

11/16/2015



***Home of Atfal and Nasirat***

Tahir Academy Baltimore Handbook 2015-2016

# Tahir Academy, Baltimore, Maryland

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# Tahir Academy, Baltimore, Maryland

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## Introduction:

Tahir Academy (previously known as Baltimore Sunday School) is a pilot project under the auspices of Jamaat Baltimore in cooperation with local missionary, Lajna Imallah, Khuddam-ul- Ahmadiyya, Ansarullah, local Waqf-e-Nau Department and the National Tarbiyyat Department. The idea is to provide a sustainable learning environment for Ahmadi boys and girls alike, making sure that they receive quality religious education and moral training without compromising their respective Atfal, Nasirat and Waqf-e-Nau learning objectives and goals.

All stakeholders are represented on the School Board that is responsible for Policy, Curriculum and Financial resources. Day-to-day operations and school functions are performed by an all volunteer qualified and experienced teaching staff and administrative staff under the supervision of the School Principal. Principal is appointed by the local Jamaat president in consultation with the School Board. All administrative, disciplinary, operational and teaching staff matters must be referred to the Principal. All policy, curriculum and financial matters must be referred to the Advisory Board through the Secretary of the Board.

In order to make it a rewarding and pleasant experience for everyone involved in Tahir Academy, some ground rules are necessary for everyone to understand and follow. This handbook is prepared to achieve that purpose. This hand book can be amended or updated as the need arises. Amendments, additions and update requests should be referred to the Advisory Board through the Secretary of the

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Board (the Vice President of Baltimore Jamaat) for adjudication and approval by the board.

### Name of the School:

In January 2014, Hazrat Khalifatul Masih V (aba) graciously approved “*Tahir Academy*” as the name of all children schools/classes being administered by various Jamaats within the United States.

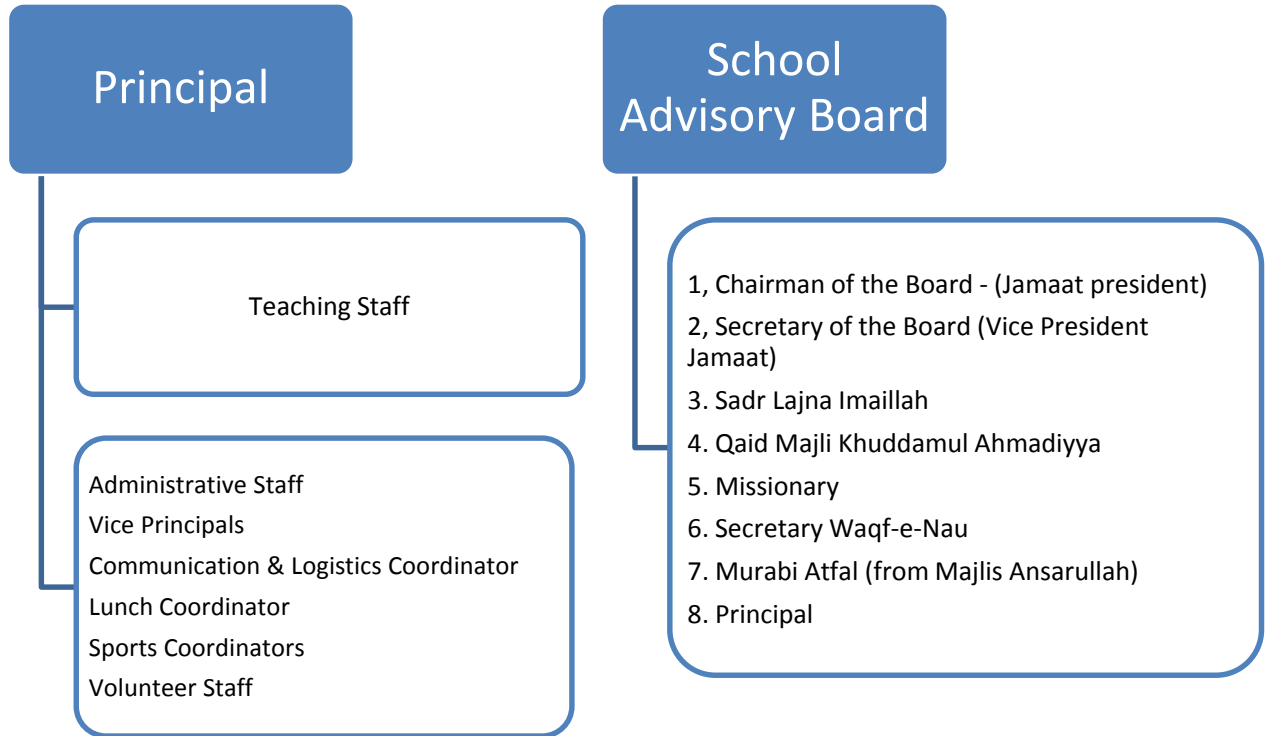
### Objectives:

