

# Nasir Academy Canada Policies

Updated 2025-01-23

1. Every Nasir Academy will be operated by a local Nasir Academy Board, chaired by the local Sadr/Amir with the local Secretary Talim as its Secretary. This board will oversee the academy's overall strategic direction, operations, and coordination.
2. **Nasir Academy** will provide religious education to children, typically running on Sundays from 10:00 AM to 1:30 PM, including sports and recess. The schedule is flexible based on local needs, though teaching time should be a minimum of 2 hours.
3. For admission to Nasir Academy, boys and girls must be between 7 and 15 years old as of December 31st of the current academic year. Children will remain in their enrolled level throughout the year. Nasir Academy will accept children at all times, but admission is subject to capacity.
4. The updated **Nasir Academy syllabus (2024)** will be used for teaching. The syllabus is based on 5 Workbooks, one for each of the five levels of Nasir Academy. The workbooks are available at [\[www.nasiracademy.ca\]](http://www.nasiracademy.ca)(<http://www.nasiracademy.ca>).
5. The academic year starts on July 1st and ends on June 30th, with classes from September to June. At least 18 sessions will be held per academic year, averaging 2 per month. A full recommended schedule will be provided by the National Department of Talim. Each Nasir Academy can modify the schedule based on local circumstances and having been approved by the local Board. It is recommended that Nasir Academy have a field trip and a graduation ceremony once a year.
6. Nasir Academy will provide children with snacks (typically a bar and juice) up to \$2.50 per child per session. A pizza day can be organized once every two months.
7. Classes will be organized into five age-based levels: **Level 1 (age 7)**, **Level 2 (ages 8-9)**, **Level 3 (ages 10-11)**, **Level 4 (ages 12-13)**, and **Level 5 (age 14+)**. Each level will have a dedicated class based on resources. Gender-segregated classes will be implemented for Levels 4 and 5.
8. **Final Assessments** will be provided by the National Department of Talim and are to be conducted during the months of May and June.
9. The local Nasir Academy board should decide if children with disabilities and learning differences can be accommodated based on available resources.
10. Administrative, financial, scheduling, venue decisions, and any disciplinary actions will be made by the Nasir Academy Board. The board should endeavor to meet every two months.
11. Annual budgets will be prepared and submitted by the board's secretary, with monthly expenses being tracked and submitted locally for reimbursement. The National Talim Department will review and approve these budgets, managing the overall financial allocation. Any expenditures beyond the approved budget will need explicit approval from the National Talim Department. A typical yearly budget should include: rental, snacks, stationary and printing, IT and audio/video equipment.
12. The National Talim Department will provide materials like syllabi, assessment guidelines, handbooks, and best practices.

13. The local board nominates the Academy's principal, who is appointed by the National Amir Jama'at Canada for a two-year term. The role of the Principal is to run the daily operations of the Nasir Academy, including teaching, attendance, assessments, lesson planning, and field trips.
14. Vice-Principals are nominated by the local board/principal and appointed by the Chair of the Board. It is recommended to have two vice principals, one male and one female.
15. Teachers are appointed by the Principal in consultation with vice principals. The minimum age for teaching at the academy is 18 years. Teachers are responsible for preparing lesson plans for their levels based on the objectives of Nasir Academy. It is mandatory to have a teaching assistant(s) for every class above the age of 18.
16. Security, food arrangements, and resource provision will be the responsibility of the local board, which can delegate these tasks to appropriate members.
17. Safeguarding policy of Ahmadiyya Muslim Jamaat shall be applicable to all local Nasir Academies. Board members, Teachers and all Volunteers must abide by the safeguarding policy.
18. All students and staff should follow Islamic values in communication, conduct and dress.
19. To ensure student attendance, auxiliaries will be coordinated through the board. Any assistance, and support needed from auxiliaries will also be managed through the board.
20. Auxiliary organizations may use the platform of Nasir Academy to organize their events such as Parents Sessions, Food Drives, Bake Sales, Chanda Collection, Classes etc. This should be coordinated through the board.

### **\*\*Local Nasir Academy Board Structure\*\***

#### **\*\*Single Jama`at (Amarat) Board Members:\*\***

- **\*\*Board Chair\*\***: Local Amir/Sadr Jama`at
- **\*\*Board Secretary\*\***: Local Secretary Ta`lim
- **\*\*Members\*\***:
  - Principal
  - Vice-Principal
  - Qaid Khuddamul Ahmadiyya (and Nazim Atfalul Ahmadiyya)
  - Local Murrabi Silsila (Senior Most, up to 2 if multiple)
  - Sadr Lajna (and Secretary Nasiratul Ahmadiyya)
  - Zaim Ansarullah

#### **\*\*Multiple Jama`at Board Members:\*\***

- **\*\*Board Chair\*\***: Regional Amir/Local Sadr Jama`at
- **\*\*Board Secretary\*\***: Local Secretary Ta`lim
- **\*\*Members\*\***:
  - Principal
  - Vice-Principals
  - Qaid Khuddamul Ahmadiyya (and Nazim Atfalul Ahmadiyya)
  - Local Murrabi Silsila (Senior Most, up to 2 if multiple)
  - Sadr Lajna (and Secretary Nasiratul Ahmadiyya)
  - Zaim Ansarullah

#### **\*\*The Local Nasir Academy Principal Appointment Process:\*\***

- **Term**: Appointed every 2 years for a 2-year term.
- **Nomination**: The local board nominates 2 to 3 candidates via mutual consultation. Any suitable mature male or female from the local catchment area can be nominated.
- **Submission**: Nominations are sent to the National Department of Talim by May 31, including written recommendations from the local board.
- **Approval**: The National Amir approves the principal.
- **Start Date**: The principal begins duties on July 1 of the new academic year.