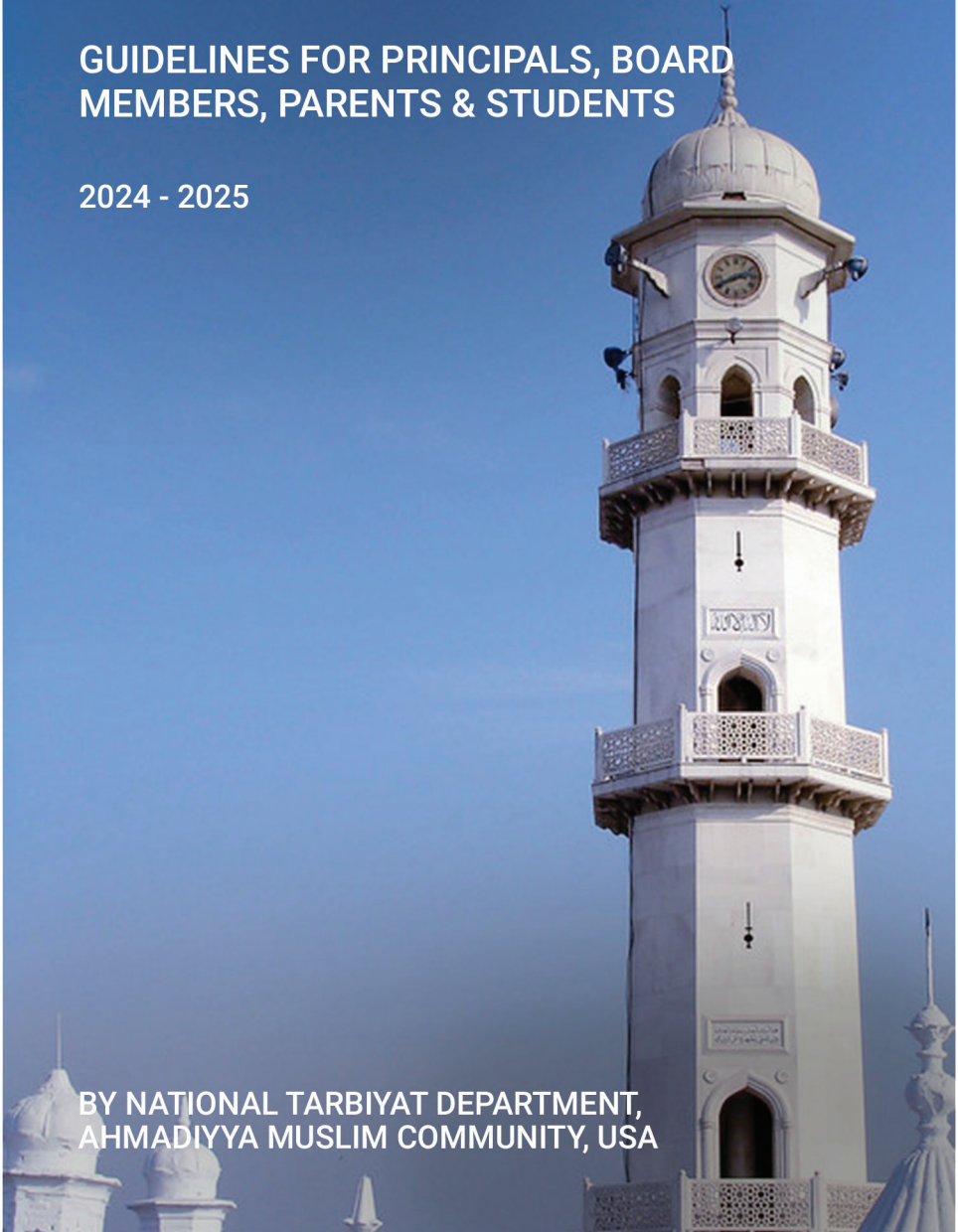


# Tahir Academy Handbook

GUIDELINES FOR PRINCIPALS, BOARD  
MEMBERS, PARENTS & STUDENTS

2024 - 2025

BY NATIONAL TARBİYAT DEPARTMENT,  
AHMADIYYA MUSLIM COMMUNITY, USA



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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. This initiative aimed to provide additional human and financial resources for our Atfal and Nasirat. Today, ~50 Tahir Academies are established nationwide and benefit over 2,500 children.