Provide an environment that is friendly and conducive for our children to learning and proudly practicing the fundamentals of our faith in a pluralistic society. We want Ahmadi children to be role models, not followers, among their peers. This is possible once children are capable to defend their faith with the power of argument and logic.

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**Structure:** Tahir Academy Baltimore has the following structure:



## Advisory Board

Advisory Board: consists of the following office holders:

1. President, Baltimore Jamaat
2. Vice President Baltimore Jamaat
3. Sadr Lajna Imaillah, Baltimore
4. Qaid Khuddamul Ahmadiyya , Baltimore Jamaat
5. Secretary Waqf-e-Nau, Baltimore Jamaat
6. Missionary representing National Tarbiyyat Department
7. Murabi Atfal from Ansarullah
8. Principal
9. Associate Principal( non voting member)

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10. Administrator (non voting member)

### School Administration:

1. Principal
2. Teaching Staff
3. Administrative Staff
4. Volunteer Staff

### Roles:

1. Baltimore Jamaat President will be the Chairman of the Board. Board decisions must be approved by the Chairman.
2. Vice President will act as the Secretary of the Board
3. The Chairman may delegate some of his responsibilities to other board members.
4. Board has the authority to form sub-committees as needed for specific purpose.
5. Board decisions are made by a simple majority only if approved by the Chairman / President of the Jamaat.
6. A Principal will be appointed by the Chairman in consultation with the Advisory Board.
7. Principal is the administrative head of the school and as such is responsible for day to day operation and functioning of the school.
8. Principal is responsible to recruit and appoint teaching and administrative staff members as he deems fit. Principal may appoint one or more vice-principals to help him in execution of his duties.

9. School teaching and administrative staff is to take direction from and is reportable to the Principal, the Board and the Jamaat President.

### Responsibilities:

#### Advisory Board:

Advisory board is responsible for:

- a. Curriculum Development and Approval
- b. School Policies, Rules and Regulations
- c. School's financing and budget
- d. All policy matters related to the smooth functioning of the school

#### Administration :

##### **Principal:**

- a. Execution and implementation of the Board decisions
- b. Enforcement of the approved policies
- c. School year schedule development and implementation
- d. Day to day functioning and operation of the school

##### **Teaching Staff:**

- a. Teach the prescribed curriculum
- b. Evaluate, record and report students' progress and performance on regular basis to the parents
- c. Recommend awards for deserving and distinguished students to the Principal

## **Administrative Staff:**

Communication & Logistics coordinator:

- Parent-Teachers communications
- Coordinate logistics needs
- Student's Registration
- Student's records management
- Progress reports

## **Lunch Coordinator:**

Make suitable lunch arrangements

## **Sports Coordinator for Atfal:**

Responsible for establishing an organized sports program for

**Atfal:**

## **Sports/Crafts for Nasirat:**

Responsible for organizing Nasirat extra-curricular activities

## **Volunteer Program and Activities coordinator:**

- Plan and organize volunteer projects
- Recruit Volunteers for projects
- Monitor progress and track volunteer hours
- Award Volunteer Service certificates



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### Registration:

- An Ahmadi child must be registered by a parent or legal guardian only. Registration by relatives or siblings is not acceptable.
- Any registration will not be solicited or entertained from other Jamaats.
- Parents are required to go over the Tahir Academy Handbook, with the Associate Principal in order to register their children.
- Registration form must be completed and submitted with the School Administration within the due date.
- The parent undertaking section must be read, understood and signed.

