



Policies and Procedures

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1.0 Introduction

Welcome to the IEC Academy. We believe that this institution is a cornerstone of our community where the future generation can embrace the spirit of Islam in every aspect of their lives. In order for this institution to be successful, we need to nurture the tripartite relationship between teachers, parents, and students. We all share equal responsibility in this task in order to cultivate a conducive learning environment for our children. Your support as a parent is instrumental in this process and we look forward to working with you to make this a positive and enriching experience for your children as well as the broader community.

DEFINITIONS:

1. The term “parent” wherever used in this document shall include a student’s parent or parents, legal guardian, or legal custodian.
2. The term “administration” shall include the principal, assistant principal, and any other members of the administration.

The Handbook is published to communicate:

- the rules established to effectively govern the school;
- the expectations of the school administration for students’ behavior.

Accordingly, this handbook:

1. defines the responsibilities and rights of IEC staff, parents and students;
2. defines policies and procedures of IEC related to its governance;
3. defines the rules of conduct and the behavioral expectations for students;
4. establishes the consequences for violations of the rules of conduct;

When a policy or procedure is revised, the change will be communicated either through email or updated on the school website., The most current revision will be posted and will supersede any previous versions.

For the most current policy, please visit our website: www.iecacademy.org

2.0 Role of the IEC

While Islamic education begins at home and is primarily a responsibility of the parents, it is formally and methodically augmented through the IEC, which plays a role in developing the Islamic identity of our children. We are committed to enhancing Islamic teachings, morals, and values in our students. These include principles of mutual respect, discipline, responsibility, and modesty. We will strive to develop a sense of responsibility and accountability in each student for his/her own learning and his/her ability to learn with others.

3.0 Vision of the IEC

IEC has developed a comprehensive vision for students that incorporates various dimensions of their personal development and greater role in society. At the core of our vision is the need to nurture “Conscientious, Practicing Muslims”. IEC seeks to advance this goal by working directly with the students and through the support of parents and the community.

4.0 Tripartite Partnership

In addition to having a comprehensive and relevant curriculum, capable and caring teachers, engaging teaching methods and resources, the fundamental factor in ensuring the success of any educational institute is the Parent-Student-Teacher Partnership.

Each stakeholder operates under some constraints: the parents with their many daily commitments; the teachers with their limited time in the madressa, frequently have no more than two to three hours a week for less than 30 weeks a year to impart Islamic education; and the students have the arduous task of reconciling the different sets of values and behaviors they observe in their schools, homes, and Islamic Centers.

The success of IEC in enhancing the Islamic knowledge and identity of its students depends highly upon successfully conveying our collective expectations i.e. of the parents and teachers, to the students with clarity and consistency, and in reinforcing behavior through modeling both at home and at the Madressa.

The community members who volunteer at our madressa as administrators, teachers, support staff, and the parents who provide support and reinforcement all truly deserve our collective gratitude. They dedicate their valuable time and experience to impart Islamic education. Their endless efforts to this noble cause is highly respected and appreciated. We salute their dedication and contributions and pray that Allah [SWT] reward them amply for their services here and in the hereafter.

5.0 Roles and Responsibilities of the members of the Madressa

Please refer to the *Roles and Responsibilities* document for detailed information about each member groups’ (i.e. parents, students, and staff) role and responsibility in the effective functioning of IEC.

6.0 Student Admission and Registration and Graduation

Admission is open to all Muslims who are four (4) years of age or older on the 31st day of August of each school year; proof of age will be required.

The process of admission for new and existing students requires the following:

1. Completion of an enrollment form.
2. Acceptance to abide by this Handbook.
3. Payment of fees.

Prospective students will then be assessed and placed in the appropriate class. Please note that:

- Child must be able to eat unassisted.
- S/he should be able to communicate needs clearly and must be willing to come to school and to the classroom unaccompanied.
- The Administration reserves the right to refuse admission to any applicant, with reasonable explanation.
- The Administration retains the prerogative of approving the class in which the student will be placed.

Registration for students takes place immediately upon completion of the previous academic year and shall remain open until two weeks prior to madrasah reopening.

