

Islamic Jafferia Education Center

# Guidelines & Policies Handbook

Students and Parents

1443 AH / 2021 – 2022



# Contents

- Welcome message ..... 1
- Your Teachers ..... 3
- Academic calendar ..... 5
- Monthly fees ..... 6
- Guidelines: Drop-off and pickup ..... 7
- Guidelines: Absent or leaving early ..... 8
- Guidelines: What I need to bring ..... 9
- Guidelines: Medication and sickness ..... 10
- Guidelines: MCE Tarbiyah curriculum FAQ ..... 11
- Guidelines: Quran curriculum FAQ ..... 14
- Guidelines: Timetable ..... 19
- Guidelines: Homework ..... 21
- Guidelines: Graduation and awards ..... 22
- Guidelines: Distance learning during COVID-19 ..... 23
- Guidelines: How can I become a Teacher or Volunteer? ..... 24
- Policy: Safeguarding ..... 25
- Policy: Student dress code ..... 26
- Policy: Image and video usage media policy ..... 27
- Policy: Model student behavior ..... 28
- Policy: Managing behavior ..... 30
- Policy: Admission and fees ..... 33
- Policy: Attendance and absence ..... 34
- Registration Form ..... 36

# Welcome message

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)

Over the last few years, the education center 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 important.

Islamic education at IJA began in 1991 by a few members of the community and since we have had an enhanced curriculum that catered to the children ages 4 through 18.

Islamic education needs were once again put to work on the 23rd of September 2018. At the IJA Center. Tarbiyah curriculum was introduced and adapted at the IJEC. This curriculum is to provide an effective learning system that is integrated, and learner centered, inspiring the child to adopt and adhere to an Islamic lifestyle. An idea that captures the hearts and minds of our children through a unique and renewed approach. The vision of Tarbiyah has been to nurture piety while enabling a learning environment that instills the values of the Qur'an and the Ahlul-bayt (AS).

The MCE (madrasah center of excellence) along with the world federation and NASIMCO successfully trained 20 IJEC teachers in its first year of adoption of the Tarbiyah curriculum. And to date we have 38 Tarbiyah certified teachers.

Al-Quran (recitation and Qur'anic Arabic) is also taught at IJEC.

In addition, the Tarbiyah curriculum offers three themes of learning: The origin, the path and the return. Further, the main themes are divided into 8 modules.

A special thanks to the CIL of NASIMCO and the World Federation for assisting, guiding the IJEC volunteers continuously by the workshops and seminars they put together yearly. The IJEC teachers have benefitted immensely from such programs.

Finally, the IJEC expresses a special thanks to the original volunteers who made the religious education experience at the education center pleasant and possible. May Allah (SWT) Shower them endlessly with his blessings, ameen.

The IJEC has continued to grow and simultaneously continues to seek for new individuals especially with a teaching background, to volunteer their time to assist with the lessons taught at the education center.

Zia Parpia

Principal

# Our objectives

The Islamic Jafferia Education Center (the Education Center) tends to the religious and social needs of children according to the Shia Islamic faith. The Education Center shares the parent's responsibility of providing religious education to their children and an atmosphere to learn Islamic Ethics next to Islamic brotherhood. Parent's continue building this foundation at home where children can live by their Shia faith and Islamic ethics daily. The Education Center aims 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.
- To serve as a nucleus point between parents, teacher, student and the community.
- To provide training programs for future teachers.

**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**

# Your Teachers

## Management Team

**Principal:** Zia Parpia

**Assistant Principal:** Mumtaz Hussain

**Secretary:** Kiran Shaban

**Tarbiyah/Diniyat Coordinator:** Henna Iqbal

**Quran Coordinator:** Saeed Moshfegh

**Events coordinator:** Shaliza Shaban & Anam Parpia

**Treasurer:** Deeba Taqi

**Registrar:** Mohamed Taqi

**IJA Chairperson:** Muhammed Hassan Hussain

## Elected volunteers

## Teachers

Grade / Band	Diniyaat Teacher
Pre-K / Band A	Syeda Madiha Fatima
Pre-K / Band A	Kiran Shaban
1 / Band B	Syeda Sadaf Zehra
2 / Band B	Muhammed Hussain & Mumtaz Hussain
3 / Band C	Taskeen Mirza
4 / Band C	Naushad Parpia
5 / Band D	Shaliza Shaban
6 / Band E	Seyyeda Jaffer
7 / Band E	Samia Tauseef & Noor Shirazi
8 / Band F	Naureen Rizvi
9 / Band F	Nida Zaidi
11	N/A
12	Zia Parpia

