

**As-Safa Academy**  
**Parent Handbook**  
**2024-2025**

As-Safa Academy is a full time private school in Moreland School District, San Jose, CA. 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. The entire curriculum provides excellent academic preparation for higher education. We are located at 801 Hibiscus Lane, James Phelan Building B, San Jose, California 95117. Please see [www.as-safa.net](http://www.as-safa.net) for details and directions.

**Policy of Non - Discrimination**

As-Safa Academy does not discriminate on the basis of race, color, language, national or ethnic origin in its administration, admission, or the implementation of any of its programs.

**Admissions**

As-Safa Academy is equipped for teaching 4 years and 9 months and older students who do not have any special learning, speech, physical, or behavioral challenges. Those showing special needs or difficulties may not be able to continue at the school. Interested applicants also have to take an admissions test and appear for an interview to qualify to enter.

**Academic Standards**

Students at As-Safa Academy will be expected to achieve academically to the best of their individual ability. The curriculum covers reading, language arts (reading, writing, grammar, spelling, vocabulary, and handwriting), mathematics, science, social studies/history, computer literacy. Arabic, Quran, and Islamic Studies are also offered as a community service. The school reserves the right to dismiss a student whose needs, in the opinion of the school, can't be addressed or met or who cannot meet the academic standards of their class.

**Application for Admission**

To apply to As-Safa Academy, please submit the Application online by clicking the “Apply Online” button on the homepage at [www.as-safa.net](http://www.as-safa.net). The website will take the applicant to the Curacubby portal which processes application, accepts payment of registration fees and tuition, accepts immunization records and other forms that need to be read, signed, and submitted.. Applications will be screened on the basis of the application filing date and or/written examination to determine eligibility to As-Safa. You will be notified as to when the entrance examination will be given. Once the examination is complete, the school will decide to accept or deny admission to the student. If the school accepts, parents can then decide to register on the Curacubby portal by paying the registration fee and submitting the forms that are on their school account.

**Registration**

All the forms listed on the Curacubby portal have to be completed and the registration fee has to be paid by the date given on the admissions letter so the school can set a seat for the student. If the registration fee is not paid by the due date on the admission letter, the school may not have a seat available, in which case, the student will be placed on the waitlist.

### **Calendar**

Please see the homepage at the school's website to access the calendar. The school year is from August to May. Parents will be informed of any changes via email.

### **Tuition**

The tuition of the academic year is listed on the school's website under "Registration." The tuition needs to be paid by the 1st of each month from August to May in 10 equal amounts or 12 equal installments from June through the following May. Parents can sign up with a plan of choice on the application form and they will be invoiced accordingly.

### **Hours of Operation**

As-Safa Academy is in session from 8:25 a.m. to 12:30 p.m. from Monday through Fridays and 8:25 a.m. to 12:30 p.m. on Fridays. Students should be dropped off no later than 8:20 am on all mornings since the assembly begins at 8:25 am when the front door of the school is closed. The door reopens to allow tardy students inside.

### **Drop Off and Pick Up**

Students should be dropped off and picked up from the front of the building. Parents must sign the pick up and drop off record book at the front desk if picking their child before dismissal or dropping them off after 9 am using their legal signature. Parents should not drop off their children before 8:10 am. After arrival, the students will not be allowed to leave the grounds. Parents who need to pick up their child before dismissal must notify the school's office or send an email to the principal, Hajera Ali, at [hajeraali@gmail.com](mailto:hajeraali@gmail.com) and should pick up their child from inside the building and sign out with the teacher.

Any parent that picks up his/her child after 3:45 p.m. will incur a charge of \$15 for each 15 minute interval starting from 3:45 pm. For safety reasons, students will not be released to anyone coming into the school or classroom. If someone other than the ones authorized by the parent on the Emergency Card come to pick up a student, we need to have the parent call the office or send an email to [hajeraali@gmail.com](mailto:hajeraali@gmail.com) with the name of the person picking up the student. Teachers will check the government issued identification of the person picking up the student before releasing the child.

Parents or the authorized person picking up the child must come with a car seat. Car seats have expiration dates. Please make sure the car seat is compliant to the safety laws.