### In Session- Registration:

Any parent wanting to register their child while the school term has started and school is in session, need to do the following:

- Read the Tahir Academy Handbook of Procedures and Policies.
- Parent and child will be asked to attend only 1 school day as observers.
- At the end of that day, they will sit either with the Principal or Associate Principal who will go over all the policies and expectations with them.
- After this they will be asked to submit a complete registration form.
- For boys the parents will be responsible for ordering the uniform.

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- Once all these steps are satisfied, the child will be allowed to attend from the 1<sup>st</sup> day of the next term.

### Age of Students for Tahir Academy :

- The school is for the students between the ages 5-14 years, boys and girls.
- Any child who turns 15 during school year must complete all the sessions AND successfully graduate by passing all exams.
- A student who does not pass a comprehensive exam given at the end of the year will be held back.
- The classes will be held separately for each gender age 10 years and above.
- If a class is scheduled for boys and girls in the 10-12 group, there would be a partition in between.

### School Year:

- Academic year starts first week of September and ends the 2nd week of June.
- School administration may break the year into a Fall, Winter and Spring term of 10 weeks each or as it deems appropriate.
- 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.
- The Principal is responsible for preparing, publishing and distributing the school schedule in consultation with the teaching and administrative staff.

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- School schedule and events must synchronize with the local and regional Jamaat functions. In case of a conflict, Tahir Academy takes precedence.

### Dress Code:

- Dress in accordance with Islamic Guidelines will be required of all students.
- The boys are required to wear a black MAA Caps, white polo shirts with Tahir Academy logo on them and black/tan pants with socks.
- The outfit should not be adorned with pictures of animals or human beings in any form or display profane language. This particularly pertains to musical bands and celebrity shirts.
- The females will be required to wear white hijabs of non slippable material. Loose fitting, modest clothing that only reveals the hands and face (covering everything else including the hair). In addition, they should not wear clothing with the images detailed above.

### Student Decorum Around School:

- Respect your teachers and your elders.
- Greet each other and everyone with Asslamualikum when you come to school and when you leave.
- Do not enter the building with muddy shoes. Wipe your shoes clean before entering the building.
- Respect bathroom signs and gender usage.
- No running on the stairway. You might trip and fall.

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- As you do in your schools, at the end of the day, please put your chair back in the right way. It would greatly help all of us in clean up.
- Cooperate with school personnel by listening and obeying instructions in order to maintain a peaceful and harmonious atmosphere in the school.
- No electronic devices in class rooms. Any note taking should be done the old fashioned, paper and pen way.
- If a student is found to be on an electronic device during classes, it will be taken away for the rest of the day.
- Assume full responsibility for erroneous acts or bad behavior and accepting disciplinary action when applied.

### Student Decorum for Salat:

- Make your Wudhu at home before coming to Masjid.
- Cleanliness is half the faith! Make sure that you wipe the rest room toilet seats and sinks clean for the next person who comes in to use.
- Kindly use slippers to bathrooms. Please don't go barefoot and then return to the prayer area like that.
- Absolutely no shoes in the prayer area. Place your shoes on the shoe rack located just outside the prayer room.

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- Don't start running around immediately after the Salat is over. Be patient and let other complete their Salat/Sunnah/Tasbeehat before start talking.

### Student Decorum For Lunch:

- Lunch for children is always supervised and the children must follow the instructions of the person serving the food.
- Eat only in the designated area when and where you are served the food.
- Do not cut lines or start eating out of boxes on your own.
- Always start and end you meals with prescribed prayers.
- Always finish what you put in your plate and don't put food or drinks that you cannot finish laying around.
- Please deposit your trash in the trash bin/ recycle bin right after eating. Don't leave it on the chairs, tables or halls for someone else to come and pick it up.

