

MADRESA ANWARUL ISLAM



مدرسة انوار الاسلام

Tarbiyah (Islamic Upbringing) with Knowledge



PARENTS HANDBOOK

Evening Madresa

Da'wah and Religious Education Department

2011 - 2012

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Madresa Questions / Concerns:

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*Note: If you have a concern regarding Madresa affairs (e.g. syllabus, marks, teachers, lessons, withdrawal) please kindly contact the Shaykh Huzeifa Patel.

TABLE OF CONTENTS

OVERVIEW	4
OUR MISSION	4
OUR VISION	4
GENERAL INFORMATION	
ADMISSION	4
ACADEMIC YEAR	4
AGE OF SUBMISSION	4
AGE OF ADMISSION	4
AGE OF GRADUATION.....	4
ATTENDANCE.....	5
EXTENDED ABSENCE.....	5
PUNCTUALITY	5
LEAVING EARLY.....	6
CLASS SYSTEM	6
ASSIGNING OF TEACHERS.....	6
PARENT-TEACHER INTERVIEWS.....	6
COMPLAINTS AND SUGGESTIONS.....	6
LETTERS/NOTICES/ANNOUCEMENTS.....	6
HOLIDAYS.....	7
HOMEWORK	7
CLASSWORK.....	7
PREPARATION FOR CLASS.....	7
EVALUATION & EXAMINATION	7
SYLLABUS	8
FEES	8
DRESS CODE.....	8
CODE OF CONDUCT	8
ACCIDENTS.....	9
PROCEDURAL INFRACTIONS.....	9
SAFE SCHOOL INFRACTIONS.....	9
FORBIDDEN ARTICLES.....	9
DAMAGE TO MADRESA PROPERTY	10
DISCLAIMER	10
TAHFEEZUL-QURAN.....	11
USEFUL TIPS	
METHODS OF ACHIEVEMENT	13
TIPS FOR PARENTS/GUARDIANS.....	13
ESSENTIAL TAJWEED RULES	14
USEFUL WEBSITES	16
MADRESA CALENDER (2010 - 2011)	
MADRESA TUITION FEES POLICY	
MARKING CRITERION	
TEACHING MATERIALS	

OVERVIEW

Madresa Anwarul Islam has provided Islamic Education to the Malton and surrounding community since 1989. Madresa Anwarul Islam pioneers in providing quality Islamic education to our next generation and are offering variety of programs throughout the year. All programs and related activities are conveniently scheduled to cater to “after school” (The classes are Monday-Friday 4:00pm-8:00pm) needs of our children and youth. Courses cover subjects in: part-time Hifz al-Quran, Quranic recitation and Tajweed, Islamic studies, & Arabic language. After school program began with only 5 students. Alhamdulillah, today, there are in excess of 200 students attending the evening Madresa.

OUR MISSION

Madresa Anwarul Islam programs are committed to providing students with excellent quality Islamic Education according to the Qur’an and the Sunnah, based on high moral and ethical values in an Islamic environment. An Islamic environment is defined as a place in which students receive instruction and guidance in sound moral values and a place in which dedication to Allah (swt) is nurtured.

OUR VISION

Madresa Anwarul Islam programs are prepared to provide the students to effectively deal Islamically with the challenges of a modern, technologically advanced society. We seek to develop in each student a positive identity as a Muslim who is equipped intellectually, and spiritually to compete in today’s world, in accordance with Islamic principles. We hope to establish within each student a strong commitment to family, community and humanity.

GENERAL INFORMATION

ADMISSION:

To be completed and signed by the Parents/Guardians and submitted to the Brother Suleman Patel personally. The forms can be picked up during the Madresa hours. There are also available on the website.

ACADEMIC YEAR:

Madresa Anwarul Islam starts from the month of January until the month of December.

AGE OF SUBMISSION:

A child who is between 4 years & 8 months and 17 years are eligible to submit his/her application.

AGE OF ADMISSION:

A child who is between 4 years & 10 months and 17 years at the time of enrollment provided that the child is independent of assistance in his/her necessities.

AGE OF GRADUATION:

Students attaining the age of 17 during the academic year will be discharged at the end of the academic

Parents Handbook

year with a graduation certification. Students will also be graduated when syllabus has been completed. They are advised to contact the Head Teacher for future studies.

