Policies and Manual for Jafari Education Melbourne (JEM)'25

Introduction

Jafari Education School, under the management of Khoja Shia Ithna Ashari Jamaat Melbourne, is now in its fourth year of operation. Established to address the growing educational needs of the children in our community, the school provides a platform to deliver quality Islamic education that enables students to excel in all aspects of their religious lives according to the Shia–Ithna–Ashari faith.

Purpose and Mission Statement

We aim to create an environment where community children can learn, understand, and practice the religious code of conduct, empowering them to implement these values within society.

Our framework is built on the following principles:

- **Relevance to Daily Life:** Equipping our younger generation with knowledge that is applicable in their daily lives, enabling them to contribute to society with dignity and respect.

- **Modern Methodologies:** Enlightening today's youth with information based on the latest educational practices and methodologies.

- **Continuous Improvement:** Monitoring effectiveness through Key Performance Indicators at every level to evaluate progress and achieve our goals.

- **Islamic Environment:** Providing an atmosphere grounded in Islamic teachings and curriculum.

- **Competent Team:** A dedicated team of skilled teachers and administrators committed to executing plans that foster a successful learning platform.

Framework for Syllabus

The JEM team has conducted extensive research into various syllabuses to understand the dynamics and requirements of children's education in the modern era. The framework emphasizes:

- Topics that resonate with students' interests.

- Interactive materials are designed to engage and captivate young minds.

- Purposeful, innovative, and flexible content that can adapt to emerging topics and challenges.

This approach ensures that our syllabus not only delivers a strong foundation in Islamic teachings but also prepares students for the evolving needs of today's world.

Student Responsibilities
- To come to School on time and be ready to learn

- To attend the school regularly and on time. Obtain permission from the teacher, if need to leave during School hours.

- If Students are absent for continuous 3 classes without any genuine reason, then management has the right to strike off their name

- Absences to be supported by Applications either before or immediately after the absence.

- To respect the Madrassa's learning environment and will adhere to all items in the Madrassa's 'Code of Conduct' and accept the consequences of their actions.

- To play only in the designated area during break time.

- To keep the school tidy, not litter, and respect Community property.

- To ensure that the proper Islamic Dress and behavior code is always observed.

- Students are not allowed to bring PlayStations, games or any kind of specific gadgets, etc. into the classes. If found, the administration has the right to confiscate the same

- Confiscation to be managed by admin.

- Students can bring in case of emergencies and real need scenarios, but they have to declare themselves to the class teacher. Class teachers to keep and give back to them only after all classes and recess is over

Performance Evaluation and Assessment:

The school will follow the part of Tarbiyah MCE for regulation and assessment of the students. This includes

- Take home Assignments

- Handouts

- Active participation in the class

- Behavior in the class and the entire time at the school

Discipline – Student Wellness Program

The school has established a **Student Wellness Support Program** to address disciplinary issues in a constructive and supportive manner. This program aims to ensure that all disciplinary matters are handled with care, empathy, and a focus on the student's overall well-being.

1. **Role of the Student Wellness Support Team**:
   - The team will be the first point of contact for any disciplinary concerns.
   - They will assess the situation thoroughly, considering the context, severity, and potential underlying issues.
   - Based on their expertise and evaluation, the team will recommend the most appropriate course of action, including how and when parents should be informed.

2. **Approach to Discipline**:
   - Discipline will focus on helping students understand the impact of their actions and encouraging positive change.
   - The Wellness Support Team may engage the student in reflection exercises, provide counseling, or offer other supportive interventions.

3. **Steps for Disciplinary Action**:

o **Initial Assessment by the Wellness Team:** The team evaluates the issue and proposes solutions aimed at resolving the matter constructively.

o **Verbal Warning:** If necessary, the teacher and/or a member of the Admin Team will issue a verbal warning to the student.

o **Parental Involvement:** Based on the Wellness Support Team's advice, parents will be informed of the situation. This may involve a note sent home or direct communication from the Admin Team.

By involving the Student Wellness Support Program, the School ensures a balanced approach to discipline that prioritizes the student's well-being while upholding Islamic values and the Code of

Conduct. This collaborative framework encourages accountability, self-reflection, and mutual respect, creating a positive and nurturing learning environment for all students.

Anti-Bulling Policy

Bullying is defined as any behavior or action that causes harm or threatens another individual physically, mentally, or emotionally. School adopts a zero-tolerance approach to all forms of bullying, which include but are not limited to:

- **Physical Bullying:** Actions such as pushing, hitting, or other forms of physical aggression.

- **Verbal Bullying:** Name-calling, teasing, spreading rumors, or using derogatory language.

- **Social Bullying:** Excluding individuals, being unfriendly, or intentionally isolating peers.

- **Cyberbullying:** Misusing digital platforms such as the Internet, email, SMS, messaging apps (e.g., WhatsApp), social media, or any other electronic interface to harm or threaten others.

