

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## Ahmadiyya Muslim Community

Central Jersey Jama'at  
Taleem Department

**Tahir School**

2010-2011  
**Parent-Student-Teacher Handbook**

(V 10.2)

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

*Please keep this handbook off the ground as it contains verses from the Holy Qur'an*

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### SECTION II

Tajweed Rules and Practice Chapters (This is only included for the students in groups "D" and above).

### SECTION III

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### **1. Introduction:**

Assalamo Alaikum and welcome to the Tahir School for the 2010-2011 school year. This handbook has been prepared for students and parents with the intent of providing information about the suggested syllabus, the rules and regulations that govern the school activities. These rules/regulations (responsibilities) were formulated and defined for the purpose of achieving our mutual goals as parents, students, and Jama'at; and to lay a strong foundation for our school in the years to come. Please spend a few minutes to read this handbook completely. Each year, we update and revise this handbook.

The education of our children is a cooperative effort involving the students, Jama'at and parents. Informed and concerned parents make fine partners in the educational process. The Jama'at, auxiliaries, volunteers, and parents must work together and support each other's efforts.

While every effort will be made to keep parents informed, parental initiative to know and keep track of their children's program and progress is a key to the process of Islamic education. This handbook provides parents an opportunity to become more informed and aware of our school's syllabus and regulations.

Parents who have any comments or constructive suggestions regarding any school activity should contact Taleem Secretary, Sadr Sahib, or Sadr Lajna Immaillah Sahiba.

### **2. Objective of the Tahir School:**

The objective of this school is two folds i.e. to facilitate the learning of:

1. Core Academic Skills: Formal classes are held in the following four areas:
  - a. Qura'an
  - b. Basics of Religious Education
  - c. Urdu Language
  - d. Combine Class
  
2. Soft Skills: We strive to train students that:
  - a.) Love the above core academic skills so that students not just have fun while learning but also like to learn and master the above skills on their own
  - b.) Love Allah <sup>(SWT)</sup>, Holy Prophet <sup>(PBUH)</sup>, Hadhrat Promised Messiah, and Khalifas,
  - c.) Respect for the system of the Jama'at
  - d.) Observe the etiquettes of mosque
  - e.) Respect for elders and fellow human beings

### **3. Student Decorum:**

Students at the school will find that if they behave as responsible Ahmadi Muslims, they will be treated with respect, love, and care. This self-imposed discipline is to everyone's benefit and helps create a pleasant school atmosphere. However, there must be certain fundamental regulations. These are in accord with the guidelines of Islam. They are not designed to inhibit or restrict

students but to assist the orderly function of the school so that everyone can go about the primary task of getting a good Islamic education. Students are expected to follow these regulations:

**REGULATIONS:**

- 1) Coming on time every time to the school, dressed and groomed in accordance with the Islamic Laws of Cleanliness and Dress.
- 2) Being prepared for school by arriving with the intention and attitude to learn as well as the necessary items needed for school including homework notebooks, writing implements, completed homework assignments, and so on.
- 3) Observing the accepted Islamic Rules for behavior in dealing with the teachers, school officials, parents, and fellow students. Special attention should be paid to proper Islamic behavior between the genders.
- 4) Cooperating with school personnel by listening and obeying instructions in order to maintain a peaceful and harmonious atmosphere in the school.
- 5) Assuming full responsibility for erroneous acts or bad behavior and accepting disciplinary action when applied.

**4. Parents Responsibilities:**

Tahir School is a supplement not a substitute of what students learn in their homes. Parents are expected to accept the following responsibilities for their children in accordance with Islamic guidelines:

- 1) Send students to school on time in the proper state of health; clean, well groomed and dressed in accordance with the Islamic Dress code.
- 2) Encourage positive attitudes toward learning by making sure that children come prepared to the school with appropriate materials such as writing implements, notebook, completed homework assignments, and so on. All students in Group B and above should also bring the Basics of Religious Education book.
- 3) Cooperate with school personnel in efforts to maintain and improve student attitudes, behavior and learning habits, as well as motivation and enthusiasm for excellence, involvement in extra-curricular activities, and acceptance of the challenges of responsibilities.
- 4) Encourage through word and deed Islamic Character both in and out of the classroom.
- 5) Actively support the programs and activities of the School.
- 6) Ensure that proper arrangements are made at home for students to learn the holy Qur'an.