### Absence:

- Absence from the school jeopardizes the ability of the student to satisfactorily complete the prescribed course of study. The interruption of the instructional process caused by frequent and/or repeated absence or tardiness is a major concern to all involved.

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- It is in this light that a total of 3 Absences (whether excused or not) per term is considered acceptable.
- 3 informed absences will be marked towards  $\frac{1}{2}$  of the attendance i.e.  $3=1-1/2$  and student can be eligible for Silver Medal. A student exceeding this amount may be subject to disciplinary action.
- More than three excused/unexcused absences will jeopardize the student's place for the perfect attendance award at the end of the Term/School Year.

### Tardiness:

The parents' cooperation is sought in ensuring that the students arrive on time. Since the teachers receive less than 3 hours with the children each week for instruction, it is very important that they lose no time in the first period due to students' late arrival and the resulting disruption.

- Attendance is to be marked between 9.50-9.59am. 10 am is tardy.
- Any child who comes after the 1st mod, will get  $1/2$  presence marked.
- Student coming late and leaving early without permission will be marked absent.
- Students arriving late by six minutes must seek the on-site Principal's permission before entering the class room.
- Students arriving 15 minutes late must be accompanied by a parent. Student will be marked Tardy for that day. Once permitted, student must

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enter the classroom quietly without disrupting the class. A permission slip will be issued and kept a record of.

- Arriving late more than 3 times in one term may result in disciplinary action.

### Early Dismissal:

- Early dismissal is not encouraged. However, under extreme and pressing circumstances, the early dismissal must be coordinated with the Principal or Acting-Principal on site.
- Students leaving before offering Zuhr Salat will be marked 1/2 absent for the day which may affect their standing for recognition or award at the end of school year.
- Student leaving early without offering Salat will also be marked 1/2.

### Drop-off, Pickup:

- Parents are responsible to arrange and coordinate drop-off and pick up of their children by a responsible adult on scheduled times.
- If someone other than the parent or sibling is authorized to pick up a child at dismissal, the on-site principal must be informed by the parent of this arrangement before the child will be released to that person.

### Home Work:

- Homework is assigned by the teachers and tracked by the administration for each class so that the progress made by the

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students can be assessed and effectiveness of the schooling can be measured.

- Failure to do hw will result in partial detention during sports mod.
- Student folders will be sent home with each student for parents to go over the home work with their child and to see how their child behaved in school that day.
- Home work folder must be signed by a parent and returned to school every week.

### Rewards, Awards and Recognition:

- School Administration will establish appropriate awards, rewards and achievement certificates at the end of each term/school year to recognize student hard work and achieving the learning objectives.
- Grade below 80% in any class would not be awarded any placement/recognition.
- To calculate final grade 50% is for Exam grade and 50% for CW/HW Grade.

### Parent's Role:

- Please help your child to do wudhu before coming to mosque. At the mosque they won't have to take off their socks and massah would suffice. This will immensely shorten time children are currently taking for wudhu.



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- Help your child to observe proper dress code. Dangling clothes like ghrararas and flappers increase the risk of a child falling/injuring themselves on the hard flooring.
- Please send in their school supplies such as pencils, paper, crayons, clip board, note book, course related book.
- Please talk to your child about the importance of staying in a group in and around the mosque and not wandering alone.
- Send students to school on time in the proper state of health; clean, well groomed and dressed in accordance with Islamic Dress code.
- A parent must stay with the child at school who is under 6 years of age.
- Early dismissal must be discussed with the on-site principal before taking your child home.
- Issues and concerns must be first discussed with the Principal. Unresolved issues can be referred to the Board and/or the President of Baltimore Jamaat. School administration reports to the President of the Jamaat and not any other Jamaat/auxiliary office holder.

