

MUSLIM STUDENTS' SOCIETY OF NIGERIA

LAGOS STATE AREA UNIT

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HANDBOOK

ON

SCHOOL COORDINATION

MSSNLSAU... Public, Professionalism and Productivity

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PART A

SCHOOL

COORDINATION

CHAPTER ONE

1.0 GENERAL INTRODUCTION

This section of the handbook is designed to equip the school coordinators with the essential tools and materials needed to make the desired impacts in our secondary school students.

It discusses in detail the objectives, message and purpose of going to school while providing information on essential materials needed to achieve a marked success. It also allows for the evaluation of one's activities at any material time.

Although, this working manual is only meant to serve as a guide and not a rule. It is however hoped that the school coordinator, who is an appointed person by the Area council (an organ of the Lagos State Area Unit of the Muslim Students) would explore the vast information available in this manual so as to turn around the fortunes of our younger ones in the secondary schools.

CHAPTER TWO

2.0 OBJECTIVES

Objectives are the needs an individual or organization set out to achieve with respect to a particular programme of action. A school coordinator should as a matter of top-most priority learn by heart and understand the basic objectives of his/her going to coordinate a school. He should also be aware that evaluation of his performance will be based on how far he has been able to achieve the objectives set out in this manual.

Thus, the following are the noble objectives of a school coordinator:

1. To build and cultivate a cordial relationship between the Area councils and the Muslim teachers in the school.
2. To ensure constant and full participation of students/secondary schools at the Area council programmes.
3. To alert the conscious students to the responsibility of inviting their friends to such programmes.
4. To assist the students in attaining moral rectitude and academic excellence as well as discourage them from committing vices or participating in unislamic the prevalent vices in the larger society.
5. To assist the students and enhance their capacity to becoming better citizens.

2.1 IMPORTANT TOOLS NEEDED TO ACHIEVE THE OBJECTIVES

As laudable as these objectives may be, it would be extremely difficult to achieve them if you, as a school coordinator; do not strive to develop the following essential qualities while embarking on this great mission.

Thus, the followings are features a school coordinator must possess.

- a. **Individual Reformation:** A school coordinator is expected to purify himself spiritually, morally and mentally and totally recruit him self.
- b. **Courage and Dedication:** It is the ability to go-on even while facing what you may consider as insurmountable challenges.
- c. **Single mindedness:** It pre-supposes that when you set your mind on an objective, you don't turn back until your mission has been accomplished. A good illustration of this is the saying of a man sent on a great mission..."I shall go, I shall conquer and I shall return".
- d. **Open mindedness:** You should not carry pre-conceived views and set minds into your dealing with the Muslim students and their teachers.
- e. **Persistence & Perseverance:** Your assignment is such that you cannot finish within days or weeks. It is a continuous and enduring process. As such, you need to be focused and

persistent and make do with what is called the “*never-say die*” spirit.

- f. **Be a good mixer:** Strive to possess good interpersonal skills in order to cultivate excellent relationships. This will assist you in building the trust and confidence among the students.
- g. **Sense of Mission:** You should set this assignment as a life mission, to better the lot of our society and cleanse it of all forms of vices.
- h. **Love for Reading:** You must love reading with a passion. This will increase your knowledge and further enlightenment for the students.
- i. **Take solace in the pleasure of Allah:** You need to realize that this assignment is a service on the path of Allah. Once it is sincerely done, one is sure to earn the pleasure of Allah which is the greatest felicity anyone can aspire to have. Others include good communication skills, high moral character, sacrifice and ability to manage crisis and problems.
- j. **Mastery of the Act:** A school coordinator should be acquainted with the routine of school coordination.

CHAPTER THREE

3.0 THE MESSAGE

The crux of the message you are taking to school is captured in these three sentences:

- i. Assisting the students in their pursuit of academic excellence.
- ii. Assisting the students to achieve material/moral success.
- iii. Assisting the students in their pursuit of spiritual salvation.

It is important to note that your message is directly linked to your objectives of going to schools. Thus, elaborate information will be given in the next chapter on various steps to be taken to achieve the set objectives as you pass across your message.

CHAPTER FOUR

4.0 METHODOLOGY

By methodology, we mean the way, means and steps by which you want to achieve the set objectives. These have been further simplified to the practical steps you need to take to achieve each of the objectives.