**5. Absence and Tardiness Policies:**

**Absence Policy:**

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 lateness is a major concern to all involved. It is in this light that a total of 3 absences (whether Excused or not) per semester is considered acceptable. Any student exceeding this amount may be subject to disciplinary action.

#### Tardiness Policy:

The parents' cooperation is sought in ensuring that the students arrive on time. Since the teachers receive less than 2 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.

It is the responsibility of the parent to see that his/her child is on time for school. This means that the student should be in the classroom promptly by the scheduled start time. The starting time for classes for the Saturday Session is 2 PM. Students arriving late may not be allowed to enter the classroom until the first period is over, since this will cause disruption to the class in progress. Arriving late more than 4 times a semester may result in disciplinary action.

#### 6. Dress Code:

Dress in accordance with Islamic Guidelines will be required of all those participating in the school (mentioned above). Specifically, the males will be required to wear clean shirts and long pants that are loose fitting and opaque. 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 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.

#### 7. Age of the Students for Tahir School

The school is for the students between the ages 4-20 years, boys and girls. However, the classes will be held separately for each gender.

#### 8. Level of Classes:

To better facilitate the learning, we have divided the students in the following six lettered groups:

- **Group "A"** (Age 4-6 year): This group is for those students who are learning the Qa'edah Yassaral Qura'an
- **Group "B"** (Age 7-8 year): This group is for those students who have finished the Qa'edah Yassaranal Qura'an and are learning the Holy Qura'an Nazira
- **Group "C"** (Age 9-11 year): This group is for those students who have finished the recitation of Holy Qura'an Nazira and are now learning the translation and memorization.
- **Group "D"** (Age 12-14 year): This group is for those students who have graduated from the Group C.
- **Group "E"** (Age 15-20 year): *Intermediate Level*
- **Group "F"** (Age 15-20 year): *Advance Level*

Each of the above six groups are composed of three separate periods:

- 1.) Qa'edah/Holy Qura'an
- 2.) Basics of Religious Education
- 3.) Urdu, Waqfeen-e-Nau Syllabus, or Interactive session depending on the group.

### 9. Homework

Teachers should give and check homework regularly.

### 10. Competition

A positive competition should be promoted in all the periods while making sure that no single student is lagging behind. At the end of the term (June), exams will also be held and prizes will be given to distinguished students.

### 11. Objective of the Syllabus

To keep it simple, we have chosen the Holy Qura'an and the book *Basics of Religious Education*. The idea is that once the students have strong foundation in the core academic skills and soft skills mentioned above, they can learn other specific skills with some efforts on their own or with the help of their auxiliaries and/or parents.

Starting from Section 13, you will find the syllabus which is recommended by the age of students and has been adopted from the national syllabus of Majlis Atfal-ul Ahmadiyya. The source of the material covered in the syllabus is from the Basics of the Religious Education book.

We are hoping that with this new syllabus, the teachers, parents and students will be in the same mindset. Teachers will know what to focus on for each student. Students will know exactly what is expected from them in each level. Parents will also know the level of their children and will be able to help their children according to the children's levels. InshAllah.

### 12. Group "A" – Suggested Age 4-6 years

This grade is for those students who are learning the Qa'edah Yassarnal Qura'an. For this grade, there is going to be three separate periods:

12.1. *Qa'edah Yassarnal Qura'an*

According to students' level of learning, students will be taught how to read Qa'edah Yassarnal Qura'an individually and/or in small groups.