### Disciplinary Committee:

- The Disciplinary Committee will handle all disciplinary issues including behavior issues as well as tardiness.
- The Committee consists of the Principal, Associate Principal, Local Imam, and Qaid Khuddamul Ahmadiyya.
- Offenses will be reported in writing or email to one of the committee members, preferably to the Principal or Vice-Principal.
- The committee will keep a log of these events.

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- Imam Sahib will be requested to follow-up with students and parents as needed about these infractions.

### Complaints and Disagreements:

- Disagreements must be addressed and resolved at the lowest level possible and as soon as possible.
- If an unresolved issue must be raised above the Principal level, it must be in writing with all the facts listed.
- A copy of the complaint must be provided to the Principal as well as the person the complaint is being made against. (That is a standard procedure followed by Jamaat).
- In case of disruptive parents, they should be contacted and followed up with immediately, via phone/in-person.
- In case of disruptive students, that show a pattern of bad behavior, their parents should immediately be notified via phone/in-person and informed that we have been watching this child and noticing this pattern of behavior for X number of months.
- The ultimate decision making authority in school matters rests with the Chairman of the Board and his decision will be binding on all involved.

### Teacher's Role:

- Teachers will be appointed as needed by the Principal in consultation with the Chairman of the School Board.
- Once accepted into the school as a teacher, it is the teacher's responsibility to prepare and submit a syllabus he/she is going to cover for each term of the year.
- Teachers will assess track and report progress of each student to the communication coordinator who in turn will share it with the Principal and the parents.

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### Inclement Weather:

- Principal will make the school closing decision after consultation with the School administration and Teaching Staff.
- This should be decided by 9 pm on Saturday.
- School closing decision will be communicated to the parents via email/ phone calls by no later than 8.00 AM Sunday morning.

### Field Trips and Cook Out:

- Two field trips will be organized by the school administration to enhance student's learning and knowledge by observing and relating their studies to the real world events.
- Administration may request contributions from parents to offset the cost of the field trip.
- However, no student will be denied participation in the field trip because of his/her inability to contribute towards the cost.
- Students will take part in the Jamaat Cookout in the 1<sup>st</sup> week of May

### Books and School Supplies:

Procurement of prescribed books and required supplies and bringing them to school is the responsibility of each student. Parents are to make sure that their child has the required material and brings the needed material to school

### Sports & Extra Curricular Activities:

Organized and supervised sports and crafts activities are part of the school and the students should actively participate in those activities during scheduled hour.

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### Volunteering :

Volunteers are the most important part of the Tahir Academy and its success. We encourage all parents to take active part in the religious education and spiritual training of their children by offering to help Jamaat in providing a conducive, friendly and attractive environment for our children to learn and excel.

The minimum age for volunteers at the school is 15 years old (a Khadim/Lajna) or in the 9th grade. Exceptions may be made for senior Atfal/Nasirat under age 15 who is eager to help. Student volunteers age 14 and above may receive credit for student service learning hours.

### Benefits of becoming a Tahir Academy Baltimore Volunteer:

Volunteering is a rewarding activity that offers many advantages including the opportunity to meet new people and learn new skills. Volunteering for the school also offers you a chance to:

- Work with computers and learn new technologies.
- Develop job references.
- Maintain our collections and information resources that serve your community.
- Student volunteers ages 14 and above may receive credit for student learning hours. It is the student's responsibility to check with their school to be certain that the Sunday School is an acceptable choice for fulfilling his or her volunteer (service learning) hours.

### How to volunteer:

Please contact the School Principal to offer your volunteer services for this school. Principal will assign appropriate assignments where he deems appropriate and needed. He may ask you to fill and submit an application form to volunteer. As volunteer opportunities become available, a volunteer coordinator will contact you. The number of volunteer positions available are determined by the School Board.

### Age Groups and Class Assignments:

Principal with the help of teaching staff will place students into classes appropriate for their age and preparedness.

