



POLICIES  
AND  
PROCEDURES  
HANDBOOK



ISLAMIC  
JAFFARIA  
EDUCATION  
CENTER

# **IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL**

*Read in the name of your lord who has created.  
He created the human being from a clot of blood  
Read and your lord is kind.  
He is the one who has taught with the pen.  
Taught the human being what he did not know.  
(96:1-5)*

## **INTRODUCTION**

OVER THE LAST FEW YEARS, THE "MADRASSAH" HAS HAD ITS HORIZON WIDENED TO A GREAT EXTENT. ACADEMIC VALUES AND CONCEPTS HAVE PLAYED A MAJOR ROLE. A UNIFORM SYSTEM OF EDUCATION THROUGH COMMUNITIES IN ALL CORNERS OF THE WORLD IS A MUST.

ISLAMIC EDUCATION NEEDS WERE PUT TO WORK ON THE 14TH OF MUHARRUM 1412 A.H. AT THE I.J.A. CENTER. IT HAS PROVED TO BE A HUGE TASK WITH CONSTANT INSPIRATION FROM ALMIGHTY ALLAH S.W.T., AND MORAL SUPPORT FROM THE MUMINEEN. WE THANK ALL FOR THE UNDIVIDED, YET CONTINUOUS SUPPORT.

HAVING SUCCESSFULLY CHARTED OUT A SYLLABUS COUPLED WITH SIMPLE SCHEMES OF TEACHING, THE VOLUNTEERS INCREASED. THE MADRASSAH TEACHERS, PARENTS AND STUDENTS COLLECTIVELY JOINED IN TO ACCOMPLISH THIS MISSION. THE SUBJECTS THE I.J.E.C. HAVE SINCE COVERED ARE:

- A. AL-QURAAAN, (Recitation and Quran' ic Arabic)
- B. ISLAMIC LAWS AND ETHICS
- C. ISLAMIC HISTORY
- D. ISLAMIC GENERAL KNOWLEDGE

THE CO-OPERATION OF THE STAFF OF IEB AT NASIMCO OF CANADA IN THE EARLY 1990's AND THE WORLD FEDERATION MUST BE ACKNOWLEDGED AT THIS JUNCTURE AT PROVIDING THE MOST COMPREHENSIVE SYLLABUS FOR THE ABOVE SUBJECTS TAUGHT AT OUR MADRASSAH.

A SPECIAL THANKS TO THE ISLAMIC EDUCATION BOARD OF CANADA AND THE ONLINE COOPERATION OF MNET FOR ASSISTING US AND GUIDING THE VOLUNTEERS CONTINUOUSLY BY THE WORKSHOPS AND SEMINARS THEY PUT TOGETHER EVERY YEAR.

FINALLY, THE I.J.E.C. EXPRESSES A SPECIAL THANKS TO THE ORIGINAL VOLUNTEERS WHO MADE THE RELIGIOUS EDUCATION EXPERIENCE AT THE MADRASSAH PLEASANT AND POSSIBLE. MAY ALLAH S.W.T. SHOWER THEM ENDLESSLY WITH HIS BLESSINGS, AMEEN.

THE I.J.E.C. ALSO CONTINUES TO SEEK FOR NEW INDIVIDUALS TO VOLUNTEER THEIR TIME AND TO ASSIST WITH THE LESSONS TAUGHT AT THE MADRASSAH.

## **I - PHILOSOPHY OF THE MADRASSAH (MISSION STATEMENT)**

The Islamic Jaffaria Education Center is an Islamic education facility better known as the 'Madrassah' attending to the needs of the social development of the children according to the Shia Islamic faith and belief. The primary role of the Madrassah is to share the parent's responsibility of providing religious education to their children, also to provide an atmosphere where a child can learn Islamic Ethics and understand Islamic brotherhood.

(To provide the atmosphere where the child can live by the 'shariah' of Islam is and will always remain the responsibility of the parents).

## **II - OBJECTIVE**

\* To provide religious education to the child according to the Shia Ithna Ashari school of thought, so that he or she is able to live the Islamic way of life.