Level	Quran Teacher
Kindergarten	Sadaf Zahra
1	Shaliza Shaban
2	Siddika
3	Ali Zuhair & Samia Tauseef
4	Aamir Khan
5	Mohamed Taqi
6	Taskeen Mirza
7	Ahmad Nakhli
8	Mohammad Saleh
9	Sina Bonyadi
10	Hussein Alghanim
11	Wissam Chahine
12	Saeed Moshfegh

# Academic calendar

The Education Center is only closed for Eid-ul-Fitr, Eid-ul-Adha, the first 10 days of Muharram and Miami-Dade public school holidays that fall on a Sunday.

At the end of each term, parents are invited to meet their child's teacher and discuss their progress during an Open House. This year, the Open House will take place virtually.

The Education Center is conducting all classes via remote learning on Zoom until further notice. Please speak to your teacher, coordinator or management team member for more information.

Term 1	Term 2
<b>Jun 27, 2021:</b> Registration deadline	<b>Jan 02, 2022:</b> Winter Break
<b>Aug 22, 2021:</b> Summer schedule	<b>Jan 09, 2022:</b> Winter schedule
<b>Aug 29, 2021:</b> Summer schedule	<b>Jan 16, 2022:</b> Winter schedule
<b>Sep 05, 2021:</b> Summer schedule	<b>Jan 23, 2022:</b> Winter schedule
<b>Sep 12, 2021:</b> Summer schedule	<b>Jan 30, 2022:</b> Winter schedule
<b>Sep 19, 2021:</b> Summer schedule	<b>Feb 06, 2022:</b> Winter schedule
<b>Sep 26, 2021:</b> Summer schedule	<b>Feb 13, 2022:</b> Winter schedule
<b>Oct 03, 2021:</b> Summer schedule	<b>Feb 20, 2022:</b> Winter schedule
<b>Oct 10, 2021:</b> Summer schedule	<b>Feb 27, 2022:</b> Winter schedule
<b>Oct 17, 2021:</b> Summer schedule	<b>Mar 06, 2022:</b> Winter schedule/Evaluations
<b>Oct 18, 2021:</b> Summer schedule	<b>Mar 13, 2022:</b> Summer schedule
<b>Oct 25, 2021:</b> Summer schedule	<b>Mar 20, 2022:</b> Summer schedule
<b>Oct 31, 2021:</b> Winter schedule	<b>Mar 27, 2022:</b> Summer schedule
<b>Nov 07, 2021:</b> Winter schedule	<b>Apr 03, 2022:</b> Ramadhan schedule
<b>Nov 14, 2021:</b> Winter schedule	<b>Apr 10, 2022:</b> Ramadhan schedule
<b>Nov 21, 2021:</b> Winter schedule	<b>Apr 17, 2022:</b> Ramadhan schedule
<b>*Nov 28, 2021:</b> No Classes	<b>April 24, 2022:</b> Ramadhan schedule
<b>Dec 05, 2021:</b> Winter schedule	<b>May 01, 2022:</b> Ramadhan schedule /*Eid
<b>Dec 12, 2021:</b> Winter schedule/Finals	<b>May 08, 2022:</b> Summer schedule
<b>Dec 19, 2021:</b> Winter schedule/Finals	<b>May 15, 2022:</b> Summer schedule/Finals
<b>*Dec 26, 2021:</b> Winter Break	<b>May 22, 2022:</b> Summer schedule/Finals
	<b>May 29, 2022:</b> Summer schedule
	<b>**Jun 5<sup>th</sup>, 2022: Graduation</b>

# Monthly fees

Monthly fees are collected to facilitate the purchase of books, supplies, licenses and Tarbiyah education digital fees.

Fees also facilitate meals at the center between sessions and during IJEC special events.

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The monthly fees are:

- \$25 for one child
- \$30 for two children in the same household (\$15 per child)
- \$40 for three or more children in the same household (At most, \$13.34 per child)



# Guidelines: Drop-off and pickup

Under distance learning, all students are required to log into their Zoom calls by 10:00AM and expect to complete their lessons by 12:30PM. Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

Once in-person classes resume, drop off time is 09:45AM pickup time is 01:30PM. Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

If someone other than the parent is picking up your child, please inform the Quran teacher in writing.

