

# As-Safa Academy Handbook

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## Goal

THE MAIN GOALS OF AS-SAFA ACADEMY ARE TO PROVIDE HIGH QUALITY EDUCATION AND TO INSTILL A LOVE OF LEARNING IN THE STUDENTS IN AN ISLAMIC ENVIRONMENT.

## Curriculum:

The curriculum meets and/or exceeds State of California standards and comes from reputed publishers like Harcourt, Pearson, McGraw-Hill, McDougal Littell, Scott Foresman, and Prentice Hall. All of the students take Quran (aqeedah, translation, tajweed, tafseer) with some memorization, Arabic, and Islamic Studies. Only Modern Standard Arabic is taught so students undertake the path of understanding the language of the Quran. The school basis the Islamic Studies from Quran, the Sunnah (the life and practice of Prophet Muhammad PBUH, and the lives of the Sahaba or Companions of Prophet Muhamma PBUH. Most of the curriculum comes from Dar-us-Salam Publications.

Reviewing the memorized sections of the Quran is the parent's responsibility.

## **Hours of Operation:**

The school operates from 8:00 am to 3:05 pm on regular days of Mondays through Thursday. On regular Fridays, the hours are from 8:00 am to 12:20 pm. On special days, like parent conference days, parents will be informed about the hours. Students should arrive between 7:45 am and 7:59 am on regular days. After arrival, the student will not be allowed to leave the grounds without permission from the teacher.

The school operates on the semester system, the first semester starting from the first day of school and ending on the last day of winter break and the second semester starting from the first day after return from winter break until the last day of school.

## **Ramadan Hours**

The school operates from 8:00 am to 2:00 pm on regular days of Mondays through Thursdays during Ramadan. On regular Fridays during Ramadan, the hours are from 8:00 am to 12:20 pm.

## **Inclement Weather**

Due to inclement weather, the school may close or not open for the day. It follows the schedule of public schools in Moreland School District (i.e. If Moreland School District public schools are

closed due to bad weather, As-Safa Academy will close as well). An email is sent out to parents the night before or as soon as the conditions necessitate.

### **Regular Pick-Up**

Students need to be picked up at 3:05 pm but no later than 3:20 pm on regular days of Mondays through Thursday and at 12:20 pm on regular Fridays but no later than 12:35 pm. There is a 15 minutes grace period after dismissal time of 3:05 pm (Mondays-Thursdays) or 12:20 pm (Fridays) after which the school charges \$1/minute for any minute that exceeds the 15 minutes grace period after which the student will be sent with one of the staff members. There is no supervision after 3:30 pm.

Only parents or people authorized by the parents (the names of individuals listed on Emergency Contact Form) can pick up the student. If there is someone else that will be picking up the child, please send an email to the school. The person picking up will have to appear with a valid government issued photo identification (i.e. CA driver's license, State of California Identification Card, passport, etc) that needs to be shown to the teacher on dismissal duty.

### **Early Pick-Up**

Parents who need to pick up their child before dismissal must notify the school of the time that they are picking their child. After arrival, they must sign out their child in the sign out binder at the front desk and wait for their child to come from the classroom.

### **Dismissal Routine**

All parents must wait at the front of the school building to pick up their children. Students will be released as their ride/parent's car pulls in front or the parent physically comes at the gate to pick up their children. For safety reasons, students will not be released to anyone coming into the classroom.

No student may leave the grounds without parent/guardian or teacher.

In case of emergency weather conditions or any other emergency, we may close for the day, delay opening, or may dismiss early.

### **Parking**

To make our school's dismissal smooth for the neighboring schools, the school has to ensure that the parents of Pasitos Spanish School, the school that is right in front of our school, have access to their entrance. All cars have to leave the space in front of their gate empty so the parents and

their families can walk from the parking spaces to their entrance without having to meander around moving cars. There will be cones to designate the space where no cars or vans can stop or wait while our students come out of the building.

Cars can't be left in the drop off area (i.e. next to the curb of the school building) unattended. If a parent needs to come in and talk to a teacher, the car needs to be parked in one of the parking spaces in the lot or on the street. Also, underage children can't be left in a car unattended while a parent is meeting with a teacher or stopping by to visit inside the school. Never can an engine of a car be left running with children inside the car.