Graduation

For a student to graduate from IEC Academy, one of the following criteria must be met

- The student attends IEC Academy from Pre-K-Grade 10
- The student has had a parallel transfer from an out of state madaris and meets the requirements to be placed in the appropriate class and completes the rest of their madrasah education at IEC Academy
- A parallel transfer from other madaris in the area shall be at the discretion of the IEC Admin team and the student will only graduate if they have attended grades 8-10 or more in full at IEC Academy
- In the event a student, drops out of IEC Academy for any reason, upon rejoining, they will have to have attended IEC Academy from grade 8-10 consecutively to qualify for graduation unless communicated otherwise between the IEC Academy admin and the parent (s)

7.0 Teacher and Staff Recruitment

Application to teach and/or volunteer at IEC is open to all persons of 16 years and older, and who are of the Shia Ithna-Asheri Jaffari faith.

The process of application is as follows:

1. Completion of an application form.
2. Acceptance to abide by this Handbook.

Other things to note:

- The applicant has to show appropriate competency for the position they are applying for.
- The Administration reserves the right to decline any application.

8.0 Schedule and Timings

The madressa will be in session on Sundays from 10.30AM-2.00PM. Please refer to the *yearly calendar* for more detailed information.

9.0 Curriculum

The curriculum used by the madressa for the Islamic Studies session is a hybrid version of Sirat that was developed by Sheikh Khalil Jaffer along with MCE, a tarbiyya curriculum that was developed under World Federation. The Qur'an curriculum is based on best practices derived through the collective experience of other institutions and subject matter experts in this domain. The administration continuously reviews the material and works closely with other Madaris to help improve and update the curriculum.

10.0 Fees

Tuition fee for each student is \$350.00 per academic year which will be due at the beginning of the year and is payable to IEC. For financial aid, please contact the principal.

The Administration at its discretion, may waive all or any portion of the dues after taking into account individual circumstances.

11.0 Refund Policy

In the event that a parent decides to withdraw their child(ren) from IEC Academy, the following refund policies shall apply

11.1 -A pro-rated refund shall be offered for the remainder of the term if the family including the student shall be relocating to another state/place or has a medical condition that prevents him/her from attending madrasah

11.2 -No refunds shall be provided for withdrawing the child(ren) after the start of the academic year for other reasons than mentioned in section 11.1

11.3 - If a parent wishes to withdraw their child(ren) from madrasah before the start of the academic year, a partial refund (up to 50%) will be offered as long as the registration deadline has not passed

11.4 - After the registration deadline has passed and before the start of the academic year, if the parent wishes to withdraw their child for any other reasons than mentioned in section 11.1, no refund shall be offered.

Books and Supplies

Lesson plans and any text books that may be required will be provided to all students which they must bring with them to madressa. Parents need to ensure that their child(ren) brings writing material, and any additional material requested by the teacher.

IEC may require the students to purchase other prescribed texts and expects students to provide their own necessary supplies e.g. binders, writing paper, pens, pencils, etc. Resource materials supplied by IEC must be kept in good condition at all times and be returned to the Madrasah at the end of the year to avoid fines. Please label all items accompanying the students to the Madrasah.

Lunch

Students may bring their own lunch/beverages from home.

Dress Code

Islamic dress code must be adhered to by all the students and staff without exception.

- Both men and women must observe hijab.
- All must wear long pants and loose clothing with their uniforms.
- Students without the prescribed uniform will have to report to the administration before being allowed to enter class.
- Attire and grooming should not distract or disrupt the learning process.
- No adornments such as piercings, large pendants, medallions, punk haircuts, sunglasses, or hats.
- Tight or transparent clothing are not permitted.
- Clothing must be appropriately sized. No baggy or sagging pants are allowed.

- No “low rise” clothing is allowed. Pants must not be worn with the waistband below the hipbone.
- If a person is not observing hijab; the proper attire will be given to the person to wear.

Uniform Policy

All students in the Madressa must adhere to the uniform policy outlined below.

Males

- **Tops:**
Solid color polos - navy blue/blue or black - absent any designs and/or large branding or letters. Samples below:



These must be worn at all times on school premises. Small logos are permitted.

- **Bottoms:**
Khakis and/or pants that are full length and not form fitting / tight are permitted. Shorts are not allowed on campus or at Madrasah events unless explicitly stated by the Admin team.

Females

- **Abayas [Ages 9 and above]:**
All Abayas are permitted as long as they are full length and loose fitting. Colors: Black/Blue.
- **Tops/Bottoms [Under Age 9]:**
Full length tops and bottoms that are not skin tight or revealing are allowed. Shorts and tights are not allowed. Small logos are permitted. Colors: Black/Blue.