# Guidelines: Absent or leaving early

If your child is going to be absent you must inform the Teacher/Registrar in writing one week before the date of absence. For the sudden absence that cannot be avoided, a note must be sent in within a week prior to the next class.

If you child cannot attend the full day schedule or is expected to arrive more than 30 minutes after the start of a lesson, please contact the Registrar or management team as soon a possible. Depending on the reason, this may count as an unapproved absence (see the Attendance and absence policy).

In these circumstances quickly communicate with the Teacher, so that lessons and homework may be sent to student via Parent's email. The student will be expected to complete the assignments and be prepared to come in to class on time for the next week session.

Bearing in mind that the Education Center is only 3 and a half hours a week and runs only 38 weeks a year, it is expected students will attend the whole day of learning once they have enrolled.

# Guidelines: What I need to bring

## Diniyaat student manuals

Student Manuals will be emailed to registered students and parents. Tarbiyah books are available to students via their digital portal at Tarbiyah.education. While at the center, please also ensure that your child has basic stationary supplies (pens, pencils, rules, erasers, etc.)

Any books or story books given to students must be kept in good condition and returned to the Education Center when requested. Children who receive storybooks must return these weekly.

Any workbooks shared with the student do not need to be returned.

Any loss or damage to manuals may result in a replacement fee charged to parents.

## Quran

The Kisa Kids books and the Q-Fatima Curriculum has been recommended to IJEC by NASIMCO.

## Snacks and packed lunch

The Education Center offers snacks and or meals for break time.

However, a student may bring his or her own lunch if desired.

Information on Allergies to a student must be properly communicated to the Principal and Class teacher upon registration. In such cases, the IJEC prefer the student bring their own meal to the center. Please also refer to the next page for further details.

Parents are also welcome to sponsor/contribute the meal; this arrangement must be made one week ahead with the Secretary or Principal.

## Valuable items and electronics

Valuable items such as toys, cell phones, iPads, etc., are to be kept switched off and stored at the bottom of student's bags. All items are brought at the student's own risk. No phones or devices are to be used in class, unless authorized by the teacher during an exercise. If items are found being used by a student during class time, or out of their bag, they may be confiscated and can only be collected by a parent.

# Guidelines: Medication and sickness

## Medication

We do not administer medication on premises unless it is a life-threatening situation i.e. epi-pen or inhalers.

You MUST inform the Education Center in writing to [ijec@ijamiami.org](mailto:ijec@ijamiami.org) if your child may require this medication to be administered and provide a doctor's letter alongside your consent for us to administer this. Please hand in the letter to the Principal directly.

## Allergies

If your child suffers from any food allergies (e.g.: eggs, nuts, dairy products, etc.) YOU MUST inform the Principal at registration.

## Sickness

We would advise that your child should not be in class if:

- They are clearly unwell
- They have vomited or had diarrhea in the previous 48 hours
- They have a fever
- They have needed over-the-counter medication the night before/morning of classes

In the above cases, it is much better they stay at home and rest. There is no benefit to unwell children coming to class.

Please inform absence of your child through the appropriate channel.

If you do send your unwell child to the Education Center, we will have no choice but to call you back in to collect your child.

# Guidelines: MCE Tarbiyah curriculum FAQ

This section has been adapted from the Shia Ithna Ashari Madressa of London.

The Tarbiyah Curriculum is being developed by the Madrasah Centre of Excellence (MCE). To find out more about MCE, their vision and their structure, visit [madrasahonline.org](http://madrasahonline.org)

## What is MCE?

A body under the Islamic Education Board of the World Federation of KSIM Communities

**Vision:** Nurturing Piety

**Mission:** Enabling a learning environment that instils the values of Quran and the Ahlul Bayt a.s.

## How did MCE come about?

Following the successful Madrasah Retreat held in Dubai in February 2011, in which over 25 madaris from Europe, East Africa, Middle East, North America, India and Pakistan were represented, a strategy document was prepared for the Madrasah Agenda of the World Federation of KSIM Communities. The document was approved at the World Federation Conference in May 2011.

A key recommendation was the formation of a formal madrasah structure to ensure that the madrasah agenda is always at the forefront of our leaders and our global organization. On the blessed night of Eid a Zahra a.s.1433, Islamic Education launched the Madrasah Centre of Excellence (MCE). Presentations were made in various Jamaats throughout the world with the assistance of regional secretariats.

