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Dear Parents and Teachers: Assalamu Alaikum wa Rehmatullah,

Tahir Academy was born in 2014 as a result of a Majlis-e-Shura proposal of Ahmadiyya Muslim Community USA. The objective of this initiative was to provide additional human and financial resources that our Atfal and Nasirat needed.

Today, more than 40 Tahir Academies have been established nationwide and over 1500 children are reaping the benefits of collaboration between auxiliaries, missionaries, principals, teachers, Tarbiyat secretaries and dedicated parents. By following the Quranic instruction of “…help one another in righteousness and piety 5:3” Alhamdulillah, Tahir Academy has truly become the “home of Atfal and Nasirat.”

Under the fatherly guidance of Hazrat Khalifatul Masih (may Allah be his helper), our Auxiliaries have crafted a unified syllabus for Atfal and Nasirat. This lays the foundation for unified tests in the future inshallah.

I sincerely thank Respected Ameer sahib USA, Dr. Mirza Maghfoor Ahmad, for his vision to focus Tarbiyat efforts on children and Ameer sahib’s unwavering support. I humbly express my sincere gratitude to all the office holders, teachers, administrators and parents who are blessed to be a part of this nation-building project. May Allah protect their families and grant them all the good in this life and the hereafter.

Ameen.

Faheem Younus Qureshi
National Tarbiyat Secretary, USA
2014 USA Jama’at Majlis-e-Shura Recommendations

The Tarbiyât sub-committee deliberated on 4/11/14, from 8:30 PM to 11:00 PM. The meeting began with Tilawat by Imam Hammad Ahmad sahib and Du`a led by Naib Ameer Dr. Mirza Maghfoor Ahmad Sahib. The meeting concluded with Du`a led by Imam Mohammad Zafrullah Hanjra Sahib.

Proposal:
Approximately 4,000 Ahmadi Muslim children under the age of 15 (boys and girls) live in the United States. Special emphasis for the Tarbiyat of these children is needed. In the light of Huzoor’s (aba) recent Friday sermons on the importance of self-reformation, National Majlis-e-Amila recommends that Jama’at USA develop and implement a comprehensive Tarbiyat plan for all children under the age of 15.

Recommendations:
Five Jamaats are currently conducting comprehensive children classes in a "Sunday School" like fashion under the banner of "Tahir Academy." The subcommittee expressed a strongly favorable opinion of Tahir Academies and recommended that the National Tarbiyat department should establish Tahir Academies in at least 25 different Jamaats during the 2014-15 year.

Salient features of Tahir Academy are:
1. The operations, coordination and funding of Tahir Academy should be under the local Jamaat structure, supervised by the National Tarbiyat department.
2. Classes should be taken by missionaries (where available and continuity can be assured), auxiliary representatives, and other teachers as needed.
3. Though blending all the different syllabi (Atfal, Nasirat, etc) into a single syllabus is the ultimate goal, it should not be a requirement at this stage.
4. Tahir Academy should run for three terms per year, with each term holding at least 10 weekly sessions. Students should get a break during summer vacations and Ramadan.

5. Tahir Academy should be for boys and girls between the ages 5-15 years. However, classes for students over the age of 10 years should be held separately for each gender.

6. Local policy decisions should be made by an advisory board, constituting the local Tarbiyat secretary, Missionary, Qaid Khuddam-ul-Ahmadiyya, Sadr Lajna Imaillah, Zaim Ansarullah, Secretary Waqf-e-Nau and Murrabi Atfal. Jamaat President will serve as the board chairman. The Board will nominate a Principal and administrative staff to run the Academy's operations.

7. Since Tahir Academy will operate under the Jamaat umbrella, it is vital that other Jamaat or auxiliary programs should not compete with the predetermined schedule of Tahir Academy.

8. Tarbiyat department should be responsible for providing detailed materials such as handbook of policies and procedure, best practices etc.