### **Parking**

Please make sure not to park the car in the fire lane, the lane against the front curb, unless you are waiting in the car. No car should also block the entrance of Positos School. There is ample parking available in the parking lot and on Hibiscus Lane. For dismissal, parents will have to stop the car in front of the building to pick up the students. At no time should the fire lane be blocked, even for a short time. Students in grade Jr. K to grade 4 will be dismissed from the front door and students in grade 5 and above will be dismissed from the side gate. Once the students are picked up, the car needs to pull out so other cars can come up to pick up the children. If parents want to visit with other parents or stop in the classroom, they need to park their car in any of the parking spaces. If parents want to enter the school, they need to do so when dismissal is finished at 3:45 pm.

### **Supplies**

Parents are asked to buy supplies that should be sent to school on the first day of school to be part of the student's and class's supplies.

### **Supplies List**

#### **As-Safa Academy, Supplies List**

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. Water bottle with the student's name taped on the label
4. Pencil box or pouch with the student's name.
5. Pencils, 100 (No. 2)
6. Blue pens, 10 (grade 3 and up)
7. Erasers
8. Sharpener
9. Scissors
10. Scotch tape and Glue Sticks
11. Crayons
12. Colored pencils
13. Highlighters, 2 (grade 5 & up)
14. Crayola Markers
15. Permanent Markers, 5 (Grade 5 and up)
16. Crayola paint
17. Paintbrushes (4)
18. Wide ruled paper (500 sheets)
19. White typing paper (100 sheets to be left at home)

20. Construction paper, assorted colors (50 sheets)
  21. Graph paper notebook (grade 5 and up)
  22. Composition Notebooks wide ruled (3) for grade 3 & up
  23. Primary journal for gr. K-2 (6)
  24. Spiral One Subject Notebooks, wide ruled (14)
  25. Protractor (grade 6 and up)
  26. Metric and inch ruler
  27. Compass (grade 6 and up)
  28. Graphing calculator (grade 7 and up)
  29. Heavy Duty Plastic folders with prongs (14)
  30. Three Ring Binder (grade 5 and up)
  31. Post It Notes (grade 5 and up)
  32. Daily Planner (grade 5 and up)
  33. Wide ruled index cards (100)
  34. Kleenex
  35. Pencil Grips (If your child has difficulty holding a pencil)
  36. Tablet, iPad, or laptop (grade 3 and up, only to be brought to school according to the notification on Google Classroom) All personal items, like backpacks, lunch boxes, pencil boxes or pouches should also be free from writings, pictures (i.e. cartoons, movie characters, etc), symbols, messages, or logos.
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### **Items to Bring From Home On the First Day of School:**

There are some items that the students have to bring to the school for the academic year:

1. Extra clothing (extra pants for boys, extra jumper for girls, underwear) for Kindergarten
2. Lotion (if needed) with directions
3. Medication (if needed) with directions

There are some items that the student needs to bring daily;

1. Own water bottle with the label of the child's name
2. Snack (for part time and full time students); Lunch (for full time students only)
3. Lunch box or bag with the label of the child's name
4. Book bag to carry any belongings to and from school with the label of the child's name
5. Jacket or a coat and a hat (during winter)

On a rainy day, please send the child with rain boots and a raincoat.

### **Curriculum**

As-Safa's curriculum is based on the well-reputed Scott, Foresman, McGraw Hill, Harcourt, Holt, and Houghton Mifflin, McDougal Littell, and other reputed publishers. For more information about curriculum and instruction material, please visit the individual websites of the publishers. To refer to California state standards, please visit <http://www.cde.ca.gov>.

### **Assignments, Homeworks, Tests, Projects, Presentations, Etc.**

Parents have to set up an gmail account for each of their children that is designated only for As-Safa Academy use. All assignments for grade 1 and up are available at Google Classroom as the lesson is covered. Future tests, exams, presentation due dates, etc. are also on Google Classroom. After teaching a lesson, a teacher may ask the student to do an assignment which is due the next school day. Students of grade 1-3 will need help at home to access their Google Classroom at home.