The school is committed to fostering an environment where all students feel safe, respected, and supported. Any reported incidents of bullying will be promptly investigated, and appropriate measures will be taken to address and resolve the situation.

Positive Behavior

School encourages and rewards positive behavior to nurture a supportive and respectful learning environment.

- Demonstrating helpfulness by assisting peers, carrying bags, arranging furniture, or sharing resources.

- Actively participating and engaging in lessons.

- Supporting and encouraging peers, such as motivating others to participate.

- Producing exceptional work that reflects effort and dedication.

- Taking initiative, such as picking up rubbish or assisting in maintaining cleanliness without being asked.

Negative Behavior

Negative behavior disrupts the learning environment and is addressed through a structured system. Depending on the severity and repetition of the behavior,

A **Parent and Admin meeting** will be conducted after repeated warnings for behaviors such as:

- Talking or interrupting while others are speaking, including the teacher or peers during a lesson.

- Displaying disrespectful behavior toward teachers or fellow students.

- Acting disruptively, being boisterous, or causing distractions.

- Misusing Madrassa's property, such as writing on tables or damaging materials.

- Unauthorized use of electronic devices. Teachers will confiscate such devices and hand them over to the Admin Team. Parents or guardians must collect the devices from the Admin Team.

Compliance with the Code of Conduct fosters a positive learning environment. Failure to adhere to these expectations will result in disciplinary actions as outlined below.

General Guidelines and Expectations

1. **Adherence to Islamic Teachings**
   All students must always follow Islamic teachings, including maintaining an appropriate dress code for both boys and girls and demonstrating respect in all interactions.

2. **Dress Code**

   o **Girls:** A Hijab is compulsory. The prescribed dress code requires hands to be fully covered, socks to be worn, and hair to be properly covered. T-shirts, short shirts, skirts, fitting trousers, and jeans are not permitted. Girls must wear loose-fitting clothing that extends at least to the knees or lower, like appropriate attire for Imambargha.

   o **Boys:** Shorts are not permitted. Boys must wear full-length trousers as part of the appropriate dress code.

3. **Class Allocation**
   Students will be placed in classes based on criteria established by the Administration Team. All placement decisions are final.

4. **Punctuality and Attendance**
   Parents and students must arrive 5-10 minutes before the start time of 9:15 AM and remain until the scheduled finish time of 12:45 PM.

5. **Student Pickup Policy**
   Parents are responsible for collecting their child/ren. If a child is to be picked up early or by someone other than the parents, prior notification to the Administration Team is required. Students will not be released without prior arrangements.

6. **Absence and Late Arrival**
   Late arrivals and absences will only be excused if prior permission is granted by the Administration Team.

7. **Student Preparedness**
   Parents must ensure their child/ren comes prepared each week with completed assignments and lessons ready for class.

8. **Dismissal Policy**
   Jafari Education reserves the right to dismiss any student. In such cases, no legal action can be taken against Jafari Education (KSIJ – Melbourne). Any concerns or complaints should be directed to the Administration Team immediately.

9. **Liability for Damages**
   Parents are responsible for any damages caused by their child/ren to the community center. Any medical expenses, such as ambulance fees, must be covered by the parents.

10. **Updating Personal Details**
    Any changes to contact details, including phone number, address, or email, must be reported to the Administration Team immediately.

11. **Photography and Media**
    Jafari Education may capture photos and videos for newsletters and other KSIJ Melbourne communication platforms.

12. **Fee Refund Policy**
    If a student is dismissed or withdraws during the semester, any fees paid will be non-refundable.

Disciplinary Action

Discipline is a shared responsibility between the school and parents to instill self-discipline, accountability, and respect for Islamic morals and values. A collaborative effort will promote an environment where every student can thrive.

All complaints and disputes at the school will be handled by the Admin Office. The severity of the infraction will determine the disciplinary action, which may include one or more of the following:

1. **Verbal Warning:** Issued by the teacher and/or a member of the Admin Team.

2. **Parental Notification:** A note sent home or direct communication by a member of the Admin Team to inform parents/guardians of the issue and seek their support.

The school emphasizes a restorative approach to discipline, aiming to teach students the importance of accountability, responsibility, and respect for self and others in line with Islamic principles.

Feedback/Suggestions

Parents are most welcome to provide us with constructive feedback and suggestions around this School system including its policies, and the delivery of quality education by our volunteer teaching staff. Your valuable honest feedback/suggestion allows us to see where our strengths lie and the areas in which we need to improve. We strongly feel that allowing parents to share their opinions and observations will keep this School on the road to success.

Feedback can be provided at any time on jafarieducation@ksijmelbourne.org.au or jem_principal@ksijmelbourne.org.au or in Person to Mr. Abbas Raza at 0451351105 or contact JEM School 0482047564