



Islamic Shia Study Centre

Handbook

For Parents and Students

ISSC 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).

ISSC 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.

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IMPORTANT INFORMATION FOR PARENTS & STUDENTS – POLICIES & GUIDELINES OF THE STUDY CENTRES

About Us:

The Islamic Shia Study Centre (ISSC) is an organization that operates as part of and under the governance of Ja'ffari Islamic Study Board (JISB) which is under the umbrella of Islamic Shia Ithna Asheri Jamaat (ISIJ) of Toronto. It consists of three Study Centres, namely:

Al-QaAim – operates on Saturdays from the JCC, Thornhill

Al-Haadi – operates on Sundays from the JCC, Thornhill

Al-Muntadhir – operates on Sundays from the MIC, Brampton

The Study Centres have twelve levels or classes, starting with Level/ Class One at age five.

Admission and Registration:

Student registrations occur on an annual basis regardless of whether students have registered in previous years. These admissions are limited to a period starting in summer (June to August) and ending in September subject to space availability. The end of registration period may vary with the respective study centres. The Study Centre reserves the right to refuse admission and provide Parents with a reasonable explanation for the decision. The process of registration involves filling out an enrolment form, accepting these Policies and Guidelines of the Study Centre and paying the appropriate fees. See section entitled “Fees and Subsidy.”

Assessments, H/W, Report Cards, Awards & Promotion:

1. Review, completing homework, punctual attendance and minimal absences all contribute to student success.
2. Students are to complete homework on their own with guidance from Parents when they do not understand.
3. The Study Centres will assess students using a variety of assessment methodologies.
4. We issue one report card per term (Term One in January and Term Two in June) and Parents are encouraged to attend Parent-Teacher interviews/conferences.

Student Recognition Awards and Rewards:	
Al-Muntadhir	Will recognize the top performing students in each Level 3-12 for their achievements. All Students in Level 1–2 will receive recognition award for their achievement & participation.
Al-QaAim	Will recognize the top performing students in each Level 3-11 for their achievements. All Students in Level 1–2 will receive recognition award for their achievement & participation.
Al-Haadi	Students “caught doing a good deed” are given stamps. Excellent Achievement for Qur’an, Diniyat and Akhlaq is recognized for all classes.

Student Promotion and Retention:	
Al-Muntadhir	The student must achieve an overall passing mark of 60% to gain promotion to the next level.
Al-QaAim	The student must achieve an overall passing mark of 50% to gain promotion to the next level. If the teacher feels the student needs to be reassessed, students are referred to the subject coordinators.
Al-Haadi	<ul style="list-style-type: none"> - In Diniyat, all students will be promoted. Students may be put in Fundamental Class if needed. - In Qur’an, student will attend classes within grouped age-cohorts according to their recitation.

Al-QaAim Missed Quiz Policy	
<ul style="list-style-type: none"> - There are 3 quizzes (except for Level 1, 2, 12 and Transition classes in all subjects) - Students will be allowed to write their first two missed quizzes. One mark will be deducted, if the parent has informed the teachers prior to the quiz date and two marks will be deducted if parents did not inform. In emergency cases, the parent should inform the teacher no later than the following Monday. - The third quiz must be written on the day that the quiz is scheduled. No retakes or exceptions will be permitted for any reason. 	

Code of Conduct:

We have a strict Code of Conduct Policy which Parents and Students are mandated to follow as outlined in the Code of Conduct Section.

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 the Coordinators. If you are still not satisfied, then speak to or email the Principal.

Communication: Contact Info

1. Please visit our website 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.***



Confidentiality:

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

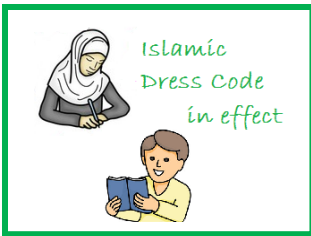
Dress Code:

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 loose Abaya with 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. For consistency, the Study Centre can mandate that the Girls aged 5-7 years wear an abaya.

