

**Weekend School**Principal: \_\_\_\_\_  
Year: \_\_\_\_\_Vice Principal: \_\_\_\_\_  
Hijra: \_\_\_\_\_**Teacher's Contract**

Respected Br./Sr. \_\_\_\_\_

Teaching assignment: Class \_\_\_\_\_  
Section \_\_\_\_\_Course: Arabic / Islamic / Quranic studies

Assalaamu Alaikum

Alhamdu Lillah, a new academic year 20XX-20XX has started with the blessings of Allah (S). It is nice to be back again at Sunday school. I hope every one of you had a wonderful time during this past summer break.

I, on behalf of the Sunday school administration welcome all of you to a new exciting and a challenging year. I pray to Allah (S) to shower His blessings on the Day of Judgment and reward you beyond any ones imagination for this volunteer work.

As a teacher of Sunday school, in addition to teaching, you are required to properly prepare for the courses, grade papers, provide time for meeting with parents, attend staff meeting as requested and follow the rules, policies and procedures established by the Sunday school for its faculty members and observe the following rules:

- Attendance → Arrive **5 min before** the class starts  
**Sign-in** the attendance sheet at the front desk  
 Take attendance every time a class meets  
 Don't allow **late students** without the signed authorization  
 Don't allow students to sit, whose names are not on the **roster**  
 Leave on time at the end of the class. Don't take extra time.
- Students → Turn in "**student absent sheet**" daily for every class @ front desk  
 Take students To **Zuhr** prayers after the 4<sup>th</sup> period  
 Inform the Dean, if the **student portrays poor conduct**  
 Inform the Dean, if the student gets **poor grades** in the class  
 Don't let any student out without the "**Hall Pass**"

- Class room → Write daily objectives  
Follow the **Lesson Plans** strictly  
Maintain **discipline** in the classroom
- Copying → Don't make copies at the cost of class time  
Come early for making copies  
Or Turn in master at the front desk for making copies for teachers
- Grade-book → Maintain grade-book in electronic form  
Turn in copies of grade book of current grades in staff meetings  
Updated Copies of grades in **Oct., Dec. Feb., April** staff meetings  
Give a copy of Quiz, homework, and exam at the front desk
- Records → Maintain records according to the following distribution
  - Attendance → **10%**  
28 days of instruction + 2 exam days
  - Homework → **20%**  
Minimum of 10, preferably alternate week  
Maximum of 14
  - Quizzes → **20%**  
Quiz every 4 weeks  
Wk-4, 8, 12, 20, and 24
  - Midterm → **25%**  
Exam in Wk-16  
Covers material from Wk-1 thru Wk-15
  - Final → **25%**  
Exam in Wk-30  
Covers material from Wk-17 thru Wk-28  
Final Grades should **not exceed 100%**.
- Week-30 → No regular classes  
Turn in the original **Records** to the **Principal. After the Exam**  
Complete the Report k cards

We are pleased that you will be teaching at Sunday school this year and look forward to your contribution to the Islamic Foundation Sunday School. Please confirm that you have read and understand the condition of this agreement by signing below.

Jaza'k Allah

Principal \_\_\_\_\_

Teacher \_\_\_\_\_

Dated: \_\_\_\_\_