Tahir Academy is enriched through collaboration with 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 valuable lessons are missing in their secular education. Tahir Academy helps children celebrate their Ahmadi identity; it is 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 ten years. Our children now follow one syllabus and learn from the same workbook, with one unified exam system composed of mid-term and final exams. Learning from our experience, we have also made some operational changes, which 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 in this world and the hereafter. Ameen.

**Faheem Younus  
Qureshi**

Naib Ameer  
and  
National  
Tarbiyat  
Secretary,  
USA

**Dhiya Bakr**

Sadr  
Lajna Imaillah, USA

**Abdullah Dibba**

Sadr, Majlis  
Khuddam-ul-  
Ahmadiyya, USA

# The Original Majlis-e-Shura Recommendation

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. It 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. Since then, Tahir Academy has evolved, and stakeholders have approved all subsequent changes. A summary of the current policies is listed on the following pages.*

# 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 ensure compliance with all applicable federal and state laws regarding their Tahir Academy operations. The board, at present, 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 ensure they are purdah-observing. (*also see Section III: Board Meetings*)

## **The Local Tahir Academy Principal**

The board can appoint any male or female member of the local Jamaat 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)**

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 ensure they observe purdah.

Teachers should always try to be good spiritual role models for the students.

Teachers should use the prescribed syllabus, track student progress, and provide appropriate and timely feedback to parents. Teachers should only sign up for a class if they can commit to taking it for the whole semester.

The administration is responsible for ensuring children perform wudhu, offer salat gracefully without fidgeting, and stand shoulder-to-shoulder during salat. Offering congregation prayers in the mosque is an integral part of Tahir Academy. After salat, students should perform *tasbeeh*. The administration is also responsible for teaching students to begin and end their meals with prescribed prayers, educating them about not wasting food, and supervising them during sports.

These Tarbiyat aspects are the cornerstone of Tahir Academy.

## **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 procuring prescribed books and required supplies and bringing such items to school. Parents should ensure that students are picked up only after Salat has been performed and not prior.

Parental concerns should be brought directly to the attention of a principal or vice principal. Any concerns about a local Principal should be shared with the Jamaat President and National Tarbiyat Secretary at [national.tarbiyat@ahmadiyya.us](mailto:national.tarbiyat@ahmadiyya.us)

## **Roles & Responsibilities of Students**

Students should greet everyone with “Assalamu Alaikum,” refrain from using cell phones in 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. Bullying, verbal or physical, will not be tolerated. Students should diligently complete the assigned homework and come to class prepared, including bringing their books and pencils. Students must observe the decorum and spirit of the Academy through their modest attire.

## **Roles & Responsibilities of Auxiliaries and Tarbiyat Department**

The Tahir Academy Standing Committee's recommendations, approved by Hazrat Khalifatul Masih al-Khamis (may Allah be his helper) on October 4th, 2023.

1. Auxiliaries and the Tarbiyat department should improve coordination and create a spirit of working collaboratively at the National level. This can be improved by holding an annual in-person meeting.
2. The first weekend of each month on the national Jamaat calendar should be a dedicated auxiliary weekend in which additional Atfal and Nasirat classes and Ijtema’at are held. There should be no Tahir Academy held that weekend and auxiliaries will take responsibility for the attendance of these classes. The results should be reassessed yearly at the annual meeting.
3. To further mitigate the concerns regarding the identity of Atfal and Nasirat from a minority of auxiliary officials, Tahir Academy students should be referred to as Atfal and Nasirat. Plus, Nazim Atfal and Secretary Nasirat should be members of local admin team to improve communications.
4. Auxiliaries will remind their local counterparts about the

importance of actively taking Atfal and Nasirat classes during Tahir Academy and maintaining a collaborative atmosphere to strengthen this joint effort.

5. To continually assess and coordinate the Taleem and Tarbiyat of our children, this standing committee should stay operational going forward.

# Section II: Operational Policies

## **Absence**

The administration should talk to the parents of any student who misses more than three sessions in a semester without an acceptable excuse. Principals should keep abreast of any special circumstances their students face and make allowances as needed. Students arriving late and leaving early without permission should be marked tardy or absent, depending on the pattern and frequency of such behavior.

