

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Tahir Academy Dallas

Handbook of Policies

2014



Tahir Academy Dallas

# Introduction

Tahir Academy Dallas is a proud member of a growing chain of nationwide schools established by the Ahmadiyya Muslim Community USA under the banner of Tahir Academy. The purpose of Tahir Academy is to provide an environment that is friendly and conducive for our children to learn and proudly practice 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.

The school is run by a dedicated faculty, under guidance of a Board of Directors and supported by Parents and other members of the community, who work tirelessly to make it a wholesome experience for our children.

We also want our children to be helped in all matters they face, including academic challenges, and help them excel in their respective fields.

In view of the above stated goals, Tahir Academy Dallas has adopted the following as the Objectives of the establishment

- Impart Islamic values to our children from a young age. Prepare ideal Muslim students for the community and the nation
- Create a learning environment and provide religious education to the children – boys and girls
- Help children life skills essential for their success in their religious and academic life

# Structure of the school

## Tahir Academy Board of Advisors

All stakeholders are represented in the Tahir Academy Board of Advisors, who will be responsible for all Policy decisions and to ensure Compliance with Jama'at policies and guidelines. The Tahir Academy Board of Advisors consists of the following members

- Chairman – President Dallas Jama'at
- Secretary - General Sec Dallas Jama'at
- Members
  - Missionary in-charge
  - Vice President
  - Sec. Tarbiyat
  - Sec. Ta'lim
  - Sadr Lajna Ima'illah
  - Qaid MKA
  - Sec. Waqf-e-Nau
  - Murabbi Atfal

## Staff

In order to carry out the day to day operations of the Academy, the Board shall appoint the following staff for the Academy

- Principal
- Vice Principal
- Administrative Officer

Principal is responsible for all decisions regarding the day to day operations with consultation with Vice Principal and may seek guidance from Board of Advisors from time to time. Any policy related decisions shall be communicated to the Board of Advisors. Principal and Vice-Principal will be de-facto members of the Board of Advisors.

## Faculty

The faculty consists of teaching staff and other volunteer staff as appointed by Principal.

### Staff Teachers

Staff teachers are selected based on need basis and are appointed at least for one term of the Academy. Staff teachers are considered full time and are required to follow the terms of appointment given to them.

### Volunteer Teachers

Includes Substitute teachers, Teaching Assistants, Special subject speakers etc.

### Non-teaching Volunteers

Includes Chaperones, Lunch assistants, Sports coordinators, Parent-Teacher coordinators etc.

Staff Teachers and Volunteer Teachers shall report to the Vice-Principal. Non-teaching Volunteers report to Administrative Officer.

## Roles and Responsibilities

### Board of Advisors

The Board of Advisors shall be responsible for all Policies, Rules and Responsibilities governing the Academy as well as ensuring the Financial needs are met for proper functioning of the Academy

- a. Dallas Jama'at President will be the Chairman of the Board. Board decisions must be approved by the Chairman.
- b. Jama'at General Secretary will act as the Secretary of the Board and shall be responsible for all official communication and convening of meetings
- c. The Chairman may delegate some of his responsibilities to other board members.
- d. Board decisions are made by a simple majority and shall be approved by the Chairman.

### Academy Staff

The Staff of the Academy shall be responsible for developing the curriculum, implementation and enforcement of approved Policies, development of schedules, preparing budget and any day to day decisions for the smooth functioning of the Academy

- a. Principal and Vice Principal will be appointed by the Chairman in consultation with the Advisory Board.
- b. Principal is the administrative head of the school and as such is responsible for the day to day operation and functioning of the school.
- c. Principal is responsible to recruit and appoint teaching and administrative staff members as (s)he deems fit.
- d. Principal may delegate any of the responsibilities that (s)he may seem fit to the Vice Principal
- e. School Faculty and Volunteers are to take direction from and is reportable to the Principal, the Board and the Jama'at President

# Student Decorum

The purpose of Tahir Academy is to provide an environment that is friendly and conducive for our children to learn and proudly practice the fundamentals of our faith in a pluralistic society. We want Ahmadi children to be role models, not followers, among their peers. We strive to help our students excel in both religious and academic education.

In order to achieve that goal, students and parents are also expected to follow certain rules and this section details them. Above all, students should always strive to keep up Islamic values in their daily lives and not limited to Academy hours.

