

# Tahir Academy Handbook

GUIDELINES FOR PRINCIPALS, BOARD  
MEMBERS, PARENTS & STUDENTS

2019 - 2020

BY NATIONAL TARBİYAT DEPARTMENT,  
AHMADIYYA MUSLIM COMMUNITY, USA





**Tahir Academy Handbook**  
**Guidelines for Principals, Board Members, Parents, & Students**  
**2019 - 2020**

By  
National Tarbiyat Department, USA  
2019

Tahir Academy Handbook

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# Foreword

Dear Parents and Teachers: *Assalamu Alaikum wa Rehmatullah,*

In 2014, Tahir Academy was born out of a Majlis-e-Shura proposal of the Ahmadiyya Muslim Community USA. The objective of this initiative was to provide additional human and financial resources for our Atfal and Nasirat. Today, nearly 50 Tahir Academies have been established nationwide and are benefiting over 2,000 children.

Today, Tahir Academy is enriched by the enthusiastic support of Majlis Atfal-ul-Ahmadiyya and Nasirat-ul-Ahmadiyya. Due to this collaboration, our children learn about true Islam, the history of their faith and its role in their daily lives. These are valuable lessons that are missing in their secular education. Tahir Academy helps children celebrate their Ahmadi identity; a place where they can be a mirror for each other, reflecting on the teachings of Islam and forming strong bonds with Khalifat.

Under the fatherly guidance of Hazrat Khalifatul Masih V (may Allah be his helper), Majlis Khuddam-ul-Ahmadiyya, Lajna Imaillah, and the National Tarbiyat Department have worked hard to streamline our processes over the last five years. Our children now follow one syllabus and learn from the same workbook. Within the next year, Inshallah, we will be offering unified testing which will further streamline our Talim and Tarbiyat objectives. Learning from our experience, we have also made some operational changes that are contained in this handbook. We hope and pray that our children, their parents, and our community fully support the guidelines outlined in this handbook.

We sincerely thank Respected Ameer Sahib USA, Dr. Mirza Maghfoor Ahmad, for his vision to focus on the Tarbiyat of our children and for his unwavering support. One is also grateful to the hundreds of volunteers, dedicated parents and members

of our national Tahir Academy team who are selflessly helping with this nation-building project.

May Allah, al-Aleem (the All-Knowing) protect their families and grant them the best reward both in this world and the hereafter. Ameen.

**Faheem Younus Qureshi**

Naib Ameer and  
National Tarbiyat  
Secretary, USA

**Dhiya Bakr**

Sadr  
Lajna Imaillah,  
USA

**Madeel Abdullah**

Sadr, Majlis  
Khuddam-ul-  
Ahmadiyya, USA

# 2014 USA Jama'at Majlis-e-Shura Recommendations

The Tarbiyat Subcommittee 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<sup>aba</sup> 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 Jama'ats 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 Jama'ats during the 2014-15 year.

## **Salient features of Tahir Academy:**

1. The operations, coordination and funding of Tahir Academy should be under the local Jama'at structure, supervised by the National Tarbiyat department.
2. Classes should be taken by missionaries (where available and where 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 Ramadhan.
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 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. Jama'at 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 Jama'at umbrella, it is vital that other Jama'at 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 procedures, best practices etc.

Respectfully submitted,

Dr. Mirza Maghfoor Ahmad - Chairman

Dr. Faheem Younus Qureshi – Secretary

Above is the 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 various Jama'ats, within the United States, were administering at that time.

