



Al-Furqan  
Quran School

**AL - FURQAN PT SCHOOL**

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# Parent Handbook

## 2024-2025

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70 FIELDROW ST, OTTAWA, ON K2G 2Y7

613-226-1396

[WWW.ALFURQAN.CA](http://WWW.ALFURQAN.CA)

# HISTORY

Al-Furqan Part-time School was established in Ottawa in early 2003 with an initial enrollment of nearly 200 students, concluding that school year with 165 students. The following year, in 2004, the school expanded significantly, starting with 300 students. Today, Al-Furqan School proudly serves over 500 students across three different locations: the After Abraar program and West 1 program at Abraar Elementary School (70 Fieldrow St), the West 2 program at 1469 Stittsville Main St, and the East program at St. Patrick's High School (2525 Alta Vista Dr). In addition, we offer virtual Quran classes.

Al-Furqan School operates under the auspices of the Muslim Association of Canada (MAC) and aligns with the association's principles, regulations, and guidelines. In 2004, the school was officially registered, and a dedicated school board was formed. This board has taken on the responsibility of overseeing and continuously improving all aspects of the school.

## PROGRAM OVERVIEW

Al-Furqan School offers classes on weekday evenings from 6 PM to 8 PM for students aged 4 to 16 years. Our students come from diverse backgrounds, including both Arabic and non-Arabic speaking homes.

- Levels 1 to 3 focus on Al-Nooraniya, which teaches students to read the Quran accurately in Arabic, along with memorizing Juz' 30.
- Levels 4 to 6 emphasize Tajweed (the correct pronunciation and recitation of the Quran) and memorization. In these levels, students memorize the last four parts of the Quran (Juz' 26, 27, 28, 29).
- Levels 7, 8, 9, and 10 are designed for advanced students. These levels focus on the memorization of Surah Al-Baqarah (Level 7), Surah Al-Imran and Surah An-Nisaa (Level 8), and Surah Al-Kahf (Level 9). Level 10 is dedicated to further memorization and revision of any parts of the Quran, with an opportunity for students to memorize the entire Quran.

At Al-Furqan School, our goal is to nurture our students' understanding and love for the Quran, helping them achieve proficiency in recitation, Tajweed, and memorization. We are committed to providing a comprehensive Islamic education that supports the spiritual growth of our students.

# REGISTRATION

1- Al-Furqan After Abraar Program registration link: [CLICK HERE](#)

2- Al-Furqan West 1 Program registration link: [CLICK HERE](#)

3- Al-Furqan East Program registration link: [CLICK HERE](#)

4- Al-Furqan Virtual Program registration link: [CLICK HERE](#)

5- Al-Furqan West 2 Program registration link: [CLICK HERE](#)

# SCHOOL HOURS

After-Abraar: 3:45PM-5:00PM (M, T, W, Th)

East: 6:00pm-8:00pm (M, W)

West 1: 6:00pm-8:00pm (T, Th)

West 2: 6:00pm-8:00pm (M, Th)

Virtual: 6:00pm-8:00pm (M, W)

# SCHOOL CALENDAR



Al-Furqan  
Quran School

Al Furqan PT School Calendar

## 2024-2025

### SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

First Day of School for After Abraar, East and Virtual programs  
September 9, 2024  
 First Day of School for West programs  
September 10, 2024

Last Day of School for East and Virtual programs  
June 11, 2025  
 Last Day of School for After Abraar and West programs  
June 12, 2025

**BREAKS**  
Winter Break: December 23, 2024 - January 3, 2025  
March Break: March 10 - March 14, 2025  
Ramadan Break for West & East: March 1 - April 1, 2025

**HOLIDAYS**  
Thanksgiving: October 14, 2024  
Eid: April 2, 2025  
Easter: April 21, 2025  
Victoria Day: May 19, 2025

**PD DAYS**  
No School: November 7, 2024 and February 13, 2025

**EVENTS**  
Annual Quran Competition: February 17, 2025

**STAFF MEETINGS**  
Last Friday of every month

# SCHOOL POLICIES AND PROCEDURES

## **Al-Furqan School Committees (2024-2025)**

The school committees at Al-Furqan School are a collaborative effort involving parents, school staff, and interested community members, all working together to enhance the learning environment. These committees provide recommendations to the principal and/or school board on various matters that impact student learning. Additionally, the committees are involved in fundraising activities, acquiring books and classroom materials, maintaining a positive school climate, revitalizing the schoolyard, organizing cultural events, and securing sports equipment. Please note that being a member of a school committee requires volunteering for all programs.