12.2. *Basics of Religious Education:*

For age 4:

- Recite Bismillah to start any work and other prayers/duaen
- Importance of Salat
- Etiquettes of Salat
- Etiquettes of Mosque
- How many prayers
- Names of prayers

For age 5-6:

- All of the above and start teaching salat
- Names of salats and how many salats

- Rakaat of salats
- Wudhoo (Ablution)
- Niyyat Salat
- Thana
- Surah Fatiha Recitation
- Rakuh Prayers
- Sajda Prayers
- Etiquettes of Mosque

12.3. *Urdu:*

- A brief introduction to Islam and Ahmadiyyat in Urdu should be covered

### 13. Group "B" - Suggested Age 7-8 years

This grade is for those students who are learning the Qura'an. For this grade, there is going to be three separate periods:

13.1. *Qura'an recitation and memorization with Qirat and correct pronunciation*

For age 7:

Surah Fatiha (Arabic with translation)	Page 55
Surah Al-Ikhlās (Arabic only)	Page 85

For age 8:

Al Nasr, Al-Lahab, Al-Falaq, An-Naas (Arabic)	Pages 85-86
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13.2. *Memorization from the Basics of Religious Education*

For age 7:

Salat (Arabic only) (Wudhu, Prayer after Wudhu, Iqamah, Niyat, Thanna and At-ta'awuz)	Pages 186-189
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Ahadith:

"Importance of Motives" (Arabic w/ translation)	Pages 97-98
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Prayers (Arabic w/ translation):

"On Waking Up"	Page 143
"Increase in Knowledge"	Page 140

Qaseedah: Couplets 1 and 2 (Arabic only)	Page 283
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For age 8 years:

Salat (Arabic only) (Rukoo', Tasmee', Tahmeed, Sajdah, Prayer Between Two Sajdahs, At-Tashah-hud, Salat 'alan-Nabee, Concluding Prayers, Salam, and Tasbeeh)	Pages 191-195
Ahadith: (Arabic w/ translation) "Be the First to Greet" "Etiquette of Eating"	Page 114-115 Pages 111-112
Prayers (Arabic w/ translation) "Getting Into a Vehicle" (To Start a Journey) "On Starting a Meal"	Page 140 Page 145
Qaseedah: Couplets 3 and 4 (Arabic only)	Page 283

13.3. *Urdu:*

In this class, reading and writing of alphabets of Urdu, words, and sentences should be covered.

- A brief introduction to Islam and Ahmadiyyat in Urdu should be covered

13.4. *Reading Material from the Basics of Religious Education with the help of Parents:*

For 7 years:

Introduction to Salat	Pages 178-179
Significance of a Mosque	Page 182
Basic Principles of Islam Chapters 1.1 and 1.2	Pages 3-9
General Religious Knowledge	Pages 303-311

For 8 Years:

Basic Principles of Islam Chapters 1.3-1.5	Pages 10-19
General Religious Knowledge	Pages 312-316



#### 14. Group "C" – Suggested Age 9-11 years

This grade is for those students who have finished the Qura'an. In this grade, students will quickly revise what they have already learned and apply their knowledge to learn the following:

##### 14.1. *Qura'an recitation and memorization with Qirat and correct pronunciation*

For age 9 years:

Surah Al-Baqarah Verses 2-6 (Arabic only) Page 63

Al-Kauthar, Al-Kaafiroon (Arabic only) Page 84

For age 10 years:

Surah Al-Baqarah Verses 7-10 (Arabic) Page 63

Al-Quraish, Al-Maun (Arabic) Pages 83-84

For age 11 years:

Surah Al-Baqarah Verses 11-14 (Arabic) Pages 63-64

Al-Asr, Al-Humazah, Al-Fil (Arabic) Pages 82-83

##### 14.2. *Memorization from the Basics of Religious Education*

For age 9 years:

Salat (Arabic only)

Prayers After Salat, Du'aa Qunoot Pages 196-198

Ahadith: (Arabic w/ translation)

"Cleanliness" Page 113

"Think Before You Speak" Page 33-34

Prayers: (Arabic w/ translation)

"For Parents" Page 140

"On Finishing a Meal" Page 146

Qaseedah: Couplets 5-8 (Arabic only) Page 284

For age 10 years:

Salat (Split-Word Translation)

(Prayer after Wudhu, Iqamah, Niyat,  
Thanna and At-ta'awuz) Pages 205-206

Ahadith: (Arabic w/ translation)

“Importance of Sadqah” Page 93

“Taking Back A Gift” Page 95

Prayers: (Arabic w/ translation)

“For Mercy and Forgiveness” Page 138

“On Entering a Washroom” Page 144

Qaseedah: Couplets 9-12 (Arabic only) Page 285

For age 11 years:

Salat (Split-Word Translation)

Rukoo’, Tasmee’, Tahmeed, Sajdah, Prayer

Between Two Sajdahs, At-Tashah-hud, Salat

‘alan-Nabee, Concluding Prayers, Salam,

and Tasbeeh

Pages 209-217

Ahadith: (Arabic w/ translation)

“Love for the Holy Prophetsa” Pages 95-96

“High Status of Mothers” Page 100

Prayers: (Arabic w/ translation)

“On Beginning the Fast” Page 149-150

“On Ending the Fast” Page 150

Qaseedah: Couplets 13-16 (Arabic only) Page 286

14.3. *Urdu:*

- In this class, first students will quickly repeat what they have already taught in the groups “A” and “B” i.e. how to read and write alphabets of Urdu, words, and sentences.
- They will also learn how to read small stories and write short paragraphs (topic such as this must be covered respect for elders i.e. parents, relatives, office holders, teachers, and so on)
- Read poems

14.4. *Reading Material from the Basics of Religious Education with the help of Parents:*

For age 9 years:

Allah and His Attributes	Pages 27-34
Importance of Salat	Pages 175-177
Basic Principles of Islam	
Chapter 1.6	Pages 20-24

For age 10 Years:

The Holy Qur'an and Its Etiquette	Pages 35-40
Introduction to Ahadith	Pages 90-92
Life of Holy Prophet Muhammad <sup>saw</sup> :	
Chapter 6.1	Pages 221-234

For age 11 years

Successors of the Holy Prophets:	
Chapters 6.2-6.5	Pages 235-242

### 15. Group "D" – Suggested Age 12-15

This grade is for those students who have finished the recitation of the Holy Qura'an once. In this grade, students will quickly revise what they have already learned and apply their knowledge to excel in this level.

#### 15.1. *Qura'an recitation and memorization with Qirat and correct pronunciation*

For age 12 years:

Surah Al-Baqarah Verses 15-17 (Arabic)	Page 64
Al-Teen, Al-Qadr, Al-Takathur (Arabic)	Pages 80, 82

For age 13 years:

Translation of Surah Al-Baqrah, Verses 1-10	Pages 63-64
Translation of Surah Al-Nasr, Al-Lahab, Al-Falaq, An-Naas	Pages 85-86
Ayatul Qursi: Surah Al-Baqrah, Verse 256 (Arabic)	Page 64

For age 14 years:

Translation of Surah Al-Baqarah, verses 11-17	Pages 63-64
Translation of Surah Al-Ma'un, Al-Kauthar, Al-Kaafiroon	Page 84
Surah Ad-Duhaa (Arabic)	Pages 79-81
Surah Al-Inshiraah (Arabic)	Pages 79-81
Surah At-Teen (Arabic)	Pages 79-81

Surah Al-Zilzaal (Arabic)	Pages 79-81
Surah Al-Qaariah (Arabic)	Pages 79-81

For age 15 years:

To be added.

15.2. *Memorization from the Basics of Religious Education*

For age 12 years:

Salat (English translation)	
Prayers After Salat, Du'aa Qunoot	Pages 196-198
Prayer after Adhan (Arabic w/ translation)	Page 185
Ahadith: (Arabic w/ translation)	
"Learning and Teaching the Holy Qur'an"	Pages 98-99
"Seeking of Knowledge"	Page 99
Prayers: (Arabic w/ translation)	
"To Achieve Allah's Blessings"	Page 142
"Prayers for Steadfastness"	Page 137
Qaseedah: Couplets 17-20 (Arabic only)	Page 287

For age 13 years:

Salat : (Arabic)	
Friday Prayer	Page 199
Ahadith : (Arabic w/ Translation)	
"Against Hearsay"	Page 100
"Kindness to Younger Ones, Respect to Older Ones"	Pages 96-97
Prayers: (Arabic w/ Translation)	
"To Avert Punishment of Hell"	Page 139
"In Favor of Our Spouses and Children"	Page 139
Qaseedah: Couplets 21-24 (Arabic Only)	Page 288

For age 14 years:

Salat: (Arabic)