## **Age of Students**

Tahir Academy is for Ahmadi Muslim boys and girls between the ages of 5 and 15. The student should be five years old prior to the start of the academic year. Any child who turns 15 during a school year should stay in Tahir Academy until they meet graduation requirements. 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**

To avoid tedious monthly reporting, once annually, the National Tarbiyat Team will distribute a short multiple-choice survey to all academies, which the local principal will fill out. This survey aims 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 evaluated by a member of the National Tarbiyat Team in addition to the information the principal submits. (*also see Section II: Center of Excellence*)

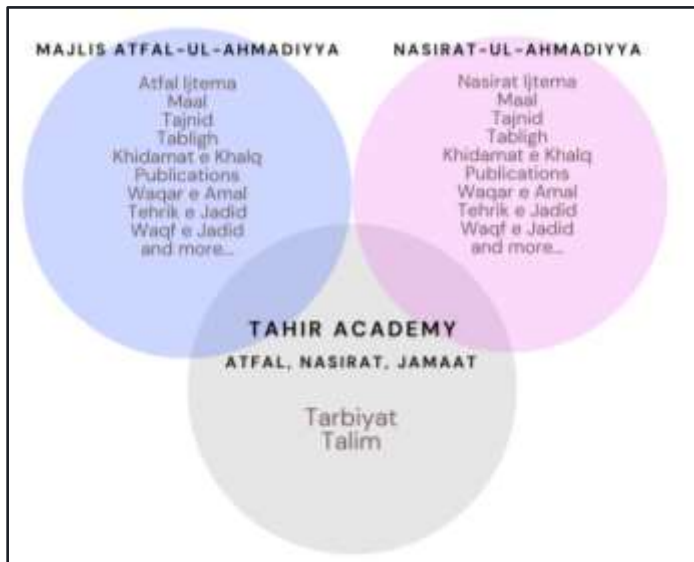
## **Assembly**

Each Tahir Academy session should start with an assembly consisting of the recitation of the 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

Tahir Academy is a collaborative effort between Jamaat and auxiliaries. We aim to work towards a common goal by focusing on the Talim and Tarbiyat of our Atfal and Nasirat. Principals should remain dedicated to these core objectives and allow auxiliaries to take the lead on all other aspects. For this reason, the first weekend of every month is reserved for additional Tarbiyat classes to be held by auxiliaries and auxiliary Ijtemaat. No Tahir Academy sessions should be held on the first weekend of the month. This relationship is shown in the Venn diagram below.



Please also 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.).

The administration should not add new programming without first seeking approval from the National Tarbiyat Department. This includes adding Urdu classes, Tabligh, social programs, special

projects, or any tests.

## **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. Tahir Academy should be scheduled on Sundays to avoid conflict with other auxiliary meetings and Waqfe Nau classes. 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 outlined 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.

Aligning with the instructions and vision of Hazrat Khalifatul Masih (may Allah be his helper) will remain the overarching holistic criteria for this award. 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 (at least 22), the number of board and staff meetings held (at least three), the average attendance of children enrolled (80% or higher), the 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 (at least 1), parent/teacher meetings (at least 2), 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. The active participation of auxiliary secretaries and the inclusion of the auxiliary pledges are also counted.

- 4. Holistic Evaluation**—National Tarbiyat Team members will evaluate each academy with a virtual or on-site visit, as allowable. Based upon the synergy, collaboration, and functionality of the Academy, the National team may weigh more points towards academies that remember the WHY behind Tahir 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 30 minutes at maximum. A typical Tahir Academy day should be between 2.5 and 3 hours of teaching. Time for lunch and sports should be included after teaching hours and salat. Remember, offering congregational prayers is integral to each Tahir Academy session.

### **Classroom Setup**

Atfal and Nasirat over the age of 10 should be taught in separate classes. Any teacher could hold combined classes of children over 10—in resource-limited settings—with a physical screen between the two groups. Staff and board meetings involving men and women should also be conducted with a physical screen in the room.

### **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 teachers unless that other teacher is directly involved.

No suspension or termination of a student is allowed. Always consult with your local board regarding such cases. Where needed, you can also contact the National Board of Tahir Academy so we can guide you. We are not a secular institution.

### **Dress Code**

Academies are free to follow an official uniform dress code; if they do, students should be given credit for following the uniform. However, academies must allow the use of the auxiliary or Waqf-e-Nau dress code. Atfal should come to class with a cap and full-length pants. Nasirat should come to class with a scarf (dupatta) of a color selected by their auxiliary.