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).



If a student comes to the Study Centre in improper dress code, the Study Centre may call parents to pick-up their child or may give appropriate clothing to change into before they can attend class. Kindly wash and return the clothing back to Main Office as soon as possible.

Electronic Devices or Toys NOT Permitted:

To ensure an environment that is conducive to learning, we do not allow any electronic devices (including cellphones, mp3 players, hand-held games, e-readers, tablets, laptops, cameras, etc.) or toys of any kind at the Study Centre.



If a student is seen with electronics or toys anywhere on the Study Centre premises during operating hours, the item will be confiscated. Students are to pick up their confiscated item at the end of the day from the Study Centre Main Office.

Emergency Medical Protocol:

See the Section detailing our Emergency Medical Protocol

Entrance and Exit:

Every individual shall enter and exit the Study Centre using designated doors only. All other doors are to be used only in case of emergency.

Al-QaAim/Al-Haadi: Use Door #6

Al-Muntadhir: Use Ladies Entrance



Fees and Subsidy:

Study Centre Fee	1 child	2 children	3 children	Each Additional Child
Al-QaAim	\$175	\$275	\$375	+\$100
Al-Haadi	\$175	\$275	\$375	+\$100
Al-Muntadhir	\$175	\$275	\$375	+\$100

Parents who cannot afford the fees are asked to talk to the Principal. They will be asked to fill out a simple form (see Forms section) and the subsidy request will then be processed. Please note all subsidy requests are kept strictly confidential.

Lunch: Pack Nut-Free & Healthy

Please pack a healthy, nut-free lunch/ snack and beverage. The Study Centres does **not** provide lunch to students.



Parking Lot Safety:

Please drive slowly and exercise caution when dropping off/ picking up your child. Please park your car and walk your child to the door or to their class.

Ask your child to be alert to oncoming traffic and to stay well within the Study Centre boundaries. Follow the instruction of volunteers guiding the flow of vehicular traffic. Do not park your car on fire routes. Follow Study Centre parking rules.

Respect for Property: Cleanliness & Damage



Students are responsible for showing respect to the Study Centre property, including keeping the Centre and classrooms neat and clean.

Vandalism resulting in property damage will result in fines and suspension or expulsion at the Principal's discretion. In addition, Parents will be required to pay for the cost of repairing or replacing the damaged property/ items.



Safety: Student Drop-off, Early Sign-out & Truancy

Students in Levels 1–3 are to be dropped off at their classroom and picked up from their designated area by a Parent or Legal Guardian. If another person will be picking up your child at home time, a signed consent letter needs to be sent to the class teacher. See Consent Letter in the Forms Section.



Under no circumstances are students allowed to leave the Study Centre premises early without having a Parent or Guardian signing them out at the Main Office.

Truancy is defined as a student leaving the premises or skipping class. The Study Centre will make every effort to locate the student, including contacting the Parents or Legal Guardians. If need be and at the discretion of the Management Committee, the Police may be contacted for help in locating the missing student.

Truancy Procedure:
A. Call Parent
B. Call Police



The "Suspension or Expulsion" Section under Conduct outlines the consequences for Truancy.

Supplies:



The Study Centres will not provide stationery/ supplies (except for in-class projects or crafts). Please provide your child with a school bag, lunch bag, binder with lined paper or notebooks and stationery (pencils, colour pencils, eraser, sharpener, etc.).

Syllabi:

The Study Centres are mandated to teach the following subjects:



- (a) Qur'an Studies: Tajweed (Recitation Rules), 'Ulum (Qur'an Studies), Tafsir (Translation and Explanation), Du'a (Supplication) and Hifz (Memorization)

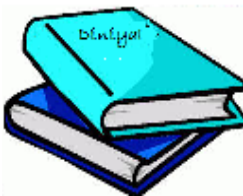
- (b) Islamic Studies (Diniyat): Aqaid (Belief), Fiqh (Law), Tarikh (History) and Akhlaq (Ethics)



- (c) Salaah (Prayers)

In addition to the above mandatory subjects, the Study Centres may teach Languages or Extracurricular Activities as a requirement of the respective Study Centre.

