

Tahir Academy Policy Handbook

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.

Tahir Academy Policy Handbook

- Once all these steps are satisfied, the child will be allowed to attend from the 1st 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.

Tahir Academy Policy Handbook

- 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.

Tahir Academy Policy Handbook

- 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.

Tahir Academy Policy Handbook

- 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.

Tahir Academy Policy Handbook

- 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. $3 = 1 - \frac{1}{2}$ 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 $\frac{1}{2}$ 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

Tahir Academy Policy Handbook

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

Tahir Academy Policy Handbook

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

- 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.
- A student not doing his hw will be up for partial detention during the Sports Mod.

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.

Tahir Academy Policy Handbook

- 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.

Tahir Academy Policy Handbook

- 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.
- Student will have a 1-1 discussion with Associate Principal and given a warning.
- If things don't improve, he/she will get a partial detention of 3 weeks.
- Students subjected to Disciplinary action will not be eligible for awards in the Year end Awards and Ameen Ceremony.

Tahir Academy Policy Handbook

- The ultimate decision regarding terminating from Tahir Academy, 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.

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.