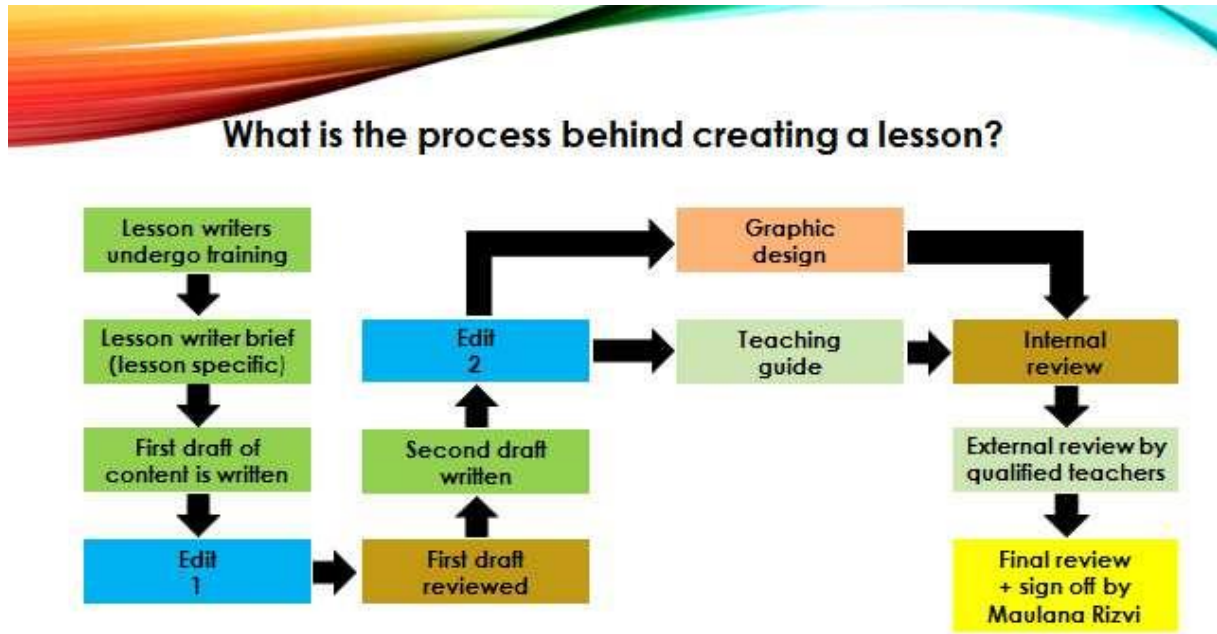
## How can I find more information as well as lessons that will be covered?

In 2013, the MCE team produced an outline of the current status quo as well as how they will work towards creating the Tarbiyah curriculum. This involved detailed analysis of every other syllabus being used in Madaaris around the world and also involved much research and engagement with scholars and individuals from inside and outside the community.

The result was the curriculum framework document (<http://madrasahonline.org/tarbiyah-curriculum-framework/>) and the following draft of the potential lessons (<http://madrasahonline.org/tarbiyah-module-overview/>).

## Who reviews the lessons?

The lessons are reviewed at various stages and signed off by Sh. Mohammad Saeed Bahmanpour and Sayyid Muhammad Rizvi. It is our understanding that each lesson requires approximately 120 man hours from creation to review.



## Why is the Education Center moving towards this curriculum?

The Tarbiyah Curriculum provides a structured framework for us to deliver content that has been verified by scholars and undergone various checks.

Each lesson has taken approximately 120 hours to produce. With the lesson, comes a teacher's guide assisting them at each step to ensure successful delivery of the lesson.

This exceeds the work undertaken by the Education Center in managing its own syllabus.

## What does an “integrated” lesson mean?

An 'integrated' lesson means that each lesson may contain one or more concepts of:

- Akhlaaq
- Tarikh
- Fiqh
- Aqaid
- Quran

This is similar to any verse in the Quran or even many Hadith, which will tackle many subjects collectively in just one sentence. The task of the teacher, with the necessary teaching guides, will be to draw out the concepts for their students.

Not all lessons have each and every topic integrated within it.

## **Where can I learn more?**

To learn more about the Tarbiyah Curriculum, the MCE Project and to view sample lessons visit [www.madrasahonline.org](http://www.madrasahonline.org)

Learn more about the Curriculum Framework: <http://madrasahonline.org/tarbiyah-curriculum-framework/>

Learn more about the Module Lessons Overview: <http://madrasahonline.org/tarbiyah-module-overview/>

Alternatively, please contact the Tarbiyah/Diniyaat Coordinator or the Principal.

