



**AL-HUJJAT STUDY CENTRE
HANDBOOK
FOR PARENTS AND STUDENTS**

Student: _____

Primary Phone: _____

Alternate Phone: _____

Parent's Email: _____

Student Allergies: _____

Quran Teacher: _____

Tarbiyah/Diniyat Teacher: _____

Note to Parents/ Students:

Al-Hujjat is confirmed to be completely online for Term 1 (September-December). Parents must check their emails regularly to be up to date with their student's teacher. Students will be added to their Tarbiyah and Quran Classes via Google Classroom and live online session will be done over Zoom every week at the same time (below).

<p>Timings of Study Centre: 10:30 – 12:00 – Tarbiyah/Diniyat Class 12:00 – 1:00 - Qur'an Class</p>

OUR CONTACT INFO
Al-Hujjat Study Centre
95 Mead Avenue
Hamilton, ON, L8H 3T6
www.al-hujjat.ca

ADMIN TEAM

Principal – Sr. Mubina Panju

Vice-Principal – Sr. Areej Raza

Secretary – Sr. Bashira Valji

Treasurer – Br. Syed Amir Rizvi

Director of Operations – Sr. Annamaria Namazie

Director of Student Services – Sr. Frouz Paiwand

Religious Advisor – Maulana Syed Saghir

TARBIYAH/DINIYAT TEACHERS

Head Assistants: Anar Gulamhussein and Laila Haider

Band A (5-6 years) - Saniya Jamani

Band B (7-8 years) - Fareeha Syeda + Areej Raza

Band C (9-10 years) - Afaneen Aljanabi

Band D (11-12 years) - Nagham Al-Fartoussi

Band E (13-14 years) - Maulana Syed Saghir

Band F (15-16 years) - Annamaria Namazie

AL-HUJJAT TARBIYAH CURRICULUM

- Tarbiyah is the new curriculum we are implementing for Diniyat to replace the old Sirat Curriculum
- **MCE: Madrasah Center of Excellence**
- **Tarbiyah: The Key Vision is to Nurture Piety**



Introducing Tarbiyah.education

A digital platform that utilises a variety of online learning methodologies to present information in an easy to understand and absorb format designed to be enjoyable as well as enlightening. As each lesson progresses, important points are summarised and reiterated, and supporting Qur'anic verses quoted to provide greater context for students. The children are also asked to engage in online activities designed to help them understand the key points of each lesson. There are also opportunities for extended learning through the memorisation and translation of du'a, with audio files of these presented as an aid to pronunciation and memorisation.

- **2 Year Band Program** - Each Band takes 2 Years for Completion
 - Year 1 - Covers first half of the content per Band
 - Year 2 - Covers second half of the content per Band
 - Therefore, students will spend 2 years per band (6 Bands)
- There are 8 Modules/ Band

MCE Website: <http://madrasahonline.org>

MCE
Madrasah Centre of Excellence

Curriculum Overview



QURAN TEACHERS

Level 1: Nesreen Mezal

Level 2: Nagham Al-Fartoussi

Level 3: Afaneen Aljanabi

Level 4: Areej Raza

Level 5: Zeineb Muhsen

Level 6: Sarah Ali

AL-HUJJAT QURAN CURRICULUM

Level 1 - Foundations of Tarteel Book 1

Level 2 - Foundations of Tarteel Book 2

Level 3 - Foundations of Tarteel Book 3

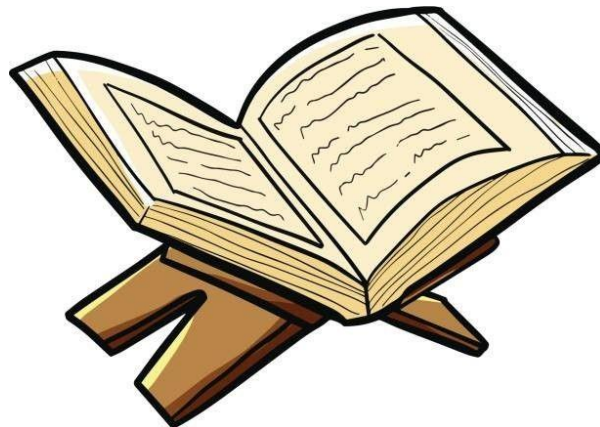
Level 4 - Iqra Book 4

Level 5 - Iqra Books 5 + 6

Level 6 - Lessons in Tajweed + Quran Study Levels 7-9

QURAN CURRICULUM IS HIGHLY COMPREHENSIVE AS IT INCLUDES:

