



NizamiOrder
A DECADE OF LEARNING

Parent-Student Handbook

2019-2020

nizami.tarbiya.org

(916) 800 - 4111

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A MESSAGE FROM THE EXECUTIVE IMAM

Assalamu Alaikum wa Rahmatullah wa Barakatuhu,

Welcome to the Nizami Order! Tarbiya Institute's Imams and Mentors welcome you into this immersive program designed to foster spiritual enrichment and social-emotional intelligence to create engaged vibrant and unified community members.

The Nizami Committee has spent countless hours thoroughly researching and planning a comprehensive program that addresses the spiritual, academic and social needs of the student. Students will study traditional Islamic subjects, supplemented with practical knowledge and skills development to help them thrive in the 'real world.' We know that Islamic knowledge is worth very little unless we can transform that knowledge into wisdom, to walk in the footsteps of our beloved Prophet (peace and blessings be upon him).

The Nizami Order is an intellectually sophisticated program that will demand excellence and equip students with the skills to reach their greatest potential. Graduates of the Nizami Order will have not only have a strong foundation in Islamic Studies, but also be the leaders of the community. Through Majlis-ul-Ilm gatherings and activities, students will soon begin to realize they bear a spiritual and social responsibility to the people who sit in a circle with them every week, as well as to the community at large.

This handbook will provide your children with the requirements and regulations of the Nizami Order, which they will be expected to adhere to at all times. We impart wisdom and knowledge to our students, in the hopes that they, like an arrow from the hands of a skilled bowman, will travel further than we have. Thank you for enrolling your child in the Nizami Order; they are our investment in the future well-being of the Ummah.

Very truly yours,

Sherif Azeez

Executive Imam of Tarbiya Institute

Head of The Nizami Committee

MEET OUR MAJLIS LEADERS

IMAM M. A. AZEEZ

Dr. Mohamed Abdul-Azeez is an Imam, a writer and an advocate for youth engagement. He served as the religious leader of the SALAM Islamic Center in Sacramento for 10 years and is the Co-Founder and Senior Imam of Tarbiya Institute.

Imam Azeez holds multiple degrees in a variety of subjects, from Medicine to political science to Islamic history and theology. An advocate for Islamic activism and education for the past 20 years, Imam Azeez has worked with and taught Islam at numerous institutions from the Midwest to the West coast. Imam Azeez believes the key to building and sustaining a healthy Ummah is to empower future generations with Islamic knowledge and a sound Muslim identity. Imam Azeez lives in California with his wife and three wonderful children.

IMAM SHERIF AZEEZ

Imam Sherif is the Co- Founder and Executive Imam at Tarbiya Institute, and an entrepreneur whose career spans more than 2 decades. Imam Sherif studied English literature, business administration and Islamic Studies. He recently also received a Master's in Strategic Business Unit Management from HEC Paris. Over the past 15 years, Imam Sherif worked as Chief Development Officer for a large real estate & property investment firm in the Gulf. He used to own and manage a leading scientific company involved in the health and research sector in the Gulf. In addition to that, Imam Sherif is the Chief Operating Officer for California Real Traders, a California-based real-estate investment company. Imam Sherif was trained in the Islamic sciences and finished memorizing the Quran at a young age. Sherif worked and volunteered at numerous Islamic institutions in Ohio, Nevada and California. Three years ago, Imam Sherif decided to move with his family to Sacramento, and helped to found Tarbiya Institute. He brings a host of Islamic knowledge, professional experience and a passion to further Islamic education initiatives in the Muslim community. Imam Sherif is married with five lovely children, Hamsah, Ahmed, Sandra, Selim and Rebekah.

IMAM KAMRAN ISLAM

Imam Kamran Islam is the Campus Imam at the Tarbiya Institute's Natomas location, The Tarbiya House Natomas. Born and raised in the Sacramento Valley, he graduated from UC Davis in 2011 and has been studying the Islamic sciences for over a decade. Imam Kamran has founded and managed several projects designed to spiritually energize and empower the youth within the community. He was a founding member and Program Director for the Sacramento Academy for Muslim Youth (SAMY), a regular Advisor for CAIR's Muslim Youth Leadership Program (MYLP) and the Director of Youth Development at Tarbiya Institute. In 2011 he was presented with the Outstanding Youth Service Award by the Sacramento Valley Chapter of the Council on American-Islamic Relations. Kamran is a specialist in organizational leadership, project management, and Islamic educational program development. He is also one of the rotating chaplains for Tarbiya Institute's Campus Chaplaincy program which serves college students on their college campus. With his years of leadership experience and an enduring love for teaching, Imam Kamran is ideally suited to lead Majlis-ul-Ilm groups. He currently resides in Sacramento with his wife and two young children.