## **What materials are given to students?**

For the younger classes, there are story books and teaching guides. Each and every lesson plan will help teachers highlight the important points from each story.

For the older classes there are textbooks and teaching guides. The teaching guides will assist teachers in delivering the lesson such that key points are conveyed and understood by the students.

## **How are teachers being helped to prepare?**

MCE is providing Curriculum training for all teachers in Islamic schools where the curriculum is going to be adapted.

Teaching Guides are also provided with the lessons.

# Guidelines: Quran curriculum FAQ

## Kindergarten

Reading	Basic form of Arabic letters (Kisa books 1)
General Knowledge:	<p>What is Quran?</p> <p>Respect for the Quran</p> <p>Stories in the Quran</p> <p>The Merit of listening, learning and memorizing Quran (Q Fatima)</p>
Memorization	Al-Fatiha, Ikhlass, Al-Kawthar

## Level 1

Reading	Beginning, Middle, and End forms of Arabic letters and short vowels (Fatha, Damma, Kasra, Sukun) ( Kisa book 2)
General Knowledge	<p>General Knowledge about Quran and its importance for the Muslims. By using activities and interesting stories the teacher helps the students to understand the merit of listening, learning and memorizing Quran</p> <p>(Q Fatima/ Al-Hadi Exploring Quran)</p>
Memorization	Al-Feel, Al-Asr, Al-Quraysh



## Level 2

Reading	Long Vowels, different form of Arabic letters, connecting letters and making short words. (Kisa book 2)
General Knowledge	Teacher talks about importance of Quran, the concepts related to revelation (Quran is revealed, to whom, when and how) in a simple way. Also, teaching how to perform Wudu and why we should not touch Quran before Wudu. (Q Fatima/Al-Hadi exploring Quran)
Memorization	An-Naas, Al-Falaq, An-Nasr

## Level 3

Reading	Making short words and practicing to read them, Tanween, Shadda (Kisa book 3)
General Knowledge	What is the first Surah revealed to the Prophet Muhammad(s)? What is the Surah we recite in every Salah? Covering the translation and concept of sura Al- Hamd. Stories from the Quran (Q Fatima/Al-Hadi exploring Quran)
Memorization	Ayat Al- Kursi, Al-Kafiroon, Masad, Al-Qadr

## Level 4

Reading	Stops, silent letters, Maddah, practice joining words together, Hamza wasl. ( Kisa book 3)
General Knowledge	General knowledge about The number of Sura's in the Quran? The meaning of Juz and Aya in the Quran, the longest and shortest Surahs in Quran. (Q Fatima/ Al-Hadi Exploring Quran)
Memorization	Al- Takathur, At-Teen, Al-Humazah

## Level 5

Reading	Arabic numbers, stopping signs, sajdah of tilawat of Quran, practicing to join words together and read fluently. (Alhadi Iqra 2)
General Knowledge	Makki and Madani Surah's, Sajdah Wajib and Mustahab in Quran, Stories from the Holy Quran, Dua in the Holy Quran. (Q Fatima/Al-Hadi Exploring Quran)
Memorization	Ad-Duha, Al-Inshirah, Ash- Shams

## Level 6

Reading	Sound origination (Makharij Huruf), Reciting Surah Ar- Rahman ( Alhadi Iqra 3)
General Knowledge	Etiquette of reciting the Holy Quran, Furu' din in the Holy Quran, Stories from the Holy Quran, Dua in the Holy Quran ( Al-Hadi Exploring Quran/Q Fatima) Quran and Ahl ul Bayt
Memorization	Al Alaq, Al-Ghashiyah Verse on love for the prophet's family: 42:23

## Level 7

Reading	Correcting mistakes of sound origination, heavy and light letters, Rules of nun Sakin, Reciting Surah Yasin ( Alhadi Iqra 3)
General Knowledge	Tajweed: Madd and Idgham Stories from the Holy Quran (Al-Hadi Exploring Quran/Q Fatimah) Ahl ul Bayt in the Quran
Memorization	Surah Al-Ala, Al- Fajr Aya of purification: 33:33

## Level 8

Reading	Correcting mistakes of sound origination, Reciting Surah Al- Mulk
General Knowledge	Quranic Arabic ( Al-Hadi Quranic Arabic) Quran and Ahl Albayt
Memorization	Al- Buruj, Al- Inshiqaq Aya 5:3 *The section on the completion of the deen on the day of Ghadeer.*