1. How to read Arabic (covers basics to more extensive content including Tajweed)
2. Quran study section
3. Tafsir of Surahs
4. Duas



AL-HUJJAT'S OBJECTIVE:

1. Guiding in obedience, worship and service towards Allah (swt).
2. Inspiring God-Consciousness, moral conduct, service to humanity and good citizenship of the world within the Islamic framework.
3. Instructing on Islamic Studies including Beliefs, Laws, History and Ethics in accordance with the Shi'a Twelver Ja'ffari school of thought.
4. Teaching how to read, understand and apply the Holy Qur'an in our daily lives.
5. Inculcating the love of our guides and our role models: The Prophets (s) and the Pure Fourteen Infallibles ('a).
6. Encouraging in active engagement and connection in anticipation of the return of the Hujjah, Imam Al-Mahdi ('atfs).

AL-HUJJAT'S AIM:

1. Working in partnership with all stakeholders: Parents, students, teachers, volunteers and the community at large.
2. Ensuring all stakeholders feel safe, respected and welcome.
3. Delivering a balanced, evolving and standardized curriculum to students, relevant assessment tools and reporting measures as well as effective teacher training.
4. Promoting excellence in piety, seeking knowledge and conduct.



AL-HUJJAT STUDY CENTRE - CODE OF CONDUCT:

COMMENTS, COMPLAINTS OR COMPLIMENTS:

We welcome constructive feedback. If you have a complaint related to your child's class, please approach the teacher first. If this does not resolve your issue, please speak to or email admin. If you are still not satisfied, then speak to or email the Principal.

COMMUNICATION: CONTACT INFO

1. Please visit our website (www.al-hujjat.ca) on a regular basis to keep yourself informed of events, including emergency closures.
2. Please update the Study Centre if your contact information, including mailing address, phone number or email changes.
3. Canada's Anti-Spam legislation (CASL) requires that we ask permission before sending email updates. By signing the ISSC Guideline & Policy Agreement Form, you give the Study Centre permission to send you email updates.
- 4. While attending Virtual Classes, i.e google classroom and live classes, all rules and regulations that normally apply in a regular classroom onsite should be adhered to eg, hijab, classroom etiquette and discipline etc. Additionally, virtual class users are NOT allowed to post or share any materials from the virtual classes onto any sites or on social media. Violation to this rule will not be tolerated and violators will be dealt with using the Progressive Discipline approach (highlighted in the next page).**

CONFIDENTIALITY:

Student information cannot be shared with anyone but the Parents or Legal Guardians of the student.

DRESS CODE:

All staff, parents, students and visitors must abide by the mandatory Islamic Dress Code (Hijab) of the Study Centres which is as follows:

Girls aged 8+ years – Must wear head covering, socks and flat, closed shoes, make up not allowed.

Girls aged 5–7 years – Must wear loose, long-sleeved tops reaching below their thighs, loose pants, socks, closed shoes and head scarf.

Boys – Must wear plain, long-sleeved, loose shirt, long pants with belt, socks and flat shoes or sneakers (No tight or ripped clothing, no skinny jeans, no graphics on shirts, no baseball caps, no earrings).

GUIDELINES FOR GOOGLE CLASSROOM AND ZOOM

- **Students will be provided with a separate Zoom link every week for Tarbiyah/Diniyat and Quran.**
- **Every Sunday from 10:30AM-1:00PM, students must attend their classes. Each student will have two 45-minute Tarbiyah Classes (10:30AM-12:00PM), and one 60-minute Quran class (12:00PM – 1:00PM).**
- **Teachers will post the homework, and content on student's Google Classroom.**
- Attendance is mandatory. If students cannot make it to the class, please let the teacher or admin know in advance that the student won't attend.
- Be positive, polite, and courteous
- Participate in class discussions as directed by teachers, via chat or voice
- Review posts each week using link in e-mail or accessing the online classroom OR by downloading **free google classroom App** on your phone and getting notifications every time something is posted.
- Students to complete and submit assignments by due date
- Ask questions if you are not sure or don't understand

PROGRESSIVE DISCIPLINE POLICY

Student misbehavior will be dealt with using the **Progressive Discipline** approach. This is a process which includes information gathering and the consideration of mitigating circumstances. Decision making follows on how to support the student in ways which promote positive, productive behaviour.