ATTENDANCE

The process of learning requires continuity. Regular attendance on the part of the student is an important component of this process and the evaluation of a student's achievement. When the process of learning is disrupted by irregular attendance, both the individual student and his/her classmates suffer a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed. Students are responsible for "catching up" all class work which occurs during an absence.

Before handing in the application form, please be note that students are not encouraged to take part in those extra curricular activities that may affect their performance and attendance in Madresa. Extra curricular activities are encouraged as long as they do not interfere with Madresa timings and lessons.

EXTENDED ABSENCE

All planned extended absences must be discussed with the Teacher and the Principal. Parents are responsible to see that their child/ren cover the missed work. If a child fails to attend class for 2 weeks or more continuously without prior notification, this will lead to the child's name being omitted from the registrar. Thereafter re-admission to the Madresa will be required.

PUNCTUALITY

Students should be on time for classes.

Session 1: Operates between 4:00 pm and 5:50 pm, Monday to Friday. Student should be in his/her class by 3:55 pm.

Session 2: Operates between 6:10 pm and 8:00 pm, Monday to Friday. Student should be in his/her class by 6:05 pm.

- Anyone arriving **5 minutes after** the Madresa starts will be marked late, unless there is a valid signed note/letter from the parent/guardian.
- Parents are advised not to drop off the child too early as teachers will not be responsible for the students arriving before 3:55 pm & 6:05 pm.
- Parents must ensure that child(ren) are picked up on time.
- The Madresa and managements are not responsible for the students arriving before the scheduled time and after they have been dismissed.
- Upon exiting Madresa property we advise you to take a right on Goreway Drive and right on Dorcas St, in order to keep traffic flowing smoothly, please do NOT take a left turn on Goreway Drive.
- Madresa staff members have a right to work in a safe environment, and are here to help you. We will not tolerate violence, physical or verbal abuse towards our staff by members of the public or parents/guardians. In the event that this occurs, Madressa has the right to take further action in this matter.
- **Parents/Guardians must follow the directions given by teachers/volunteers/traffic controllers at the time of pick-up and drop-off of the child(ren).**

LEAVING EARLY

Parents who wish to pick up their child early must receive permission from the Principal. He will send the student to the parents. Parents are requested NOT to directly go to their child's classroom. It is requested that all parents follow this procedure to ensure the safety of the children as well as the minimum disturbance of the Madresa.

CLASS SYSTEM

Madresa Anwarul Islam has introduced a class system, which means that the child will progress with the rest of the class. If a student is absent for a week then he/she will join the class from whenever the class has progressed to, and he/she will have to make up the missed lessons on his/her own time. Therefore, it is vital that attendance is maintained.

ASSIGNING OF TEACHERS

The assigning of teachers will be rendered according to the class and not the personal choice or preference of the parents/guardians.

PARENT-TEACHER INTERVIEWS

The purpose of Parent-Teacher Interviews is to allocate formal time for discussion between parents and teachers regarding the student's academic and social progress. This type of meeting aids home and school in working together. Meetings also help distinguish areas that need reinforcement and extra attention in order to help the student grow to his/her full potential. Parents are advised to contact the Principal for scheduling an appointment. Scheduled interviews are held three times a year, one in the first grading period, one at the time of picking up the Mid Term report cards and one immediately after the exams.

COMPLAINTS AND SUGGESTIONS

If you have any complaints or suggestions concerning the Madresa or teachers then please do not hesitate to approach the Principal to resolve your concerns. If deemed necessary, you will be requested to submit your concerns in writing. You may also send your inputs via email. Teachers should not be contacted directly.

LETTERS/NOTICES/ANNOUNCEMENTS

Please ensure that appropriate action is taken when a letter is sent via the child. Please ensure that a note/letter sent home acquiring a parent/guardian signature is returned back. Unsatisfactory progress will result in a letter being sent home.

There are multiple ways to keep informed of upcoming events. Letters/notices will be sent out periodically with any important notices or reminders. The notices and reminders will also be posted on the website, InshaAllah.

HOLIDAYS

Students will receive a holiday schedule outlining all holidays during the academic year.