Respectfully submitted,

Dr. Mirza Maghfoor Ahmad - Chairman
Dr. Faheem Younus Qureshi – Secretary

Above is the original text of the Shura proposal approved by Hazrat Khalifatul Masih in 2014. In 2014, Hazrat Khalifatul Masih V (aba) graciously approved “Tahir Academy” as the name of all weekend children schools that were being administered by various Jamaats within the United States at that time.

This following pages spells out the details required to operate a unified Tahir Academy institution across the nation.
Section I: Operational Policies

Registration
A child must be registered by a parent or legal guardian only. Parents should read the Tahir Academy Handbook and submit the registration form before the due date.

Mid-year registration
Due to various reasons, a parent may want to enroll their child in Tahir Academy after a term has already started. In such a case, consider asking the parents to read Tahir Academy Handbook and attend one full school day along with their child. After that, they should submit a complete registration form. The child should be allowed to join Tahir Academy from the 1st day of the next term. However, exceptions to this rule can be made if the Board recommends.

Age of students
Tahir Academy is for Ahmadi Muslim boys and girls students between the ages of 5-15 years. The student should be 5 years on September 1st and have at least 1 year pre-school experience. Any child who turns 15 during a school year should stay in Tahir Academy until they successfully graduate by passing all exams. Children under the age of 7 should be accompanied by a parent for the whole duration of their school day unless the administration decides otherwise.

Class composition: Age based or competency based?
Students should be grouped in a class according to their age. However, the teachers can place a student in a higher or lower grade based on competency.

Class duration
Children have short attention spans. A class should be less than or equal to 40-minute duration. A typical Tahir Academy day requires approximately 3-hours of teaching, 30-minute for salat and at least 1-hour for lunch and sports. Giving children at least 40-minutes of sports or fun time is an integral part of Tahir Academy.
**Waqfe Nau classes**
Since the Tahir Academy syllabus is derived from the Waqfe Nau syllabus, our Waqifeen should gain significant benefit from joining Tahir Academy. However, the local Waqfe Nau Jamaat Secretary should hold their own classes at another date and time if they deem necessary.

**Auxiliary classes**
The objective of Tahir Academy is to strengthen our Atfal and Nasirat. Please ensure that auxiliaries get a class of equal duration during the Tahir Academy day where they can go over auxiliary specific initiatives (auxiliary chanda, writing letters to Huzoor, planning for Ijtima, handicrafts, sports, preparing for Ijtima competitions or other auxiliary programs).

**Gender related questions**
The Board can appoint any male or female member of the Jamaat in good standing as the principal. Similarly, the Principal can appoint any male or female member of the Jamaat in good standing as a teacher or volunteer. It’s a good practice to consult with local Sadr Lajna before appointing female staff.

Atfal and Nasirat over the age of 10 should be taught in separate classes. Combined classes of children over 10-years-old – in resource limited settings – could be held by one teacher with a physical screen between the two groups. Staff and Board meetings involving both men and women should also be conducted with a physical screen in the room.

**The School Year**
Academic year comprises of a recommended 30 weekly sessions from September to June. Administration may divide the year into two or three terms, as long as syllabus is covered. Dates when Tahir Academy is in session should be decided after consultation with local Jamaat to synchronize with other Jamaat activities. Note point number 7 in the Shura proposal: “Since Tahir Academy will operate under the Jamaat umbrella, it is vital that other Jamaat or auxiliary programs should not compete with the predetermined schedule of Tahir Academy.”
Holidays
Tahir Academy typically does not operate during Ramadan, summer break and winter break. Auxiliaries are encouraged to hold their independent classes during those months if they so desire.

Tests
There will be a final test at the end of Fall and Winter terms and a cumulative exam at the end of the Spring term. Auxiliaries will administer their own tests during the dedicated time slot for auxiliaries. The long-term goal however, is to unify all tests to align with a unified syllabus.

Syllabus
In 2016, Hazrat Khalifatul Masih instructed us to merge Atfal and Nasirat syllabus into one. Huzoor (may Allah strengthen his hands) further asked us to develop this unified syllabus from the International Waqfe Nau syllabus. Alhamdulillah, with the blessings of Khilafat, we now have a single unified syllabus for our Atfal and Nasirat which is taught at all Tahir Academies.