BULLYING

The Study Centres define bullying, as defined by the Ministry of Education: A form of repeated, persistent, and aggressive behaviour directed at an individual that is intended to cause fear and/or harm to another person's body, feelings, self-esteem, or reputation.

SUSPENSION OR EXPULSION

Where a student has committed one or more of the infractions below, the Principal may consider suspension or expulsion:

1. Bullying (as defined above).
2. Swearing at a teacher or person in a position of authority.
3. Committing an act of vandalism causing property damage.
4. Missing or skipping class (truancy) or leaving Study Centre premises without permission (appropriate sign-out process).

5. Uttering a threat to inflict serious bodily harm on others.
6. Smoking on Study Centre premises or possessing/ being under the influence of alcohol/ illegal drugs.
7. If the student has demonstrated through a pattern of behaviour that she/he is persistently resistant to making positive changes in behaviour.
8. An act or pattern of behaviour considered by the principal to be injurious to the moral tone and/or to the physical or mental well-being of others at the Study Centre.

CODE OF CONDUCT – STUDENTS ARE RESPONSIBLE FOR:

1. Complying with the Code of Conduct and all Policies.
2. Demonstrating positive, respectful, inclusive and responsible behaviour and excellence in Akhlaq at all times.
3. Regularly and punctually attending class, prepared for learning.
4. Maintaining a clean, safe, inclusive and engaging learning environment at the Study Centre and in the classroom.
5. Working hard to achieve their academic, moral and social potential.

CODE OF CONDUCT – PARENTS ARE RESPONSIBLE FOR:

1. Accepting the Code of Conduct, Policies and Guidelines of the Study Centre, guiding your child to abide by it and aiding the staff of the Study Centre in implementing it.
2. Role modeling positive behaviour and excellent Akhlaq.
3. Working with Study Centre staff to help students reach their spiritual, academic, moral and social potential.
4. Having high expectations from their child, encouraging achievement and celebrating their child's success.
5. Supporting safety policies and the prevention of disrespectful, inappropriate or bullying behaviour at the Study Centre.
6. Ensuring their child's regular and punctual attendance at all classes and scheduled activities with the proper materials required for full participation including, textbooks, stationary, supplies, completed assignments, etc.
7. Ensuring minimal absence and taking responsibility in working with the teacher to help their child make up for missed classwork, assignments and assessments.
8. Strictly abiding by the Study Centre dress code.

AL-HUJJAT STUDY CENTRE CALENDAR FOR 2020/2021; ISLAMIC YEAR 1442

Al-Hujjat Study Centre
admin@al-hujjat.ca
www.al-hujjat.ca



SEPT/2020	6 CLOSED LABOUR DAY	13 FIRST DAY OF CLASS	20	27	
OCT/2020	4	11 CLOSED THANKSGIVING	18	25	
NOV/2019	1	8	15	22	29
DEC/2020	6	13	20	27 CLOSED WINTER BREAK	
JAN/2021	3 CLOSED WINTER BREAK	10	17	24	31
FEB/2021	7	14 CLOSED FAMILY DAY	21	28	
MAR/2021	7	14 CLOSED MARCH BREAK	21	28	
APR/2021	4 CLOSED EASTER WEEKEND	11	18 CLOSED RAMADAN	25 CLOSED RAMADAN	
MAY/2021	2 CLOSED RAMADAN	9 CLOSED LAYLATUL QADR	16 CLOSED EID WEEKEND	23	30
JUN/2021	6	13	20	27 - AWARDS DAY REPORT CARDS	

DINYAT FUNDAMENTAL TEST REVIEW PACKAGE FOR GRADES 4-12

The Kalima with Meaning

لَا إِلَهَ إِلَّا اللَّهُ

Lā ilāha ilallāh: There is no god but Allāh

مُحَمَّدٌ رَسُولُ اللَّهِ

Muhammadur Rasulullāh: Muhammad is the Messenger of Allāh

عَلِيٌّ وَوَلِيُّ اللَّهِ

Aliyyun Waliyullāh: Ali is a Special Friend of Allāh

وَصِيُّ رَسُولِ اللَّهِ

Wasiyyu Rasulillāh: Ali is the representative of Rasulullāh

وَ خَلِيفَتَهُ بِلا فَضْلٍ

Wa Khalifatahu bilā fasl: and his immediate successor

The Prophets – Ulil ‘Azm & Books Revealed

We now know that Allāh sent 124,000 *anbiya* (prophets) to guide us.