## Commitment to learning:

1. Students must be enrolled by the parents according to the enrollment procedures. Enrollment is a commitment from parents and students that they intend to pursue their student life at Tahir Academy for the next one year at a minimum.
2. Students need to be serious about learning and making the class a wonderful experience for the other students.
3. It shall be the responsibility of the students to bring their supplies to the class and to complete all homework in time. Students shall not be admitted to the class if they do not bring their folders and essential supplies.

## Attendance Policy

1. It is required that students be regular in their class for proper flow of the class. In case of urgencies, students may take leave, but such leave shall be informed to Principal / Vice Principal ahead of the class hours. Any absence without such intimation shall be marked as “unexcused absence”
2. Student may be required to attend special tutoring to make up for the missed classes due to absence
3. In any term, no more than 2 unexcused absences and 4 excused absences are allowed.
4. Tahir Academy Dallas will be strict on start and end times. Facility will be open at least 15 minutes before the class time and will close 15 min after the close time. Students shall reach the premises and leave the premises during this time.
5. Any student arriving after the announced start time will be marked tardy. Any more than 4 tardies in a term is considered violation of class discipline and may be subject to further action.

## Dress Code

1. Students shall be clothed in proper attire that upholds Islamic teachings. Students shall take shower before the class and come to Academy wearing clean clothing that covers well
2. No objectionable pictures or messages shall be displayed on the clothing
3. Boys shall bring their own cap from home and wear while in the Academy. Girls shall wear head coverings.

## Good Muslim

1. Students shall display the best behavior in the class and be respectful to their fellow students and teachers
2. Shall follow all instructions by the teachers, serving volunteers and other staff of the academy
3. Any improper language or behavior shall not be tolerated
4. Any verbal or physical abuse shall not be tolerated
5. Be always kind and be a helping hand to others around you

## Campus code of conduct

1. Once checked in, students shall be under the supervision of the Academy staff and shall follow the instructions of the staff at all times
2. Students are not supposed to bring any books or material that is not part of the curriculum or approved by the teacher to the Academy
3. No electronic gadgets allowed in class – no gaming devices specifically. All notes shall be taken down using pen and paper only
4. Phones should remain inside the bag while the class is in session.

# Parent Responsibilities

We understand that parents are the primary source of learning for the child. We provide tools and help while in the Academy, but learning is a continuous process that shall be monitored and guided by the parents at all times. Therefore it is required that parents also be committed to learning and help Academy in ways they can.

1. Shall register their children and submit completed all enrollment forms as required
2. Co-operate with the Academy for strict following of all the rules and regulations
3. Hold up the Islamic values of respect, helpfulness and forgiveness at all times.
4. Shall provide for the school supplies for their children, as advised by the Academy from time to time
5. Shall track class activity and homework. They shall ensure that homework is done on time and submitted. Parents are welcome to discuss progress of the student with their teachers.
6. Shall pick up / drop off their children on time and shall follow all instructions from the staff of the Academy. Do not drop off children late, nor pick them up before the check out time.
7. Discuss any concerns in the class or about the Academy, with the Principal / Vice Principal. Any escalations shall be made to the Board of Advisors through the Secretary to the Board. Such escalations shall be in written form with a copy to the Principal.
8. All parents are strongly encouraged to volunteer for the Academy in one way or other. There will be different forms of volunteering available including time, services or financial contribution.

# Staff and Board Code of Conduct

The Board of Advisors, Staff and Volunteers of the Tahir Academy have signed up for successfully executing the policies in order to impart the best education to our children. All the staff shall remain committed to these policies and shall hold up Islamic values and Jama'at decorum at all times.

1. All board members shall give their best effort and support to make Tahir Academy a success thereby fulfilling the instruction of Khalifatul Masih to provide best in class education for our children
2. Tahir Academy shall be given a high priority and utmost care will be taken that the needs of the Academy is met and support is given to ensure success of the Academy and the students
3. Any Jama'at or Auxilliary programs shall not conflict with the time and space allocated for Tahir Academy classes
4. In case of unavoidable circumstance where any unplanned activity conflicts with Tahir Academy, Staff and Board will work together in good faith to resolve such conflicts
5. Teachers shall pay full attention during the class hours. No phone / email during the class unless for class purposes. In case of unavoidable circumstances, if phone usage is absolute necessary, teachers shall excuse themselves out of the class area and attend phone calls
6. Teachers shall be on time, will inform academy in advance for days off and co-operate to arrange alternate / substitute teachers
7. Teachers shall always safeguard themselves against any favoritism during the class or test
8. While discipline is very important in the Academy, no physical or verbal abuse is allowed.