Students should not wear clothing adorned with pictures of celebrities or offensive messages. Sleeveless shirts, capri-length pants, or immodest clothing of any other type are 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. Pick-up should be scheduled only after the student has participated in congregational prayers.

### **Early Dismissal**

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

### **Graduation Requirements / Grade-Level Placement**

Graduation criteria are designed to balance fairness from the administration with responsibility from students, aiming to reflect a student's growth in basic moral education. These guidelines are meant to support and guide students and help parents understand



their progress, not to discourage them. If parents believe their child should advance despite not meeting the criteria, they should discuss this with the principal to explore any potential concerns.

To earn a graduation diploma from Tahir Academy, a student should pass the final exam for Level 6. When recommending a student for a diploma, both a passing grade on the final paper or presentation and good attendance are important. A final average score of 75% or higher, which includes the midterm, final exam, and final project, meets the graduation requirement.

Principals and teachers are kindly asked to show compassion and understanding towards children with special needs or those facing difficult circumstances, such as asylees or families dealing with illnesses. In these cases, the 75% pass threshold and attendance requirements might be adjusted to accommodate their situations. Testing can also be based on the student's IEP (Individualized Education Plan) if one was provided.

Our goal is that no student should pass through Tahir Academy without graduating. Where in doubt, seek guidance from the National Tahir Academy team.

*(See also Section IV: Special Needs Children)*

## **Holidays**

Tahir Academy does not typically operate during Ramadan, summer, or winter break; however, a local board can decide to hold classes during these times with consensus. Auxiliaries are encouraged to continue to hold their independent classes during those months. The evolving dates of Ramadan should be considered when making the calendar for the academic year. Academies should strive to complete their 22 classes during the year. If Ramadan falls in the middle of the academic year, you may take a break during Ramadan and complete the remaining classes after Eid-ul-Fitr.

It is also helpful if classes are not scheduled on long holiday weekends such as Thanksgiving and Memorial Day to allow families to travel on such weekends.

*(See also Section II: The School Year)*

## **Homework**

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

## **Mid-Year Registration**

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

## **Mosque Cleaning**

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

## **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**

The 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. Reward recognitions must use the templates provided by the National Tarbiyat Department. No modifications are allowed on the certificate templates.

## **Report Cards**

Report cards should be distributed twice yearly: once after the midterms and once after the final exams. Local academies

should refrain from assigning first, second-, and third-place positions based on tests.

Local academies may also allow a certain portion of their evaluation from homework, classwork, attendance, punctuality, and adhering to local uniform policy as the local board deems fit. Report cards can be a helpful communication tool if appropriately used to provide feedback on matters that need improvement and encourage children forward.

## **Safeguarding Policy**

To maintain a safe environment for our children, Jamaat employees and volunteers must be aware of their individual responsibility to uphold the Safeguarding Policy. The Jamaat has zero tolerance for abuse in Jamaat programs and activities. Every Jamaat employee and volunteer is responsible for acting in the best interest of all children in every program. The Jamaat is committed to providing children and their families with a safe environment. To this end, any report of inappropriate behaviors or concerns of abuse will be taken seriously.

All principals should ensure that their volunteers and teachers know and have signed the appropriate paperwork outlined in the Safeguarding Policy.

## **Sports & Extracurricular Activities**

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

## **Syllabus**

In 2016, Hazrat Khalifatul Masih V<sup>aba</sup> instructed us to merge the Atfal and Nasirat syllabi. 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 unified syllabus for our Atfal and Nasirat, taught at all Tahir Academies.

The unified syllabus has six levels. Each level includes age-appropriate instruction on reciting and memorizing the Quran and Salat, Islamic history, values, auxiliary classes, and other

elements. A full breakdown of the unified syllabus is available at [tahiracademy.org](http://tahiracademy.org). Click the “Syllabus” tab for a syllabus breakdown by level.

Each level is designed to be taught over two years, allowing students to understand the material thoroughly. The repetition also strengthens the retention of the didactic portion (memorization of Surah and Salat). Parents and principals are encouraged to pace students through the syllabus rather than speeding through it.