Textbooks:



The Study Centre will provide students with the appropriate textbooks at no additional charge. Replacement fees apply per lost textbook that has to be replaced by the Study Centre.

Timing, Attendance & Punctuality:

The academic year is from September to June.

Al-QaAim operates from 10.00 a.m. to 2.00 p.m.

Al-Haadi operates from 11.00 a.m. to 2.15 p.m. and

Al-Muntadhir operates two shifts:

First Shift: 9.30 a.m. to 1.00 p.m. and

Second Shift: 12.30 p.m. to 3.30 p.m.

All students must be punctual as tardiness both disrupts the class and impedes the academic progress of the student.

Students' timely and regular attendance to the Study Centre is the responsibility of both the parents and students. If a student has to be absent for a valid reason (like illness or pilgrimage, etc.), it is the responsibility of the student and parent to make sufficient effort to "catch up" on missed work after returning from their absence, including contacting the teacher to ask for make-up work, homework, projects or assessments.

There will be strict consequences for continual and regular lateness or absenteeism, at the discretion of the Principal.



Weather: Closure Information



We will inform Parents via email the night before a closure due to inclement weather. The information will also be posted on our website.

Questions? Our Website and Email:

Our web address is: <http://jaffari.org/jisb/>

You can email each Study Centre at the following:

principal@al-qaaim.ca

admin@al-qaaim.ca

principal@al-haadi.ca

admin@al-haadi.ca

principal@al-muntadhir.ca

admin@al-muntadhir.ca



STUDY CENTRE CODE OF CONDUCT: RESPONSIBILITIES

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.
9. Reading the Emergency Medical Protocol Information in this handbook and abiding by it, including informing the Study Centre of their child's allergies or other special needs.
10. To ensure that their child has breakfast prior to attending School this will assist in the Child's performance. Also, packing a healthy, nut-free snack or light lunch and beverage
11. Discussing Report Cards with their child and helping their child plan for improvement if necessary.
12. Attending Parent-Teacher interviews and participating actively in Study Centre activities.

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: GUIDELINES

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.

EMERGENCY MEDICAL PROTOCOL

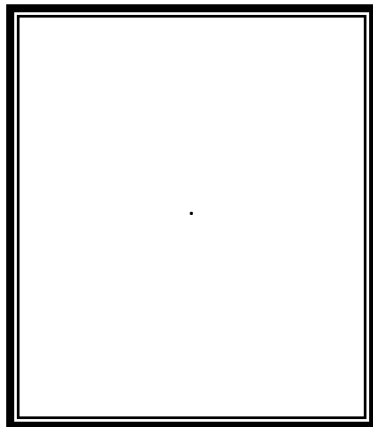
1. Please complete and hand in the Anaphylaxis Form on the next page if your child has allergies/ any medical conditions.
2. Teachers whose students have allergies will be informed.
3. There will be a bulletin board outside the Office where the student's name/ picture/ age/ level and allergy info will be posted so the staff can remain vigilant about these students' safety. Parents who do not wish to have their child's information posted on the bulletin board have to inform us in writing.
4. An Epi-pen will be administered by Study Centre staff only if indicated by the parent/ guardian in writing.
5. A student should not attend the Study Centre if he/ she:
(A) Has a contagious illness; (B) Has fever; (C) Did not have a good night's sleep due to illness.
6. It is the parents/ guardian's responsibility at all times to notify the Study Centre of any medical condition their child has and update this information on at least an annual basis or if there are changes in condition within the academic year (Sept– June).
7. To maintain the safety of all students and due to limited hours of operation, the Study Centre cannot take the responsibility to administer any over-the-counter or prescription medication. Please do not send medication to the Study Centre with your child.
8. If a student becomes ill at the Study Centre, a volunteer will escort the student to the Office. The staff will assess the situation and contact the Parents as appropriate.
9. A Medical Emergency refers to those times when a student requires immediate care to intervene in a potentially life-threatening situation such as when a student is not breathing or has a severe allergic reaction. If there is a medical emergency, the child's teacher will call 911 without delay. They will then notify the Office of the emergency. The Office will call the Parent.
10. A First Aid Kit will remain at all times in the Office. The First Aid Kit will be reviewed at least biannually.
11. An Automated Emergency Device (AED-Automated Defibrillator) is available in the building.