### **Attendance:**

Regular attendance and punctuality are essential for a successful academic experience. Students will be marked tardy if they come after 8:00 a.m. If the student is going to be absent, parents should inform the school no later than 8:30 a.m. on the day of the absence and provide a reason for absence. An absence will be excused for the following reasons:

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1. Sickness
  2. Emergency in the family
  3. An appointment with a doctor, dentist, etc.
  4. Funeral service
  5. Court appearance
  6. Any reason considered valid by the school
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Failure to inform the school of the absence by 8:30 am will constitute an unexcused absence.

In case of an excused or unexcused absence, the student and the parent bear the responsibility of completing all assignments, projects, and tests. The student or the parent should obtain a copy of the assignment sheet for the days the student was absent and take the responsibility of finishing all assignments after their return to class.

### **Tardiness**

Students arriving at school from 8:00 am to 8:30 am will be marked tardy. The school closes its doors at 8:00 am. All students arriving after 8:00 am have to wait outside the building with their parents until the door opens at 8:15 am, after which the door closes again to open at 8:30 am. Door will not open from knocking or calling the school so students learn the importance of punctuality and so classes can start on time.

## **Late Arrival or Early Pick Up**

Students who arrive between 8:30 am - 11:30 am are considered half a day absent. Students who arrive after 11:30 am are considered absent. Students who are picked up between 11:30 am - 3:05 pm will be considered half a day absent. Students who are picked up prior to 11:30 am are considered absent.

## **Absence**

If a student has an excused absence, the parent or the student must collect the homework sheet upon his/her return to school and submit all missed assignments and take all missed tests within the same number of days for which he/she was absent. If the student has an unexcused absence, he or she doesn't receive credit for any missed assignments and tests. The student may take the end of the semester exams, if any. Grades will be calculated accordingly. It must be kept in mind that due to an absence, a student misses class discussion, activities, participation, group work, and one on one work with the teacher but can only do the assignment.

If a student is absent for 5 consecutive school days, parents will be sent home a notice. If the school judges that the student hasn't made sufficient progress for the year due to excessive absence, excused or unexcused, he/she will be asked to repeat the academic year. Students who are absent before or during the last two weeks of school will not have an opportunity to take missed tests or exams, including the SAT.

For planned vacations, trips, and Haj leave, parents have to submit in writing a letter requesting leave, the reason for the leave, and the dates of the student's absence at least a week ahead so the absence can be considered an excused absence.

## **Communication**

There are several ways the school communicates with the parents.

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1. Emails
2. Calling on the parent's telephone
3. Meetings by appointments
4. Notices sent from the school (either delivered to parent or authorized adult picking up the student at the end of the day or placed in the "Homework Folder")

5. Parent-Teacher Conferences
  6. Report Cards
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### **Parent Conferences**

Parent Conferences are held twice during the academic year, once in the middle of the first semester and again during the middle of the second semester. However, a parent, teacher, or the school administration may ask for a parent-teacher conference. If a parent needs to meet with the teacher, he/she should either call or email the school requesting it. If a teacher wants to meet with the parent, she will call or email the parent requesting it.

### **Parental Conduct**

Parents play a formative role in the upbringing, character development, and education of their child. For the healthy and proper development of the child, the parental responsibilities having to do with schooling include the following :

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1. Ensuring that the child attends the school on a regular basis, keeping the school informed of the child's absence, tardiness, early pick up..
  2. Ensuring that the child is clean, groomed, well dressed in uniform when he/she comes to school (i.e. the student is sent with a sweater, jacket on cold days)
  3. Providing healthy snack, lunch, and drink on a daily basis
  4. Follow up with their child's academic work by looking at the homework sheet
  5. Attending parent-teacher conferences
  6. Create an environment of learning at home which includes reading to, with, and among children. Provide encouragement for achievement.
  7. Maintaining Islamic environment at home and at places of socialization to the best of capacity
  8. Teach Islamically appropriate character, language, and conduct
  9. Providing encouragement, praise, and support for appropriate behavior
  10. Serve as a role model of good character, language, and conduct
  11. Pay tuition and fees
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Islamically appropriate behavior is expected from parents while at school events and at school grounds. When accompanying students at school events, parents should be Islamically dressed. The mothers should be dressed in loose clothing that covers the whole body and wear a scarf.