# Section I: Roles & Responsibilities

## The Local Tahir Academy Board

The board is responsible for appointing the principal, bringing all parties together, resolving conflicts amicably and supporting the operational needs of the academy. The board should assure compliance of their Tahir Academy operations with all applicable federal and state laws. The board is comprised of the following voting members:

Jama'at Sadr – Board Chairman  
Missionary  
Tarbiyat Secretary  
Qaid Khuddam-ul-Ahmadiyya  
Sadr Lajna Imaillah  
Zaim Ansarullah  
Local Principal

The vice principal(s), Nazim Atfal and Secretary Nasirat are non-voting board members. The board chair and the principal (with mutual consultation) should appoint the administrative staff and teachers. It is a good practice to consult local Sadr Lajna before appointing female staff members to assure they are purdah observing. (*also see, Section III: Board Meetings*)

## The Local Tahir Academy Principal

Any male or female member of the local Jamaat can serve as the principal. The principal is responsible for preparing, publishing and distributing the school schedule in consultation with the teaching and administrative staff. The principal is also responsible for overseeing the day-to-day operations, scheduling parent-teacher meetings, addressing concerns and complaints, and keeping track of expenses.

## The Local Tahir Academy Vice Principal

The principal defines the role of the vice principal.

## **The Teachers and Volunteers (Administration)**

Teachers should use the prescribed syllabus, track student progress and provide appropriate and timely feedback to parents. A teacher should only sign up for a class if he/she can commit to taking 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 begin and end their meals with prescribed prayers, educate them about not wasting food and supervise them during sports.

## **Roles & Responsibilities of Parents**

Tahir Academy requires active engagement and a significant time commitment from the parents. It means that the habits children develop at Tahir Academy (e.g., correctly performing wudhu, offering salat, watching Friday sermons, using good language, wearing modest clothing, being kind to others, etc.) should be actively practiced and reinforced at home.

Parents should read this Tahir Academy Handbook, attend on a day when the academy is in session, and submit a completed registration form before the deadline. Each student, and their respective parent(s), are responsible for the procurement of prescribed books, required supplies and bringing such items to school. Parents should ensure timely pick-up and drop-off of their children.

Parental concerns should be brought directly to the attention of a principal or vice principal.

## **Roles & Responsibilities of Students**

Students should greet everyone with "Assalamu Alaikum," refrain from using cell phones in the class (even for note taking or digital references), follow the administration's instructions, respect teachers and elders and take responsibility for bad conduct. Disciplinary action may be administered if needed.



# Section II: Operational Policies

## Absence

The administration should talk to the parents of any student who, without an acceptable excuse, misses more than three sessions in a semester. A student arriving late and leaving early without permission will be marked absent.

## Age of Students

Tahir Academy is for Ahmadi Muslim boys and girls between the ages of 5-15 years. The student should be at least 5 years old on September 1st and have at least 1 year of preschool experience. Any child who turns 15 during a school year should stay in Tahir Academy until they successfully graduate by passing all exams. The local administration may recommend various strategies - including a delayed start - for younger children who are unable to demonstrate classroom readiness at age 5.

## Annual Assessment

In order to avoid tedious monthly reporting, once annually, the National Tarbiyat Team will distribute a short multiple-choice survey to all academies and is to be filled out by the local principal. The purpose of this survey is to collect objective data so that the Tarbiyat Team can offer improvements and evaluate local implementation of guidelines.

The comprehensive scope of the survey questions allows the National Tarbiyat Team to use this information to determine which local academies are eligible for the Nusrat Jahan Center of Excellence Award. These academies will then be visited by a member of the National Tarbiyat Team for an onsite evaluation in addition to the information the principal submits. (*also see, Section II: Center of Excellence*)