The administration reserves the right to reprimand any person who is deemed to be violating the dress code.

Attendance

It is expected of a student to attend all scheduled madressa sessions. If a student has to miss a day, parents should notify the administration as soon as possible, preferably before such absences occur. Students who are unduly absent for more than 5 days per semester, or 3

consecutive days, may forfeit their placement or may be retained in the same grade unless valid reasons are provided.

The only valid reasons are either illness or some form of emergency that makes it impossible for the student to attend.

An absent day will negatively affect a student's attendance grade unless the student asks for, is granted, and completes extra work given to him/her by his/her teacher(s) to make up for the absent day.

A student will be considered Tardy if s/he arrives 5 minutes after the assigned time. Tardiness is counted as one half of an absence for grading purposes.

A student who misses a test or an assignment may request a make-up test from his/her teacher to be administered at the discretion of the teacher.

Assessment

IEC supports a system of continuous and comprehensive assessment. Continuous because the assessments occur throughout the year, and comprehensive because it covers not only the material taught but also their conduct throughout the year.

To this end, teachers may use any or all of the following methods:

- Hold periodic quizzes and/or tests.
- Give homework and/or project assignments.
- Assess participation in class discussions and activities.
- Evaluate behavior in the class and, and more generally, during the Madressa hours.
- Evaluate student portfolios that are compiled during the academic year.

Final grades will be computed as a combination of all of the above. The grade will be distributed as follows:

- 10% – Attendance
- 20% – Homework
- 60% – Assessment Test for each session (Qur'an & Islamic Studies)
- 10% – Class Participation

The passing grade will be 65% for each session (Qur'an and Islamic Studies) in order to advance to the next grade level as well as graduate from Madressa.

Student Progress/Report Cards

At the end of every semester IEC will issue a progress report card for each student that reflects the achievements and/or the challenges faced by the student. The intended purpose of the report card is for parents to learn about their child's academic progress, school habits, social relationships with other students and with the IEC staff.

At any time during the year, parents with concerns are welcome to request a meeting with the teachers, or, when necessary, the principal to discuss their child's progress. Early corrective action results in the maximum benefit for your child.

Promotion and Retention

The IEC Administration may, at its discretion, retain a student in the same grade for another year if he/she has not attained a minimum level of proficiency in the subject matter and/or behavior, as defined by IEC.

Similarly, the Administration may, at its discretion, promote a student if he/she exceeds the minimum level of proficiency in a subject matter, as defined by IEC.

Code of Conduct

IEC is a religious institution and hence building sound moral character is one of its primary objectives. Consequently, each student has to build his/her character and ensure that his/her appearance is strictly in accordance with the Islamic norm.

Students are expected to abide by the following basic code:

1. To attend madrasah regularly, punctually, and for the whole scheduled day. [Refer: Schedule and Timings]
2. To wear the prescribed uniform. [Refer: Dress Code]
3. To observe all rules and regulations.
4. To attend classes with appropriate and necessary supplies.
5. To come to madressa ready to learn, prepared for the lessons, participate in class, and with all assignments completed.
6. To conduct themselves in a courteous and responsible manner.
7. To use appropriate language at all times.
8. To be respectful towards their peers and their teachers.
9. To eat or drink only during prescribed times.
10. To play only in the designated area during break time.
11. To treat school property and the property of others with respect.

12. To obtain permission from the administration's office prior to leaving school premises during the hours of its operation.

Any of the following conduct displayed by the student shall consequent in appropriate disciplinary action as described in the Disciplinary Action section:

- Disrespecting peers or staff
- Skipping classes and/or leaving class early without permission
- Cheating and/or lying
- Using inappropriate language
- Fighting, insulting or disrespecting peers or staff
- Damage to school and/or private property.
- Not following directions given by a staff member
- Using electronic devices during school hours (personal cell phones, pagers, laptops, Ipods etc.) except during lunch/recess. Unauthorized use of electronic devices will cause it to be confiscated by staff and parents will have to come into the office to collect the item. It is preferred that students do not bring such items.

IEC has a zero tolerance policy with regard to any illegal activity conducted on the premises.

Disciplinary Action

Parents are our partners in promoting the development of self-discipline and appropriate, respectful Islamic behavior. As such, discipline is a shared responsibility between the home and the madressa. It is therefore incumbent on both the parents and IEC to work together to teach the students accountability, responsibility, self-esteem and respect for self and others. Together we can better promote a positive environment of Islamic morals and values with which each individual can flourish.