Funeral Prayer Page 203

Saltul Hajjah (Prayer in Need) Page 202

Ahadith: (Arabic w/ translation)

“Against Backbiting” Page 101

Prayers: (Arabic w/ translation)

“For Allah’s Mercy” Page 138

“For a Righteous End of Life” Page 139

Qaseedah: Couplets 25-28 Page 288

15.3. *Waqfeen-e-Nau Syllabus:*

Write short essays and letters to Hadhrat Khalifat-ul-Masih

15.4. *Reading Material from the Basics of Religious Education with the help of Parents:*

For age 12 years:

Guide to Correct Recitation of the Holy Qur’an Pages 41-49

The Promised Messiah<sup>as</sup>: Chapter 7.1 Pages 244-261

For age 13 Years:

Commentary of Surah Al-Fatihah Pages 55-61

The Promised Messiah’s<sup>as</sup> Successors: Chapters 7.2-7.5 Pages 262-279

For age 14 years:

Read & Understand #1-5 of the 10 Conditions of Bai’at [www.alislam.org](http://www.alislam.org)

Read **Chapters 1-6** of “Golden Deeds of Muslims”

By Rashid Ahmad Chaudry [www.alislam.org](http://www.alislam.org)

## 16. Group “E” - Suggested Age 15-20 (Intermediate Level)

16.1. *Qura’an recitation and memorization with Qirat and correct pronunciation*

Surah Fatiha (Arabic with translation) Page 55

Surah Al-Ikhlās (Arabic only) Page 85

Al Nasr, Al-Lahab, Al-Falaq, An-Naas (Arabic)	Pages 85-86
Surah Al-Baqarah Verses 2-6 (Arabic only)	Page 63
Al-Kauthar, Al-Kaafiroon (Arabic only)	Page 84
Surah Al-Baqarah Verses 7-10 (Arabic)	Page 63
Al-Quraish, Al-Maun (Arabic)	Pages 83-84
16.2. <i>Memorization from the Basics of Religious Education</i>	
Salat (Arabic only)	Pages 186-189
(Wudhu, Prayer after Wudhu, Iqamah, Niyat, Thanna and At-ta'awuz)	
Ahadith:	
"Importance of Motives" (Arabic w/ translation)	Pages 97-98
Prayers (Arabic w/ translation):	
"On Waking Up"	Page 143
"Increase in Knowledge"	Page 140
Qaseedah: Couplets 1 and 2 (Arabic only)	Page 283
Salat (Arabic only)	Pages 191-195
(Rukoo', Tasmee', Tahmeed, Sajdah, Prayer Between Two Sajdahs, At-Tashah-hud, Salat 'alan-Nabee, Concluding Prayers, Salam, and Tasbeeh)	
Ahadith: (Arabic w/ translation)	
"Be the First to Greet"	Page 114-115
"Etiquette of Eating"	Pages 111-112
Prayers (Arabic w/ translation)	
"Getting Into a Vehicle" (To Start a Journey)	Page 140
"On Starting a Meal"	Page 145

Qaseedah: Couplets 3 and 4 (Arabic only)	Page 283
Salat (Arabic only)	
Prayers After Salat, Du'aa Qunoot	Pages 196-198
Ahadith: (Arabic w/ translation)	
"Cleanliness"	Page 113
"Think Before You Speak"	Page 33-34
Prayers: (Arabic w/ translation)	
"For Parents"	Page 140
"On Finishing a Meal"	Page 146
Qaseedah: Couplets 5-8 (Arabic only)	Page 284
Salat (Split-Word Translation)	
(Prayer after Wudhu, Iqamah, Niyat, Thanna and At-ta'awuz)	Pages 205-206
Ahadith: (Arabic w/ translation)	
"Importance of Sadqah"	Page 93
"Taking Back A Gift"	Page 95
Prayers: (Arabic w/ translation)	
"For Mercy and Forgiveness"	Page 138
"On Entering a Washroom"	Page 144
Qaseedah: Couplets 9-12 (Arabic only)	Page 285