USTADH AYMAN MOHAMED

Ustadh Ayman Mohamed is the Director of Islamic and Quranic Studies at Tarbiya Institute. From an early age he was engaged in the pursuit of Islamic education as he finished memorizing the Qur'an at the age of nine. He spent his youth continuing his studies of the Islamic sciences with prominent Islamic scholars. Over the last decade Ayman has been teaching Arabic, Quran, Tafseer and other Islamic disciplines in the Sacramento community. He spent over four years as a youth instructor working with Sacramento's Muslim youth with an emphasis on the Islamic sciences, and community engagement. Ayman has delivered Friday Khutbahs at mosques throughout the Sacramento region and continues his own quest for Islamic knowledge. In addition to his duties at Tarbiya Institute, Ayman volunteers his time to assist and support various Islamic events in the community. He lives in the Greater Sacramento area with his wife.

BROTHER MOHAMAD DWIDAR

Brother Mohamed Dwidar is a member of the Tarbiya Institute Board of Trustees. An engineer by profession, Brother Mohamad has been actively involved in community service for over 25 years. He has served as the elected head of the outreach committee at the Muslim Community Association of Santa Clara. In Sacramento, Mohamed served as the chairperson of an Islamic primary school for two years, as well as serving on the board of trustees for a local mosque for 5 years. He has given Friday Khutbas at mosques throughout the Sacramento region. Mohamed brings his methodical approach to engineering to his work in the community to ensure that the activities of Tarbiya Institute meet the necessary benchmarks of quality and value to the community. He lives in the Sacramento area with his wonderful family.

SISTER NOSHEEN KHAN

Nosheen Khan holds a degree in Business Administration with an Emphasis in Management Information Systems. Nosheen has led and facilitated numerous volunteer projects and activities. She volunteered for several years for a local mosque and served as a board member. Currently, pursuing a Bridge to Masters in Islamic Education program, Nosheen is focused on offering quality educational and community outreach programs that include opportunities for the whole family. She strives to assist community members to flourish both individually and collectively for the attainment of ultimate goodness and complete submission to Allah. Nosheen resides in Sacramento with her husband and two beautiful kids.

SISTER SALIHA WAHDY

Since high school, Sister Saliha has been focused on quality programs in the community for Muslim Youth. She received her foundational Islamic knowledge for 8 years at Al-Arqam Islamic School, and also studied Comparative Literature & Communications at the university level. Having witnessed 9/11 at a young age and choosing to wear hijab, she knows how important it is to be strong in one's Muslim identity in order to combat stereotypes, misunderstandings, and to be unapologetically Muslim. Sister Saliha learned to create and build programs for the youth during her Summer Youth Coordinator position at Masjid Annur, as a member of the Youth Board at MCYC, as a

SAMY mentor at Salam Center, a Youth Programs Coordinator at Tarbiya Institute, and now as Office Manager of Tarbiya House Natomas. As a Majlis leader, Sr. Saliha aims to help her students bridge the gap between knowledge of Islam and love for the Deen, the Beloved(pbuh) and the Creator. She looks forward to nurturing a strong sisterhood, an unshakable Muslim identity, and blossoming character growth within her students.

SISTER MASHAL AYOBI

Sister Mashal Ayobi completed the Tarbiya Halaqa while it was a pioneer program at SALAM Center. With a B.A. in Sociology from UC Davis, she now works as a Policy and Program Analyst for the State of California. Mashal is committed to the education, growth and support of all youth, from the very youngest members of the community through young adulthood. Being a mother inspired Mashal to help establish and manage two popular programs for mothers and young children at Tarbiya Institute: The Mini Muslims Mommy & Me group, and the grant-funded Happy Hearts Program. She leads the Nizami Order Majlis for teenage girls, and is involved in numerous other volunteer efforts at Tarbiya Institute. She resides in Sacramento with her husband and two beautiful sons.