*'Islam provides definite guidelines for all men to follow in all walks of life. It gives a comprehensive code of life, dealing with its social, economic, political, moral and spiritual aspects. Man is reminded at several places in the Qur'an of the purpose of his life on earth, of his duties and obligations towards himself, his kith and kin, his community, his fellow human beings and his Creator. Man is given fundamental guidelines about leading a purposeful life and then he is left with the challenge of life before him so that he may actually put into practice the high ideals of life.'* Our Faith: IEB

\* To serve as a nucleus point between parents, teacher, student and the community.

\* To provide training programs for future teachers.

## **III - MANAGEMENT**

The Sunday Madrassah is organized by the ISLAMIC JAFFARIA ASSOCIATION, of Miami, Florida. The Madrassah management committee consists of all volunteer teachers and one member from the I.J.A. Board.

The Education center (Madrassah) is managed by:

The IJA Chairman of Madrassah

The Principal

Assistant Principal

Secretary

Al-Quraan Coordinator

Diniyaat Coordinator

Treasurer and

Teachers

**Chairman: A Representative of the Madrassah at the I.J.A. Board.** Responsible for all financial matters, public relations and acts as the liaison between the I.J.A. and the Madrassah. Also responsible for maintaining a safe and secure environment for the Madrassah. More over, the Chairman of the Madrassah must have been a Madrassah teacher for at least one year prior to have taken such a position However if a more qualified Islamic teacher with excellent character and past experience may reach the Madrassah with his or her interest of becoming the Chairman, and the Madrassah will recommend to the I.J.A. board and vice versa for consideration and/or approval.

**Principal: Responsible for the day to day running of the Madrassah and curriculum enforcement.** Maintaining order and discipline at the Madrassah, seeing to the comfort of teachers regarding the needs of teaching tools and materials. Also responsible for the dealing with other Madrassah and organizations to improve or maintain I.J.E.C. interest. Moreover the Principal of Madrassah must have had at least two year prior teaching experience with I.J.E.C. or must have held a Principals position at another Madrassah before becoming a Principal at the I.J.E.C.

**Assistant Principal:** To assist the Principal carry out the duties assigned and to fulfill the position in his or her absence.

**Secretary:** To assist the Principal in all matters of record keeping except fees, contacting teachers for meetings, taking minutes of all meetings, and handling of other Madrassah paper work.

**Coordinator:** Responsible for the execution of approved curriculum. Preparing lesson plans, responsible of the training of new subject teachers. In addition, the coordinator is responsible for the maintenance of an adequate supply of the subject books and notes to facilitate the teacher and student.

The coordinator is also responsible for the enforcement of the curriculum to ensure its prescribed completion.

**Treasurer:** Responsible for the record keeping of Madrassah accounts, collecting of fees etc.

**Teacher:** Responsible for the implementation of the prescribed curriculum. To teach, guide and encourage all Madrassah children equally the Islamic values and ethics, the Holy Quraan, Laws and History through the teachings of the Holy Quraan and the Ahlulbayt, etc. Also responsible of conducting tests and or exams and maintaining all records of evaluations up to date. Concurrently making the teacher student relationship a healthy experience.

**Substitute Teacher:** To fill in during the absence of the regular subject teacher, The Coordinator or the Principal must acknowledge this placement.

*Parents are please encouraged to speak with their Childs subject teacher first before approaching the Principal with any study, notes or discipline concerns.*

## IV - A LOOK AT THE MADRASSAH

### 1. Time

The Madrassah is held every Sunday on a 38 - 39 week schedule.

The Madrassah begins at **9:45 a.m. sharp** and ends at **1:00 p.m. sharp**

The scheduled time for AL-QURAAAN is 1 hour and ISLAMIC STUDIES is 1 hour.

AS-SALAAT learning time for younger students is held for 30 minutes which begins at 12: 30 p.m. and ends at 1:00 p.m. A 25-30 minute Break-time is also given to the student between 2 sessions.