4.1 Objectives 1

To build a cordial relationship between the Area council and Muslim teachers in your school.

Steps to take

1. Identify the Muslim teachers in the school.
2. Identify the teachers in-charge or active Muslim teachers.
3. Introduce yourself and your mission at the occasion of your first meeting with him/her (the teachers in-charge). Thereafter, establish a cordial relationship with him/her.
4. Introduce the council programmes to them.
5. In your interaction with his/her endeavour to discern him/her impression about the activities of MSSN and your mission.
6. Give him a copy of the Area Council programmes schedule and invite him to relevant programmes.
7. Introduce him/her to the leadership of the society at the least opportunity.

8. Ensure adequate follow-up so as to ascertain him/her impression of the council of the council programmes and activities.
9. Ensure you are introduced to the principal or vice principal to the teacher in-charge.

Note: Your work will be made easier, if you win the support of the Muslim teachers in your school, thus it is important you establish a cordial and enduring relationship with them.

4.2 Objective 2

To ensure constant and full participation of the students/school branches at the Area Council programmes especially the weekly Usrah.

Steps to take

1. Be punctual and regular at the schools meeting.
2. Identify and familiarize yourself with the executives of the branch/school and other responsible students.
3. Address the students – your address should include introduction of the Area council, your mission and roles in the school.
4. Emphasize the Area council programmes and their objectives to them (state what the students stand to benefit from such programmes).

5. Establish one to one contacting order to develop their interest in the council programme and ensure adequate follow up of all information given out. Adequate follow up can also be enhanced through regular phone calls, text messages, visitations etc.

4.3 Objective 3

To alert the conscious students to the responsibility of inviting their friends and colleagues to the council programmes.

Steps to take

1. Identify the serious and conscious students – this includes having details knowledge of their lives.
2. Interpersonal discussion – This is the bedrock of your success. Here, you are expected to train and develop individuals who can run the affairs of the school effectively in your absence. This is a lengthy process and it requires a well organized programme of action. You will be advised appropriately on how to go about this.
3. Develop trust and confidence by making yourself confidant and adviser to the students. This you can achieve through the use of gifts, phone calls and being ready to share their problems.
4. Empowerment (intellectual & spiritual – let him/her form independent and reliable thoughts, view and opinions on

issues by providing him/her necessary text and literature books.

5. Task him/her by assigning and delegating duties/responsibilities to him/her.
6. Monitor his/her activities and request for report.
7. Keep adequate record of work done on the individual(s) to make for easy handover in case you are deployed to another school. This will foster continuity.

4.4 Objective 4

To assist the students in attaining moral uprightness as well as discourage them from taking part in the prevalent vices in the larger society.

It is important to note here that these objectives are one of the cardinal points of your message. What you need here include well prepared lectures, perfect and bold presentations, and exemplary leadership.

Steps to take

1. Deliver lectures that focus on moral uprightness and its benefit
2. Call their attention to the prevalent decadence in the society and the resultant effect and why they must not take part in it.
3. Make use of instructional materials when the need arises.

4.5 Objective 5

To protect the fundamental human right of the students and the interest of the society.

Steps to take

1. Identify their right within the school.
 - i. Some of these rights are:
 - ii. Right to freedom of Association
 - iii. Right to conduct school assembly at least twice a week
 - iv. Right to put on Hijab
 - v. Right to conduct their meeting at the designated time.
 - vi. Right to benefit from activities, programmes, clubs that is inimical and detrimental to their faith and religion.
 - vii. Right to host and invite Muslim students from the schools to their programme.
 - viii. Right to actively participate in the programmes of the Area council and Area unit.
2. Enlighten them on these rights.
3. Carry the Muslim teachers along while working on these particular objectives.
4. Report adequately and appropriately any infringement on these rights.

4.6 Objective 6

To see to the growth and development of the religious as well as mundane affairs of the students.

Steps to take

1. Be concerned about their affairs (academic, spiritual, health etc)
2. Visit and encourage them regularly, sometimes, you can actually set right their affairs.
3. Give adequate report to the necessary quarters.