ABOUT THE NIZAMI ORDER AT TARBIYA INSTITUTE

The Nizami Order seeks to revive the tradition of Islam's rich intellectual past. The word Nizami is a reference to the Nizamiyyah institutions of higher learning, founded by the famous Vizier of the Seljuk Empire, Abu Ali Hassan ibn Ali Tusi, or Nizam-al-Mulk.

While Europe lay dormant in the Dark Age, the Nizam-al-Mulk established the Nizamiyyah institutes, lighting a torch of knowledge that spread throughout the Empire, from Baghdad to Isfahan. The Nizamiyyah became renowned as the premier academic centers of the time, hosting professors like Imam al-Ghazzali.

Many Nizami students went on to be the greatest minds of their time, including the Persian poet Sa'di. The Nizami Order at Tarbiya Institute seeks to reconnect modern young Muslims with their intellectual legacy, thereby enabling them to fulfill their spiritual and intellectual potential through education and service to the community.

The Nizami Order was created to address a perceived lack of structured Islamic educational support beyond the “Sunday school years,” for the youth and for adults. Though the Nizami Majlis-ul-Ilm, or Majlis for short, began as just one Majlis in 2017, it is now comprised of eight youth groups, and three groups for young professionals and adults. It is at the heart of our efforts to assist the community in finding harmony between one’s divine obligations and worldly responsibilities. Through seminar-based learning, the Nizami Majlis fosters high-level Islamic education, discourse and positive social activism.

MISSION

The Nizami Order at Tarbiya Institute provides a rigorous and comprehensive course of study for the spiritual, emotional and intellectual growth of our students. A faith-based program specially curated for ages 12-22, the Nizami Order aims to cultivate the next generation of scholars and leaders in the community by training students to live morally, act wisely and lead compassionately in the footsteps of the Beloved (peace and blessings be upon him).

To achieve these goals, the program is structured around the following objectives:

1. Equip students with critical thinking tools and foundational knowledge to understand traditional Islamic texts.
2. Provide students with the skills, training and opportunities to embrace leadership roles through public service.
3. Offer a system of moral support to foster spiritual and emotional intelligence.

VISION

Graduates of the Nizami Majlis-ul-Ilm will, God willing, be well prepared to serve as leaders, teachers, mentors, Imams, Chaplains and Ustadh/Ustadha in the community. Our hope is that our students will be accomplished in matters of deen *and* dunya, and choose to serve their Creator in the manner that best befits them.

EDUCATIONAL PHILOSOPHY

Our faith is deeply rooted in rich intellectual traditions, but the pursuit of Islamic knowledge and discourse has dissipated in the last few generations. Children have structured education through the elementary years, but have no program designed to engage them in higher learning when their minds and hearts are at their most inquisitive. This has left an entire generation of youth and young adults spiritually and intellectually atrophied. The Nizami Order Majlis-ul-Ilm is an answer to this fracture in the Islamic education system of our community. The Majlis seeks to revive the intensive study of the Islamic Sciences, to foster a lifelong thirst for knowledge, civic engagement and leadership.

A DECADE OF LEARNING: THE NIZAMI CURRICULUM

The Nizami Majlis at Tarbiya Institute is the only program in the area that serves as a consistent and well-structured bridge from Sunday school learning to a more sophisticated course of study. Many parents struggle to find the appropriate Islamic Education program for their children in the crucial teenage years, and the Nizami Majlis-ul-Ilm seeks to fill this void. The program consists of three phases, as follows:

- I. Phase 1--Allah & Me: A two-year program for students aged 12-14, this phase focuses on increasing students' taqwa.
- II. Phase 2--My Family & Me: For the next four years, adolescents aged 14-18 increase their awareness of familial obligations; parental rights and responsibilities to family are recurring themes in this phase.

- III. Phase 3--My Community & Me: This advanced course of study for ages 18-22 encourages students to build upon their bonds to the community through service.
- IV. The Nizami Seminary: Coming soon

Splitting the groups up into phases helps to provide customized and age-appropriate support for all levels of spiritual and intellectual development.