### **Portfolio**

The school maintains for each student a portfolio that contains tests and important work done throughout the year. If the parent wants to see the portfolio, please call the school or email [hajeraali@gmail.com](mailto:hajeraali@gmail.com) to arrange for a time to browse through it.

### **Report Cards**

Report Cards are issued at the end of each semester in January and June and are sent to the email of the parents on file.

### **Parent Teacher Conferences**

Parent conferences are scheduled in November and March. Parents are notified when the sign up sheet will be available in front of the school building. The parent teacher conferences are held in 15 min. intervals. Each parent can sign up for one interval (15 min) per child with each teacher who is teaching him/her. Parents of students who would like to meet the principal can also sign up with her. Schedules for parent conferences are posted by the front door. If parents need to have a conference with the teacher during the school year, please call the school or email [hajeraali@gmail.com](mailto:hajeraali@gmail.com) so one can be arranged. If there are issues that the school/teacher would like to discuss with the parents, the school will contact the parent by sending a notice in the homework folder or an email.

### **Field Trips**

Field trips are scheduled during the year for which permission slips and details are sent to the parents. Transportation to the site of the field trip and back are provided voluntarily by parents and teachers. Parents pay if they decide to send their child to the trip.

### **Transportation**

Parents are responsible for providing transportation to and from school on a daily basis. There are no school buses available.

## **Uniforms**

Please contact the store directly to place an order and find out about the prices or order online at [merrymartuniforms.com](http://merrymartuniforms.com).

### ***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 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 for Girls**

The uniform is from Merry Mart in San Jose which can be purchased from the store on Bascom Avenue in San Jose or online at [merrymartuniforms.com](http://merrymartuniforms.com).

For girls in Jr. K to grade 6, the uniform is a blue, plaid jumper (School Apparel RR Plaid Jumper #1297PP) with blue pants (School Apparel Girls Navy Modern Fit Flat Front Pant #7895) and blue or white blouses with a collar (School Apparel Light Blue Long Sleeve Peter Pan Blouse #9166 and a sweater, if desired, (School Apparel Mayfair Blue Cardigan Sweater #6300-00), if desired. If Jr. K to gr. 4 girls choose to wear a scarf, it needs to be solid blue or solid white (i.e. without lace, decorations, etc.). Socks should be navy blue, black, or white. Sneakers or running shoes of choice have to be worn. If a student doesn't know how to tie shoes, then shoes can't have shoelaces, but can be made of velcro. No sandals, slippers, high heel shoes, boots are to be worn. No hoodies are allowed. If jackets are worn inside the school building, they need to be School Apparel Navy Blue Nylon Hooded Jacket #6225.

Girls in grade 5 and up should, in addition, wear a solid blue or white scarf purchased from a store of choice.

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

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

## **Uniform for Boys**

The uniform is from Merry Mart in San Jose which can be purchased from the store on Bascom Avenue in San Jose or online at [merrymartuniforms.com](http://merrymartuniforms.com). The uniform for boys is blue pants (School Apparel Boys Navy Plain Front Stretch Pant #7893) and a blue or white shirt with collars (School Apparel Light Blue Long Sleeve Jersey Polo #8326-00 or School Apparel Light Blue Short Sleeve Jersey Polo #8320-00). If sweater is desired to be worn, it needs to be School Apparel Mayfair Blue Cardigan Sweater #6300-00. Athletic shoes of choice have to be worn. If a student doesn't know how to tie shoes, then shoes can't have shoelaces, but can be made 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.

No hoodies are allowed. If jackets are worn inside the school building, they need to be School Apparel Navy Blue Nylon Hooded Jacket #6225.

## **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.

If at any time, the student can't wear a uniform, he/she needs to appear with a note from the parent explaining the reason and should wear anything that covers the whole body. Jeans, shorts, hooded clothing, clothing with writing, tight clothing, athletic wear (sweatshirts and sweatpants), nail polish, and makeup are not allowed.

## **Dress Code for Girls**

All girls should come with neatly dressed hair. Makeup, excessive jewelry, jewelry that makes noise, nail polish, perfume, clothing that bears writing, pictures, symbols, holes, and photos are not allowed. No torn 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.

