

Al-Huda Sunday School
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AL-HUDA SUNDAY SCHOOL TEACHER'S HANDBOOK



TEACHER HANDBOOK

The purpose of this handbook is to inform teachers and teacher's assistants of the policies, procedures, and operations of Al-Huda Sunday School. It presents information highlighting School policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students.

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OUR VISION

Provide students with an environment where Islamic values based on the Quran and Sunnah of Prophet Muhammad (S) are taught and practiced. Follow a curriculum that helps preserve our students' Muslim identities and provide lessons and activities infused with Islamic values and morals. Help students build strong moral character based on Islamic beliefs and positive behavior.

SCHOOL TIMINGS

10:15am – 1:45pm

ATTENDANCE POLICY

Teachers need to be punctual. The teacher should be ready to welcome students as they arrive for class. Teachers should plan to give themselves enough time to open the classroom, gather supplies and set up before the students walk-in. It is recommended that teachers arrive at least 15 minutes prior to the start of class time.

Student Attendance:



Take class attendance in the first period, 5 minutes into the class. Any student arriving after class has been in session for 5 minutes, the student must be marked tardy.

- Class attendance will be taken during first period, 5 minutes into class.
- Attendance should be marked in the attendance folder and updated on the portal.

P - Present

A - Absent

T - Tardy

E – Excused (If communication has been submitted by the parents or the administration)

Inform the main office of students who have been absent for 3 consecutive weeks.

TEACHER'S ATTENDANCE

It is expected that teachers do their very best to

ABSENCE FROM THE CLASSROOM

Give a 24-hour notice to the principal or vice principal if you are not going to come in. Students should never be left unsupervised. If a teacher must leave the classroom, the substitute teacher will continue with the lesson plan. A teacher's absence for a day or more must be arranged for by the teacher and the vice principal.

LATE ARRIVALS

Teacher's arriving late do not set a positive example for the children. Late arrival disrupts classroom instruction and is discouraged.

CLASSROOM ENVIRONMENT

It is the responsibility of the teacher to come prepared to the classroom with required materials. This will help ensure a productive learning experience for students and will decrease time gathering items or making copies. For lower grades with larger class sizes, it is recommended that at least 2 adults supervise the classroom at all times.

School Dismissal

Teachers must remain in their classroom with students until all students are dismissed for Duhur prayer or picked up by their parents (for Pre-K and Kindergarten).

Fundraising during School hours is not permitted unless otherwise approved by the Principal or Vice Principal.



TEACHER COMMUNICATION

Teachers should establish good e-mail communications with parents / students. The success of our mission of providing quality education relies heavily on the interaction between the school and home. Teachers are encouraged to keep parents up to date with their child’s academic progress.

The teacher must provide regular updates via school management system informing parents of class content, assignments, upcoming quizzes/exams and other activities. It is the teacher’s responsibility to keep the parents abreast of student’s academic performance.

GRADING POLICY

Follow the curriculum – if you fall behind – talk to the Principal for help.
 All assignments, class project, and quizzes need to be very clear to the students and parents. Encourage parents to check for completion and accuracy before homework is turned in to the teacher. In case of any absence, the teacher should provide makeup assignments to the student. DO NOT assign Oral homework. Please send out homework by Tuesday of each week. NO Oral Quizzes. All quizzes should be written - Except Surah memorization and P-KG / KG grades. Prepare your Quiz ahead of time and leave a copy in the office. Teachers should prepare a study guide for midterms and final exams ahead of time. Please update your ‘Grade sheets’ with the Quiz and Homework scores regularly in school software system.

Student Grade Breakdown

Component	Assignment #	Percentage	Total Weight
1. Homework/Project	1	100%	10%
2. Homework/Project	2	100%	10%
3. Homework/Project	3	100%	10%
4. Homework/Project	4	100%	10%
5. Test/Quiz	1	100%	10%
6. Test/Quiz	2	100%	10%
7. Test/Quiz	3	100%	10%
8. Test/Quiz	4	100%	10%
9. Semester Exam	1	100%	5%
10. Final Exam	2	100%	5%
11. Attendance	N/A	100%	10%
Final Subject Percentage			100%



Note: The final subject grade will contain four components (A) Homework/Project (4 assignments-40%), (B) Test/Quiz (4 assignments-40%), (C) Exam (2 assignment-10%) and (D) Attendance (10%)

Grading Scale

Letter Grade	Percentage
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%

Homework Policy:

- Homework is never given to students so they can learn the material the first time around. Solid learning should be achieved before the first homework assignment is uttered.
- Homework is given in order for students to practice, reinforce, and extend what they already know. Homework is what we do to learn the content, practice the skills, and meet the standards.
- The routes taken to mastery will vary from student to student, but the important and honest testimony comes at the end of the learning: What has the student learned as a result of his/her participation in this class?

Re-Take Policy:

The following policies are in place to outline the process for students to participate in assessment/activity retakes:

- Teacher coordinates either formal or informal retake with students individually to determine changes in proficiency level or
- Student makes formal request to teacher for re-take assessment
- Teacher approves request if evidence supports students has made effort to prepare for assessment.
- Teacher proctors retake exam at set date and time.
- Teacher communicates a parent notification of re-take provided

Late Work Policy:

- It is per the teacher's discretion to accept/reject student late work.
- If the student was absent and unaware of an assignment he/she should be given the opportunity to turn in late work with for full credit
- A teacher may determine to reduce or deduct points on a late assignment



DISCIPLINE POLICY

Teachers will first give a verbal warning to students who do not adhere to the proper behavior. After this initial warning, the student may be sent to the office for a conversation with the principal. The principal will then make the judgment whether the parents of the offending student needs to be informed on the spot or if a letter or phone call home is in order. **All visits to the Principal's office will be added to student's records and will be used by the school to make any future decisions regarding the student's stay in the school.**

CELL PHONES

Cell phones are *not* allowed at Sunday school for students and staff as they present a huge distraction. Teachers may confiscate cell phones after a verbal warning has been issued. The student can receive the cell phone at the end of the day. If there is a repeated occurrence with the same student then, the cell phone is confiscated and returned to the parent who is notified of the situation.

FOOD AND DRINKS

Food and snacks are provided to School faculty as a courtesy for their service. All faculty taking advantage of complimentary food and snacks should be mindful of the following. Food and drinks are to be served **ONLY** in kitchen or lounge. Food and drinks are **NOT** allowed in prayer hall, library, or classrooms. Food should not be consumed in front of the children.

SCHOOL POLICY

All in class and outdoor accidents/incidents needs to be reported and documented.



Acknowledgment and Receipt

I have received a copy of the Teacher's Handbook. The teacher's Handbook contains important information about Al-Huda Sunday School. Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Principal has the ability to adopt any revisions to the policies in this handbook.

I have read the handbook in its entirety, and I understand that I may ask any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Signature of Teacher

Date

Teacher's Name - Printed