

Madrasatu Ahlis Sunnah

Elementary Standards

Grades 1-4

INSPIRE, EVERY STUDENT TO THINK, TO LEARN, TO ACHIEVE, AND CARE

Standards are guidelines tailored to a specific department and/or in agreement with established school policies and/or procedures. The purpose is to help the department maintain consistency, organization, and a level of professionalism.

Roll Books

Purpose:

To accurately record and maintain student grades and attendance, ensuring consistent tracking of academic progress and classroom participation.

Procedure:

1. Attendance for all **four cycles** is to be placed in front of the roll book.
2. The key to attendance is as follows:

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3. Indicate **E** in the box if absence is excused or **AR** if the student has an administrative reason excuse.
4. Divide the roll book into **four** cycles. All tests, quizzes, class work, and projects for **each subject** should be recorded in the roll book.
5. Homework is to be recorded on a **homework assignment sheet** and always kept with the roll book in a folder.
6. The seating chart should also go in front of your book, along with students' names, addresses, and telephone numbers.
7. All grades in the roll book should be numerical and averaged at the end of each cycle.

First Two Weeks of School

All *Elementary School Students* must receive instruction on the following:

- **Classroom Rules** – Clear expectations for student behavior within the classroom.
- **Teacher Expectations** – What the teacher expects from students regarding participation, respect, and responsibility.
- **School Rules** – General school-wide policies that apply to all students.
- **Conduct Outside the Building** – Procedures for appropriate behavior during outdoor activities.
- **Outdoor Transitions** – Protocols for when and how students will be taken outside.

- **Notebook Organization** – Instructions on how to set up and maintain student notebooks.
- **Required Supplies** – A list of materials needed for the class.
- **Seating Arrangements** – Assigned seating and expectations for maintaining order.
- **Emergency Procedures** – Safety protocols, including fire and emergency drills.
- **Lunch Procedures** – Guidelines for behavior and organization during lunch periods.
- **Paper Heading Format** – Required school heading for all written assignments:
 - Teacher’s Name
 - Date
 - Subject
 - Grade
- **Homework Procedures** – Expectations regarding homework assignments, submission, and grading.
- **Consequences for Rule Violations** – Clear outline of disciplinary steps for broken rules.
- **Bathroom Procedures** – Instruction and demonstration of the proper bathroom pass system.
- **Hallway Procedures** – Instruction and demonstration of the proper hallway pass system.
- **Salah Procedures** – Instruction and demonstration of proper prayer (salah) procedures.

Teacher Responsibilities (First Two Weeks)

All *Elementary School Teachers* are expected to complete the following within the first two weeks of school:

- **Student Evaluation** – Assess students academically and socially within the classroom environment.
- **Student Expectations** – Engage students in a discussion about their expectations for the class, the teacher, and the school.
- **Textbook Management** –
 - Complete the Master Textbook Log.
 - Complete the **Cumulative Textbook Log** (including teachers’ editions).
- **Classroom Inventory** – Complete the **Classroom Inventory Form** and record it in the plan book.
- **Textbook Distribution** – Distribute textbooks and review rules regarding proper book care.
- **Book Covers** – Inform students that all textbooks must be covered.
- **Student Folders** – Establish and maintain folders for each student:
 - One folder for tests and quizzes.
 - One folder to track student progress.
 - Folders should be updated each grading cycle and always kept in the classroom.

- **Communication with Lead Teacher** – Submit a written report within the first two weeks including:
 - Scheduled tutoring days and times.
 - Any changes in grading criteria outside of school standards.
- **Safety Preparedness** – Post fire and emergency exit diagrams (these will be distributed in advance).

Lesson Plans

Purpose:

To provide a structured plan for daily instruction and ensure consistency in teaching.

Procedure:

- All lesson plans must be recorded in the lesson plan book provided.
- The **Lesson Plan Monitor** will review plans on the second and fourth Monday of each month.
- After completing your objectives for a lesson, place a ✓ check next to each completed objective.
- If objectives are not completed, provide a brief explanation for the incomplete items.
- Make any necessary corrections and return the lesson plan book to the Lesson Plan Monitor by **Wednesday at 12:00 PM**, unless other arrangements have been approved.