## Level 9

Reading	Reciting Surah Al- Rahman
General Knowledge	Quranic Arabic (Vocabulary and Grammar) (Al-Hadi Quranic Arabic) Quran and Ahl AlBayt Tajweed
Memorization	Surah At-Tariq, At-Takwir Aya on the Wilayat of Imam Ali: Aya 5:55

## Level 10

Reading	Reciting Surah Al-Waqiah
General Knowledge	Quranic Arabic (Vocabulary and Grammar) (Al-Hadi Quranic Arabic) Quran and Ahl Albayt Tajweed (rules of Nun sakin, rules of madd, Qalqala) ( Alhadi Iqra 3)
Memorization	Surah Al- Abasa, Al- Infitar

## Level 11

Reading	Practice to recite fluently with proper Tajweed.
General Knowledge	Tafseer of the selected surah's from Quran. (Tafseer Al-Meezan) Quran and Ahl Albayt Tajweed (rules of nun sakin, rules of madd, qalqalah, rules of meem) (Tajweed book IMAM Organization)
Memorization	Surah An-Naziat, Al-Balad

## Level 12

Reading	Practice to recite fluently with proper tajweed.
General Knowledge	Comprehensive study of various Ayahs' of the Quran that focus on the subject of Islamic theology and law. Quran and Ahl Albayt
Memorization	Surah Al- Mutaffifin, An- Naba Aya on obeying the U'lul Amr: 4:59

# Guidelines: Timetable

**During all breaktimes, at least two volunteers are outside monitoring the students and making sure they do not leave the premises.**

## **Summer timetable (virtual)**

10:00 AM – 10:45 AM: Tarbiyah Class 1 (Virtual via Zoom)

10:45 AM – 11:30 AM: Tarbiyah Class 2 (Virtual via Zoom)

11:30 AM – 12:30 PM: Quran (Virtual via Zoom)

12:30 PM – 01:00 PM: Salaat and Break

Zohr/Asr salaat to be prayed at home, ideally in Jamaat.

Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

## **Winter timetable (virtual)**

10:00 AM– 10:45 AM: Tarbiyah Class 1 (Virtual via Zoom)

10:45 AM – 11:30 AM: Tarbiyah Class 2 (Virtual via Zoom)

11:30 AM – 12:30 PM: Quran (Virtual via Zoom)

12:30 PM – 01:00 PM: Salaat and Break

Zohr/Asr salaat to be prayed at home, ideally in Jamaat.

Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

## **Ramadhan timetable (virtual)**

05:00 PM – 06:00 PM: Tarbiyah Class

06:00 PM – 07:00 PM: Quran

Students are encouraged to pray in Jamaat at the center in the Holy month (if the center is not closed due to COVID-19 lockdowns)

Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

## **Summer timetable (in-person)**

10:00 AM – 10:45 AM: Tarbiyah Class 1

10:45 AM – 11:30 AM: Tarbiyah Class 2

11:30 AM – 12:00 PM: Break

12:00 AM – 01:00 PM: Quran

01:00 PM – 01:30 PM: Salaat

Zohr/Asr salaat to be prayed in Jamaat.

Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

## **Winter timetable (in-person)**

10:00 AM – 10:45 AM: Tarbiyah Class 1

10:45 AM – 11:30 AM: Tarbiyah Class 2

11:30 AM – 12:00 PM: Break

12:00 AM – 01:00 PM: Quran

01:00 PM – 01:30 PM: Salaat

Zohr/Asr salaat to be prayed in Jamaat.

Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

## **Ramadhan timetable (in-person)**

05:00 PM – 06:00 PM: Tarbiyah Class

06:00 PM – 07:00 PM: Quran

Students are encouraged to pray in Jamaat at the center in the Holy month (if the center is not closed).

Any extra-curricular activities will be communicated by teachers to parents at least one week in advance.

# Guidelines: Homework

Homework assignments are part of the Tarbiyah curriculum and therefore it is the parent's responsibility to get involved and ask their children about homework given to them at the Education Center. All Students Bands C through F will be assigned HW through the [www.tarbiyah.education](http://www.tarbiyah.education) portal.

All students will also be assigned Quraan homework. It may be just reading or memorization but, there will be homework assigned and evaluated.

Stay informed by communicating with your child's class Teacher.

# Guidelines: Graduation and awards

Promotion to the next Grade/level will be based on Teacher assessment of the student and attendance greater than 67%. Students in grade 12 Diniyaat are required to have a 90% attendance in that class to graduate.