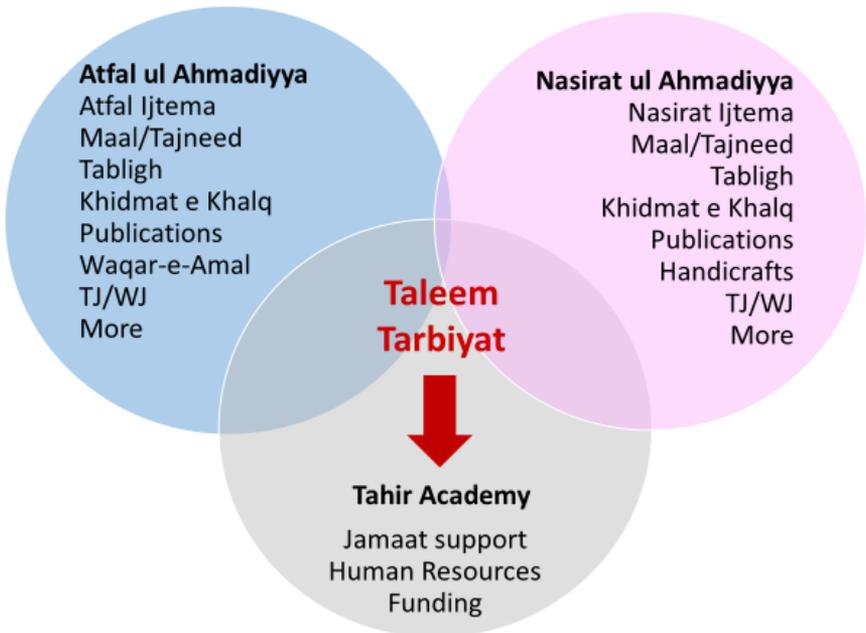
## Assembly

We recommend starting a Tahir Academy session with assembly, consisting of recitation of Holy Quran followed by Atfal and Nasirat reciting their respective pledges. Administration may include

announcements based on local needs and keep the total duration of assembly under 10 minutes.

### Auxiliary Classes

The objective of Tahir Academy is to strengthen our Atfal and Nasirat. This relationship is shown in the Venn diagram below. Please ensure auxiliaries are provided with a class of equal duration during the Tahir Academy day to go over auxiliary-specific initiatives (e.g., auxiliary Chanda, writing letters to Huzoor<sup>aba</sup>, planning for Ijtema, handicrafts, sports, preparing for Ijtema competitions, etc.).



### Avoid Scheduling Conflicts

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

*the Jama'at umbrella, it is vital that other Jama'at or auxiliary programs should not compete with the predetermined schedule of Tahir Academy.”*

## **Center of Excellence**

The Nusrat Jahan Center of Excellence Award recognizes those academies in the United States that have been operating for at least two years and are following the guidelines set forth in this policy handbook. The awards are presented at Jalsa Salana and are based on the information collected through the annual assessment conducted by the National Tarbiyat Team.

Local principals will be asked short, multiple choice questions in the annual assessment to ascertain the efficiency of their local academy in the following areas:

- 1. Administrative Qualities** – Points are awarded based on the administrative expectations set in this handbook. This includes, but is not limited to, the number of classes in a year, the number of board and staff meetings held, average attendance of children enrolled, frequency of exams, etc.
- 2. Parental Engagement** – Points are awarded based on parental satisfaction standards set in this handbook. This includes, but is not limited to, communication with parents (homework/report cards), holding field trips, parent/teacher meetings, etc.
- 3. Auxiliary Engagement** – Points are awarded based on the degree of auxiliary engagement. This includes allowing time during each Academy session for auxiliary classes and aligning the content of that class with auxiliary-related activities other than Taleem and Tarbiyat. Active participation of auxiliary secretaries is also counted.
- 4. Bonus Activities** – Points are awarded to those academies who go above and beyond the minimum criteria by including mosque cleaning, teacher training classes, offering extra Holy Quran recitation classes, etc.
- 5. Onsite Evaluation** – National Tarbiyat Team member will observe each academy during an onsite evaluation. During

the visit, the observer may interview parents, note the punctuality of classes, the average attendance and assess the physical set up of the academy.

## **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. *(also see, Section IV: Special Needs Children)*

## **Class Duration**

Children have short attention spans. A class should be no longer than 40 minutes. A typical Tahir Academy day requires approximately 3-hours of teaching, 30 minutes for salat and at least 1 hour for lunch and sports. Children must have at least 40 minutes of sports or fun time. *(also see, Section V: Sample Schedule)*

## **Discipline**

The principal should handle all disciplinary issues. The principal can form a committee to address issues on a case-by-case basis.