The unified syllabus comprises of 6 levels. Each level includes age appropriate instruction on recitation and memorization of Quran and Salat, in addition to Islamic history, values, auxiliary classes and other needed elements. Full break down of the unified syllabus is available at this link: TahirAcademy.org

Dress code
Boys should wear an Atfal-ul-Ahmadiyya cap, a white polo shirt with Tahir Academy logo and black or tan pants with socks. Girls should wear white hijabs with loose fitting, modest clothing.

Students should not wear dresses adorned with pictures of celebrities or other offensive messages.

Absence
Administration should talk to the parents of any student who misses more than 3 sessions in a term without an acceptable reason. Student coming late and leaving early without permission will be marked absent.
Tardiness
Attendance should be marked ten minutes before the actual school day starts. For example, if the school starts at 10 am, attendance should be taken between 9:50 – 10 am. 10:01 am is defined as late. Students arriving more than 15 minutes after the school starts should be accompanied by a parent. The parent may be asked to talk to the on-site principal or vice principal before a student is allowed in the class. Habitual tardiness should be promptly addressed by the administration.

Early dismissal
Early dismissal should only be allowed by the principal or vice principal onsite under exceptional circumstances. Students leaving before Zuhr Salat should be marked 1/2 absent for the day.

Drop-off, pickup
On time children drop-off and pick-up is the parent’s responsibility. Parents may authorize another Jamaat member to drop-off/pick-up their child only after consulting with the on-site principal.

Homework
Parents are responsible to check if their children are doing the assigned homework on time. Administration should provide real time feedback to parents in case there is a concern with a specific student’s performance.

Sports & extra curricular activities
At least 40 minutes of organized and supervised sports (or other extra-curricular activity) are an integral part of the school. Sports time should not be reduced or eliminated to accommodate additional teaching.

Rewards and recognition
Administration should recognize student’s hard work by giving them awards at the end of each term or school year.

Mosque cleaning
Students must be taught the responsibility and blessings that come with participating in Waqar-e-Amal. Younger students should be given age appropriate work while the older students should be asked to help
out with vacuuming, trash removal, bathroom cleaning etc in the mosque.

**Disciplinary committee**
All disciplinary issues and concerns should be handled by the Principal. The principal can form a committee to address issues on a case-by-case basis.

**Avoid scheduling conflicts**
It is a best practice to lock-in Tahir Academy schedule for the whole year and communicate it to the local Jamaat and auxiliary office holders at the beginning of the year. This will prevent scheduling conflicts with other Jamaat programs. Local board should ensure that the following point in the approved Shura proposal is respected:

"Since Tahir Academy will operate under the Jamaat umbrella, it is vital that other Jamaat or auxiliary programs should not compete with the predetermined schedule of Tahir Academy."

**Official Logo**
Below is the approved Tahir Academy logo. Using this logo uniformly, without customization, will strengthen the national network of 40-plus Tahir Academies. A high-resolution file of this logo is available at Tahiracademy.org

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(Tahir Academy)

(Name of the Chapter)
Section II: Meetings

Staff meetings
The frequency and duration of staff meetings (Principal, vice principals, teachers, volunteers) can be decided by the local administration on an as needed basis. However, we recommend a monthly staff meeting while the Academy is in session.

Parent teacher meetings
At least two in-person parent-teacher meetings are recommended during a school year. Such meetings are best held towards the end of a semester.

Board meetings
A quarterly in-person board meeting is recommended. The board is responsible for bringing all parties together, resolve conflicts amicably, and supporting the Tahir Academy. Principal and vice principal are not voting Board members. On an as needed basis, other members of administration can also be invited to a board meeting as observer after seeking permission from the board chair. Ensuring attendance at a Board meeting is each member’s responsibility. Board meetings should be conducted with a screen separating men and women. Both sides can discuss matters of concern though.

Board meetings should be scheduled by the Principal after consulting with the Board chair.

