
2015-2016

Parent & Student Handbook

JAFARIA EDUCATION CENTER





OUR VISION

TO PROVIDE ISLAMIC EDUCATION FOR OUR CHILDREN TO BECOME FOLLOWERS OF AHLULBAYT AND MAKE A POSITIVE IMPACT ON OUR DYNAMIC SOCIETY.

Jafaria Education Center (JEC), under Jafaria Islamic Society (JIS) operates a Sunday school to give Islamic Education to children. All staff/teachers are on a voluntary basis and work hard to give children the best Islamic education possible.

In order to run Sunday school most effectively and efficiently, certain rules and responsibilities described below need to be implemented with the full support and cooperation of parents. In addition, please sign and return the “Consent and Release of Liability” declaration.

REGULATIONS



• **Assembly:** Sunday School begins with an assembly at 10:30am. The assembly is an integral part of the school's schedule. It is a valuable means to disperse information about the school and its activities. The assembly starts the day with a brief Islamic lesson, which puts the children in a spiritual, cheerful and learning mindset. The parents are requested to drop their children on time before the assembly so that they can join, learn and benefit from the assembly.

• **Absences:** Parents must ensure that students attend the school regularly. Any absence should be reported promptly by completing the absence form on the parental dashboard. The completed form must be sent in before the school day begins. Punctuality and good attendance is mandatory. All unexcused absences will affect the student's grade in each class.

• **Excused Absences :** These include sickness, ziarat/hajj trips, and family emergencies. Absences will only be excused for a maximum of 3 times for the duration of the year. Any additional days will need to have a doctor's note or a previous agreement between the parent and the administration. It is the responsibility of the parent and the student to obtain any missed assignments and schedule make-ups of any missed tests and quizzes

• **Late arrivals :** Any student who arrives after 10:30 AM will be marked as late. Parents are required to sign in the logbook with security guard or at the administration office and provide reasons for being late. Students tardiness disrupts the teacher & class instructions, so we request the parents to bring their children to school on time. Each tardy after the 3rd offense will affect the grade of the student for each class.

- **Early Pickup:** For early pickup, please call administration office prior to pickup and sign your child out. Parents are not allowed to call or make arrangements with their children and pick them up without informing the formation, which may affect their grade.

- **Homework / Assignment:** Check dashboard & your emails regularly for homework, test and quizzes. Assist your children with their homework & school activities. If you did not attend our Back to School Night, please be in touch with administration to schedule your dashboard login & training session.

- **Plagiarism :** The work that the student submits as either homework, classwork, projects, and/or exams must be of their own work. If a student uses or paraphrases someone else's work without citing the source, he/she will be subjected to disciplinary action.

- **Dress Code :** All students, staff, teachers, volunteers and parents / visitors must adhere to Islamic dress code; no exception. Girls must wear loose pants, loose long tops to their knees with full sleeves and an appropriate scarf which is not transparent and covers all of their hair. In addition, girls shouldn't wear clothing that consists of vibrant colors. For boys, no shorts or shirts with pictures or lyrics are allowed. Violation of this dress code will result in disciplinary action.

- **Text Book :** Text books are provided to the students at no cost. If a student needs to replace his/her book, you will be asked to pay for the replacement of the book. The book can also be downloaded from our school website.

- **Tuition Fees & Donation :** Tuition is due at the beginning of the term. The tuition can be paid by either cash or check payable to JIS. Those who cannot afford to pay the fee will be given a concession depending upon their individual circumstances. Your donations and support are always welcomed to offset the cost of the school programs.

- **Lunch** : During a school year, each family is required to sponsor a one-time lunch. If you are not able to arrange food or if all the spaces are taken, you will be asked to pay the equivalent cash donation. It will be used to defray the food cost for the ongoing events and the other extra- curricular activities throughout the school year.

- **Communication** : Good communication is essential to maintain a positive learning environment. We use a variety of communication channels such as dashboard, email, school website, facebook page, newsletter and text messages to ensure that the relevant people receive the necessary information. We also arrange events such as Back to School Night, End of the year program, and other activities / events. It is very important for parents to participate and show their commitment to the students, teachers and volunteers.

- **Supervision** : We make all possible efforts to provide supervision during school hours. We ask that students not be dropped off earlier than 15 minutes prior to school starting time. We allow 15 minutes optional play time after school finishes and students must be picked up immediately thereafter. Parents for classes 1 & 2 are required to drop their children to their respective teacher and sign in / sign out at that time. Parents/Visitors are not allowed in classrooms or inside the building when the classes are in session unless prior arrangements are made.