After thorough research, the Nizami Committee has developed a rigorous, challenging and ultimately rewarding course of study for the Majlis student. The subjects studied at each level are as follows:

- + Tafseer-ul-Quran
- + Fiqh us Sunnah
- + Aqeedah
- + Tazkiyah
- + Hadith
- + Seerah

Each phase builds on the previous one, and students will engage in a Decade of Education in Islamic Studies, receiving a certificate upon completion of the program.

2019-2020 BREAK SCHEDULE

In order to accommodate families going on holiday, and to provide Majlis Mentors with professional development training, there will be no Majlis-ul-Ilm meetings held in the following 10 weeks:

1. November 25th-December 1st: Thanksgiving Break
2. December 23rd-January 5th: 2 weeks Winter Break
3. April 6th-April 19th: 2 weeks Spring Break
4. May 12th-May 30th: 3 weeks Ramadan - Eid-ul-Fitr Holiday
5. July 27th-August 3rd: Eid-ul-Adha Holiday
6. September 1st-September 7th: Labor Day

ADMISSIONS POLICY

Tarbiya Institute is dedicated to providing families with the opportunity for advanced Islamic Studies through the Nizami Order. Interested candidates must formally apply to the program online and take a written admissions examination consisting of multiple choice and essay questions. In some cases, the Admissions Committee will request references as well. Accepted candidates will then undergo a brief interview, followed by a detailed orientation with the Senior Imam of Tarbiya Institute for both parents and the student.

For more details about the exam, as well as updated exam dates and locations, please visit the Nizami website at:

<http://nizami.tarbiya.org>

Due to the increased popularity of the Nizami Order, some applicants will be placed on an interest list, and contacted when a new Majlis becomes available.

STUDENT PREREQUISITES

Prior to admission, all Phase I students must pass a comprehensive admissions examination on basic Islamic knowledge and possess elementary Arabic reading skills. Phase II and III students must pass an admissions examination on intermediate Islamic knowledge and exhibit fairly fluent Arabic reading skills. Students should be able to read Arabic, and understand several Arabic words that are common parlance in Islamic study circles. All potential students must exhibit an eagerness to learn, serve and lead in the community, and be an existing volunteer in a Tarbiya Institute program or event. Applying to the program does not guarantee admission. Applications must be submitted online at:

<http://nizami.tarbiya.org>

MEMBERSHIP FEES

To support the long-term sustainability and growth of the program, students will be charged a nominal annual membership fee of \$1,200. This membership fee is also payable in monthly installments of \$100 per month. The fee will be used to cover expenses such as student events and field trips, as well as the administrative costs of running the program.

Monthly fees are due on the first of every month, with a grace period until the 15th of the month. Any payments made on or after the 16th will be charged a late fee of \$25. To avoid late payments, we suggest enrolling in the recurring payment plan.

The only accepted fee payment method is online at:

<https://tarbiya.org/donations/nizami-order/>

OPTION TO FREEZE MEMBERSHIP

In the event of unforeseen trips, family emergencies, or a planned family event, students may be granted the option to freeze their membership for a short period of time. During this pause in membership, students will not be expected to pay their monthly tuition, and their position in the Majlis will be secured until their return. Students must make-up all missed work before their return date. Please see the Membership Freeze Form on the following page; forms must be submitted to your Mentor, and will be pending approval from the Nizami Committee.

Nizami Order

Request to Freeze Membership

Regular attendance and participation in the Majlis-ul-Ilm are required of all students. However, the Nizami Committee understands that students may need to pause their membership due to unforeseen circumstances or planned personal time, such as family holidays. Fill out the form below, and submit to your Majlis Mentor. Your request will be reviewed by the Nizami Committee, and you will be notified of approval/denial.

