room at the end of the class and throw in the Sunday School trash bag only.

4. **Thermostats** are not to be touched at all. If it is too hot or too cold, inform the Principal.

5. Class **Supplies:** You can use WAMS chalkboards to write. No other WAMS class supplies should be used. Chalk and dusters will be provided to each teacher at the beginning of the year. For additional needs, the teacher should contact the Sunday school administration.

****NO FOOD IS ALLOWED IN THE CLASSROOMS.**

****KEEP ALLERGY LIST WITH YOU & CHECK IT BEFORE HAVING ANY FOOD ACTIVITY WITH YOUR STUDENTS.**

Before you leave the classroom, please check:

1. **Furniture:** It needs to be in the same position and quantity as found at the beginning of the class. If any item is moved in or out of the classroom, it needs to go back to its original place at the end of the class.
2. If any WAMS children's **artwork/paper** was moved, it must go back to its original place.
3. **Windows:** They must be closed.
4. **Trash bins:** All Sunday School trash must go in the main Sunday School trash bag.
5. Wipe off all YOUR writings on the chalk**board** and/or whiteboard.