Do not punish or scold a child, especially in the absence of parents. Do not discuss the performance/conduct of any child with other parents or any other teachers unless that other teacher is directly involved.

Suspension or termination of a student must always be made after seeking the local board's input; also consult your local board for other disciplinary situations. Only under exceptional circumstances, and only after repeated attempts to resolve the issue, may a local board take such an action. However, students should never be excluded from attending their auxiliary classes or coming to the mosque.

## **Dress Code**

Atfal should wear an Atfal-ul-Ahmadiyya cap, a white polo shirt with Tahir Academy logo and black or tan trousers with socks. Nasirat should wear a white tunic (loose shirt) knee length or

longer, a scarf (dupatta) of a color selected by their auxiliary and black or dark trousers. The dress should be loose-fitting and modest.

Students should not wear dresses or shirts adorned with pictures of celebrities or offensive messages. Sleeveless shirts, capri length pants, or immodest clothing of any other type is against the decorum and spirit of Tahir Academy.

### **Drop-off / Pickup**

A parent is responsible for punctual drop-off and pick-up. Parents may authorize another Jamaat member to drop-off/pick-up their child only after consulting with their local principal.

### **Early Dismissal**

Only the principal or vice principal may grant early dismissal, and only under exceptional circumstances. Students leaving before Zuhr Salat should be marked 1/2 absent for the day.

### **Gender-Related Questions**

The board can appoint any male or female member of the Jama'at in good standing as the principal. Similarly, the board chair and principal (with mutual consultation) can appoint any male or female member of the Jama'at in good standing as a teacher or volunteer. It is a good practice to consult local Sadr Lajna before appointing female staff members to assure they are purdah observing.

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 any 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.

### **Holidays**

Tahir Academy typically does not operate during Ramadan, summer break or winter break. Auxiliaries are encouraged to

hold their independent classes during those months if they wish. The evolving dates of Ramadan should be taken into account when making the calendar for the academic year. Academies should strive to complete their 25 classes during the year. If Ramadan falls in the middle of the academic year, take a break during Ramadan and complete the remaining classes after Eid-ul-Fitr. The local board, however, can follow a different schedule depending upon the member's needs as long as 25 sessions are completed per year. (*see also, Section II: The School Year*)

## **Homework**

Parents are responsible for checking if their children are completing the assigned homework on time. Administration should provide timely feedback to parents if there is cause for concern.

## **Mid-Year Registration**

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

## **Mosque Cleaning**

Students must be taught the responsibility and blessings that come with participating in mosque cleaning. Younger students should be given age appropriate work. Older students should be asked to help with vacuuming, trash removal, bathroom cleaning and other small tasks.

## **Official Logo**

This is the approved Tahir Academy logo. Local academies can substitute "United States of America" with the name of their chapter. However, changing the font style, size, color, or customizing the logo in any other way



**TAHIR ACADEMY**  
*United States of America*

is not allowed. Downloadable files are available at [tahiracademy.org](http://tahiracademy.org), under “Templates”.

## **Registration**

Only a parent or legal guardian can register a child. Parents/guardians should read the Tahir Academy Handbook and submit the registration form before the due date.

## **Rewards and Recognition**

Administration should recognize the students’ hard work by issuing awards at the end of each semester or school year. However, please be extremely aware of favoritism and bias. The criteria for the rewards should be as objective as possible.

## **Report Cards**

Report cards should be distributed twice a year; once after the midterms, and once after the final exams. Local academies are encouraged to grade students using the letter grading system and refrain from assigning first, second and third place positions to students based on tests. A report card template is available at [tahiracademy.org](http://tahiracademy.org) under the tab for “Templates”.

Local academies may also allow a certain portion of their evaluation to come from homework, classwork, attendance, punctuality and adhering to local uniform policy as the local board may deem fit. (*also see, Section V: Sample Report Card*)

## **Sports & Extracurricular Activities**

At least 40 minutes of organized and supervised sports (or other extracurricular activity) for boys and girls are an integral part of the Academy. Sports time should not be reduced or eliminated to accommodate additional academic instruction.

