



Staff Handbook Policies and Procedures 2025/2026

- FULL TIME HIFZ PROGRAM
(Monday to Friday 8am to 7pm)
- FULL TIME AALIM PROGRAM
(Monday to Friday 8am to 7pm)
- DAILY EVENING MAKTAB
(Monday to Thursday 5pm to 7pm)

Thursday, September 11, 2025

Dear Staff:

As salamu alaikum,

This is a very important document explaining the current policies and procedures of

- the Daily Evening Maktab
- the Full Time Hifz Class
- the Full Time Aalim Class

Please read the information carefully so that you are aware of the expectations from teachers and students alike.

Insha'Allah, we hope this year will be pleasing to Allah. With the cooperation of staff, we look forward to providing excellence in education.

Jazaa kumul laahu khairan.

MISSION STATEMENT

Ummah Masjid fosters a commitment to excellence in a positive and supportive Islamic environment.

We aim at:

- 1 Providing an equal opportunity to all those who are concerned for the Islamic education of their children.
- 2 Providing the necessary knowledge and environment to develop an Islamic personality and Islamic moral values.
- 3 Training the leaders of the future.

MAKTAB and DARUL ULOOM OBJECTIVES

The Masjid should never be empty. A continuous environment of learning and teaching ensures the continuous presence of the Angels and the mercy of Allah.

To prepare each student for the competitive world of tomorrow through excellence in education and spiritual enlightenment.

To enhance the lives of students through Islamic education, practicing and encouraging moral character and development of social compassion and awareness.

Ummah Masjid's faculty and staff will, insha'Allah, nurture the potentials within each child and strive with each student for whole personality development. Teachers seek to enrich the spiritual, intellectual, emotional, social, and physical life of each student to help them achieve confidence and self-esteem.

Integration of Islam in every aspect of the curriculum and program unlocks in each student the will to contribute to the advancement of his or her community and society.

PHILOSOPHY OF EDUCATION

Islamic education entails teaching children the basic concepts, values, and ethics of Islam, which serve as the foundation for all other human knowledge and sciences. The aim is to develop an Islamic personality so that an individual can choose to live his/her life in this world according to the guidance revealed in the Qur'an and exemplified in the life of Prophet Muhammad (Sallallahu Alaihi Wa Sallam).

The main goals of Ummah Masjid are to provide quality education, to instill a love of learning complete Deen in the students, and to graduate students who will rely on Islam as a complete way of life.

An Islamic educational program can only be effective when it is reinforced in other areas of the child's life. Parents must take responsibility for providing a good example by living an Islamic lifestyle in the home.

Full Time Aalim and Hifz Programs

Taught by Maulana Aamir Bhayat

Evening Maktab Responsible

Brother Osama Fadl

Daily Evening Maktab Staff

Maulana Sadik Diwangri

Maulana Fayaz Dar

Maulana Nouman Ali

Brother Zubair Mohammed Iftekhhar

Sister Nafisa Karabhai

Sister Najeeba Amla

Sister Siddika Bano Nagori

Sister Sawsan Fadi

Sister Haajirah Ghauri

Sister Hafsa Patel

Calendar & Holidays

Weekends off

All Statutory Holidays Off

Winter Holidays Off

March Break Off

Ramadan Modified Schedule (10am to 2pm) for Hifz and Aalim Class

Eid Ul Fitr day and day after Off Eid Ul Adha day and 2 days after Off

Summer: one week off at beginning of July & end of August

***Hifz and Aalim Classe continues throughout the month of July and August

GENERAL INFORMATION

MAILING ADDRESS:

Ummah Foundation of Durham

1423 Thornton Road North

Oshawa, Ontario

L1L 0P6

CONTACT NUMBER:

(289) 893-1248

info@ummahfoundation.ca

www.ummahfoundation.ca

PHYSICAL ADDRESS

1423 Thornton Road North

1.Evening Maktab Curriculum

Daily Qur'an Studies (One Of The Following)

- a) Qa'ida
- b) Juz Amma
- c) Nazira
- d) Hifz (Part Time)

Daily Memorization of:

- a) Kalimas
- b) Du'as
- c) Surahs
- d) Salaat

Islamic Studies (From The An Naseeha Book)