## **Emergency or Inclement Weather**

In case of emergency, adverse weather conditions or any other emergency or unforeseen conditions, like PG & E outage, we may close for the day, delay opening, or may dismiss early. The parents will be informed by email.

### **Attendance and Tardiness**

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Regular attendance and punctuality are essential for a successful academic experience. If the student is going to be absent, parents should inform the school no later than 8:10 a.m. on the day of the absence. Parents can call the school and leave a message or email [hajeraali@gmail.com](mailto:hajeraali@gmail.com). Students should be dropped off no later than 8:20 am since the front door closes at 8:25 am. Students coming after 8:25 am are marked tardy. Tardy students are a distraction for other students, take time away from the class and the teacher, disrupt the routine, and impact academic achievement. The number of unexcused tardies will appear on the report card. Three unexcused tardies reduce the class grade by 5%. Every three additional tardies continue to drop the grade by an additional 5%. The teacher doesn't re-teach a lesson or the portion of the lesson that was missed to the students who come in tardy.

Traffic congestion, construction along the roadway, not waking up on time, alarm not ringing, taking too long to finish breakfast, etc. are not valid excuses. Please give yourselves and your children ample time in the morning to get ready. You may want to have the students pack their bags the night before so all books and materials are ready when leaving home. Students who eat breakfast at the front door will not be allowed to enter inside. They will have to finish their breakfast with their parents before coming inside the school building.

### **Observation**

Students may be observed and interviewed by the California Department of Social Services at any time to ensure that they are being cared for in a safe environment.

### **Health / Illness**

Since we want to make our environment as safe as possible, we must ask the children who are sick (wheezing, coughing, have breathing difficulty, are too weak or tired to participate in normal activities) to be kept at home. If a child shows a fever of 100 degrees or over, vomits, has an excessive runny nose, or suffers from an earache or toothache, the school will ask the parent to pick up the child. The parent must pick up the child within an hour of the call. If the child has a communicable disease such as lice, chicken pox, strep throat, measles, mumps, etc. the parent of the child should notify the school and should keep him/her at home until the child has recovered. If the school discovers that the child is sick due to any other reason, the parents will be notified so they can procure medical care.

### **Medical Emergencies or Injuries**



If your child becomes ill or injured, you will be contacted and requested to pick up your child within 1-1.5 hours from the time of the call. In the event you cannot be contacted, we will contact the adult listed on the Emergency Form. If there is a change in this emergency information, please notify us immediately so that records can be updated.

### **Administration of Medication**

A student who is required to take medication during the day, as prescribed by a physician, may be administered the medication by the teacher. In order to do so, we must receive the medicine with the doctor's prescription, the dispensing tool (i.e pump, spoon), and an email from the parent giving the school permission to dispense medication and with the following details:

- Name of the medication
- Method of administration
- Dosage to be given
- Times of administration

A parent must send a new email each time a new prescription is to be administered.

If there is any over-the-counter medicine, lotion, or oil you would like your child to use, please send it along with your child with his/her name on it with directions for use.

### **Special Events**

The use of a camera, video, or any other image capturing device for students or children that aren't the parent's children is prohibited at As-Safa Academy events, like open house, end of the year party, award ceremony, or any other event. Any food item being sent to As-Safa which comes from a supermarket should come with a U and D label or an ingredient label showing that it doesn't have any ingredient derived from animal source beside milk and eggs. None of the foods should have nuts since there may be some students who are allergic to nuts. All dishes made from meat must be "zabiha" or hand slaughtered with the name of Allah. Otherwise, please send vegetarian dishes.

The school has Eid celebration/s, awards day, dramas or plays, presentations, and end of the school celebration. The students should wear uniform at school events except during some celebrations when the parents will be informed, during which they should wear clothes that cover the body and are not revealing. If the girls wear skirts, they have to be ankle length. No jeans, shorts, tights, ripped clothing etc. are allowed. Parents are requested to bring a dish to some events.