Notes
Section III: Responsibilities

Responsibilities of the Board
Local policy decisions should be made by the board, constituting the Tarbiyat secretary, Missionary, Qaid Khuddam-ul-Ahmadiyya, Sadr Lajna Imaillah, Zaim Ansarullah, Secretary Waqf-e-Nau and Murrabi Atfal. Jamaat President serves as the board chairman. The Board will nominate a Principal and administrative staff to run the Academy's operations. The Board Chair can allow additional non-voting members from the administration to attend board meetings.

Responsibilities of the Principal
Tahir Academy Principal is responsible for appointing the teachers and administrative staff. He or she is also responsible for preparing, publishing and distributing the school schedule in consultation with the teaching and administrative staff. Principal is also responsible for overseeing the day to day operations, scheduling parent-teacher meetings, addressing concerns and complaints, and keeping track of expenses.

Responsibilities of Vice Principal
The role of a vice principal is delineated by the principal.

Responsibilities of Teachers and Volunteers (Administration)
Teachers should use the prescribed syllabus, track student’s progress and provide appropriate and timely feedback to parents. A teacher should only sign up for a class if he/she can assure to continuously take the class for the whole semester.

It is the administration’s responsibility to make sure children perform wudhu, offer salat gracefully without fidgeting and stand shoulder to shoulder during salat. After salat, student should perform Tasbeeh before talking and running.

It is the administration’s responsibility to teach students to start and end their meals with prescribed prayers, educate them about not wasting food and supervise them during sports.

Responsibilities of Parents
Parents should read this Tahir Academy Policy Handbook, attend a day when school is in session, and submit a completed registration form
before the deadline. Procurement of prescribed books and required supplies and bringing them to school is also the responsibility of each student and their parents. Parents should ensure timely pick-up and drop-off for their children.

Parents should actively reinforce whatever children learn in the school (performing wuzu correctly, offering salat, completing homework, abiding by the dress code, and listening to the teachers). Parental concerns should be brought directly to the attention of a principal or vice principal.

**Responsibilities of Students**
Greet everyone with Assalamu Alaikum, refrain from using cell phone in the class (not even for note taking), follow instructions from the administration, respect teachers and elders and take responsibility for bad behavior. Disciplinary action may apply.

**Notes**
Section IV: Miscellaneous Issues

One mosque – multiple Jamaats
In many states, multiple Jamaats participate in a shared Tahir Academy at one mosque. Under such circumstances, we recommend that the presidents of all these Jamaats should develop an agreement to have a single board and a single administration with adequate representation from all Jamaats.

Field trips
We recommend that Tahir Academy administration should plan two field trips every year. One of these trip could be a picnic of all students and parents. Field trips are necessary to enhance student’s learning and knowledge by observing and relating their studies to the real world. Picnics allow parents to spend time with their children in a relaxed atmosphere.

Funding for each student is provided by Jamaat. Parents and administration are expected to pay for their own expenses. Under unique circumstances, the administration may request additional contributions from parents to offset the cost of the field trip. However, no student should be denied participation in the field trip because of his/her inability to contribute towards the cost.

Funding
Every year, National Tahir Academy team contacts each Jamaat President and Tahir Academy Principal, asking them to submit a budget. Once received, all budgets are reviewed and approved.

Use this link to submit your funding request:
https://docs.google.com/forms/d/e/1FAIpQLSeClckWRRNgPEBkEv-xl04MOwg0LEOUOY0_HFZZRsjp7JmIEsg/viewform

Funding is available for food, school supplies and field trips. Property related expenses (buying chairs, tables, dividers, etc) should not be included in the Tahir Academy budget; please submit a separate request to National Property Secretary for such expenses.
Local Tahir Academy related expense can be submitted to local finance secretary (along with original receipts) for reimbursement. The local finance secretary will submit those receipts with monthly Income and Expense Report to the Markaz for Jamaat’s reimbursement.