- a) Monday - Akhlaaq (Good Character)
- b) Tuesday - Aqeedah (Our Beliefs)
- c) Wednesday - Figh (Rules For Everyday Life)
- d) Thursday - Seerat (The Life Of The Prophet (Sallallahu Alaihi Wa Sallam))

2.Full Time Hifz Program at Ummah Masjid

Complete Hifz in 2-3 years

Monday - Friday (5 days a week)

8:00 am to 7:00 pm

8:00am - Arrival to School

8:30am - 11:00am - Sabaq and Sabaq Para

11:00am - 11:30am - Break/Snack

11:30am - 12:00pm - Islamic Studies (Akhlaq,Aqeeda, Figh, Seerat, Hadeeth, Tajweed)

12:00pm - 1:15pm - Daur Class

1:15pm - 2:00pm - Zuhar Break and Taaleem after Zuhar

2:00pm - 3:00pm - Daur Class

3:00pm - Home Time or In-School Break

5:00pm - 7:00pm Mandatory Qur'an Reading time at Ummah Masjid.

****Students will complete their academic studies on their own time.**

3. Full Time Aalim Class

Complete 6 Year, English Medium, Full Aalim Program
Monday - Friday (5 days a week)

8:00am to 7:00pm

Period 1	- 8:30 to 9:15
Period 2	- 9:15 to 10:00
Break	- 10:00 to 10:15
Period 3	- 10:15 to 11:00
Period 4	- 11:00 to 11:45
Period 5	- 11:45 to 12:30
Lunch Break	- 12:30 to 1:30
Zuhar Salat	- 1:30 to 2:00
Period 6	- 2:00 to 3:00
In School Break	- 3:00 to 5:00
Motala	- 5:00 to 7:00

DAILY ROUTINE

1. Attendance is taken **15 Minutes after school start time** by handing the folder to the teacher so that the teacher may mark who is present and who is absent
2. Students who arrive after the attendance has been taken must first go to the office before sitting in class.
3. Late students will be marked late in the attendance folder.

The office calls home after the attendance to follow up on lates and absences.

LATE STUDENT POLICY.

- All late students must enter from main entrance.
- Students will enter and, after the register is changed, get a late slip from main office. Without this slip they are not allowed in class. The slip ensures that the attendance register has been changed.
- Students will then give this slip to their teacher to enter the class. Teacher does not have to retain this slip.

LATE TEACHER POLICY

- Teachers must be in class before the class begins. If a teacher is going to be late, they must inform the office to arrange for the appropriate supervision.
- Teachers who are late more than 3 times in the month, may have to speak with one of the supervisors to discuss the matter.

BACK DOOR POLICY

- **NO ONE (except current teachers)** is allowed to enter from the opposite side of the portable entrance without first informing the office
- **Only the Head of the Department** has the authority to open the door to allow a parent or visitor in the classroom.
- Teachers bringing their children in late, must first send them to the front office so that the attendance is updated.
- **If a parent meeting is required, a written note will be sent to the head of the department, and he will make the necessary appointment.**
- Parents, late students, visitors, will only be allowed to enter if their entry into the classroom is scheduled.
- Possible scenario - Someone wants to bring a treat for teachers or for the class - date and time must first be approved by the head of the department so the learning process is not disturbed
- Parents drop their children at the Masjid door. No parents are coming in to escort their child to their class.
- Parents and Visitors are NOT allowed to sit in the class when the evening Maktab or Hifz Class is taking place

Regular school attendance and punctuality are essential for a successful school experience. School attendance is required by law.

EARLY DISMISSAL POLICY

After arrival at school, a student will not be allowed to leave school without a permission slip from the head of the department. Parents who need to pick up their child before the regular dismissal time must:

1. Call the school office. 289 893-1248
2. Send a note with the child.
3. Pick up their child in the school office.

NORMAL DISMISSAL ROUTINE

*All classrooms are the responsibility of the teacher and class.

Before leaving the room, the teacher must make sure that:

- Benches are Put Away
- Specks off the Floor
- Air Conditioner Turned Off
- Fans Turned Off
- Garbage Emptied Into The Main Bin In The Hallway
- Lights Turned Off

DROP OFF AND PICK UP POLICY

Safety is first and foremost. We are responsible for the children when they are scheduled to be in school. The department Head should be there first and ensures that the doors are unlocked. We cannot be responsible for children at times when they are not scheduled to be in school. There is no after school supervision. Parents who are running late must inform the front office and arrangements will be made.