During the Holy month of Ramadhaan, the Madrassah holds shorter hours of lessons thus accommodating both student and teacher. Timings and schedule for this month are sent to parents one week before.

### Pick-up Time

**The student pick-up time is at 1:00 p.m.** any extra curricular activities will be notified to parents at least one week before. Parents are please requested to be at the facility on time to pick up their children, so that the Madrassah volunteers may be relieved on time.

If someone other than parent is picking up the child, please make certain that the teacher is informed at drop off time.

**2. Tardiness or late comer:** As mentioned earlier the lessons begin on time at 9:45 a.m. Therefore, it is absolutely imperative that the Madrassah student be at the facility **15 minutes before** class. **Assembly** is held at 9:45 a.m. sharp by the Resident Alim, Principal or a Guest speaker, the day begins with a chapter from the Holy Quraan, very important announcements like current events; interactive conversations pertaining to subjects of Akhlaaqiyaat (Ethics), History, etc. are part of the morning assembly.

*\* The student coming late to a class is distracting and thus missing out on the most important time of the class. A tardy student may not be allowed to attend the class if he or she is frequently or unreasonably late.*

**3. Admission age:** The Madrassah will admit a child age four and above. Only if a child is already of the above age at the starting of the madrassah year will he or she be accepted for the Pre-Kinder group.

**4. Fees:** The monthly fees are as follows:

- \$ 20 a month for one child.
- \$ 25 a month for two children
- \$ 30 a month for three or more children.

Fees apply per child or children of a single family. Fees may be paid on a monthly basis, per term or once a year. It is needless to say that the Madrassah does not want to deprive any child of his or her Islamic education because of the parents or guardians financial difficulties, therefore, if a parent cannot pay the fees fully or partially, then it is important that he or she approach the Principal of the Madrassah and be formally excused or approved for a reduced amount. Such matters are kept confidential.

***Fees are due first Sunday of the month. Unpaid amounts will be accounted for and billed to the parent or guardian at the primary address in record.***

Please note, the Madrassah runs primarily on Fees collected and volunteer donations.

## **5. Calendar: 2 Terms**

August -- December and January -- June

The Madrassah coincides with the regular Dade County public school calendar at its beginning and it's ending so that vacations may be convenient. 2 major Eid holidays are recognized. There is a one or two-week recess during the month of Muharram and classes resume thereafter.

Classes during the Month of Ramadhaan are usually shortened.

OPEN HOUSE -- At the end of each term, all parents are invited to have a look at the progress their child has made and are given the opportunity to speak with their child's teacher, although parents are please encouraged to continuously communicate with their child's teacher.

The Madrassah orientation or open house for parents and students is normally held within a month after it opens for classes.

## **6. Curriculum:** The Madrassah curriculum is as follows:

AL-QURAAAN - The recitation of the Holy Quraan is taught by steps. Levels 1 -12 with easy steps to follow is focused to ensure completion of this curriculum. Memorization of small chapters (sura's) and its understanding with meanings is also part of this curriculum.

Quraan'ic Arabic is also taught within this subject at the 9th level. (Simple meanings of words and Ayah's of the Quraan) An in-depth study of the Islamic Laws through the holy Quraan is covered at the 12th level.

ISLAMIC LAWS & ETHICS - Fiqh (laws) of the Shia Islamic school of thought with the teaching of the Akhlaaqiyaat (ethics) through various books from the Islamic Education Board meet this curriculum.

Rules of Taharat, Salaat, and Fasting etc. are taught in stages throughout all grades. Islamic Inheritance, Rules of Business (Halaal and Haraam) etc. are taught in higher grades.

ISLAMIC HISTORY - Complete history of the Holy Prophet s.a.w.w. and the Ahlul-bayt (family). Also stories of the famous prophets are part of this curriculum.

Famous Battles at various stages of the Islamic period make learning history interesting at our Madrassah.

History of our famous Ulemas is also part of the curriculum.