After the completion of 12 levels of Quran and 12 grades of Diniyaat with a passing grade of 'C' in the final year, is required to graduate.

The Education Center encourages all graduates with passing grades of 'A' or 'B' to join as a teacher and attend Tarbiyah Teacher training sessions.

In addition, the following awards are presented for every class:

- **Academic excellence:** The student with the highest level of academic achievement at the end of the year may be awarded with certificates, medals and/or trophies for either subject or both. The student will be selected by the teacher or co-teacher of the class. In the absence of the teacher or co-teacher, the Principal or the Coordinator will decide based on the records kept by the teacher.



# **Guidelines: Distance learning during COVID-19**

The COVID-19 pandemic has forced the Education Center to transition to distance learning via Zoom.

Teachers and volunteers will be provided with laptops and Zoom accounts to conduct classes.

Classes will not be recorded.

We ask that parents proactively support and monitor their children's participation in online classes, as they do for schools in similar situations. Our religious education is a priority that cannot be minimized in these challenging times.

Teachers, volunteers or students who do not have access to a laptop or electronic device to participate in virtual classes should contact the Principal for support.

We take the health of our students, teachers and volunteers seriously and will not be opening for in-person classes until it is safe to do so without social distancing. Our center is small and cannot provide a fair learning environment for all students if social distancing is enforced.

# **Guidelines: How can I become a Teacher or Volunteer?**

Please speak to a member of the Management team – we would love to involve you!

# Policy: Safeguarding

All corrective strategies used by Education Center 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 Directors of the IJA Board.

## Changes to the Policy

The Education Center reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.

**Updated August 2021**

# Policy: Student dress code

The student must observe the dress code according to the Islamic law. Any student who does not meet this code may be asked to correct their dress before entering a class.

## Boys

- Long pants or trousers must be worn (no shorts).
- Proper dress shirts or plain polo shirts.
- T- shirts with inappropriate prints or images are not allowed.
- Muscle shirts or sleeveless shirts are not allowed.

## Girls

Although girls are not baligh until Band C, we would like to encourage all girls to wear modest clothing with the arms and legs covered and wear a headscarf at all times.

Even if a student does not regularly wear hijab, it is a requirement of attending the Education Center.

- Loose-fitting, clothing that covers the arms and legs (ie: face and hands do not have to be covered)
- Make-up should not be visible
- Nail varnish should not be worn
- Minimal or discrete jewelry

## Changes to the Policy

The Education Center reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.

**Updated August 2021**

# Policy: Image and video usage media policy

IJEC typically publishes and uploads videos from events throughout the year, onto the internet and to social media. Consent is usually given via the registration form. The Parent or Guardian reserves the right to disallow or withdraw their child from any program or event that is held online. The IJEC has maintained a privacy policy for the safety and security of all of its students to this date during all classroom sessions. However, in the event that you are still not comfortable, please let us know at [ijec@ijamiami.org](mailto:ijec@ijamiami.org).

## Changes to the Policy

The Education Center reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.

**Updated August 2021**

# Policy: Model student behavior

## Model students:

- Understand and follow Education Center rules;
- Attend Education Center regularly;
- Request permission for authorization to leave class when needed;
- Attend all classes;
- Are prepared for class each week;
- Use and possess items that are suitable for an educational setting;
- Adhere to the Education Center dress code;
- Use approved electronic devices responsibly;
- Follow class and Education Center rules;
- Use conflict management skills to resolve problems peacefully;
- Use respectful and appropriate language;
- Show concern for others;
- Conduct themselves in a cooperative, friendly and respectful manner to staff 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;
- Treat others with respect;
- Speak to others using respectful language;
- Demonstrate behavior that is civil, respectful, polite and courteous;
- Share materials that are educationally appropriate;
- Accept responsibility for their own actions;
- Respect life;
- Show pride in their Education Center 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;
- Report any acts of aggression or violence between students.

### **Model students avoid:**

- Being in an unauthorized location;
- Cutting class; arriving late to class;
- Arriving at the Education Center late;
- Failing to comply with class and school rules;
- Possessing items that are inappropriate for the educational setting;
- Using unauthorized electronic devices;
- 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.

### **Changes to the Policy**

The Education Center reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.