If someone else shows up to pick up a student i.e. aunt, The department head will phone home first - to see if the student is allowed to go home with that person. If the office was not already informed.

HEALTH POLICY

If any students come to Ummah Masjid with the following - send them to the office. They will make the necessary arrangements. Do not make judgments on your own.

a) Illness

Because we want to make our school program as successful as possible, we must ask that children who are sick be kept home. A child may not attend school with a fever (100 degrees/ 37.5 or higher) and must be fever free for at least 24 hours before returning to school.

b) Communicable Disease

Although other communicable diseases do not require a medical certificate for return to school, these following guidelines are to be enforced.

Disease	Absence Guideline
CHICKEN POX	For 5 days after the rash begins, or until all blisters have crusted, whichever is shorter.
DIARRHEA	Until diarrhea stops.
IMPETIGO	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
MEASLES	For at least 4 days after the rash begins.
MUMPS	For at least nine days after the swollen glands appear.
PINK-EYE	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
LICE	Until treatment has started AND NO MORE NITS.
RUBELLA	Until at least 7 days after the rash first appears.
SCARLET FEVER	Until antibiotic treatment has been taken for one full day.
STREPT THROAT	Until antibiotic treatment has been taken for one full day.
WHOOPING COUGH	Until antibiotic treatment has been taken for at least 5days. If no treatment is given, for three weeks from when the cough began.

EMERGENCIES

- Teachers do NOT call students homes in the case of an emergency or sudden illness. They will send the child to the department head. He will then make a decision.

ADMINISTERING MEDICATION

*Teachers may NOT give ANY medicines to the students.

*Any student who is required to take medication prescribed by a physician, will be assisted by the office. To do this, Ummah Masjid must receive a written statement from the physician detailing:

- Times of administration
- Name of Medication
- Dosage to be given

STUDENT EXTENDED ABSENCES

A letter will be written to the office about the extended absence

The principal will decide by the length of the trip whether a child will receive a report card or not for that term.

TEACHER EXTENDED ABSENCES

A letter will be written to the office well in advance of the scheduled absence requesting the intended absence.

The principal will decide by the nature and length of the absence whether it can be granted and what suitable arrangements can be made for a replacement teacher.

OUTSIDE ACTIVITIES

*Teachers are expected to attend outside activities when needed and help in the supervision of the children. Please inform the office in writing if unable to attend an outside activity so that other supervisors may be arranged beforehand.

DISCIPLINE POLICY: RANGE OF CONSEQUENCES

The staff at Ummah Masjid continually recognizes and reinforces good behavior, wise decision-making and positive contributions to the school by our students. Those students who are unable or unwilling to meet the school's expectations will be faced with consequences appropriate to the situation. The consequences can include one or a combination of the following:

a) Minor infractions / disputes:

- reprimand
- accessing peer mediation
- verbal or written apology
- classroom time-out in office
- counseling and dialogue with teachers and / or administrator
- missing break

b) Significant infractions and / or persistent misbehavior:

- counseling and dialogue with teachers and / or administrator
- interview with parents / teacher / administrator
- withdrawal of privileges (i.e. trips)
- school clean-up assignment
- behavioral contract
- in-school or out-of-school suspension

c) Extremely Serious Infraction - Immediate Removal from the School

- Possession of Drugs
- Possession of Firearms
- Sexual Interference or Inappropriate Sexual Touching
- Assaulting a teacher or staff member

Suspension either from school or specific rights / privileges is a very significant step taken by the principal. Suspensions indicate that the behavior of the student has either been well beyond the tolerances of usual student behavior or the student has been persistent and the student has not demonstrated a satisfactory response to other interventions.

EASY - SIMPLE DISCIPLINE PLAN FOR TEACHERS

1. Teachers post and go over class rules.
2. Child breaks rule - name on board
3. Child breaks rule again - check mark goes beside their name
4. Child breaks rule third time that day - **Three strikes and you are out.** Child will be taken out of the class by the department head. An Incident report will be written out. Teachers will text him or call him and he will come to the class and remove the child. If he is occupied with something else, the child will be sent to the office with a hall pass and wait on the chair or couch.