GENERAL KNOWLEDGE - The Islamic calendar, A view at all Muslim countries, current affairs, other Muslim schools of thought, The Bible in Islam, Muslim scientists etc. These are just some of the subjects required by the curriculum.

BELIEFS - Issues related to attributes of Allah. Our roots of Religion, Usool-e-deen. The concept of Taqleed, The concept of Ghaybah, etc.

## **Graduation**

After the completion of 12 levels of the Al Quraan subject and 12 grades of the Diniyat subjects with an achievement of a passing grade of 'C' at its final year, the Madrassah student graduates. This is normally at the age of 18.

The Miami Madrassah has encouraged all of its graduates with passing grades of 'A' or 'B' to join its team of teachers and share their education with their youngsters. The Graduate is encouraged to attend teacher training sessions with the IEB or with the I.J.E.C. in the summer whenever available.

## **Books and supplies**

The Madrassah will accommodate each student with required textbooks and handout notes for the year. Textbooks must be kept in good condition at all times and should be returned to the Madrassah at the end of the year.

The student is required to bring his or her own paper supply, folders, and stationery for the year. Please label all items sent to Madrassah such as lunch boxes, folders and book bags, etc. ***Games/Toys and other immaterial supplies must be left at home and not brought to the Madrassah.***

**7. Madrassah rules and regulations:** The following rules are strictly enforced and help maintain discipline at I.J.E.C.

### **a. Absenteeism:**

If the student is going to remain absent from the class, we require that the teacher be informed at the Madrassah so that arrangements may be made to tutor the student at home during that week, lessons may be picked up by the parent at teachers convenience. However, we strongly suggest to parents not to have their child miss any classes at all, the Madrassah meets only once a week, and therefore missing one class may alter the child's ability to perform well at given tests and final exams.

A student will be **marked absent** if he or she is out of Madrassah.

A student will be **excused** from the Madrassah under the following circumstances :(see note below)

Reasonable causes of illness e.g. infectious diseases such as rashes, strap throat, chicken pox, measles, mumps, rubella, etc.

Accidents or injuries to the student or parent resulting to a need of bed rest.

Wedding, Graduation, Death of immediate family.

A family trip outside the Country or the State of Florida for the sake of visiting immediate family.

Educational, Religious or school trips (excluding grad-night or grad-bash) also a valid copy of the program is required)

A trip to the Holy places e.g. for Ziarats, Umra or Hajj.

Absenteeism due to a natural occurrence such as a Hurricane or other storms will be excused.

**Please Note: *Within a week or before, a note must be sent to the Madrassah Teacher and or Principal for a student to be excused for any of the above situations. Failure to furnish the note may result in the student marked absent.***

Absenteeism may also affect the student's academic grade, especially for graduation purpose. Teachers are advised to inform the Principal or Coordinators at least 48 hours in advance of their absence from a class so that proper substitution may be arranged.

#### **b. Homework:**

Homework assignments are part of the curriculum and therefore it is the parent's responsibility to get involved and ask their children about homework given to them at the Madrassah. All students starting at the KG level and up will be assigned homework. It may be just reading or memorization, but, there will be homework assigned and graded.

Homework information is also available at the I.J.A website under the Madrassah section under the Teacher assignment section. The student must know the name of his or her teacher to access this information.

#### **c. Dress code:**

The student must observe the dress code according to the Islamic law.

**Girls - The entire body must be covered with the exception of face and hands. The attire must not be of tight fitting. The Hijab must be worn from home, No female student will be allowed into the premises of the Madrassah without proper Hijab.** (It is recommended that the parent purchase one or two pairs of loose fitting long full length sleeve shirts, long skirts or loose pants and scarves to wear at the Madrassah if the child is not wearing Hijab regularly)

**Boys - Long pants or trousers must be worn, (No shorts), with proper dress shirts or plain polo shirts. Wear of T- shirts with pictures of obscene characters or any unIslamic slogan is not allowed at the Madrassah. Muscle shirts or sleeveless shirts may not be worn by any student at the**

## **Madrassah.**

**Accessories such as beepers and cell phones must be put in the OFF mode during ALL Madrassah sessions, however it is preferred that students do not bring these to Madrassah at all. Telephones at the center may be used only at break time or after classes.**

**Teachers - Complete Islamic attire as mentioned above is expected to be worn by the teachers and volunteers of the Madrassah. Hijab must be observed at all times during the Madrassah hours.**

Teachers and volunteers are considered the very first role model of the student here and therefore inappropriate dressing at the Madrassah is reflected in a highly negative form to the child.