An emergency Madresa closure or unexpected holidays announcement will be co-ordinated using the following methods:

- Instant text message to mobile phone
- Instant verbal message to home phone
- Instant email message to all parents/kids
- Masjid website
- Contact Musallah

The announcement will be made by 3:30 pm (4-6 classes) and 5:30 pm (6-8 classes), Insha-Allah.

HOMEWORK

Success in Madresa is related to a reasonable amount of regular, systematic, and effective home study.

Homework includes:

1. Completion of class assignments
2. Review of work previously done
3. Previewing work to be done
4. Reviewing Quran lesson daily (at least 5 times)

CLASSWORK

Students should come to class suitably prepared with all the necessary materials, texts, notebooks, pens, pencils, homework book, etc. Preparation also includes the completion of assignments.

PREPARATION FOR CLASS

Students should come to class suitably prepared with all the necessary materials, texts, notebooks, pens, pencils, homework book, etc. Preparation also includes the completion of assignments.

EVALUATION & EXAMINATION

The intent of evaluation is to ascertain as accurately as possible the extent to which each student has met the objectives of his / her course and to report these results to the parent. The results also provide valuable feedback regarding the effectiveness of instruction.

Examinations take place twice a year, Mid Term and Final Exam. The Mid Term will be carried out internally by the Madresa staff; however the Final exam will be carried out by external examiners.

Furthermore, a Jalsa (assembly) will also be held at the end of the academic year.

In addition to examinations, teachers will also administer tests periodically in class to ensure that the subject matter was not only learnt, but also retained and understood.

Parents Handbook

If a child is absent from an exam with a valid reason, a parent must call and inform the office of the student's absence. A note must also be sent with the student the next time he/she attends class. Without any valid reason or notification the exam will not be rescheduled and your child will receive a failing mark of 0 in the respective subject.

SYLLABUS

The following will be taught according to the ability of the student.

- Reading the Quran or Qaida
- Tajweed (Pronunciation & reciting rules)
- Memorization of Surahs
- Duas (Suplications)
- Aqaid (Beliefs & Creed)
- Fiqh (Jurisprudence)
- Seerah (Biography of Prophet pbuh)
- Akhlaaq Wal Aadaab (Manners & Etiquettes)
- Hadith

The children should possess their own Holy Quran and other applicable books for study. They should be taken home daily after Madresa. They should not be left in the Madresa. If the student fails to bring his/her books to Madresa no lesson (Sabak) will be given. The colour coded Qurans are NOT allowed.

FEES

Please refer to the Madresa Tuition Fees Policy section.

DRESS CODE

Islamic dress code should be observed at the Madresa.

BOYS: Must wear long Islamic dress (Jubba, Kafnee, Qamees) and appropriate Headgear (Topi).

Boys must attain to neat and tidy haircuts (no mohawks).

GIRLS: Must wear long Islamic dress (Islamic Jilbab, Abaya, Long Burqa) and appropriate Headgear (Hijab).

The entire body must be covered except the hands and face.

Inappropriate dress codes will not be tolerated and disciplinary action will be implemented.

CODE OF CONDUCT

Appropriate conduct on Madresa property/ in the classroom and at other Madresa related trips/events is expected. Conduct expectations are as follows:

1. Follow directions.
2. Keep hands, feet and objects to yourself.
3. Show respect.
4. Whenever possible, consequences for breaking rules will be handled in the classroom. At the teacher's discretion, a student may be sent immediately to the Principal with a referral for fighting,

Parents Handbook

insubordination, or in some way preventing the entire class from functioning effectively. Administration will meet with the student and his/her parent to review the behavior and determine the consequences.

Our goal is to assure a safe and orderly learning environment for our students. The Administration reserves the right to immediately use any of the following consequences if the severity of the behavior deems it necessary:

1. Detention after Madresa
2. Phone conference with parent
3. Conference with student and parent
4. Administrative removal from class
5. Out of school suspension
6. Expulsion

ACCIDENTS

The Madresa and Madresa management will not take any responsibility whatsoever for any form of accident that a child may incur whilst travelling to and from the Madresa and on Madresa property. The Madresa and management will not take any responsibility if any child leaves the Madresa premises without a staff member's permission.

PROCEDURAL INFRACTIONS

Students who miss homework assignments or fail to adhere to the appearance code will be sent to the Principal. Parents may be contacted in order to help students take responsibility for meeting Madresa requirements.