## **Syllabus**

In 2016, Hazrat Khalifatul Masih <sup>V</sup><sub>aba</sub> instructed us to merge the Atfal and Nasirat syllabus. Huzoor<sup>aba</sup> further asked us to develop this unified syllabus from the International Waqf-e-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 is comprised of six 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. A full break down of the unified syllabus is available at [tahiracademy.org](http://tahiracademy.org). Click the “Syllabus” tab at the top for a breakdown of the syllabus by level.

Each level is designed to be taught over the course of two years. This allows a student to fully understand the material. The repetition also strengthens retention of the didactic portion (memorization of Surah’s and Salat). Parents and principals are encouraged to pace a student through the syllabus rather than speeding through it.

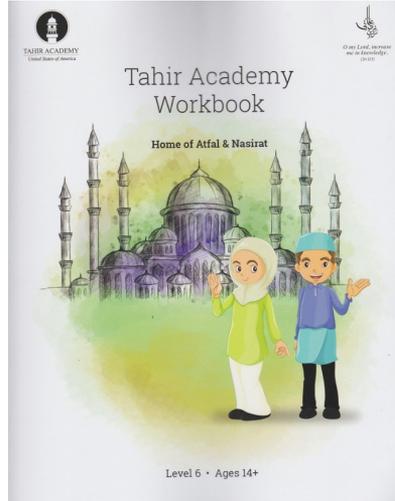
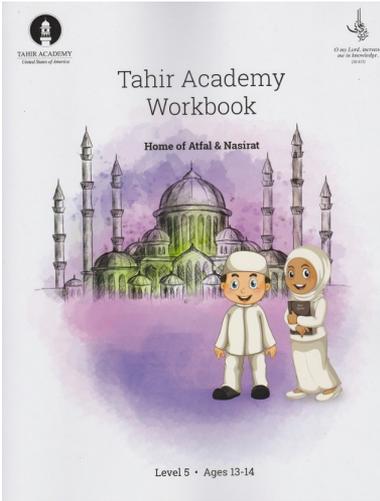
## **Tests**

There will be a midterm test at the end of the first semester (suggested as September-December) and a cumulative exam at the end of the second semester (suggested as January-June). Based on Huzoor’s <sup>aba</sup> guidance, Tahir Academies will work with Atfal and Nasirat to prepare and administer a single, unified midterm and cumulative test.

Principals should share the entire tests’ results, not only the auxiliary portions, with the local Nazim Atfal and Nasirat Secretary. These local auxiliary heads will then forward the test results to their national counterparts.

## **Workbooks**

Unified workbooks, covering the syllabus for both Atfal and Nasirat, were published in 2017. Workbooks are divided into 6 levels according to a child’s age. Parents can order these workbooks directly from [amibookstore.us](http://amibookstore.us). Search “Tahir Academy workbook” in the search bar of amibookstore website. Suggested price for each workbook is \$10.



## Tardiness

Attendance should be marked 10 minutes before the actual school day starts. For example, if the school starts at 10 am, attendance should be taken between 9:50 – 10:00 am. 10:01 am is defined as late. A parent should accompany a student arriving more than 15 minutes after the Academy begins. The parent may be asked to speak with the onsite principal/vice principal before a student is allowed to enter the class. The administration should promptly address habitual tardiness.

## The School Year

The academic year comprises of 25 weekly sessions from September to June. The local administration should divide the year into two semesters, to cover the assigned syllabus. Tahir Academy dates should be decided after consultation with the local Jama'at to synchronize with other events. (see also, Section II: Holidays) Note point number 7 in the Shura proposal: *“Since Tahir Academy will operate under the Jama'at umbrella, it is vital that other Jama'at or auxiliary programs should not compete with the predetermined schedule of Tahir Academy.”*



# Section III: Meetings

## Board Meetings

A quarterly in-person board meeting is recommended, with a minimum of three board meetings a year. The board is responsible for bringing all parties together, amicably resolving conflicts , and supporting the local Academy. The vice-principal(s), Nazim Afzal and Nasirat Secretary may attend board meetings as *non-voting* members.