Our teachers and volunteers have always tried to maintain modesty with regards to attire.

### **d. Records:**

Student records are kept in the student files by teachers and consist of all tests and or class work completed by the individual. Grades are recorded in a log, which is also kept in this file. A parent may request the subject coordinator to see their child's file at any time and with teacher consultation. All files are made available to parents on Open House day.

## **V - AWARDS**

- Students, who have maintained an excellent academic level at the end of a term, may be awarded with certificates, medals and or trophies for either subjects or both. It is the responsibility of the subject teacher who has evaluated the student to recognize this deserving individual. In the absence of the subject teacher the principal and or the coordinator will make this judgment based on the records kept by the teacher.
- Students who have achieved a perfect attendance for the complete Madrassah year may also be awarded with certificates and or trophies at the end of the Madrassah year.

Awards from the Madrassah should be considered as an honor; all students who work hard and maintain good grades and attendance will inshallah achieve this honor.

## **VI – CODE OF CONDUCT**

**Students, parents, and madrassah personnel are requested to read the Code of Student Conduct and become familiar with its content.**

**The following sections will properly identify:**

- A synopsis of a model student behavior
- Several levels of behaviors and range of corrective strategies and
- Safeguards: Protecting the rights of Students, Parents and Guardians

## A Synopsis of Model Student Behavior

### Model students:

- understand and follow school rules;
  - attend school regularly;
  - request permission for authorization to leave class when needed;
  - attend all classes;
  - are prepared for class each day;
  - use and possess items that are suitable for an educational setting;
  - adhere to the school dress code; and
  - use approved electronic devices responsibly.
- 
- follow class and school rules
  - use conflict management skills to resolve problems peacefully;
  - use respectful and appropriate language;
  - show concern for others; and
  - conduct themselves in a cooperative, friendly and respectful manner to staff members and classmates.
- 
- speak and act honestly and truthfully;
  - show respect to others in words, actions and deeds;
  - develop good study habits;
  - complete all homework assignments;
  - participate actively in class; and
  - show empathy for others.
- 
- obey instructions;
  - show respect to people in authority;
  - care for the feelings of others; and
  - treat others with respect.
  - speak to others using respectful language;
  - demonstrate behavior that is civil, respectful, polite and courteous; and
  - share materials that are educationally Appropriate
- 
- accept responsibility for their own actions;
  - respect life;
  - show pride in their school and community;
  - use adaptive skills for solving problems;
  - maintain their self control at all times;
  - seek assistance from a trusted adult to solve problems or report incidents of concern; and
  - report any acts of aggression or violence between students