Out of all of these *anbiya*, five prophets are very special. They are called the **Ulil ‘Azm** Anbiya.

The Ulil ‘Azm Prophets are:

1. Nabi Nuh (‘a)
2. Nabi Ibrahim (‘a)
3. Nabi Musa (‘a)
4. Nabi ‘Isa (‘a), and
5. Rasulullāh Muhammad (s)

Allāh also sent Four Books to Guide us:

First Allāh sent: Tawrat to Nabi Musa (‘a).

Then Allāh sent: Zabur to Nabi Dāwud (‘a).

Then Allāh sent Injil to Nabi ‘Isa (‘a).

And finally, Allāh sent the Qur’ān to Rasulullāh Muhammad (s).

People changed the first three books. But, the Qur’ān is the miracle of Allāh given to Rasulullāh (s). Allāh protects the Qur’ān and no one can ever change it or write a book like the Qur’ān. The Qur’ān will remain forever until the world comes to an end.

14 Ma’sumeen (‘a) and 12 Imams (‘a)

Allāh sent 124,000 messengers to teach us what is good and what is bad so that Allāh will be happy with us and we can go to Jannah and live there happily forever.

The last messenger is Rasulullāh (s). After Rasulullāh (s), Allāh gave us 12 Imāms and Sayyida Fatima az-Zahra (‘a), the daughter of Rasulullāh (s), to guide us and teach us the Qur’ān and what is halāl (allowed) and harām (not allowed) in Islam.

The 12 Imāms and Sayyida Fātima az-Zahra (‘a) are the family of Rasulullāh (s). They are called the Ahl al-Bayt (‘a) of Rasulullāh (s). And all together they are called the 14 ma’sumeen (‘a).

So the 14 fourteen ma’sumeen (‘a) are:

- Rasulullāh Muhammad (s) 1
- Sayyida Fātima az-Zahra (‘a) 1
- And 12 Imāms + 12
- 14

Now let us learn the names of the 14 Ma’sumeen.

Our 14 Ma’sumeen (a) are:

1 st Ma’sum	Rasulullāh Muhammad (s)
+ 2 nd Ma’sumah	Sayyida Fātima az-Zahra (‘a)
+ Our 12 Imams:	
3 rd Ma’sum/ 1 st Imam	Imām Ali (‘alayhi salām)
4 th Ma’sum/ 2 nd Imam	Imām al-Hasan (‘alayhi salām)
5 th Ma’sum/ 3 rd Imam	Imām al-Husayn (‘alayhi salām)
6 th Ma’sum/ 4 th Imam	Imām Ali Zayn al-Abidin (‘alayhi salām)

7 th Ma'sum/ 5 th Imam	Imām Muhammad al-Bāqir ('alayhi salām)
8 th Ma'sum/ 6 th Imam	Imām Ja'far as-Sādiq ('alayhi salām)
9 th Ma'sum/ 7 th Imam	Imām Musa al-Kādhim ('alayhi salām)
10 th Ma'sum/ 8 th Imam	Imām Ali ar-Ridā ('alayhi salām)
11 th Ma'sum/ 9 th Imam	Imām Muhammad al-Jawād ('alayhi salām)
12 th Ma'sum/ 10 th Imam	Imām Ali al-Hādi ('alayhi salām)
13 th Ma'sum/ 11 th Imam	Imām al-Hasan al-Askari ('alayhi salām)
14 th Ma'sum/ 12 th Imam	Imām al-Mahdi Sahib az-Zamān (‘ajjalallāhu dhuhurahu)

Usul ad-Dín – There are 5 Roots of Religion

- 1. Tawhid:** Means there is no god but Allāh. We believe in **One and Only One Allah**.
- 2. Adālah:** Means **Allāh is Just and Fair**. He never does wrong to anyone.
- 3. Nubuwwah:** Means **Prophets**. Allāh sent 124,000 Anbiya (Prophets) to guide us.
- 4. Imāmah:** Means there are **12 Imāms** after the Last Prophet – Rasulullāh (s) – to guide us and to teach us the Qur'ān.
- 5. Qiyāmah:** Means after the world ends, there will be a final **Day of Judgement** (Yaum al-Qiyāmah). On this Day, Allāh will bring everyone back to life and judge everyone if they were good or bad in this world. The good will then go to Jannah (Paradise) and live there forever and the evil will go to Jahannam (Hellfire).