CHAPTER FIVE

5.0 PRATICUM APPROACH

PRE-FIELD WORK

1. Prepare your lecture accordingly to laid down syllabus prepared by the Area council.
2. Plan your time and movement to avoid lateness and disorderliness in your domain.
3. Get relevant information concerning regular and occasional programmes from the Area Council examples include Usrah meetings, lectures, among others.
4. Prepare for a good outlook through clean and neat clothing's, well ironed and polished pair of shoes or sandal (suit and tie are suggested for male)

5.1 REAL FIELD WORK

1. Arrive earlier than the time of commencement of the society day.
2. Visit and greet the Muslim teachers and Islamic teachers in-charge.
3. Visit the principal at least once in a month.
4. Look for the executives in their classrooms, if possible and quickly persuade them to mobilize for meeting.
5. Coordinate their activities by ensuring the following:
 - i. Writing of agenda on the board or programme of activities.

- ii. Proper Islamic sitting code and etiquettes – separating opposite sexes.
- iii. Monitor the implementation of the agenda.
- iv. Make your lecture and information part of the agenda.
- v. Participate and make correction during meetings.
- vi. Ensure that attendance is written and it should include information such as name, class, address, phone number, e-mail address and it should be properly kept.
- vii. Observe participants in the meetings or programmes.
- viii. Pass all information and invite them to weekly council Usrah and the Usrah centres of central branches.
- ix. Take note of the names and address of promising students for further follow-up.
- x. Make findings on the best Muslim students in the school and try to meet them personally.
- xi. Visit teachers in-charge if possible after the meetings and programmes.
- xii. Solve immediately problem of misunderstanding, disagreement and quarrel if need arises.
- xiii. Show respect and humility to teachers in-charge of Muslim students.
- xiv. Entice teacher and student with gifts.
- xv. Hold meetings with the students executives
- xvi. Embark on interpersonal call (IPC)
- xvii. Give them information (and analysis) on happenings around

5.2 POST FIELD WORK

1. Report to the chief coordinator or Area council Amir what happened in the school.
2. Call and visit potential students at home and let their parent know you.
3. Attend coordinators meeting
4. Submit data/report of programme held in the school.
5. Supplicate for the students generally and specifically.

CHAPTER SIX

6.0 EVALUATION

Evaluation means the overall assessment of the effects of a definite, programme of action.

Therefore, it is expected that you as a school coordinator must subject yourself to regular evaluation for the purpose of this assignment, evaluation has been classified thus;

6.1 SHORT TERM EVALUATION

This principally bothers on the response of the student to your call to the weekly usrah. It is the first and perhaps most significant stage in your plan of action. It also include your assessment of the growth and development of the school/branch in term of number and participation at other programmes of the council e.g. camping programme.

6.2 LONG TERM EVALUATION

This is the livewire of your activities because it bothers on the personal development of the individuals you have trained to take over from you. This is so important because it determine the continued existence of that school and in fact the Area council. So, you must give it all you have.

PART B

ASSEMBLY

COORDINATION

CHAPTER ONE

1.0 GENERAL INTRODUCTION

This part of the handbook is prepared to help the Muslim students at both public and private secondary schools on the basic requirement for effective secondary school coordination of assemblies.

It further explains the “how” of coordinating an ideal Islamic assembly of secondary schools and its methodology.

CHAPTER TWO

2.0 OBJECTIVES

It is worthy of note that the primary objectives of preparing this manual are as follows:

- i. developing their domains of learning.
- ii. building a model personality amongst the students.
- iii. re-awakening the Islamic ethics within the Muslim students.

All these are in line with the message as contained in the first part of the handbook.

CHAPTER THREE

3.0 ORDER OF EXECUTION

In lieu of an effective coordination of an assembly, the following outlined activities are expected to be carried out by the coordinator:

- a. Assembling students on the assembly ground
- b. Recitation of MSSN Anthem
- c. Recitation of Suratul Fatihah
- d. Singing of Poems and Songs
- e. Admonition
- f. Prayer
- g. National Anthem
- h. National Pledge
- i. School Anthem

CHAPTER FOUR

4.0 METHODOLOGY

A. M.S.S.N ANTHEM

Transliteration

Allahu Akbar

Allahu Akbar

Lahillaha illa llaha

2x

Allahu Akbar

Allahu Akbar

Wali hamdu llillahi

English Translation

Allah is the Greatest

Allah is the Greatest

There is no god EXCEPT Allah

Allah is the Greatest

Allah is the Greatest

Glory be to Allah.