## **How Can Parents and Interested Community Members Get Involved?**

Parents and community members are encouraged to get involved in the school's activities. Watch for notices sent via email or letters sent home with students requesting volunteers. If you're interested in getting actively involved with the school's programs, please contact us at [admin.pt@alfurqan.ca](mailto:admin.pt@alfurqan.ca).

## **Attendance**

Regular attendance is expected for all students. If your child will be absent, please notify the office in advance. In cases of illness or emergency, call the school at 613-226-1396.

# SCHOOL POLICIES AND PROCEDURES

## **Communication**

Communication with parents will primarily be through emails and telephone calls. While a WhatsApp group is available for sharing information, important correspondence will be sent via email and/or as paper notes in the students' bags. Please make it a habit to regularly check your email and your child's bag for any notes or letters from the school.

## **Dress Code**

All students are expected to adhere to Islamic dress guidelines. Please ensure that your daughters have a hijab for prayer. Indoor shoes are required for participation in gym activities. Outdoor shoes (e.g., snow boots) are not allowed in the classroom.

## **Personal Belongings**

Given the school's focus on robust sports and activities, students should not bring jewelry or valuables. Electronics must comply with school policies, and students are not permitted to take pictures of other students for privacy reasons. To avoid distractions, it is highly recommended that students do not bring electronics to school. If electronics become a distraction, school staff may collect them, and students will be asked to hand them over. If they refuse, parents will be called to take their child home for the day.



# SCHOOL POLICIES AND PROCEDURES

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## **Medication**

If your child requires medication during school hours, a permission form must be on file each year. For temporary medications (e.g., for colds or flu), we require written authorization detailing the dosage and timing. It is the child's responsibility to come to the office at the appropriate time for medication administration.

## **Visitors**

Visitors are welcome at the school. For security reasons, all visitors must notify the school principal in advance. As a courtesy, classroom visits should also be prearranged with the teacher involved.

# SCHOOL POLICIES AND PROCEDURES

## **Fire Drills**

Fire drills will be conducted throughout the school year. Students are expected to evacuate the building immediately, in an orderly manner, without running or pushing. Teachers will ensure that students know the proper exits and that they leave the building without taking any personal items. Students should move away from the building and remain outside until further instructions are given.

## **Safety**

The safety of students and staff is a top priority. Unless otherwise arranged with the principal or administration, only parents are allowed to pick up their children. Written permission from parents is required if someone else will be picking up your child.



# SCHOOL POLICIES AND PROCEDURES

## Students' List

Please ensure that your child brings the following items to school each time:

- Nut-free snacks
- The Holy Quran
- A water bottle to last the entire day
- A hijab for prayer time (for girls)
- Indoor shoes
- Any necessary medication, which must be provided to the office

## Lost & Found

All lost items will be placed in the school's "Lost & Found" box. Please check this box regularly for any lost belongings.

# CODE OF CONDUCT

## General Philosophy

Discipline is a fundamental aspect of the Islamic lifestyle. A Muslim is expected to be well-disciplined at all times. At Al-Furqan School, enforcing rules of discipline helps students acquire the habits and skills necessary for success in all aspects of life. Our approach to discipline is rooted in Islamic guidance and direction, and we expect a high standard of Islamic conduct from all students. Any disruptive behavior or actions that interfere with a student's development or that of another student are strictly prohibited.

