



# Al-Hujjat Study Centre Handbook

## For Parents and Students

## **Timings of Study Centre:**

**10:30 – 11:30 am – Tarbiyah Class**  
**11:30 – 12:00 pm – Break**  
**12:00 – 1:00 - Quran Class**  
**1:00 – 1:30 pm - Salah Class for students 8 years old and younger**  
**1:00 – 1:45 pm - Salah Class for students 9 years of age and older**

**Al-Hujjat Study Centre**  
**95 Mead Avenue**  
**Hamilton, ON, L8H 3T6**  
**admin@al-hujjat.ca**  
**www.al-hujjat.ca**

## **Admin Team**

**Religious Advisor – Maulana Syed Saghir**

**Principal – Sr. Sumra Bokhari**

**Vice-Principal – Sr. Hina Shahzad**

**Secretary – TBD**

**Treasurer – Br. Ali Esmail**

**Director of Student Services – Sr. Annamaria Namazie**

**Director of Operations – Sr. Alisha Desai**

## ● Islamic Dress Code in Effect

All staff, parents, students, and visitors must wear the mandatory Islamic Dress Code (Hijab), which is as follows:



**Girls age 5 - 8 years** – have the option of wearing loose, long sleeved tops and long, loose pants with scarf and closed shoes.



**Girls age 9+ years** – Loose Abaya with head covering, socks and flat, closed shoes, no makeup or nail polish.



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

**For girls who are 9 years and older:** We have limited abayas available in the office for students to use while at Madrasah. The abaya can be substituted with a long loose cardigan or long-sleeved shirt/dress that is below the knees.



## ● 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 (with books, stationary, lunch, attitude, etc).
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.

### Electronics or Toys Not Allowed

To make sure that you can learn without distraction, no electronics (including cell phones, hand-held games, e-readers, tablets, laptops, cameras, etc) or toys are allowed during class times at Al-Hujjat.



### Lunch – Pack Nut-Free & Healthy

Please eat breakfast before coming to Al-Hujjat. Students will be responsible for bringing their own nutritious lunches and snacks, as these will not be provided. Please also send your child in with a reusable water bottle that can be refilled at our water stations. We will be occasionally providing a small snack. There is a possibility that paid pizza and hot dog days may be introduced later in the academic year. Parents will receive instructions on how to sign up and make payments for these snack days.



### Respect for Property – Cleanliness & Damage

You are responsible for showing respect to Al-Hujjat property, including keeping the building, classrooms, and washrooms neat and clean.

**What is Bullying?** Bullying is a form of repeated, persistent, and aggressive behavior directed at an individual intended to cause fear and/or harm another person's body, feelings, self-esteem, or reputation.



### **Planned Student Absence**

Notify admin@al-hujjat via email with "Absence" and your child's name in the subject line.

### **Early Pickup Procedure**

Kindly notify admin@al-hujjat.ca via email or visit the office to request an early release for your child(ren). Please refrain from directly approaching your child's classroom.



## ● Band A and B Story Book Loan Program

The students of Tarbiyah Band A and B will be given one story book to read over the week. It will allow children the opportunity to reinforce their learning from Madrassa and develop a greater understanding of Islamic morals and principles. We highly encourage parents to read with their kids every day.

Kids must bring back their books every Sunday in good condition. Please ensure students do not damage or write in these books. Students who do not return their books on the following Sunday will not be allowed to take home more books that afternoon. If the book is lost, a replacement fee will be charged. A book will be considered lost if it is not returned for 3 weeks.

There is also an app available for Apple users, that is called 'Tarbiyah Storytime' which provides digital access to these storybooks. If a book is not available in print, you will be advised to use this app for reading.



## ● Bands C-F TARBIYAH TEXTBOOKS LOAN PROGRAM

The students of Tarbiyah Bands C-F will be given a Tarbiyah textbook to take home. This is a textbook loan program so that parents do not have to bear the burden of buying these books from their own pocket.

Kids must bring back their books every Sunday in good condition. Please ensure students do not damage or write in these books. These books must be returned when the year ends. If the book is lost or damaged, a replacement fee will be charged.

**AL-HUJJAT STUDY CENTRE CALENDAR FOR 2024/2025**  
**ISLAMIC YEAR 1446**

\*Islamic dates are subject to moon-sighting and may change

SEPT/2024 Safar- Rabi Ul Awwal / 1446	01 <b>Closed</b> Labour Day	08 1st DAY OF CLASS	15	22 <b>MILAD-UN -NABI Celebration</b>	29
OCT/2024 Rabi Ul Awwal -Rabi Ul Akhir/ 1446	06	13 <b>Closed</b> Thanksgiving	20	27	
NOV/2024 Rabi Ul Akhir- Jumada Al Ula/ 1446	03	10	17	24	
DEC/2024 Jumada Al Ula- Jumada Al Akhir/ 1446	01	08	15	22	29 <b>Closed</b> Winter Break
JAN/2025 Jumada Al Akhir- Rajab/1446	05	12	19	26	