Yoruba Translation

Olorun tobi

Olorun tobi

Ko si Oba kan a fi Oluwa

Olorun tobi

Olorun tobi

A fi ope fun Oluwa

B. SURATUL FATIHAH

Transliteration

❖ Bismillahi Rahmani Raheem

❖ Al-hamdulillahi Robi Alamin

❖ Ar-Rahmani Raheem

❖ Moliki yaomi din

❖ Iyaka na'budu, wa iyaka nasta 'in

❖ Idinah siratal mustaqiim

❖ Siratal lladhina ani amta alayhim ghayrul magdubi alayhim
wa la dolin.

Translation

- In the Name of Allah, the Beneficent, the most Merciful
- All praise and thanks are to Allah, the Lord of the worlds.
- The Beneficent, the most Merciful
- You alone we worship and you alone we ask for help
- Guide us to the straight way.
- The way of those on whom you have bestowed your grace, not the way of those who earned your anger.

C. POEMS AND RHYMES

1. Bi Bismillahi Fatahana – li - baab
Wa salaina Maha – li – Abab
Wa darati bahinana – li – Akiwaab
Shari' bunaha Bi Bismillahi

Peloruko Oba Olore la o fi bere ere na
Ko hiwa ma ran se ba wa lola
Allahu Insha Allah

2. I am a muslim I love Allah
I am a muslim I love Janah
I am a muslim I have taqwa
Taqwa shows that I fear Allah (2ce)
So many people they do not pray
So many people they do not fast
They eat and drink the food of Allah
They never say Bismillahi
They never say Alhamdulillah

3. Kullu Shaeun faani
Ila Ilahu Baaqii (2x)
Ahadun Samadun
La La La La La...
La yamutu Abadan
Wa solatu wa salamun
Ala Muhammadin

Gbogbo eda lo maku laye, aya
FOlorun Oba (2x)
Ko ni ku Ko ni run Aya fOlorun Oba (2x)

4. If you want to go to paradise when you die
Put your Qur'an by your side
Read your Qur'an constantly
Gently Gently into paradise
If you want to go to paradise when you die
Do your duties to parents
Love your neighbours as yourself
Gently Gently into paradise

Bi wo ba fe walujana to ba kuu
Gbe Kuraani re daani
Ka Kuraani re deede
Lee se se si Alujana

Bi wo ba fe walujana to ba kuu
Seto re si obi re
Feran ara ile bi ara re
Lee se se si Alujana

5. Mimore Oba ogo, ogo o...
Mimore Oba eda (2x)
Mo wo le aye ko ma seni dabire
Mimore Oba ogo (2x)
Yah Rahmanu Yah Rahemu Oba nla
Moni yah Rahmanu yah Rahemu se
bo hun loba ogo
mimore Oba ogo, ogo
Mimore Oba eda...
6. Remember Allah in prosperity so that
He may help you in adversity (2x)
Lailaha illa llahu, Muhammadu Rosulullah
We are living in the world of sin,
in the world of sin.
Only Allah that can forgive us
We are living in the world of sin,
in the world of sin.
Only Allah that can save us

Se ranti Allah nigba irorun aran e

lowo nigba iponju
Lailaha illa llahu, Muhammadu Rosulullah
Agbe laye Aye eese Aya eese
Allah nikan lo le forijin ni
Agbe laye Aye eese Aye eese
Allah nikan lo le gbawa la.

7. Allahu Rabi dee nundi - Islamu
Muhammadu Nabiyyunali - Imamu (2x)
Subhanallahi wal amdulillahi (2x)
Wala ila illaa Wa llahu Akbar (2x)
Subhanallahi wal amdulillahi (2x)
Yah Rabbana Yah Allah, Yah Rabbanna (2x)
8. Young boy Young girl listen to your father
Young boy Young girl listen to your mother
You must obey what Allah says
You must obey what the parents says
Always ask them first what you want to do
For Allah will love you and they will love you too (2x)
Young boy Young girl listen to your father
Young boy Young girl listen to your mother.

D. THE HOLY PROPHET

1.

- The holy prophet Muhammad peace and blessings on him
- Has brought to us great joy and peace and here increasing hope.
- This great religion of Islam and holy book Qur'an
- Oh sing for joy, Oh sing for joy true muslims sing for joy.

2.

- But once a child like us, he was born in dark Arabia
- In power and love of God, he grew uphold and strong and keen
- This great religion of 'Islam to he was then revealed
- He strived and struggled hard and bold to spread it far and wide.