### 17. Group "F" – Suggested Age 15-20 (Advanced Level)

17.1. *Qura'an recitation and memorization with Qirat and correct pronunciation*

Surah Al-Baqarah Verses 11-14 (Arabic)	Pages 63-64
Al-Asr, Al-Humazah, Al-Fil (Arabic)	Pages 82-83
Surah Al-Baqarah Verses 15-17 (Arabic)	Page 64
Al-Teen, Al-Qadr, Al-Takathur (Arabic)	Pages 80, 82

Translation of Surah Al-Baqrah, Verses 1-10	Pages 63-64
Translation of Surah Al-Nasr, Al-Lahab, Al-Falaq, An-Naas	Pages 85-86
Ayatul Qursi: Surah Al-Baqrah, Verse 256 (Arabic)	Page 64
Translation of Surah Al-Baqarah, verses 11-17	Pages 63-64
Translation of Surah Al-Ma'un, Al-Kauthar, Al-Kaafiroon	Page 84
Surah Ad-Duhaa (Arabic)	Pages 79-81
Surah Al-Inshiraah (Arabic)	Pages 79-81
Surah At-Teen (Arabic)	Pages 79-81
Surah Al-Zilzaal (Arabic)	Pages 79-81
Surah Al-Qaariah (Arabic)	Pages 79-81
Surah A l-Baqrah Verses 285-287 (Arabic)	Page 65
Surah Al-Ala (Arabic)	Pages 76-78
Surah-Al-Ghashiyah (Arabic)	Pages 76-78
Surah Al-Banee Israa'eel Verses 79-85 (Arabic)	Pages 69-70
17.2. <i>Memorization from the Basics of Religious Education</i>	
Salat (Split-Word Translation)	
Rukoo', Tasmee', Tahmeed, Sajdah, Prayer Between Two Sajdahs, At-Tashah-hud, Salat 'alan-Nabee, Concluding Prayers, Salam, and Tasbeeh	Pages 209-217
Ahadith: (Arabic w/ translation)	
"Love for the Holy Prophetsa"	Pages 95-96
"High Status of Mothers"	Page 100
Prayers: (Arabic w/ translation)	
"On Beginning the Fast"	Page 149-150
"On Ending the Fast"	Page 150
Qaseedah: Couplets 13-16 (Arabic only)	Page 286
Salat (English translation)	
Prayers After Salat, Du'aa Qunoot	Pages 196-198



Prayer after Adhan (Arabic w/ translation)	Page 185
Ahadith: (Arabic w/ translation)	
"Learning and Teaching the Holy Qur'an"	Pages 98-99
"Seeking of Knowledge"	Page 99
Prayers: (Arabic w/ translation)	
"To Achieve Allah's Blessings"	Page 142
"Prayers for Steadfastness"	Page 137
Qaseedah: Couplets 17-20 (Arabic only)	Page 287
Salat : (Arabic)	
Friday Prayer	Page 199
Ahadith : (Arabic w/ Translation)	
"Against Hearsay"	Page 100
"Kindness to Younger Ones, Respect to Older Ones"	Pages 96-97
Prayers: (Arabic w/ Translation)	
"To Avert Punishment of Hell"	Page 139
"In Favor of Our Spouses and Children"	Page 139
Qaseedah: Couplets 21-24 (Arabic Only)	Page 288
Salat: (Arabic)	
Funeral Prayer	Page 203
Saltul Hajah (Prayer in Need)	Page 202
Ahadith: (Arabic w/ translation)	
"Against Backbiting"	Page 101
Prayers: (Arabic w/ translation)	
"For Allah's Mercy"	Page 138
"For a Righteous End of Life"	Page 139
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Salat: (Arabic)	
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"A Little but Sufficient"	Page 94
"Three Noble Actions"	Page 112
Prayers: (Arabic w/ Translation)	
"For Success in Calling to Allah"	Page 141
"To Get Rid of Affliction"	Page 142
"Against Losing Divine Guidance"	Page 137
Qaseedah: Couplets 29-32	Page 290

#### 18. Combined Class

There will be a combined class for boys and girls ages 7 and above. Girls 10 years and above will participate in the class while sitting behind a curtain. In this class, we intend to discuss some of the social issues and provide Islamic solutions for these issues.

## *MAY ALLAH<sup>(SWT)</sup> GUIDE ALL OF US TO THE RIGHT PATH*