**ALLERGY/ ANAPHYLAXIS FORM:
INFORMATION TO BE DISPLAYED ON BULLETIN BOARD
FOR AL-HAADI & AL-QAAIM**

If your child has an allergy, please cut out this page and fill out both sides. Please hand it in at the Office.

<u>STUDENT'S INFORMATION</u>
Full Name: _____
Age: _____ Level at Study Centre: _____
Allergic To: _____
Child Carries Epi-pen with them (circle): YES/ NO

Please provide your child's most recent picture. A B&W copy printed on white paper is okay also. Ensure the face is clearly visible (similar to a passport pic).



You give permission for the above information (in the box) with Photograph to be displayed on the Study Centre Bulletin Board in the Office. If you do not wish this information displayed, please write to us and let us know. Thank You for helping us ensure your child's safety at the Study Centre.

ALLERGY/ ANAPHYLAXIS FORM: FOR OUR FILES

We understand the information below is confidential. It will be filed at the Main Office. Please ensure you update this information in writing if there are any changes to your child's medical condition during the year.

Student's name: _____ OHIP #: _____

Mother's Name: _____ Cell#: _____

Father's Name: _____ Cell#: _____

Alternate Contact Name/ Relationship: _____

Alternate Contact Phone Numbers: _____/_____

Student's Physician's Name/ Phone: _____

Physician's Address: _____

My child has **mild/ serious** life-threatening allergies to: _____

Life threatening reactions may include: _____

In the event of a medical emergency, call Parents/ Guardians and (check what applies):

_____ give Benadryl

AND/ OR

_____ administer Epi-pen & call 911

If there are any other instructions, please let us know in writing. Please drop off your child's Epi-pen labeled with their name, birthdate and OHIP# to Main Office. Please read Emergency Medical Protocol in this Handbook.

CONSENT LETTER: DROP-OFF/ PICK-UP

Name of Child: _____ Student ID: _____

Dear Level _____ Teacher,

I, (Parent or Legal Guardian First/ Last Name)

give consent to the following people (Names/ Relationship to child)

to drop off/ pick up my child from Level _____ at the _____ Study Centre. The teacher is allowed to release my child to the above named people only. I certify that the above-named person/ people are over the age of 18 years old.

Sincerely,

(Signature),

(Date)

(Your phone numbers)

**Please note that the Child and Family Services Act says that a person who has charge of a child who is less than 16 years of age cannot leave the children without making provision for his/ her care or supervision that is reasonable under the circumstances*

ISLAMIC SHIA STUDY CENTRE STUDENT INSURANCE AGREEMENT

As a condition of participating in any Islamic Shia Study Centre (ISSC) activities, this form must be completed by the Parent/ Guardian of each student participant or by the student if over the age of majority (18 years old).

Participating in certain activities including, but not limited to, individual and team sports, clubs or recreational activities or events held by the Student Council may increase the risk of accidents and/ or injuries. The Islamic Shia Study Centre and the Islamic Shia Ithna Asheri Jamaat of Toronto does not provide any accidental death, disability, dismemberment insurance or medical expenses on behalf of students.

Please fill out the form on the next page and ask your child to hand it in to the class teacher. Thank You.