3.

- Oh praise to God, oh praise to God that such a child was born
- To help us all, to help us all from sins and from despair
- To hold them up to hold them up, the pillars of Islam
- Oh bless the day, oh bless the day our great prophet was born

4.

- Lets raise our heart and mind and jointly sing the praise

E. THE PILLARS OF ISLAM

a.

I trust in thee, my holy God
But what is that to thee my Lord
If my clings to evil things
Ye oh Allah will cleanse my heart
Cleanse me oh Allah cleanse my heart
Cleanse me from all sins.

CHORUS

b.

I say my prayers five times a day
but what's that prayer to thee my God
Chorus

c.

I observe the fast of Ramadan
but what's that fast to thee my Lord
Chorus

d.

I give the poor and needy arms
but what's that arm to thee my Lord

e.

I go to Mecca if I can
but what's that Mecca to thee my Lord
Chorus

- f. Let's raise our heart to God Almighty
 For all the blessings come to us
 There is no other God but thee
 Ye oh Allah will cleanse my heart
 Cleanse me oh Allah cleanse my heart
 Cleanse me from all my sins

F. ADMONITION

It is expected of each assembly coordinator to spend three (3) to five (5) minutes for admonition during the assembly coordination.

Here are some topics suggested for the admonition:

- 1) Truthfulness
- 2) Obedience to Authority
- 3) Self – Examination
- 4) Planning
- 5) Righteousness
- 6) Perseverance
- 7) Doing good to one another
- 8) Moderation in action
- 9) Fear of God
- 10) Enjoying good and forbidding evil
- 11) Kindness
- 12) Cheerfulness
- 13) Etiquettes of eating and drinking
- 14) Honouring of Guest

- 15) Safety
- 16) Visiting the sick
- 17) Virtues of Salat
- 18) Manners of supplication
- 19) Time of supplication acceptance
- 20) Knowledge and its importance
- 21) Minor signs of the last Day
- 22) Major signs of the Last Day
- 23) Seeking forgiveness
- 24) The bounties of paradise
- 25) Prohibition of Gambling
- 26) Examination Malpractices
- 27) Prohibition of Zina
- 28) Prohibition of Jealousy, Spying and suspicion
- 29) Prohibition of Pride and arrogance
- 30) Purification of the soul

G. PRAYER

Robana ...

Robana ...

Allahumo Ini Asaluka ...

H. National Anthem

I. National Pledge

1. In the name of Allah, the Beneficent, the Merciful
Praise be to God
Praise be to God
There is no God but Allah
Allah is the Greatest
Allah is the Greatest
Allah is the Greatest
There is no power except with Allah
The High and the Great
2. Our Lord, do not deviate our heart
after you have guided us
Grant us your mercy. Truly you are the Bestower
3. O Allah! I start the day as favoured with your bounty,
good health and protection
I beseech you to perfect on me your bounty,
provide with good health and with your protection in
this world and in the world to come.
4. O Allah! We seek refuge in you from associating
something that we do not know, we ask for you
forgiveness for what we know not.
5. O Allah! We seek your protection from grief and regret,
and we seek your shelter from dullness and helpless,
and we seek refuge with you from timidity and we seek
your protection from the access of debts and the domination

- of other people.
6. Glory is to you, we have no knowledge except what you have
taught us. Surely, it is you, the All-Knower, the All-Wise
7. Our Lord! Grant us what you promised unto us through your
messengers and do not disgrace us on the day of
resurrection for you never break your promise.
8. Rabbana atina fi duniya hasana wa fil akhirati hasana
waqinaa azaba nnari.
- H. National Anthem
- I. National Pledge
- J. MATCHING SONG
 - i. Allah is the King
Allah is my Lord
Allah is the King of King
I shall worship Allahu and
Praise noble Prophet
Allah is the King of King
Allahu Akbar
Insha Allahu Allah is my saviour
Allah is my savior I am proud
I am Happy.
 - ii. Jumah day, Jumah day, is the holy day
Jumah day Jumah day is a blessed day
For Muslim boys and girls to put their best cloth
And go to Jumah service to go and pray there.

- iii. O Allah, O Allah, bless us with a living soul (2ce)
a living soul, is the righteous soul (2ce)
on the day of judgement,
when Allah will say into living soul
enter into paradise and live there in.