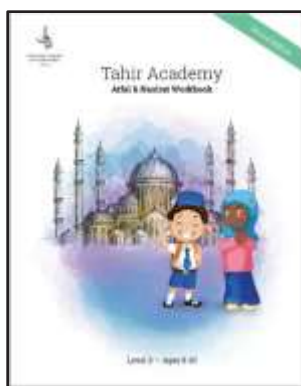
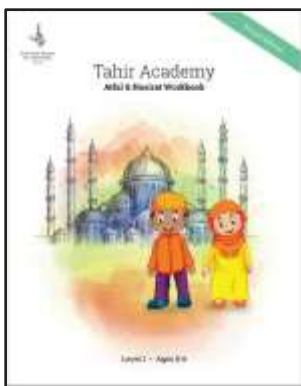
## **Tests**

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). The auxiliaries and the Tarbiyat department provide the collaborative exams to principals a few weeks before the exam season.

Principals should share the results of the entire test, 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, and a second edition was issued in 2021. Workbooks are divided into six 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.us](http://amibookstore.us). A free workbook set is provided to each academy for teachers. Free workbooks can also be confidentially requested for deserving students.



## **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 who arrives 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 consists of 22 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.*

## **Waqf-e-Nau Classes**

Since the Tahir Academy syllabus is derived from the Waqf-e-Nau syllabus, our Waqifeen should benefit significantly from joining Tahir Academy. However, if necessary, the local Waqf-e-Nau Jama'at Secretary should hold their classes at another date and time.

## **Zoom Etiquette**

Women and girls should keep their cameras turned off during all Zoom calls. They should also keep the microphone muted until the host recognizes them or it is their turn to speak.

### **Notes**

# Section III: Meetings

## **Board Meetings**

A quarterly in-person board meeting is recommended, with at least 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 Atfal, 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 so that both sides can discuss matters of concern. Zoom meetings may also be an efficient and valuable tool for board meetings.

The principal or board chair should schedule the board meeting with mutual consultation.

## **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 before testing.

## **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 yearly (before the Academy begins, before the parent/teacher conference, and before the final exam).

# 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 the 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 be discussed with the local board before escalating to the national level. This is based on the Shura recommendation that "Local decisions should be made by an advisory board."

## **Addressing Parents' Concerns**

Parents should bring all concerns to the principal or vice principal. In a dispute, the administration may ask the parent to write down their concerns and then address them promptly and justly. 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 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 speak with the local principal to resolve the matter as amicably as possible. Other students who witness bullying should stand up for the victim.

For more information on protocols, please see Article VIII of the Jama'at Safeguarding Policy for Children and Vulnerable Adults.



## Communications

Principals are encouraged to create a local WhatsApp group, email group, or other mode of communication through which information can be promptly disseminated to all parents.

However, we strongly discourage discussing any complaints, conflicts, or disagreements via these modalities.

## Field Trips

We recommend that the administration plan two field trips every year. One of these trips could be a picnic for 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, better understand topics, and expose themselves to the outside world. Picnics allow parents to spend time with their children in a relaxed atmosphere.

We allocate a maximum of \$20 per child annually for field trips. The parents are expected to bridge the difference if the trip costs more than \$20/child. Principals are asked to submit their requests and get approval for their trips PRIOR to the date. Field trip budget requests should be submitted *before* the trip and emailed directly to [asim.a.ansari@ahmadiyya.us](mailto:asim.a.ansari@ahmadiyya.us).

Parents and administration are expected to pay for their expenses. Under unique circumstances, the administration may request additional contributions from parents to offset the field trip cost. However, no student should be denied participation in the field trip because of their inability to contribute towards the cost.

## Funding

Every year, the National Tahir Academy team provides a budget based on the ratio of the number of students attending each Academy. Food is calculated at \$3 per student, and the student ratio is 80%. Funding is available for food, school supplies, and field trips.

All reimbursement requests for school supplies, graduations, and field trips should be sent to [expense.tarbiyat@ahmadiyya.us](mailto:expense.tarbiyat@ahmadiyya.us). All principals must copy Asim Ansari Sahib, [asim.a.ansari@ahmadiyya.us](mailto:asim.a.ansari@ahmadiyya.us). Principals are also requested to

copy the finance assistants for male and female principals. These emails can be obtained from the National Tahir Academy Team.

Please submit your receipts for weekly food expenses to your local Jama'at finance secretary to ensure timely reimbursement.

### **Inclement Weather**

In 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 as soon as possible through a reliable method. Parents should be mindful of potentially disruptive weather and remain alert to 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 the inclusion of non-Ahmadi Muslim students in Tahir Academy.