## RELATED CORE VALUES

### *Kindness*

### *Honesty*

### *Respect*

### *Responsibility*

### *Cooperation*

### *Integrity*

## BEHAVIORS AND

### Model students avoid:

- being in an unauthorized location;
  - cutting class; arriving late to class;
  - arriving at school late;
  - failing to comply with class and school rules;
  - possessing items that are inappropriate for the educational setting;
  - using unauthorized electronic devices; and
  - violating the school dress code.
- 
- initiating or participating in a verbal confrontation with another student or staff member;
  - displaying affection inappropriately in public;
  - leaving school grounds without permission;
  - using profane or crude language; and
  - displaying or participating in disruptive behavior.
  - cheating or misrepresenting the true facts;
  - making false accusations;
  - exhibiting behavior that instigates and provokes a negative reaction from others or encourages others to engage in a negative physical or verbal altercation; and
  - talking about others and spreading rumors.
- 
- participating in or encouraging a confrontation with a staff member;
  - becoming involved in a minor fighting incident;
  - harassing others by name-calling, gossiping or using gestures that intimidate others.
  - physically hurting or threatening another person;
  - bullying others by using intimidation or teasing.
- 
- fighting with other students or staff members;
  - hitting other students or staff members;
  - speaking disrespectfully to students or staff members;
  - holding people against their will;
  - threatening to take another person's life;
  - using weapons;
  - interrupting the school's learning environment;
  - giving, possessing or sharing obscene or lewd materials.
- 
- taking the property of others without permission;
  - committing theft by taking property at any value from others; and
  - possessing, using, distributing or selling any object, controlled substance or weapon that could inflict serious harm or place a person in fear of serious harm.

# **RANGE OF CORRECTIVE STRATEGIES**

## **LEVEL 1**

### **Disruptive Behaviors**

- Confrontation with another student
- Cutting class
- Failure to comply with class and/or school rules
- Possession of items or materials that is inappropriate for an educational setting
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code
- Minimum damage to IJA or other personal property within it premises

### **Range of corrective strategies**

- Parent/guardian contact – after a warning
- Reprimand
- Student, parents/guardians/staff conference
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Replacement or payment for any damaged property (if appropriate)
- Participation in an informal counseling session related to the infraction

## **LEVEL 2**

### **Seriously Disruptive Behaviors**

- Cheating/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that is inappropriate for an educational setting
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting causing injury (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Petty theft
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds
- Slander
- Vandalism (minor)

### **Range of corrective strategies**

- Parent/guardian contact
- Counseling program with the Maulana that focuses on modifying the Student's inappropriate behavior or promotes positive behavior
- Two hours of social services ( e.g. Thursday programs or preparing speeches)
- Replacement or payment for any damaged property or medical expenses

## **LEVEL 3**

### **Offensive/Harmful Behaviors**

- Assault/Threat against a staff/non-staff member
- Bullying (repeated harassment)
- Disruption at school/Disorderly conduct
- Fighting (serious)
- Harassment (serious)
- Causing injury or accident to students, staff/non-staff member
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment
- Vandalism (major)

### **Range of corrective strategies**

- Parent/guardian contact
- Permanent removal from class (placement review committee decision required)
- Recommendation for alternative educational setting
- Recommendation for expulsion\*

\* With appropriate witnesses and evidence available, the parents/guardians and student will be contacted for an emergency meeting; issues will be discussed with recommendation of expulsion to follow. Failure on the parents to not comply with the above will result in the IJEC referring the matter to the IJA board for further action. The IJA board will then be presented with the evidence from the IJEC and determines whether appropriate action was taken or an adequate recommendation was made. Should the IJA board determine that IJEC actions were not adequate/appropriate; the IJA board may then seek other alternatives to protect the child's Islamic/religious interests.

## **SAFEGUARDS: PROTECTING THE RIGHTS OF STUDENTS AND PARENTS/GUARDIANS**

**All corrective strategies used by school-site administrators must be in compliance with IJA Board rules and policies. Inherent in these rules and policies is the philosophy of fairness and consideration for actions that are in the best interest of students.**

**When confronted with an act that may require the imposition of corrective strategies by the school, the student and all other appropriate persons should be given the opportunity to explain the circumstances of the incident.**

**School administrators should communicate with parents/guardians when corrective strategies must be taken against a student.**

**Parents/guardians and students who disagree with certain strategies and decisions made at the school level have the right to the following formal complaint procedures:**

- **A school-level hearing;**
- **Appeal of school-level decisions to the IJA Chairman; and for expulsions, a hearing before IJA Board Members.**

“Parents who know their children’s teachers and help with the homework and teach their kids right from wrong - these parents can make all the difference.”

## **VII - VOLUNTEER TEACHERS**

The Madrassah teachers are volunteers, they are individuals who have dedicated their valuable time and experiences into making learning possible at the Madrassah. Their endless efforts to this noble cause should be highly respected. It is only for Allah S.W.T. to recognize such individuals and place them in the heavens amongst the best of the momineens, Ameen.