Monthly Summaries

Purpose:

To communicate monthly objectives to teachers, parents, and team leaders.

Procedure:

- The **Monthly Summary** provides a brief overview of objectives and plans for the month.
- Each summary must include:
 - School name, grade, and subjects
 - Standardized testing schedule
 - Special notes to parents
 - List of projects
 - Tutoring schedule
 - Anticipated tests

- The monthly summary **must be typed** and handed directly to parents by students.
- Submit the typed monthly summary to your **Lead Teacher** on the following dates:
 - September 30
 - October 28/November 25
 - December 30
 - January 27
 - February 24
 - March 31
 - April 28 (for May and June)
- If you wish for the office to type your monthly summary, submit it to the office on the following dates:
 - September 24
 - October 25
 - November 22
 - December 24
 - January 25
 - February 24
 - March 25
 - April 25 (for May and June)

Copying of Material

- A **Copy Request Form** must be completed for all copying needs.
- The office will process copy requests within **two (2) days**.
- On-the-spot copying will **not** be done. Teachers should **plan ahead**.
- If copies are for **substitute work**, please indicate this on the form.

Substitute Plans

- All teachers must follow the **guidelines for setting up substitute plans**.
- If substitute plans are used, replenish them and **return within three (3) days** of your return to school.
- Teachers must **update substitute plans one week after each grading cycle**. Updating includes:
 - Checking attendance forms
 - Checking the number of copies
 - Adding or revising materials as needed

Sending Work Home for Parent Signature

- **Middle school students** who receive a **D or F** on tests or other graded work must have the work sent home for a parent signature.
- If the signed work is not returned:
 - Call the parent and **document the conversation**.

Homework (Middle School)

- Homework should be assigned **every night in at least four subjects**.
- Homework must be **checked daily** and graded or marked to show completion using the following key:
 - **√+** = Completed and correct
 - **√** = Completed, ~75% correct
 - **√-** = Not completed or ~50% correct
 - **0** = Not done at all
- Use numerical guidelines to **simplify cycle grade calculations**.

Testing

- Students must receive **at least one week's notice** before tests.
- Test review should take **no more than two days**.
- Test grades must be recorded in the **roll book**.
- **All students must be monitored during testing**.
- **No tests on Mondays.**

Quizzes

- Quizzes should be administered **frequently** (weekly or bi-weekly).
- Students should receive **two days' notice**.
- **Pop quizzes** may be given at any time.

Progress Reports and Report Cards

- Teachers are responsible for completing **progress reports and report cards**.
- Comments on progress reports should reflect work over a **five-week period**; marking periods are **10 weeks**.
- Students must return signed reports to the **homeroom teacher within 10 days**.
- If reports are not returned:
 - Call the parents and document the conversation.

- After three additional days, submit student names in writing to the **Lead Teacher** and document in your file.
- **Lost reports** incur a **\$3.00 fine**; parents should be notified.
- Parents should be informed of **failing students** before reports are sent.

Failing Student Protocol:

1. First D-F grade: Talk to the student.
2. Second D-F grade: Consult parent and document.
3. Third D-F grade: Consult lead teacher and document.

Grade Calculation Example

Criteria (School Standards):

- Tests + Quizzes = 45% (Tests 30%, Quizzes 15%)
- Classwork = 20%
- Homework = 20%
- Project = 10%
- Preparedness/Participation = 5%

Grade Example:

- Test scores: 80, 90, 72 → Avg = 81
- Quiz scores: 100, 100, 80, 75 → Avg = 89
- Homework = 90%
- Classwork = 92%
- Project = 95%
- Participation = 100%

Calculation:

$$81 \text{ (Tests)} \times 0.30 + 89 \text{ (Quizzes)} \times 0.15 + 90 \text{ (Homework)} \times 0.20 + 92 \text{ (Classwork)} \times 0.20 + 95 \text{ (Project)} \times 0.10 + 100 \text{ (Participation)} \times 0.05 = 88.95 \approx 89 \text{ (rounded)}$$

Note: Advise Lead Teacher in writing if any percentages differ from school standards.

Special Activities

Notify the Lead Teacher **by the 20th of each month** of any trips, bake sales, or special events.