- **Weekly Quran Readings**: Students in Intermediate I, Intermediate II, and Advance classes are required to read 15 minutes of Quran every day. The parent must log those minutes onto their dashboard. The parent will only be able to add logs for the current week. The log for the last week will be locked on Sunday 12:00 AM

SCHOOL RULES



The following ideals are which we all, teachers and students alike, are expected to apply and put in to practice in our own lives:

- Always be your best and do your best
- Treat all others and their property with courtesy and respect
- Listen to your teacher and to your classmates when they are speaking
- Show your desire to learn and participate in class activities with full motivation
- Follow all the instructions given by your teacher
- Make sure you bring all appropriate materials to class
- Be on time for all lessons and activities
- Each week you are expected to bring: your book, pens, pencils, rulers and erasers
- An Islamic dress code should be observed by all
- Food, drink, chewing gum etc. are only to be consumed during break time
- Classrooms must be left as clean as they were at the beginning of the day
- Valuable items (cell phones, ipods etc.) are to be kept switched off and stored safely
- All items are brought in at your own risk
- Confiscated items can only be collected by parents/guardians from the administration office

The above rules are aimed to establish a free and fair classroom environment where students and teachers are all able to participate without any fears. Jafaria Education Center fully expects all its students to ensure that these rules are observed at all times and in all situations.

DISCIPLINARY ACTIONS



• Students breaking the school rules will be disciplined. Actions causing the disciplinary actions are, but not limited to,

- Being disrespectful or misbehaving with staff/teachers
- Not respecting other students
- Not respecting other's property
- Not following the proper dress code
- Not completing their coursework (homework, exams, projects etc)
- Plagiarism/Cheating
- Unauthorized use of electronic devices
- The following is a breakdown of the disciplinary actions that will be enforced by the School's Administration
 - 1st Offense - The student will be given a verbal warning
 - 2nd Offense - Parent will be notified through proper communication channels
 - 3rd Offense - Student will be suspended and a meeting with the parent and the administration will be held to formulate a plan for the student.
 - 4th Offense - Student will be expelled from the school indefinitely

CONSENT & RELEASE OF LIABILITY



I acknowledge that my child's _____ participation to Jafaria Islamic Society Sunday School, its field trips, sports and other related events & activities may involve certain risks including but not limited to physical exertion, injuries such as falls, breaks, sprains and cuts, accidents, emotional distress, disabilities or loss of life. . Jafaria will uphold a reasonable standard of care while my child is in their custody, ensure safety as reasonably required by law.

On behalf of my child, I hereby acknowledge these and other related risks and expressly assume all risks, including property damage, personal injury, and fatality, arising out of my child's participation in the activities, regardless of whether or not caused in whole or in part by the negligence or other fault of Jafaria Islamic Society. In the case of accident, injury or illness, I grant the Jafaria Islamic Society staff members the power to authorize emergency medical treatment necessary for my child. I assume responsibility of all resulting bills and costs, if any, associated with said medical procedures or treatment. I understand that Jafaria Islamic Society, its affiliates, its board members, Sunday School Principal, Administration, volunteers and any other associated personnel ("Releasees") assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment. I agree to indemnify and hold harmless Releasees from any and all claims, demands, actions, right of action of judgments I may have arising from said medical procedures and treatment.

I agree, for myself, my heirs, executors and administrators not to sue and to release indemnify, defend and hold harmless Jafaria Islamic Society, its affiliates, its board members, Sunday School Principal, Administration, volunteers, any other associated personnel, and all sponsoring businesses and organizations and their agents and employees, from and against any and all liability, claims, expenses or penalties (including attorney's fees), demands and causes of action whatsoever, arising out of or brought in connection with my child's participation to Sunday School, events and/or related activities – whether resulting from the negligence or carelessness of any of the above or from any other cause.

Furthermore, I authorize the use of publication of my child's name, image or voice as may be captured by photograph or recording while participating in the school or events in any medium for any purpose, including illustration, promotion, communication, advertisement, posted on social media and/or school website. The copyright(s) in such photograph, recording, illustration, promotion or advertisement or other material shall be owned by Jafaria Islamic Society. We may use text message to contact and communicate with the family. Jafaria Islamic Society doesn't pay or be responsible for any charges that may be incurred by you.