SAFE SCHOOL INFRACTIONS

Madresa Anwarul Islam has a Zero-Tolerance Policy and believes our Madresa should be a safe place for our students and staff; therefore all threats and bullying will be taken seriously. Immediate action will be taken by administration up to and including expulsion.

FORBIDDEN ARTICLES

Possession of valuable items such as costly footwear, gold or silver jewelry, expensive watches, electronics games, cards, cell phones, pagers, beepers, laser pointers, music players (mp3/iPods, etc), magazines are restricted in the Madresa. Tobacco, drugs, knives, weapons, matches, lighters, toy guns or any other article that may reflect violence and abuse are not allowed on the Madresa property as well as in the Madresa. If any such article is found, it will be confiscated. Parents and law enforcement may be contacted. This action can result in immediate suspension or expulsion from school.

Cell phones, beepers, laser pointers, toys, games, music players and magazines are not permitted.

DAMAGE TO MADRESA PROPERTY

Students are required to report to the Principal any loss of, accident, or damage to Madresa property. This includes books and all other educational materials. Writing, scratching, or defacement of desks, tables, walls or any other school property will result in disciplinary action.

DISCLAIMER

The Madresa reserves the right to make any adjustments or changes to the contents of this document at any time without prior notification. Such additions or variations will be binding.

TAHFEEZUL-QURAN

First and foremost you must be thankful to Allah (swt) who has placed this noble inspiration in your heart to make your child a Hafiz of the Holy Quran. Please note that this requires utmost dedication, effort and tremendously hard work from the parents/guardians, the student and the teacher.

ADMISSION:

You are requested to fill out the tahfeezul quran admission form. Once there will be space than a test/meeting with the Head Teacher and the Tahfeez teacher will be arranged in advance, regarding your child. Your child will only be admitted to the Tahfeezul-Quran class if accepted by the teacher; The following criteria will be adhered: (1) Age requirement (2) Minimum completion of Nazarah (3) Good manners. Your child will be monitored for 4-6 months and if the progress is not satisfactory your child will be transferred to regular classes.

CODE OF CONDUCT:

We have learned from experience that Tahfeezul-Quran is difficult to teach without the rules of discipline pertaining to performance and attendance. These disciplinary measures will be followed strongly due to two reasons:

1. In order to regulate and monitor the students performance
2. To maintain a smooth flowing constructive system that ultimately helps the progress of students

ATTENDANCE:

The regularity of a student in attendance reflects his enthusiasm to study and cooperative nature to learn. Having this mind, the morning classes are compulsory and part of the curriculum and no student is excused from it. If any student continues being absent, the following steps will be taken:

1. A verbal warning and notice will be issued to both the student and the guardian.
2. A written warning will be issued and the student will be required to bring his guardian in to meet the teacher and discuss the matter.
3. The student will be suspended or removed from the class for a period of time.
4. In case the student doesn't pay heed to these measures and there are no signs of improvement, the student will be permanently removed from the class.

BEHAVIOUR:

The significant difference between a religious and secular institute is that students of a Deeni institute are well nurtured and well behaved. This is, in essence the affect of the teachings of Quran and Hadith. Therefore, any bad behavior or disrespect will not be tolerated as the ill effects of this are multiple. Students in the Hifz class are required to behave in a dignified manner as they are normally the eldest students and they are recognized as the highest class. Pupils who do not oblige and cause nuisance, can be suspended or expelled from the class after consultation and at the discretion of the teacher.

PERFORMANCE:

The progress of a student is dependent on his regularity in attendance and attitude. A normal pace is expected from the student in memorizing the Holy Quran. This has been outlined in the rules and regulations sheet. If the student starts lacking, different methods will be implemented to induce his performance. If he remains stagnant, he may have to be removed permanently.

DISCLAIMER

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USEFUL TIPS

METHODS OF ACHIEVEMENT:

- Punctuality in attendance.
- Daily revision/preparation (at home) of lesson given by the teacher.
- To respect and fulfill the etiquettes of the teachers, books and the institution.
- To refrain from all acts which interfere with the education at the Madresa.