Each member is responsible for ensuring board meeting attendance. Board meetings should be conducted with a screen separating men and women. Both sides can discuss matters of concern.

The principal or board chair should schedule the board meeting, with mutual consultation. (*see also, Section V: Sample Board Meeting Agenda*)

## 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 and prior to testing. (*see also, Section V: Sample Parent Teacher Meeting Agenda*)

## Staff Meetings

The local administration can decide the frequency and duration of staff meetings (e.g., principal, vice principal(s), teachers, volunteers, etc.) on an as-needed basis. However, we recommend at least three staff meetings a year (before the Academy begins, before the parent/teacher conference, and before the final exam). (*see also, Section V: Sample Staff Meeting Agenda*)



# Section IV: Miscellaneous Issues

## Addressing Administrations' Concerns

Teachers or volunteers should promptly inform the principal of any concerns. Such concerns should be resolved at the lowest level possible, preferably after speaking with all the parties or meeting in person. Parents/students and teachers should first take their concerns to the principal, before going to the Jama'at Sadr or an auxiliary Sadr. Principals can engage the Jama'at Sadr and the Jama'at Sadr can engage National Tarbiyat Team, if needed.

Please do not discuss or resolve concerns over 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: "Local decisions should be made by an advisory board."

## Addressing Parents' 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 concerns and, then, address it in a timely and just fashion. Please do not discuss or resolve concerns over emails, text messages, or similar online platforms.

## Bullying

Tahir Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Anyone found bullying another student, whether physically or verbally, may be removed from the classroom. Parents of both parties involved may be asked to come in to speak with the local principal so that the matter can be resolved as amicably as possible.

Other students who witness bullying should stand up for the victim.

## **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 these modalities.

## **Field Trips**

We recommend that Tahir Academy administration should plan two field trips every year. One of these trips could be a picnic of all students and parents. Children are visual learners and field trips are opportunities to interact in a stimulating environment. This helps them build on classroom instruction, gain a better understanding of topics and exposes them to worlds outside their own. Picnics allow parents to spend time with their children in a relaxed atmosphere.

Currently, we allocate a maximum of \$10 per child/annually for field trips. The parents are expected to bridge the difference if the trip costs more than \$10/child. Field trip budgets can be submitted through: <http://tahiracademy.org/field-trips-funding>. Please submit a reimbursement request only for the students who went on the field trip.

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, the National Tahir Academy team contacts each Jama'at President and Tahir Academy Principal, asking them to submit a budget. Once received, all budgets are reviewed and approved. Budget requests are due before July 31<sup>st</sup> and can be submitted at the following link: <https://tinyurl.com/yxwg4zuy>.

Funding is available for food, school supplies and field trips.

Kindly note that all Tahir Academy expense submission and reimbursement takes place at the local level, with the local Finance Secretary.

### **Inclement Weather**

In the event of inclement weather, the local principal will make the school closing decision after consultation with the academy administration and teachers. The decision should be communicated to all parents through a reliable method, as early as possible. Parents should be cognizant of potentially disruptive weather and remain alert for the possibility of school closings.

### **Non-Ahmadi Muslim Students**

Our experience has shown mixed results. Due to various complex reasons, and limited human and financial resources, we discourage including non-Ahmadi Muslim students in Tahir Academy .

### **One Mosque – Multiple Jama’ats**

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

### **Personal Items**

Bringing toys, sporting equipment and items from home is discouraged as it disrupts the learning process. Personal snacks and food items, unless pre-approved by the local administration for medical/allergy reasons, should also not be brought to class.

### **Special Needs**

Children with disabilities and learning differences are welcome to enroll in Tahir Academy. Parents of such children are requested to contact the principal well in advance so proper arrangements can be made.

## Home schooling

Since one of the objectives of Tahir Academy is for children to fall in love with the mosque, the physical attendance at the weekly session is critical. Some parents drive over two hours, one-way, so their children can experience the mosque environment. But each situation is different.