**Volunteering**
The minimum age for volunteers at the school is 15 years old (a Khadim/Lajna) or students in the 9th grade or above. Exceptions may be made for senior Atfal/Nasirat under age 15 who are eager to help. Student volunteers may receive credit for student service learning hours. It is the student’s responsibility to check with their school to be certain that the Tahir Academy is an acceptable choice for fulfilling his or her volunteer (service learning) hours.

**Communications**
Principals are encouraged to create a local WhatsApp group, email group or other modalities where information can be disseminated to all parents in a timely fashion.

However, we strongly discourage discussing any complaint, conflicts or disagreement via above modalities. All concerns should be communicated in an in person conversation to the local principal to avoid confusion.

**Personal Items**
Bringing toys and personal sporting equipment and items from home is discouraged as it causes disruption in the learning process.

**Addressing administration’s concerns**
The principal should be promptly notified of any concerns from the teachers or volunteers. Such concerns should be resolved at the lowest level possible preferably after talking to all parties or meeting in-person. We strongly advise against discussing or resolving concerns overs emails, text messages, or other online platforms.

Local issues are complex and should therefore be discussed in the local Board before escalating to National level. This is based on the Shura recommendation which stated: “Local policy decisions should be made by an advisory board.”
Addressing parental concerns
Parents should bring all concerns to the Principal or Vice Principal. In case of a dispute, the administration may ask the parent to write down their concern and then address it in a timely and just fashion. We strongly advise against discussing or resolving concerns overs emails, text messages, or similar online platforms.

Unique situations
Non-Ahmadi students? You may be approached by non-Ahmadi Muslims asking to enroll their children in Tahir Academy. After full disclosure of our policies and syllabus, such students can join Tahir Academy if they abide by our policies. There are at least three Tahir Academies at present where non-Ahmadi children are studying.

When to suspend or terminate a student? Such a decision should always be made after seeking local Board’s input. Consult your local Board for other unique situations that may arise from time to time.

Inclement Weather
Principal will make the school closing decision after consultation with the School administration and teachers. The decision should be communicated to all parents through a reliable method well in advance.

Notes
Information on this form will be used for home/school communications and planning purposes.

**STUDENT INFORMATION**

Name:________________________________
Date of Birth (mm/dd/yyyy): ___/___/______
Gender: M / F
Address: Street :________________
City ______________State _______ Zip _______
Siblings attending TA:________________

**PARENT/GUARDIAN INFORMATION**

Mother
Name:________________________________
Email:________________________________
Home Phone:___________________________
Cell Phone:___________________________
Best time to call:_______________________

Father
Name:________________________________
Email:________________________________
Home Phone:___________________________
Cell Phone:___________________________
Best time to call:_______________________

**EMERGENCY CONTACT**

Name:________________________________
Relationship:___________________________
Home Phone:___________________________
Cell Phone:___________________________
Allergies:_____________________________

**EDUCATIONAL INFORMATION**

If 5/6 yrs. Old, did your child complete 1 year Pre School/ Grade K?
*If learning, kindly write the current status:

<table>
<thead>
<tr>
<th>Item</th>
<th>Completed</th>
<th>Learning</th>
<th>Not Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaat (Arabic)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaat (with translation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yassarnal Qur’an*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holy Qur’an Nazira*</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hifz-e-Qu’ran:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Surahs memorized from Part 30:

**GOALS FOR MY CHILD:**

Please check whatever is applicable: I want my child to learn

- Holy Quran only
- Holy Quran & Salat
- Holy Quran, Salat and Religious Knowledge

I pledge to spend the following time to help my child with homework,

**UNDERTAKING**

<table>
<thead>
<tr>
<th>None at all</th>
<th>10 minutes/ day</th>
<th>1 hour on Saturdays</th>
<th>More than 1 ½ hours every week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FATHER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ My child will be attending Tahir Academy Bait-ur Rehman for the 2017-2018 academic year.

☐ I have received and read the handbook and shall have my child abide by the TA’s policies.

☐ I reaffirm my commitment to bring my child to school on time and have him/her stay for the full length of the school day.

Parent Signature: _____________________      Date: ______________