### **Lunch & Snack**

Students will bring lunch and a snack from home. The lunch should be nutritious and adequate. Lunch should be sent in a lunchbox or a bag that clearly labels the student's name. Each student's

lunch should be separately packed (i.e. do not pack a basket of food for several siblings). Avoid sending lunches that require heating or microwaving. If the food needs a spoon or fork, please send it with the child. We strongly discourage sending rice with students since they spill it. Sugary snacks such as soda, sweets, chocolate, and candy are also strongly discouraged. High sugar content interferes with focus and concentration. We ask that you send cheese, fresh fruit or vegetables, or whole grain food as a snack. Hot liquids and breakable bottles and containers are not allowed. Each student should bring his/her own separate lunch. Students should not share food with others. Please don't send nuts with your children since some students can have allergic reactions. All fruits and vegetables being sent with the child should be pre-washed and cut to reduce chances of choking. If you are sending a can, please wash the top of the can.

Please send a water bottle to school with the child's name. Lunch boxes should also bear the child's name since many lunch boxes are similar.

### **Money and Valuables**

Money, and valuables, like jewelry or collectibles should not be brought to the school.

### **Cell Phones, Gadgets, Devices, iPads, Tablets, Laptops**

Students are asked to bring iPads or tablets only for class purposes, not to chat with friends or play games. Google Classroom will state that iPads, tablets, or laptops have to be brought for projects, assignments, etc. The devices have to be submitted to the teacher at the beginning of the day, used under the teacher's supervision, and returned home at the end of the school day. No student can be on a device while unsupervised by a teacher. In class, the device can't be used to chat with friends or play games.

Any device that has internet capability or the ability to make a telephone call can't be used by children. If a parent wants to send a cell phone or smartwatch with the student, the cell phone or smartwatch will have to be left with his/her teacher. The student can use the phone to call his/her parents after school. The school also allows students to use the office phone to call their parents at any time of the day, in case of illness, injury, or emergency.

### **Grievance Policy**

Parents must inform the teacher (by writing a letter or calling the school to schedule a conference) of any grievances within two days. Generally, grievances should be handled in the following manner:

1. Try to resolve the situation on your own with the parties involved only.
2. Discuss with the teacher/aid responsible for the duty by emailing or setting up a meeting..
3. Inform the school principal by talking or emailing the principal at [hajeraali@gmail.com](mailto:hajeraali@gmail.com),

calling the school.

## **PROHIBITED ACTIVITIES**

### **General Prohibitions**

1. No weapon, explosives, or ammunition of any kind is allowed in or around the school's property.
2. No toy weapon is allowed. None of the personal items should have images of weapons.
3. Toys and games from home are not allowed unless approved by the teacher.
4. No rock or pebble throwing or playing with ice.
5. Food, drinks, snacks, gum, etc. are not allowed in any room except in appropriate times, as allowed by the teacher.
6. No student may leave the classroom without the teacher or a school personnel.
7. No electronic toys, games, radios, phones, beepers, headphones, etc are allowed.
8. No foul/vulgar language.
9. No harassment.
10. No threatening language.
11. No racially demeaning language (i.e. humiliating someone because of his/her color, hair, shape of his/her eyes, height, etc.)
12. No language of violence
13. No hitting, kicking, slapping, biting, boxing, punching, etc. other students
14. No disrespecting others (staff, teachers, students, other parents)

### **Vandalism and Damage to Others Property**

Students shall not vandalize or damage others property, including furniture, computers, and other equipment. Parents shall be liable for any damage incurred by their child.

## **DISCIPLINE MANAGEMENT**

When imposing disciplinary consequences, the teachers and staff shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, property, and maintain essential order.
2. Discipline shall be based on a careful and fair assessment of the circumstances of each case.

No corporal punishment is allowed with the students at any time. In case a student's behavior is considered by staff to be hazardous or dangerous to the safety and well being of another student or staff member or disruptive to the learning environment, then the parents of the student will be notified and the student::

1. Takes a time out

2. Is detained from an activity
3. Leaves the class for some time
4. Takes an in school detention
5. Takes a suspension

If the student's behavior doesn't improve in the judgment of the school, the student will be expelled from the school. In case of expulsion from the school, parents aren't obliged to pay the next month's tuition installment.