## **Illness**

Parents should not send their children to school during their illness. Following are some symptoms that indicate a sickness during which the student should not come to school:

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1. Fever
  2. Nausea, vomiting, headache
  3. Cough
  4. Injury that involves pain that prohibits activity
  5. Rash or sudden skin discoloration
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The student can return to school once he/she is free of all symptoms that indicate sickness. If the student returns to school after sickness, the school reserves the right to receive a letter from the student's medical professional or clinic that it is safe for him/her to return to school. The school wants to ensure that the students are free of communicable diseases so other students remain safe.

## **Medication**

If a parent would like the school to administer a medication, the parent has to submit a letter with a parent's signature which includes the name of the medicine and the dosage and send the letter with the medicine or drop it off with the teacher prior to the start of school. The medicine will be with the teacher and can be picked up at the end of the school day by the parent.

## **Books**

All books are the property of the school but can be taken by the student each day of the school year but must bring all books each school day upon his return. No student should come to school without his/her books. The students should write their names in ink in the inside of the books but shouldn't write anywhere else, make marks, drawings, or damage the books. They should use the books and return them in reasonable condition at the end of the year. There will be a replacement fee of \$50 or higher for each damaged and/or lost book. The parents should buy a backpack (with wheels for students in gr. 3 and up) and a lunch box.

## **Supplies**

Supplies used at school are provided by the school. However, supplies needed by the student at home are the responsibility of the parents. Below is a list of items that the parent is expected to buy for their child:

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1. Backpack with the student's name (for students in gr. 3 and up, the backpack should be on wheels)
  2. Lunch box or lunch bag with the student's name (to be brought to and from the school)
  3. Pencils, erasers, sharpener, ruler, scissors, crayons, colored pencils, markers (to be left at home for assignments)
  4. Wide ruled paper, white typing paper, construction paper (to be left at home for assignments)
  5. Graph paper (grade 5 and up, to be left at home for assignments)
  6. Protractor (grade 5 and up, to be left at home for assignments)
  7. Compass (grade 6 and up, to be left at home for assignments)
  8. Pencil box or pouch with the student's name
  9. Water bottle with the student's name so water can be brought to school
  10. Wide ruled index cards (to be left at home for assignments)
  11. Tablet, iPad, or laptop (grade 5 and up, only to be brought to school according to the notification on the homework sheet)
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It is the parents' responsibility to replenish the supplies at home as they finish. Students will not be sent home supplies for their assignments. Supplies needed for projects, according to the particular project, are also the responsibility of the parent and need to be purchased as the student starts the project. Please look at the homework sheet for details.

### **Uniform for Girls**

For girls in Jr. K to grade 6, the uniform is a blue, plaid jumper with blue pants and blue or white blouses with a collar, all of which are available from Merry Mart. If Jr. K to gr. 4 girls choose to wear a scarf, it needs to be blue or white. Girls in grade 5 and up should also wear a blue or white scarf purchased from a store of choice. Socks should be navy blue, black, or white. Sneakers or running shoes of choice have to be worn. If student doesn't know how to tie shoes, then shoes can't have shoelaces, but can be of velcro. No sandals, slippers, high heel shoes, boots are to be worn.

The girls' uniform for grade 7 and up is a blue or black abaya with a blue, black, or white scarf that can be purchased from a store of choice.

On Fridays, all girls are encouraged to wear a blue or black abaya with blue, black, or white scarf.

### **Uniform for Boys**

The uniform for boys is blue pants and a blue or white shirts with collars. Uniforms have to be purchased from Merry Mart. Athletic shoes of choice have to be worn. If student doesn't know how to tie shoes, then shoes can't have shoelaces, but can be of velcro. No sandals, slippers, or boots are to be worn. Socks must be navy blue, black, or white.