Our goal is to collaborate with both the students' home and school environments to nurture a generation of responsible Muslim citizens. Teachers have the responsibility to teach social and academic skills, while students are expected to practice self-discipline. Parents are also expected to support the school by instilling proper discipline at home. The school expects parents to take corrective measures if their child's behavior disrupts classes. Any student whose behavior is detrimental to the well-being of the class or the Islamic environment of the school may be excluded from school.

# CODE OF CONDUCT

## Code of Conduct

Every student at Al-Furqan School is expected to adhere to the following code of conduct:

- Attend school regularly and be on time (unless an excused absence is provided).
- Dress according to the Islamic dress code outlined in this handbook.
- Follow directions given by teachers and staff.
- Walk in an orderly manner.
- Keep hands to yourself.
- Speak politely.
- Treat others with kindness and respect.
- Take care of school property.
- Remain on school grounds during school hours.
- Share equipment and play fairly.
- Do not bring hard balls, Frisbees, or skateboards to school.
- Avoid tackling, climbing on others, or play fighting.
- Do not throw stones or sticks.
- Treat others as you would like to be treated.
- In case of a disagreement:
  - Attempt to resolve the issue by discussing it calmly.
  - If the disagreement continues, seek assistance from a teacher.
  - Disagreements will not be resolved through fighting.

# CODE OF CONDUCT

## Dress Code

Students are expected to wear appropriate clothing that adheres to Islamic guidelines at all times while at school.

## Expectations of Students

- In the Hallway:
  - Stand quietly in single file with your class, avoiding pushing.
  - Keep to the right while walking and do not run in the hallway.
- In the Classroom:
  - Follow the rules and routines established by your teacher.
  - Raise your hand if you wish to speak.
  - Do not interrupt others when they are speaking.
  - Be respectful, responsible, and cooperative at all times.
- In the Playground:
  - Do not throw rocks, snowballs, or other objects.
  - Always be aware of and follow safety rules.
  - Avoid using hockey sticks and baseball bats.

## Items Not Allowed at School

- Electronics of any kind (e.g., cell phones, iPads, etc.).

# CODE OF CONDUCT

## Prohibited Behaviour

- Undermining the religious ideals of the school.
- Disrespecting teachers and staff.
- Using profanity or name-calling.
- Engaging in harassment or fighting.
- Being dishonest or cheating.
- Engaging in illegal or immoral conduct.
- Threatening the safety of oneself or others.

## Consequences of Inappropriate Behavior

When student behavior does not meet expectations, we use disciplinary measures to help the student understand:

- What they did wrong from an Islamic perspective.
- How their behavior negatively affected themselves and others.

# CODE OF CONDUCT

## Discipline Procedures:

- **First Step:** After three warnings from the teacher, the student will be spoken to by the supervisor or administration.
- **Second Step:** If the behavior continues, the student will receive a timeout during class and recess.
- **Third Step:** If the behavior persists, a meeting will be requested with the parents.
- **Fourth Step:** If the behavior continues, the student will be asked to stay home for one day.
- **Fifth Step:** If the behavior persists after Step 4, the student will be expelled from the school.

Under serious circumstances, expulsion may be recommended immediately.



# FACILITY

Al-Furqan Part-Time School's main office is located at Abraar Elementary School, 70 Fieldrow Street, Ottawa, ON. The facility includes access to multiple classrooms, a kitchen, and a spacious gym. The schoolyard is equipped with play structures and is adjacent to a City of Ottawa public outdoor swimming pool.

# IMPORTANT TELEPHONE NUMBERS

## **Al-Furqan Part-Time School Office**

70 Fieldrow St., Ottawa, ON

Tel: 613-226-1396

## **Administration Contacts:**

- West 1 Supervisor: Sr. Naida - Tel: 613-700-6017
- After Abraar Supervisor: Br. Hani - Tel: 613-219-6562
- West 2 Supervisor: Sr. Hadia - Tel: [Insert number]
- East Supervisor: Br. Hani - Tel: 613-219-6562

# **QUESTIONS?**

E-mail: [admin.pt@alfurqan.ca](mailto:admin.pt@alfurqan.ca)

Jazakumullah Khiran!