FEB/2025 Rajab-Shaban/1446	02	09 Imam Mahdi Celebration	16 Closed Family Day	23	
MAR/2025 Shaban-Ramadan/1446	02 Closed Ramadan	09 Closed Ramadan	16 Closed Ramadan	23 Closed Ramadan	30 Closed Ramadan
APR/2025 Ramadan-Shawal/1446	06 Closed Eid	13	20 Closed Easter	27	
MAY/2025 Shawwal-Dhul Qadah/1446	04	11	18 Closed Victoria Day	25	
JUNE/2025 Dhul Qadah/1446	01	08 Closed Eid	15	22 AWARDS DAY & REPORT CARDS	29 Closed Summer Holiday

## 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 وَليُّ اللَّهِ

Aliyyun Waliyullāh: Ali is a Special Friend of Allāh

وَصِيٌّ رَسُولِ اللَّهِ

Wasiyyu Rasulillāh: Ali is the representative of Rasulullāh

وَ خَلِيفَتُهُ 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)



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

**Our 14 Ma'sumeen (a) are:**

1 <sup>st</sup> Ma'sum	Rasulullāh Muhammad (s)
+ 2 <sup>nd</sup> Ma'sumah	Sayyida Fātima az-Zahra ('a)
<b>+ Our 12 Imams:</b>	
3 <sup>rd</sup> Ma'sum/ 1 <sup>st</sup> Imam	Imām Ali ('alayhi salām)
4 <sup>th</sup> Ma'sum/ 2 <sup>nd</sup> Imam	Imām al-Hasan ('alayhi salām)
5 <sup>th</sup> Ma'sum/ 3 <sup>rd</sup> Imam	Imām al-Husayn ('alayhi salām)
6 <sup>th</sup> Ma'sum/ 4 <sup>th</sup> Imam	Imām Ali Zayn al-Abidin ('alayhi salām)
7 <sup>th</sup> Ma'sum/ 5 <sup>th</sup> Imam	Imām Muhammad al-Bāqir ('alayhi salām)
8 <sup>th</sup> Ma'sum/ 6 <sup>th</sup> Imam	Imām Ja'far as-Sādiq ('alayhi salām)
9 <sup>th</sup> Ma'sum/ 7 <sup>th</sup> Imam	Imām Musa al-Kādhim ('alayhi salām)
10 <sup>th</sup> Ma'sum/ 8 <sup>th</sup> Imam	Imām Ali ar-Ridā ('alayhi salām)
11 <sup>th</sup> Ma'sum/ 9 <sup>th</sup> Imam	Imām Muhammad al-Jawād ('alayhi salām)
12 <sup>th</sup> Ma'sum/ 10 <sup>th</sup> Imam	Imām Ali al-Hādī ('alayhi salām)
13 <sup>th</sup> Ma'sum/ 11 <sup>th</sup> Imam	Imām al-Hasan al-Askari ('alayhi salām)
14 <sup>th</sup> Ma'sum/ 12 <sup>th</sup> 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*

1. Remember:

- a. All obstructions (rings, watches, etc.) removed
- b. Girls not wearing nail polish
- c. Sleeves rolled up above elbows
- d. Socks removed

2. The **mustahab** parts of wudu are:

- a. Start with بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
- b. Wash palms twice from wrist to fingertips
- c. Rinse mouth 3 times
- d. Rinse nostrils 3 times

3. The **wajib** parts of wudu are:

- a. **Tartib** – Do wudu step by step, in correct order
- b. **Muwālāt** – No intervals or interruptions in wudu

4. **Niyah:** I am doing wudu qurbatan ila-llah قُرْبَةً إِلَى اللَّهِ (Which means: I am doing wudu to come closer to Allāh)

5. **Wash the face**

- a. Water poured from where the hair grows
- b. Face wiped from hairline to tip of chin
- c. Whole width of face is wiped downwards
- d. Face not washed more than twice

#### **6. Washing right arm**

- a. Water poured on right arm – boys from above elbow, girls from above inside arm
- b. Wiping from elbow to fingertips ensuring that water has reached everywhere
- c. All wiping done downwards
- d. Ensure arm is washed no more than twice

#### **7. Washing left arm**

- a. Water poured on left arm above elbow\* (girls and boys different, see above)
- b. Tap closed before wiping
- c. Wiping from elbow to fingertips ensuring that water has reached everywhere
- d. All wiping done downwards
- e. Ensure arm is washed no more than twice

#### **8. Wiping (Mas-h) of head with wet hand**

- a. No additional water taken
- b. Wiping with right hand from
- 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.

#### **9. Wiping (Mas-h) of right foot with wet hand**

- a. No 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

#### **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

## Salah - Prayers

<b>Name of Prayer</b>	<b>Number of Rakaats</b>	<b>When it needs to be recited</b>
Fajr	2	From dawn to before sunrise
Dhuhr	4	From midday (when sun is halfway between sunrise and sunset) to about 15 min. before sunset
Asr	4	After enough time has passed to pray salat-al- Dhuhr to 15 minutes before sunset
Maghrib	3	About 15- 20 min. after sunset to the last few minutes before the 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)