### Courses:

1. Holy Preliminary Quran: Nazirah / Yessernal Quran as appropriate
2. Holy Quran Tajweed: for those who have completed 1<sup>st</sup> recitation of the Holy Quran.
3. Holy Quran Hifz
4. Basics of Islam, Level 1 and 2 (5-7 year olds)
5. Waqf e Nau, Level1 and 2 (5-7 year old)
6. History of Islam and Ahmadiyyat: Levels 3-5 (The Holy Prophet,<sup>sa</sup> The Promised Messiah<sup>as</sup> Khulafa e Rashideen, Khulafa e Masih and other advanced topics.
7. Stories of Muslim personalities and heroes (for age 5 -9 )
8. Vocabulary of the Holy Quran
9. Urdu Language (optional)

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10. Tarbiyyat Seminars for teens: Morals, values, vices & virtues, social media, Un-Islamic festivals, peer pressure and other tarbiyyat issues

11. Writing workshop for interested teens (optional)

12. App Development, Technology.

\*Course content will be drawn from Atfal, Nasirat and Waqf-e-Nau prescribed syllabi

### Books:

- Qaida Yassarnal Quran
- Holy Quran (without translation),
- Life of the Holy Prophet <sup>sa</sup>
- Our Beloved Master<sup>sa</sup>
- Life of Ahmad (as)

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## **REGISTRATION FORM**

*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 TAB:

\_\_\_\_\_

### ***PARENT/GUARDIAN INFORMATION***

**Mother**

**Father**

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

Email: \_\_\_\_\_

Home \_\_\_\_\_

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

Cell \_\_\_\_\_

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

Best \_\_\_\_\_

time to \_\_\_\_\_

call: \_\_\_\_\_

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## **EMERGENCY CONTACT**

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

\_\_\_\_\_

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

\_\_\_\_\_

## **ALLERGIES**

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## **EDUCATIONAL INFORMATION**

*Please check the appropriate box*

<b>Item</b>	<b>Completed</b>	<b>Learning</b>	<b>Not Started</b>
Salaat (Arabic)			
Salaat (with translation)			
Yassarnal Qur'an*			
Holy Qur'an Nazira*			
Hifz-e-Qu'ran: Number of Surahs memorized from Part 30:			

\*If learning, kindly write the current status.

## **UNDERTAKING**

- My child will be attending Tahir Academy Baltimore for the 2015-2016 academic year.*
- I have received and read the handbook and shall have my child abide by the TAB 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:** \_\_\_\_\_



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## **Teacher Registration Form**

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

### **TEACHER INFORMATION**

Name: \_\_\_\_\_ Gender: M/F

Address: Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Other Family Members teaching TAB:

\_\_\_\_\_

Email: \_\_\_\_\_

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

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

Best time to call: \_\_\_\_\_

### **EMERGENCY CONTACT**

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

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

### **UNDERTAKING**

- I will be teaching Tahir Academy Baltimore for the 2015-2016 academic year.*
- I have received and read the handbook and shall abide by the TAB policies.*
- I reaffirm my commitment to come to school on time and stay for the full duration of my class unless otherwise specified.*
- I will inform Principal TAB in case of upcoming leave and last minute leave.*
- In case of any absence, I will provide the school with an alternative teacher.*

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Tahir Academy Volunteer Application Form						
Name (Last, First, MI)		Gender		DoB		
Phone(Cell)		Phone(Home)		Email		
How many hours can you work on:						
Mondays	Tuesday	Wednesdays	Thursdays	Fridays	Saturdays	Sundays
I can help with:						
	Check	Prior level of experience ( None / less than a year / more than a year)				
Teaching						
Administrative work						
Computer Work						
Website Design						
Website maintenance						
Making phone calls						
Photography						
Videography						
Logistics Support						
Cleanup						
Organizing a sport or an activity						
Communications						
Records keeping						
Young children activities						
Food preparation / Setup						
Monitoring Children						
Other (Please explain)						

I have read the Tahir School Handbook and agree to abide by the rules, regulations and policies of the Tahir School mentioned in the book.

Signature \_\_\_\_\_