### **Personal Items**

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

### **Special Needs**

Children with disabilities and learning differences should be encouraged to enroll in Tahir Academy. Parents of such children are requested to contact the principal well in advance to make proper arrangements. Students may be promoted to the next level to remain within their age group.

Special needs accommodation should be made for children with learning disabilities, fragile family situations including illnesses and divorce, newly immigrated students, etc. Having Individualized Educational Plans (IEP) may help. These IEPs can be obtained by contacting the National Tahir Academy Team. Consider the following tips for such children:

1. Allow breaks and extra time to respond
2. Allow such students to give oral tests if that helps
3. Allow students a written test only if they have a speech disability
4. Break down teaching assignments into smaller, more manageable parts
5. Assign a peer or tutor helper
6. Allow preferred seating in the classroom
7. Use visuals/graphic organizers
8. Shorten the questions or limit answer choices
9. Be lenient in grading; it is not all about the tests
10. If such a student simply develops a habit of salat and falls in love with the Masjid, you have succeeded

## **Online Tahir Academy**

The single National Tahir Academy's online program is only for students who cannot attend in person because they are more than **70 miles** from the nearest onsite academy.

The online academy strictly enforces the distance rule. Administrators may contact on-site principals to verify students' distance or circumstances. Principals and parents should not ask for exceptions because exceptions create opportunities for undesired favoritism. A local Jamaat President can recommend against a child's enrollment in this online academy.

The online academy is held on Saturdays to ensure the availability of teaching and administrative resources. This also allows students to go to their nearest masjid on whichever Sunday they can easily do so. Students who can go to the masjid despite the long distance are welcome to attend the on-site academy; however, in such a case, they cannot register with an online academy.

The online academy is part of the same national Tahir Academy program, so it follows the same age criteria, syllabus, workbook, exams, yearly calendar, and discipline.

## **Volunteering**

The minimum age for volunteers at the school is 15 years (a Khadim/Lajna) for 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. The student must check with their school to ensure that Tahir Academy is acceptable for fulfilling their volunteer hours.

## **Notes**

**The following testimonials are shared in gratitude to Allah the Almighty. We hope that by reading them, parents will be inspired to make the necessary sacrifices for the Islamic upbringing of their children.**

I have two children enrolled in Tahir Academy. I have seen them grow in the past few years, learning about the history of Islam and Ahmadiyyat. Tahir Academy has encouraged my children to come to the Mosque for classes. They enjoy learning and spending time with their fellow Ahmadi friends. I am thankful for the Tahir Academy structure, especially the mothers who have driven this forward.

*Madeel Abdullah  
Sadr Majlis Khuddam-ul-Ahmadiyya 2018-2023*

Indeed, Tahir Academy plays a significant role in building the future of Jama'at Ahmadiyya USA. Overall, Tahir Academy is more than just a place of learning; it is a vibrant place where children can grow spiritually and socially, forming a solid foundation for their future.

*Maqbool Tahir  
Sadr, Detroit 2019-2025*

Tahir Academy fosters both spiritual growth and religious academic excellence. The dedicated teachers and volunteers create a nurturing space for students to explore their faith, deepen their understanding of the Quran, and develop strong moral character. The lessons are thoughtfully planned, blending traditional teachings with modern educational methods, making learning engaging and meaningful.

*Alia Ahmed  
Sadr Lajna & Principal TA, Brooklyn*

Alhamdulillah, by the grace of Allah and profound guidance from Hazrat Khalifatul Masih, Tahir Academy USA has achieved and is on the path to more achievements for the Tarbiyat of our children Insha'Allah. This cannot succeed without the involvement of students, parents, and teachers. We should all pray for their continuous success. Always seek Hazrat Khalifatul Masih<sup>aba</sup>'s prayers and guidance.

*Naseem Ahmad Waseem  
Sadr Majlis Khuddam-ul-Ahmadiyya 2000-2006*

I would like to express my gratitude for the positive impact that Tahir Academy has on my son. As a family currently homeschooling, we have always been mindful of ensuring that our son receives a well-rounded education, not just academically but also spiritually. Tahir Academy as a structured institution has been an integral part of this journey, providing him with a sense of community, moral grounding, and an opportunity to connect with peers in a meaningful way.

My son genuinely looks forward to his time at Tahir Academy each week.