If a child is unable to physically attend regular classes (due to distance or other reasons), they may gain partial benefit by learning the syllabus and supporting materials at home. Parents may choose to enroll such children in their local Tahir Academy and teach them at home.

In such a case, the parents should comply with the plan regarding homework, exams, promotions, field trips, etc. which the local academy's administrators recommend. When in doubt, administrators should err on the side of compassion.

## Volunteering

The minimum age for volunteers at the school is 15 years (a Khadim/Lajna), or students in the 9th grade or above. Exceptions may be made for senior Atfal/Nasirat under the age of 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 ensure that Tahir Academy is an acceptable choice for fulfilling his or her volunteer hours.

## Notes

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## Section V: Samples

These samples are only for guidance purposes. The local Tahir Academy board should decide local schedules and calendars.

### Sample Schedule of a Tahir Academy Day

	Level 1 Ages 5-6 Room A	Level 2 Ages 7-8 Room B	Level 3 Ages 9-10 Room C
10:00 – 10:10	Assembly & Attendance		
10:10 – 10:50	Holy Qur'an	History	Salat & Prayers
10:50 – 11:30	Salat & Prayers	Holy Qur'an	History
11:30 – 12:10	History	Salat & Prayers	Holy Qur'an
12:10 – 12:50	Basics of Islam	Basics of Islam	Basics of Islam
12:50 – 1:30	Atfal and Nasirat Class (protected time for auxiliary specific activities such as Tajneed updates, Chanda collection, Sports, Waqar-e-Amal, Ijtema prep, Handicrafts, etc.)		
1:30 pm	Salat and Lunch		
2:30	Sports		

	Level 4 (Girls) Age 11-12 Room D	Level 4 (Boys) Age 11-12 Room E
10:00 – 10:10	Assembly & Attendance	
10:10 – 10:50	Basics of Islam	Holy Qur'an
10:50 – 11:30	History	Salat & Prayers
11:30 – 12:10	Holy Qur'an	History
12:10 – 12:50	Salat & Prayers	Basics of Islam
12:50 – 1:30	Aftal and Nasirat Class (protected time for auxiliary specific activities such as Tajneed updates, Chanda collection, Sports, Waqar-e-Amal, Ijtema prep, Handicrafts, etc.)	
1:30 pm	Salat and Lunch	
2:30	Sports	

## Sample Board Meeting Agenda (30-Minute Duration)

It's important for the principal to discuss this agenda with the board chairman before the meeting and consult on major issues that will be discussed at the meeting.

- Tilawat
- Status Report by Principal (5 minutes)  
*Any relevant information or items from the previous meeting*
- Current items/Challenges (15 minutes)  
*Items that need resolution/attention and support of the board*
- Meeting Summary by Board Chairperson (5 minutes)  
*Board chair builds and announces consensus on the issues discussed*
- Announcement of Next Meeting/Silent prayers (5 minutes)

## Sample Parent Teacher Meeting Agenda (60-Minute Duration)

- Tilawat (5 minutes)
- Status Report by Principal (5-7 minutes)  
*Number of students, average attendance since last meeting, number of teachers/volunteers*
- Level Presentations (2-3 minutes per level)  
*Head teacher presents syllabus being covered or covered thus far, highlights from any lesson worthy of sharing, special projects/presentation ideas*
- Questions from Parents (5-7 minutes)  
*Detailed questions can be handled offline. Personal student issues should also not be discussed in an open format. This format is more for communal questions.*

- Individual Teacher/Parent Meetings (30 minutes)  
*How is the student doing? What has the student mastered? What is left to accomplish? What kind of preparation is needed for the exam? Can the student be recommended for the next level?*