The basic requirements to become a participant in the Madrassah teachers committee are as follows:

- Follow the belief of the Jaffaria faith.
- Basic teaching skills and compassion for children.
- Commitment and Consistency with attendance and Madrassah timing.
- Observe and wear proper Islamic attire, i.e. Hijab.

Madrassah holds training sessions at the beginning and during the year for all new and prior teachers, volunteers etc. It is now mandatory that all teachers attend training at the Madrassah to learn or improve their teaching skills.

Classroom management sessions are also available at the Madrassah.

It is also recommended that new and prior teachers attend Madrassah seminars and retreats held nationwide whenever such events are available.

To join the Madrassah, simply contact the Principal, Assistant Principal or Coordinators of the Madrassah. We highly recommend community members to get involved and help out for this mission of our present Imam. Muhammad Mahdi A.S. Rewards for this noble work is attainable not in this world but in the hereafter.

Volunteers are always needed for Madrassah special events like Open house, Picnics etc.

The I.J.E.C. shall recognize the number of years served by the Madrassah teacher at this center. This recognition will be at the 3rd, 5th, 10th, and every 5th year subsequently.

## **The Madrassah committee of 2009/2010**

**The Madrassah Chairman at IJA:** *Br. Yusuf Parpia*

**Principal:** *Sr. Batool Dharamsey*

**Assistant Principal:** *Br. Naushad Parpia*

**Secretary:** *Sr. Anam Zahra Parpia*

**Quraan Coordinator:** *Sr. Mumtaz Hussein*

**Diniyaat Coordinator:** *Sr. Henna Iqbal - Khan*

**Treasurer:** *Sr. Deeba Taqi*

**Registration Coordinator:** *Br Mohammad Taqi*

### **And Teachers**

The Madrassah committee meets on the last Sunday of each month to discuss various topics in its agenda. All decisions are final on a majority vote. The vote of teachers in training and teachers who have served less than two complete semesters will not be considered. However, the Madrassah administrators are open to all opinions and suggestions.

## **TO: ALL MADRASSAH PARENTS AND GUARDIANS,**

*PLEASE READ THE MADRASSAH POLICY AND PROCEDURE HANDBOOK WITH YOUR CHILD AND / OR CHILDREN.*

*FOR YOUR CONVENIENCE THE MADRASSAH CALENDAR IS ATTACHED AS THE LAST PAGE OF THIS BOOKLET. PLEASE REFER TO IT AND KEEP IT HANDY AT ALL TIMES.*

*AFTER CAREFULLY REVIEWING THE COMPLETE HANDBOOK AND UNDERSTANDING IT, ALSO PROMISE TO FOLLOW THE RULES AND POLICIES OF OUR MADRASSAH, PLEASE SIGN THE BOTTOM OF THIS FORM AND SUBMIT IT TO YOUR CHILD'S TEACHER NO LATER THAN BY THE END OF THIS MONTH.*

*THANK YOU FOR TAKING YOUR TIME TO COMPLETE THIS SHORT FORM. THIS SIGNED SECTION WILL REMAIN IN OUR FILES.*

*IT WILL BE OUR PLEASURE TO WORK WITH YOU AS A TEAM TOWARDS TEACHING YOUR CHILD PROPER ISLAMIC KNOWLEDGE AND CONDUCT.*

*WELCOME ABOARD*

***Batool Dharamsey***

*MADRASSAH PRINCIPAL*

*Please cut this section out and submit it to the classroom teacher*

**I HAVE READ THE MADRASSAH POLICY AND PROCEDURE HANDBOOK WITH MY CHILD AND/OR CHILDREN. WE UNDERSTAND AND PROMISE TO ADHERE BY ALL THE POLICIES AND PROCEDURES IN THE HANDBOOK.**

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**Student names**

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**Parent/Guardian name and Phone # and Email address:**

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**Parent/Guardian signature:**

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**NOTES**