INSURANCE WAIVER FORM:

Name of Student: _____

Study Centre: _____ Level: _____

I understand that certain activities at the Study Centre, including field trips, extracurricular, etc. require a minimum level of fitness and health (physical, mental and emotional) and that each person has a different capacity for participating in these activities.

I hereby agree and promise that my child, ward or self is physically able to participate and understand that the choice to participate brings with it the assumption of those risks and results which are part of these activities.

I hereby release, waive and forever discharge the Islamic Shia Study Centre (ISSC) and the Islamic Shia Ithna Asheri Jamaat (ISIJ) of Toronto, its members, agents, representatives, elected and appointed officials and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of actions whatsoever, whether in law or equity, in respect of injury or loss. I further agree to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them arising as a result of, or in any way connected with the participation in these types of activities.

I declare having read and understood the Student Insurance Agreement in its entirety and hereby consent to participate acknowledging all the foregoing.

Signature of Parent/ Guardian (or Student over 18):

Name of Parent/ Guardian (or Student over 18):

Date: _____

ISSC GUIDELINE & POLICY AGREEMENT FORM

Name of Study Centre: _____

Full Name of Student: _____

Mother's Name: _____

Father's Name: _____

Or Legal Guardian's Name: _____

We (the Parents or Legal Guardians as well as our child) have read and understood the Policies and Guidelines of the Study Centre, including the Code of Conduct and we agree to abide by the rules, policies and guidelines of the Study Centre.

Parent's or Legal Guardian's Signature: _____

Student's Signature: _____

Date: _____

Please return the above form to the class teacher within one week of the start of the school year or one week of your child's first day of class.

Thank you for your cooperation.

VOLUNTEER FORM

Our Study Centre is always in need of volunteers. If you or someone else you know is willing to volunteer, please fill out the following information and hand it in to the Study Centre office (or email us).

Full Name (First/ Last): _____

Occupation (Optional): _____

Phone #: _____

Best time to call: _____

Email: _____

Study Centre you wish to volunteer at: _____

You'd like to volunteer for: _____

Please note all our volunteers have to complete the Vulnerable Sector Screening (VSS Police Check) which is mandatory by law for all adults who work around or with children. They also have to watch a Child Abuse Seminar recording.

Thank you for your interest in volunteering.

Jazakallah Khair, *ISSC Administration*

REQUEST FOR ECONOMIC EXEMPTION (FEE SUBSIDY)

Study Centre	Fee:1 child	Fee:2 children	Fee:3 children	Additional child
Al-QaAim	\$175	\$275	\$375	Add \$100 per child
Al-Haadi	\$175	\$275	\$375	
Al-Muntadhir	\$175	\$275	\$375	

Parents who cannot afford the fees are to fill out the following and speak with the Principal or Treasurer of the Study Centre. Please note, this form will only be strictly confidential and will only be processed by the Principal or Treasurer.

Name of Study Centre: _____

Father's/ Legal Guardian's Full Name: _____

Mother's/ Legal Guardian's Full Name: _____

Number of Children who will attend this Study Centre: _____

Names of Children who will attend this Study Centre: _____

Primary Phone #: _____ Email: _____

Person requesting exemption (circle): Mother/ Father/ Legal Guardian

Amount of Exemption Requested: _____

Reason for Exemption: _____

Signature: _____ Date: _____

Principal's Notes: _____



Al-QaAim (Saturday)
www.al-qaaim.ca
admin@al-qaaim.ca

Al-Haadi (Sunday)
www.al-haadi.ca
admin@al-haadi.ca



Jaffari Community Centre
9000 Bathurst Street, Thornhill, Ontario L4J 8A7
Telephone: 905-695-1587



Masumeen Islamic Centre
7580 Kennedy Road, Brampton, Ontario L6W 0A1
Telephone: 905-459-1020



Al-Muntadhir (Sundays)
www.al-muntadhir.ca
admin@al-muntadhir.ca