****NO TEACHER UNDER ANY CIRCUMSTANCES IS ALLOWED TO PHYSICALLY DISCIPLINE ANY STUDENT!**

CLASSROOM RULES

Teachers will employ a system of discipline that is age appropriate for the students are their responsibility. They will develop and implement classroom rules in accordance with the school's goals, philosophy and school wide rules. The classroom rules will be positive rules; their number kept to a minimum.

A well-disciplined classroom is one in which the students know and understand the importance of the classroom and school wide rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will teach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

STUDENT'S RESPONSIBILITIES

Students are expected to:

- show respect for themselves and others
- follow directions of all staff and the classroom rules
- keep hands, feet and objects to themselves
- use clean language and speak in an appropriate tone of voice
- safeguard and protect private property
- be honest and truthful
- be prepared: report to class on time, bring supplies, homework and materials
- keep the school clean - do monitor jobs diligently
- walk at all times inside the school building
- leave personal items at home
- raise hand to speak in class
- remain seated
- remain in class unless carrying a hall pass

STUDENT CODE OF CONDUCT

1. **I will show respect for myself and others.** Showing respect means that I will use first names when speaking to fellow students. I will solve differences by talking and acting in a way that will not hurt anyone.
2. **I will follow directions** from the staff. I will listen when staff members speak, and I will do what they tell me to do.
3. **I will keep my hands, feet and objects to myself.** I will not hurt or bother other students.
4. **I will use clean language and speak in an appropriate tone of voice.** I will not disrupt, or interrupt classes with my voice. I will speak loud and clear when I am asked to speak in front of a group.
5. **I will safeguard and protect all school and private property.** I will treat all property with care. I will not break, take or write on things that do not belong to me.
6. **I will be honest and truthful.** I will always be honest and truthful, and I will remember that Allah is watching me at all times.
7. **I will be prepared.** I will report to class on time with all necessary books and supplies.
8. **I will keep the school clean; put litter in the trash cans.** No Food or drinks allowed in class. I will throw away all garbage and make sure the area I was sitting in is clean. I will clean after myself.
9. **I will walk at all times inside the school.** I will run outdoors on the playground, and at P.E. time only.
10. **I will leave personal items at home.** I will not bring items such as cell phones, Tablets, electronics, toys, cosmetics, jewelry, money, glass, knives, etc.

TEACHER RESPONSIBILITIES

- Teachers must come on time to class - 5 minutes before class begins
- Teachers must inform The department head if late or absent so that substitution arrangements can be made
- Teachers must adhere to school timetable
- Teachers must not use their cell phones during class time.
- Teachers must not entertain friends, family or visitors during class time
- No food or drink allowed in the portables during class times. Water is allowed.
- Teachers must inform The department head if they are changing normal routine for a lesson - i.e. Taking class outside to do a project or to play
- Teachers are responsible for maintaining a clean classroom
- Teachers are responsible for maintaining discipline in their classrooms and following the school discipline policy
- Teachers must report any bullying in their classrooms to The department head immediately
- Teachers must inform The department head of any student that is falling behind or not meeting expectations so that a parent interview can be arranged
- Teachers will report any issues or problems to The department head immediately so that they can be dealt with i.e. Discipline, or confusion in their planning, misunderstanding with colleagues etc.
- Teachers are responsible for the long- and short-term planning of their classes
- Teachers are responsible for teaching the expectations for their subjects-grades.
- Teachers are responsible for maintaining evaluation or expectations and learning skills.
- Only The department head may detain classes or students after school
- Teachers will not talk to parents about students outside of school - a parent interview will be arranged by The department head.
- All parents communication will go through The department head. Fathers or Mothers who need to speak about school related matters will talk with The department head.

RECESS SUPERVISION

The department head is responsible for recess supervision.

NOTE - THERE IS NO RUNNING ALLOWED INSIDE THE SCHOOL

For the safety of the students and to monitor bullying, children will never be allowed outside without supervision. This will also ensure that the sunnats of eating are being followed and snacks are being properly put away. Insh...