Furu ad-Dín – There are 10 Branches of Religion

1.	Salāh	To pray five times a day.
2.	Sawm	To fast in the month of Ramadan.
3.	Hajj	To go on pilgrimage to Makkah once in a lifetime.
4.	Zakāh	Islamic tax on gold, silver, grains and livestock.
5.	Khums	Islamic tax on surplus earnings.
6.	Jihād	Fighting in the way of Allāh to defend Islam.
7.	Amr bil Ma'rúf	Telling others to do good.
8.	Nahi 'anil Munkar	Forbidding others from doing evil (or telling others to stay away from evil.)
9.	Tawalla	Loving the Ma'sumeen ('a) and loving their friends.
10.	Tabarra	Not being friends with the enemies of the Ma'sumeen ('a).

Wudu - Ablution

Extracted from My Salah Companion

<p>1. Remember:</p> <ol style="list-style-type: none">All obstructions (rings, watches, etc.) removedGirls not wearing nail polishSleeves rolled up above elbowsSocks removed
<p>2. The mustahab parts of wudu are:</p> <p style="text-align: center;">:a) Start with بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ</p> <ol style="list-style-type: none">Wash palms twice from wrist to fingertipsRinse mouth 3 timesRinse nostrils 3 times
<p>3. The wajib parts of wudu are:</p> <ol style="list-style-type: none">Tartib – Do wudu step by step, in correct orderMuwālāt – No intervals or interruptions in wudu
<p>4. Niyah: I am doing wudu qurbatan ila-llah قُرْبَةً إِلَى اللَّهِ (Which means: I am doing wudu to come closer to Allāh)</p>
<p>5. Wash the face</p> <ol style="list-style-type: none">Water poured from where the hair growsFace wiped from hairline to tip of chinWhole width of face is wiped downwardsFace not washed more than twice
<p>6. Washing right arm</p> <ol style="list-style-type: none">Water poured on right arm – boys from above elbow, girls from above inside armWiping from elbow to fingertips ensuring that water has reached everywhereAll wiping done downwardsEnsure arm is washed no more than twice
<p>7. Washing left arm</p> <ol style="list-style-type: none">Water poured on left arm above elbow* (girls and boys different, see above)Tap closed before wipingWiping from elbow to fingertips ensuring that water has reached everywhereAll wiping done downwardsEnsure arm is washed no more than twice
<p>8. Wiping (Mas-h) of head with wet hand</p> <ol style="list-style-type: none">No additional water takenWiping with right hand from

<p>c. Middle of head to hairline d. Wiping with flats of fingers e. Forehead not touched f. If long hair, ensure water reaches hair root g. Only hand moves, head stays still.</p>
<p>9. Wiping (Mas-h) of right foot with wet hand a. additional water taken b. Wiping of right foot with right hand c. Better to wipe with 3 or more fingers d. Wiping of upper right foot from toes till ankle e. Only hand moves, foot stays still f. Foot wiped only once</p>
<p>10. Wiping (Mas-h) of left foot with wet hand a. No additional water taken b. Wiping of left foot with left hand once c. Better to wipe with three or more fingers d. Wiping of upper left foot from toes till ankle e. Only hand moves, foot stays still</p>

Salah – Prayers

Name of Prayer	Number of Rakaats	When it needs to be recited
Fajr	2	From dawn to before sunrise
Dhuhr	4	From midday (when sun is between halfway between sunrise and sunset) to about 4 min. before sunset
Asr	4	After enough time has passed to pray salat-al- Dhuhr to before sunset
Maghrib	3	About 10 – 15 min. after sunset to last few min. before middle of night (halfway between sunset and fajr)
Isha	4	After enough time has passed to pray salat-al-Maghrib to before middle of night (halfway between sunset and fajr)

- Know how to write Surah al-Hamd and Surah Tawhid in Arabic or transliteration