Tahir Academy has been a wonderful supplement to his home education, enriching his spiritual growth and nurturing his character development. I am thankful for the dedicated teachers who make learning enjoyable and who are committed to instilling values that align with what we teach at home. This positive experience is something we treasure, and it continues to play an important role in our son's overall development.

*Murrabi Abdullah Dibba  
Sadr, MKA USA 2023-Present*

Tahir Academy is making a lasting impact on the minds of Muslim Youth. Students who participate in Tahir Academy are more confident about their Muslim identity, understand the power of Allah in their lives, and are making lifelong Ahmadi friends.

*Muhammad Ahmad Chaudhry  
Sadr, Silicon Valley 2021-2024*

Tahir Academy has profoundly impacted our youth over the past decade. It serves not only the religious education needs of our youth but is also a platform for their Tarbiyyat. The consistency, depth, and breadth of this blessed initiative are what has made it so successful, Alhamdulillah. With Allah's blessing, all segments of the Jamaat stepped forward to contribute to its success. May Allah reward all those who work tirelessly to make it happen.

*Hamid Sheikh  
Sadr, Dallas 2019-2025*

When we started our Tahir Academy in Georgia in 2014, we realized we needed ten classrooms to cover all student levels. But the masjid hardly had space to conduct two classes. The Planning committee decided to go ahead and entrust the space issue to Almighty Allah. Alhamdulillah, within five months, we were blessed with a new mosque with 13 plus classrooms. We were extremely grateful to have such a blessed institution that provides comprehensive Islamic education to children in a well-organized, structured curriculum with operational excellence. It brings our children closer to jamaat and improves the engagement of parents and volunteers in jamaat activities.

*Hazeem Pudhiapura  
Sadr, Atlanta Georgia 2006-2019*

Tahir Academy has been instrumental in creating a space for our Jama'at kids to forge strong relationships with their Ahmadi brothers and sisters. It has been a steady, reliable force supporting our families

during this critical time in our children's upbringing. Its presence was especially felt during the pandemic when our families were most vulnerable.

*Rizwan Alladin  
Sadr Majlis Khuddam ul Ahmadiyya 2010-2012  
Sadr, Long Island*

With the grace of Allah and the guidance of Khalifatul Masih V<sup>aba</sup>, Tahir Academy has developed into a mature and well-structured learning system. It enhances faith activities and bridges the gaps among other educational programs within the Jamaat. The Academy allows students to imbibe knowledge within the familiarity of a classroom environment, reducing anxiety among our youth. Tahir Academy fosters Islamic morals so students can learn, cherish, and practice them. The Academy does all this at a meager cost, thus making it affordable and sustainable.

*Saima Mumtaz, Sadr Lajna, Harrisburg 2016-2022  
Mubashir Mumtaz, Sadr, Harrisburg 2018-2022*

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. Iftekhar Ali, Silicon Valley*

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, student, RTP*

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.

*Hammad Ahmad, Atlanta*

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, Maryland*

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

*Naimah Lughmani, Seattle*

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

*Umerana Malik, RTP*





In 2014, Hazrat Khalifatul Masih V<sup>aba</sup> approved a Shura proposal to establish Tahir Academies in the USA. This initiative aimed to provide additional human and financial resources for our Atfal and Nasirat. Today, over 50 Tahir Academies have been established nationwide and benefit over 2,500 children.

Tahir Academy is proving beneficial. Children are gaining religious knowledge, and their Tarbiyat is also being done. Work to improve it further. Majalis of Khuddam, Lajna, and Tahir Academy administration should increase their mutual cooperation. Work together and help each other.

*Instructions received from Hazrat Khalifatul Masih-al Khamis<sup>aba</sup>  
October 4th 2023*

طاہر اکیڈمی کا فائدہ ہو رہا ہے اور بچے دینی نالج بھی حاصل کر رہے ہیں اور ترویج بھی ہو رہی ہے۔۔۔ اس کی بہتری کے لیے کوشش کریں۔ خدام، لجنہ کی مجالس اور طاہر اکیڈمی کی انتظامیہ باہمی تعاون بڑھائیں۔ مل کر کام کریں اور ایک دوسرے کی مدد کریں۔ "حضرت خلیفۃ المسیح الخامس ایدہ اللہ بنصر العزیز کی ہدایات ۳ اکتوبر ۲۰۲۳"