## **Sample Staff Meeting Agenda (60-Minute Duration)**

- Tilawat (5 minutes)
- Status Report by Principal (5 minutes)  
*Number of students, average attendance since last meeting, number of teachers/volunteers*
- Review of Old Business (10 minutes)  
*Discussion of any passed events, places for improvement*  
*Review of calendar of dates*
- Upcoming Events (15 minutes)  
*Parent/Teacher meetings, exams, field trips*
- Challenges (15 minutes)  
*Address any staff concerns, discipline issues, supplies*
- Create Action Items and Assign Tasks with Deadlines (5 minutes)
- Announcement of Next Staff Meeting (5 minutes)
- Silent Prayers and Adjourn

## Sample Registration Form

### Emergency Contact

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_

Date of Birth: (dd/mm/yyyy) \_\_\_\_\_

Gender: M F

Address: \_\_\_\_\_

City: \_\_\_\_\_, \_\_\_\_\_

Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

Siblings Attending TA: \_\_\_\_\_

### Parent/Guardian Information

	Mother	Father
Name:		
Email:		
Cell Phone:		
Home Phone:		

### Educational Information

	Completed	Learning	Has not begun learning
<b>Salat (Arabic)</b>			
<b>Salat (Translation)</b>			
<b>Yassarnal Quran</b>			
<b>Holy Qur'an Nazira</b>			

Number of Surah's memorized from Part 30: \_\_\_\_\_

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

	None at all	10 minutes a day	1 hour on Saturdays	More than 1 ½ hours every week
<b>Mother</b>				
<b>Father</b>				

My child will be attending Tahir Academy for the 2019-2020 academic year.

I have received and read the handbook and shall have my child abide by the guidelines given.

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.

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Report Card Template



## REPORT CARD FOR 2019-2020



**NAME:**

**LEVEL:**

<b>ATTENDANCE</b>	Semester 1	Semester 2	Total
Days Present			
Days Absent			
Tardy			
Early Dismissal			

<b>GRADES</b>	Midterm Grade	Final Exam Grade	Final Grade
Holy Quran			
Salat & Prayers			
Basics of Islam			
History of Islam			
Auxiliary			

### Grade & Evaluation

**A+** = 96-100%   **A** = 90-95%   **B+** = 85-89%   **B** = 80-84%   **C** = 75-79%  
**NP** ≤ 74 NP = Not Proficient

<b>Final Score:</b>	
<b>Promoted to:</b>	
<b>Awards Earned:</b>	
<b>Comments:</b>	







**In 2014, Hazrat Khalifatul Masih V (may Allah be his helper) approved a Shura proposal to establish Tahir Academies in USA. The objective of this initiative was to provide additional human and financial resources for our Atfal and Nasirat. Today, nearly 50 Tahir Academies have been established nationwide and are benefiting over 2,000 children.**

“For nearly two years, we drove on Saturdays from Arkansas so our daughters could attend Tahir Academy in Dallas. It was a 5 ½ hour drive, one-way, requiring us to stay overnight. Today, our daughters are usually pushing us to be on time for Jamaat functions!”

- *Dr. Iftexhar Ali (A father from Silicon Valley Jamaat)*

“Tahir Academy teaches kids a lot of things which we did not know. The best part is that it’s not boring and is a fun environment. The classes are very interactive.”

- *Ibraheem Mirza (A student from RTP Jamaat)*

“Since its establishment, I’ve had the privilege to directly serve four different Tahir Academies. Its impact on our Ahmadi children is beyond words. I see the future leaders of Jama`at-e-Ahmadiyya developing before our very eyes.”

- *Imam Hammad Ahmad (Atlanta Jamaat)*

“We are blessed to have a Tahir Academy. The mosque is lively and full of children on Sundays. Due to the children, parents also come to the mosque and the attendance of meetings has increased.”

- *Dr. Atif Zeeshan (President, Maryland Jamaat)*

“Tahir Academy has been an answer to our prayer to Allah for a complete Islamic education for the Jamaat children.”

- *Naimah Lughmani (A mother from Seattle Jamaat)*

“My seven year old son gets more excited to attend Tahir Academy classes over his favorite games like soccer and karate.”

- *Umerana Malik (A mother from RTP Jamaat)*