TIPS FOR PARENTS/GUARDIANS:

- Please encourage religious education at home.
- Encourage your child by taking an interest in their everyday progress e.g. by checking and helping them with their homework (assigned by the Madresa)
- An occasional gift to your child in return of progress at Madresa is also desirable.
- To include your children in your daily prayers & duas.
- Occasionally test your children on the education they receive by enquiring about memorized surahs, duas, recitation, methods of Salah, and other teaching subjects in the Madresa.
- If we ourselves as parents/guardians practice the Deen and create an environment at home, our children will also follow along the very same lines.
- Our aim should be to try every method possible, which would encourage a child to practice his/her religion and discourage them from the un-Islamic influences surrounding us today. This will result in them becoming ideal Muslims.

ESSENTIAL TAJWEED RULES

NOON SAAKIN	
1	The NOON, which has sukoon (JAZAM) on it, is called NOON SAAKIN.(نْ)
2	If after the Noon Sakin(ن) or Tanween(َ ِ ُ) there appears any letter beside the letters ل ر خ غ ح ع ه ء than nasal sound will be made.
MEEM SAAKIN	
3	If after the Meem Saakin(مْ) there appear the letter Meem (م)or Baa (ب)than Ghunna will be made.
MEEM MUSHADDAD AND NOON MUHADDAD	
4	If the letters Meem (م) or Noon (ن) has Tashdeed (ّ)on them,than the ghunna will be made. These are called Meem Mushaddad and Noon Mushaddad .Duration of ghunna is 1 alif.
HUROOF-E-QALQALAH (letters of the Qalqalah)	
5	If any of the following letters has Sukoon (Jazm) on it, or they are the last letter of an Aayah then Qalqalah (echoing sound) on that letter must be made. د ج ب ط ق
FULL MOUTH LETTERS	
6	The following letters will always be pronounced with full mouth. ظ ق ط غ ض ص خ
7	The letter Raa (ر) will be pronounced with full mouth in the following occasions: <ul style="list-style-type: none"> • If the Raa (ر) has Zabar (Fat-ha) or Pesh (Dhamma). • If the Raa Mushaddad (رّ)has Zabar (Fat-ha) or Pesh (Dhamma). • If the Letter before Raa Saakin (رْ) has a Zabar (Fat-ha) or Pesh (Dhamma).
8	If there is a Zabar (Fat-ha) or Pesh (Dhamma) before the word Allah (الله)then the Laam in the word Allah will be pronounced with full mouth.
MADD	
9	ALIF MADDA : If the letter before Alif (ا)has a Zabar (Fat-ha) on it. WAAW MADDA : If the letter before Waaw Saakin (و) has a Pesh (Dhamma) on it. YAA MADDA : If the letter before Yaa Sakin (ي) has a Zer (Kasra) under it. These three are called HUROOF E MADDA and HARF E MADDA.
10	If after any of the HUROOF-E-MADD (Letters of the Madd) there appear either a Hamza (ء) in the same word or a different word, or Sukoon (jazam) than Huroof-e- Madda will be prolonged for 3-5 alif.

Rules of Stopping	
1	The last letter of a word before a stop of the following will be changed to a sukun(jazam) : zabar, zaer, pesh, two zaer, two pesh, kharaa zer, ulta pesh.
2	If there is two zabar on the last letter of the word than the two zabar will be changed in to alif madda.
3	If you stop on a round Taa,(ة) the taa will be changed in to a small HAA (ه)
4	if the stop is made on kharaa zabar, Alif madda, Waaw Madda or Yaa madda, it will remain the same.
5	If the stop is made on Mushaddad letter that letter will be made Saakin and stretched as if two letters.

Stop Signs		
Stop	Continue	Optional
م	لا	ح
ط	ز	ا
قف	ق	ا
0	صل	ا
	ص	ا
<p>قه , مع , معاذ , join any two of the three phrases.</p>		
<p>ك stop, if the previous sing is to stop; and continue, if the previous sign is to continue.</p>		
<p>Put X mark where there is any sign to “continue.”</p>		
<p>سك ته س stop vocal sound for a moment without breaking breath.</p>		

USEFUL WEBSITES

- <http://www.islamicity.com>
- <http://www.quranexplorer.com>
- <http://www.quran.com>
- <http://www.reciter.org>
- <http://www.quran.nu>
- <http://www.submission.org/quran>
- <http://www.quran.net>
- <http://www.quranonline.net>
- <http://www.aswatalislam.net>