All complaints will be handled and disputes will be addressed by the Principal.

Any disciplinary action will depend on the severity of the infraction and, at the discretion of the Principal and/or the Vice Principal, may include one or more of the following actions:

1. Verbal warning by the teacher and/or Administrator.
2. Confiscation of any prohibited item(s), which only a parent can claim back from the office.
3. Note sent home to parents.
4. Teacher and/or Administrator contacting the parents.
5. Request for teacher-student-parent conferences.
6. Removal from the classroom to a supervised area where the student may be given a task to complete.

7. Take-home assignment to be completed by the student, signed by the parent, and presented to the administration the following week, before the child is allowed back to class.
8. Out of School suspension
9. Expulsion

Grievance Recourse

Student Issues:

- Parents have the right to challenge any action of a staff member, in relation to their child(ren). The established protocol for doing so is as follows:
 1. Writing to and/or meeting with the teacher.
 2. Asking for a Parent-Teacher conference.
 3. Writing to and/or meeting with the Principal and/or Vice Principal.

Staff or Other Issues:

- Any member of the IEC Staff has the right to challenge any action of a staff member. The established protocol for doing so is as follows:
 1. Writing to and/or meeting with the Principal and/or Vice Principal.

Parent-Teacher Conference

Parents are encouraged to (informally or formally) meet with teachers or, when necessary, an administrator, to track their child's progress. Teachers may request to meet with parents on a periodic basis. Formal parent-teacher conferences may be scheduled at the discretion of the Administration. The purpose of these conferences is to help parents:

- Understand the areas to be covered in each subject and the ways in which they could work cooperatively with the teachers.
- Learn about their child's academic progress, school habits, social relationships with other students and with IEC staff.

Emergencies and Medication

In case of medical emergency, IEC will attempt to contact the parents and also if deemed necessary will contact emergency services (911). If this is something of concern to you then please discuss this matter with a member of the administration at the beginning of the academic year.

Parents will be contacted to pick up their child in case a child is not well while madressa is in session. It is important parents ensure that any changes or updates of parent contact information are relayed to the administration promptly.

Medication during madressa hours:

Due to limited madressa hours, and to maintain the safety of the child, IEC cannot take the responsibility to administer regular medication. At all times the responsibility for such medical treatment rests with the parent. The parent may however discuss this matter with a member of the administration to make appropriate arrangements.

Fire Regulations

All students must be made aware of the following fire procedures; these will also be relayed to the students by their teachers periodically. We will also place the instructions in a prominent and easily accessible position in each classroom.

1. Upon hearing the fire alarm, students and teachers must exit the room through the appropriate, predetermined exits indicated on visible maps in the hallway.
2. The teacher will lead the class out to the field area in an orderly manner, as far away from the building as possible.
3. Once the whole class is out, the teacher will take attendance.
4. The teacher will lead his/her class back inside only when the building has been deemed safe by the authorities.

If not in their class, students must exit from the closest exit to their location and meet their class at a designated area. The administration team must help ensure all students are out of the building and with their teachers.

Time is of utmost importance during a fire drill; therefore, one should not gather any personal belongings when exiting the building.

Subcommittees

Any subcommittee formed by the administration, its members and its functions will be documented in the *Roles and Responsibilities* document.

Volunteering at IEC

- Students
 - It is the student's responsibility to ensure that the administration is aware of the student's involvement and therefore able to monitor his/her volunteer hours.

- Parents
 - Parents who would like to volunteer their time can select the option to be added to the volunteering database when registering their child.
 - Volunteers must agree to assume the following responsibilities:
 - Adhere to the IEC dress code and code of conduct.
 - Be punctual and arrive at the agreed times.
 - Notify the coordinator seven (7) days in advance should the volunteer not be able to attend on their assigned day.

Visitors

Parents/visitors are welcome and encouraged to visit the madressa, meet our staff and express interest in our operations. However, all parents/visitors must make prior arrangements with the Administration so that they can be properly received and attended to. Unannounced visitors will only be allowed at the administration's discretion.

Communication/Website

IEC's primary means of communication will be through messages via the Whatsapp broadcast. It is the parent's responsibility to ensure that IEC their correct contact number.

For all enquiries, the administration can be contacted at contact@iecacademy.org

The IEC website, www.iecacademy.org, will also be updated with important announcements and vital resource links.