**Updated August 2021**

# Policy: Managing behavior

## LEVEL 1

### Disruptive Behaviors

- Confrontation with another student;
- Cutting class;
- Failure to comply with class and/or Education Center 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);
- Leaving school grounds without permission;
- Petty theft;
- Use of profane or provocative language directed at someone and/or Instigative behavior;
- 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 parent/guardians and student will be contacted for an emergency meeting and issues will be discussed with recommendations of expulsion to follow. Failure on the parents/guardian to comply with the above will result in the IJEC referring the matter to the Directors of the IJA Board for further action. The Directors of the IJA Board of 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 Directors of the IJA Board determine that IJEC actions were not adequate or appropriate; the Directors of the IJA Board may then seek alternatives to provide and protect the child's Islamic/religious interest.

## **Changes to the Policy**

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**Updated August 2021**

# **Policy: Admission and fees**

## **Admissions**

All students must be at least 4 years old at the start of Term #1.

## **Payments and Refunds**

All fee payments must be received by Treasurer of the Education Center on the first Sunday of each month.

An upfront annual payment can be made with the enrollment form. This is the equivalent of 10 monthly payments.

If you cannot support the full payment, please approach the Principal or Treasurer confidently for financial support.

Payments can be made in cash, check or credit card. Payments made by credit card may incur an additional processing fee.

Once a student is accepted by the Education Center, the Education Center will not refund any fee received by it. Any exceptions must be approved by the Principal and Chairperson.

Any unpaid fees will be billed to the parent at the primary address held by the Education Center or IJA.

## **Changes to the Policy**

The Education Center reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.

**Updated November 2020**

# Policy: Attendance and absence

Regular and punctual attendance is important. Students need to attend Education Center regularly if they are to take full advantage of the educational opportunities available to them. A student who has enrolled in the Education Center is expected to attend punctually on all scheduled days.

Attendance data will be continuously reviewed by the Education Center Management Team to monitor attendance levels and the same data will be made available to parents on request so that any discrepancies may be rectified as soon as possible.

## Authorized absence

An absence is classified as authorized when a student has not attended the Education Center for a full or part day, for a legitimate reason and the Secretary or Registrar has received notification from a parent.

Absence may generally be authorized for the following reasons:

- Illness, medical or dental appointments
- Family bereavement; Attending Funeral of family member; Family emergency
- Mandatory School events/exams
- Hajj or Ziarat – Holy Visit to the Shrines of Ahlulbayt
- Participation in Charity event
- Hurricane or heavy storms
- Verified technology/internet issues
- Exceptional circumstance (the nature of such circumstance will be determined by the Principal on an individual basis)

Parents are encouraged to plan trips carefully based on the IJEC Calendar to avoid student missing important class sessions.

Only the Principal can decide to authorize an absence upon the verification of a note for an exceptional or an unusual situation. Teachers and parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorized.

## Unauthorized absence definition

An absence is classified as unauthorized when a student has not attended the Education Center for a full or part day, without the prior permission of the Education Center's management team.

Absence will not be authorized in the following circumstances:

- Family holidays
- School exam revision; Tuitions
- Grad-night or Grad-bash celebrations
- Leaving early due to travelling distances or any other reason deemed invalid as determined by the Principal
- Hosting/Attending Majlis; except attending Religious processions
- Going for a family day out; birthday events; wedding events; sporting, Social & school related events (non-mandatory)
- No explanation has been offered by the parent
- The explanation offered, if not listed above, is unsatisfactory as determined by the Principal

Therefore, the absence is unauthorized if a student is away from IJEC without good reason, even with the support of a parent.

## **Consequence of low attendance**

A Student who has missed at least 33% of full year attendance will be required to repeat the Grade/level; the Education Center will not make any exceptions.

## **Changes to the Policy**

The Education Center reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.

**Updated August 2021**

# Registration Form

Please follow this link to properly register **the student** at IJEC for 2021-2022 school year.

[https://docs.google.com/forms/d/e/1FAIpQLSdAAaS4A8AfM50f3SsEs3SGHv-hGWI6KqZ\\_2vYxDq1XCbYmSq/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdAAaS4A8AfM50f3SsEs3SGHv-hGWI6KqZ_2vYxDq1XCbYmSq/viewform)

Please follow this link to register if you would like to **Teach or Volunteer** at the IJEC for 2021-2022 school year.

[https://docs.google.com/forms/d/e/1FAIpQLSfxAla8\\_GVyF0OTIBfV2HcQWur-b9MZnVj8GckRMtZnzN3IUA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfxAla8_GVyF0OTIBfV2HcQWur-b9MZnVj8GckRMtZnzN3IUA/viewform)