

# ISNEO Sunday school

## Teacher Handbook



**Document revision history**

Date	Updated By	Description of change
February 8 <sup>th</sup> , 2014	Muhammad Aymen	Initial draft document
June 25, 2015	Muhammad Aymen	Formatting changes, removed signatory and added vice principal to document.

**Note** – *This document can only be updated by the school administration after a mutual consensus. No other school administrative personnel have the authority to update this document. The school administration may consult school staff though if deemed necessary or useful.*

## Contents

Why?.....	4
Teaching goals for the Sunday school .....	4
Your itinerary .....	4
Punctuality and attendance .....	4
Meetings .....	5
Student discipline .....	5
After students are dismissed.....	5
Classroom management tips.....	5
DO NOT guidelines (Unacceptable remarks) .....	6
Dress Islamically .....	7
Grade distribution .....	7

## Why?

As Salam o alaikum!

Thank you for agreeing to participate in the Sunday school as a teacher. We know that this is a difficult task that requires much dedication, patience, and sacrifice. However, it is also a rewarding task as you play an extremely important role in shaping the future of our young children to gain a good Islamic education.

We appreciate your time and hope the following information will be of assistance. Should you, however, have additional questions or suggestions, do not hesitate to contact the School Principal, Vice Principal or Director of Education (DOE).

On behalf of the Sunday school, we wish you much success and satisfaction for participating and pray to Allah to reward you for your service and dedication.

## Teaching goals for the Sunday school

To develop an individual who:

- Knows the message of the Quran
- Can read the Quran in the native Arabic language
- Learns how to pray and develops the habit of prayer
- Lives and is loyal to the Islamic faith
- Is proud of his/her Muslim identity
- Has the power to think creatively, constructively, and cognitively
- Has acquired basic skills in Islamic principles, ethics, history, language, and other aspects
- Is gaining a sense of Allah SWT, a sense of direction, a sense of responsibility
- Is acquiring a basic sense of Islam and the Islamic way of life

## Your itinerary

Refer to the “[School Policies](#)” section and the “[Weekly commencement of school](#)” sub-section in the **Sunday school admin guide**. If you need help ask the Sunday school administration.

## Punctuality and attendance

Refer to the “[School Policies](#)” section and the “[Extended leave of absence](#)” sub-section in the **Sunday school admin guide**. If you need help ask the Sunday school administration.

Refer to the “[School Procedures](#)” section and the “[Absenteeism](#)” sub-section in the **Sunday school admin guide**. If you need help ask the Sunday school administration.

## Meetings

Staff meetings will be held regularly and all are expected to attend. We will attempt to schedule the meetings at the most convenient time for the majority of staff.

## Student discipline

In guiding the students’ growth, we will try to emphasize positive rather than negative virtues. When necessary, discipline will be administered in a fair and consistent manner. When students exhibit disrespect, disregard, or dangerous misconduct, parents and students alike must be ready to accept the consequences of not following the rules governing school discipline.

For less serious offenses, discipline will be as follows:

1. Warning
2. Time out in the office
3. Call parents to pick up student
4. Suspension

Expulsion from school is a last resort after a serious offense or after continued disregard of the rules.

## After students are dismissed

1. Please clean your classroom and leave it in an appropriate condition.
2. Turn off all the lights.
3. Discuss with the Principal, Vice Principal or DOE any problems or needs that you may have.
4. Please maintain confidentiality with regard to personnel, student, or teaching issues. Do not discuss anything confidential with other parents, students, teachers, or the general public.

## Classroom management tips

- Greet the students at the classroom door in a friendly and Islamic manner. Encourage your students to greet you with “As Salam o alaikum” when they enter the classroom.

- Students are to be in their seats at 10:00 am sharp. Please start your class on time even if all students have not arrived. Do not restart the class for tardy students. Hopefully, students and parents will begin to understand that we are serious about the 10 am start time if we enforce it from the beginning.
- The students' first impression of the teacher greatly influences discipline. Be pleasant and enthusiastic but also show that you are confident and in charge. Always be polite, using appropriate language. Tell the class your name and write it on the board.
- Keep the pace moving during the class and try to do a variety of activities during each class so the students stay focused and don't get bored. Get students involved and keep them busy.
- Do not just read from the book; actively involve the students in discussion. This is very important as our goal is to *engage* the students in their Islamic education, not to just read to them and make them memorize things without really understanding the meanings behind them.
- Praise students and use positive reinforcement. For example, say, "That was an excellent answer to the question." "That is partially true." (Repeat the correct part, then explain the correction of the remainder of the response).
- Try to solve problems as they develop and not "let them go."
- If students are talking too much, walk around the classroom as you are instructing them and stop near the talkative students. They will probably stop talking automatically.
- For students who act out in class often, try to engage them positively by enlisting their help as your assistant. This might encourage them to be a positive role model for the other students.
- Give attention to health and comfort of all students and see that the room is comfortable.
- Be courteous to students. Encourage students to be courteous to each other.
- If a child cannot be moved to a higher level please do not discuss it with the parents until you have discussed the matter with the DOE and Principal and they have come to a decision.
- If you need any copies or help, send a note with a student to the office assistant.

#### DO NOT guidelines (Unacceptable remarks)

- **"Do Not"** speak negatively about any religion or sects within Islam (such as Shi'a Islam). If students ask about other faiths, teachers should explain differences and commonalities in a positive way without attacking other religions. We have a responsibility to teach students how to respect other people and faiths, as Prophet Muhammad (saw) respected people of other faiths. When in doubt, please ask Imam Jafar for advice.
- **"Do Not"** address the Prophets, Caliphs, Disciples, etc. inappropriately.
- **"Do Not"** talk about politics. Remember that we are here to teach the students about Islam, not about politics, although sometimes the line between religion and politics may be blurry.
- **"Do Not"** speak about topics that are not relevant to the subject/curriculum.
- **"Do Not"** speak negatively of the School, Administration, Teachers, Parents, or Students.
- **"Do Not"** speak negatively of any Caste, Creed, Color, Nationality, Ethnicity, etc.

## Dress Islamically

The school wants all students and staff to be part of the Islamic experience. Proper Islamic dress is part of this. The ISNEO Sunday School will enforce an Islamic dress code among students, teachers, and admin as a way to encourage everyone to take pride in themselves as Muslims.

- Female teachers must wear scarves to cover their hair while in the building.
- Male teachers must wear long pants or shorts below the knees.
- Clothes must be clean, contain no profanity, and be loose fitting.
- Please enforce the same rules for students if they are of a responsible age.

## Grade distribution

Under review.