Name: _____

Majlis Name: _____

Duration of Pausing Membership (exact dates): _____

Reason for requesting a pause in Membership:

Nizami Office Use Only

Mentor's Recommendation:

Nizami Committee: (approved) or (denied)

Reviewed by: _____ Date: _____

ACADEMIC EXPECTATIONS & RESPONSIBILITIES

The Majlis supports the spiritual, emotional and physical growth of the student through study, social gatherings and volunteer opportunities. Once accepted into the program, students must meet, or exceed, the basic academic expectations and responsibilities of their Majlis, as established by their teacher. Additionally, all students are required to attend the events and activities planned for Majlis members. These gatherings and events build social bonds and propel students into leadership roles; participation is mandatory. Students in every group are expected to:

- +complete all required assignments, and conduct additional research as needed.
- +attend and participate in every majlis meeting and community event
- +actively participate and engage in every class
- +have no more than 4 legitimate, excused absences per year
- +be tardy no more than 8 times per year
- +perform required volunteer hours
- +exhibit leadership skills through community projects and public speaking
- +pass final examinations, which will be held twice annually, in November and April.

GRADING SYSTEM

Students will be assessed in the following categories:

- +attendance
- +participation and volunteerism
- +assignments/homework/projects
- +final exams

At the end of each year, students will receive a progress report. Teachers will use the following grading rubric to indicate the student's level of achievement:

- Novice--the student is producing far below average work, or no work
- Intermediate--the student is struggling, but making an effort

- Proficient--this is an average student
- Distinguished--this student is excelling in all subject categories
- Exemplary--this student is producing far above average work

CERTIFICATION

At the conclusion of each Phase, students will be evaluated on their cumulative performance throughout the program. Upon receiving a passing grade, the student will be awarded a certificate of completion of the program, and invited to join the next Phase.

DISCIPLINARY POLICY

The goal of discipline is to help a student develop inner controls, so that s/he may exhibit appropriate, respectful social behavior.

Any conduct that goes against the basic Islamic ethical codes will be considered inappropriate.

The following is a list of misdemeanors for which the Nizami Order has a zero-tolerance policy.

1. The use of profanity, vulgar language or obscene gestures
2. Fighting
3. Theft
4. Damaging masjid property
5. Name calling or social/racial slurs
6. Bullying
7. Cell phone usage during class
8. Non-participation
9. Chronic tardiness
10. Disrespectful or discourteous behavior.

If a student commits three or more of the above misdemeanors, they will be put on academic probation, and the teacher will arrange a conference with the parents to create a Student Success Plan.

The possession of drugs or weapons is a serious offense, and warrants an immediate intervention meeting with the parents, teacher and Nizami Order Coordinator to decide on the appropriate disciplinary action. The student will not be allowed to attend Majlis meetings until the disciplinary meeting takes place, and a decision has been made.

DRESS CODE

The purpose of the Nizami Order dress code is to instill discipline and ensure an appropriate standard of grooming, hygiene and most importantly, modesty. Parents and students are responsible for making sure that the general appearance of the student is respectful, neat and clean. It is also important to remain mindful that most Majlis meetings and activities occur at the masjid.

The following provides dress requirements for all Nizami students:

1. Clothing should cover the entire body, including the full arms and legs.
2. Clothing should be modest, loose fitting and comfortable for prayer.
3. Clothing should not be see through.
4. Clothing may not depict profane or explicit words or imagery.
5. Girls are encouraged to wear hijab, especially inside the masjid.

The above dress code requirements are not all inclusive; Majlis teachers may use their discretion to prohibit a student from wearing certain apparel that they deem offensive or inappropriate.

PARENTAL INVOLVEMENT

All Nizami parents are expected to be proactively involved in the education of their child. Parents have three primary responsibilities in the Nizami Order: to stay connected and informed, maintain communication with the teacher, and participate whenever possible.

Stay Connected

Countless research studies have shown that the best educational environment for the student is that in which the parent, student and educator are all working together as a team. By enrolling your child in the Majlis ul Ilm, you have already taken the first step to providing your child with the spiritual nourishing they need. If the parents are fully dedicated and respectful of the Majlis-ul-Ilm and the teacher, the students are more likely to follow suit. For younger students (Middle School age), it is recommended that parents supervise the completion of assignments and projects to the standard set by the teacher. Parents must embrace the responsibility to bring students to their classes regularly, and make the Majlis a priority among the student's extracurricular obligations.