On Fridays, boys are encouraged to wear a white thobe with kufi.

### **Uniform for All**

Please contact the store directly to place an order and find out about the prices.

Merry Mart Uniforms

33 Washington Street Santa Clara, CA 95050

(408) 296-0423

The uniforms are available throughout the year at Merry Mart; however, supplies get limited during fall. Therefore, ordering them well ahead will ensure that the student has it before school begins in the fall.

All students can wear a sweater or jacket. It needs to be blue and can be purchased from any store but can't have any writing, pictures, symbols, messages, or logos. All personal items, like backpacks, lunch boxes, pencil boxes or pouches should also be free from writing, pictures (i.e. cartoons, movie characters, etc), symbols, messages, or logos.

### **Uniform Policy**

If a student is out of uniform for the first time, he or she will be reminded. On the second time, a notice will be sent home. On the third time, parents will be contacted by the teacher (for students in grade Jr.K - gr. 4) or he or she will get an in-school detention (for students in grade 5 and higher).

All students have to be in uniform every day unless specified by communication from the school.

It is encouraged to mark all personal items with the student's name.

### **Dress Code for Girls**

All girls should come with neatly dressed hair or wear a scarf. Make up, excessive jewelry, jewelry that makes noise, nail polish, perfume, clothing that bears writing, pictures, symbols, holes, and photos is not allowed.

Girls in grade 5 and up must be covered at all times. No tight clothing is allowed.

### **Dress Code for Boys**

All boys should come with neatly dressed hair. Besides 'kufi,' no hats, caps, headbands, wristbands, rubberbands, or clothing with writing, pictures, symbols, holes, and photos is allowed. Pants have to be on the waist (i.e. can't hang below the waist). No torn clothing is allowed.

### **Homework**

At the end of each school day, all students are provided a homework sheet, listing all the assignments expected from students, any upcoming quizzes and tests, and any announcements.

Students in Jr. K - grade 4 have "Homework Folder" that contains the homework sheet and corresponding handouts, review sheets, worksheets, etc. Parents are expected to make sure that the students complete the assignments listed on the homework sheet.

Students in gr. 5 and up are expected to collect the homework sheet and take corresponding books, notebooks, workbooks, handouts, review sheets home so the homework can be completed in a timely manner. All homework assignments are due the following school day unless otherwise specified. It is the responsibility of the student and the parent to ensure all assignments are completed by their due date and students make preparation for tests, projects, and exams, if any.

### **Lunch and Snack**

Sending nutritious lunch and snack with the student is the student or the family's responsibility. Each student should come with his/her own snack, lunch, and water or juice. Food that needs to be microwaved or kept in the refrigerator or freezer should not be sent. The school discourages sugary food, like soda, energy drinks, and candy.

## **Prohibited Items**

To ensure the school maintains a safe, nurturing, and an Islamic environment, some items are not allowed on the school grounds, before, during, or after school hours which include the following:

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1. Toys, water balloons, games for which prior school's permission wasn't granted
  2. Ipods/MP3 players, musical instruments
  3. Video games, music CD's, computer games
  4. Firecrackers and poppers
  5. Chewing gum
  6. Roller blades, Scooters, Heelies, or Wheelies
  7. Make-up, perfume, nail polish
  8. Magazines, periodicals, or ads for which prior school's permission wasn't granted
  9. Trading or game cards
  10. Items to sell for which prior school's permission wasn't granted
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## **Gifts and Treats**

If parents want to bring gifts or treats for the class, please check and arrange with the teacher at least a day in advance. If the item is a food item, it needs to be either homemade or have the U and D label, indicating that there is no animal product besides milk and eggs. To prevent allergic reaction, the school also asks parents to ensure that there are no nuts in the food product. The food item needs to be brought so that it can easily be distributed (i.e. it needs to be packed or individually wrapped).

## **Lost and Found**

All items lost and found at school are kept in the "Lost and Found" bin by the front desk and can be collected at the end of each week.

## **Emergency Drill**

Students are evacuated from the building on all emergency drills. They line up with their teacher in the rear playground and wait until they hear an announcement from the school that the drill is over.

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