Maintain Communication

All Majlis teachers will communicate with parents through a variety of mediums, including newsletters, blog posts and annual parent-teacher conferences. Parents and teachers must maintain ongoing two-way communication about the student's progress. Should any concerns arise with regard to the student's spiritual or emotional health, parents and teachers will work together to find the best solution for the student.

Participate & Volunteer

Whenever possible, parents are strongly encouraged to participate in Nizami Order events and field trips. Parents will also have the opportunity to attend parenting workshops offered at Tarbiya Institute at a free or reduced rate. Additionally each students' parent(s) will host the group at their home for dinner once a year, to allow families and students to develop lasting social bonds together.

THE MAJALIS-UL-ILM of 2019-2020

Group A: The Majlis for Adults

TRIBE / With Imam M. A. Azeez

Imam Azeez leads adult men through Al Ghazali's densely packed *Ihya Uloom ud Din*, and serves as a bridge to deeper study of the Islamic Sciences.

Majlis ul Ilm / With Imam Sherif Azeez

Imam Sherif's group is comprised of young men, mostly students and professionals. He guides them in the study of Tafseer, the 40 Hadith of Imam Nawawi and the Seerah.

QALBUN SALEEM / With Sister Nosheen Khan

Sister Nosheen's Halaqa delves into advanced study of Tafseer, the Seerah of the Prophet (peace be upon him), Imam Nawawi's 40 Hadith, Fiqh and Aqidah. This seminar style class focuses on the issues most pertinent to young women and mothers.

Group B: The Majlis for Young Adults

These groups meet weekly, with quarterly community events and required volunteer hours. This ten-year program culminates in a capstone community service project, before candidates graduate to the next Majlis or the Tarbiya Seminary.

Majlis ul Ilm / With Imam Kamran Islam

In this group, Imam Kamran guides his teenage boys through an in-depth survey of the primary Islamic Studies subjects. This Majlis prepares students for entry into either the advanced young adult Majlis or the Seminary Program.

Majlis ul Ilm / With Ustadh Ayman & Brother Dwidar

In this group, Ustadh Ayman and Brother Dwidar share the role of mentor to younger teenage boys. The primary focus of this Majlis is to ensure all students have achieved the necessary knowledge and critical thinking skills to move onto further study.

LADIES OF GOD (LOG) / With Sister Saliha Wahdy

In one of the youngest groups, Sister Saliha leads Middle School girls through an introductory survey of Fiqh us Sunnah, Tafseer, Akhlaq, Hadith and Tazkiya.

TORCHBEARERS / With Sister Saliha Wahdy

Part seminar, part lecture, in this class, Sister Saliha guides her group of 18-22 year old young women through an in-depth survey of the Islamic Sciences of Fiqh, Hadith and Tafseer, while focusing on topics most relevant to young women in this stage of life, including the Fiqh of Marriage.

MUSLIM GIRLS RISE (MGR) / With Sister Mashal Ayobi

Sister Mashal prepares her group of teenage girls for more advanced topics of study by focusing on learning the Tafseer through the lens of the Seerah. This group also studies Akhlaq and addresses the various social and psychological issues that affect young women in the mid-to-late adolescent years.

A NOTE OF THANKS

Dear Parents,

We are honored that you've chosen the Nizami Order for the spiritual education of your child and the administrative staff and mentors do not take your trust lightly. We are all dedicated to providing your child with the highest quality, well-rounded Islamic education that, insha Allah, will transform them into mature, engaged Muslim adults, eager to serve their families, their communities and most of all their Lord.

Our Nizami mentors are all volunteers, and despite their own full-time jobs and personal lives, they commit to planning weekly sessions to inspire your child and gently guide them to achieving their utmost potential, in both deen and dunya. We expect our students to reciprocate this commitment to the program, and their mentors, and as a parent you play a very important role in encouraging that level of respect. Open communication between the parent, mentor and student is at the heart of our educational philosophy, to help every student succeed.

We thank you again for trusting us with your child's education. Insha Allah, together we can bring out the very best qualities in your child, and help them lead a life that is successful in matters of deen and dunya. May your children always be the coolness of your eyes, ameen.

Should you have any questions or concerns, please do not hesitate to contact me.

Jazak Allahu Khayran!

Best wishes,

Saira Siddiqui
Nizami Order Coordinator
s.siddiqui@tarbiya.org